

# Club Sports Handbook

2023-2024

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## Emergency Contacts

\*(Please call in this order. Call until you reach someone and leave a message with each person reached by voice mail.)

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## CLUB SPORTS PROGRAM

For three years, the DCR has been actively involved in providing assistance to the student organizations recognized as club sports. Through the Club Sports Program, the DCR is committed to providing student organizations, which are focused on particular physical sport activities, opportunities to promote and develop the interest and skills of their members. The Department is committed to providing professional administrative guidance, some financial support, and facilities for practice and competition. Most club sports are organized primarily for competition, while others in the future could be more instructional in nature. Teams compete against other clubs, schools, colleges, or universities. Clubs may be active during the academic school year and summer session. At all times, the academic school-year rules, regulations, and procedures govern club sports participation. Club Sports are governed by regulations of both the DCR, Campus Activities Center (CAC) and their National Governing Body. Club Sports members reflect not only on the clubs, but also on the sponsoring DCR and Pittsburg State University.

### RECOGNITION AS A CLUB SPORT

#### Continuation as a Club Sport.

1. Each student organization recognized as a Club Sport under the sponsorship of the department, will be evaluated annually by the Assistant Director of Competitive Sports. The evaluation may result in modification or revocation of recognition as a Club Sport by the DCR.
2. The Clubs must submit in writing the desire of the club to continue under the DCR.

#### Application for Club Sport recognition.

The following steps need to be taken to become recognized as a Club Sport under the sponsorship of the DCR is as follows:

1. Be a Pittsburg State University-recognized student organization in good standing for at least two years.
2. Consult your faculty advisor about becoming a club sport.
3. Become familiar with the information in University Regulations pertaining to student organizations.
4. Become familiar with the Club Sports Handbook.
5. Submit to the Assistant Director of Competitive Sports the following:

- a. A brief history of the club and a description of the club's mission.
- b. A letter of application indicating why the organization desires to become a club sport.
- c. Recent accomplishments.
- d. Proposed support (i.e., space needs, equipment needs, expected funding).
- e. Practice schedule.
- f. A proposed budget.
- g. List of current officers and a faculty advisor.
- h. A copy of the club's constitution.
- i. A copy of the activity schedule for the previous and current year.
- j. Copy of the club/organization's university financial statement for the previous fiscal year, if applicable.

\*All proposals should be submitted to the Assistant Director of Competitive Sports. The Director of the DCR has final approval of all new club sports. All new club sports will be placed on a probationary status for one academic year before receiving funding from the Department.

### PERSONNEL

**Students.** Within all student organizations, members have unlimited opportunities to become involved directly in the administration and supervision of their club. Collectively they have the responsibility to write a club constitution and bylaws, determine membership requirements, establish a dues schedule, select a faculty advisor, and establish duties of officers.

**Coach.** Some club sports operate with undergraduate student coaches, while graduate students or full-time staff members coach others. It is considered the responsibility of each club to secure the services of a volunteer/paid coach. The club may pay a coach if they choose to do so out of their own budget. The coach should restrict his or her contributions to those involving his or her skills and knowledge in the area of coaching the team representing the club sports. They should refrain from trying to assist in other areas of club management. The coach will ensure that good sportsmanship is conducted at all times and must conduct themselves in a manner that does not detract from the reputation of the university.

**Faculty Advisor.** The members of the club choose their faculty advisor. In all instances, the officers of the club must accept the advisor. The faculty advisor must be an approved person registered with the CAC and DCR. The Assistant Director of Competitive Sports will serve as a secondary advisor to all clubs.

**Trip Leader/Person in Charge of Conduct.** In accordance with the DCR requirements, all club sports will be required to have a trip leader/person in charge of conduct accompany them on all of their out-of-town events or tournaments. The person may be full-time faculty, staff, faculty advisor, graduate student or any (traditional sophomore or older) member of the club. \*See contact sports below. The person serves as the representative of Pittsburg State University through the DCR. The person is assigned the responsibility for conduct for the Pitt State sidelines and will secure aid and/or transportation for an injured Pitt State team member. Before a club sports trip is official, a DCR administrative staff member must approve the trip leader / person in charge of conduct. (Contact Sports: Team contact sports of ice hockey, lacrosse, rugby, soccer, and water polo, the person in charge of conduct may not be a person playing in

the contest.)

**Office of the CAC.** The university has assigned responsibility for the approval and supervision of all student organizations and programs to the Office of the CAC. A close liaison is maintained between the personnel of the CAC and the DCR to assist and supervise the student organizations recognized as club sports.

**Business Office.** The fiscal director of student organizations is responsible for exercising financial supervision over all student organizations, including those recognized as club sports.

**Director of the DCR.** Clubs receiving financial support from the DCR will be known as club sports. They will, after having their constitutions approved by the Office of the CAC, be under the policies and rules of the Director of the DCR. The Assistant Director of Competitive Sports serves as the official representative of the Director of the DCR in the supervision of the Club Sports Program.

**Student Supervisors.** Student supervisors help support the Club Sport Program. Supervisors will be at all home matches. They will be there to supervise the contests and enforce DCR/University policies & procedures. They will have authority over any violations being committed. Clubs are required to listen to them and follow their directions at all times.

## SERVICES

**Equipment.** All equipment purchased for club use as an approved budgetary item from the department's budget becomes available for use only by the club for which it was purchased. Upon receiving the equipment, the club becomes responsible for its maintenance and care. The university remains the owner of the equipment, and the department may bill the club and/or its individual members for lost or damaged equipment. Storage space (if available) for club equipment will be provided upon request. Equipment belonging to the DCR is governed by a specific checkout system. All Club Sports items are checked out by contractual agreement and must be returned. Regardless of who has possession of the equipment, the individual who checked it out is responsible for its proper return. A billing/hold notice will be e-mailed to any person with equipment not returned by the date set by the club president. Failure to return equipment will result in a HOLD being placed on the club members account for unreturned items. All fees must be paid before the HOLD is released.

**Facility Reservations.** A club sport desiring to hold a social/event function must complete the Student Organization Event Planning form online via engage. This also will list the function on the University Calendar. If the event will be using department facilities, indoor or outdoor, a Home Facility Request must also be submitted within the appropriate deadlines.

## CONSTITUTIONS

Every club sport is required to have a constitution approved by the Office of the CAC and the Assistant Director of Competitive Sports. A constitution is the framework of the club and expresses the fundamentals of the club's existence. The constitution should be periodically examined to ensure viable operation of the club. Bylaws and standing rules are easier to change than the constitution and help keep the constitution up-to-date with the direction of the club. Bylaws govern the internal operations of a club. Standing rules are those adopted by a majority vote at a club meeting and usually pertain to meeting times and locations for the year. Standing rules do not conflict with the constitution or the bylaws. An updated copy of your club constitution is required to be provided to the Assistant Director of Competitive Sports.

## OFFICER RESPONSIBILITIES & EXPECTATIONS

Every club must maintain a minimum of three active officers (President, Vice President, and Treasurer) at all times. If an officer graduates, quits, or is removed they must be immediately replaced. \*See **Membership Eligibility & Participation**

In addition to duties outlined in the club constitution, each club sport president is responsible for the following:

1. Serving as liaison between the club and the staff of the DCR.
2. Operating the club in compliance with the contents of the club constitution, Club Sports Handbook, and University Regulations.
3. Inform club members of policies, procedures, expectations, emergency procedures and other regulations that must be followed. Monitor all club events, ensuring that all policies and procedures in the Club Sports Handbook and University Regulations are followed.
4. Informing the next club president of the routines and guidelines for club operation prior to the next president's assumption of duties.
5. Ensuring that each club member is registered and associated with the club via IMLeagues.

6. Ensuring that all forms/requests are turned in on time to the Competitive Sports Office.
7. Keep a current list of club officers and the advisor on file with the CAC and DCR.
8. Updating the club constitution and submitting copies to both the Competitive Sports Office and the CAC.
9. Submitting to the Club Sports Office a semester report summarizing club activities.
10. Meeting financial obligations incurred as a club.
11. Reporting results of all club competitions to the Competitive Sports Office.
12. Furnishing copies of the club's practice and game schedule to the Competitive Sports Office prior to the beginning of each competitive club sport season.
13. Making sure any changes to this schedule are communicated in a timely manner or meets the required time for reserving and/or canceling facilities.

**Communication.** The importance of the president's role to communicate with club members and the club sports staff cannot be overemphasized. The president is the liaison between the club and the DCR.

The Assistant Director of Competitive Sports and the club sports staff operate with an open-door policy for all aspects of programming. Club officers and club members are encouraged to use this open-door policy.

\*Additional duties are discussed under other headings of the Club Sports Handbook. The above information should not be considered a complete list of the president's responsibilities.

## STUDENT CONDUCT

Club sports members are expected to function in a mature and responsible manner both on and off campus in all club sports-related activities in accordance with the Club Sports Handbook, University Regulations, and the club's constitution. Club Sports or individual members of the club sports may face disciplinary action for inappropriate actions and/or behavior either on or off campus while engaging in any club sports-related activity or travel. Alcohol and drugs are not a part of the Club Sports Program. Substance abuse by any individual while participating/traveling in a club sports-related activity may result in disciplinary action by the appropriate university office. The DCR endorses the anti-hazing principles set forth by the CAC/University. Any club sport-sponsored event that includes activity that degrades, demeans, or causes any physical or mental distress towards its members will not be tolerated.

Disciplinary incidents for minor & major offenses may result in revocation of recognition as a club sport by the DCR and a letter to the CAC recommending additional appropriate action. Disciplinary issues as a club could result in any of the following: club probation, suspension, loss of facility rights, restriction from travel, restricted access to club funds, or dismissal from our program.

### Examples of disciplinary offenses

Minor:

- Missing mandatory meetings
- Failure to submit forms or reports on time
- Reserving facilities outside of the allotted time to do so

Major:

- Displaying conduct that is not in the best interest of the club & the DCR and within the policies set up for club sports & Pittsburg State University student organizations. ( i.e. hazing, use of /or transporting alcohol or illegal substances, unsportsmanlike conduct towards officials or opponents, disruptive behavior on trips. )
- Misusing club funds
- Allowing ineligible players to participate in club sports activities
- Compromising the safety of club members while traveling

### Club Sports Judicial Board (Future Benefit)

The Judicial Board was created to assist the Club Sports Administration in policy revision, strategic planning, and the allocation of resources. The board consists of club sport officers to serve as council members and the Assistant Director of Competitive Sports will preside over each hearing. The Club Sports Judicial Board hears cases concerning all major violations by any club sport recognized by the DCR. After official representatives of the club sport have been informed of the nature of the charges and have been given the opportunity to refute them, the Club Sports Judicial Board may initiate action that could take the following forms:

1. A verbal or written warning to the officers of the club.
2. A limitation of privileges.
3. Probation that may include restriction of privileges.
4. Suspension of the club for a prescribed period of time.
5. Revocation of recognition as a club sport and a letter to the CAC recommending additional appropriate action.

## **Appeals Procedure.**

1. An appeal of the Club Sports Judicial Board decision must be submitted in writing to the Assistant Director of Competitive Sports within seven days of the date on the judicial board notification letter. This appeal will be heard by a disciplinary board consisting of two members of the council and a professional staff member from the DCR. This individual will also preside over the hearing. A simple majority vote determines the board's decision. All parties involved will be notified of appeal results in writing. During the period of appeal, the penalty imposed will be in effect.
2. Decisions of the Club Sports Judicial Board may be appealed to the Director of the DCR by following these procedures:
  - a. Written notification from the club president to the director indicating the reasons for the appeal. It must be submitted within seven days of the date on the disciplinary board notification letter.
  - b. The director will rule on the appeal after investigating the situation and may uphold, reject, or modify the action taken by the judicial board. Parties involved will be notified of the appeal results in writing. During the period of appeal, the penalty imposed will be in effect.

## **MEMBERSHIP ELIGIBILITY & PARTICIPATION**

Clubs under the Club Sport Program are only allowed to participate as a representative of "Pittsburg State University". Club members are not allowed to combine with other universities or clubs to compete as a joint team in tournaments using club funds / resources. Club Sport funds should only be utilized for the benefit of furthering PSU students' experiences. All club members must be current Pittsburg State University students who also meet the following eligibility requirements.

**Eligibility.** University regulations establish requirements for participants in club sports. Regardless of any further requirements established by the club sport, a participant must satisfy the following conditions:

1. Be associated with the university as a regular student and assess full student fees.
2. Be in good standing with Pittsburg State University, i.e., have not been dismissed, suspended, or dropped from the university without thereafter having been readmitted.
3. Must be enrolled in at least the minimum number of hours required to compete in league, regional and national championship competitions per the governing body, league or national organization for that sport. All students must also maintain a 2.0 cumulative GPA.

**ID.** Students desiring membership in a club sport must have a valid student ID. Faculty and staff members (for non-governing body sports) desiring membership in a club sport that conducts its practices and/or schedules contests in the SRC must possess a valid ID card, pay a daily admittance fee or pay the membership fee. For admittance to club-related functions, the faculty advisor of a club and the coach of the team are not required to pay this fee.

**IMLeagues Registration/Eligibility Waiver.** Each club sports member, must have a IMLeagues profile and be a member of the club they are participating with. By doing this you will have signed the waiver needed to be eligible. No member, volunteer coach or (Current PSU) guest of a club sport is eligible to participate in a club sports-related activity unless they have registered with IMLeagues and accepted the participation waiver form.

Academic Eligibility Letters will be completed by every individual club member at the beginning of each semester and turned in to the Assistant Director of Competitive Sports.

\*Some competitive sports/organizations that have seasons in the spring will allow students who graduated in the fall eligibility for that last season. Individuals who want to take advantage of this will need to reach out to the DCR at the start of their last academic semester to start the process.

*(Membership Eligibility and participation within a club sport must be free from discrimination based on race, religion, color, sex, age, national origin or ancestry, marital status, parental status, sexual orientation, disability, or status as a disabled or Vietnam-era veteran. Each club constitution must carry a statement to this effect.)*

## **CLUB FUNDS**

Every club is required to have an on-campus bank account in order to be considered a club sport in our Club Sports Program. Clubs are accountable for maintaining a balanced budget and a positive balance in their bank accounts. A proposed budget will need to be developed and submitted each semester to the appropriate professional staff for approval. All clubs will be forbidden to travel if they have less than 500 dollars in their on campus bank account.

## **INCOME**

Any money a club receives should be brought directly to the Assistant Director of Competitive Sports. They will fill out any necessary paperwork and deposit the money into the club's account.

**Dues.** All clubs are required to charge membership dues. It is recommended that 70-80% of the club's proposed budget be covered through membership dues. The funds generated by a club through dues or fundraising projects may be spent according to club needs and are governed by the regulations of the PSU Business Office.

**Fundraising.** Clubs are designed to be self-generated organizations and should not rely on outside funding requests from the Department of Campus Recreation in order for the club to function. Members of each club are primarily responsible for the financial support of their club. All fundraising ideas must be approved through the Assistant Director of Competitive Sports to ensure PSU Branding Guidelines are met and followed. If a club has any special requests such as chairs and tables for a fundraising event on campus, they must notify the Assistant Director of Competitive Sports a minimum of 7 days in advance. When any fundraising event has concluded, the club needs to inform the Associate Director of Club Sports how the event went and how much money the club raised.

**Donations.** Donations and sponsorships to clubs are another way to cover club expenditures throughout each semester. Pitt Power Crowdfunding is a great way to get started. Please see the PSU website or speak with the Associate Director of Club Sports to get started.

**Allocations.** While traveling, keep all itemized receipts pertaining to the trip (gas, lodging, food, entry fees). These receipts will be used for the Student Government Association allocations process the following semester. Clubs have the opportunity to be reimbursed for a percentage of their expenditures through allocations. Each club during away games, will get their own designed bag to be able to take with them to keep every receipt/paperwork that is necessary for each trip. All clubs are encouraged to take part in this process.

## EXPENDITURES

It is the responsibility of the Assistant Director of Competitive Sports to closely monitor club accounts and approve all purchasing. All spending must be pre-approved through them before any funds from your bank account can be withdrawn and used. The Assistant Director of Competitive Sports can not approve deficit spending. The club requesting a purchase must have the appropriate funds available in their on-campus bank account. If the club requests for the Assistant Director of Competitive Sports to make a purchase for them, send the invoice and link to pay the bill to them. The club must then provide a valid receipt of the transaction when completed. Please note that clubs are NOT eligible to be tax exempt and are required to pay any necessary sales tax on purchases.

**\*If a club becomes inactive or chooses to completely withdraw from being a club of Pittsburg State University, their account funds will be frozen and remain there until the club becomes active again.**

## COMPETITION

All clubs are required to submit club competitive schedules at the beginning of every semester. Clubs are not guaranteed to have the space until the confirmation has been received. At times, several clubs may utilize the same space needed for competition and practices. Therefore, most facility reservations are on a first-come, first-serve basis.

**Entry Fees and Purchases.** When payments are made for entry fees, the name of the team involved should be listed on the invoice. You must also obtain a receipt with the club's official PSU student organization name on it. Normally, incidental purchases and purchases of equipment and supplies will not be reimbursed from the DCR's allocated funds. If a club has a question concerning these purchases, consult a club sports administrative staff member. For all expenditures, signed receipts from the vendors must be obtained. The following cannot be reimbursed: personal expenses, travel insurance, parking/traffic fines, or minor costs from accidents/thefts.

**Club's Eligibility.** A club sport may establish additional eligibility requirements for intercollegiate participation. Club sports may enter individuals or teams in competition both on or off campus, although specific eligibility rules must be met. It is the club's responsibility to be aware of, and to abide by, such regulations.

**Conference or League Affiliation.** A club sport desiring to affiliate with a conference or league must secure prior approval from DCR prior to joining the organization. All clubs must follow all PSU eligibility guidelines first and foremost. They take precedence over any national governing body's guidelines. Please note, both guidelines must be recognized and followed. **Scheduling.** In establishing schedules, the officers, coaches, and faculty advisors must consider a balance between home and away games. The

Assistant Director of Competitive Sports will give final approval to club sports competitive schedules. Each competitive club sport season, club presidents should provide a copy of their schedule for the director. In some instances, adjustments will be made to schedules due to cancellations, rainouts, or illness. Notify the Assistant Director of Competitive Sports immediately when changes will need to occur.

**Cancellations.** Once you officially cancel a competitive event, it is canceled. Take all necessary actions possible before making a final decision on canceling. Please make cancellations in an appropriate manner with a minimum of 3 days notice when possible. When cancellations occur, please notify the Associate Director of Club Sports and the opposing competition. Additionally, any other necessary people when using facilities not owned by the Department of Campus Recreation. It is recommended that clubs have a backup facility lined up in advance in the case of cancellations.

## HOME COMPETITIVE EVENTS

There will be no charge for the use of recreation facilities for the intended purpose of hosting a single game/match. Priority of field/space will go to clubs who are considered "in season".

A Home Event Request for club sports home contests must be submitted 7-14 days prior to the competition in order to reserve facilities.

1. To be eligible for the competition, club members must register with the club via IMLeagues. The names of members who do not satisfy all eligibility requirements will not be eligible to participate.
2. The signature from the Club Sports Office indicates approval of the scheduled activity as a legitimate activity within the Club Sports Program.

**Visiting Team Privileges.** With advanced notice, visiting teams or competitors may be permitted to use the SRC locker-rooms and showers if need to clean up before traveling back home. Requests for these services must be made in writing to the Associate Director of Club Sports at least 4 days prior to the contest.

**Spectators and Admission Fees.** Spectators are welcome at club-related activities but do not have indoor facility-use privileges. The collection of donations or establishment of admission fees must have prior approval of the Associate Director of Club Sports at least two weeks in advance of the activity.

**Officiating.** For all club contests, it is important that qualified and impartial officials be selected. All requests for the payment of officials from club money allocated from the DCR budgeted funds must have prior approval of the Assistant Director of Competitive Sports. Normally, a club member is not paid for officiating services to his or her club. It is a university requirement that before a person may be paid from the department's budget for officiating a club sport home game or contest, they must have an Independent Contractor Form for home games and all needed forms (W9) on file with the Club Sports Office. To initiate payment to officials, the club president must provide the Club Sports Office with the name of the officials and the date of the contest along with all necessary tax forms.

**Injury Disposition.** When it is deemed necessary to call the EMT's to assist an injured participant (Pitt State or visiting team member), follow the procedures given below:

1. If the injury occurs on one of Pitt State's outdoor playing fields, call the University Police 620-235-4624 with your cell phone. **CELL PHONE IMPORTANT NOTE:** If you call 911 from a cell phone you might be directed to a transmitting tower outside of our local area and it can take up to 30 minutes or longer to get emergency personnel there.
  - Pitt State Police at 620.235.4624
  - Welcome Center at SRC 620.235.6561 – Please instruct the person answering the phone that you are a club sport (the field you are on) and that you need EMT at your location. Stay on the line until you have been told to hang up.
2. If the injury occurs in the SRC, inform the Welcome Center personnel of the type of injury involved and the location of the injured person. This individual will call the police and appropriate staff.
3. When necessary, City of Pittsburg EMT transports the injured athlete to the local hospital. All expenses incurred for treatment at the hospital are the responsibility of the injured participant.
4. Before the start of the contest, it is recommended that the above procedures be explained to the coach or representative of the visiting team. The representative of the visiting team will, of course, have to determine whether to use the service offered.



## AWAY COMPETITIVE EVENTS

Travel requests for club sport trips must be submitted via IMLeagues between **7-14 days before** the requested departure date.

### Types of Trips

**Club Fundraised** - all expenditures of the trip will be paid for through funds that the club fundraised

**Self Generated** - all expenditures of the trip will be paid for by the club members out of pocket

**Half/Half** - portions of the trip are paid for with club fundraised money and the rest by club members

**LUCID Travel.** Clubs are to use the customized online booking link provided to them to book all hotel rooms for travel. Clubs can search and hold rooms while sending an approval email to the Associate Director of Club Sports before booking. Clubs are responsible for reservation payments up-front. At this time, the Department of Campus Recreation will no longer be using a Pittsburg State University procurement card for any hotel booking. This website stores all hotel receipts and addresses of hotels for later reference.

1. A club may take only one trip per weekend. Normally 350 miles (one way) is the limit for each trip. Exceptions will be made for conference games, qualifiers, and championship travel for which a team has qualified.
2. To be eligible for a trip, club members must have their names on the IMLeagues club roster form and must meet enrollment and GPA restrictions. Any members not meeting these requirements are not eligible to travel or participate.
3. Teams are a unit. The entire team(s) must travel together. Individuals may travel separately only with special approval from the Associate Director of Club Sports.
4. The signature from the Club Sports Office indicates approval of the scheduled activity as a legitimate activity within the Club Sports Program.

### TRANSPORTATION

Driver Agreements are required from every volunteer driver before departure for a club sport trip. A copy of the driver's insurance and proof of a valid driver's license is to be submitted with the form. This agreement is due 7-14 days before travel approval.

### PRIVATE VEHICLES

The DCR requires that owners of private automobiles used to transport club sports members have their automobiles personally insured for not less than: property damage, \$50,000; bodily injury, \$100,000 each person, \$100,000 each occurrence. The individual drivers must supply official documentation to support the coverage needed before the trip will be approved.

### UNIVERSITY VEHICLES

Club sport members are expected to comply with all rules and regulations governing the use of state vehicles.

1. Club sports travel in university vehicles is normally limited to current team members, coaches, and staff members. Any other person must have prior approval from the Associate Director of Club Sports to accompany the team.
2. Requests for university vehicles must be submitted to the DCR Office as soon as the trip plans are finalized. The more advanced notice that Transportation Service receives, the better the club's chance of securing the requested vehicles.
3. Student drivers may be approved if they have a valid United States driver's license and sign a Driver Agreement. Drivers using an 8 passenger van will also need to take and pass the online safety test.
4. If a club ends up not needing a university vehicle that has been reserved for a particular period, the club should contact the DCR staff member immediately to cancel the request. Failure to do so within 24 hours of your scheduled departure time will result in billing the club for the vehicles not used.
5. University buses could be available at the club's expense for club sports travel. If a bus is needed you must request this a minimum of three weeks before your departure date.

**Emergency Repair Procedure.** In some instances, such as emergency repair of the university vehicle at an away event, Motor Pool may make reimbursement for emergency expenditures upon return of the vehicle. When emergency services are required, use only qualified professional service and the following guidelines:

For a minor condition — up to \$100:

- a. Use credit cards supplied (kept in key case).

- b. If necessary, cash, personal check, or credit card could be used.
- c. Always obtain a receipt. Personal expenditures will be reimbursed at the Motor Pool Office.

For a major condition — over \$100:

- a. Call the Pitt State Boiler Room (day or night) at 620.235.4779 to inform the operator of your situation. They will take your information and forward it to the proper individuals who will get back with you.
- b. Call Vinnie 620.704.2392. Leave a message if direct contact is not made.

**Accident Procedure.** If an accident occurs, use the following guidelines:

1. Notify area police immediately — before leaving the accident scene.
2. Render assistance at the accident scene.
3. Exchange information with the other driver(s): driver's name, address, city, state, zip code, driver's license number, date of birth, license plate number, state, year, make, model, year, color of other vehicle.
4. If there is an injury, or you cannot drive the vehicle, notify Vinnie 620.704.2392 and he will let you know what to do.
5. If the vehicle is drivable, continue your trip as planned and inform the Motor Pool personnel when you return to campus.
6. All accidents are to be reported immediately to the University Risk Management.

## HEALTH & SAFETY

Each individual who participates in a club sport assumes responsibility for his or her health. All individuals who intend to participate in vigorous sports within the Club Sports Program should, for their own protection, have a physical examination before participating. It is required that all clubs have a minimum of two safety officers on their roster and at least one at all practices/games. These officers are to be certified in First Aid, CPR, and AED. All contact sports should look at acquiring an off duty EMT or a physician at all games. All club sport members are expected to abide by all state and local health and safety regulations.

**Designated Individual.** For all club sports contests, the Trip Leader/Person in Charge of Conduct is assigned the responsibility to secure aid and/or transportation for an injured player. For all home contests, this individual will furnish similar aid to an injured member of the visiting team.

1. In team contact club sport competition, the designated individual is the person in charge of conduct. 2. In individual and team non-contact club sports competition, the designated individual is the staff member in charge of conduct unless he or she is playing. Before participation in the contest, the staff member must designate an approved person.

**The University's General Liability Policy.** This policy provides protection to officers and members of club sports as long as they are acting within the scope of their duties. The club sport must be a recognized student organization and the activity involved approved by the Office of the CAC. Coverage is in the amount of \$2,000,000 per occurrence and applies to claims brought by third parties for bodily injury or property damage. No coverage is provided for claims arising out of autos or aircraft.

**Medical Insurance.** The staff of the DCR strongly recommends that all club sport members have a medical insurance policy in effect during any club-related activity. Individual club sports may require medical insurance and/or annual examinations of its members as a criterion for membership.

**Student Medical Insurance.** Members of club sports are eligible for the student medical insurance offered through the university. Club members who carry the insurance should always have their insurance card in their possession. The staff of the Student Health Center business office will assist insured students with appropriate claim forms.

**Liability Insurance.** Most National Governing Associations will provide liability insurance to club members under a club that has paid their league dues and is in good standing with the league. Check with your national association for more details.

**Injury Disposition.** Before the start of the away contest, check with the representative of the host school to determine what arrangements have been made to assist in the handling of an injury. If the host school has made no arrangements, determine your own procedures to follow (i.e., telephone number of ambulance service, location of local hospital, etc.)

If necessary to have an injured participant seen and/or treated by a physician, have him or her transported to the emergency room of the local hospital. It is recommended that a qualified service (e.g., ambulance service) be used to transport the injured participant. All expenses incurred for treatment, transportation to hospital, etc., are the responsibility of the injured participant. Rely upon the recommendation of the attending physician as to whether the injured team member can be transported back to campus and what accommodations to use (e.g., university vehicles).

## **FORMS**

### **COACH AGREEMENT**

This document is required if your club decides to appoint someone to serve as a coach for the club. It is legal documentation that allows the club to fire their coach at any point if they violate any regulations set forth by the club or DCR.

### **DRIVER AGREEMENT**

This document is required by all club members who have agreed to be a driver for a club sport trip. Drivers are required to submit a copy of their driver's insurance and proof of a valid driver's license with the form. Due 7-14 days before travel approval.

### **HOME EVENT REQUEST**

This form provides the DCR with information about your upcoming home event, allowing us to delegate required staff for the event, and have the required facility available. Please submit between 7-14 days prior to the event.

An **Athletic Facility Request** form is additionally required if the club wants to reserve an athletic facility (university fields and athletic buildings such as the Weede or Plaster Center). This form is on IMLeagues as well.

### **INJURY REPORT**

This form is to be completed any time there is a serious injury to a club member during a competitive match. When it is a home event, an injury report must be completed for the visiting team as well if they have a serious injury. It is to be turned into the Associate Director of Club Sports no later than 48 hours after the injury or return to campus if on a trip.

### **MONTHLY CHECK-IN**

This form must be submitted at the end of each month throughout the semester. This keeps the Club Sports Office up-to-date with each club's activities for that month including practices, games, fundraising, and community events.

### **PAYMENT REQUESTS**

Complete this form when your club needs to purchase something via check from the business office or if you are requesting a check for something you need to reimburse someone for. The Club Sports Office will then complete the paperwork required by the PSU Business Office and get the check for you.

### **SAFETY OFFICER APPLICATION**

This form is to be completed by club members wishing to become a safety officer for their respective club. They must be First Aid, CPR, and AED certified and submit a copy of their certification to the Club Sports Office.

### **SOCIAL MEDIA POST REQUEST**

Submit this form when your club requests the Department of Campus Recreation social media page to post information about their games, tryouts, and/or any other club information.

### **TRAVEL EVENT SUMMARY**

This form is to be submitted after each competitive traveling event. Please include the final score, statistics, images, and any other information. This helps the Club Sports Office keep an accurate record of events for the club while not playing at home.

### **TRAVEL REQUEST**

This form is required for every trip that the club takes. This includes destination, travel roster, departure and return times, and travel arrangements. Please submit between 7-14 days prior to the event. A club is NOT permitted to travel unless their Travel Request is approved.

### **Deadlines:**

- Academic Eligibility Forms:

**Deadlines for Dues and Academic Eligibility Forms-** Club dues and academic eligibility forms are due to the Competitive Sports Office by the third Wednesday of each semester. However, if the club has a tryout during the semester and adds new players to the roster, these can be resubmitted in accordance with the roster additions. This resubmission must occur within five business days of the new member joining the active roster. These deadlines also reflect the expectation for updating and maintaining the clubs roster on IM Leagues and Gorilla Engage.

**Travel Bags-** Each club will have a designated travel bag that resides in the Competitive Sports Office. Within this bag will be a binder. This binder will contain relevant forms such as injury reports, incident reports, and travel forms. Once a club has completed their trip, they will return the bag to the competitive Sports office with the relevant receipts, travel summary, and game scores. This must be completed within one business day of the club returning to Pittsburg State University.

Last Revised: August 1st, 2023