

Department of Recreational Sports

Sport Programs

Sport Club Officer Handbook 2018-19

Oregon State University
Department of Recreational Sports
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WELCOME

Welcome to Oregon State University and the Department of Recreational Sports. We sincerely hope that you will enjoy your employment and association with Sport Programs, and will utilize this time as an opportunity to learn and grow, both personally and professionally. Our philosophy of student development has helped many previous student employees and participants recognize their potential and help them achieve their future goals.

The Sport Club Officer Handbook has been created to provide you with a guide to procedures and policy information as it relates specifically to your Sport Club within the department. **Sport Club Officers are required to thoroughly understand the material in this handbook prior to assuming their responsibilities and must adhere to it in the performance of their duties.**

The Department of Recreational Sports is a large and complex organization. Procedures for accomplishing our common objectives may vary between facilities and programs, but our intent remains the same. We strive to ensure a quality experience for all of our participants. As a Sport Club Officer, you are now a member of our team reaching toward this objective. We look forward to the opportunity to work together in providing recreational and leadership opportunities that foster healthy living to the Oregon State University community.

STUDENT AFFAIRS MISSION STATEMENT

The Division of Student Affairs enhances learning and strengthens the educational experience of Oregon State University students. In five Domains of Learning and Service, we impact student' health and well-being, provide global experiences that develop empathy, guide students in their career exploration, and create leaders who are engaged citizens.

DEPARTMENT OF RECREATIONAL SPORTS MISSION STATEMENT

We inspire healthy living by providing quality recreational and educational opportunities for the OSU Community.

DEPARTMENT OF RECREATIONAL SPORTS GUIDING PRINCIPLES

- **We make a difference through opportunities.** We are committed to supporting the OSU community by providing experiential learning, physical activity, and social connections that foster a fun and welcoming environment where individuals thrive.
- **We serve as educators.** We create meaningful learning experiences through our collaborations, programs, services, facilities and employment, which support student success and enhance the student experience.
- **We believe each person has worth and dignity.** We recognize, understand, and encourage celebration of the human differences that surround us and ask you to participate in fostering this spirit. Expression of bigotry, hatred, prejudice or disrespect is inconsistent with the ideals of preserving human dignity and contradicts the values of healthful living and fair play promoted by Oregon State University and our staff.
- **We serve as stewards of our resources.** We are committed to using our financial, human, and physical resources in a responsible manner in meeting current and future needs. Recognizing students as a key resource, we are committed to involving them in decision making. Decisions will

be based on being responsive, sustainable, and consistent with our mission, guiding principles, values, and vision.

DEPARTMENT OF RECREATIONAL SPORTS VISION STATEMENT

Through staff passion, innovation, and steadfast commitment to creating dynamic learning experiences, the Department of Recreational Sports has established itself as an essential campus partner in student wellness, a healthy campus, and the success of students and campus alike. OSU RecSports is recognized as a leader and source of best practices in the growing and evolving field of recreation.

DEPARTMENT OF RECREATIONAL SPORTS TEAM VALUES

Our culture is one of teamwork, mutual respect, accountability, and pursuit of a common vision. We encourage learning, strive for excellence, work collaboratively, and seek balance between our personal and professional lives. We celebrate our differences and successes and act with integrity. We are committed to shared responsibility in providing a welcoming, safe, and fun environment that is a centerpiece of campus life where social and physical interactions can flourish.

SPORT PROGRAMS OVERVIEW

SPORT PROGRAMS MISSION STATEMENT

To engage the university community in diverse sport and program opportunities that enrich the student learning experience through involvement, leadership, and physical activity.

*It is therefore our **vision**:*

- That we provide innovative and quality programming that cultivates activity and interactions among the OSU community that enhances the quality of campus life.
- That we create environments and programs that are accessible and welcoming for all to engage, learn, develop, and play.
- That we consciously link our purpose to the educational goals of the university community through theory, learning outcomes, and assessment.
- That we contribute to the development of student leaders through opportunities to practice transferable skills in communication, critical thinking, social responsibility, self-awareness, and cultural legacies.
- That we sustainably use our human, physical, and technical resources to address the needs of our university community.
- To be recognized as a leader in the field of Intramural Sports and Sport Clubs.

By dedicating ourselves to this vision we are committed to cultivating student learning and development by offering collaborative and engaging programs where participants develop lifelong skills and healthy behaviors.

SPORT PROGRAMS GUIDING PRINCIPLES

- Respect and Belief in Others.
- Enhance Quality of Life through Participation in Physical Activity.
- Relationships through Interactions.
- Leadership through Experiences.
- Development through Education.
- Enrich through Collaboration and Diversity.

STAFF RESPONSIBILITY

This is a breakdown of the staff's major responsibilities to help direct you to the correct person for help. All staff can help out in all areas but these are the primary job roles.

Joe Schaffer, Assistant Director of Sport Programs

- Event Advising and Management
- Club Finances
- Equipment Management
- Marketing Development
- Coaches
- Liaison to the University

Mitch Wiltbank, Coordinator

- Event Advising and Management
- Club Finances
- Equipment Management
- Marketing Development
- Coaches

TBA, Coordinator

- Event Advising and Management
- Club Finances
- Equipment Management
- Marketing Development
- Coaches

Jill Wells, Administrative Program Assistant

- Office Supervisor
- Travel Advising and Reservations
- Purchase Requests and Club Finances

Anna Bruning, Graduate Assistant

- Event Advising and Management
- Daily Club advising and communication of club activity and updates.
- Coordination of meetings, organization/leadership training

Matt French, Graduate Assistant

- Event Advising and Management
- Daily Club advising and communication of club activity and updates.
- Coordination of meetings, organization/leadership training

Megan Guilfoyle, Graduate Assistant

- Event Advising and Management
- Daily Club advising and communication of club activity and updates.
- Coordination of meetings, organization/leadership training

Senior Sport Program Associates

- Daily advising of clubs and communication of club activity and updates.
- Support club meetings, trainings, travel, marketing, equipment inventory, and practice attendance.
- Administrative Support

ADMINISTRATIVE SUPPORT

SPORT PROGRAMS OFFICE

- Computers
- Mailbox
- Copier
- Telephone 541-737-4083
- Fax 541-737-4300
- Travel Resources (Vehicle rental, Motor Pool, Lodging, Flights, Charter Busses, Maps)
- First Aid Kits
- Reservation for Facility Space
- Equipment Check-out
- List Serves creation-<http://lists.oregonstate.edu/>
- Central Web Services- 541- 737-1189
 - Create a website- <http://oregonstate.edu/cws/site-request>
 - Create a blog- <http://blogs.oregonstate.edu/>

IMPORTANT INFORMATION

Club Mail Address
Oregon State University
Attention: YOUR CLUB
Department of Recreational Sports
211 Dixon Recreation Center
Corvallis, OR 97331-3301

STAFF PHONE NUMBERS AND EMAIL ADDRESSES

Assistant Director	541-737-4884	Joe.Schaffer@oregonstate.edu
Coordinator	541-737-3566	Mitch.Wiltbank@oregonstate.edu
Coordinator	541-737-3568	TBA
Administrative Program Asst.	541-737-3179	Jill.Wells@oregonstate.edu
Graduate Assistant	541-737-6153	Anna.Bruning@oregonstate.edu
Graduate Assistant	541-737-3569	Matt.French@oregonstate.edu
Graduate Assistant	541-737-3568	Megan.Guilfoyle@oregonstate.edu
Sport Club Cell Phone	541-740-6877	
Sr. SPA Office Phone	541-737-4272	

OTHER RESOURCE PHONE NUMBERS:

Sport Programs Office	541-737-4083
Department of Rec Sports Front Desk	541-737-3748
Campus Security (non-emergency)	541-737-3010
Campus Security (emergency)	541-737-7000
Student Health Services	541-737-9355

OFFICE INFORMATION

COMPUTERS

USER LOGINS

- Resource Computer Logins (both stations): username “SSP” password “resource@dix12345”.

RICOH IM PRINTER/COPIER/SCANNER/FAX

The Ricoh IM machine in the Sport Programs Office has the following black and white capabilities:

- Printing from department computers
- Copy up to 50 per project front/back, staple, etc.
- Scan to an email address
- Fax: Press Fax button, dial 9, 1 (3 digit area code), the 7-digit fax number, and SSP long distance code: 6607431.

SPORT CLUB CALENDAR 2018-2019

August 2018

*Fall Term Activity Schedule	31
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September 2018

Rec Night	16
*Sport Club Fall Officer Training	19
Beaver Community Fair	20
Finance Workshop (Optional)	24
Sport Club Database Workshop (Optional)	25
Coach Training	27
*Winter Term Practice Request	27
*Schedule Fall Term Monthly Meetings	27

October 2018

Coach Training	1
Fall Officer Retreat Training Make-Up Deadline (for Lead Manual only)	4
Finance Workshop (Optional)	18
Sport Club Committee Meeting	TBA
*Club Officer Monthly Meeting – Fall #1	All Month

November 2018

*Sport Club Leadership Meeting	13
Report Last Day of Fall 2018 Practices	15
*Budget Workshop (Required Leadership Point – only attend one)	15
*Budget Workshop (Required Leadership Point – only attend one)	19
*Winter Term Activity Schedule	27
*2017-18 Budget Packets Due / Schedule Budget Presentation Time	27
Sport Club Committee Meeting	TBA
*Club Officer Monthly Meeting – Fall #2	All Month
*Fall Term Report	29
New Club Application Deadline for Spring 2019	29

January 2019

*Spring Term Practice Request	10
*Schedule Winter Term Monthly Meetings	10
*Budget Presentations	8, 9, 10
*Budget Presentations (if necessary)	13
*Club Officer Monthly Meeting – Winter #1	All Month
*Mid-Year Evaluation Due	31

February 2019

Non-Capital Equipment Request	7
*Sport Club Leadership Meeting	12
*Spring Term Activity Schedule	21
Sport Club Committee Meeting	TBA
*Club Officer Monthly Meeting – Winter #2	All Month
Report Last Day of Winter 2019 Practices	28

* = Required Leadership Point

March 2019

Club Varsity Letter Request	14
Nominations for Sport Club Committee Members	14
*Winter Term Report	14
New Club Application Deadline for Fall 2019	14
*Equipment Inventory Updated	14
*Schedule Spring Term Monthly Meetings	14
Sport Club Committee Meeting	TBA

April 2019

*Summer Term Practice Request	4
*Sport Club Team Photo Due	4
Final Review of Fundraising	18
*Sport Club Elections for New Officers	25
Sport Club Committee Elections	25
*Sport Club Transition Training	29, 30
Sport Club Committee Meeting	TBA
*Club Officer Monthly Meeting – Spring #1	All Month

May 2019

*Sport Club Transition Training	6, 8, 9
*End of the Year Club Evaluation	9
Sport Club Award Nominations	16
Last Day to Use State Account	23
*Club Highlights/Accomplishments Due	23
Sport Club Database Workshop (Optional)	23
Report Last Day of Spring 2019 Practices	30
*Annual Recognition for 2019-20	30
Sport Club Committee Meeting	TBA
*Club Officer Monthly Meeting – Spring #2	All Month

June 2019

*Sport Club Leadership Meeting – End of Year	4
*Spring Term Report	8
*Equipment Inventory Updated	8
*Fall Term Practice Request	8
*Return Receipt Books and Cash Bags	8
New Club Application Deadline for Winter 2020	8
Equipment Returned to Sport Programs Office	13
Sport Club Committee Meeting	TBA

SPORT CLUB ASSIGNMENTS

Sport Club Staff Support

Club Name	Advisor	Advisor's Email	Sr. Sport Programs Associate	Sr. Sport Programs Associate's Email
Archery	Mitch Wiltbank	Mitch.Wiltbank@oregonstate.edu	Jessica Nastarin	SCIMPM4@oregonstate.edu
Badminton	Megan Guilfoyle	Megan.Guilfoyle@oregonstate.edu	Isaac Kulonis	SCIMPM2@oregonstate.edu
Baseball	Mitch Wiltbank	Mitch.Wiltbank@oregonstate.edu	Colby Schoniwitz	SCIMPM1@oregonstate.edu
Bass Fishing	Mitch Wiltbank	Mitch.Wiltbank@oregonstate.edu	Colby Schoniwitz	SCIMPM1@oregonstate.edu
Cycling	Mitch Wiltbank	Mitch.Wiltbank@oregonstate.edu	Colby Schoniwitz	SCIMPM1@oregonstate.edu
Disc Golf	Megan Guilfoyle	Megan.Guilfoyle@oregonstate.edu	Isaac Kulonis	SCIMPM2@oregonstate.edu
Dodgeball	Matt French	Matt.French@oregonstate.edu	Jessica Nastarin	SCIMPM4@oregonstate.edu
Eq. Dressage	TBD	TBD	Alex Fautanu	SCIMPM3@oregonstate.edu
Eq. Drill	Anna Bruning	Anna.Bruning@oregonstate.edu	Katie Granato	SCIMPM5@oregonstate.edu
Eq. Event	Anna Bruning	Anna.Bruning@oregonstate.edu	Katie Granato	SCIMPM5@oregonstate.edu
Eq. Hunter Jumper	TBD	TBD	Alex Fautanu	SCIMPM3@oregonstate.edu
Gymnastics	Megan Guilfoyle	Megan.Guilfoyle@oregonstate.edu	Isaac Kulonis	SCIMPM2@oregonstate.edu
Indoor Rock Climbing	TBD	TBD	Alex Fautanu	SCIMPM3@oregonstate.edu
IHSA	TBD	TBD	Isaac Kulonis	SCIMPM2@oregonstate.edu
Judo	Matt French	Matt.French@oregonstate.edu	Colby Schoniwitz	SCIMPM1@oregonstate.edu
Karate	Mitch Wiltbank	Mitch.Wiltbank@oregonstate.edu	Jessica Nastarin	SCIMPM4@oregonstate.edu
Kendo	Mitch Wiltbank	Mitch.Wiltbank@oregonstate.edu	Jessica Nastarin	SCIMPM4@oregonstate.edu
Lacrosse - Men's	TBD	TBD	Isaac Kulonis	SCIMPM2@oregonstate.edu
Lacrosse - Women's	TBD	TBD	Isaac Kulonis	SCIMPM2@oregonstate.edu
Pistol	Joe Schaffer	Joe.Schaffer@oregonstate.edu	Kenon Kahoano	SCIMPM6@oregonstate.edu
Polo	TBD	TBD	Isaac Kulonis	SCIMPM2@oregonstate.edu
Racquetball	TBD	TBD	Alex Fautanu	SCIMPM3@oregonstate.edu
Rifle	Joe Schaffer	Joe.Schaffer@oregonstate.edu	Kenon Kahoano	SCIMPM6@oregonstate.edu
Rugby - Men's	Mitch Wiltbank	Mitch.Wiltbank@oregonstate.edu	Jessica Nastarin	SCIMPM4@oregonstate.edu
Rugby - Women's	Mitch Wiltbank	Mitch.Wiltbank@oregonstate.edu	Jessica Nastarin	SCIMPM4@oregonstate.edu
Running	Mitch Wiltbank	Mitch.Wiltbank@oregonstate.edu	Colby Schoniwitz	SCIMPM1@oregonstate.edu
Sailing	TBD	TBD	Alex Fautanu	SCIMPM3@oregonstate.edu
Soccer - Men's	TBD	TBD	Alex Fautanu	SCIMPM3@oregonstate.edu
Soccer - Women's	TBD	TBD	Alex Fautanu	SCIMPM3@oregonstate.edu
Stock Horse	Anna Bruning	Anna.Bruning@oregonstate.edu	Katie Granato	SCIMPM5@oregonstate.edu
Table Tennis	Mitch Wiltbank	Mitch.Wiltbank@oregonstate.edu	Jessica Nastarin	SCIMPM4@oregonstate.edu
Tae Kwon Do	Mitch Wiltbank	Mitch.Wiltbank@oregonstate.edu	Colby Schoniwitz	SCIMPM1@oregonstate.edu
Tennis	Matt French	Matt.French@oregonstate.edu	Colby Schoniwitz	SCIMPM1@oregonstate.edu
Triathlon	Joe Schaffer	Joe.Schaffer@oregonstate.edu	Katie Granato	SCIMPM5@oregonstate.edu
Ultimate - Men's	Anna Bruning	Anna.Bruning@oregonstate.edu	Kenon Kahoano	SCIMPM6@oregonstate.edu
Ultimate - Women's	Anna Bruning	Anna.Bruning@oregonstate.edu	Kenon Kahoano	SCIMPM6@oregonstate.edu
Volleyball - Men's	Anna Bruning	Anna.Bruning@oregonstate.edu	Kenon Kahoano	SCIMPM6@oregonstate.edu
Volleyball - Women's	Anna Bruning	Anna.Bruning@oregonstate.edu	Kenon Kahoano	SCIMPM6@oregonstate.edu
Water Polo - Men's	Anna Bruning	Anna.Bruning@oregonstate.edu	Katie Granato	SCIMPM5@oregonstate.edu
Water Polo - Women's	Anna Bruning	Anna.Bruning@oregonstate.edu	Katie Granato	SCIMPM5@oregonstate.edu

IMPORTANT SPORT PROGRAMS PHONE NUMBERS

Jill Wells - Administrative Programs Assistant	541-737-3179
Sport Programs Office	541-737-4083
Sport Clubs On-Call Phone	541-740-6877

SPORT CLUBS

WHAT ARE SPORT CLUBS?

Sport Clubs are classified as a Department Student Organization (DSO). A DSO is listed on OSU's organizational chart and for all purposes is OSU. DSOs are governed by and responsible for following all University Standards and Policies and processes, including financial and administrative responsibilities for its activities. A DSO operates under OSU's Tax Identification Number (TIN) or OSU Foundation's TIN and its activities are considered department activities.

DSOs provide students positional roles of leadership as employees or official volunteers of OSU. Departments fully support the success of the student organization through supervision of its members, professional development, mentoring and advising. DSOs are comprised primarily of OSU students as determined by the department. Although DSOs are not recognized student organizations, DSOs can register through the Student Org Database to support visibility of and access to these organizations to OSU students.

Other options for student organization classification are Recognized Student Organizations (RSO). Recognition is simply a means by which student organizations may apply to receive standard privileges granted when certain minimum requirements are met. Student organizations are expected to maintain alignment with OSU's mission and exemplify the principles of honesty and integrity, and respect of diversity, while always acting in good faith in the business dealings of the organization. Except as specifically identified in this policy or expressly written in any sponsorship agreement, the University does not control or accept responsibility for the activities nor endorse the programs of student organizations. Student organizations shall not misrepresent the mission, purpose or goals of the student organization. OSU maintains the right to rescind recognition and/or not recognize a student organization that, in the sole judgment of OSU, does not further the educational mission of OSU.

There are two classifications of Recognized Student Organizations. A Sponsored Student Organization (SSO) is a student organization composed of 100% of OSU students that operates under its own Tax Identification Number (TIN) and is legally a separate entity from OSU, and functions under the guidance of an OSU department. A Voluntary Student Organization (VSO) is a student organization composed of 100% OSU students that operates under its own TIN, is legally a separate entity from OSU, and functions solely under the direction and control of its student members. The activities and operations of these organizations are **not** affiliated with OSU. VSOs may enter into activity sponsorship agreements with an OSU department to access department support and resources. No faculty/staff advisor is required for recognition under this classification.

Here is the link where more information can be found out the classifications to help you understand if a RSO is the appropriate classification for your group: <http://sli.oregonstate.edu/orgs/updates>

LIST OF ACTIVE SPORT CLUBS

1. Archery	2. Badminton
3. Baseball	4. Bass Fishing
5. Cycling	6. Disc Golf
7. Dodgeball	8. Equestrian Dressage
9. Equestrian Drill	10. Equestrian Event
11. Equestrian Hunter/Jumper	12. Gymnastics
13. Intercollegiate Equestrian	14. Indoor Rock Climbing
15. Judo	16. Karate
17. Kendo	18. Lacrosse-Men's
19. Lacrosse-Women's	20. Pistol
21. Polo	22. Racquetball
23. Rifle	24. Rugby-Men's
25. Rugby-Women's	26. Running
27. Sailing	28. Soccer-Men's
29. Soccer-Women's	30. Stock Horse
31. Table Tennis	32. Tae Kwon Do
33. Tennis	34. Triathlon
35. Ultimate Disc-Men's	36. Ultimate Disc-Women's
37. Volleyball-Men's	38. Volleyball-Women's
39. Water Polo-Men's	40. Water Polo-Women's

ORGANIZATION AND STRUCTURE

GET ORGANIZED

All of the officers of the club need to meet and get organized. The best way to do this is to define the roles of all of the officers in the club together. The following are examples of officer roles that you may want to use for your club, however, you are strongly advised to build your club to best suit your needs:

President

- Provides the overall direction to the club
- Overseeing the work of the other officers and ensuring they work together as a team
- Serves as a liaison between the club, its faculty advisor, and the Department of Recreational Sports
- Schedules and runs organizational meetings
- Monitors the activities of the club, ensuring compliance with OSU Policies and Procedures affecting the club as well as the club's constitution
- Provide the Coordinator with term and annual reports on club activities

Vice President

- Acts in place of the president when necessary
- Oversees committee chairpersons and the work of the committee
- Often heads special projects/committees such as fundraising drives, tournament arrangements, publicity and promotion campaigns, etc.

Secretary

- Handles club correspondence such as match and tournament scheduling with other schools and teams or communication with conference and association personnel
- Maintains membership lists
- Maintains all club files and records
- Keeps the membership informed of upcoming events, and distributes meeting minutes and other pertinent information to the membership

Treasurer

- Manages and records all financial transactions of the organization
- Keeps detailed records of the club's financial transactions
- Establishes the annual budget for the organization in consultation with other club officers
- Reports the financial status of the club to the membership

Note: These are very basic role definitions and should be tailored to your particular needs. Many clubs may want to have an officer for fundraising or for race/tournament/game coordination.

Once you have defined all of the officer's roles for your club, create a task list for each officer. This will give the individual officers precise responsibilities to the club. The following list is only an example of possible duties which could be assigned to different officers, you are strongly encouraged to develop your executive responsibilities to best suit your club's needs and to work together as a team:

- Recruit new members – all officers/coordinated by President
- Coordinate and run club meetings – President
- Take meeting minutes - Secretary
- Set up competition schedule for the term or the year – Vice President
- Set up practice location and times – Vice President
- Run practices – President or Coach
- Coordinate travel to/from competitions - President
- Fundraising – Vice President
- Attend club officer meetings – President, Vice President, Secretary, Treasurer
- Purchase needed equipment – Treasurer
- Collect dues and deposit into earned account – Treasurer

In addition to a task list, develop a list of goals the club would like to accomplish over the year and develop a plan and timeline for how to successfully complete those goals together. An example is shown below:

Goal:

For the 2018-2019 year, it is the goal of our sport club to maintain a year-long membership of 20 participants.

Steps to reach this goal:

- Contact all members of last year's club to see if they are still interested in participating. (September 30th) - Secretary
- Market the club by using flyers, brochures and advertisements approved by the Sport Programs Coordinator (October 21st) – Vice President
- Establish an attendance requirement for those participants who wish to compete or travel. (All year) – President

SPORT CLUB POLICY AND PROCEDURE

ANNUAL CLUB RECOGNITION

Once a Sport Club has been granted and maintains full status with the Sport Club Committee, the club must annually renew its status by meeting the following requirements each academic year:

1. Club is in good standing with the Sport Club Committee.
2. Submit Club Organizational Information in the online Sport Club Database by May 31st.
 - a. Submit form via web-form at: <https://apps.ideal-logic.com/>
3. Review the e-constitution and make any necessary changes.
4. Complete and review a Sponsorship Agreement detailing the nature of relationship with the Department of Recreational Sports.
5. Attendance at Sport Club Officer Fall Training is required. Student organization leaders must annually complete University base-line training in addition to any other training articulated in the sponsorship agreement.
6. Adhere to all Sport Club Program, Department of Recreational Sports, and Oregon State University Policies and Procedures governing club related activities. Agree to comply with Standards of Conduct for Recognized Student Organizations and maintain accountability for University policies and guidelines.
7. Have a professional staff member from the department appointed/assigned as the faculty advisor.
8. Maintain 100% OSU student membership and faculty/staff/affiliates who are Recreational Sports Members and ensure accurate roster of currently active OSU student members through the online data system.
9. Maintain a minimum of 4 currently enrolled OSU students.
10. Maintain financial accountability to the University for all University funds received. These funds must be maintained in a sponsoring unit or Foundation Account.
11. Maintain good standing with the University, all governing boards within the University to which the organization belongs and all chartering, sponsoring or governing organizations with whom the organization affiliates.
12. Report any travel or events through the Student Organization Database at minimum 4-6 weeks in advance of the event or travel.

Any club's failure to adhere to these annual requirements will be placed on probation until the requirements are completed.

CLUB STATUS

FULL STATUS

Full Status clubs may apply for student fee funding through the Sport Club budgeting process. Full Status clubs have demonstrated adequate interest, organization, motivation, and leadership beyond the club's founding members.

ASSOCIATE STATUS

Associate Status clubs refers to the clubs who are active, but who are not yet qualified to receive any student fee funding through the Sport Club Program budgeting process. This generally refers to new clubs seeking membership. The Sport Club Program can provide a limited amount of funding to help newly formed clubs. Associate Status clubs may take advantage of other services offered through the Sport Club Program.

Associate Status clubs may apply for the Full Status title as a means to qualify for student fee funding. A waiting period of **one academic year** exists before application for Full Status will be considered. Since the Sport Club Budget process begins during winter term, associate status clubs may apply for the student fee funding with the provision that clubs maintain good standing and have met sport club requirements at the end of the academic year.

Note: Full Status membership does not guarantee student fee funding, but allows Sport Clubs to apply for such funding.

Associate or Full Status Clubs not meeting Sport Club Program organizational requirements will be listed on the in-active club list for two years before losing Sport Club Program status.

CREATING A NEW SPORT CLUB

POLICY

Not all student organizations engaged in a sport activity are, or can be, recognized as members of the OSU Sport Club Program. Inclusion in the program is dependent upon proven continued interest in the activity, capabilities for sustaining such interest in the OSU student community, and the ability of the Department of Recreational Sports to meet club needs via the Sport Club Program. Student organizations should not view membership in the Sport Club Program as an avenue to student fee funding or facility access. Funding is not guaranteed and more appropriate avenues for funding may exist elsewhere.

Membership in the Sport Club Program provides student organizations with direct access to a variety of services offered through the Department of Recreational Sports. The Sport Programs Staff serves as advisors to clubs with their day to day operations, events, budgeting, scheduling, promotional advice, and ensures a safe and responsible experience.

SPORT CLUB MEMBERSHIP POLICY AND PROCEDURE

INDIVIDUAL MEMBER REQUIREMENTS

1. Currently enrolled undergraduate and graduate students at Oregon State University are eligible to participate in the Department of Recreational Sports Sport Club Program.
2. Oregon State University faculty, staff, other employees, and affiliates may purchase a membership from the Department of Recreational Sports to participate in the Sport Club Program. Faculty and staff may not receive any direct benefits from Student Fees. (e.g. individual memberships to national governing bodies, individual entry fees, etc.), nor may they hold officer positions in the club or have voting privileges.
3. Each sport club participant must have a completed release and waiver of liability and code of conduct form on file with the Sport Programs Office to be eligible to participate.
4. Club and participating members must adhere to OSU, Department of Recreational Sports, and Sport Club Program policies, procedures, expectations, and code of conduct.
5. Clubs should contact their sport's governing body to confirm exact eligibility requirements. Many sports have specific standards for collegiate competition.
6. Individual club and participating members are responsible for paying dues in a timely manner to the club in which they participate.
7. Community members are not eligible to participate in the Department of Recreational Sports Sport Club Program.
8. The OSU Sport Club Program will not support any exclusion to participate on the basis of age, color, disability, gender identity or expression, genetic information, marital status, national origin, race, religion, sex, sexual orientation, or veteran status.

Notes:

- No eligible participants can be restricted or cut from a sport club or told they are not allowed to participate with the club by another member, coach or faculty advisor.
- Club officers or coach(s) reserve the right to choose to form a traveling team from its members, since only a certain number can realistically participate in competition. Each club is responsible to work out a fair and equitable method that accommodates all of its members' needs.
- Graduated students without a Rec Sports membership who qualified for a National competition while an active Sport Club member will be allowed to participate. The individual will be required to sign a paper waiver and the club is allowed to pay for either all, some or none of the expenses associated with the event. Student Fees funds may not be used to support graduated/alumni members.

ACTIONS TAKEN WHEN INELIGIBLE PARTICIPATION OCCURS

1. Individual club members are not considered a member until the release and waiver of liability and code of conduct form is on file.
2. Ineligible participants will be reported to the Sport Club Committee for further disciplinary action.

NON-DISCRIMINATION POLICY

Oregon State's Discrimination and Discriminatory Harassment Policies prohibit discrimination on the basis of age, color, disability, gender identity or expression, genetic information, marital status, national origin, race, religion, sex, sexual orientation, or veteran status. All Sport Programs participants are subject to Oregon State's non-discriminatory policies. If complaints of discrimination or harassment arise, they will be reported to Equal Opportunity and Access. Additionally, any allegations of discrimination related to gender identity and expression is subject to review on a case by case basis by the Sport Programs Staff.

INCLUSIVE PARTICIPATION

Sport Programs supports and advocates for inclusion of members of all gender identities and all forms of gender expression. All members of the Sport Club program may participate in accordance with their expressed gender identity regardless of medical intervention or the sex indicated in official school records.

NATIONAL GOVERNING BODIES

It is important to identify additional eligibility guideline distinguished by a Sport Club's National Governing Body before members participate. National Governing Body eligibility guidelines may require specific hormone therapy for collegiate athletes participating in competition or events. If club members have questions about these additional eligibility guidelines, they should contact their National Governing Body. If further assistance is needed contact the club's Sport Club Coordinator.

COMPETITION AT ANOTHER INSTITUTION

If a sport club member requires specific accommodation to ensure access to appropriate changing, showering, or bathroom facilities, the Sport Programs Staff, and/or coach, in consultation with the sport club member, should notify their counterparts at other schools prior to competition to ensure access to a comfortable and safe facility. This notification should maintain the sport club member's confidentiality. Under no circumstances will a sport club member's identity be disclosed without the student's expressed written permission.

CONFIDENTIALITY

All discussion among involved parties and requiring written supporting documents should be kept confidential, unless the student makes specific written requests otherwise. All information about an individual student's gender identity and medical information shall be maintained confidentially and in accordance with applicable state, local and federal privacy laws. In accordance with the Family Education Rights and Privacy Act (FERPA), the information about an individual student's gender identity and medical information may be shared only with those who have a legitimate need to know and will be determined on a case by case basis.

FACILITIES

All individuals using Department of Recreational Sports facilities; whether visiting athletes, sport club members, or other participants, shall have access to the changing, shower, and toilet facilities in accordance with their gender identity and gender expression.

SPORT CLUB MEMBERS PARTICIPATING IN INTRAMURALS

The following guidelines have been established by the Intramural Sports Program regarding intramural participation by sport club participants. Sport club members are expected to know these guidelines and to follow them:

- Sport Club members include OSU students and coaches registered on the club roster.
- Any member of a sport club may participate in the Intramural Sports Program following the guidelines listed below for the same sport or its related activities (e.g. water polo/innertube water polo; baseball/softball):
 - a) Events that provide for five or fewer players in the game at one time are restricted to one club member on their intramural roster.
 - b) Events which provide for six or more players in the game at one time are restricted to two club members on their intramural roster.
- An individual is considered to be a club member if their name is listed on the club roster form on file with Sport Programs, the person attends more than four club practices in any given term, participate on the traveling team/roster, or in other club related activities for the entire school year they participated in.
- Sport club coaches are considered club members for Intramural Sports participation. For the purpose of gender determination in Intramural Sports, a Sport Club coach's expressed gender identity is used to determine their eligibility, not the gender of the club they are coaching. For example, if the Women's Water Polo coach identifies as a man, they will be considered a man when determining their eligibility in Intramural Water Polo.
- See the ['Intramural Sports Policy and Procedures'](#) section within this manual for all Intramural Sports policies and procedures around Intramural eligibility.

VARSITY LETTERS

Varsity letters are available to sport club participants who meet certain criteria. To qualify for a varsity letter award a club participant must be an active member who has met the following MINIMUM REQUIREMENTS as established by the Sport Club Committee:

1. Have attended at least $\frac{3}{4}$ of all in-season practice sessions.
 2. Have participated in at least 50% of all official competitions, meets and/or matches.
 3. Have been an active participant in sport club fund raising activities.
- It is important to note that these are minimum standards and that each sport club does have the option of establishing higher standards for determination of their varsity letter winners.
 - A first year varsity award recipient will receive a varsity letter. Service bars will be awarded for participation in sport clubs in the following years.
 - A list of members who are eligible for letters and bars must be submitted to the Sport Programs Staff by March 14^h.

SPORT CLUB CODE OF CONDUCT AND WAIVER OF LIABILITY

Sport Club participants are required to complete a waiver of liability and code of conduct online before participating at any club practices or events.

ONLINE WAIVERS

Club members must register to participate with a sport club by completing the waiver of liability and code of conduct by following the steps to “become a member” online at: <https://apps.ideal-logic.com/osusli>

SPORT CLUB EXPECTATIONS & CONDUCT

CLUB OFFICER EXPECTATIONS

The Sport Club Program offers a great opportunity for groups to excel at what they do best, compete! Club officers must assume the highest level of expectations to ensure success of their Sport Club and the Program. All Sport Club Officers must adhere to the following expectations:

1. Communication: As a student organization, communication is vital to the success between the Sport Club Officers and members as well as the Sport Programs Staff.
 - Communication also involves checking the club’s mailbox and efficiently replying to weekly phone calls, email inquiries, club mailbox, and Member Interest Forms.
2. Read and understand the contents of Sport Club Handbook.
3. Attend all Sport Club trainings and meetings.
4. All student Sport Club members are eligible to hold office.
5. Submit all required forms on time and completed (forms not inclusive).
 - Term practice requests (online form)
 - Game or event schedules (online form)
 - Travel itinerary (online form)
 - Purchase Request forms (online form)
 - Annual club recognition form online (online form)
 - Term reports and evaluations (online form)
6. Always ensure all club members are acting in proper conduct and professionalism as you are representing Oregon State University and the Department of Recreational Sports.
7. Ensure all Sport Club members have a release and liability waiver and code of conduct form completed and on file with Sport Programs through the Sport Club Database.
8. Inform club members of policies, procedures, expectations, Code of Conduct, emergency procedures, and other regulations that must be followed.
 - Sport Club Officers need to accept some responsibility for the actions of their club members.
9. Ensure club is compliant with OSU, Rec Sports, and Sport Programs policies, rules, and guidelines.
10. Ensure club is compliant with local, regional, and/or national governing associations.
11. Assure all club financial accounts and budget obligations are met.
12. Arrange all facility reservations for club functions through the Sport Programs Staff.

13. For all club practices, games, or activities to occur, an officer or coach must be present during the entire duration of the activity.
14. Inspect facilities prior to all practices, games, or activities for safety and maintenance needs.
15. Leave facilities at requested time with appropriate clean-up.
16. Equipment and supplies are returned cleaned and in “appropriate” condition.
17. Notify Sport Programs Staff of all changes or updates to event schedule, practices, games, fundraising events, purchases, promotional materials, or any other club related activities.
18. During all Sport Club travel, officers must adhere to the following guidelines:
 - Vehicles are inspected before leaving.
 - Obey and follow all vehicle laws.
 - All passengers have seat belts on at all times.
 - Cargo is safely stored.

CLUB CONDUCT

The basic concept underlying Oregon State University Sport Club Program’s standard of conduct is that students, by participating, are assuming an obligation to conduct themselves and their organizations in a manner compatible with the University's mission and exemplify the principles of honesty, integrity, and respect of diversity. Individuals must always act in a way which does not detract from the reputation of the University, both on and off the field of play. Failure of sport clubs and individuals to adhere to a responsible standard of conduct will result in disciplinary action set forth by the Sport Club Committee.

Oregon State University sport club members are obligated to abide by the policies, rules, and requirements of the University : <http://studentlife.oregonstate.edu/studentconduct>

CODE OF CONDUCT AGREEMENT

The Code of Conduct Agreement and the Oregon State University (OSU) Student Code of Conduct serve as a guideline for how individuals are expected to behave when participating in OSU Sport Club sponsored or endorsed activities. All club members participating in an event sponsored or endorsed by OSU are representing their club and the University at all times. Sport club members are expected to represent themselves and their club with sportsmanship-like and moral behavior before, during, and after any sport club activity. Examples of inappropriate behaviors include but are not limited to the following:

CODE OF CONDUCT GUIDELINES

Participants shall not:

- Engage in illegal use, possession, or distribution of drugs or illegal substances, except for medical purposes, while traveling, competing, socializing and/or using facilities including lodging spaces
- Consume alcohol or use of marijuana while at any club activity including, but not limited to traveling (from the time the club leaves campus to the time it returns), competing, or as a spectator
- Violate any traffic violations when traveling to competitions
- Engage in hazing, harassing, or threatening actions which intentionally subject another person to offensive physical contact, physical injury, property damage, or which specifically and intentionally insult another person in his or her immediate presence with words or gestures when a reasonable person would expect that such an act or actions would provoke a violent response. (These actions, when based on race, color, national origin, religion, age, disability, marital status, sex, sexual orientation, or gender identity are among the forms of prohibited behavior.)
- Violate any Oregon State University or host University rules or policies
- Enter into any agreements on behalf of the university

Violations of the Code of Conduct Agreement may result in one or more of the following (this is not an all-inclusive list):

- Loss of funding
- The removal of offending team members and restriction from future participation, for at least a specified period of time
- Participation in a team building workshop or other required educational activities or programs of community service

Team Responsibilities will include:

- Educate club members of the Code of Conduct Agreement and consequences of misconduct.
- Ensure that all team members adhere to the Code of Conduct Agreement.

The Sport Club Committee will decide all disciplinary actions against clubs that violate this agreement. Depending on the severity, incidents may be forwarded directly to the OSU Office of Student Conduct and Community Standards.

BULLYING POLICY

To review the full policy, please go to the [Oregon State University Bullying Policy](#) page.

Oregon State University is committed to maintaining a working, learning, and social environment in which the rights and dignity of all the staff, faculty, and students of the University community are respected. Among the many things we do to maintain such an environment, the University prohibits behaviors that rise to the level of bullying as described below.

Under this University policy, bullying is prohibited. Bullying is defined as conduct of any sort directed at another that is severe, pervasive or persistent, and is of a nature that would cause a reasonable person in the victim's position substantial emotional distress and undermine his or her ability to work, study or participate in his or her regular life activities or participate in the activities of the University, and actually does cause the victim substantial emotional distress and undermines the victim's ability to work, study,

or participate in the victim's regular life activities or participate in the activities of the University.

This policy is not intended to and will not be applied in a way that would violate rights to academic freedom and freedom of expression, nor will it be interpreted in a way that undermines a supervisor's authority to appropriately manage their work unit. This definition reserves to the University, in furtherance of its educational mission, the right to address conduct that would not necessarily be unlawful. It is not intended to create individual or group rights, whether contractual or otherwise, that do not exist under existing law.

Concerns about violations of this policy can be directed to the University's Office of Equity and Inclusion for consultation and possible investigation.

More information about the dynamics and effects of bullying is available through the [University Ombuds Office](#).

HAZING POLICY

Hazing, defined as any action that endangers the physical, emotional, mental health or safety of an individual, or destroys or damages personal property for the purpose of initiation, membership, admission or participation in a group or organization. Expressed or implied consent of the person subject to hazing is not a defense. Apathy and acquiescence in the presence of hazing are not neutral acts; they are violations of this rule. Acts that constitute hazing when they endanger the physical, emotional, mental health or safety of an individual, or destroy or damage personal property, include but are not limited to:

- acts that are prohibited under any applicable law, including but not limited to ORS 163.197, under which hazing is a criminal violation;
- interfering with a Student's academic performance by denying sufficient time for class, study or other academic activities;
- compelling ingestion of any substance;
- compelling participation in physical activities such as calisthenics, exercise, or other games or activities requiring physical exertion;
- compelling exposure to weather elements or other physically or emotionally uncomfortable situations;
- compelling excessive fatigue from sleep deprivation, physical activities, or exercise;
- committing any act of physical brutality against another including but not limited to paddling, striking with fists, open hands or objects, and branding;
- kidnapping or transporting another with the intent of stranding him or her;
- compelling conduct that can be reasonably expected to embarrass or adversely affect the dignity of another, including the performance of public stunts and activities such as scavenger hunts;
- intentionally creating work or labor for another;
- compelling another to commit any sexual act or engage in lewd behavior;
- compelling any act that results in the destruction, defacement or removal of private or public property

To review the full policy, please go to the [Oregon State University Student Conduct and Community Standards Offenses](#) page.

SEXUAL HARASSMENT AND ASSAULT POLICY- TITLE IX

Sexual harassment is defined as: Unwelcome* sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education;
- Submission to or rejection of such conduct by an individual is used as the basis for employment or education-related decisions affecting such an individual; or
- Such conduct is sufficiently severe or pervasive that it has the effect, intended or unintended, of unreasonably interfering with an individual's work or academic performance because it has created an intimidating, hostile, or offensive environment and would have such an effect on a reasonable person of that individual's status.

*Employee conduct directed towards a student--whether unwelcome or welcome--can constitute sexual harassment under OAR 580-015-0010(2).

Assistance and support for issues of harassment and other grievances from the [Office of Equity and Inclusion Sexual Harassment](#) and department administrative personnel.

CONSENSUAL RELATIONSHIP POLICY

The University Consensual Relationship Policy can be found at: <http://eo.oregonstate.edu/consensual-relationships-policy>

Consensual romantic, intimate, or sexual relationships are of concern to Oregon State University when one of the parties has institutional responsibility for or authority over the other. Consensual relationships in this context can compromise the integrity of the exercise of institutional responsibility, create the potential for abuse of the authority or cause problems due to the perceptions of third parties.

Integrity can be compromised when individuals evaluate the work or academic performance of other individuals with whom they have a consensual relationship. The interest in the consensual relationship can impair the judgment required for the exercise of the institutional responsibility or authority.

Power may be abused within a consensual relationship between an employee and someone for whom he or she has supervisory, decision-making, evaluative, academic or advisory responsibilities. There is potential for use of the academic or supervisory role to maintain or promote the relationship.

Another potential problem involves perceptions of third parties who feel they have lost equality in terms of assignments, promotions, etc., and who may feel that the only way to succeed is to engage in a romantic, intimate, and/or sexual liaison.

All employees should recognize the possible negative consequences of romantic, intimate or sexual liaisons in the workplace and academic programs. This Policy prescribes actions required to remove conflicts of interest and avoid adverse effects on third parties, and further specifies the situations where consensual relationships are prohibited.

Sexual harassment is distinguishable from situations covered by this Policy in that sexual harassment always involves conduct that is unwelcome, is a clear abuse of authority, or produces defined negative effects on individuals. Oregon State University's Policy on Sexual Harassment should be consulted regarding such situations.

DISCIPLINING CLUB MEMBERS

Clubs can:

- Comply with disciplinary rules set by the club in regard to participation (i.e. game suspensions and participation levels in specific events/games).
- Follow disciplinary action (suspension, probation, and disqualification) placed on the member(s) of the club by Recreational Sports and sport's governing body.
- Discipline club member(s) for behaviors that have a negative effect on fellow club members or club.
- Discipline club member(s) for behaviors that threaten their own safety or the safety of fellow club members.

Clubs and Coaches cannot:

- Choose not to comply with club participation rules.
- Suspend club members from participating in more than two (2) games. *
- Verbally or physically abuse club member(s).
- Use physical condition drills as punishment.
- Discipline club members who cannot participate in scheduled club events that conflict with other academic or personal obligations.
- Apply a penalty without reasonable justification.

*If a coach feels that a longer suspension of a club member(s) is warranted, the Sport Programs Staff must be informed.

LEADERSHIP POINTS

Leadership points are used to promote compliance with Sport Club Program policies. They are used in several ways, including determining sport club Rec Sports Account allocations (outlined herein), club discipline, and Club Awards. Clubs have the opportunity to earn and lose leadership points based on meeting, not meeting, or exceeding sport club requirements.

Leadership Points are broken down into three categories: Required Leadership Points, Bonus Leadership Points, and Leadership Penalties. The Leadership Point Database can be found on the Sport Club Database.

REQUIRED LEADERSHIP POINTS

Required Leadership Points: Clubs will not earn points if they do not meet these deadlines or attend these meetings, and could potentially lose more points for failing to turn in anything at all or make-up a meeting as outlined in the Leadership Penalties section. The Sport Programs Office has the discretion to add Required Leadership Points if necessary.

FALL TERM REQUIRED LEADERSHIP POINTS

- Goals
- Fall Term Activity Schedule
- Fall Officer Training (All officers required)
- Scheduling Fall Monthly Meetings
- Attending Fall Monthly Meeting #1 (Majority of Officers)
- Attending Fall Monthly Meeting #2 (Majority of Officers)
- Fall Quarterly Leadership Meeting (1 officer required)
- Winter Term Practice Request
- Fall Term Report
- Winter Term Activity Schedule
- Budget Request Packet and Scheduling Presentation
- Budget Workshop

WINTER TERM REQUIRED LEADERSHIP POINTS

- Spring Term Practice Request
- Scheduling Winter Monthly Meetings
- Budget Presentation
- Mid-Year Evaluation (All officers required)
- Attending Winter Monthly Meeting #1 (Majority of Officers)
- Attending Winter Monthly Meeting #2 (Majority of Officers)
- Winter Quarterly Leadership Meeting (1 officer required)
- Winter Term Report
- Spring Term Activity Schedule
- Club Inventory #1
- Scheduling Spring Monthly Meetings

SPRING TERM REQUIRED LEADERSHIP POINTS

- Sport Club Team Photo
- Summer Practice Request
- Transition Training (Majority of New and Returning Officers)
- Attending Spring Monthly Meeting #1 (Majority of Officers)
- Attending Spring Monthly Meeting #2 (Majority of Officers)
- New Officer Elections
- End of Year Evaluation (All officers required)
- End of Year Quarterly Leadership Meeting (1 officer required)
- Spring Term Report
- Club Inventory #2
- Fall Term Practice Request
- Club Accomplishments and Highlights
- Annual Recognition
- Return Club Receipt Books/Cash Bag to SP Office

BONUS LEADERSHIP POINTS

Bonus Leadership Points: Clubs have the opportunity to earn additional Leadership Points by consistently meeting or exceeding sport club requirements. The Sport Programs Office and the Sport Club Committee have the discretion to give Bonus Points as they deem appropriate. Below is a list of Bonus Point opportunities:

- Having all officers at each Monthly Meeting each term
- Having an officer attend an optional Sport Club workshop (one point available per club per workshop)
- Completing all Event Reporting Debriefs within 2 business days each term
- Having all new/returning officers attend Transition Training
- Having a new officer attend a Spring Monthly Meeting after Transition Training
- Having all new officers complete the End-of-Year Evaluation
- Earning every Required Leadership Point for each term
- 25% (or up to 10 members) of club members volunteer or participate in service learning project. [OSU Center for Civic Engagement](#) is a resource for assisting groups in getting engaged with the community.
 - Examples include: Res Hall Move-in, MLK Day of Service, etc.
 - Participating members are verified by submitting a [Community Service Verification Form](#) to Sport Programs
- Supplying 10 quality action photos to the Sport Programs Office
- Supplying 1 quality video to the Sport Programs Office

LEADERSHIP PENALTIES

Leadership Penalties: Clubs can lose additional leadership points for not fulfilling their sport club requirements or obligations. The Sport Programs Office and the Sport Club Committee have the discretion to give Leadership Penalties as they deem necessary.

Below is a list of Leadership Penalties including, but not limited to:

- Failure to fulfill “Required Leadership Point” one week after deadline with additional penalties for each additional week not meeting deadline
- Failure to complete Fall Officer Training make-ups during scheduled make-up period
- Failure to timely notify Sport Programs Office about cancelled practice, event, or travel
- Failure to take a first aid kit or pick up approved travel itinerary
- Failure to return the first aid kits within 2 business days of return
- Failure to return hotel/rental vehicle receipts within 2 business days of return
- Failure to complete the Event Debrief within 2 business days after the event
- Failure to complete club paperwork on time (Driver Authorizations, Travel Itinerary, deadlines set by staff to complete transactions, etc.)
- Making unauthorized changes to an event within four days of event
- Failure to comply with OSU or Sport Club policies and procedures

Clubs may additionally be required to submit and report information. These will be tracked through “Non-Leadership Point Items” on the Sport Club Database, and do not count towards Leadership Points. However, clubs could receive a Leadership Penalty for not submitting requested information.

DISCIPLINARY GUIDELINES

Violation of, or non-compliance with the Sport Club Program's officer expectations, procedures, policies, University policies, or sport club standard of conduct may result in disciplinary actions prohibiting your club's participating to full capacity.

MINOR INFRACTIONS

These apply to officers and club members who are not meeting the expectations or roles outlined in the Sport Club Handbook and will result in not earning a Required Leadership Point or receiving a Leadership Penalty.

Examples of minor infractions include, but are not limited to the following situations:

Failure to:

- Fulfill "Required Leadership Point" one week after deadline.
- Complete Fall Officer Training make-ups during scheduled make-up period.
- Notify Sport Programs Office about cancelled practice, event, or travel.
- Take a first aid kit or pick up approved travel itinerary.
- Return the first aid kits within 2 business days of return.
- Return hotel receipts within 2 business days of return.
- Failure to complete the Event Debrief within 2 business days after the event.
- Complete club paperwork on time (Driver Authorizations, Travel Itinerary, etc.)
- Not make unauthorized changes to an event within four days of event.
- Comply with OSU or Sport Club policies.
- Attend Quarterly Leadership Meetings.
- Contact Sport Programs Staff about fundraising, competitions, games, and shows in a timely fashion.

Note: Continued minor offenses can result in disciplinary actions typically reserved for Major Infractions in addition to loss of Leadership Points (see below for major infraction guidelines).

MAJOR INFRACTIONS

These include actions of the club and individual club members that are outside the acceptable standards of conduct or violate University, Department, and Sport Club Program policies and/or expectations.

Examples of major infractions include, but are not limited to the following:

- Violation of Code of Conduct Agreement.
- Display of conduct that is incompatible with the University's function as an educational institution and the purpose of the Sport Club Program.
- Allowing ineligible individuals to participate in club activities.
- Violation of any host University rules or policies.
- Misrepresenting the University or the mission, purpose, or goals of the organization.
- Sign any agreement or contract on behalf of the University or the club.

Disciplinary Actions for Major Infractions may result in one or more of the following (this list is not all-inclusive):

- Loss of funding.
- The removal of offending team member(s) and restriction from future participation for a specified period time.
- Suspension or exclusion from all or specified privileges or activities of the Sport Club Program.
- Participation in a team building workshop or other required educational activities or programs of community service.
- Loss of recognition as a sport club in the Department of Recreational Sports.

The Sport Club Committee will decide any disciplinary actions pertaining to sport clubs or individuals committing major infractions. Depending upon the severity of the infraction by a club or member, major infractions may be referred onto OSU Student Conduct and Community Standards or other University Departments.

DISCIPLINARY NOTIFICATION (MINOR AND MAJOR OFFENSE)

The Co-Chair of the Sport Club Committee will notify club officers with a disciplinary letter, which will be signed by club officers and returned to Sport Programs Office within one week. The letter will state:

- The reason for the disciplinary action.
- The length of the probation period and action served to club.
- The possible consequences the club will face if additional infractions occur.

APPEAL PROCESS

Decisions of the Sport Programs Staff and the Sport Club Committee may be appealed to the Director of Recreational Sports by following these procedures:

- Within seven days of the date on the disciplinary action, a written notification from the club President or Representative to the Director indicating the reasons for the appeal must be submitted.
- The Director will rule on the appeal after investigating the situation and may uphold, reject, or modify the action taken by the Sport Club Committee. Parties involved will be notified of the appeal results in writing.

SPORT CLUB TRAINING/DEVELOPMENT

Throughout the year the Sport Programs Staff will be tasked with playing a role in a number of training sessions, officer meetings, and Sport Club Committee meetings. It is required to have a working knowledge of the general format of all meetings and a willingness to take on a variety of responsibilities relating to them.

Other University Resources:

- [Student Leadership and Involvement](#)
- [Center for Leadership and Development](#)
 - **Note:** See Resources and Opportunities for Students dropdown options

FALL OFFICER TRAINING

There are two components of Fall Officer Training. The first component is the online Canvas Training. There are a series of modules ranging from club membership, hosting events, travel, financial, and other policies. All officers must pass the quiz for each module. This training will be made available after Labor Day and must be completed before the in-person Fall Officer Training.

The in-person Fall Officer Training is a one day seminar before the first week of fall term that serves as an introduction or refresher course for new or returning Sport Club Officers over topics ranging from program organization, building inclusive clubs, group development, and more. Attendance is required of all club officers, as the time is also used for individual clubs to discuss their goals and organize for the coming year.

MONTHLY OFFICER MEETINGS

These meetings are an opportunity to hand out information, answer questions, and check in with each sport club. Staff will be responsible for facilitating these meetings, which will be held twice per term during the academic year and will typically last one hour. Staff will schedule monthly meeting times based on officer availability that will require the most attendance among the club officers. If the majority of officers cannot be in attendance for a scheduled meeting, they must contact the Sport Programs Staff to reschedule. Clubs failing to do so are considered unexcused and will face disciplinary action.

QUARTERLY LEADERSHIP MEETINGS

These meetings are an opportunity to hand out information, answer questions, present new ideas, and discuss major topics in a forum that includes all clubs in attendance. The meetings are held once each term during the academic year and typically last one hour. Each club is required to send at least one officer to represent them, although more are recommended. If no officers can be in attendance for a given club, they are encouraged to contact the Sport Programs Staff and set up a make-up time. Clubs failing to do this before the meeting time are considered unexcused and will face disciplinary action.

OFFICER TRANSITION TRAINING

In spring term of each year, the Sport Club Program holds a number of required three-hour training sessions to introduce new officers to the program and ensure continuity from year to year in the program. Each training session will include two parts; one for only new officers and the other for all officers. The number of training sessions (4-5) will vary depending on the amount of clubs.

- Clubs are required to attend one of the sessions in April/May; new officers must attend both parts of the training while returning and outgoing officers must only attend the second part of the training.
- The first part will be an orientation for new officers and will cover topics such as officer expectations, resources available to clubs, introductions of the Sport Programs Staff, etc.
- The second part will provide time for each club to hold discussion to set goals for the next year and allow for old officers to pass on any club specific knowledge they may wish to share.
- These meetings will be moderated and facilitated by the Sport Programs Staff.

WORKSHOPS

Throughout the year, the Sport Programs staff will host various workshops. These workshops are meant to educate the officers on topics and procedures so they can better serve their clubs. Workshops can either be mandatory or optional. Attending mandatory workshops are worth a Required Leadership Point and attending optional workshops are worth a Leadership Bonus Point. One officer needs to attend the workshop in order to receive the point. The Sport Programs Office has the discretion to add mandatory workshops if necessary. The below list of workshops are currently available:

- Sport Club Budget Packet workshop (mandatory)
- Sport Club Finances workshop (optional)
- Sport Club Database workshop (optional)

COACH TRAINING

The Coach Training is a 1-2 hour annual training offered twice during fall term for Sport Club Coaches that serves as an introduction or refresher on University, Department, and Sport Club Program policies and procedures ranging from program organization, coach roles and responsibilities, and club policies and procedures. Attendance is required of all coaches, as the time is also used for a question and answer session and completing university paperwork.

SPORT CLUB ASSESSMENT AND EVALUATION

TERM REPORTS

Sport Club Term Reports are an opportunity for clubs to provide the program a summary of activity, data, and feedback each term for the staff. Staff will send the term report reminders out with the newsletter two weeks prior to due date. Sport Club officers will complete via the Sport Club Database by the determined deadline.

MID-YEAR CLUB EVALUATION

SED

END OF YEAR CLUB EVALUATION

The End of Year Evaluation is an opportunity for the program to provide feedback on the club and leadership performance over the course of the year. Additionally, the evaluation will provide an opportunity for the program to discuss the transition and implementation of learning's for next year's club and leadership. The evaluation will also allow an opportunity for clubs to provide feedback on program deliverables and support. Staff will send the End of Year Club Evaluation out to club officers and/or members. The End of Year Evaluation typically occurs at the last Monthly Meeting. In preparation for this meeting, staff will review each club's Fall and Winter Term Reports, Goal Sheet, Leadership Points, current club budget, and complete the program's comments/feedback on the club's performance. During the meeting the staff will review the club's self-reflection/evaluation of their performance as well as provide their feedback/evaluation. At the end of the meeting staff will run through a check-list of items with the clubs.

SPORT CLUB ADVISORS AND COACHES

FACULTY ADVISORS

The advisor's role gives faculty and staff a unique opportunity to interact with students in a co-curricular learning environment that encourages respect, fun, and openness, creating an exciting sport experience. Any full-time member of OSU faculty or staff can become a Faculty Advisor to assist clubs and the Sport

Programs Coordinator who is recognized by the University as the club's primary advisor of record. The Faculty Advisor's role will vary depending on the student organization, the size of the club, and its stage of development from a newly founded club to one that is well established. They may act as a mentor, friend, resource, an assistant with activity or fundraising planning, listener, facilitator, and advocate for the group. Depending on the nature of the club activity and needs of the club, the Sport Programs Office may require a Faculty Advisor.

Fortunately, the Faculty Advisor generally does not act in all these roles at the same time. For instance, some student clubs, like newly formed clubs, will probably need someone to take a role of teacher providing guidance, leadership development, and experience that will benefit the club's establishment and continual growth with the University. Others will need an advisor able to act as a resource of information and a coordinator of transition between leaders by offering clubs a sense of continuity from year to year.

The Faculty Advisor should participate and lend their support as much as possible to the clubs. The "ideal" advisor is aware that she/he is often seen as a role model, resource of experience and knowledge, provider of University policies and procedures, consultant for the decision making process, and more importantly, sense of mature continuity that will help clubs reach their full potential. Faculty's experience and expertise are an invaluable resource for clubs to help define and shape plans, activities, and goals that are effective and realistic and reflect favorably on the University.

The faculty advisor is considered a valuable link and resource between the club and University.

BENEFITS OF A FACULTY ADVISOR

- Supporting a co-curricular learning opportunity to benefit both students and yourself.
- Creating and building relationships with students outside the classroom or work.
- Helping students develop and mature in leadership, responsibility, accountability, and life skills.
- Being part of a team atmosphere.
- Helping students realize their potential as an individual and as a club.
- Continuing the Sport Club Program legacy at OSU.
- Bridging the academic and co-curricular experience together.

SUGGESTIONS ON ESTABLISHING THE COMMUNICATION AND EXPECTATIONS:

- Be supportive, a resource person.
- Attend events, competitions, and meetings as much as possible.
- Have respect for club members by limiting control. Allow students to run the organization and to make their own way up to the point beyond which failure is inevitable, but do your best at that point to help them understand failure.
- Be accountable and available.
- Provide continuity and stability as student leadership changes.
- Provide an "outside" point of view or perspective.
- Serve as a resource on University policies and procedures.
- Provide your group with connections.
- Help club through organizational conflicts and issues.

EXPECTATIONS FROM STUDENT SPORT CLUBS TO ADVISORS:

- Discuss expectations of the advisor's role with the advisor.
- Continually keep advisor updated on all meetings, events, issues, and club activities.
- President should meet often with the advisor to discuss club matters and update advisor on club activities.
- Responsibility for the success and failure of a club rests ultimately with the club and its members, not the Advisor.

CREATING GREAT STUDENT STARS:

- As an advisor, there are many things you can do to help these students become stars for their clubs but some of the most important things you can do are the small things.
- The following will create positive energy for the club:
 - Smile and say thank you.
 - Attend games, matches, shows, races, and involvement fairs.
 - Write a letter of recommendation.
 - Attend fundraising efforts.
 - Attend the individual club banquet.

Finally, it is important for both parties to understand that their roles within the club represent only a small portion of their lives. The student member is first and foremost a student, and the advisor is a university faculty or staff with a variety of responsibilities. To acknowledge and understand the role and expectations of both groups is important. Remember to **HAVE FUN!!**

Students and staff are thankful for Faculty Advisors taking the time to participate with the Sport Club Program. This role is instrumental in helping students and the clubs grow, develop, and learn real life leadership skills for the future. Your support, as a faculty advisor, will not only help the clubs succeed, but more importantly, create an exciting learning opportunity through recreation that everyone involved can enjoy and appreciate.

COACHES

Sport Clubs and their membership may desire to seek the assistance of a coach. **It is imperative that the coach maintains the same philosophy of the Sport Club Program's mission statement.**

Coaches have many opportunities to provide a positive influence on student development (skill, leadership, social, and safety) through games, practices, and club activities for club members. Coaches may not be paid as they are volunteers and not employees. However, coaches are eligible for

reimbursement for actual expenses incurred while serving in their role with the club. Depending on the nature of the club activity and needs of the club, Sport Programs may require a Coach.

ELIGIBILITY OF A SPORT CLUB COACH

1. Interested individuals must have the necessary expertise within the sport.
2. Individuals that work for OSU (student employees included) are not eligible to be a Sport Club coach if their job duties are the same as their regular job functions. For more information, see http://www.oregon.gov/boli/TA/pages/t_faq_tawaitim.aspx.

PROCESS

- Clubs search for a suitable coach for their team.
- Coach needs to be approved by the club officers and members.
- Club enters the coach's information into the [Sport Club Database](#) during the annual recognition process. If the coach is found after annual recognition, the club will still need to add them to the Sport Club Database at that time.
- Coaches must attend the mandatory Coach's Training with Sport Programs Staff.
- Coaches [complete coach's application, volunteer coach expectations agreement, and volunteer form for approval](#).
 - a. Returning coaches will fill out the volunteer coach expectations agreement and volunteer form each year.
 - b. Staff will work with club officers to get their signature on the coach's agreement. Once the club has signed the agreement, the Coordinator for that club will also sign the agreement.
- Week 5 of the Fall Term, Sport Programs Staff email a list of all active Sport Club coaches to the Department's Administrative Program Assistant or Office Assistants.
 - a. Anticipated returning coaches not active at this time will be included on the list and noted by Coordinators to "NOT terminate".
- Department Administrative Program Assistant's staff compare active coach list to existing Department volunteer database.
 - a. Inactive coaches will be marked "terminated" in the Department's volunteer database and HR files moved to "terminated".
 - b. Anticipated returning coaches noted by club's Coordinator will not be "terminated".
- Sport Programs will place signed Volunteer forms for each coach in the Dixon Employment mailbox after all signatures are obtained.
- Department Administrative Program Assistant's staff will complete the following steps:
 - a. The Coach's name, ID#, status as a Volunteer, and expiration date of the Volunteer form is entered into the Student Employee Database
 - b. Volunteer forms and other paperwork are filed in file folders. New folders are created for new volunteers.
 - c. The Volunteer folder is filed under Sport Club Coaches in the Volunteer section of the lateral file.
- At the end of the season/year, the club, the coach, and the staff will review the volunteer expectations for possible renewal of the relationship for the next school year.

COACH ACCESS TO FACILITIES

SPORT CLUB COACHES

Sport Programs staff will add approved coaches to the Department of Recreational Sports pass list. Coaches on the pass list will be able to access Recreational Sports facilities for the sole purpose of performing the duties of their volunteer coaching position, not for general recreation. Coaches will be required to show photo identification to enter the building to perform assigned duties (practices, games, etc.)

Coaches who ARE Oregon State University employees are eligible to purchase a Recreational Sports Membership for informal and programmed recreation on a term, 9-month, or annual basis.

Individuals with a University working relationship that exceeds two weeks, but who do not otherwise qualify for an OSU ID card, may qualify for limited-duration access. Coaches who are NOT Oregon State University employees have the option to purchase limited-duration access to Recreational Sports facilities for informal recreation on a term, 9-month, or annual basis. Sport Clubs will work with Sport Programs staff to provide the department with first and last names of coaches who would like to purchase an “access” pass. Access is limited to the facilities and does not include membership benefits such as programs. Please allow three to five days for processing.

COACH EXPECTATIONS

The role of the coach is to work with the club’s officers to achieve the short and long term goals of the organization. Coaches should endeavor to develop and improve the skills of the student athletes in the club. Coaches must allow and encourage the club’s elected leaders to manage the club’s regular activities. Due to the Sport Club Program’s emphasis on student leadership, participation and development, the role of the coach is solely to coach/mentor and not to administrate. Coaches must successfully meet expectations outlined in the [Volunteer Coach Expectations Agreement](#), University, Department, Sport Programs policies and procedures, and club specific expectations.

The Department of Recreational Sports has the right and obligation to protect the club by relieving any coach from their position if they are not deemed to be working in the best interest of the club. The dismissal of the coach is not subject to appeal.

SPORT CLUB MARKETING & PROMOTIONS

MARKETING DEFINED

The process or technique of promoting, selling, and distributing a product or service. (Merriam-Webster Dictionary, 2015)

TOOLS & RESOURCES TO CREATE PROMOTIONAL MATERIALS FOR YOUR CLUB

- University logos, flyer, and brochure templates can be found at: <http://oregonstate.edu/brand>
- OSU Printing & Mailing Services has an online design tool that you can use if you don't have the software and want to quickly design flyers, postcards, brochures, business cards, etc. - https://marcomcentral.app.pti.com/printone/login.aspx?company_id=13669. You must then order through Printing & Mailing Services.
- Recreational Sports Graphic Designers can create something for you (t-shirt, uniform, logo, flyer, brochure, etc.)
 - Fill out a Media Request Form – https://oregonstate.qualtrics.com/jfe/form/SV_2ufhKOKYRWXIOix.
 - Questions or additional information can be emailed to the Marketing and Communications Manager.
 - Filling out the form does not guarantee that we will be able to meet your request, but it will be considered along with the other needs of the department.
 - If you submit the request at least three weeks in advance, your chances of getting what you need are much greater.
 - Plan ahead to utilize this free service.
- NOTE: all use of logos, flyers, and other promotional items must be approved by Sport Programs Staff prior to production. Items that are related to an event can be submitted through the Event Plan on the Sport Club Database.

WHEN CREATING YOUR OWN FLYERS, BE SURE TO INCLUDE:

- Name of the event & the club
- Day and date
- Time
- Location of the event
- Cost of the event
- Contact name & phone number
- The RecSports Website (recsports.oregonstate.edu) and Office Contact
- Disability statement – “Accommodation requests related to a disability should be made to (name, phone number)”
- OSU logo (tag placed on the bottom right, using a template is the best way to ensure the tag is in the correct spot and sized appropriately)
- All artwork must also meet the University Marketing Design Guidelines for Department Student Organizations, see below.

Note: All promotional materials (including entry forms) require the approval of the Sport Programs office prior to printing and duplication. All flyers must be posted only on official bulletin boards. Flyers may not be posted on walls, trees, or other structures.

UNIVERSITY MARKETING DESIGN GUIDELINES FOR DEPARTMENT STUDENT ORGANIZATIONS

- Ensure the club logo or design fits the university design guidelines
<http://oregonstate.edu/trademarks/student-groups>

- Submit artwork (that use OSU Trademarks or Logos) to Trademark Licensing for approval prior to production trademark.licensing@oregonstate.edu.
- Use one of the approved <http://communications.oregonstate.edu/trademark-licensing/retailers/licensees>.

UNIVERSITY SOCIAL MEDIA GUIDELINES

All official Oregon State University social media platforms must publish and consistently enforce the following Terms of Service and Deletion policy as a condition of the site's continued "official" affiliation with OSU:

Oregon State University-managed online communities are intended to inform users of OSU-related news and events, as well as foster OSU-related discussion and a sense of community among users.

The Sport Programs Staff will periodically review clubs' social media to ensure compliance with the university's policy and content appropriateness.

For additional resources, please use the [Social Media Policy](#).

OSU PROMOTION LOCATIONS & CONTACTS

Dixon Recreation Center, Student Legacy Park, or McAlexander Fieldhouse

- Contact: Brian Hustoles prior to the term you wish to promote your event, brian.hustoles@oregonstate.edu, 541-737-7096.
 - Possible advertising options include:
 - Plasma Ads
 - Press Release
 - Display Cases
 - Info Table in Dixon West Entry - Club must submit the event on a the Sport Club Database online for approval and reservation to be completed by the Sport Programs Staff.
 - Flyers in locker rooms or on Sport Club bulletin board
 - Banner in gym or west entry
 - Website or Facebook announcement
- Basic information about the Sport Club program is available on the website <https://recsports.oregonstate.edu/sports/sport-clubs>.
- Sport club practice times are listed online in the RecSports Quarterly Schedule <http://recsports.oregonstate.edu/schedule>.

Memorial Union

- Contact: MU Guest Services (MU112), <https://mu.oregonstate.edu/reservations/advertisingspace> for meeting room or advertising spaces.

Resident Halls / University Housing & Dining Services /

- Information about advertising in UHDS facilities and a form to reserve spaces can be found at: <http://uhds.oregonstate.edu/advertising-and-promotion-uhds-dining-facilities-and-service-centers>

Orange Media Networks - www.dailybarometer.com

- Advertising - Call 541-737-6373
- http://www.orangemedianetwork.com/daily_barometer/advertise/

Gazette Times – www.gazettetimes.com

- Contact 541-812-6073, <http://www.gazettetimes.com/app/contact/advertising/index.php>
- Ad must be approved by University Marketing, **Carson Dunlap**, carson.dunlap@oregonstate.edu, 541-737-5052

Media Services - <http://is.oregonstate.edu/sms>

- Equipment loan & tutorials
- Printing
- Scanning
- Photography & Videography
- Studios

KBVR Radio Station

- Radio Ads/Public Service Announcement/KBVR Radio 541-737-6323

Miscellaneous

- Word of Mouth
 - This is the cheapest and best form of advertising.
- Promotional / Giveaway items
- Uniforms, t-shirts, warm-ups & banners
- Beaver Community Fair
 - Reservations can be submitted online - <http://sli.oregonstate.edu/osupc/communityfair>
- Post flyers at businesses in the community
 - Make sure to get permission from the business owner
- START Night and REC Nights
 - Promotional table at DRS events

HOW SPORT PROGRAMS CAN HELP

The Sport Programs Staff can offer assistance regarding:

- Development of a timeline.
- Getting on to the campus calendar.
- How to use other media channels at OSU and Corvallis.
- How to write a press release.
- With other members of the event planning team develop goals for publicity.
- For publicity purposes, who is your target audience?

WHAT IS YOUR ADVERTISING BUDGET?

- Printing costs
 - Paper
 - Other materials
 - Advertising
 - Design costs
- Decide which media channels you will use for publicity:
 - Posters
 - Press release
 - Flyers
 - Table tents
 - Outdoor signs / Sidewalk Chalk
 - Please note that chalking can be done on sidewalk surfaces to promote OSU activities, causes, or events. Chalking is only allowed on flat sidewalk surfaces that are 30 feet from an exterior entrance to any facility. Chalking is not allowed on sidewalk that is an entry way to a building, covered by a structure (i.e. bike racks) or stairs, entryways, building exteriors, foundations, structures, etc.
 - Newspaper ads (required if you are using Educational Activities funds)
 - Newspaper free advertising and/or coverage
 - Radio/television public service announcements
 - “Last day/last week” attention-getters
 - OSU Calendar of Events (Localist)
- Create a “Press Information” Page including:
 - Event
 - Performer(s) Presenter(s)
 - Day/Time
 - About the Event (description)
 - About the Performer(s)/Presenter(s)
 - Cost of Event/Ticket Prices
 - Sponsors of the Event
- Tickets Sold: @ the door? Where else? When?

SPORT CLUB PRACTICES

PRACTICE REQUESTS

Clubs submit practice requests including facilities, dates, and times for each term through the Sport Clubs Database. Requests for facilities are due at the end of week 1 of the term prior to when you need them. Please keep in mind the Sport Club Program may not always be able to meet your first preference for practice facilities and times each term due to the department’s and other campus facilities being heavily used.

No practices are allowed during finals week. Also refer to '[Sport Club Practices](#)' flow chart.

SPORT CLUB ACTIVITIES

ACTIVITY REQUESTS

All Sport Club activity, such as home and away activities including games, shows, tournaments, meets, fundraisers, club meetings, and marketing/tabling with facility locations, dates, and times for each activity must be submitted through the [Sport Club Database](#) for advising and approval by Sport Programs. Staff must be consulted throughout the planning stages for all sport club activity. Home events may require travel itineraries depending on needs.

All scheduled activities and facilities are available on a first come, first serve basis with discretion by the Sport Programs Staff.

SPORT CLUB ACTIVITY POLICY

All Sport Club activity must be submitted through the Sport Club Database for advising and approval by Sport Programs staff.

- Term Event Schedules are submitted by officers to meet the deadlines on the [Sport Club Calendar](#).
 - Events planned after the Term deadline shall be submitted through the Sport Club Database at least six (6) weeks prior to the event, however they potentially may not be approved. Approval depends on availability of facilities and staff for advising and transaction processing.
- **All activities must be complete for final approval at least four (4) business days prior to Home Events or departure for Away Events. Therefore all changes and cancellations must be completed and approved before an entire event is approved at least four (4) business days prior.**
 - Unique deadlines for cancellations and changes may be imposed by other University or Non-University entities for items such as contracts, flights, rentals, etc.
- Offenses will result in disciplinary action as outlined in the policies for [Disciplinary Guidelines](#), [Leadership Points](#), and [Rec Sports Account Allocation](#).
- Exceptions will be considered for unforeseen changes which fall outside the officers' control such as injuries, weather, tournament cancellations, etc.

HOME EVENT REQUESTS

HOSTING AN EVENT

- Submit Home Event Registration Form through the [Sport Club Database](#) for advising and approval by Sport Programs.
- Staff must be involved in advising the event throughout the process.
- Facility, equipment, supplies, and staff needs are reserved through Sport Programs.
- Clubs work with their Coordinator to ensure officials, judges, and referees have contracts processed through the AABC-SEC at least 6-8 weeks prior to the event (only applies if clubs are hiring,

scheduling, and paying for the services). The AABC-SEC acts as a liaison in the contracting process when groups want to have non-OSU guests on campus. The AABC-SEC oversees the process from start to finish.

- Volunteers must fill out a [Conditions of Volunteer Service Form](#) prior to helping at a club event.
- If charging entry fees at the event site, clubs must check out a cash box from the AABC SEC Finance Office. Cash Box must be returned within 24 hours of the event.
- After the event, the club will complete an event debrief within 2 business days after the event. A debrief meeting with Sport Programs Staff may also be required.
- Also refer to the '[Home Activities](#)' flow chart

Note: Club will return all waivers from the event to the Sport Programs Staff within 2 days of the event. Failure to do so will result in a Leadership Penalty.

INCIDENTS/ACCIDENTS DURING EVENTS & TRAVEL

All injuries and incidents must have a corresponding incident or accident report form turned in. Failure to do so will result in the Sport Club Committee opening a disciplinary investigation. Please refer to '[Incident/Accident Classification Events/Travel](#)' flow chart.

Sport Programs Staff must be contacted at (541) 740-6877 to inform them of incidents, accidents, and injuries during events and travel.

SCRIMMAGES DURING NORMAL CLUB PRACTICE TIME

A scrimmage with non-club members during normal club practice time must be submitted as an event in the Sport Club Database for advising and approval by the Sport Programs Staff.

Staff reserves the right to require non-club participants to sign a special event waiver.

- See minor participation section, if necessary

If using Recreational Sports facilities (like Dixon), club must give the Sport Programs Office the group name, approximate number of people attending, and the time frame they will be there for. Sport Programs Staff will forward this information to the appropriate Recreational Sports Staff.

SHOWER USE BY NON-CLUB MEMBERS

- Club must submit request approximately 1 week in advance in the Sport Club Database for approval.
- Club must provide the name of the group including approximate number of users and a time frame that they will be using the showers.
- Club must provide at least 2 officers as chaperones per locker room being used.
- Club is responsible for additional clean-up to the locker room, if necessary.
- Sport Programs Staff will submit request to the Operations and Membership Coordinator for approval.

VOLUNTEERS AT EVENTS

- Volunteers at club events and activities must sign the Conditions of Volunteer Service and Waiver form prior to volunteering. Staff will provide the club with the appropriate forms.
- Club will provide job description and necessary training to volunteers for the tasks they are going to perform.
- Club must return completed volunteer forms to the Sport Programs Office after the event is completed.
- Volunteers cannot be compensated in any form or in any way, including monetarily or gifts.
- Signed volunteer waivers must be returned to the club's Coordinator in the Sport Programs Office within two business days of the conclusion of the event.

NON-CLUB MEMBERS PARTICIPATING

- Only may participate in approved Special Events.
- Individuals must sign a Special Event Waiver Form if approved by Sport Programs.
- Assess the risk and liability to the individual, the club, and the university before requesting approval.

YOUTH PROGRAMMING

Sport Clubs may choose to allow minors to participate in some of their activity. **It is imperative that the club follow the university's youth guidelines. The most up to date guidelines can be found at https://precollege.oregonstate.edu/sites/precollege.oregonstate.edu/files/osu_youth_safety_policy_manual_v4_3.28.18.pdf under OSU Youth Program Policies and Guidelines.**

PROCESS

- Club will submit the event 6-8 weeks in advance and go through the normal event advising process. Youth programming takes more planning time than a typical club activity, so clubs must plan accordingly.
- The Coordinator will review the activity and assess the risk to the minor group, the club, and the university. The coordinator will look for things like who is responsible for the youth that are participating (coaches/parents vs. club), potential for 1 on 1 contact between club members and the participants, appropriateness of the minor group participating in the activity, etc. Depending on the scope of the event, background checks may be required.
- The parent/guardian must sign the event waiver prior to the individual participating in the event. Depending on the scope of the event, a more in-depth waiver/registration form may be required that includes things like medical and insurance information. The more in depth form is typically used in the “camp” setting.

BACKGROUND CHECKS

The university provides the opportunity to have individuals complete the background check process. These are typically only needed if the club member(s) will have 1 on 1 contact with minors or have access to their protected information (address, phone number, etc.).

The university provides the opportunity to have individuals complete the background check process. These are typically only needed if the club member(s) will have 1 on 1 contact with minors or have access to their protected information (address, phone number, etc.).

- Club will meet with their coordinator to determine whether a background check is warranted and if so, for which individuals.
- For those individual identified as needing a background check, the Coordinator will submit the “Criminal History Check Disclosure Notice and Release Authorization” powerform found [here](#).
- Club will provide individuals’ names and email. Coordinator will add the Position Title (ex: Women’s Lacrosse Camp – Volunteer), the hiring supervisor (Coordinator Name), the hiring department’s name (Rec Sports), and index (Rec Sports Account).
- Human resources will process the form and will send notice (satisfactory or unsatisfactory) to the Coordinator when complete. Human resources will determine who warrants renewal if previous background checks have already been completed.
- The cost for each background check is \$10 for individuals that have lived in Oregon for the past 7 year and \$40 for those who have not. The background checks take approximately 24 hours to complete when all the appropriate documentation is submitted.
- Human Resources will determine if fingerprinting is necessary. If it is, the individual will have to pay \$10.50 at the time they get fingerprinted.
- The background process for out of state individuals can take 2-4 weeks depending on where the individual gets fingerprinted. It is much faster to do the fingerprinting (if required) on campus through Public Safety.

FOOD AT CLOSED EVENTS

- Club must submit the event in the Sport Club Database for advising and approval by the Sport Programs Staff.
- Clubs may make their own food, but should take appropriate food preparation and serving steps.

- Fully cook food
- Keep foods at appropriate temperatures
- Create signage stating that ‘food was not prepared in a certified kitchen. Consume at your own risk.’
- Use gloves, hair nets, serving utensils, etc.
- Closed events refer to those activities only accessible to the OSU Community. It is encouraged that at least one club member has a food handlers license to help oversee the process.
- Rec Sports Account funds may not be used for this type of activity unless their agenda of 2 hours or more over a meal time.
- For additional information, please refer to [Beaver Tips](#) from Student Leadership and Involvement.

FOOD AT OPEN EVENTS

- Club must submit the event in the Sport Club Database for advising and approval by the Sport Programs Staff.
- Clubs may make their own food, but must adhere to Benton County Food Preparation and Serving Guidelines. Talk with Student Leadership and Involvement (SLI) for more details.
 - Cook in certified kitchen
 - SLI can schedule times for the club in the kitchen they manage
 - Maintain appropriate temperatures at all times
 - Provide sneeze guards, gloves, hair nets, trash cans, etc.
 - SLI can provide many of these items
 - Preparers and Servers must have food handlers license
- Simplest way is to provide pre-made/pre-packaged food and beverage items
- Signage is required for anything not prepared in the certified kitchen stating something similar to “Food was not prepared in a certified kitchen, consume at your own risk.”
- For additional information, please refer to [Beaver Tips](#) from SLI.

CO-SPONSORING EVENT

- Club must submit the event in the online Sport Club Database for advising and approval by the Sport Programs Staff.
- Club and other organization will provide a clear outline of responsibilities for each party.
- Club must be an active participant in the organization and management of the event.
 - Club will not be allowed to use its name in order to provide free access to facilities and resources.

PERSONAL SERVICES CONTRACTS

Personal Services Contracts are for individuals who have a specialized skill, knowledge or resource that is not available within Recreational Sports. These individuals are paid for their services to the club. The University should not directly pay external vendors for travel, lodging, or food expenses for individuals paid on a Personal Service Contract. These costs should be built into the overall payment and should be arranged and paid for directly to the external vendor by the individual paid on the Personal Service Contract. Clubs will work with their Coordinator as outlined in the [Contracts, Agreements, and Permits](#)

to ensure officials, judges, referees, and volunteers have completed the appropriate contracts, agreements needed.

SPORT CLUB TRAVEL

Events attended, but not hosted by the club (outside or within Corvallis City limits) must have an approved Travel Itinerary. Please refer to the '[Travel](#)' flow chart. Home events may require travel itineraries depending on needs.

The Oregon State University AABC-SEC <http://fa.oregonstate.edu/aabc/sec-finance/travelrelocation> outlines allowable expenses and reimbursements derived from the Oregon University System (OUS) Policy, which states that the universities are to follow applicable state statutes, regulations and administrative rules.

All Sport Club activity, such as home and away activities including games, shows, tournaments, meets, fundraisers, club meetings, and marketing/tabling with facility locations, dates, and times for each activity must be submitted online [Sport Club Database](#) for advising and approval by Sport Programs. Staff must be consulted throughout the planning stages for all sport club activity.

SPORT CLUB ACTIVITY POLICY

All Sport Club activity must be submitted through the online [Sport Club Database](#) at least 6 weeks prior to the event for advising and approval by Sport Programs.

Term Event Schedules are submitted by officers to meet the deadlines on the [Sport Club Calendar](#).

- Events planned after the term deadline shall be submitted through the online Sport Club Database at least six (6) weeks prior to the event. Submission of events does not guarantee approval.

All activities must receive final approval at least four (4) business days prior to Home Events or departure for Away Events. Therefore all changes and cancellations must be completed and confirmed before an entire event is approved.

- Unique deadlines for cancellations and changes may be imposed by other University or Non-University entities for items such as contracts, flights, rentals, lodging, etc.

Offenses will result in disciplinary action as outlined in the policies for [Disciplinary Guidelines](#), [Leadership Points](#), and [Rec Sports Account Allocation](#).

PROCESS

1. Submit travel request via the [Sport Club Database](#). **Note:** Ensure all the relevant information (roster, event, location, travel logistics, etc.) is accurate and complete
 - Any graduated student without a Rec Sports membership attending a National competition due to qualification while still an active Sport Club member must be added to the notes section of the event plan.
2. Any expenses expected to be incurred during travel must meet spending guidelines and be approved by the Sport Programs Staff through with a Purchase Request Form in advance.

3. Check out a travel first aid kit and travel itinerary from the Sport Programs Office unless otherwise directed.
4. Upon return from trip, return travel first aid kit to the Sport Programs Office within (2) two business days of the club's return to campus with any requested receipts.
 - Club will be charged for replacement of any lost or damaged kits.
5. Violations of travel policies, procedures, and Code of Conduct will result in a disciplinary action taken by the Sport Club Committee.
6. Any mechanical or emergency service problems encountered while traveling in a Motor Pool vehicle, contact Motor Pool at (866) 253-5671 ext. 3, 24 hours a day. After contacting Motor Pool, contact the Sport Programs Professional Staff within 24 hours of any mechanical or emergency service problems occurring with Motor Pool vehicles.
7. In case of an emergency (**serious injury to club member, accident, weather**) immediately call 911 or deal with the situation. Then call the Sport Programs Staff at (541) 740-6877 to inform them of the situation and actions taken. Remember to document the incident with witnesses, dates, times, and actions taken. Remember to remain calm and use your resources!

FIRST AID KITS

ISSUING FIRST AID KIT

1. The First Aid Kit Check Out is requested via an event plan in the Sport Club Database.
2. Administrative Programs Assistant will assign an available kit to the sport club.
3. Sport club officer will pick up Travel Itinerary and first aid kit from the Sport Programs Office prior to departing for the event.

RETURNING FIRST AID KITS

1. First aid kits are to be returned to the Sport Programs Office within two business days of the return to campus.
2. When first aid kits are returned, office staff will ask if any items were used and will document the missing items on the first aid kit tags.

Note: Clubs should not keep kits even if they travel multiple weekends in a row.

INCIDENTS/ACCIDENTS DURING EVENTS & TRAVEL

All injuries and incidents must have a corresponding incident or accident report form turned in. Failure to do so will result in the Sport Club Committee opening a disciplinary investigation. Please refer to ['Incident/Accident Classification Events/Travel'](#) flow chart. Accident/Injury and Incident Reports can be submitted through the Sport Club Database.

DRIVER SAFETY POLICY

1. Passengers should help keep drivers alert and watch for signs of drowsiness.
2. Drivers must adhere to posted speed limits and must obey all traffic laws and regulations.
3. A designated club member will serve as the navigator. The navigator will sit in the front passenger seat and remain awake throughout his/her duty as navigator.
4. Seat belts or other approved safety restraint devices required by law must be worn by all travelers while the vehicle is in operation.
5. Driving between the hours of 12:00 a.m. (midnight) and 6:00 a.m. is strongly discouraged except in an emergency situation.
6. The following regulations concerning the balance of driving, sleeping, and breaks are to be followed:
 - For every 4 hours of driving, drivers must take a 20 minute break.
 - For each 12 hours of driving, drivers must take at least a 4 hour rest period.
 - Three drivers must be provided for trips expected to take more than 8 hours.

DRIVER AUTHORIZATIONS

Annually, all Sport Club participants driving Motor Pool or rental vehicles must have a completed Driver Authorization Form and verification of the online test on file in their respective club binder. Please refer to the [‘Method of Transportation’](#) flow chart. Please note that only OSU students, faculty/staff, or approved volunteers for the university are eligible to drive Motor Pool or rental vehicles. Affiliate members such as alumni cannot be approved drivers.

PROCESS FOR DRIVER

- Go to the Motor pool [website](#)
- Watch the “Van Safety Video”: http://media.oregonstate.edu/media/Van+Safety/0_m5wxztvm
- Take “Van Safety Test”:
https://apps.motorpool.oregonstate.edu/apps/motorpool/external/van_safety_test.cfm
- Print test results sent to the driver’s email.
- Complete the Motor Pool online Driver Authorization Form:
https://apps.motorpool.oregonstate.edu/apps/motorpool/external/authorization_form.cfm
 - Step 1: To select a College/Department:
Search ‘Recreational Sports’
Select ‘MRS – RECREATIONAL SPORTS’ in the drop-down options
 - Step 2: Complete all sections of the form
Department Address: 211 Dixon Rec Center
Work Phone: cellular phone number is sufficient
Job Classification: Officers select ‘Students’, Coaches select ‘Volunteer’
Job Title: type ‘club officer’ or ‘club coach’ **AND** club name/gender
 - Step 3: Click ‘Next’
 - Step 4: Check the form’s accuracy.
Use “Edit Information” button at the bottom of the page if necessary.
 - Step 5: Use “Print” button at the bottom of the page to print and sign the form.
This form is submitted to Sport Programs (with online test results).
 - Step 6: Use “Finish” button at the bottom of the page to complete the online process.
- Staple and submit the signed Driver Authorization Form **and** online Van Safety Test results to the Sport Programs Service Desk for approval signature.

TRAILERING

There are times that clubs may need to tow a trailer. Clubs using a university owned/rental vehicle or trailer must satisfactorily complete the safe trailering training before towing a vehicle. Club members towing personal trailers behind their personal vehicles are not required to complete this training; however we highly recommend that they complete the training. A Coordinator of Sport Programs will review the appropriateness of the vehicle/trailer setup. In typical situations, the towing vehicle may not be the primary vehicle for transporting club members. Tow vehicles must meet all towing capacity requirements for the trailer size/load.

SAFE TRAILERING TRAINING

Annually, all Sport Club participants wanting or needing to drive a tow vehicle must complete an online training and assessment through Canvas. The training module consists of 2 videos, a couple of resources, and a quiz. To complete the training, please follow these steps:

1. Notify the Sport Programs Staff that you need to be added to the Sport Clubs organization on Canvas.
2. After being added, login in to Canvas (main.oregonstate.edu)

3. Click on the Courses tab
4. Select "Sport Clubs"
5. Review the materials under the Safe Trailering Module
6. Click on "Safe Trailering Quiz"
 - a. The individual must score at least 110 pass the module. Failure to do so will result in the individual being unable to drive the tow vehicle until they have passed with the appropriate score.

MOTOR POOL VEHICLE REQUESTS

All Sport Club members driving Motor Pool vehicles must have a current Driver Authorization Form and verification of the online test on file in their respective club binder.

Additional Roadcraft Advanced Driver Training classes are recommended for all drivers of Motor Pool vehicles. Contact Environmental Health and Safety (541) 737-7083 for details.

Motor Pool reservations for Sport Clubs are made only through an Event Plan on the Sport Club Database.

- All drivers must be at least 18 years of age to drive Motor Pool vehicles.
- Only OSU students, faculty/staff, or approved volunteers for the university are eligible to drive Motor Pool or rental vehicles. Affiliate members such as alumni cannot be approved drivers.
- An alternate driver must be provided for each Motor Pool vehicle.
- Complete the Motor Pool section of the online Away Event Itinerary.
- The cost of Motor Pool vehicles are charged to the club's account after funding approval from an officer via the Sport Club Database or email. The Administrative Programs Assistant will complete and process the Purchase Request Form using the authorized amount from the sport club database.
- University vehicles may only be used for University business. Any person may report misuse of a State vehicle to the proper authorities.
- Only members on the travel itinerary may ride in University vehicles.
- Motor Pool release slips and Travel Checklists are picked up by club officers in the Sport Programs Office with itineraries and first aid kits.
- Pick up vehicles at the designated time with Travel Checklist.
 - Motor Pool is open 7:00am to 5:30pm Monday-Friday.
 - Saturday and Sunday departures must pick up vehicles Friday between 5:00pm - 5:30pm.
 - Approved drivers must provide a valid driver's license and Motor Pool release slip to pick up vehicles.
- If Motor Pool fuel cards do not work, drivers must note it on the trip ticket returned to Motor Pool and submit personal receipts for fuel to the Motor Pool Office for reimbursement processing. The billed amount remains the same for mileage as if fuel card worked. The individual will be reimbursed from a Motor Pool account.
- Return vehicles at any time (24 hours a day) at the OSU Motor Pool lot. When returning a vehicle, please take the following steps:
 - Enter the odometer reading, date, and time on the trip ticket in the log book.

- Write any comments about the performance of the vehicle. All accidents or problems with the vehicle should be reported to the Sport Programs Staff at the time they occur and be documented on the trip ticket for the Motor Pool Office.
- Leave the log book in the car and lock all doors.
- Place keys through the slot on the side of the building or in the slot by the service door located under the carport of the OSU Motor Pool Building.

Note: Use of 15 Passenger Van Use either thru Motor Pool, rental companies, or private use is **prohibited** for use by Sport Clubs due to the department's commitment to ensure safety of travel for all Department of Recreational Sports Staff and club members.

MOTOR POOL ROADSIDE ASSISTANCE

Drivers must call the Motor Pool 24-hour phone number (866) 253-5671 before any roadside assistance, service, repairs, or towing. After Motor Pool is contacted, call the Sport Club 24-hour phone number (541) 740-6877 to inform Sport Programs Professional Staff and for further advising.

MOTOR POOL RATES

Motor Pool rentals include fuel as part of the per mile rate. Mileage rates may be adjusted quarterly if fuel costs increase or decrease significantly (more than 5%). Rental types modified as necessary for fleet vehicle additions/disposals.

Current Rental Rates	Daily	
	Per Day	Per Mile
Sedans		

Medium & Hybrid Sedans	\$21.00	\$0.20
Vans & SUV		
6 Passenger	\$28.00	\$0.28
12 Passenger	\$38.00	\$0.30
Mini Cargo	\$28.00	\$0.28
Full-size Cargo	\$38.00	\$0.30
Utility Vehicle (SUV)	\$38.00	\$0.32
Trucks (Rate includes additional features like canopy, towing, etc)		
1/4 Ton (Compact)	\$22.00	\$0.25
1/2 Ton	\$25.00	\$0.28
3/4 Ton	\$28.00	\$0.30
1 Ton	\$35.00	\$0.34

Motor Pool vehicle rates are listed on the following link:

<http://motorpool.oregonstate.edu/vehicles/rates> (rates are subject to change)

CANCELLATION & CHANGE POLICY FOR MOTOR POOL

All cancellations and changes to any Sport Club activity must be requested through Sport Programs Professional Staff in the office, by phone, or by email.

- **All activities must receive final approval at least four (4) business days prior to Home Events or departure for Away Events. Therefore all changes and cancellations must be completed and confirmed before an entire event is approved.**
 - Unique deadlines for cancellations and changes may be imposed by other University or Non-University entities for items such as contracts, flights, rentals, etc.
- Offenses will result in disciplinary action as outlined in the policies for [Disciplinary Guidelines](#), [Leadership Points](#), and [Rec Sports Account Allocation](#).
- Exceptions will be considered for unforeseen changes, which fall outside the officers' control such as injuries, weather, tournament cancellations, etc.
- Motor Pool reservations cancelled without proper notice may be charged the amount of the daily rate of the vehicle.

RENT-A-CAR RENTAL VEHICLE REQUESTS

- All Sport Club participants driving Rent-A-Car vehicles must have a current Driver Authorization Form and verification of the online test on file in their respective club binder.
 - Note: Only OSU students, faculty/staff, or approved volunteers for the university are eligible to drive Motor Pool or rental vehicles. Affiliate members such as alumni cannot be approved drivers.
- An alternate driver must be provided for each Rent-A-Car vehicle.

- Rental vehicle reservations for Sport Clubs are made only through an Event Plan on the Sport Club Database.
- Email sent to all officers, and assigned Sport Programs Staff requesting authorization from an officer for the total estimated expense.
- Upon receipt of officer authorization, the Administrative Programs Assistant will complete a Purchase Request Form, update Sport Club online database itinerary, and upload confirmations to the Sport Club Database Itinerary.
 - Estimated fuel charges to fill a returned vehicle, and retail rate, will be included as a line item on the Purchase Request. The State of Oregon contract with Enterprise ensures retail cost on refueling when vehicles are returned.
 - Travelers are advised to NOT accept the prepaid 'Fuel Service Option' which requires payment for an entire tank of fuel. The Fuel Service Option will be a larger charge than returning the vehicle with or without a full tank.
- Only members on the travel itinerary may ride in rental vehicles.
- University vehicles may only be used for University business. Any person may report misuse of a rental vehicle to the proper authorities.
- Pick up vehicles at the designated time from the rental company.
 - You must bring a valid driver's license to pick up the vehicle.
 - Flights arriving after Enterprise closes are filled by National or Alamo service desks. Enterprise owns these sister companies and will direct bill through the Enterprise contract with the State of Oregon.
- Upon return, Enterprise vehicle drivers must go to the [Enterprise web site](#) to print or email a final itemized invoice to provide to the Administrative Programs Assistant within (2) two business days of the club's return to campus.
 - Select the country in which the vehicle was rented;
 - Input the Driver's License Number and Last Name of the person who picked up the vehicle; and,
 - Click view on the correct trip to access the final invoice.

Note: At this time, all or any 15 Passenger Van Use either thru Motor Pool, rental companies or private use is **prohibited** for use by Sport Clubs due to the department's commitment to ensure safety of travel for all Department of Recreational Sports Staff and club members.

AGE REQUIREMENTS FOR RENTAL VEHICLES

Age minimums for drivers' of rental vehicles under the [State of Oregon contract with Enterprise](#).

- Driver must be over 18 years old for rental vehicles holding 8 or less passengers.
- Driver must be over 21 years old for rental vehicles holding 9 or more passengers.

CANCELLATION & CHANGE POLICY FOR RENTAL VEHICLES

All cancellations and changes to any Sport Club activity must be requested through Sport Programs Professional Staff in the office, by phone, or by email.

- **All activities must receive final approval at least four (4) business days prior to Home Events or departure for Away Events. Therefore all changes and cancellations must be completed and confirmed before an entire event is approved.**

- Unique deadlines for cancellations and changes may be imposed by other University or Non-University entities for items such as contracts, flights, rentals, etc.
- Offenses will result in disciplinary action as outlined in the policies for [Disciplinary Guidelines](#), [Leadership Points](#), and [Rec Sports Account Allocation](#).
- Exceptions will be considered for unforeseen changes which fall outside the officers' control such as injuries, weather, tournament cancellations, etc.

CHARTER BUS REQUESTS

Charter Bus reservations for Sport Clubs are made only through an Event Plan on the Sport Club Database.

- Club officers schedule a meeting with the Sport Programs Administrative Programs Assistant to plan charter reservations.
- Sport Programs Staff will email a quote to all officers, and assigned Sport Programs Staff requesting authorization from an officer for the total estimated expense. Email approval from a club officer is required to complete a reservation.
- Upon approval from a club officer, the Administrative Program Assistant will complete a Purchase Request Form and request approval of the charter contract as outlined in the [Contracts, Agreements, and Permits](#).
- Professional Staff will update Sport Club online database itinerary.
- Only members on the travel itinerary may ride in charter buses.

CANCELLATION & CHANGE POLICY FOR A CHARTER BUS

All cancellations and changes to any Sport Club activity must be requested through Sport Programs Professional Staff in the office, by phone, or by email.

- **All activities must receive final approval at least four (4) business days prior to Home Events or departure for Away Events. Therefore all changes and cancellations must be completed and confirmed before an entire event is approved.**
 - Unique deadlines for cancellations and changes may be imposed by other University or Non-University entities for items such as contracts, flights, rentals, etc.
- Offenses will result in disciplinary action as outlined in the policies for [Disciplinary Guidelines](#), [Leadership Points](#), and [Rec Sports Account Allocation](#).
- Exceptions will be considered for unforeseen changes which fall outside the officers' control such as injuries, weather, tournament cancellations, etc.

Charter cancellation policies vary depending on the company. Club Officers are directed to take notice of cancellation policies prior to approving a quote for reservations. Clubs will be responsible for all cancellation fees imposed.

FLIGHT REQUESTS FOR AIR TRAVEL

Flight requests for Sport Clubs' air travel are made only through an Event Plan on the Sport Club Database with a complete list of all travelers' full names as stated on government issued photo identification.

Sport Programs Professional Staff will email a quote to the requesting club officer for approval.

The Administrative Programs Assistant will complete and process the Purchase Request Form after an officer approves the expenses.

CANCELLATION & CHANGE POLICY FOR FLIGHTS

All cancellations and changes to any Sport Club activity must be requested through Sport Programs Professional Staff in the office, by phone, or by email.

- **All activities must receive final approval at least four (4) business days prior to Home Events or departure for Away Events. Therefore all changes and cancellations must be completed and confirmed before an entire event is approved.**
 - Unique deadlines for cancellations and changes may be imposed by other University or Non-University entities for items such as contracts, flights, rentals, etc.
- Offenses will result in disciplinary action as outlined in the policies for [Disciplinary Guidelines](#), [Leadership Points](#), and [Rec Sports Account Allocation](#).
- Exceptions will be considered for unforeseen changes which fall outside the officers' control such as injuries, weather, tournament cancellations, etc.

Note: Not all flights can be refunded or cancelled.

LODGING REQUESTS

Lodging requests are made by officers through an Event Plan on the Sport Club Database.

- If needed Club Officers schedule a meeting with the Sport Programs Administrative Programs Assistant to plan lodging reservations.
- Club Officers enter hotel requests via the Travel Tab for an Event Plan on the Sport Club Database after officers and members decide on a location, rates, and confirm the hotel can accommodate their requests.
 - Funding approval is submitted through the request itself. However, if when you go to make the hotel reservation you find the rate is higher than the amount originally authorized by the officers, you will need to send an email requesting approval for the new amount.
- Once funding approval is secured, the Administrative Programs Assistant will:
 - Confirm payment arrangements with hotel and submit credit card authorization form if needed;
 - Complete a Purchase Request Form;
 - Update the sport club budget and,
 - Update Sport Club online database itinerary with confirmation numbers and uploaded documentation when applicable.
- No more than 4 people are allowed to stay in each room.
- Please refer to the '[Lodging](#)' flow chart for club submissions.

- When lodging is reserved on the Sport Programs credit card, it can only be used for the room and taxes. A club member may need to give the hotel a credit card for incidentals. Note incidentals are not reimbursable.

Reasonable accommodations shall be made by officers and the Sport Programs Office for travelers uncomfortable with clubs regular process to make rooming lists.

A traveling member must turn in original itemized receipts for each room to the Administrative Programs Assistant within (2) two business days of the club's return to campus.

Reservations requiring an Agreement, Contract, or Terms & Conditions approval must be processed by the Administrative Programs Assistant as outlined in the [Contracts, Agreements, and Permits Section](#).

CANCELLATION & CHANGE POLICY FOR LODGING

All cancellations and changes to any Sport Club activity must be requested through Sport Programs Professional Staff in the office, by phone, or by email.

- **All activities must receive final approval at least four (4) business days prior to Home Events or departure for Away Events. Therefore all changes and cancellations must be completed and confirmed before an entire event is approved.**
 - Unique deadlines for cancellations and changes may be imposed by other University or Non-University entities for items such as contracts, flights, rentals, etc.
- Offenses will result in disciplinary action as outlined in the policies for [Disciplinary Guidelines](#), [Leadership Points](#), and [Rec Sports Account Allocation](#).
- Exceptions will be considered for unforeseen changes which fall outside the officers' control such as injuries, weather, tournament cancellations, etc.

PERSONAL VEHICLES

Students using a personal vehicle when traveling to club sport events and practices must have a current driver's license and carry auto liability insurance, uninsured motorist, and personal injury protection coverage with minimum limits as required by the State of Oregon. The personal auto liability insurance is always the primary insurance. Oregon State University does not provide insurance for the vehicle, its driver, or occupants and is not liable for personal injury or property damage, including damage to the vehicle, incurred in accidents during sport club travel when a personal vehicle is used. Any claim should be submitted to the personal auto insurance company. Both the vehicle owner and the driver should understand that they may be exposing themselves to personal liability in the event of an accident.

Personal vehicle use policies are outlined on the Oregon State University Risk website <http://risk.oregonstate.edu/vehicles>

Oregon's mandatory insurance law [ORS 806.010](#) requires every driver to insure their vehicle outlined at <http://www.oregon.gov/ODOT/DMV/pages/driverid/insurance.aspx#minimum>. The minimum liability insurance a driver must have is:

Type	Amount
Bodily injury and property damage liability	\$25,000 per person; \$50,000 per crash for bodily injury to others; and \$20,000 per crash for damage to others property

State law also requires every motor vehicle liability policy to provide:

Type	Amount
Personal injury protection (for reasonable and necessary medical, dental and other expenses incurred up to 1 year after the crash)	\$15,000 per person
Uninsured motorist	\$25,000 per person; \$50,000 per crash for bodily injury

The use of personal vehicles must be reported through the Sport Club Database via the travel tab of an event plan. For each vehicle being used, the following information must be provided:

- Person providing the vehicle
- Make/Model of vehicle
- Insurance Company
- Insurance Policy Number
- Insurance Policy expiration date

Drivers and passengers of each personal vehicle will also be reported on the Travel Tab for an Event Plan on the Sport Club Database.

CANCELLATION & CHANGE POLICY FOR PERSONAL VEHICLES

All cancellations and changes to any Sport Club activity must be requested through Sport Programs Professional Staff in the office, by phone, or by email.

- **All activities must receive final approval at least four (4) business days prior to Home Events or departure for Away Events. Therefore all changes and cancellations must be completed and confirmed before an entire event is approved.**
- Offenses will result in disciplinary action as outlined in the policies for [Disciplinary Guidelines](#), [Leadership Points](#), and [Rec Sports Account Allocation](#).
- Exceptions will be considered for unforeseen changes which fall outside the officers' control such as injuries, weather, tournament cancellations, etc.

ADDITIONAL TRAVEL RESOURCES

Weather and Road Conditions: <https://tripcheck.com/Pages/RCMap.asp?curRegion=0>

Winter Driving Tips: <https://www.oregon.gov/ODOT/COMM/Pages/winterdriving.aspx>

In Case of an Accident: <http://transportation.oregonstate.edu/motorpool/vehicles/accidents-and-assistance>

OSU Motor Pool Roadside Assistance Only:

<http://transportation.oregonstate.edu/motorpool/vehicles/accidents-and-assistance>

SPORT CLUB TRAVEL EXCUSAL LETTERS

Club members may ask for an “official” excusal letter when they travel with a sport club. This letter is used to excuse an absence from class(es) while traveling. It is the responsibility of the club officers to initiate requests for excusal letters from their assigned Senior Sport Program Associate in the Sport Programs Office.

The deadline to request excusal letters through club’s Senior Sport Program Associate is four (4) business days prior to Home Events or departure when the Travel Itinerary is approved.

- The missed class(es) must have occurred during the time the club event/travel is documented in the online [Sport Club Database](#).
- Travel plans different from the club traveling must be documented in the online Sport Club Database.
- Club members must provide their Senior Sport Program Associate with the following information for each letter: name of individual traveling, club, contact information, professor’s name, date of travel, and event location.
- When complete, Sport Club Officers can retrieve the letters from the club’s mailbox.

SPORT CLUB EQUIPMENT

INVENTORY

Club Equipment Inventory will be physically checked two times per year by club officers prior to the end of the Winter and Spring Terms. One of the two inventory checks will be verified in person by a Sport Programs Staff member. Sport Programs Staff will update inventory records housed in the Department.

Inventory list must also be updated when any equipment is purchased, sold, lost, or disposed of by the club.

Differences between the starting inventory and ending inventory will be justified to Sport Programs Staff on the submitted inventory reports.

All equipment valued at \$50.00 or more (per unit) and lasting longer than a year will be part of the periodic inventory process.

- Exceptions: Sport Programs has the authority to request clubs keep track of inventory for items valued at less than \$50.00 or if the item lasts less than a year (these goods will be defined as Extraordinary Inventory Items). A record of all Extraordinary Inventory Items will be maintained with the equipment inventory.

Equipment valued (per unit) over \$5,000.00 at the time of purchase will be tagged by OSU Property Management.

In the case of theft, all items must be reported to Sport Programs to work with OSU Risk Management, no later than, 60 days from the discovery of theft.

All items bought with the intent of being sold for revenue must be inventoried regardless of the items shelf life or dollar value.

If any club wants to sell, donate or dispose of equipment, the club must work with the Sport Programs Professional Staff prior to any selling, donating or disposing.

STORAGE

The Sport Club Program provides a limited amount of storage for clubs to store equipment and supplies in Recreational Sports Facilities (i.e. Sport Programs Storage (behind EI), Upper Gym, McAlexander Fieldhouse, Student Legacy Park, and Peavy Fields).

- The Sport Programs Staff keeps an inventory of all equipment stored in the storage spaces and must give approval for any club equipment to be moved there.
- Club equipment that is not in regular use (old jerseys, out of date or unsafe equipment, or old club records) may not be stored in the equipment storage room.
- If clubs have old equipment they wish to get rid of, they may contact the Sport Programs Staff for help in donating or selling the equipment.

EQUIPMENT CHECKOUT

Any club member in possession of club equipment must have Sport Programs Staff complete a checkout form located in the checkout box at the front desk.

LONG TERM EQUIPMENT USE PROCEDURES

When an individual comes into the Sport Programs Office wanting to check out an item, the following steps must be followed:

1. Ask for their ID card and crosscheck it against the waiver database to make sure the individual has filled out for a waiver for the club and has had their eligibility been checked.
2. Have them fill out a checkout form for the item being requested, making sure the name and ID number on the form corresponds to the individual's ID card.
3. Determine an appropriate due date for the items. This may be the end of the weekend, the end of the term, or the end of the year depending on demand for the item and its intended use.
4. Retrieve the equipment from its storage location.
 - a. For club equipment this may be the club storage room; for tables, chairs, etc. this will be one of Dixon's other storage rooms.
 - i. Note of any identifying numbers, marks, etc. on the item being checked out.
5. Make sure all the information on the form is accurate, give the yellow copy of the checkout form to the individual, and place the white copy in the checked out box.
6. Upon return of any equipment, check it for damage. If there is none, tear up the white copy of the form and return the item to where it was originally stored.
 - a. Damaged equipment may require billing of a student's account.
7. Monitor the box containing checkout forms to stay aware of upcoming due dates for checked out equipment.

DAILY EQUIPMENT USE PROCEDURES—DIXON EQUIPMENT ISSUE & MCALEXANDER FIELDHOUSE

1. Access is limited to club officers.
2. Club officers can check out equipment 15 minutes prior to their scheduled practice times and must return the equipment immediately upon conclusion of practice.
3. Club officers must check in with Operations Staff where the Operations Associate or Specialist will have a list of club officers and coaches. Officers or coaches are required to provide their ID card or other photo identification to check out equipment.
4. Club officers seeking to check out equipment during non-practice times must have made prior arrangements with Sport Programs Staff 24 hours in advance so that the information can be relayed onto the Operations Staff. Otherwise club equipment will not be issued.
5. Failure to adhere to these guidelines will result in disciplinary action.

SLP STORAGE ACCESS

Clubs that have equipment stored at Student Legacy Park (SLP) can access their lockers with the use of a proxy card and combination lock. Access is limited to officers.

1. The Sport Programs Office will assign the club a locker and locker combination for SLP Storage.
2. The officers will fill out and sign the "Sport Club Guidelines for Student Legacy Park" agreement and turn it into the Sport Programs Office.

3. Sport Programs Coordinators will provide a storage access list to Department Admin Office via DIXON@oregonstate.edu email.
4. Once the agreement is signed, the officers will take their OSU Student ID Card to the Rec Sports Administrative Office, located upstairs in Dixon, to activate their card.
5. If any access needs to be transferred to another officer, the club needs to notify the Sport Programs Office immediately.

Note: Access to SLP Storage is limited to hours that Dixon Rec Center is open during the weekdays, and 6am – 10pm on weekends. There is no access during academic breaks including summer unless specifically requested through the Sport Programs Office.

PEAVY SHED

Clubs that have equipment stored in the Peavy Shed can access their storage by obtaining the combo from the Sport Programs Office. This storage is typically used by the Men's and Women's Rugby Club.

1. Staff will change the combo lock as needed. This is typically done annually.
2. The club is responsible for keeping the shed clean and their equipment stored in an orderly fashion.

PROTHRO/TRUAX – SOCCER/LACROSSE GOALS

We store goals for use at Prothro/Truax outside the fence on the North side of Truax.

1. The Athletic Department Staff are responsible for unlocking the facility will also unlock the gate in the Northwest corner.
2. The club will unlock the appropriate goals via the combo provided.
3. The club will carry goals to their practice location. The last club for that sport to practice that night will be responsible for returning and locking them up appropriately.
4. The Athletic Department Staff are responsible for locking the facility.

OTHER EQUIPMENT

A club may check out Sport Programs equipment as long as it is approved by the appropriate Coordinator. This equipment is requested through the online Sport Club Database for events and must be returned within two business days of the conclusion of the event. Items available for checkout include, but are not limited to:

- Water coolers
- Tables

- Chairs
- Cones
- Clipboards, etc.

PROCEDURE

1. Officers request equipment for events in the Sport Club Database for Coordinators to allocate and approve.
2. Senior Sport Program Associates pull the equipment requested for the clubs to pick up.
3. When the equipment is returned, Sport Programs Staff will verify all items are returned and put away.

Note: If the equipment is lost, damaged, or failed to be returned, inform the individual they will be charged for its replacement.

SPORT CLUB FACILITY USE

EXPECTATIONS

Many of the Recreational Sports facilities are shared and used with other programs or clubs. This results in many different groups utilizing the same indoor and outdoor facilities. Here are expectations sport clubs should adhere to:

- All facility reservations for events, additional practices, and meetings are processed through the online Sport Club Database Event Reporting for proper approval.
- To cancel practice(s), game(s), or any reservation(s), a club officer must contact Sport Programs at least 24 hours before the reservation is in effect.
- Clubs are responsible to conduct a safety check of facilities and fields prior to every practice/event.
- Clubs are responsible for set-up and clean-up of all facility sites.
- Misuse of equipment or facilities will jeopardize future use and club status.
- Clubs are required to respect facilities (privilege to use) and are responsible to leave at designated end time.
- If there are other users or clubs using the facility at your scheduled time, contact the Sport Programs on-call staff at 541-740-6877.
- Drugs and alcohol are **prohibited** in and at all Department of Recreational Sports facilities and events by participants, coaches, or spectators.

ADDITIONAL FACILITY REQUESTS

Additional requests for Recreational Sports, university, or community facilities must be submitted to the Sport Programs Staff in the Sport Club Database to be considered.

WEATHER CONDITIONS

Club practices or competitions may have to be cancelled due to inclement weather conditions in order to avoid irreversible damage to the playing surfaces. Any cancellations due to weather will be made on the Wednesday before the competition is scheduled to take place in order to give the club time to contact the visiting team(s). **Please note that NO practices will be permitted on Peavy Fields during Winter Term.** Competitions may be allowed under certain circumstances.

While checking in at events, Sport Programs Staff may cancel games if the field conditions are hazardous or continued play would result in permanent damage of the fields. The staff should walk the field before games to check for divots or overly muddy conditions.

FACILITIES

Sport Clubs can request the following facilities through Sport Programs Office:

- **Dixon Recreation Center**
 - 6 Courts
 - 7 Racquetball courts
 - 2 Squash courts
 - 3 Multi-purpose rooms
 - 1 matted martial arts
 - 2 Classrooms
 - Conference Room
 - Pool (8 Lanes)
 - Diving well
 - 3 sand volleyball courts
- **Athletic Department**
 - Gill Coliseum
 - Goss Stadium
 - Reser Stadium
 - Truax Indoor Practice Facility
 - Whyte Track & Field Center
 - Prothro Field
 - Sports Performance Center
- **Women's Building**
 - Gymnasium
- **Tennis Center**
 - 4 indoor courts
 - 6 outdoor courts
- **McAlexander Field house**
 - 2 Courts
 - Turf surface
 - Classroom
- **Sport Fields**
 - Peavy Fields (West/East)
 - Student Legacy Park
 - 3 Turf Fields
- **Langton Hall**
 - 3 Courts
 - Pool
 - Gymnastics Room
 - 2 Multi-purpose rooms

Note: All other facility requests, clubs need to ensure contracts and agreement are processed through the Sport Programs Office.

SAFETY AND RISK MANAGEMENT

Safety of participants is of utmost importance. There are inherent risks of injury and/ or death involved in all recreational and competitive sport programs. The participants in the Sport Club Program should be aware that involvement is voluntary.

SPORT CLUB SPECIFIC RISK MANAGEMENT REQUIREMENTS

1. Sport Programs officers, club members, and coaches should emphasize safety during all club-related activities.
2. For Sport Club activities, a club officer or coach must be present for the duration of the event.
Note: Sport Club members attending an event without an officer must go through travel policies/procedures, travel checklist and code of conduct training either in person with their Sport Club Advisor or online.
3. Sport Programs **strongly recommend** that all participants have annual physical examinations. OSU and DRS assumes no responsibility for any participant with an existing health condition that makes it inadvisable for him/her to participate in any given activity.
Note: Student Health Services offers physical exams to all currently enrolled OSU students. Call 541-737-7607 for an appointment.
4. It is strongly recommended that each participant secure her/his own Accident and Health Insurance. OSU's Department of Recreational Sports does not provide insurance coverage for accident or illness incurred while participating in Sport Programs.
Note: Participants must understand the risks involved with participation, and will not hold OSU liable for injury, damage, or loss arising from participation in all sport club activities.
Note: Student Health Services offers students health insurance (call 541-737-7568).
5. Release and liability waiver form must be on file with the Sport Programs Office for all participants.
6. Sport Club Officers and Coaches will inspect fields and facilities prior to every practice session, game, or special event. Report unsafe conditions to the Sport Programs Staff immediately at 541-740-6877. If at an off-campus site, report the conditions to the proper managing authority.
Note: Do not use facilities or equipment if they appear unsafe.
7. In the event of a building evacuation of an OSU facility, Sport Club Officers, Coaches, and Participants will follow the emergency action plan for those facilities ([see below](#)). For non-OSU facilities, Sport Clubs are required to familiarize themselves with the EAP for those spaces and follow those plans in case of an emergency ([see below](#)). For non-OSU facilities, clubs will also submit this [Sport Club EAP Form](#).
8. Sport Programs staff is required to be on site for all home activities for clubs that are contact sports. Some Sport Clubs may be required to (or may want to) have additional healthcare providers present for their events. Requests for safety staff and other healthcare providers are made via the Sport Club Database (see [hosted events](#) section).
9. In the event of an adjustment and or cancellation of an activity, the club will contact the Sport Programs Staff immediately by calling 541-740-6877.
10. In the event that the Sport Programs Staff were not contacted with sufficient notice of an activity adjustment and/or cancellation, the club may be charged for the full cost of safety staff's requested hours of coverage and/or the additional time needed of coverage beyond the initially requested hours.
Note: During the activity, cancellations due to inclement weather, or other such condition, are exempt from the above policy.

11. Participants are obligated to wear proper dress and appropriate protective equipment. If the participant chooses not to use such equipment, the participant must realize that they are doing so at their own risk and potentially may not be allowed to participate in the activity.
12. Each participant recognizes that they are always responsible for their own well-being and the well-being of the group they are a part of.
13. If injury occurs during the activity, complete the Injury/Accident Report within 24 hours. Paper [Injury Reports](#) will need to be returned to the appropriate Coordinator within 24 hours. Sport clubs may submit the form through the Sport Club Database.
14. In case of an incident (i.e. Fight, intoxication, theft, property damage, etc.), please complete the Incident Report within 24 hours. Paper [Incident Reports](#) need to be returned to the appropriate Coordinator within 24 hours. Sport Clubs may submit the form through the Sport Club Database. For additional information, see [Incident Reporting Section](#) below.
15. Sport Clubs must pick up a travel itinerary for all travel and be issued a first aid kit through the Sport Programs Office unless otherwise stated.
16. It is recommended that club officers be certified in First Aid and CPR.
Note: First Aid and CPR classes are available to Sport Club participants and coaches at a reduced price by the Safety Program.
17. Follow-up care for athletic injuries is available to Sport Club participants (Prevention, Evaluation, Treatment, and Rehabilitation):
 - Student Health Services – 541-737-WELL (9355)
 - Student Health Services at Dixon- 541-737-7556
 - Acupuncture
 - Chiropractic
 - Health Coaching
 - Massage Therapy
 - Nutrition Consultation
 - Physical Therapy

Emergency Assistance can be found here: <http://studentlife.oregonstate.edu/main/emergency-assistance>

EMERGENCY ACTION PLAN

EMERGENCY ACTION PRINCIPLES:

- **Check** the scene for safety, to find out what happened, determine how many victims there are, and for bystanders who could assist.
- **Check** the victim for consciousness.
- **Call 911**, if on campus 7-7000 (for Public Safety).
- **Care** for life threatening conditions.
- **Care** after you call emergency personnel; call the Sport Programs Staff at (541) 740-6877 as soon as possible.

Note:

- First aid kits are located throughout all Recreational Sports facilities.
- AEDs are located in the following areas
 - Outside of the private changing room/pool area in Dixon
 - Near the cardio equipment in McAlexander Fieldhouse
 - In the storage area under SLP Pavilion
 - Near restrooms of Truax

BUILDING EVACUATION – DIXON REC CENTER

BUILDING EVACUATION CHECK LIST-DIXON

- All DRS Staff are to direct the public to leave the building immediately through the nearest exit when the fire alarm sounds.
- Operations Associate (OA) is to call 911/Public Safety 7-7000 to report the alarm. If there is a power outage, the Operations Associate will let you know which channel to switch to.
- Operations Associate (OA) will instruct staff to gather on the eastern side of Student Legacy Park until notified otherwise by Public Safety.
- All staff are to leave the building while escorting participants out.
- Do not re-enter the building until fire or police personnel give permission to do so.
- Assist participants in exiting the building but do not put yourself in danger. Evacuate if there is an obvious threat.
- Identify and assist participants with special needs.
- All Program/Activity Areas (All, Aquatics, Sport Programs, Maintenance, Marketing, Fitness, RecServices, Safety, Wellness, etc) are responsible for directing participants and assisting Facility Operations staff. Please refer to your area specific training instructions. SHS staff will report to the MU Quad for evacuation due to earthquake.

EVACUATION STAFF RESPONSIBILITIES-DIXON

All Other Program/Activity Areas: Direct participants out closest emergency exit to the eastern side of Student Legacy Park (West and North exits) or far end of the sand volleyball courts (East exit). Assist Facility Operations staff as requested. EXIT NEAREST EXIT TO LOCATION.

BUILDING EVACUATION – MCALEXANDER FIELDHOUSE

BUILDING EVACUATION CHECK LIST-MCALEXANDER FIELDHOUSE

- All DRS Staff are to direct the public to leave the building immediately through the nearest exit when the fire alarm sounds.
- McAlexander Staff member on duty at the entry desk is to radio the OA to call 911/Public Safety 7-7000 to report the alarm.
- OA at Dixon will report to the field house after 911/Public Safety is contacted (if Dixon is not currently being evacuated). If there is a power outage, OA will notify you if you need to change to a different

channel. McAlexander Staff will instruct staff to gather north end of the parking area by Goss Stadium until notified otherwise by Public Safety.

- Assist participants in exiting the building but do not put yourself in danger. Evacuate if there is an obvious threat. All staff are to leave the building while escorting participants out.
- Do not re-enter the building until fire or police personnel give permission to do so.
- Identify and assist participants with special needs.
- All Program/Activity Areas (All, Aquatics, Sport Programs, Maintenance, Marketing, Fitness, RecServices, Safety, Wellness, etc) are responsible for directing participants and assisting Facility Operations staff. Please refer to your area specific training instructions.

EVACUATION STAFF RESPONSIBILITIES-MCALEXANDER

All Program/Activity Areas: Direct participants out closest emergency exit to the center north end of the parking area by Goss Stadium. Assist McAlexander Staff as requested. EXIT WEST ENTRY OR CLOSEST EMERGENCY EXIT.

BUILDING EVACUATION – OTHER OSU FACILITIES

(Langton Hall, Peavy Fields, Prothro, Reser Stadium, Student Legacy Park, Truax, Whyte Track & Field Center)

BUILDING EVACUATION CHECK LIST-OTHER OSU FACILITIES

- All staff, Sport Club Officers, and Coaches are to direct the public to leave the facility immediately through the nearest exit when the alarm sounds.
- Sport Program Associates, Sport Club Officers, or Coaches will call 911/Public Safety 7-7000/Recreational Sports Staff (541-737-3748) to report the alarm.
- Sport Program Associate, Sport Club Officers, or Coaches will instruct staff/participants where to gather once it is determined by Public Safety.
- All staff, officers, and coaches are to leave the facility while escorting participants out.
- Do not re-enter the facility until fire or police personnel give permission to do so.
- Assist participants in exiting the facility but do not put yourself in danger. Evacuate if there is an obvious threat.
- Identify and assist participants with special needs.
- Sport Program Associates, Sport Club Officers, and Coaches are responsible for directing participants, except for in Langton Hall Pool where the lifeguard will be responsible for directing participants.

EVACUATION STAFF RESPONSIBILITIES-OTHER OSU FACILITIES

All Program/Activity Areas: Radio to Operations Associate (OA) at Dixon and report evacuation and nature of facility evacuation. Direct participants out closest emergency exit. Assist Recreational Sports Staff as requested. EXIT CLOSEST EMERGENCY EXIT.

BUILDING EVACUATION – NON-OSU FACILITIES

(Benton County Fairgrounds, Benton Bowmen, Inavale Farms, Willamette Sports Horse, Avery Park, Trysting Tree, etc.)

BUILDING EVACUATION CHECK LIST-OTHER NON-OSU FACILITIES

- All staff, Sport Club Officers, and Coaches are to direct the public to leave the space immediately through the nearest exit when the alarm sounds.
- Sport Program Associates, Sport Club Officers, or Coaches will call 911/Public Safety 7-7000/Recreational Sports Staff (541-737-3748) and any other relevant facility contacts outlined in the facilities' EAP to report the alarm.
- Sport Program Associates, Sport Club Officers, or Coaches will instruct staff/participants where to gather once it is determined by Public Safety or follow the instructions in the facilities' EAP if already outlined.
- All staff, officers, and coaches are to leave the facility while escorting participants out.
- Do not re-enter the facility until fire or police personnel give permission to do so.
- Assist participants in exiting the facility but do not put yourself in danger. Evacuate if there is an obvious threat.

INJURIES AND ILLNESSES

COMMON MINOR INJURIES

- Cuts, burns (1st degree), sprains, scrapes, etc.
- Injured participants should report to Equipment Issue First Aid Station.
- An Injury Report is ALWAYS filled out for any injury that occurred in one of our facilities and/or if any first aid care or first aid supply is given.

ALWAYS WEAR DISPOSABLE GLOVES WHEN RENDERING FIRST AID AND/OR HANDLING POTENTIALLY INFECTIOUS MATERIAL.

APPROPRIATE RESPONSE

- Acquire:
 - Injury report
 - Appropriate first aid supplies, and
 - Two-way radio to the site of the injury.
 - Ice and plastic bags are available in the Dixon First Aid Station in Equipment Issue, or chemical ice bags are in the mobile first aid kits.
- An injury report should be filled out for all injuries sustained while using Department of Recreational Sports facilities.
- Submit Accident/Injury Report via the Sport Club Database.

EQUIPMENT LOCATIONS

- Mobile first aid kits
- Both Entry Desks
- First Aid Station at Equipment Issue
- Maintenance area
- Stevens Natatorium Lifeguard Station
 - Extra first aid supplies
- First Aid Station in Equipment Issue
 - If we are low on items, leave a note in the Safety Coordinator's mailbox.

GENERAL NOTES

- Do not take supplies out of the mobile first aid kits to treat injuries while in the EI First Aid station. Use the supplies in the cabinets.
- Crutches may be checked out for overnight use by injured participants at Dixon Recreation Center. To check out overnight:
 - Fill out an injury report
 - Including participant's name
 - ID number
- Rent out the crutches to the participant on Rec Trac.
- Injured students can receive medical attention at the STUDENT HEALTH CENTER (7-2721).
- Call the Health Center to ensure it is open before referring students there for care.
- Campus Security (7-3010) will transport students with minor injuries to the Student Health Center during its hours of operation.
- Campus Security will not transport students who are dizzy, have fainted, lost consciousness, or sustained a head injury.
- An ambulance should be called to help in these situations.
- Participants are not charged for ambulance service unless they are transported.
- If an ambulance is called, follow the Department of Recreational Sports Emergency Action Plan.

DISPENSING FIRST AID SUPPLIES AND ICE

- Participants who are injured can receive first aid care and limited supplies at Equipment Issue or on the site of the incident if the injury is severe.
- Department of Recreational Sports staff will provide first aid care and/or call 911 as outlined in emergency response procedures.
- For injuries occurring in Department of Recreational Sports facilities.
 - Department of Recreational Sports staff must fill out an Injury Report
 - Indicating the nature of the injury
 - What first aid items were dispensed
 - Other care that was given
- If crutches are checked out to participants, this must be noted on the back of the Injury Report Form.
- If a participant requests ice or a band-aid and the injury is NOT one that occurred in Department of Recreational Sports facilities or is a recurring injury:
 - Operations staff can dispense the items by filling out the Ice and Band-Aid form in the red binder.

MAJOR INJURY/ILLNESS:

- **Cardiac Arrest**
- **Fracture / Dislocation**
- **Head Injury**
- **Heart Attack**
- **Impaired breathing**
- **Impaired Consciousness**
- **Seizures**
- **Severe Burn**
- **Shock**
- **Spinal Injury**

In any of these situations, or if you are in doubt: CALL 911 !!

FOLLOW THESE STEPS:

1. Check the Scene and Check the victim.
 - a. Survey the scene to ensure it is safe for you, the victim, and bystanders.
 - b. Perform an Initial Assessment.
 - c. Consciousness, Airway, Breathing, and Circulation.
2. Call 911 and Public Safety (7-7000) immediately for impaired consciousness or any of the above.
3. Care for the conditions you find.

MAJOR INJURY/ILLNESS RESPONSE PROCEDURES

FIRST RESPONDER

(First staff member notified)

RESPOND TO THE VICTIM!

1. Carry
 - a. Mobile First Aid Kit (In reservations desk/EI First Aid Station)
 - b. Radio
 - c. AED if unconscious victim reported
2. Call/send participant to call 911
 - a. Give dispatcher information outlined by hallway campus phones.
 - b. Ask participant to return to victim when call is completed.
3. Send participant to any Entry Desk, Recreation Services or Equipment Issue (whichever is currently staffed) to inform staff of emergency and need for their assistance.
 - a. Ask participant to return to victim when task is completed.
4. Attempt radio contact with Operations Staff and OA to inform of emergency and need for their assistance.
5. Provide First Aid/CPR care to victim until EMS arrives and they take over.

SECOND RESPONDER

(Second staff member notified)

RESPOND TO THE VICTIM!

1. Carry:
 - a. Mobile First Aid Kit (in EI First Aid Station)
 - b. Radio
 - c. AED if unconscious victim reported
 - d. Injury Report Forms
2. Report to victim.
3. Ask if EMS has been notified, and call 911 if it has not been done and is needed.
4. Provide crowd control/assistance to First Responder.
5. Send participant to call 7-7000 OSU Public Safety to inform of the incident.
 - a. Ask participant to return to victim when call is completed.
6. Send participants or other staff to flag EMS at a Dixon Recreation Center Entrance and escort EMS to victim.
7. Assist First Responder if needed.
8. Fill out reports and take statements from witnesses.

AFTER EMS ARRIVES AND TAKES OVER

1. Complete reports and take statements from witnesses.
2. Both responders perform Blood Borne Pathogens Cleanup, if necessary.
3. Replace First Aid and other response equipment in proper locations.
4. Notify administrative staff of situation if necessary using Emergency Phone Call Procedures.
5. Return to work station to re-establish normal facility operations.

INJURY/ACCIDENT REPORTING

Injuries are any occurrence during a program that requires medical care. All injuries in Sport Programs activities must be documented on an Injury/Accident Report and submitted to the Coordinator at the end of the employee's shift or within 24 hours of the sport club activity. Reports are to be only completed by Sport Programs Staff and Sport Club Officers or Coaches, but may include statements from participants. Sport Clubs can also submit injury/accident reports through the Sport Club Database by selecting "Injury/Accident Report" on the club Dashboard. The purpose of the reports is to help identify resources, supplies, and trends to more safely and efficiently provide our programs.

Reports should include all relevant information related to the injury. Be as descriptive and detailed as possible in your reporting. Reports need to be submitted to the appropriate Sport Programs Staff member within 24 hours.

Providing care includes things as simple as just providing a band aid or ice.

INCIDENT REPORTING

Incidents are any occurrence during a program that is outside of our protocols or not standard procedure. All incidents at Department of Recreational Sports managed facilities or during Sport Program events must be documented on an Incident Report and submitted to the Assistant Director/Coordinator at the end of the employee's shift or within 24 hours of the conclusion of the Sport Club activity. Reports are to be completed by Sport Programs Staff and Sport Club Coaches and Officers only, but may include statements from participants. Intramural Sports has a separate [incident report](#) than the department. Sport Clubs will use the department's [incident form](#). Sport Clubs can also submit incident reports through the Sport Club Database by selecting "Incident Report" on the club Dashboard.

Reports should include all relevant information related to the incident. Be as descriptive and detailed as possible in your reporting and you should only include facts and any immediate resolution to the incident. Reports need to be submitted to the appropriate Sport Programs Staff member within 24 hours.

Incidents include, but are not limited to the following:

- Poor individual or team conduct or behavior
- Player ejections
- Alcohol, marijuana, and/or drug intoxication
- Equipment or facility damage, inappropriate use, etc.
- Clubs or Intramural Teams not following facility or activity policies and procedures (i.e. club activities starting late, set-up/clean up issues, spectator compliance, insufficient communication, etc.)
- Theft of department or participant equipment, gear, clothing, etc.
- Protests
- Any occurrence that involves contacting Public Safety or 911
- Any other occurrence that is outside normal protocol

SEVERE WEATHER POLICY

GENERAL

In the event of severe weather, Sport Programs Staff (or designee) will:

- Sport Programs Staff (or designee) will address the immediate concerns about the weather conditions
- Alert the necessary Sport Programs Staff and affected participants
- Sport Programs Staff will determine what follow up is needed (reschedule games, club practices, events, etc.)
- For Sport Club travel related issues, see [Sport Club Travel section](#)

LIGHTNING/THUNDER

In the event of lightning or thunder during outdoor Sport Club events (hosted):

- Sport Programs Staff (or designee) will stop play immediately and ask participants to move to a safer environment.
- Sport Programs Staff (or designee) will start a 30 minute timer. If no new lightning is seen or thunder is heard during that time, play may resume. If there is additional lightning or thunder, the 30 minutes will start over.
- Once the timer as started, Sport Programs Staff (or designee) will contact any additional Sport Programs Staff to determine next steps.

CONTRACTS, AGREEMENTS, AND PERMITS

The [AABC](#)-SEC acts as a liaison in the contracting process. Submit all contracts to your club advisor. This includes anything with terms and conditions; for example, facility use agreements, rental agreements, screening agreements, hotel agreements, click-through agreements, etc.

The AABC-SEC oversees the process from start to finish. Clubs must work with their Coordinator at least 6-8 weeks in advance to ensure the following are processed properly:

- Contracts
- Lease Agreements
- Personal Service Contracts
- Terms and Conditions
- Service Agreements
- Sales Agreements
- Rental Agreements for outside equipment (i.e. Special Occasions)
- Permits (City, County, Other)

CANCELLATION & CHANGE POLICY FOR SPORT CLUB CONTRACTS

All cancellations and changes to any Sport Club activity must be requested through Sport Programs Professional Staff in the office, by phone, or by email.

- **All activities must receive final approval at least four (4) days prior to Home Events or departure for Away Events. Therefore all changes and cancellations must be completed and confirmed before an entire event is approved.**
 - Unique deadlines for cancellations and changes may be imposed by other University or Non-University entities for items such as contracts, flights, rentals, etc.
- Offenses will result in disciplinary action as outlined in the policies for [Disciplinary Guidelines](#), [Leadership Points](#), and [Rec Sport Account Allocation](#).
- Exceptions will be considered for unforeseen changes which fall outside the officers' control such as injuries, weather, tournament cancellations, etc.

CONTRACTS

The AABC-SEC acts as a liaison in the contracting process. The AABC-SEC oversees the process from start to finish. Clubs must work with their Coordinator at least 6-8 weeks in advance to ensure all Contracts are processed properly.

- Sport Programs will submit contract for initial review and forwarding to the AABC-SEC contracts email: aabc.secontracts@oregonstate.edu.
- Sport Programs will submit budget authority approval with a Purchase Request Form to AABC-SEC at the time of contract submission.
- AABC-SEC will work with PaCS to review contracts/agreements for payment terms, OSU FIS policy rules/violations, independent contractor status, etc.
- AABC-SEC will draft/route contracts for all required signatures.
- Fully executed contract will be distributed by the AABC-SEC to all necessary parties. AABC-SEC will then initiate the payment process.

PERSONAL SERVICE CONTRACTS

Personal Services Contracts (PSC's) are for individuals/companies who have a specialized skill, knowledge or resource that is not available within Recreational Sports. Anytime one of these individuals is paid for their services to the club, Sport Programs Staff will determine whether a PSC is required.

Clubs will work with their Coordinator to ensure officials, judges, referees, and volunteers have Personal Service Contracts processed through the AABC-SEC. The AABC-SEC oversees the process from start to finish. Clubs must work with their Coordinator at least 6-8 weeks in advance to ensure all Contracts are processed properly.

- Sport Programs will submit a completed [Personal Services Contract Template](#) and [Independent Contractor Determination form](#) to the AABC-SEC contracts email: aabc.secontracts@oregonstate.edu.
- Sport Programs will submit budget authority approval with a Purchase Request Form.
- AABC-SEC will work with PaCS to review contracts/agreements for payment terms, OSU FIS policy rules/violations, independent contractor status, etc.
- AABC-SEC will draft/route contracts for all signatures.
- Fully executed contract will be distributed by the AABC-SEC to all necessary parties.
- An invoice must be submitted by the contractor to process payment.

PERMITS (CITY/COUNTY/OTHER)

- Club must submit the event plan via the Sport Club Database for approval by the Sport Programs Staff.
- Work with permitting agency 6-8 weeks prior to the event to obtain, complete, and get approval of appropriate forms.
- Permitting agency may request additional information or changes to the event
- If university signature is required, please see the [Contract](#) section herein.
- If a Certificate of Insurance is required, please see the Certificate of Insurance section herein.
- Club will submit a final copy for Sport Programs records.

CERTIFICATE OF INSURANCE

- Defer to contracting language and university process when calling on certificates of insurance.
- When requesting a certificate of insurance have them include why they are requesting it, contact information for questions, and mailing address they would like the certificate sent to.
- Officers submit this request to their Coordinator to be processed through the Office of Risk Management at least 6-8 weeks prior to the event. The Coordinator will submit a [Certificate of Insurance Request Form](#) and email the form to risk@oregonstate.edu.
 - Coordinator may also work with vendor/group to see if the insurance letter from Risk Management is sufficient for their needs.
- Additional information or alternative steps may be requested by the University.

CAMPUS USE PERMIT

- Club must submit the event plan via the Sport Club Database for approval by the Sport Programs Staff.
- Work with a Coordinator of Sport Programs to identify need for Campus Use Permit, locate the form, and submit it 6-8 weeks prior to the event.
 - [Campus Use Permit](#) can be found on the La Sells Student Center Website
- The permit will be directed to various campus partners for their review and signature. Campus Partners may request additional information or changes to the event.
- Sport Programs will keep a final copy for our records.

SPORT CLUB COMMITTEE

The Sport Club Committee is the primary governing body of the Oregon State University Sport Club Program. The Committee works with the Sport Programs Professional Staff to shape the future of the Sport Club Program.

The Committee is responsible for establishing and reviewing policies related to the operation of the program, evaluating, and reviewing budget requests, allocating individual club dollars, and allocating money to clubs from the national travel fund account. The Committee is also responsible for evaluating and reviewing requests for new club membership, responding to questions and issues concerning sport clubs, and making recommendations regarding club and individual member status when disciplinary or conduct issues arise.

COMMITTEE ORGANIZATION

The Sport Club Committee consists of five elected sport club student members: two from each gender and the individual who receives the largest number of votes after the previously mentioned categories are filled. The student representatives will be elected by the Sport Club Association, which consists of one representative from each sport club.

Three current faculty or staff members at Oregon State University will serve as appointed by the Associate Director of Programs and the Assistant Director of Sport Programs. The Coordinators, Assistant Director, Associate Director, and the Director of Recreational Sports will serve as ex-officio members to the committee. There are two co-chairs for the Committee: a Sport Programs Staff member, and one student member voted in by the Sport Club Committee.

The election of Sport Club Committee members will take place at the end of May. Those elected for the proceeding year will attend the last Committee meeting in May and assume their new position at the first committee meeting in October.

COMMITTEE REQUIREMENTS

Faculty/Staff:

- Three members are appointed for one-year terms with reappointment privileges.
- No more than two members of the same gender shall sit on the committee.

Students:

- Five active sport club members (undergraduate or graduate) elected by the Sport Club Association are appointed to one-year terms with reappointment privileges.
- Members are approved by Associated Students of Oregon State University.

APPROVING NEW POLICIES

All new club policies decided upon by the Sport Programs Staff must receive final approval from the Sport Club Committee before they are instituted. In some cases, depending on the scope of the new policy, it may be necessary to bring the issue to the Board of Recreational Sports for final approval. Should the Sport Programs Staff want to change an existing policy or add a new one they must create a proposal and present it to the Sport Club Committee.

The Sport Club Committee will then be given the opportunity to review the policy, discuss any changes that may need to be made, and finally approve or deny the policy. Once accepted, the policy will be added to the current Sport Club Officer Handbook and current officers will be made aware of the change.

PROCEDURE

Sport Programs Staff is responsible for presenting the new policy to the Committee and answering any questions.

SPORT CLUB BUDGET PROCESS

BUDGET REQUEST

The Sport Club Program receives support from the University Student Fees. During each winter term the Sport Programs Staff submits a budget request, as part of the overall Department of Recreational Sports budget request, to the Board of Recreational Sports to review. The budget is then submitted to the Student Fees Committee, ASOSU, and finally the University President.

Individual Sport Club's budget requests are due to the Sport Programs Office each November/December. Clubs are required to justify all budget requests. Budget forms and specific expense/income information are distributed in the fall term. The Sport Programs Staff are available to help guide clubs through the budget process. The Sport Club Committee reviews requests and holds budget hearings for clubs to present budgets requests.

THINGS THAT WILL BE CONSIDERED

- Number of members in club
- Fundraising
- League dues and entry fees
- Travel costs
- Leadership and Community efforts
- Equipment needs
- Operating costs

SPORT CLUB BUDGET NOTES

1. All clubs are required to submit a Sport Club Budget Packet Form along with a cover letter giving a background description of their club, last year and this year's accomplishments/ activities, challenges, and prioritize which budget items are most important for the club.
2. Previous year's budget allocation sheets are available for clubs to review.
3. Sport Programs Staff is an available resource as clubs develop budgets.

BUDGET HEARING GUIDELINES

1. Clubs have 10 minutes to present their budget request. They are asked to provide a brief overview of their club, discuss the reasoning behind their requested amount, and explain any major changes from the previous year's allocation.
2. The Sport Club Committee may request clarification or ask questions of club members at the end of the presentation.
3. Upon conclusion of all presentations, the Sport Club Committee will discuss and allocate budgets based on presentation content and the criteria set forth above.

Approval of the Sport Club Budget is done with a simple majority vote of the Sport Club Committee.

NATIONAL TRAVEL FUND REQUESTS

The National Travel Fund was established for clubs who may qualify or apply for national competitions. This fund has the same allowable and non-allowable expense regulations as the allocated student fees in the Rec Sports Account.

Any club that does not have to qualify for national or highest level or post season play should include these expenses for the trip in the budget request process. The national travel fund will be used solely for sport clubs that have to qualify for post season play and therefore cannot expect or plan to qualify for it. The Sport Clubs identified as not having to qualify and cannot apply for National Travel Funds are:

- Archery
- Dodgeball
- Equestrian – Drill
- Gymnastics
- Racquetball
- Men's Volleyball
- Women's Volleyball

Should a National tournament have an open division with no qualification, clubs should budget for these events in their operating budget and not request funds from the National Travel Fund. If a National tournament offers both a qualifying division as well as an open, non-qualifying division, the club can request National Travel Funds for the qualifying division if taking two teams.

TO REQUEST MONEY:

1. Club must submit a proposal with a cover letter (description of club, purpose of why you are requesting, and why this would be beneficial for OSU) along with a list of traveling expenses they expect during their trip to the Sport Club Committee Chair (i.e. lodging, airfare, car or van rental, entry fees)
2. The staff will schedule a meeting with the Sport Club Committee to review the proposal and hear the club's presentation.
3. Sport Club Committee will then make a final decision on the allocation of the club.

Note: Clubs intending to make a request from the National Travel fund are encouraged to alert a Sport Club Committee Co-Chair as soon as possible. This ensures the committee will be prepared for the number of requests it will receive during the year.

SPORT CLUB FINANCIAL ACCOUNTS

The members of each club are primarily responsible for the financial support of their club. All club funds must be used for the benefit of the entire group. Funds for club activities will normally come from the following sources:

1. Membership dues.
2. Fundraising (all fundraising activities require prior approval from the Coordinator).
3. Budget allocations from the Department of Recreational Sports Student Fees.
4. Donations/Sponsorships from individuals and corporations.

Refer to the 'Sport Club Account Matrix' chart as a guide for each type of account available to sport clubs located in the share drive at the following location: <Z:\New Share Drive Structure\Area\Sports & Special Programs\Budget\Sport Club Budget>

ACCOUNT BALANCE INDEX LOOKUP

Account activity and balances can be looked up per fiscal year on the web through the Office of Budget and Fiscal Planning: <https://core.oregonstate.edu/home>. The Account Balance Index Lookup can only be done at OSU or via VPN, and by the club's designated Treasurer.

REC SPORTS ACCOUNT

The Rec Sports Account is comprised of two kinds of funds: self-generated funds and student fee allocations. Self-generated funds include membership dues, hosting events, sponsorships, etc. and unspent self-generated funds will rollover to the following year. The Sport Club Committee allocates student fee allocations to clubs during the yearly budgeting process. Student Fee Allocation money does not roll over from year to year. At the end of May, the unused funds in each club's account are moved to the Department of Recreational Sports Reserves Account.

REC SPORT ACCOUNT STUDENT FEE ALLOCATION

At the beginning of each academic year 30% of each club's budget will be withheld by the Sport Club Program. This money will be released at the end of fall and winter term in two 15% allocations, each being contingent upon the number of leadership points a given club successfully collects.

For example: Club has \$1000 budget. Club will receive \$700. In December club has collected more than the predetermined minimum number of leadership points necessary to receive the full 15% allocation available, \$150 is deposited into their Rec Sports Account. Should the club also reach the minimum leadership point level by the end of winter term the other \$150 will be deposited into their account.

Point Scale: In a given term there are 11 - 13 Required Leadership Points based on turning in competition schedules on time, attending club meetings (or prearranging an excused absence), term activity reports, etc. In addition to Required Leadership Points, clubs can move up and down the point scale based on Bonus Leadership Points and Leadership Penalties. The allocation to clubs could be based on the following scale:

Fall Term

10-12 points: Club receives full 15% allocation for term
8-9 points: Club receives 10% allocation
6-7 points: Club receives 5% allocation
<6 points: Club does not receive any money from the 15%

Winter Term

9-11 points: Club receives full 15% allocation for term
7-8 points: Club receives 10% allocation
5-6 points: Club receives 5% allocation
<5 points: Club does not receive any money from the 15%

Spring Term

12-14 points: Club receives full 15% allocation for term
10-11 points: Club receives 10% allocation
8-9 points: Club receives 5% allocation
<8 points: Club does not receive any money from the 15%

Spring term violations/budget reductions will carry over to the following Fall term budget. Any reduction will be based on the budget for the year in which the infraction took place. Example: Club A's budget is \$1,000 with being \$150 (15%) being withheld fall and winter terms. If Club A receives 8 of the 11 Leadership Points for spring term, \$100 (10%) will be withheld from the following fall's budget. If the club's allocation is increased for the following year, any reduction is based on the allocation for the year in which the infraction took place.

Please refer to the [Disciplinary Guidelines](#) section herein.

In addition to Leadership Points, clubs must fundraise 30% of allocated total. Membership dues do not count towards fundraising. Example: Club A's budget is \$1,000 and the club needs to raise \$300 (30%). Any fundraising short of the 30% will be reviewed by the Sport Club Committee at the end of the academic year to determine potential sanctions.

REC SPORT ACCOUNT STUDENT FEE ALLOCATION SPENDING GUIDELINES

There are a number of procedures that can be used to spend your Rec Sports Account Student Fee Allocation dollars. Sport Club purchases from the Rec Sport account must be completed by May 23rd and all items must be received by the second to last week in June. Items that are received before the second to last week of June without an invoice must be in the amount of \$500.00 or greater in order to be billed towards the current fiscal year's budget if the invoice is not received by the last Monday of June. Items under \$500.00 will be paid out of the next fiscal year. Each purchase usually requires a different procedure, so please read carefully through the following options. Please note time restrictions for getting information to the Sport Programs Staff.

The Rec Sport Account is a **"restricted"** account, meaning there are restrictions on what can and cannot be purchased or reimbursed. All transactions must receive prior approval by the Sport Programs Staff before transactions occur.

Allowable Student Fee purchases

- Travel to competitions
- A portion of lodging while competing for OSU
- Registration and entry fees
- Conference/League Club dues
- Game and practice supplies
- Officials' fees
- Facility rental for games and practices
- Equipment maintenance
- Yearbook pages
- Advertising
- Gas or mileage to club activity (travel in personal vehicles)

Non-allowable Student Fee purchases

- Banquets or parties
- Flowers or decorations
- Any items that will become the permanent possession of a participant (e.g. warm-up jackets or uniforms)
- Meals for Sport Club members, coaches, officials and advisors
- Travel expenses to practices or recruiting for coaches/volunteers
- Gifts or awards other than those given by the Sport Club Committee
- Telephone calls that are listed on officer's and/or coaches' personal accounts
- Payment toward a club event in which the club will make money (includes any events/tournaments sponsored by a club).

The [Fiscal Operations Policies and Procedures Manual](#) (FIS) provides policies and procedures applicable to accounting-related transactions at the University. The FIS policies and procedures apply to all university departments. The Grant, Contract & Gift Accounting (GCG) Policies & Procedures Manual or Procurement and Contract Services (PaCS) Policy & Procedure Manual, however, may specify different procedures if required by a grant or contract, or if more appropriate. Additional service information and departmental procedures may also be found on the [Business Affairs web site](#).

OSU Policies & Procedures page at <http://fa.oregonstate.edu/aabc/sec-finance/purchasing> contains links to various documents which guide operations at OSU. Information located on the following web pages is maintained outside of the OSU system of Administrative Policy and Procedure Manuals.

PURCHASES FROM THE REC SPORT ACCOUNT

Please refer to the [Purchasing](#) section herein.

REIMBURSEMENTS FROM THE REC SPORT ACCOUNT

Please refer to the [Reimbursement](#) section herein.

REC SPORT ACCOUNT UNSPENT MONIES

When a club account has unspent student fee dollars at the end of the fiscal year, those monies will be rolled over to MRS699 and will not go back to the club accounts.

When a club account has unspent self-generated dollars at the end of the fiscal year, those monies will be rolled over to Rec Sports Working Capital. At the beginning of the next fiscal year, those monies will be rolled back to their respective club accounts as self-generated monies for the club to access, immediately.

REC SPORT EQUIPMENT RESERVE FUND (MRSEQ1) & SPORT CLUB EQUIPMENT INDEX (MRS600)

The Department of Recreational Sports in conjunction with the Sport Clubs will plan for the purchase and replacement of club equipment via the department equipment reserve plan (MRSEQ1) for items over \$5,000 or bulk purchases. Sport Clubs will be allowed to budget for an annual carry over from their operating budget to the department equipment reserve for funding new purchase and/or replacements.

The Department of Recreational Sports in conjunction with the sport clubs will plan for the purchase and/or replacement of non-capitalized (minor equipment) within established Recreational Sports index (MRS600). Sport Clubs will be allowed to budget for an annual carry over from their operating budget to the sport club equipment index. Each Sport Club will be identified by an activity code to track their carry over and associated expenses. Un-spent funds within index will carry over from department fund balance annually to MRS600.

Clubs who are rolling over monies into the Rec Sports Equipment Reserve Account (MRSEQ1) or Sport Club Equipment Index (MRS600) will do so at the end of each fiscal year.

OSU SPORT CLUB PROGRAM FOUNDATION ACCOUNT

The OSU Sport Club Program Foundation Account is available for clubs who received a charitable donation of money or gift-in-kind to their club. Depositing a charitable donation directly into the Sport Club Program Foundation Account ensures that the donor will get a tax receipt from the OSU Foundation for tax purposes; however, the OSU Foundation will assess a transaction fee for all donations processed.

CHECK/CREDIT CARD DONATIONS:

Check donations should be written payable to the OSU Foundation. The club name/gender and the OSU Foundation account number 4100-774390 need to be written on the memo line of the check.

Note: If the club receives the donation check, complete the OSU Foundation Deposit Form and submit the form and check to the AABC- SEC Finance Office.

Credit card donations are processed directly through the OSU Foundation. Please have donor call 541-737-2059. The donor will need to provide your club name/gender and the OSU Foundation account number 4100-774390 to the OSU Foundation representative.

REVENUE RECEIVED BY CLUB – FOUNDATION ACCOUNT

When checks are received by the club meant to be deposited into their Foundation Account, the club will:

1. Obtain the Rec Sports OSUF Deposit Form from coordinator.
2. Open the form and type in the following information in the following fields:
 - a. Prepared by: Name of Sport Club Coordinator
 - b. Office: "Rec Sports"
 - c. Phone: Phone number of Sport Club Coordinator
 - d. Date: Today's date in mm/dd/yy format
 - e. Payer's Name: Name of individual account holder or business name
 - f. Spouse's Name: Name of spouse or dba name of business (if applicable)
 - g. Address: address as printed on the check
 - h. Phone: phone number as printed on the check (if applicable)
 - i. Purpose: "Donation to OSU [Sport Club Name]"
 - j. Allocation#: "4100-774390"
 - k. Allocation Name: "OSU Sport Club Program Fund"
 - l. Amount: hand-written amount of check
 - m. Coin/Currency Total: leave blank
 - n. Total Gift Amount: hand-written amount of check
 - o. Total Deposit: hand-written amount of check
3. Click "Save" button to save over the previous version.
4. Click "File", then "Print", and collect form from printer.
5. Bundle and staple the following together in portrait orientation in the following order from top to bottom:
 - a. Check
 - b. Postmarked envelope (if applicable)
 - c. Any other documentation provided by the donor (if applicable)
 - d. Deposit form
6. Immediately take the check and completed form to AABC-SEC Finance Office.

GIFT-IN-KIND DONATIONS:

Before donations of products or gift-in-kinds are made, you must first contact Sport Programs Staff to get approval.

- a. Service provided or space rental are **non-allowable gift-in-kinds** if the gift comes from the provider.
- b. Animals cannot be accepted by the Sport Club Program.

Go to

http://www.osufoundation.org/s/359/images/gid34/editor_documents/content/aboutus/staffresource/s/gik.pdf?gid=34&pgid=61 and print both pages. The donor is required to fill out donor area of form and sign. Please return form and any receipts/invoices to the Sport Programs Office.

Note: Please note value of the donation and the different requirements based on value of material donated (page 1 of printed document).

Note: All donations from individuals or businesses regardless of donor wanting a tax write off or not will be processed through the OSU Sport Club Fund.

PURCHASING WITH FOUNDATION FUNDS

Sport Club officers can use Foundation Funds for purchasing and payments using the [Purchase Request System](#) on the resource computer **in the Sport Programs Office**.

All OSU Foundation expenses that are allowable via OSU Finance Policy should be paid through FS index reimbursement. OSU Foundation direct pay for expenses will only occur for expenses that did not meet OSU financial policy (i.e. contract not completed for service, item is non-allowable expense) or not business appropriate for OSU. **Note:** If Sport Clubs would like to purchase through Direct Pay, Sport Club officers should work with Coordinators to complete [FE Direct Payment Requestment Request](#) worksheet.

For more information on Foundation expense processing please reference the matrix: [S:\New Share Drive Structure\Area\Sports & Special Programs\Budget\Sport Club Budget\Foundation](#)

GRANTS

The following is the process for Sport Clubs to apply for a grant, management and spending grant funds, and closing out the grant through Oregon State University.

DETERMINE WHAT TYPE OF AWARD IT IS (GRANT OR DONATION?)

If there are terms and conditions or deliverables required for funding, the award is most likely a grant. If the award is a donation wherein the donor needs to claim a tax benefit, the award would be considered a donation which is processed through the OSU Foundation.

Forward the following items to Stephanie Pearse at the AABC-SEC to confirm an award is in fact a grant:

- Copy of the application and a web link to the granting agency website
- Application due date, grant start date and end date.
- Brief description of the award (\$ amount or description of equipment/supplies)

Note: This process should begin at least 2 weeks prior to the grant deadline.

GRANT PROPOSAL PROCESS

Upon receiving confirmation from the AABC-SEC that a grant can be submitted through the OSU Sponsored Research and Awards Administration (OSRAA) proposal system, proceed with the following steps:

1. Sport Club Officers must schedule a meeting with the club's Coordinator to complete the application (on-line or hard copy) and include a budget that lists the breakdown of how the money will be spent. If the award is for equipment or supplies, list each item and the approximate value of the item(s).
2. Forward a copy of the application and budget to Stephanie Pearse at least 2 weeks prior to the submission deadline. Do not submit the application yet.

3. The AABC- SEC will enter all grant information into the OSU Sponsored Research and Awards Administration proposal system (Cayuse On-line) and will ensure that the appropriate individuals are included in the submission (PI- Mitch Wiltbank and Joe Schaffer).
4. Upon receiving approval from the PI, The Department Head and Sponsored Research and Awards Administration, the AABC-SEC will inform the appropriate Recreational Sports employees that it is Ok to submit the application to the sponsoring organization (Mitch Wiltbank, Joe Schaffer, and the club representative).

GRANT MANAGEMENT PROCESS

If the award is not granted, the proposal will be archived in the Cayuse system to end the process. Sport Programs will contact Officers of grants denied. If the award is granted by the organization the following steps will occur:

1. The sponsoring organization will deliver an award letter that should be directed to the OSU Sponsored Research and Awards Administration (sponsoredprograms@oregonstate.edu).
2. The University will receive the award after the organization receives the award letter.
 - Check should be forwarded to the OSU Sponsored Research and Awards Administration who will deposit the money and create a new grant fund and index that is emailed to the grant team (PI, Rec Sports Administrators and the AABC-SEC).
 - Allowable charges can be made using this index to purchase the services or materials that were written into the grant and on the budget.
 - To complete purchases and payments with grant funds, Sport Club officers use the [Purchase Request System](#) on the resource computer **in the Sport Programs Office to complete a Purchase Request Form.**
 - OSRAA and the AABC-SEC will monitor the spending on each grant to ensure that it does not exceed the total amount of funds granted.

Note: Expenditures charged to grant indexes that exceed the balance must be reversed or reimbursed by the Department of Recreational Sports.

GRANT CLOSING PROCESS

Prior to the closing date of the grant, Club Officers must ensure all funds have been (or will be) spent down to zero to avoid losing any funding. The AABC-SEC and OSRAA will communicate with the Rec Sports grant team prior to closing to confirm if there will be any additional charges prior to closing.

Once the closing date arrives the following steps will be taken:

- A Rec Sports employee will provide the funding agency with any final reporting or deliverables.
- ORSAA will request confirmation answers about the final reporting information from the PI at Rec Sports.
- AABC- SEC will confirm with Rec Sports there are no further charges to allow the ORSAA to close out the grant.

NON-CAPITAL EQUIPMENT ACCOUNT

The Non-Capital Equipment Fund is intended to assist clubs in funding major purchases of equipment, such as sailboats, goals, etc. Items that must be replaced on a regular basis such as balls, chalk, uniforms, etc. will not be considered for funding.

TO REQUEST MONEY

Clubs must submit a proposal with a cover letter to the Sport Programs Office by February 7th containing:

- The reason for the equipment request.
- Why this purchase would benefit the club.
- How the club plans to maintain and manage the equipment.
- Where the equipment will be stored.
- Any safety requirements that will need to be addressed.
- A list with contact information and quoted prices (including shipping and handling) for the equipment from at least three manufacturers (if applicable).
- Indicate the other funding options that your club has pursued.
- Outline replacement plan for item.

The Sport Programs Staff will review all proposals and make a decision on funding all, some, or none of the purchase based on the information provided. A staff member will then notify club members of the decision and possible allocation.

PURCHASING GUIDELINES

1. Clubs must submit a Purchase Request Form and an invoice or receipt for the equipment/item.
2. Purchases \$5000 or greater will be dealt with on a case by case basis due to University-required bidding process for items exceeding this price.
3. Clubs are encouraged to alert the Sport Programs Staff as soon as possible if they intend to request funding or have questions regarding the proposal.

NEW CLUB AND GROWTH ACCOUNT

The purpose of the New Club and Growth Account is to assist newly started and existing clubs that have experienced a large increase in participation, small equipment needs, or competition and travel expenses. Any allocation from this account is subject to the same restrictions as the Rec Sports Account.

TO REQUEST MONEY

1. Clubs must submit a proposal with a cover letter to Sport Programs outlining:
 - The amount requested and the reasoning behind it.
 - The intended uses of any possible allocation.
 - How the club intends to compensate for increased financial need in the future.
2. The Staff will review all proposals and decide to fund all, some, or none of the request based on the information provided. Staff will then notify club members of the decision and possible allocation.
3. Clubs must submit a Purchase Request Form and an invoice or receipt for the equipment/item.

NATIONAL TRAVEL ACCOUNT

The National Travel Fund was established for clubs who qualify for national competitions. This fund has the same allowable and non-allowable expense regulations as the Rec Sports Account.

Any club that does not have to qualify for their regional, national or any post season play should include the expenses for the trip in the budget request process. The national travel fund will be used solely for sport clubs that have to qualify for post season play and therefore cannot expect or plan to qualify for it. The Sport Clubs identified as not having to qualify and cannot apply for National Travel Funds are:

- Archery
- Dodgeball
- Equestrian – Drill
- Gymnastics
- Racquetball
- Men's Volleyball
- Women's Volleyball

Should a National tournament have an open division with no qualification, clubs should budget for these events in their operating budget and not request funds from the National Travel Fund. If a National tournament offers both a qualifying division as well as an open, non-qualifying division, the club can request National Travel Funds for the qualifying division if taking two teams.

TO REQUEST MONEY

1. Club must submit a proposal with a cover letter (description of club, purpose of why you are requesting, and why this would be beneficial for OSU) along with a list of traveling expenses they expect during their trip to the Sport Club Committee Chair (ie: lodging, airfare, car or van rental, entry fees).
2. The staff will schedule a meeting with the Sport Club Committee to review the proposal and hear the club's presentation.
3. Sport Club Committee will then make a final decision on the allocation to the club.

Note: Clubs intending to make a request from the National Travel Fund are encouraged to alert a Sport Club Committee Co-Chair as soon as possible. This ensures the Committee will be prepared for the number of requests it will receive during the year.

Note: When spending out of National Travel Account, there must be the National Travel activity code attached to all purchases. Activity code = MR56.

CLUB SELF-GENERATED REVENUE

FUNDRAISING

OPPORTUNITIES

Many clubs conduct some type of fundraising efforts during the year to help offset the costs of their club operations. Hosting events, tournaments, working athletic events, alumni and family donations, car washes, crowd-funding, letter writing campaigns and instructional classes have been proven to be successful means of raising money.

For information on how to deposit various self-generated revenue see the '[Deposit of Sport Club self-generated revenue](#)' section herein.

Additional Resources:

Crowdfunding information: [Oregon State University Foundation crowdfunding](#)

Letter Writing Campaign for Foundation Account: [Template](#)

Letter Writing Campaign for Rec Sports Account: [Template](#)

FUNDRAISING GUIDELINES

All fundraisers must be submitted as an event in the online Sport Club Database for advising and approval by the Sport Programs Staff.

In addition to Leadership Points, clubs must fundraise 30% of allocated total. Membership dues do not count towards fundraising. Example: Club A's budget is \$1,000 and the club needs to raise \$300 (30%). Any fundraising short of the 30% will be reviewed by the Sport Club Committee at the end of the academic year to determine potential sanctions.

1. Clubs must complete in the online Database system as an event for advising and to obtain approval prior to all activities associated with a fundraising events.
2. All revenue generated must be deposited into the Club's Rec Sports Account through the AABC-SEC Finance Office.
3. An individual or individuals of the club may not participate for private financial gain.
4. When collecting money, a [cash box must be reserved from the AABC-SEC Finance Office](#).
5. Drawings may have some restrictions, please see Sport Programs Office.
6. Fundraising suggestions and additional help are located in the Sport Programs Office.

SPONSORSHIP

RECREATIONAL SPORTS PARTNERSHIPS

Steps for successful sponsor "Partnerships" within the Department of Recreational Sports:

- Review department Partnership Frequently Asked Questions below
- Schedule a meeting with a Coordinator for clarification, summer and templates;
- Have all letters and partnership materials reviewed by Sport Programs;
- Begin recruiting partners;
- Once you and the sponsor agree to the terms, complete the [Sponsorship/Partnership Worksheet](#) and submit a Sport Programs Coordinator.

FREQUENTLY ASKED QUESTIONS: SPONSORSHIPS

WHAT IS SPONSORSHIP?

Sponsorship is the support or alignment with a specific event, activity, program, or organization financially and/or an in-kind contribution for marketing and promotional opportunities in direct support of the event, activity, program, or organization.

WHO IS ELIGIBLE TO BE A SPONSOR?

Potential partners must fit within Recreational Sports' guiding principles, mission, and vision parameters. Key ideas which highlight our principles include:

- Fostering healthy living
- Promoting healthy and creative learning
- Providing educational experiences which support a well-rounded education and healthy lifestyle

*Sport Programs staff will make the final determination of who is eligible to be a sponsor.

WHAT ENTITIES ARE INELIGIBLE FROM BEING SPONSORS?

In order to remain consistent with Recreational Sports' mission vision and principles, the following entities are ineligible from participating as sponsors in any capacity:

- Tanning salons
- Bars*
- Alcoholic beverage distributors
- Tobacco distributors
- Smoke shops
- Marijuana dispensaries
- Other establishments portraying messages that undermine a healthy lifestyle.

**Bars are defined as a room or establishment whose main feature is for the sale of alcohol.*

HOW DO I PICK OUT THE RIGHT SPONSORS FOR MY CLUB?

Look at the similarities between your club and local businesses. Make sure the business matches the mission statement of RecSports. Think about businesses that promote a healthy lifestyle. The total number of people participating and attending, the number of club members at a club event or the number of events your club attends is always important information to share with your potential sponsor.

Some places to look for potential partnerships include:

- Personal connections
- Barometer Ads
- Sports related businesses
- Start-up companies/organization

WHAT IS THE OVERALL PROCESS OF RECRUITING A SPONSOR AND EXECUTING THE PARTNERSHIP?

- **Step 1:** Read this FAQ document thoroughly
- **Step 2:** Review Partnership Pricing Policy, determining what ideas you have for sponsorship and what the cost might be.
- **Step 3:** Communicate with your Coordinator regarding your interest in having a sponsor and seek their approval.
- **Step 3 (optional):** Create a letter to the sponsor, based upon the Sponsorship Letter Template and Appendix.
- **Step 4:** Once gaining approval from your coordinator, formally agree with vendor on sponsorship pricing and details and submitted a completed Sponsorship-Partnership Worksheet to your coordinator, which outline the details of the agreed-upon sponsorship.

WHAT IS THE PARTNERSHIP PRICING POLICY?

The Partnership Pricing Policy is a formula that is used across OSU's campus to help students, organizations and departments standardize the cost of sponsorship based upon unique variable and value of the sponsorship.

Using this formula, you will be able to determine a general "cost for sponsorship" for you and the potential sponsor to discuss. You should always work with your Sport Programs Coordinator to review the price you determined prior to approaching the vendor.

WHAT IS THE SPONSORSHIP LETTER TEMPLATE AND APPENDIX?

The Sponsorship Letter Template is a sample document which serves as an example for how you can connect with potential sponsors. Important information to include in your letter is:

- Who your club is and what you do/where you compete
- Unique information about your club (What sets you apart from other clubs?)
- What you are seeking from the potential in support
- Who the potential sponsor should contact with questions or for more information

The Appendix is an example document to show how some clubs create opportunities or "sponsorship packages" for vendors to choose from, when considering sponsoring a team.

WE HAVE DECIDED ON A SPONSOR, NOW WHAT?

Work with your Coordinator to detail out what the partnership will look like. This will be a chance for your Coordinator to approve your club in moving forward with this sponsor.

I RECEIVED APPROVAL FROM MY COORDINATOR TO WORK WITH THE POTENTIAL SPONSOR, NOW WHAT?

Now that your coordinator has approved your potential sponsor, you can now approach your sponsor to ask for sponsorship, including providing them with a letter and sponsorship options.

THE VENDOR HAS AGREED TO BE A SPONSOR. NOW WHAT?

Now that the vendor you approached has agreed to be a sponsor and pay the price you outlined for the deliverable you detailed in conversation or in your letter, you can now formally outline what you are both agreeing to in the Sponsorship Agreement Template.

Once you have completed the Sponsorship Agreement Template, submit it to your Coordinator who will work with the Auxiliaries and Activities Business Center and get the contract signed and an invoice sent out, on your behalf, to collect money from the sponsor.

Note: OSU cannot mandate that an agreement be established between a student organization and an outside vendor. An agreement assists in solidifying deliverables. Ultimately, it is a business decision of the department. However, if the vendor requests a Certificate of Insurance or there is an exchange of funds, an agreement must be in place.

Note: If a sponsor wants to give more than the value of the sponsorship (i.e. \$200 for logo but they give us \$500) the overage will be deposited into the OSU Sport Club Foundation.

SO, ARE WE DONE?

Not yet! Now you have to uphold your end of the sponsorship agreement. If you promised logos on shirts, banners at games, or a tabling opportunity at a show, make sure you work with your sponsor to fulfill your end of the agreement!

OUR SPONSOR IS OFFERING US “DISCOUNTS” INSTEAD OF MONEY. WHAT SHOULD WE DO?

Follow all of the steps, outlined above, and as you complete the In-Kind Sponsorship Agreement template, you will then need to determine the value of the discount. To do this, follow the example below. Note: make sure to list the dates the discount would be valid for.

Example: *Company Z is giving our club a 30% discount shoes. We must buy at least 5 pair to get the discount. We expect to buy 10 pairs. Shoes cost on average \$100. The discount is valid from May 1 – June 1, 2019.*

$10(\$100)(.30) = 300$, so \$300 is the “value” of the sponsorship. Whatever we give Nike in return must equal the \$300 value.

OUR SPONSOR IS OFFERING US “IN-KIND PRODUCT” INSTEAD OF MONEY. WHAT SHOULD WE DO?

Follow all of the steps, outlined above, and as you complete the In-Kind Sponsorship Agreement template, make sure to note what both parties are agreeing to. (Ex: *Vendor will provide club with 3 gift certificates to their establishment for the 1st, 2nd and 3rd place winners of the match, in exchange for their banner hanging on the field).*

ONE FINAL REMINDER...

DON'T SIGN ANYTHING! There are only a handful of people on campus that can actually sign agreements with others, so work with your coordinator to obtain appropriate signatures.

PARTNERSHIP PRICING

The Partnership Pricing Policy is based on the following four variables:

INTERACTION (I)

The degree of partner interaction with participants. There are four levels of interaction:

Interaction	Weighted Value
Low: banners, flyers, t-shirts	I=1
Medium: info tables, games	I=2
Medium-High: product demo, sample, giveaway	I=3
High: selling, title sponsor	I=6

PEOPLE (P)

The number of people/participants that a specific marketing and promotional opportunity reaches. There are four levels of people:

People	Weighted Value
< 100 people	P=1
100-1000 people	P=2
1001- 3000 people	P=3
> 3000 people	P=4

DURATION (D)

The length of time that this form of partnership takes place. (i.e. A banner up for 2 weeks or a table at an info fair for one day).

There are seven levels of duration:

Duration	Weighted value
1 day or less	D=1
1 week	D=3
2 weeks	D=5
3 weeks	D=7
1 month	D=8
1 term	D=10
1 year	D=16

COST OF PRODUCTION & MAINTENANCE (C)

The cost is non-negotiable, and represents the cost to Recreational Sports of the time and material dedicated to the creation and maintenance of each individual marketing and promotional opportunity.

Determining the Price of Sponsorship

As stated above, the pricing policy is based on three variables weighted value and a base multiplier of 17. The multiplier is constant throughout all modes of partnership; therefore, we multiply all variables and their weights by 17 to determine the final cost of a particular marketing and promotional opportunity.

$$IPD17+C = \$$$

For example, to determine the price of a banner that will be displayed for one week, reaching 3,000+ people, the variables would be as follows:

I = 1 (low or static advertisement)

P = 4 (3,000+ people)

D = 3 (displayed for 1 week)

C = (varies by marketing and promotion opportunity)

Once the values are determined, they can be plugged into the equation in place of their variables to find the price for that specific marketing and promotional opportunity.

$$[1 \times 4 \times 3] \times 17 = \$204 + C = \text{Total Cost for the above banner}$$

REMEMBER: This formula is meant to **determine the cost of different sponsorship marketing and promotional opportunities on an individual basis**. Any additional marketing and promotional opportunities should be calculated individually, and then the costs of the individual modes may be added to determine the total cost of partnership. (i.e.: determine the price of a banner, then the price of a t-shirt and add the cost to obtain the total cost of partnership). Discounts are considered donations and cannot be considered monetary or in-kind payment.

AWARD & CASH WINNINGS

The following process outlines the process for both winning cash/awards and granting cash/awards.

If club gives a cash award:

- Club will fill out [Certificate of Prize Award](#)
- Person who won prize will need to sign Certificate of Prize Award
- Club will complete a Purchase Request and send to AABC for processing
- AABC-SEC will mail cash winnings directly to winner

If club gives non-cash award:

- Club needs to provide first and last name of winner(s)
- ID number (if OSU student)
- Item that they received

For more detailed information on the proper funding source when purchasing promotional items & awards see the '[purchasing promotional items or awards](#)' section herein.

If club receives cash award:

- Club will deposit money into their Rec Sports account (note: please indicate on deposit slip the money is "cash winnings"). Account Code: 08001

CASH HANDLING POLICY

Sport club members, participants or other vendors associated with sport clubs who come into the Sport Programs Office with money/ checks for events or sponsorships need to follow all the Cash Handling Policies.

An annual training will occur at Fall Officer Training. Anyone needing to complete the training after that point will do so via Canvas. The training includes general cash handling policy, how to receive cash, how to deposit cash, how to detect counterfeit, and provides other important resources.

RECEIPTING

Sport Clubs will be issued a receipt kit annually. The kit contains a pouch, check stamp, receipt book, and pen. The purpose of this receipt kit is to provide better and more accurate documentation for both the club and the individual making a payment.

Sport Programs strongly recommends the use of receipting for all financial transactions (Ex: fundraisers, merchandise sales, donations, entry fees, club dues, etc.). Sport Club Officers must ask the individual if they would like a receipt and if so are then required to provide one.

During monthly meetings, clubs will turn in carbon copy receipts to Sport Programs staff during for AABC-SEC to reconcile.

Clubs should work with Sport Programs staff to replenish supplies as needed. If a receipt kit is lost or damaged, the club index will be charged the cost to replace the item(s).

Note: All individuals authorized to use the receipt kit must complete the cash-handling training.

DEPOSIT OF SPORT CLUB SELF-GENERATED REVENUE BY CLUB

PROCESS

1. All self-generated revenue will be taken to AABC- SEC Finance Office to be deposited.
2. All deposits need to be made within 24 hours of receiving funds.
3. Sport Club officers accepting any form of payment must go through cash handling training.
 - These deposits include Member Dues, Entry Fees , Sponsorships, Merchandise Sales, Other/Misc Revenue
 - Club Officers will fill out a sport club deposit form for every deposit.
 - a. 1 pink copy will be given to the person making the deposit
 - b. 1 white copy will be kept by AABC-SEC Finance and remain with the check for deposit

- c. 1 yellow copy will be kept by AABC-SEC Finance and be sent to the Sport Programs office and placed in the club binder
- Checks for dues and fundraising should be written to “Oregon State University” with the “Club Name” in the memo line.
- All self-generated revenue will be deposited through the AABC-SEC Finance Office.
- AABC-SEC Finance Office hours are 8:00am-5:00pm, Monday- Friday.

For information on how to deposit various self-generated revenue see [Business Purpose of Deposits spreadsheet](#).

REIMBURSEMENTS

OSU Fiscal Operations (FIS) Manual Policies & Procedure [407: Personal Reimbursements](#) policies & procedures state, “The practice of personally paying for services and equipment directly by employees is strongly discouraged. Convenience and/or lack of proper planning are not legitimate reasons to circumvent regular OSU purchasing channels.” However approved reimbursements are allowed within **30 days** of the incurred cost, “On the occasion when logistical reasons or extenuating circumstances occur that preclude the use of normal OSU purchases or protocols.”

Payment arrangements should be made in advance to avoid Reimbursements for the following:

- Lodging
- Vehicle rentals
- Marketing/copy costs
- Equipment, uniforms, supplies, awards *with Exceptions above
- Fundraising & Concession expenses: food, gear, equipment
- Registration/Entries to leagues, tournaments, association memberships, sanctioning of events

AABC-SEC Finance should receive written notice from Sport Programs of anticipated reimbursements at least 2 weeks in advance.

DIRECT DEPOSIT REIMBURSEMENTS

Direct deposits expedite reimbursements:

1. Go to <http://main.oregonstate.edu/>
2. Click on MyOSU to login.

Note: Go to Update Personal Profile to update direct deposit information.

TRAVEL REIMBURSEMENTS

Fiscal Operations (FIS) Manual Policies & Procedures [411-07: Travel Reimbursements](#) are for items entered through the Travel Reimbursement Entry System (TRES). This policy outlines reimbursable and non-reimbursable TRAVEL items.

Employees, Students, Team/Groups, Non-employees, and Other Non-employees (including Non-OUS Participants, Fellowships, and Volunteers) are included in this policy. Travel Reimbursements for allowable purchases can be made to club members if funds are available. Travel Reimbursements must be submitted within **30 days** of the earliest expense receipt and in the appropriate fiscal year.

Allowable Travel Reimbursement expenses include:

- Fuel/Mileage (currently at 54.5¢ per mile-can change throughout the year)
- Meals while traveling
- Parking permits and tolls
- Flights (with prior approval from the Sport Programs Office)
- *NOTE: Travel Insurance is NOT reimbursable.

DOCUMENTATION REQUIRED

Purchase Request Forms must include the payee's: name, phone number, OSU ID (or social security number if payee is not part of OSU), and address the check will be mailed if Direct Deposit is not set-up.

- Proof of payment (copy of check, credit card/bank statement, or receipt/invoice with banking information crossed out).
- Proof of purchase or participation results, event flyer, etc.
- Travel Itinerary (if travel was involved).

Person requesting reimbursement submits a [Purchase Request](#) Form and all supporting documentation to the Sport Programs Office.

- Sport Programs Staff approves, documents, and submits the Purchase Request Form with all supporting documentation to the AABC- SEC Finance Office for processing.
- AABC-SEC Finance generates Personal Reimbursement Forms and Travel Reimbursement Forms through the TRES system to return to Sport Programs.
- Personal Reimbursement Forms and Travel Reimbursement Forms generated by AABC-SEC Finance must be signed by the person receiving reimbursement (Vendor/Payee) and returned to the club's Coordinator for approval from the Assistant Director of Sport Programs and final processing with AABC-SEC Finance Office.
- Reimbursements must be completely processed by **June 25th** for the end of the fiscal year.

REIMBURSEMENTS FOR GAS BY MILEAGE

All reimbursements related to gas will be calculated by mileage.

Mileage reimbursements for travel in a personal vehicle:

1. Calculate trip mileage (i.e. Google Maps, Mapquest, etc.)
2. Mileage is currently at 54.5¢ cents a mile (can change throughout the year without notice).
3. Less than the maximum can be claimed.

Attach travel itinerary to completed Purchase Request Form.

For volunteer coaches seeking mileage reimbursement, the Sport Club will complete the [Travel Reimbursement Worksheet](#) and complete a PR for purchase approval. Sport Programs staff will review and sign for final approval and then submit paperwork to AABC-SEC for payment. **Note:** This process

must be completed within 30 days of travel and will require a MapQuest map showing the travel route/distance.

REIMBURSEMENTS FOR FOOD

Food reimbursement may be issued up to the per diem rate and the tip can be no higher than 15%. Per diem rates for cities can be found here:

http://oregonstate.edu/dept/fa/businessaffairs/travel/tres/per_diem_us

Documentation required for reimbursement includes:

1. Purchase request
2. List of dates and meals that an individual is claiming
3. Detailed Receipt (if not claiming per diem rate)

Attach travel itinerary to completed Purchase Request Form.

REFUNDS

SPORT CLUB ELIGIBILITY FOR REFUNDS

POLICY STATEMENT

The Department of Recreational Sports' Sport Clubs shall recognize the cancellation/return of individually paid dues or other club payments when specific criteria are met.

REFUND CONDITIONS

It is the policy of Sport Programs to not offer any refunds, unless the request for refund falls into criteria identified as "special circumstances." This criterion is in alignment with the criteria used by the Department of Recreational Sports.

Special circumstances, as follows, may qualify a club member to receive a full or partial refund:

- **Illness/medical issues** which render the person unable to participate
- **Injury** which renders the person unable to participate
- **Relocation/leaving the University**, which severs membership as an OSU student or Recreational Sports member.

If a refund meets the "special circumstances" criteria within 60 days of payment, the club may offer a refund, based on services actualized, on a case-by-case basis.

If a refund meets the "special circumstances" criteria after 60 days of payment, special approval will need to be sought through the Sport Programs Professional Staff in collaboration with the AABC, to offer a refund. All refund requests will be managed on a case-by-case basis.

PROCESS FOR REMITTING REFUND FROM REC SPORTS ACCOUNT

Sport Club Officers will govern the club's adherence to providing refunds to members, when applicable.

If a refund is to be remitted to a club member, a sport club officer will complete a Purchase Request, listing the individual receiving the refund as the vendor. In the "special notes" section, the sport club officer will note the date and amount of the original payment, and include a copy of the deposit slip, from the club binder, which details the original deposit information, along with the reason for refund the OSU ID number of the payee.

All of these documents will be stapled together and provided to the club's advisor in the Sport Programs Office. The PR will be signed and applicable paperwork will be sent to the AABC. The AABC-SEC will issue the payment to the "vendor" listed, and the refund amount will be shown as a reduction of revenue, in the budget.

PURCHASING

PURCHASING POLICIES

OSU [Fiscal Operations Manual](#) (FIS) provides policies and procedures applicable to accounting-related transactions at all University departments.

Different purchasing procedures are prescribed by the following:

- OSU [Grant, Contract & Gift Accounting \(GCG\) Manual](#)
- OSU [Procurement And Contract Services \(PaCS\) Manual](#)
- OSU [Business Affairs web site](#).

All transactions must be complete **and** items must be received by the end of each fiscal year (June 25th). Invoices signed for items received between June 25-30 must be in the amount of \$500 or greater to bill towards the correct fiscal year's budget.

SPORT CLUB PURCHASING

Sport Club Rec Sport Accounts are "**restricted**" accounts, meaning there are restrictions on what can and cannot be purchased or reimbursed as outlined in the [Rec Sports Account section of this manual](#).

Sport Club purchases must receive prior approval by the Sport Programs Staff before any transaction occurs.

PAYMENT OPTIONS

A Purchase Request (PR) is a "request" for payment to be completed or items to be purchased at the time of payment. PRs offer a variety of payment options outlined below.

AUXILIARIES AND ACTIVITIES BUSINESS CENTER (AABC)

The [Auxiliaries and Activities Business Center](#) SEC-Finance Office is located in the Student Experience Center.

CHECK

A [Purchase Request Form](#) (PR) approved by the Sport Programs Office is required **prior** to processing any purchases and payments by check one of the following three ways:

- a) Mailed directly to payee/vendor.
 - b) Mailed directly to payee/vendor with attached paperwork.
 - c) AABC- SEC Finance to hold the check for pick-up and processing by the requesting staff or officer. (**Note:** Due to liability this is a last option of check requesting)
- PR must include the requesting individual's complete contact information on the form to ensure questions can be addressed.
 - PR must include specific payment and ordering information for the exact:
 - Vendor (including address, website, phone number)
 - Items (event information, item numbers, quantities, sizes, colors)
 - A printout of each item or event publication
 - Upon PR approval, Sport Programs will process check requests through the AABC-SEC Finance Office. The AABC-SEC Finance Office will contact the person on the PR to address questions or problems with payments and purchases.
 - All changes arranged with Sport Club Officers to the pre-approved expenses on the PR must be approved by club's Coordinator in the Sport Programs Office.

PROCUREMENT CARD EQUIPMENT PURCHASES (DEPARTMENT CREDIT CARD)

A [Purchase Request Form](#) (PR) approved by the Sport Programs Office is required **prior** to processing any purchases and payments on Procurement Purchasing Cards for billing to a University Account.

- PR must include the requesting individual's complete contact information on the form to ensure questions can be addressed such as item availability, delivery options, price differences, etc.
- PR must include specific ordering information for the exact:
 - Vendor (including address, website, phone number)
 - Items (including item numbers, quantities, sizes, colors)
 - A printout of each item from a catalogue or web site catalogue with item description and specific part/item numbers.
- Upon PR approval, Sport Programs will process equipment and supply purchases through the [Purchasing & Travel Specialist](#) in the Department of Recreational Sports Administrative Office on the Department Purchasing Card.
- The Purchasing & Travel Specialist will contact the person on the PR to address questions or problems with purchases.
- All changes arranged with Sport Club Officers to the pre-approved expenses on the PR must be approved by club's Coordinator in the Sport Programs Office.

The Administrative Programs Assistant in the Sport Programs Office will serve as the back-up for the Department Purchasing Card at times the Purchasing & Travel Specialist's schedule cannot accommodate Program purchasing needs.

OSU Purchasing Card policies and procedures are located at the following link:

<http://oregonstate.edu/fa/businessaffairs/node/49>.

PROCUREMENT CARD REGISTRATION, MEMBERSHIP, AND DUE PAYMENTS (DEPARTMENT CREDIT CARD)

A [Purchase Request Form](#) (PR) approved by the Sport Programs Office is required **prior** to processing any purchases and payments on Procurement Purchasing Cards for billing to a University Account.

- PR must include the requesting individual's complete contact information on the form to ensure an appointment can be scheduled for processing payment.
- PR must include specific payment information for the exact:
 - Vendor (including address, website, phone number)
 - Items (event name/date/location, quantity of registrations, additional forms required with payment)
 - Taxes (if applicable, an estimate is sufficient)
 - Shipping fees (specify the type, timing, and cost of the shipping option requested)
 - A printout of event publications including the event name/date/location/price which is the most accurate description to provide.
- Upon PR approval, Sport Programs will process equipment and supply purchases through the [Purchasing & Travel Specialist](#) in the Department of Recreational Sports Administrative Office on the Department Purchasing Card.
- The [Purchasing & Travel Specialist](#) in the Department of Recreational Sports Administrative Office will contact the individual on the PR to schedule an appointment to complete individual and/or team registrations, memberships, and dues on the Department Procurement Card.
- All changes arranged with Sport Club Officers to the pre-approved expenses on the PR must be approved by club's Coordinator in the Sport Programs Office.

The Administrative Programs Assistant in the Sport Programs Office will serve as the back-up for the Department Purchasing Card at times the Purchasing & Travel Specialist's schedule cannot accommodate Program purchasing needs.

OSU Purchasing Card policies and procedures are located at the following link:

<http://oregonstate.edu/fa/businessaffairs/node/49>.

PURCHASE ORDER (PO)

A Purchase Order Form (PO) is completed in Benny Buy with detailed information about the payment (such as item descriptions, cost, quantities, or event promotional material).

Common instances when a PO would be the only, or most logistical, way to process a payment include:

- a) When a vendor does not have the ability to accept a University check.
- b) When a vendor does not have the ability to process a Procurement Card (credit card) in accordance with OSU policies.

Sport Programs and AABC-SEC Finance can assist staff and officers in determining when POs are appropriate forms of payment. The vendor must:

1. Agree to accept this form of payment (promise to pay); and,
2. Submit an invoice for final payment after items are received or an event is completed.

PROCUREMENT CARD LODGING (SPORT CLUB/STUDENT GROUP TRAVEL CREDIT CARD)

To reserve lodging for billing directly to a University Account through the Student Group Travel Purchasing Card. **Sport Club Travel reservation and cancellation policies and procedures are outlined in the [Sport Club Lodging Request section of this manual](#).**

Lodging billed after June 25th under the amount of \$500 cannot be applied until the following year's budget. Lodging after June 25th of \$500 or greater can be accrued for billing towards the current fiscal year's budget.

PURCHASING PROMOTIONAL ITEMS OR AWARDS

Details regarding how clubs can purchase promotional items can be found using the Promotional Matrix at <http://fa.oregonstate.edu/aabc/sec-finance/purchasing>

Notable information regarding what information is needed to purchase cash and non-cash awards for winners of competitive contests and drawings includes:

- Providing business purpose statement
- Providing recipient(s) first & last name
- Providing recipient(s) OSU ID number (if applicable)
- Providing vendor invoice or department payment request with budget authority approval

NOTE: Department Procurement Card cannot be used to purchase awards.

PURCHASING FOOD

Should a club wish to purchase food for an event, travel, officials or volunteers, the following information is required for making such purchase:

- Fall within per diem rate
- Purchase request
- Memo explaining what food was used for, how many people it served, how long individuals were present at the event
- Documentation of advertising of event (ex: flyer, Facebook post)

PURCHASE REQUEST SYSTEM

PRs and POs can be processed within 2-7 days, depending on the information provided and the type of payment or purchase requested. All requests must be accompanied with correct documentation as outlined in the OSU FIS [Expenditure Policies](#). Invoices, receipt, catalog page(s), entry form, or web page print outs are examples of required documentation to complete purchases.

Note: All Purchase Request Forms must be printed, signed, and have required documentation attached.