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Welcome to Oregon State University and the Department of Recreational Sports. We sincerely hope that you will enjoy your employment and association with Sports & Special 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 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

We create engaging environments for student growth and success.

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.

SPORTS & SPECIAL PROGRAMS OVERVIEW

SPORTS & SPECIAL 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, Sport Clubs, and Special Programs.

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.

SPORTS & SPECIAL 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.

SPORTS & SPECIAL PROGRAMS TEAM INTERACTION AGREEMENT

We, the staff of Sports and Special Programs, agree to work together as a team to promote a fun, positive, and professional learning environment that recognizes program development, personal growth, and memorable participant experiences as a common goal. To achieve this goal, we must demonstrate respect for all, maintain accountability, open communication, and strive to motivate others and ourselves for the betterment of our team. Go Beavs!
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.

**Dave Fehring**, Associate Director of Programs
- Club Finances
- Liaison to the University

**Mitch Wiltbank**, Coordinator
- Event Advising and Management
- Club Finances
- Equipment Management
- Marketing Development
- Coaches

**Joe Schaffer**, Coordinator
- Event Advising and Management
- Club Finances
- Equipment Management
- Marketing Development
- Coaches

**TBD**, Coordinator
- Event Advising and Management
- Club Finances
- Equipment Management
- Marketing Development
- Coaches

**TBD**, Office Specialist
- Office Supervisor
- Travel Advising and Reservations
- Purchase Requests and Club Finances

**Easton Henrikson**, Graduate Assistant
- Daily Club advising and communication of club activity and updates.
- Coordination of meetings, organization/leadership training

**Sam Rodenberg**, Graduate Assistant
- Daily Club advising and communication of club activity and updates.
- Coordination of meetings, organization/leadership training.

**Program Managers**
- 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

SPORTS & SPECIAL 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

<table>
<thead>
<tr>
<th>Position</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associate Director</td>
<td>541-737-6831</td>
<td><a href="mailto:David.Fehring@oregonstate.edu">David.Fehring@oregonstate.edu</a></td>
</tr>
<tr>
<td>Coordinator</td>
<td>541-737-3566</td>
<td><a href="mailto:Mitch.Wiltbank@oregonstate.edu">Mitch.Wiltbank@oregonstate.edu</a></td>
</tr>
<tr>
<td>Coordinator</td>
<td>541-737-4884</td>
<td><a href="mailto:Joe.Schaffer@oregonstate.edu">Joe.Schaffer@oregonstate.edu</a></td>
</tr>
<tr>
<td>Coordinator</td>
<td>541-737-3110</td>
<td></td>
</tr>
<tr>
<td>Office Specialist</td>
<td>541-737-3179</td>
<td></td>
</tr>
<tr>
<td>Graduate Assistant</td>
<td>541-737-3568</td>
<td><a href="mailto:Sam.Rodenberg@oregonstate.edu">Sam.Rodenberg@oregonstate.edu</a></td>
</tr>
<tr>
<td>Graduate Assistant</td>
<td>541-737-3569</td>
<td><a href="mailto:Easton.Henrikson@oregonstate.edu">Easton.Henrikson@oregonstate.edu</a></td>
</tr>
<tr>
<td>Sport Club Cell Phone</td>
<td>541-740-6877</td>
<td></td>
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OTHER RESOURCE PHONE NUMBERS:

<table>
<thead>
<tr>
<th>Service</th>
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<tr>
<td>Sports and Special Programs Office</td>
<td>541-737-4083</td>
</tr>
<tr>
<td>Safety Programs Staff</td>
<td>541-602-1022</td>
</tr>
<tr>
<td>Department of Rec Sports Front Desk</td>
<td>541-737-3748</td>
</tr>
<tr>
<td>Campus Security (non-emergency)</td>
<td>541-737-3010</td>
</tr>
<tr>
<td>Campus Security (emergency)</td>
<td>541-737-7000</td>
</tr>
<tr>
<td>Student Health Services</td>
<td>541-737-9355</td>
</tr>
<tr>
<td>Athletic Training Appointments</td>
<td>541-737-3736</td>
</tr>
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</table>
OFFICE INFORMATION

COMPUTERS

USER LOGINS

- Resource Computer Logins (both stations): username “SSP” password “resource@dix123”.

RICOH IM PRINTER/COPIER/SCANNER/FAX

The Ricoh IM machine in the Sports & Special 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.
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<td>Sport Club Database Workshop (Optional)</td>
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<tr>
<td>Finance Workshop (Optional)</td>
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<td>Budget Workshop (Required Leadership Point – only attend one)</td>
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<td>Budget Workshop (Required Leadership Point – only attend one)</td>
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<td>Club Officer Monthly Meeting – Fall #2</td>
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- Non-Capital Equipment Request
- Sport Club Leadership Meeting
- Spring Term Activity Schedule
- Sport Club Committee Meeting
- Club Officer Monthly Meeting – Winter #2

## March 2016
- Check in with Clubs about Dead Week Practices Feb 29 – 4
- Club Varsity Letter Request
- Nominations for Sport Club Committee Members
- Winter Term Report
- New Club Application Deadline for Fall 2016
- Equipment Inventory Updated
- Schedule Spring Term Monthly Meetings
- Summer Term Practice Request
- Sport Club Team Photo Due
- Sport Club Committee Meeting

## April 2016
- Final Review of Fundraising
- Sport Club Elections for New Officers All Month
- Sport Club Committee Meeting TBA
- Club Officer Monthly Meeting – Spring #1 All Month
- Sport Club Committee Elections

## May 2016
- Sport Club Transition Training 2, 3, 9, 11
- End of the Year Club Evaluation
- Sport Club Award Nominations
- Last Day to Use State Account
- Club Highlights/Accomplishments Due
- Sport Club Committee Meeting TBA
- Check in with Clubs about Dead Week Practices 23 – 27
- Club Officer Monthly Meeting – Spring #2 All Month
- Sport Club Database Workshop (Optional)
- Sport Club Leadership Meeting – End of Year

## June 2016
- Spring Term Report
- Equipment Inventory Updated
- Fall Term Practice Request
- New Club Application Deadline for Winter 2017
- Equipment Returned to Sports & Special Programs Office
- Sport Club Committee Meeting TBA
SPORT CLUB ASSIGNMENTS

<table>
<thead>
<tr>
<th>Coordinator: Mitch Wiltbank (Team Golf)</th>
<th>Coordinator: Joe Schaffer (Dad’s Weekend Golf)</th>
<th>Coordinator: TBA (Mom’s Weekend Golf)</th>
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<tr>
<td>GA: Easton Henrikson (* Club Lead)</td>
<td>GA: Sam Rodenberg (* Club Lead)</td>
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<tr>
<td>PM: Colby Schoniwitz</td>
<td>PM: Gaby Zacuto</td>
<td>PM: Brianna Goodwin</td>
</tr>
<tr>
<td><a href="mailto:SCIPM1@oregonstate.edu">SCIPM1@oregonstate.edu</a></td>
<td><a href="mailto:SCIPM4@oregonstate.edu">SCIPM4@oregonstate.edu</a></td>
<td><a href="mailto:SCIPM5@oregonstate.edu">SCIPM5@oregonstate.edu</a></td>
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<tr>
<td>Baseball</td>
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<td>Bass Fishing</td>
<td>Karate*</td>
<td>Disc Golf*</td>
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<td>Cycling</td>
<td>Kendo*</td>
<td>Stock Horse*</td>
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<td>Judo*</td>
<td>Polo*</td>
<td>Rifle</td>
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<td>Rugby - Men’s</td>
<td>Ultimate - Men’s</td>
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<td>Water Polo - Men’s</td>
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<td>Triathlon</td>
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INTRAMURAL SPORT ASSIGNMENTS

Intramural Sport Assignments

<table>
<thead>
<tr>
<th>GA: Easton Henrikson</th>
<th>GA: Samantha Rodenberg</th>
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<tr>
<td>Flag Football (Support Colton Surcamp)</td>
<td>Volleyball</td>
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<td>Winter Soccer</td>
<td>Wheelchair Basketball (Support Michael Zupan)</td>
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<td>Stadium Football</td>
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<td>Soccer</td>
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<td>PM: Colby Schoniwitz</td>
<td>PM: Gaby Zacuto</td>
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<td>PM: Laura Pitz</td>
<td>PM: Josiah Merkel</td>
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<td>PM: Brianna Goodwin</td>
<td>PM: Laura Noble</td>
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<td>Basketball Support</td>
<td>Stadium Football Support</td>
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<td>3 v 3 Basketball</td>
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<td>Badminton Singles</td>
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<td>Badminton Doubles</td>
<td>College Bowl Pick’ Em</td>
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<td>Par 3/Mini Golf</td>
<td>Basketball Skills</td>
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<td>Goalball</td>
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<td>March Madness</td>
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<td>Mom’s 5k</td>
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Tennis Doubles - Colton
WHAT ARE SPORT CLUBS?

Sport Clubs are classified as a Sponsored Student Organization under the Division of Student Affairs. A Sponsored Student Organization (SSO) is an organization composed of 100% Oregon State University students that operates under the direct guidance of a sponsoring unit (Recreational Sports) and is in closest relationship with the University. Sponsored status for a student organization is a statement of recognition by Oregon State University that the student organization is a key element in helping the University realize its mission. Sponsorship from a University unit indicates two things:

1. That the University views the organization, through its efforts, as worthwhile and vital, and therefore commits itself to provide support for the organization and its endeavors.
2. While recognizing the importance of student leadership, the organization represents the University; therefore, a high level of accountability from the organization is required.

There are other options for classifications under the student organization classifications. A Voluntary Student Organization (VSO) is an organization composed of 100% Oregon State University students that contributes to the mission and culture of the University, VSO’s events are not considered of the University unless sponsored by a University unit. A Non-Affiliated Student Organization (NSO) is an organization that is not affiliated with the University in a formal way and has no formal benefit with the exception of a listing on the annual organization list. Here is the link where more information can be found out the classifications to help you understand if a SSO is the appropriate classification for your group:

http://oregonstate.edu/seac/sos/benefits

While some student organizations are closely affiliated with Oregon State University, some are not. Except as specifically identified, the University does not control or accept responsibility for the activities nor endorse the programs of student organizations. In addition, the University maintains the right not to recognize a student organization that, in the sole judgment of the University, does not further the educational mission of OSU.

LIST OF ACTIVE SPORT CLUBS

<table>
<thead>
<tr>
<th>1. Archery</th>
<th>2. Badminton</th>
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<tbody>
<tr>
<td>5. Cycling</td>
<td>6. Disc Golf</td>
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<td>7. Dodgeball</td>
<td>8. Equestrian Dressage</td>
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<td>17. Kendo</td>
<td>18. Lacrosse-Men’s</td>
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<tr>
<td>19. Lacrosse-Women’s</td>
<td>20. Pistol</td>
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<td>21. Polo</td>
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<td>23. Rifle</td>
<td>24. Rugby-Men’s</td>
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<td>27. Sailing</td>
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<td>29. Soccer-Women’s</td>
<td>30. Stock Horse</td>
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<td>31. Table Tennis</td>
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<td>33. Tennis</td>
<td>34. Triathlon</td>
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<td>35. Ultimate Disc-Men’s</td>
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<td>37. Volleyball-Men’s</td>
<td>38. Volleyball-Women’s</td>
</tr>
<tr>
<td>39. Water Polo-Men’s</td>
<td>40. Water Polo-Women’s</td>
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</tbody>
</table>
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
- Have team members complete waiver forms and return to Associate Director of Sports & Special Programs - Secretary
- 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 2015-2016 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 Sports & Special Programs Coordinator (October 21st) – Vice President
- Establish an attendance requirement for those participants who wish to compete or travel. (All year) – President
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 October 8th.
   a. Submit form via web-form at: https://apps.ideal-logic.com/
3. Current constitution on file with Sport Club Program by October 8th.
   a. Annually review club constitution.
   b. Every three academic years, each club must review and submit an updated constitution via uploading to the Sport Club Database https://apps.ideal-logic.com/osusli
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. Complete a risk assessment of the activities, events, and operations of the organization.
8. Have a professional staff member from the sponsoring unit appointed/assigned as the faculty advisor.
9. Maintain 100% OSU student membership and submit roster of currently active OSU student members through the online data system.
10. Maintain a minimum of 4 currently enrolled OSU students.
11. Maintain financial accountability to the University for all University funds received. These funds must be maintained in a sponsoring unit, MU Funds In Trust or Foundation Account.
12. 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.
13. 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 refer to the clubs who are active, but do not 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 Sports and Special Programs Staff serves as advisors to clubs with their day to day operations, special events, budgeting, scheduling, promotional advice, and ensures a safe and responsible experience.
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 club benefits (i.e. payment/reimbursement for activity including entry fees, travel, league membership; may not hold officer positions in the club or 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 Sports & Special 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. OSU Sport Club Program will not support any exclusion to participate on the basis of race, color, national origin, ethnic group, religion, sex, sexual orientation, age, or disability.

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.

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.
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 (i.e. rugby/flag rugby; baseball/softball):
  a. Events that provide for five or fewer players in the game at one time are limited 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 Sports & Special 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.
• For the purpose of gender determination in Intramural Sports, a Sport Club coach’s personal gender is used to determine their eligibility, not the gender of the club they are coaching. For example, a male coach for the Women’s Water Polo club is considered a male Sport Club member 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.

ACTIONS TO BE TAKEN FOR VIOLATION

Action to be taken will depend on the certainty of the staff member with regard to identification of more than the allowed number of sport club members on an intramural team.

1. When a staff member notices more than the allowed number of sport club members intending to participate in a future event, contact the club members and team manager in an effort to prevent violation of this policy.

2. When a staff member suspects more than the allowed number of sport club members are playing, the club members and the team captain are notified and a protest is filed against the use of more than the allowed number of sport club members in the game. Include supporting material to justify all Protest Forms.

3. When a staff member is absolutely certain a team is playing with more than the allowed number of sport club members, the game is stopped and the team with the illegal amount of club players forfeits the contest. (Be certain to have supporting materials to verify your actions).
**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 ¾ of all in-season practice sessions.
2. Have participated in at least 50% of all official 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.
- However, each club’s criteria must include established guidelines on each of the three areas listed above and must be submitted to the Sports & Special Programs Staff by December 3<sup>rd</sup> each year.
- 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 Sports & Special Programs Staff by March 10<sup>th</sup>.

**CODE OF CONDUCT AND WAIVER OF LIABILITY**

Sport Club participants are required to fill out a waiver of liability and code of conduct paper form or online registration at or before participating at any club practices.

**ONLINE WAIVERS**

Club members can 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](https://apps.ideal-logic.com/osusli)

**PAPER WAIVERS**

Paper club waivers are to be turned in to the Sports & Special Programs front desk ‘Club Waiver’ tray. It is the responsibility of the Office Staff to identify incomplete waivers, check participants’ eligibility, update the Sport Club database, and file waiver form(s) in the respective club binders in alphabetical order.

**INCOMPLETE PAPER WAIVERS**

It is the responsibility of the Office Staff to:

1. Mark incomplete waivers with “incomplete” in red pen.
2. Notify the participant he/she cannot participate until a waiver is completed.
3. File in the Incomplete Release/Waiver section of the respective club binders.
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 Sports & Special 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 schedules
   - 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
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 the Sports & Special Programs Office.
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 Sports & Special 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 Sports & Special 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 Sports & Special 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.
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

Members 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 traveling (from the time the team 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, or sexual orientation 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.

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 Office of Student Conduct and Community Standards.

CONSENSUAL RELATIONSHIP POLICY

The University Consensual Relationship Policy can be found at: [http://oregonstate.edu/oei/consensual-relationships-policy](http://oregonstate.edu/oei/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.

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.

Title IX Link: [http://studentlife.oregonstate.edu/main/faculty-staff-and-advisor-resources](http://studentlife.oregonstate.edu/main/faculty-staff-and-advisor-resources)

BULLYING POLICY

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.

To review the full policy, please go to the [Oregon State University Bullying Policy](http://studentlife.oregonstate.edu/main/faculty-staff-and-advisor-resources) page.
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.

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.
**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 Sports & Special Programs Office has the discretion to add Required Leadership Points if necessary.

**FALL TERM REQUIRED LEADERSHIP POINTS**
- Annual Recognition
- Goals
- Fall 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 Event 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

BONUS LEADERSHIP POINTS

Bonus Leadership Points: Clubs have the opportunity to earn additional Leadership Points by consistently meeting or exceeding sport club requirements. The Sports & Special 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 a 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 Sports & Special Programs
- Supplying 10 quality action photos to the Sports & Special Programs Office
- Supplying 1 quality video to the Sports & Special Programs Office
LEADERSHIP PENALTIES

Leadership Penalties: Clubs can lose additional leadership points for not fulfilling their sport club requirements or obligations. The Sports & Special 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 Sports & Special 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

At the end of the year, the club with the most leadership points will win the “Leadership Award” that will be presented at the Fall Officer Training. The tie-breaker is based first on total of Required Leadership Points, then by total Leadership Penalties, and then by total Bonus Points.

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.

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 Sports & Special 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 Sports & Special 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.
Throughout the year the Sports & Special 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.

**FALL OFFICER TRAINING**

The 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, club policies and procedures, and disciplinary actions. 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 Sports & Special 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 Sports & Special 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 two-three hour training sessions to introduce new officers to the program and ensure continuity from year to year in the program.

- 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 Sports & Special 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.

WORKSHOPS

Throughout the year, the Sports & Special 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 Sports & Special 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 and once during the winter 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.
### 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

Mid-Year Club Evaluation is an opportunity for the program to provide feedback to the officers about the performance of the club. Additionally, it provides an opportunity to collect feedback on program deliverables and support. Staff will send the mid-year evaluation out to clubs for officers to self-reflect and evaluate their performance. The Mid-Year Club Evaluation typically occurs at the middle to end of February during monthly meetings. In preparation for this meeting, staff will review each club’s Fall Term Report, Goal Sheet, Leadership Points, and current club budget. During the meeting, the staff will review the club’s 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.

#### END OF YEAR CLUB EVALUATION

Club 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 to self-reflect and evaluate their performance. The club evaluation typically occurs before 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.
The advisor’s roles give faculty and staff a unique opportunity to interact with students in an 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 Sports & Special 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 Sports & Special 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 at least once a term.
- 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.
  - Plan get-togethers for the club.
  - Attend the Sport Club Banquet and 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, Sports & Special 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](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 Orientation Meeting with Sports & Special 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, Sports and Special Programs Staff email a list of all active Sport Club coaches to the Department’s Administrative Program Assistant.
  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”.
- Sports and Special 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
Sports & Special 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 Sports & Special Programs staff to provide the department with first and last names of coaches who would like to purchase an access pass. Please allow three to five days for processing.

COACH EXPECTATIONS

The role of 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, Sports and Special 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.
Steps for successful sponsor “Partnerships” within the Department of Recreational Sports:

- Review department Partnership Frequently Asked Questions below;
- Fill out a Pre-Sponsorship Form which are available in the Sports & Special Programs Office;
- Have all letters and partnership materials reviewed by Sports & Special Programs. Schedule a meeting with a Coordinator for clarification, support, and templates;
- Begin recruiting partners;
- Once you and the sponsor agree to the terms, complete the Sponsorship/Partnership Worksheet and submit a Sports & Special Programs Coordinator.

What is the general timeline for targeting business to sponsor an event?

<table>
<thead>
<tr>
<th>Time:</th>
<th>What to do:</th>
</tr>
</thead>
</table>
| 4 months before event | - Complete Pre-Sponsorship Form  
|                    |   - Pick out sponsors  
|                    |   - Create letter  
|                    |   - Create pricing guide  |
| 3 months before   | - Visit the business – ask for owner/manager  
|                   |   - Present the letter  
|                   |   - Discuss the event and what the expectations are for the sponsor  
|                   |   - Get contact information  
|                   |   - Set up time to follow up  |
| 2.5 months before | - Answer all questions the business had  |
| 2 months before   | - [Submit Sponsorship/Partnership Worksheet to Sports & Special Programs Coordinator](#)  |
| 1.5 months before | - Follow up email to sponsor/ remind them of event and ask for questions  |
| 3 weeks before    | - Email full details of event  
|                   |   - Details include: Date, time, location, what sponsor agreed to, parking, set up time, & expectations.  |
| 1 week before     | - Email reminder – times, who to contact with questions.  |
| After event       | - Send out thank you card/email/ photo of event  |
What am I looking for in terms of sponsorship, donations, and fundraisers?

**Sponsorship:** 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. (Ex: Money from a business to support club travel to a tournament in exchange for the business logo a banner displayed at home events)

**Donation:** A voluntary contribution of money, in-kind, and/or services without obligation to provide specific public acknowledgment for the donation. (Ex: Coupons, gift certificates or equipment given to the club)

**Fundraiser:** An event or campaign with the intent of raising money and/or in-kind without obligation to provide specific public acknowledgement. (Ex: Car wash, bake sale)

Where do I get the Pre-Sponsorship form?
Pre-Sponsorship forms are available in the Sports & Special Programs Office.

How do I pick out the right sponsors for my event?
Look at the similarities between your club and local businesses. Make sure the business matches the mission statement of RecSports. To remain consistent with the RecSports Vision Statement, tanning salons, bars, alcoholic beverage distributors, tobacco distributors, smoke shops are not allowed to be a partner with RecSports. Think about businesses that promote a healthy lifestyle. The number of people attending the event and the purpose of the event is always important when identifying a potential sponsor. Some places to look for businesses are:

- Personal connections
- Barometer Ads
- Sports related businesses

How do I create a letter, invoice, and pricing?
If you need help with any of these, feel free to contact the Sports & Special Programs Coordinator and they can provide you with a sample letter template. In general, make sure to include the Who, What, Where, When, and How of your event. A template of an invoice is provided through your Coordinator. Pricing can also be worked out with your Coordinator. The pricing equation is:

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:

<table>
<thead>
<tr>
<th>Interaction</th>
<th>Weighted Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Low: banners, flyers, t-shirts</td>
<td>I=1</td>
</tr>
<tr>
<td>Medium: info tables, games</td>
<td>I=2</td>
</tr>
<tr>
<td>Medium-High: product demo, sample, giveaway</td>
<td>I=3</td>
</tr>
<tr>
<td>High: selling, title sponsor</td>
<td>I=6</td>
</tr>
</tbody>
</table>
**People (P)** The number of people/participants that a specific marketing and promotional opportunity reaches. There are four levels of people:

<table>
<thead>
<tr>
<th>People</th>
<th>Weighted Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt; 100 people</td>
<td>P=1</td>
</tr>
<tr>
<td>100-1000 people</td>
<td>P=2</td>
</tr>
<tr>
<td>1001-3000 people</td>
<td>P=3</td>
</tr>
<tr>
<td>&gt; 3000 people</td>
<td>P=4</td>
</tr>
</tbody>
</table>

**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:

<table>
<thead>
<tr>
<th>Duration</th>
<th>Weighted Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 day or less</td>
<td>D=1</td>
</tr>
<tr>
<td>1 week</td>
<td>D=3</td>
</tr>
<tr>
<td>2 weeks</td>
<td>D=5</td>
</tr>
<tr>
<td>3 weeks</td>
<td>D=7</td>
</tr>
<tr>
<td>1 month</td>
<td>D=8</td>
</tr>
<tr>
<td>1 term</td>
<td>D=10</td>
</tr>
<tr>
<td>1 year</td>
<td>D=16</td>
</tr>
</tbody>
</table>

**Cost of Production & Maintenance (C)** The cost is non-negotiable, and represents the cost 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). Sponsors supporting an event or activity may give up to 50% in-kind to satisfy the price of the sponsorship.

Discounts/coupons are considered donations and cannot be considered monetary or in-kind payment.

- All on campus sponsors receive a 50% discount from calculated price.

**What do I do when I first visit the business?**

Make sure you take the following things:

- Event letter
- Pricing Guide
- Calculator
- Pen
- Photos from past events

2. Ask for the manager or owner
3. Introduce yourself and present the event letter to them
4. Provide all details of the event and whether you would like them there
5. Make sure to leave with their contact information & plan for follow up.

**What do I include in the follow up email?**

Be sure to include any information asked by the business. If everything is clear, thank the business and provide details for the event such as:

- Date
- Time – event time & set-up/ clean up
- Place
- What to bring
- Parking info
- Agreement & expectations
- Other needed information

**What is the purpose of the Sponsorship/Partnership Worksheet?**

All Sponsorships/Partnerships must have a signed agreement between Oregon State University and the sponsor. The Procurement and Contracting Services (PaCS) office will draft a Sponsorship Agreement based on the information that is submitted on the worksheet.

**What if the sponsor has their own Sponsorship Agreement?**

That is fine as well. You need to submit their Sponsorship Agreement to your Sports & Special Programs Coordinator so it can be sent to PaCS. The sponsorship should still have some justification for what both parties are receiving through the sponsorship in order for it to be a “fair deal.” PaCS may want additional information regarding all sponsorships.
What do I do during event?
Treat them as your guests. Greet them, help them with their goods, direct them where to go, and make them feel welcome. Have volunteers at the event dedicated to helping the sponsors.

What if it’s better for us to just accept all in-kind or a discount on merchandise?
It is fine to accept discounts and product from businesses, but it is considered a donation, not sponsorship. If the sponsor pays 1/2 cash and 1/2 in-kind or all cash, then that is sponsorship. The business should not receive sponsorship benefits for donating to your club (logo on uniform, logo on website, etc.). You can have a sign at your event thanking those who donated.

What if we are contacted by the sponsor?
If a sponsor contacts you about sponsorship, answer the following questions:
1. Does this sponsor fit the eligibility requirements?
2. Who will be impacted or involved in working with this sponsor?
3. What costs may be associated with the event? Is it feasible for the timeframe requested?
4. Does the cash they are providing fit your goal and still fit within the pricing guidelines?

What can I offer a donor?
You can have a sign at the event thanking those who donated with their logo or business name on the sign.
MARKETING & PROMOTIONS

MARKETING DEFINED

Marketing is the activity, set of institutions, and processes for creating, communicating, delivering, and exchanging offerings that have value for customers, clients, partners, and society at large. (AMERICAN MARKETING ASSOCIATION, 2007)

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, etc. - http://printmail.oregonstate.edu/design-online. 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 - http://oregonstate.qualtrics.com/SE/?SID=SV_9NQyTjcuFNs19H
  - Questions or additional information can be emailed to ali.duerfeldt@oregonstate.edu
  - 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.

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 Sponsored Student Organizations, see below.

Note: All promotional materials (including entry forms) require the approval of the Sports & Special 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 SPONSORED STUDENT ORGANIZATIONS

- Ensure the club logo or design fits the university design guidelines - [http://oregonstate.edu/trademarks/student-groups](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](mailto:trademark.licensing@oregonstate.edu)
- Use one of the approved [http://communications.oregonstate.edu/trademark-licensing/retailers/licensees](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.

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

OSU PROMOTION LOCATIONS & CONTACTS

Dixon Recreation Center, Student Legacy Park, or McAlexander Fieldhouse
- Contact: Ali Duerfeldt prior to the term you wish to promote your event, ali.duerfeldt@oregonstate.edu, 541-737-4883.
  - Possible advertising options include:
    - Plasma Ads
    - Display Cases
    - Info Table in Dixon West Entry - Club must submit the event on a [Home Event Registration Form](#) online for approval and reservation to be completed by the Sports & Special 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 [http://recsports.oregonstate.edu/sport-clubs](http://recsports.oregonstate.edu/sport-clubs).
- Sport club practice times are listed online in the RecSports Quarterly Schedule [http://recsports.oregonstate.edu/schedule](http://recsports.oregonstate.edu/schedule).

Memorial Union
- Contact: MU Guest Services (MU112), [http://mu.oregonstate.edu/guestservices/advertising-space](http://mu.oregonstate.edu/guestservices/advertising-space) 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://oregonstate.edu/uhds/marketing-and-promotion-uhds-facilities](http://oregonstate.edu/uhds/marketing-and-promotion-uhds-facilities)
**Student Org Digest**
- The Student Org. Digest is a newsletter intended to disseminate information to *recognized student organizations on campus*
- More information and to submit items visit: [http://sli.oregonstate.edu/webform/student-org-digest](http://sli.oregonstate.edu/webform/student-org-digest).

**The Daily Barometer - [www.dailybarometer.com](http://www.dailybarometer.com)**
- Barometer Ads - Call Kami Hammerschmith at 541-737-6379 to reserve the ad space and/or request them to design an ad for you. E-mail final ad to baro.production@oregonstate.edu.
- Barometer Business Manager: 541-737-6373

**Gazette Times – [www.gazettetimes.com](http://www.gazettetimes.com)**
- Contact 541-812-6073, [http://www.gazettetimes.com/app/contact/advertising/index.php](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://oregonstate.edu/is/mediaservices/sms/organizations](http://oregonstate.edu/is/mediaservices/sms/organizations)**
- 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
  - Steve George, Blue Dawg Promotions, 541-752-1200, [www.bluedawgpromotions.com](http://www.bluedawgpromotions.com)
- Uniforms, t-shirts, warm-ups & banners –
  - Two local companies you can check with are Element Graphics, 541-752-0033 or Les & Bobs, 541-929-7388
- Beaver Community Fair
- Post flyers at businesses in the community
  - Make sure to get permission from the business owner
HOW SPORTS & SPECIAL PROGRAMS CAN HELP

The Sports & Special 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
  - Flyers
  - Table tents
  - Outdoor signs / Sidewalk Chalk
  - 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
- 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?
Clubs submit practice requests including facilities, dates, and times for each term through the Sports & Special Programs Office. 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.

STAFF RESPONSIBILITY

As the practice requests are submitted, the staff will check off the clubs. When all the practice requests have been received, a coordinator will review the requests and build a tentative practice schedule. The schedule will based on the requests, facilities, and times available to program. The tentative practice schedule is sent to Athletics, Public Health and Human Sciences, and Recreational Sports Staff for review and reservation of the facilities. After our campus and department partners have reviewed and reserved the facility times, the coordinator will finalize the practice schedule and distribute it to the clubs.

Sports & Special Programs Staff will periodically check in at club practices to make sure they are appropriately utilizing their allocated spaces and times. Staff will check in with the clubs during the second Monthly Meeting of each term to confirm whether or not clubs will be practicing during dead week.
**ACTIVITIES**

**ACTIVITY REQUESTS**

All Sport Club activity, such as home and away activities including games, shows, tournaments, meets, fundraisers, club meetings, and marketing/tableing with facility locations, dates, and times for each activity must be submitted through the online [Sport Club Database](#) for advising and approval by Sports & Special 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 Sports & Special Programs Staff.

**SPORT CLUB ACTIVITY POLICY**

All Sport Club activity must be submitted through the online Sport Club Database for advising and approval by Sports & Special 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, 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) 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) 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 online [Sport Club Database](#) for advising and approval by Sports & Special Programs.
- Staff must be involved in advising meetings throughout the process.
- Facility, equipment, supplies, and safety staff needs are reserved through Sports & Special Programs.
- Clubs work with their Coordinator to ensure officials, judges, referees, and volunteers 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.
- Unpaid 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.
• After the event, the club will complete an event debrief within 2 business days after the event, along with a debrief meeting with Sports & Special Programs Staff.
• Also refer to the ‘Home Activities’ flow chart

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

**Note:** All club equipment must be picked up from and returned to the loading dock on the East side of Dixon Recreational Center. Clubs that fail to return their equipment to the loading dock will be subject to disciplinary action and charges to replace any lost, stolen, or damaged equipment.

### 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 the ‘Incident/Accident Classification Events/Travel’ flow chart.

Between 6:00pm Friday through 10:00am Monday, Sports & Special Programs must be contacted at (541) 740-6877 to inform them of incidents, accidents, and injuries during events and travel.

### RESPONSIBILITIES OF PROFESSIONAL STAFF

Professional Staff should prepare to answer questions on the day of events when scheduled for weekend coverage of the cell phone.
- Attend event advising meetings
- Review with Sports & Special Program Staff about event status
- Review event notes and details in the Club Database
- Schedule and prepare Program Managers for their role.

### SCRIMMAGES DURING NORMAL CLUB PRACTICE TIME

A scrimmage with non-club members during a normal club practice time must be submitted as an event in the Sport Club Database for advising and approval by the Sports & Special 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 Sports & Special Programs Office the group name, approximate number of people attending, and the time frame they will be there for. Sports & Special 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 event plan 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 members as chaperones per locker room being used.
- Club is responsible for additional cleanup to the locker room, if necessary.

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 Sports and Special 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 Sports & Special 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 Sports & Special 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 follows the university’s youth guidelines. The most up to date guidelines can be found at [http://oregonstate.edu/precollege/support-services](http://oregonstate.edu/precollege/support-services) 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. Waiver templates can be found here.

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.).

• 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 prep the “Criminal History Check Disclosure Notice and Release Authorization” located here. 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).
• The club will send the form to those individuals that need to complete it. Each individual will submit their form separately to Human Resources by faxing the form (ATTN: Michelle Spaulding) to 541-737-0553 or by emailing it to employee.relations@oregonstate.edu (ATTN: Michele Spaulding).
• 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. 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 online Sport Club Database for advising and approval by the Sports & Special Programs Staff.
• Clubs may make their own food, but should take appropriate food preparation and serving steps.
  o Fully cook food
  o Keep foods at appropriate temperatures
  o Create signage stating that ‘food was not prepared in a certified kitchen. Consume at your own risk.”
  o 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 Events and Activities
**FOOD AT OPEN EVENTS**

- Club must submit the event in the online Sport Club Database for advising and approval by the Sports & Special Programs Staff.
- Clubs may make their own food, but must adhere to Benton County Food Preparation and Serving Guidelines. Talk with Student Events and Activities (SEAC) for more details.
  - Cook in certified kitchen
    - SEAC 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.
    - SEAC 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 Student Events and Activities

**CO-SPONSORING EVENT**

- Club must submit the event in the online Sport Club Database for advising and approval by the Sports & Special 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 Section** to ensure officials, judges, referees, and volunteers have completed the appropriate contracts, agreements needed.
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/travelitinerary] 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 Sports & Special 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 for advising and approval by Sports & Special 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 Itinerary via the Sport Club Database. **Note:** Ensure all the relevant information (roster, event, location, travel logistics, etc.) is accurate and complete
2. Any expenses expected to be incurred during travel must meet spending guidelines and be approved by the Sports & Special Programs Staff through with a Purchase Request Form in advance.
3. Check out a travel first aid kit and travel itinerary from the Sports & Special Programs Office.
4. Upon return from trip, return travel first aid kit to the Sports & Special 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, contact Motor Pool at (866) 253-5671 ext. 3, 24 hours a day. And contact the Sports & Special 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 Sports & Special 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!

**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.

**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.
   - Alternate drivers must be provided for trips expected to take more than 8 hours.
DRIVER AUTHORIZATIONS

Annually, all Sport Club participants driving Motor Pool or Rent-A-Car 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.

PROCESS FOR DRIVER

- Go to the Motor pool website
- Watch the “Van Safety Video”: [http://media.oregonstate.edu/media/Van+Safety/0_m5wxztvm](http://media.oregonstate.edu/media/Van+Safety/0_m5wxztvm)
- Take “Van Safety Test”: [https://web.businessservices.oregonstate.edu/apps/motorpool/safety/vansafetytest.cfm](https://web.businessservices.oregonstate.edu/apps/motorpool/safety/vansafetytest.cfm)
- Print test results sent to the driver’s email.
- Complete the Motor Pool online Driver Authorization Form: [https://web.businessservices.oregonstate.edu/apps/motorpool/authorizeduse/authform.cfm](https://web.businessservices.oregonstate.edu/apps/motorpool/authorizeduse/authform.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 Sports & Special 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 advising Coordinator’s mailbox 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 Sports and Special 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. Login in to canvas (my.oregonstate.edu)
2. Click on the community tab
3. Type “sport clubs” in the organization search box and click “go”
4. On the results page, you should see a clickable box under the Organization ID column. Click on it and choose “enroll”
5. From the self-enrollment page, click “submit” and the click “ok” on the following page
6. Follow the instructions on the organization home page to complete the Safe Trailering Module
7. The individual must score an 80% or higher to 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 the Sports & Special Programs Office in the online Travel Itinerary.

- All drivers must be at least 18 years of age to drive Motor Pool vehicles.
- 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 email. The Office Specialist will complete and process the Purchase Request Form after an officer approves the quoted expenses.
- 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 Sports & Special 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 Sports & Special 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 Sports & Special 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.

<table>
<thead>
<tr>
<th>Current Rental Rates</th>
<th>Daily</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Per Day</td>
</tr>
<tr>
<td><strong>Sedans</strong></td>
<td></td>
</tr>
<tr>
<td>Medium &amp; Hybrid Sedans</td>
<td>$21.00</td>
</tr>
<tr>
<td><strong>Vans &amp; SUV</strong></td>
<td></td>
</tr>
<tr>
<td>6 Passenger</td>
<td>$28.00</td>
</tr>
<tr>
<td>8 or 12 Passenger</td>
<td>$38.00</td>
</tr>
<tr>
<td>Mini Cargo</td>
<td>$28.00</td>
</tr>
<tr>
<td>Full-size Cargo</td>
<td>$38.00</td>
</tr>
<tr>
<td>Utility Vehicle (SUV)</td>
<td>$38.00</td>
</tr>
<tr>
<td><strong>Trucks (Rate includes additional features like canopy, towing, etc)</strong></td>
<td></td>
</tr>
<tr>
<td>1/4 Ton (Compact)</td>
<td>$22.00</td>
</tr>
<tr>
<td>1/2 Ton</td>
<td>$25.00</td>
</tr>
<tr>
<td>3/4 Ton</td>
<td>$28.00</td>
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<tr>
<td>1 Ton</td>
<td>$35.00</td>
</tr>
</tbody>
</table>
Motor Pool vehicle rates are listed on the following link: [http://motorpool.oregonstate.edu/vehicles/rates](http://motorpool.oregonstate.edu/vehicles/rates)

### CANCELLATION & CHANGE POLICY FOR MOTOR POOL

All cancellations and changes to any Sport Club activity must be requested through Sports & Special 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.
- An alternate driver must be provided for each Rent-A-Car vehicle.
- Rental vehicle reservations for Sport Clubs are made only through the Sports & Special Programs Office in the online Travel Itinerary.
- Email sent to all officers, and assigned Coordinator, GA, and PM requesting authorization from an officer for the total estimated expense.
- Upon receipt of officer authorization, the Office Specialist 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 Office Specialist within (2) two business days of the club’s return to campus.
  o Select the country in which the vehicle was rented;
  o Input the Driver’s License Number and Last Name of the person who picked up the vehicle; and,
  o 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 Sports & Special 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.
  o 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 the Sports & Special Programs Office in the online Travel Itinerary.

• Club offices schedule a meeting with the Sports and Special Programs Office Specialist to plan charter reservations.
• Sports & Special Programs Staff will email a quote to all officers, and assigned Coordinator, GA, and PM 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 Office Specialist will complete a Purchase Request Form and request approval of the charter contract as outlined in the Contracts, Agreements, and Permits Section.
• 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 Sports & Special 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.**
  o 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 the **Sports & Special Programs Office** in the online Travel Itinerary with a complete list of all travelers’ full names as stated on government issued photo identification.

Sports & Special Programs Professional Staff will email a quote to the requesting club officer for approval. The Office Specialist 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 Sports & Special 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.**
  o 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 the Sports and Special Programs online Travel Itinerary.

- Club Officers schedule a meeting with the Sports & Special Programs Office Specialist to plan lodging reservations.
- Club Officers enter hotel requests in the Travel Itinerary after officers and members decide on a location, rates, and confirm the hotel can accommodate their requests.
- Office Specialist will email a quote to the officers for approval if the reservations cannot be completed while a club officer is in the office. Email approval from a club officer is required to complete a reservation.
- Upon approval from requesting club officer, the Office Specialist will:
  ▪ Complete a Purchase Request Form;
  ▪ Confirm payment arrangements with hotel; and,
  ▪ Update Sport Club online database itinerary with confirmation numbers and uploaded documentation when applicable.
- The cost of lodging can only be charged to the club’s State Account.
- No more than 4 people are allowed to stay in each room.
- Please refer to the ‘lodging’ flow chart for club submissions.

Reasonable accommodations shall be made by officers and the Sport & Special 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 Office Specialist 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 Office Specialist 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 Sports & Special 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.
  o 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 club sports 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](http://risk.oregonstate.edu/vehicles). Oregon’s mandatory insurance law [ORS 806.010](http://www.oregon.gov/ODOT/DMV/pages/driverid/insurance.aspx#minimum) 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:

<table>
<thead>
<tr>
<th>Type</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bodily injury and property damage liability</td>
<td>$25,000 per person; $50,000 per crash for bodily injury to others; and $20,000 per crash for damage to others property</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Type</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal injury protection (for reasonable and necessary medical, dental and other expenses incurred up to 1 year after the crash)</td>
<td>$15,000 per person</td>
</tr>
<tr>
<td>Uninsured motorist</td>
<td>$25,000 per person; $50,000 per crash for bodily injury</td>
</tr>
</tbody>
</table>

CANCELLATION & CHANGE POLICY FOR PERSONAL VEHICLES

All cancellations and changes to any Sport Club activity must be requested through Sports & Special 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](http://risk.oregonstate.edu/vehicles), [Leadership Points](http://risk.oregonstate.edu/vehicles), and [Rec Sports Account Allocation](http://risk.oregonstate.edu/vehicles).**

Exceptions will be considered for unforeseen changes, which fall outside the officers’ control such as injuries, weather, tournament cancellations, etc.
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 Program Manager in the Sports & Special Programs Office.

The deadline to request excusal letters through club’s Program Manager is four (4) 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 Program Manager with the following information for each letter: name, club, contact information, professor’s name, date of travel, and event location.
- Templates and previous excusal letters can be found on the RecSports share drive by selecting “My Computer” and opening the following folders: Programs – Sports & Special Programs – Sport Clubs – Club Travel Letters.
- Print the letter on department letter head for the Coordinator to sign and contact the individual(s) to retrieve them from the club’s mail box.

ADDITIONAL TRAVEL RESOURCES

Weather and Road Conditions  https://tripcheck.com/Pages/RCMap.asp?curRegion=0
In Case of an Accident  http://www.oregon.gov/ODOT/COMM/winterdriving.shtml
OSU Motor Pool Roadside Assistance Only  http://motorpool.oregonstate.edu/vehicles/accidents-and-assistance
Club Equipment Inventory will be physically checked two times per year by club officers prior to the end of the Winter and Spring Terms. A Sports & Special Programs staff member will verify one of the two inventories in person. Sports & Special 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 Sports & Special Programs Staff on inventory reports submitted.

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

- Exceptions: Sports & Special 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 Sports & Special 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 a Coordinator prior to any selling, donating or disposing.

### STAFF RESPONSIBILITY

The club inventory database is updated two times per year upon club submission as well as when equipment is permanently added to or removed from a club’s inventory.


To update database click on the tab at the bottom of the Excel sheet that corresponds to the club adding or removing equipment.

- Type in a description of the equipment, the number of items being added, their condition, and their location if not being stored in Dixon (i.e. Peavy Shed, or with a named club member).
- Clubs members keeping the equipment with them will need to fill out a check-out form (see below for details).
STORAGE

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

- The Sports & Special 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 Sports & Special Programs Staff for help in donating or selling the equipment.

EQUIPMENT CHECKOUT

Any club member in possession of club equipment must have Sports & Special 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 Sports & Special 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—EQUIPMENT ISSUE & MCALEXANDER FIELDHOUSE

1. Access is limited to 4 designated officers per club.
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 Center Manager or Supervisor 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 Sports & Special 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 generally limited to officers.

1. The club will email the Sports & Special Programs Office the names of four officers who will be granted access to SLP.
2. Once the list of officers has been verified, the Sport & Special Programs Office will assign the club a locker and locker combination for SLP Storage.
3. Those officers will meet a Sports & Special Programs Staff member at SLP to review policies and procedures for using the park and its storage.
4. Those officers will then fill out and sign the “Sport Club Guidelines for Student Legacy Park” agreement and turn it into the Sports & Special Programs Office.
5. 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.
6. If any access needs to be transferred to another officer, the club needs to notify the Sports & Special 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 Sports & Special Programs Office.

PEAVY SHED

Clubs that have equipment stored in the Peavy Shed can access their storage by obtaining the combo from the Sports and Special 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 ordering fashion.
PROTHRO/TRUAX – SOCCER/LACROSSE GOALS

Currently, we store soccer and lacrosse goals for use at Prothro/Truax outside the fence on the North side of Truax. The lacrosse goals are only stored here during fall term.

1. The Athletics staff member responsible for unlocking Truax will also unlock the gate in the Northwest corner and unlock the appropriate goals.
2. 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.
3. The Athletics staff member responsible for locking Truax will also lock the gate in the Northwest corner and double check to make sure the goals are locked.

PROTHRO/ TRUAX- GOAL STORAGE

1. Soccer and Lacrosse (fall term only) are stored on the North Side of Truax. Lacrosse backstops are also stored there.
2. The clubs will pick up their goals and carry them to their practice location. The last club of that sport to practice that night is responsible for returning then afterwards and securing them as needed.
3. The Soccer goals are unlocked while the Lacrosse goals are locked via a combination lock

OTHER EQUIPMENT

A club may check out Sports & Special 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 online Sport Club Database for Coordinators to allocate and approve.
2. Program Managers pull the equipment requested for the clubs to pick up.
3. When the equipment is returned, on-call staff or Program Manager 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.
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 Sports & Special 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 Dixon front desk (541) 737-3748 to clarify times with other users.
- Drugs and alcohol are prohibited in and at all Department of Recreational Sports facilities and events by participants, coaches, or spectators.

Additional requests for Recreational Sports, university, or community facilities must be submitted to the Sports & Special Programs Staff to be considered.

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, Sports & Special 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.
Sport Clubs can request the following facilities through Sports & Special Programs Office:

- **Dixon Recreation Center**
  - 6 Courts
  - 7 Racquetball courts
  - 2 Squash courts
  - 3 Multi-purpose rooms
    - 1 matted martial arts
  - 3 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 Sports & Special Programs Office.
SAFETY AND RISK MANAGEMENT

Safety of sport club 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.

RISK MANAGEMENT REQUIREMENTS

1. Sport Club officers, club members, and coaches should emphasize safety during all club-related activities.
2. Sport Club Program strongly recommends that all sport club 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.
3. It is strongly recommended that each individual sport club member 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 the Sport Club Program.
   Note: Participants must understand the risks involved with sport competition, 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)
4. Release and liability waiver form must be on file with the Sports & Special Programs Office for all members.
5. For Sport Club activities, a club officer or coach must be present for the duration of the event.
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 Sports and Special 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. Safety staff is required to be on site for all home activities for clubs that are contact sports. The Safety Coordinator will determine the need for safety staff members at non-contact sport activities. 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 Sports & Special Programs Staff immediately by calling 541-740-6877. In the event that the Sports & Special Programs Staff are not able to be reached, the club must contact the Safety Programs Staff at 541-602-1022.
10. In the event that the Sports & Special Programs Staff or Safety 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. The cost is approximately $10.50 per hour, per employee.
   Note: During the activity, cancellations due to inclement weather, or other such condition, are exempt from the above policy.
11. Sport Clubs must submit travel itinerary form for all travel and be issued a first aid kit through the Sports & Special Programs Office.

12. 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.

13. 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.

14. Sport Club travel for all competitions and events must submit travel itinerary form and be issued a first aid kit through the Sports & Special Programs Office.

   Note: If injury occurs, complete the Injury Report Form and return it to the Coordinator.

15. If injury occurs during the activity, complete the Injury/Accident Report through the Sport Club Database Dashboard within 24 hours. Paper Injury Reports will also be accepted and need to be returned to the appropriate Coordinator within 24 hours.

16. In case of an incident (i.e. Fight, intoxication, theft, property damage, etc.), please complete the Incident Report through the Sport Club Database Dashboard within 24 hours. Paper Incident Reports will also be accepted and need to be returned to the appropriate Coordinator within 24 hours. For additional information, see Incident Reporting Section below.

17. 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.

18. 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
   Sports Medicine – 541-737-7564
   Certified Athletic Trainer – 541-737-3736
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 Sports & Special Programs Staff at (541) 740-6877 as soon as possible.

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.
- CM/Sup is to call 911/Public Safety 7-7000 to report the alarm. If there is a power outage, switch radios to channel 2
- CM/Building Sup 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 (ALI, Aquatics, IM/Sport Clubs, 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 CM/Building Supervisor to call 911/Public Safety 7-7000 to report the alarm.
• CM/Supervisor (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, the CM/Supervisor (Dixon) will request to switch radios to channel 2.

• 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 (ALI, Aquatics, IM/Sport Clubs, 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 FACILITIES**

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

**BUILDING EVACUATION CHECK LIST-OTHER 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 Supervisors, Sport Club Officers, or Coaches will call 911/Public Safety 7-7000/Recreational Sports Staff (541-737-3748) to report the alarm.

• Sport Supervisor, 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 Supervisors, 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 FACILITIES**

All Program/Activity Areas: Contact to CM/Supervisor 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 Supervisor, 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 Supervisor, 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 (can be submitted via the Sport Club Database)
  - Appropriate first aid supplies, and
  - 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 in RecTrac, 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:

- Check the Scene and Check the victim.
  - Survey the scene to ensure it is safe for you, the victim, and bystanders.
  - Perform an Initial Assessment.
  - Consciousness, Airway, Breathing, and Circulation.
- Call 911 and Public Safety (7-7000) immediately for impaired consciousness or any of the above.
- 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. Have participant attempt radio contact with Operations Staff and Supervisor/Center Manager 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:
   - Mobile First Aid Kit (in EI First Aid Station)
   - Radio
   - AED if unconscious victim reported
   - 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.
   - 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.

SAFETY COORDINATOR RESPONSIBILITIES
1. Review Injury Reports
2. Conduct Follow Up Interview w/ Victim
3. Conduct Accident Investigation
   a. Scope
   b. Summary of incident
   c. Investigators
   d. Preliminary briefing
   e. Site visit
   f. Interviews
   g. Chronology of events
   h. Determination
   i. Recommendations for prevention
   j. Recommendations for emergency response
4. Review w/ Department of Recreational Sports Safety Committee
5. Review w/ Department of Recreational Sports Risk Manager
6. Review w/ OSU Risk Management Office
7. Review and Sign Off w/ Physician Oversight and SHS
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 Sports & Special Program events must be documented on an Incident Report. Hard copies of Incident Reports can be found in the Sports & Special Programs Office and are to be submitted to the Coordinator within 24 hours of the incident. 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 Sports and Special 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
- Any other occurrence that is outside normal protocol

CONTRACTS, AGREEMENTS, AND PERMITS

The AABC-SEC acts as a liaison in the contracting process when groups want to have non-OSU guests on campus. Submit all contracts to aabc.seccontracts@oregonstate.edu. 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 Sports & Special 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 when groups want to have non-OSU guests on campus. 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.

- Sports & Special Programs will submit contract for initial review and forwarding to the AABC-SEC contracts email: aabc.seccontracts@oregonstate.edu.
- Sports & Special 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 are for individuals 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 a Personal Service Contract must be processed.

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.

- Sports & Special Programs will submit a completed Personal Contract Worksheet to the AABC-SEC contracts email: aabc.seccontracts@oregonstate.edu.
- Sports & Special 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. Payment process will be initiated.

**PERMITS (CITY/COUNTY/OTHER)**

- Club must submit the event on a Home Event Registration Form online for approval by the Sports & Special 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 Sports & Special Programs records.

**CERTIFICATE OF INSURANCE**

- Get written request from vendor/group requesting the certificate. 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 AABC-SEC at least 6-8 weeks prior to the event. The AABC-SEC acts as a liaison in this process when groups require a Certificate of Insurance. The AABC-SEC oversees the process from start to finish.
  - 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 on a Home Event Registration Form online for approval by the Sports & Special Programs Staff.
- Work with a Coordinator of Sports & Special 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.
- Sports & Special 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 Sports & Special 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 Director of Recreational Sports and the Associate Director of Programs. The Coordinators, 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 Sports and Special Program Staff, and one student member voted in by the Sport Club Committee.

The new Sport Club Committee members will be elected at the Spring Quarterly Leadership meeting. They 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 Sports & Special 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 Sports & Special Programs Staff want to change an existing policy or add a new one they must create a proposal and present it to the 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**

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

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**BUDGET PROCESS**

**BUDGET REQUEST**

The Sport Club Program receives support from the University Student Fees. During each winter term the Sports & Special 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 Incidental Fees Committee, ASOSU Senate, and finally the University President.

Individual Sport Club’s budget requests are due to the Sports & Special Programs Office each December. Clubs are required to justify all budget requests. Budget forms and specific expense/income information are distributed in the fall term. The Sports & Special 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.

**CRITERIA**

- Number of members in club
  - Members who have completely filled out the Waiver/Liability Form on file with the Sports & Special Programs Office.
  - This will be compared to the previous year’s totals.
- Fundraising
  - Club’s ability to raise 30% of their current allocation and additional efforts.
- League dues and entry fees
  - Amount of money club has to spend to regional/national governing bodies and entry fees to tournaments and competitions.
- Travel costs
  - Costs a club has related to travel.
  - This will be broken down into Motor pool, fuel cost, lodging cost, and equipment transportation.
- Leadership and Community efforts
  - Based on points accumulated from last year through January of the current school year.
  - Points are tabulated based on paperwork turned in on time, attendance at sport club meetings, hosting tournaments, fundraising activities, community volunteering, and attending/volunteering at events held by other clubs.
- Equipment needs
  - Refers to equipment that intends to stay with the club.
  - This DOES NOT include uniforms. Also, supplies needed to maintain equipment qualifies.
- Operating costs
  - Costs a club has related to operation.
  - This will be broken down into Officials fees, Facility Rentals, Field Paint, Nets, Goals, etc.
- Discretionary
  - Will be used only if the Sport Club Committee feels a club deserves more.

**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. Sports & Special 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.
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 State Account.

Any club that does not have to qualify for their regional, national or any 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
- Tennis
- Men’s Volleyball
- Women’s Volleyball

**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.
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:

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://bfpsystems.oregonstate.edu/OpenReport/IndexLookup.aspx. The Account Balance Index Lookup can only be done at OSU or via VPN.

REC SPORT ACCOUNT

Money is provided to clubs through student fee dollars each year. The Sport Club Committee allocates these funds 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
11-13 points: Club receives full 15% allocation for term
9-10 points: Club receives 10% allocation
7-8 points: Club receives 5% allocation
<7 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
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%

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. Any fundraising short of the 30% will be withheld from the next fall term budget. Example: Club A’s budget is $1,000 and the club needs to raise $300 (30%). If Club A only fundraises $200, $100 will be withheld from the next fall’s budget.

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 19th and all items must be received by June 25th. Items that are received before June 25th 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 June 27th. 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 Sports & Special 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 Sports & Special Programs Staff before transactions occur.
Allowable 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 (travel in personal vehicles)

Non-allowable purchases
Banquets or parties
Flowers or decorations
Salaries of coaches
Any items that will become the permanent possession of a participant (e.g. warm-up jackets or uniforms)
Meals and travel for officials, coaches, and advisors
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 special 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/ser-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.
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.

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 Sports & Special Programs Office.

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.

GIFT-IN-KIND DONATIONS:

Before donations of products or gift-in-kinds are made, you must first contact Sports & Special 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 https://osufoundation.org/staffresources/campus/gik.pdf 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 Sports & Special Programs Office.

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

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 Jonathan Rosa and Shannon Guthrie 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 Programs 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 Jonathan Rosa and Shannon Guthrie 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 Programs Department 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 Programs, the AABC-SEC will inform the appropriate Recreational Sports employees that it is Ok to submit the application to the sponsoring organization (David Fehring, Leah Hall Dorothy, Mitch Wiltbank, Joe Schaffer and the club representative).

GRANT MANAGEMENT PROCESS

If the award is not granted, the proposal will be closed by the OSU Sponsored Programs Department in the Cayuse system to end the process. Sports & Special 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 Programs Department (sponsoredprograms@oregonstate.edu).
2. The award will be received by the University after the organization receives the award letter.
   - Check should be forwarded to the OSU Office of Post Award Administration (OPAA) 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 Sports & Special Programs Office to complete a Purchase Request Form.
OPAA 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 OPAA 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.
- OPAA 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 OPAA 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, judo mats, 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 Sports & Special Programs Office by February 4th 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 Sports & Special 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 Sports & Special 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 Sports & Special 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.

TO REQUEST MONEY

1. Club must submit a proposal with a cover letter (description of club, purpose of why they 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.

OREGON STATE STUDENT FOUNDATION

The OSU Student Foundation has been established to help student organizations with funding for specific funding requests through an allocation process. The guidelines for requesting funds from the OSU Student Foundation are found on their website: http://sli.oregonstate.edu/seac/resources/financial-management/funding-resources/student-foundation-osu.
GENERAL GUIDELINES

- Application needs to be submitted at least three weeks before funding is needed.
- Application should be dropped off at the OSU Student Foundation box located at Student Events and Activities Center.
- Complete the application and attach the following information to the form: description of group, description of situation requiring funds, anticipated benefit to OSU and students, other financial resources pursued, and detailed budget.
- Every other year clubs are eligible. If they receive money one year, they have to wait another year to apply for funds.
  a. Note: Funds are limited and available on a first-come, first-served basis.

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, and instructional classes have been proven to be successful means of raising money.

FUNDRAISING GUIDELINES

All fundraisers must be submitted on a Home Event Registration Form online for approval by the Sports & Special Programs Staff.

In addition to Leadership Points, clubs must fundraise 30% of allocated total. Any fundraising short of the 30% will be withheld from the next fall term budget. Example: Club A’s budget is $1,000 and the club needs to raise $300 (30%). If Club A only fundraises $200, $100 will be withheld from the next fall’s budget.

1. Clubs must complete in the online Database system as a Home Event or Away Event to obtain approval prior to all activities associated with a fundraising event.
2. All revenue generated must be deposited into the Club’s Account.
3. An individual or individuals of the club may not participate for private financial gain.
4. When collecting money, a cash box from the AABC-Memorial Union Finance Office must be used.
5. Drawings may have some restrictions, please see Sports & Special Programs Office.
6. Fundraising suggestions and additional help are located in the Sports & Special Programs Office.

DEPOSIT OF SPORT CLUB SELF-GENERATED REVENUE

OSU Sport Club self-generated fees must be deposited into the club’s Rec Sports Account.

1. All self-generated dollars 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 a one hour cash handling training through the AABC-SEC Finance Office.
   • Club Officers will fill out a sport club deposit form for every deposit.
• These deposits include Club Dues and Fundraising.
• Checks for dues and fundraising should be written to “Oregon State University” with the “Club Name” in the memo line. If the club name is too long then it can be written on the memo line and the check will still be written to “Oregon State University”.
• All Checks will be deposited through the AABC-SEC Finance Office.
• AABC-SEC Finance Office hours are 8:00am-5:00pm, Monday- Friday.

CASH HANDLING POLICY

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

1. For all checks and cash brought the Sports and Special Programs Office for sport clubs, staff will need to fill out a club deposit form. (EX: money brought to the office for an event registration for a Lacrosse camp). This includes funds received through Department mail.
   a. Cash/Check types include: Member Dues, Entry Fees, Donations, Sponsorships, Merchandise Sales, Other/Misc. revenue.
2. Three copies need to be made of the same form:
   a. 1 copy goes to the person who brought the money into the Sports and Special Programs Office
   b. 1 copy goes to the club binder as a receipt.
      i. Staff will call the club officers to let them know that a deposit has been made in the Sports and Special Programs Office, and let them know a receipt can be found in their club binder.
   c. 1 copy goes with the check for deposit in the AABC-SEC Finance
3. Sports and Special Programs staff member takes the check and stamps the back.
4. The stamped check goes with the copy of the club deposit form that goes to the AABC-SEC Finance and is placed in the cash pouch.
5. Cash Pouch goes to Office Specialist.
6. At the end of each day, the Office Specialist will deposit the cash pouch to the designated place.

Note: All staff and club officers handling cash or checks need cash-handling training annually.
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.

Note: All sport Club purchases must receive prior approval by Sports and Special 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.

A Purchase Order (PO) is a “promise” that if the vendor sends the requested items AND an invoice, payments will be made to the vendor in a timely manner after receiving items and an invoice.

CHECK

A Purchase Request Form (PR) approved by the Sports & Special 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:
  o Vendor (including address, website, phone number)
  o Items (event information, item numbers, quantities, sizes, colors)
  o A printout of each item or event publication
• Upon PR approval, Sports & Special 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 Sports & Special Programs Office.
PROCUREMENT CARD EQUIPMENT PURCHASES (DEPARTMENT CREDIT CARD)

A Purchase Request Form (PR) approved by the Sports & Special 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, Sports & Special Programs will process equipment and supply purchases through the Activity & Program Specialist in the Department of Recreational Sports Administrative Office on the Department Purchasing Card.
- The Activity & Program 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 Sports & Special Programs Office.

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

A Purchase Request Form (PR) approved by the Sports & Special 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, Sports & Special Programs will process equipment and supply purchases through the Activity & Program Specialist in the Department of Recreational Sports Administrative Office on the Department Purchasing Card.
- The Activity & Program 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 Sports & Special Programs Office.
PURCHASE ORDER (PO)

A Purchase Order Form (PO) is completed in the Purchase Request System 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.

Sports & Special 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 will 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.

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.

Purchase Request Forms are completed in the Sports & Special Programs Office on the OSU Purchase Request log-in. The OSU Purchase Request Manual outlines the process to complete online PRs and POs.

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

Allowable Travel Reimbursement expenses include:

- Fuel/Mileage (currently at 57.5¢ per mile-can change throughout the year)
- Meals while traveling
- Parking, tolls, parking tickets
- Flights (with prior approval from the Sports & Special Programs Office)
**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 Sports & Special Programs Office.

- Sports & Special 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 Sports & Special 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 Associate Director of 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 OR MILEAGE**

Gas reimbursements for travel in a personal vehicle:

- Attach receipts and travel itinerary to completed Purchase Request Form.

Mileage reimbursements for travel in a personal vehicle:

1. Calculate trip mileage (i.e. Google Maps, Mapquest, etc.)
2. Mileage is currently at 57.5¢ 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.
<table>
<thead>
<tr>
<th>Account</th>
<th>Type</th>
<th>Uses</th>
<th>Purpose</th>
<th>Source</th>
<th>How to Request Funds</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rec Sports Account (Student Fee Allocation)</td>
<td>Restricted</td>
<td>Travel, Dues, Fees, Equipment, Advertising; must be approved by S&amp;SP Office</td>
<td>Helps support Sport Clubs through Student Fees</td>
<td>Allocated from the Student Fees</td>
<td>Purchase Request</td>
</tr>
<tr>
<td>Rec Sports Account (Self-Generated Funds)**</td>
<td>Restricted</td>
<td>Same as Student Fees, and including team uniforms, apparel, fundraisers, and other allowable items.</td>
<td>Club account for earned monies.</td>
<td>Club dues, sponsorships, merchandise sales, fundraisers, etc.</td>
<td>Purchase Request</td>
</tr>
<tr>
<td>Agency Account</td>
<td>Unrestricted</td>
<td>Any</td>
<td>Expense account for items that cannot be paid out of Rec Sports Account</td>
<td>Club dues, sponsorships, merchandise sales, fundraisers, etc.</td>
<td>Purchase Request through AABC-SEC Finance Office.</td>
</tr>
<tr>
<td>OSU Sport Club Program Foundation***</td>
<td>Unrestricted; must adhere to donor intent</td>
<td>Any</td>
<td>For donations made to club to provide tax acknowledgement for donor.</td>
<td>Money or Gift-in-kind Donations</td>
<td>Request through S&amp;SP Office.</td>
</tr>
<tr>
<td>National Travel</td>
<td>Restricted</td>
<td>National Travel</td>
<td>Assist with costs for teams who qualify for national competition</td>
<td>Allocated from the Student Fees</td>
<td>Proposal to Sport Club Committee</td>
</tr>
<tr>
<td>Non-Capital Equipment</td>
<td>Restricted</td>
<td>Non-Capital Equipment</td>
<td>Assist in funding major equipment purchases.</td>
<td>Allocated from the Student Fees</td>
<td>Proposal to S&amp;SP Staff.</td>
</tr>
<tr>
<td>New Club &amp; Growth</td>
<td>Restricted</td>
<td>Travel, Dues, Fees, Equipment, Advertising; must be approved by S&amp;SP Office</td>
<td>Assist newly started or existing clubs who experience increase in participation or equipment/travel needs</td>
<td>Allocated from the Student Fees</td>
<td>Proposal to S&amp;SP Staff.</td>
</tr>
<tr>
<td>OSU Student Foundation</td>
<td>Restricted</td>
<td>Excludes membership dues, gas, or food</td>
<td>Assist student organizations with special funding.</td>
<td>OSU Student Foundation</td>
<td>Application to Student Events &amp; Activities Center</td>
</tr>
</tbody>
</table>

*Refer to the "Financial Accounts" sections of the Sport Club Officer Handbook for more details.

**All income will be deposited to the Rec Sports Account via the AABC-SEC Finance Office.

***All monentary charitable donations will be deposited to the Sport Club Program Foundation via the AABC-MU Finance Office.