

# Department of Recreational Sports

---

## Sport Programs

# Sport Club Handbook 2023-24

Oregon State University  
Department of Recreational Sports  
Sport Programs Office  
111 Dixon Recreation Center  
Corvallis, OR 97331  
Phone 541-737-4083  
[Sports@oregonstate.edu](mailto:Sports@oregonstate.edu)

<b>WELCOME.....</b>	<b>3</b>
<b>STAFF RESPONSIBILITY .....</b>	<b>4</b>
<b>ADMINISTRATIVE SUPPORT .....</b>	<b>5</b>
<b>OFFICE INFORMATION .....</b>	<b>6</b>
<b>SPORT CLUBS .....</b>	<b>9</b>
<b>ORGANIZATION AND STRUCTURE .....</b>	<b>10</b>
<b>SPORT CLUB POLICY AND PROCEDURE .....</b>	<b>11</b>
<b>SPORT CLUB MEMBERSHIP POLICY AND PROCEDURE .....</b>	<b>13</b>
<b>SPORT CLUB CODE OF CONDUCT AND WAIVER OF LIABILITY .....</b>	<b>16</b>
<b>SPORT CLUB EXPECTATIONS &amp; CONDUCT .....</b>	<b>16</b>
<b>SPORT CLUB TRAINING/DEVELOPMENT.....</b>	<b>25</b>
<b>SPORT CLUB ASSESSMENT AND EVALUATION.....</b>	<b>27</b>
<b>SPORT CLUB ADVISORS AND COACHES .....</b>	<b>28</b>
<b>SPORT CLUB MARKETING &amp; PROMOTIONS.....</b>	<b>29</b>
<b>SPORT CLUB PRACTICES .....</b>	<b>33</b>
<b>SPORT CLUB ACTIVITIES .....</b>	<b>33</b>
<b>SPORT CLUB TRAVEL .....</b>	<b>37</b>
<b>SPORT CLUB EQUIPMENT .....</b>	<b>46</b>
<b>SPORT CLUB FACILITY USE .....</b>	<b>48</b>
<b>SAFETY AND RISK MANAGEMENT .....</b>	<b>50</b>
<b>EMERGENCY ACTION PLAN .....</b>	<b>52</b>
<b>SEVERE WEATHER POLICY .....</b>	<b>55</b>
<b>CONTRACTS, AGREEMENTS, AND PERMITS.....</b>	<b>55</b>
<b>SPORT CLUB COMMITTEE .....</b>	<b>57</b>
<b>SPORT CLUB BUDGET PROCESS .....</b>	<b>58</b>
<b>SPORT CLUB FINANCIAL ACCOUNTS.....</b>	<b>60</b>
<b>CLUB SELF-GENERATED REVENUE .....</b>	<b>66</b>
<b>REIMBURSEMENTS .....</b>	<b>74</b>
<b>REFUNDS .....</b>	<b>76</b>
<b>PURCHASING .....</b>	<b>77</b>

## WELCOME

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

The Sport Club 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 and Coaches 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.

We strive to ensure a quality experience for all our participants. As a Sport Club Officer, you are now a member of our Rec Sports 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.

## DEPARTMENT OF RECREATIONAL SPORTS MISSION STATEMENT

**Supporting Student Success** – We create engaging environments for student growth and success. We inspire healthy living by providing quality recreational and educational opportunities for the OSU Community.

## 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 Rec Sports is recognized as a leader and source of best practices in the growing and evolving field of recreation.

## DEPARTMENT OF RECREATIONAL SPORTS VALUES

**We care about people** – We are kind and courteous to members and one another.

**We are solution oriented** – We identify and implement solutions that enhance the member and employee experience.

**We are stewards** – We are dedicated to ethically providing students with a high return on their investment.

**We are innovative** – We pioneer programs, services and facilities that serve as a catalyst for student success.

**We are educators** – We intentionally design our facilities, programs, and employment opportunities as spaces in which students learn and develop.

**We extend respect and build trust** – We communicate with clarity and intention and engage with courtesy and curiosity.

## SPORT PROGRAMS OVERVIEW

SPORT PROGRAMS MISSION STATEMENT

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

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

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

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

---

#### SPORT PROGRAMS GUIDING PRINCIPLES

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

#### 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 in all areas, but these are the primary job roles.

**Mitch Wiltbank**, Assistant Director

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

**Tracy Monie**, Sport Club Manager

- Event Advising and Management
- Club Finances
- Equipment Management

- Marketing Development
- Coaches
- Liaison to the University

**Marius Morrison**, Sport Club Coordinator

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

**Matt Macer**, Intramural Sports Manager

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

**Tony Williams**, Intramural Sports Coordinator

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

**Senior Sport Program Associates**

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

## ADMINISTRATIVE SUPPORT

### SPORT PROGRAMS OFFICE

- Computers
- Mailbox
- Copier
- Telephone 541-737-4083
- Fax 541-737-4300
- Travel Resources (Vehicle rental, Motor Pool, Lodging, Flights, Charter Busses, Maps)
- First Aid Kits
- Reservation for Facility Space
- Equipment Check-out

### IMPORTANT INFORMATION

#### CLUB MAIL ADDRESS

Oregon State University  
 Attention: YOUR CLUB  
 Department of Recreational Sports

211 Dixon Recreation Center  
Corvallis, OR 97331-3301

---

#### STAFF PHONE NUMBERS AND EMAIL ADDRESSES

Assistant Director	541-737-3566	Mitch.Wiltbank@oregonstate.edu
Sport Club Manager	541-737-6427	Tracy.Monie@oregonstate.edu
Sport Club Coordinator	541-737-356	Marius.Morrison@oregonstate.edu
Intramural Sports Manager	541-737-7207	Matt.Macer@oregonstate.edu
Intramural Sports Coordinator	541-737-3568	Tony.Williams@oregonstate.edu
Sport Club On-Call Phone	541-908-5796	
Sr. SPA Office Phone	541-737-4272	

---

#### OTHER RESOURCE PHONE NUMBERS:

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

### OFFICE INFORMATION

#### COMPUTERS

##### USER LOGINS

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

#### RICOH IM PRINTER/COPIER/SCANNER/FAX

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

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

## SPORT CLUB CALENDAR 2023-2024

### September 2023

*Fall Term Activity Schedule	5
*Sport Club Fall Officer Training	26

### October 2023

Sport Club Database Workshop (Optional)	3
Finance Workshop (Optional)	4
*Winter Term Practice Request	5
Coach Training	10
Coach Training	11
*Schedule Fall Term Monthly Meetings	12
Fall Officer Training Make-Up Deadline	13
Database Workshop (Optional)	25
Sport Club Committee Meeting	TBA
*Club Officer Monthly Meeting – Fall #1	All Month
EAP Form Due for Off-Campus Practice Facilities	at 1 <sup>st</sup> Monthly Meeting

### November 2023

*Club Goals	2
*Sport Club Leadership Meeting	14
Report Last Day of Fall 2023 Practices	16
*Winter Term Activity Schedule	30
Sport Club Committee Meeting	TBA
*Club Officer Monthly Meeting – Fall #2	All Month

### December 2023

*Fall Term Report	7
New Club Application Deadline for Spring 2024	7

### January 2024

*Spring Term Practice Request	11
*Schedule Winter Term Monthly Meetings	11
*Budget Workshop (Required Leadership Point – only attend one)	16
*Budget Workshop (Required Leadership Point – only attend one)	18
*2023-2024 Budget Packets Due / Schedule Budget Presentation Time	25
*Mid-Year Evaluation Due	25
*Club Officer Monthly Meeting – Winter #1	All Month

### February 2024

*Sport Club Leadership Meeting	6
Non-Capital Equipment Request	8
*Budget Presentations	12, 13, 15
*Budget Presentations (if necessary)	19
*Spring Term Activity Schedule	15
Report Last Day of Winter 2024 Practices	29

Sport Club Committee Meeting	TBA
*Club Officer Monthly Meeting – Winter #2	All Month
<b>March 2024</b>	
New Club Application Deadline for Fall 2024	7
*Equipment Inventory Updated	7
*Schedule Spring Term Monthly Meetings	7
*Winter Term Report	14
Sport Club Committee Meeting	TBA
<b>April 2024</b>	
*Summer Term Practice Request	4
*Sport Club Elections for New Officers	11
Final Review of Fundraising	25
Nominations for Sport Club Committee Members	25
*Sport Club Transition Training	23, 25, 29, 30
Sport Club Committee Meeting	TBA
*Club Officer Monthly Meeting – Spring #1	All Month
<b>May 2024</b>	
*Sport Club Transition Training	2
*End of the Year Club Evaluation	6
Club Varsity Letter Request	9
Sport Club Award Nominations	9
Sport Club Database Workshop (Optional)	14
*Club Highlights/Accomplishments Due	16
Sport Club Committee Elections	16
Last Day to Use Rec Sports Account for expenses	16
*Sport Club Team Photo	16
Report Last Day of Spring 2023 Practices	23
*Annual Recognition for 2024-25	23
*Sport Club Leadership Meeting – End of Year	28/30
*Spring Term Report	30
*Equipment Inventory Updated	30
*Return Receipt Books and Cash Bags	30
New Club Application Deadline for Winter 2025	30
Sport Club Committee Meeting	TBA
*Club Officer Monthly Meeting – Spring #2	All Month
<b>June 2024</b>	
*Fall Term Practice Request	6
Equipment Returned to Sport Programs Office	6
Sport Club Committee Meeting	TBA

\* = Required Leadership Point



## SPORT CLUBS

### WHAT ARE SPORT CLUBS?

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

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

More information on DSOs can be found here <https://clubs.oregonstate.edu/dso>

### LIST OF ACTIVE SPORT CLUBS

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

### GET ORGANIZED

All the officers of the club need to meet and get organized. The best way to do this is to define the roles of all 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
- Completes 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 club's needs. Many clubs may want to have an officer for fundraising or for race/tournament/game coordination.

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

- Recruit new members – all officers/coordinated by President
- Coordinate and run club meetings – President
- Take meeting minutes - Secretary
- Set up competition schedule for the term or the year – Vice President

- Set up practice location and times – Vice President
- Run practices – President or Coach
- Coordinate travel to/from competitions - President
- Fundraising – Vice President
- Attend club officer meetings – President, Vice President, Secretary, Treasurer
- Purchase needed equipment – Treasurer
- Collect dues and deposit – 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 2023-2024 year, it is the goal of our sport club to maintain a year-long membership of at least 20 participants.

Steps to reach this goal:

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

## SPORT CLUB POLICY AND PROCEDURE

### ANNUAL CLUB RECOGNITION

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

1. Club is in good standing with the Sport Club Committee.
2. Submit Club Organizational Information in the online Sport Club Database by May 23.
  - a. Submit form via web-form at: <https://apps.ideal-logic.com/>
3. Review the e-constitution and make any necessary changes.
4. Attendance at Sport Club Officer Fall Training and completion of online training is required.
5. 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.
6. Have a professional staff member from the department appointed/assigned as the faculty advisor.
7. Maintain 100% OSU student membership and faculty/staff/affiliates who are Recreational Sports Members and ensure accurate roster of currently active OSU student members through the online data system.
8. Maintain a minimum of 4 currently enrolled OSU students.
9. Maintain financial accountability to the University for all University funds received. These funds must be maintained in Rec Sports or Foundation Account.

10. 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.
11. Report any travel or events through the Student Organization Database at minimum 6 weeks in advance of the event or travel.

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

## CLUB STATUS

### FULL STATUS

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

### ASSOCIATE STATUS

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

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

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

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

## CREATING A NEW SPORT CLUB

### POLICY

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

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

## SPORT CLUB MEMBERSHIP POLICY AND PROCEDURE

### INDIVIDUAL MEMBER REQUIREMENTS

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

#### Notes:

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

### ACTIONS TAKEN WHEN INELIGIBLE PARTICIPATION OCCURS

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

## **NON-DISCRIMINATION POLICY**

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

## **INCLUSIVE PARTICIPATION**

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

## **NATIONAL GOVERNING BODIES**

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

## **COMPETITION AT ANOTHER INSTITUTION**

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

## **CONFIDENTIALITY**

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

## FACILITIES

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

## SPORT CLUB MEMBERS PARTICIPATING IN INTRAMURALS

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

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

## VARSITY LETTERS

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

1. Have attended at least  $\frac{3}{4}$  of all in-season practice sessions.
  2. Have participated in at least 50% of all official competitions, meets and/or matches.
  3. Have been an active participant in sport club fund raising activities.
- It is important to note that these are minimum standards and that each sport club does have the option of establishing higher standards for determination of their varsity letter winners.
  - However, each club's criteria must include established guidelines on each of the three areas listed above and discussed with Sport Programs staff at the second fall term meeting.

- A first-year varsity award recipient will receive a varsity letter. Service bars will be awarded for participation in sport clubs in the following years.
- A list of members who are eligible for letters and bars must be submitted to the Sport Programs Staff by May 9<sup>th</sup>.

## SPORT CLUB CODE OF CONDUCT AND WAIVER OF LIABILITY

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

### ONLINE WAIVERS

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

## SPORT CLUB EXPECTATIONS & CONDUCT

### CLUB OFFICER EXPECTATIONS

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

1. Communication: As a student organization, communication is vital to the success between the Sport Club Officers and members as well as the Sport Programs Staff.
  - Communication also involves checking the club’s mailbox and efficiently replying to weekly phone calls, email inquiries, club mailbox, and Member Interest Forms.
2. Read and understand the contents of Sport Club Handbook.
3. Attend all required 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.
  - Term practice requests (online form)
  - Game or event schedules (online form)
  - Travel itinerary (online form)
  - Purchase Request forms (pdf emailed to [recsports.spfinance@oregonstate.edu](mailto:recsports.spfinance@oregonstate.edu))
  - Annual club recognition form online (online form)
  - Term reports and evaluations (online form)
6. Always ensure all club members are acting in proper conduct and professionalism as you are representing Oregon State University and the Department of Recreational Sports.
7. Ensure all Sport Club members have a release and liability waiver and code of conduct form completed on the Sport Club Database.
8. Inform club members of policies, procedures, expectations, Code of Conduct, emergency procedures, and other regulations that must be followed.
  - Sport Club Officers need to accept some responsibility for the actions of their club members.
9. Ensure club is compliant with OSU, Rec Sports, and Sport Programs policies, rules, and guidelines.
10. Ensure club is compliant with local, regional, and/or national governing associations.



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

## CLUB CONDUCT

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

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

---

### CODE OF CONDUCT AGREEMENT

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

---

### CODE OF CONDUCT GUIDELINES

**Participants shall not:**

- Engage in illegal use, possession, or distribution of drugs or illegal substances while traveling, competing, socializing and/or using facilities, including lodging spaces
- Consume alcohol or use of marijuana while at any club activity including, but not limited to traveling (from the time the club leaves campus to the time it returns), competing, or as a spectator
- Violate any traffic violations when traveling
- Engage in hazing, harassing, or threatening actions which intentionally subject another person to offensive physical contact, physical injury, property damage, or which specifically and intentionally

insult another person in his or her immediate presence with words or gestures when a reasonable person would expect that such an act or actions would provoke a violent response. (These actions, when based on race, color, national origin, religion, age, disability, marital status, sex, sexual orientation, or gender identity are among the forms of prohibited behavior.)

- Violate any Oregon State University or host University rules or policies
- Enter into any agreements on behalf of the university

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

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

**Team Responsibilities will include:**

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

The Sport Club Committee will decide all disciplinary actions against clubs that violate this agreement. Violations of the Student Code of Conduct will be forwarded directly to the OSU Office of Student Conduct and Community Standards.

## **BULLYING POLICY**

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

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

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

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

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

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

## HAZING POLICY

Hazing, as defined by the OSU Student Code of Conduct, is conduct that endangers the mental or physical health or safety of any person, or that destroys, damages, or removes public or private property, and is related to the initiation, admission into, affiliation with, advancement within, or general member participation in a group, organization, social or academic program, regardless as to whether or not the actions are sanctioned or approved by the organization or continued membership or standing is contingent upon participation. Participation or cooperation by the person(s) being hazed does not excuse the violation. Failing to intervene to prevent or failing to report those acts may also violate this policy. Hazing includes, but is not limited to:

- a) Unreasonable interference with a student's academic performance, participation, or attendance
- b) Compelled ingestion of alcohol, food, drugs, or any other substance
- c) Compelled exclusion from social contact
- d) Kidnapping or abandonment
- e) Striking, beating, whipping, branding, paddling or other actions of physical abuse in any form
- f) Creation of unnecessary fatigue (such as through sleep deprivation, labor or calisthenics)
- g) Personal servitude
- h) Unbalanced or unreasonable labor or workshare, such as house-cleaning, collection/assembly/purchasing of supplies or materials,
- i) Participation in an activity or conduct which tends to or which is intended to demean, disgrace, humiliate or degrade a person, which shall include but not be limited to, forced conduct that could result in extreme embarrassment or other forced activity that could adversely affect the mental health or dignity of the person (including, but not limited to, scavenger hunts, public stunts or actions, carrying or holding of items, wearing of apparel which is conspicuous or inappropriate, etc.)
- j) Unreasonable exposure to weather, noise, or environmental elements that may cause physical, emotional, or psychological harm.
- k) Compelled participation in activities that are unlawful, lewd, or in violation of University policy.

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

## SEXUAL HARASSMENT AND ASSAULT POLICY- TITLE IX

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

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education.

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

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

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

## CONSENSUAL RELATIONSHIP POLICY

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

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

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

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

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

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

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

## DISCIPLINING CLUB MEMBERS

### Clubs can:

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

### Clubs and Coaches cannot:

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

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

## LEADERSHIP POINTS

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

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

---

### REQUIRED LEADERSHIP POINTS

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

---

### FALL TERM REQUIRED LEADERSHIP POINTS - 10

- Fall Term Activity Schedule
- Fall Officer Training (All officers required)

- Scheduling Fall Monthly Meetings
- Winter Term Practice Request
- Club Goals
- 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 Activity Schedule
- Fall Term Report

#### WINTER TERM REQUIRED LEADERSHIP POINTS - 13

---

- Spring Term Practice Request
- Scheduling Winter Monthly Meetings
- Budget Workshop
- Budget Packet / Schedule Presentation
- 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 - 14

---

- 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
- Team Photo
- Fall Term Practice Request
- Club Accomplishments and Highlights
- Annual Recognition
- Return Club Receipt Books/Cash Bag to SP Office

---

## BONUS LEADERSHIP POINTS

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

- Having all officers attend a monthly meeting
- Having an officer attend an optional Sport Club workshop (one point available per club per workshop)
- Completing all Event 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 Community Engagement and Leadership](#) 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 verification form to their advisor
- Supplying 10 quality action photos to the Sport Programs Office
- Supplying 1 quality video to the Sport Programs Office

---

## LEADERSHIP PENALTIES

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

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

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

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

## DISCIPLINARY GUIDELINES

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

---

### MINOR INFRACTIONS

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

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

**Failure to:**

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

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

---

### MAJOR INFRACTIONS

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

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

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

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

- Loss of funding.



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

The Sport Club Committee will decide any disciplinary actions pertaining to sport clubs or individuals committing major infractions. Violations of the Student Code of Conduct will be referred onto OSU Student Conduct and Community Standards or other University Departments.

---

#### DISCIPLINARY NOTIFICATION (MINOR AND MAJOR OFFENSE)

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

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

---

#### APPEAL PROCESS

Decisions of the Sport Programs Staff and the Sport Club Committee may be appealed to the Assistant Director of Sport Programs 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 Assistant Director indicating the reasons for the appeal must be submitted.
- The Assistant Director will rule on the appeal after investigating the situation and may uphold, reject, or modify the action taken by the Sport Club Committee. Parties involved will be notified of the appeal results in writing.

## SPORT CLUB TRAINING/DEVELOPMENT

### FALL OFFICER TRAINING

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

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

## MONTHLY OFFICER MEETINGS

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

## QUARTERLY LEADERSHIP MEETINGS

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

## OFFICER TRANSITION TRAINING

In spring term of each year, the Sport Club Program holds a required training session to introduce new officers to the program and ensure continuity from year to year in the program. Each training session will include two parts: one for only new officers and the other for all officers.

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

## WORKSHOPS

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

- Sport Club Budget Packet workshop (required)

- Sport Club Finance workshop (optional)
- Sport Club Database workshop (optional)
- Professional Development workshop (optional)

## COACH TRAINING

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

Coaches will also need to complete modules on Canvas. If a coach is not affiliated with OSU, they will need to create a Canvas account by going to: <https://is.oregonstate.edu/canvas>. They will need to create an account with either a Google, Facebook, Yahoo, or LinkedIn account. After they create an account, they need to notify SP Professional Staff so they can invite the coach to the Sport Club Canvas account.

## SPORT CLUB ASSESSMENT AND EVALUATION

### TERM REPORTS

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

### END OF YEAR CLUB EVALUATION

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

performance. During the meeting the staff will review the club's self-reflection/evaluation of their performance as well as provide their feedback/evaluation. At the end of the meeting staff will run through a checklist of items with the clubs.

## SPORT CLUB ADVISORS AND COACHES

### COACHES

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

Coaches have many opportunities to provide a positive influence on student development (skill, leadership, social, and safety) through games, practices, and club activities for club members. Coaches may not be paid as they are volunteers and not employees. However, coaches are eligible for reimbursement for actual expenses incurred while serving in their role with the club. Depending on the nature of the club activity and needs of the club, Sport Programs may require a Coach.

---

#### ELIGIBILITY OF A SPORT CLUB COACH

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

---

#### PROCESS

- Clubs search for a suitable coach for their team.
- Coach needs to be approved by the club officers and members.
- Club enters the coach's information into the [Sport Club Database](#) during the annual recognition process. If the coach is found after annual recognition, the club will still need to add them to the Sport Club Database at that time.
- Coaches must attend the mandatory Coach's Training with Sport Programs Staff.
- Coaches will then complete coach's application, volunteer coach expectations agreement, and volunteer form for approval via the Sport Club Database.
  - 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 Advisor for that club will also sign the agreement.
- Coaches must complete mandatory concussion education and other training via Canvas.
- 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 Programs staff will add approved coaches that utilize facilities for practice to the Department of Recreational Sports pass list. Coaches on the pass list will be able to access Recreational Sports facilities for the sole purpose of performing the duties of their volunteer coaching position, not for general recreation. Coaches will be required to show photo identification to enter the building to perform assigned duties (practices, games, etc.)

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

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

---

## COACH EXPECTATIONS

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

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

## SPORT CLUB MARKETING & PROMOTIONS

### TOOLS & RESOURCES TO CREATE PROMOTIONAL MATERIALS FOR YOUR CLUB

- University logos, flyer, and brochure templates can be found at: <http://oregonstate.edu/brand>
- OSU Printing & Mailing Services has an online design tool that you can use if you don’t have the software and want to quickly design flyers, postcards, brochures, business cards, etc. - [https://marcomcentral.app.pti.com/printone/login.aspx?company\\_id=13669](https://marcomcentral.app.pti.com/printone/login.aspx?company_id=13669). You must then order through Printing & Mailing Services.
- Recreational Sports Graphic Designers can create a free design for you (e.g., t-shirt, uniform, logo, flyer, brochure, etc.)

- Fill out a Media Request Form – [https://oregonstate.qualtrics.com/jfe/form/SV\\_4Jbe8sZoDg3G6SW](https://oregonstate.qualtrics.com/jfe/form/SV_4Jbe8sZoDg3G6SW)
  - Filling out the form does not guarantee that they will be able to meet your request, but it will be considered along with the other needs of the department.
  - Submit requests at least three weeks in advance to improve your likelihood of receiving your design by your desired due date.
  - Upon request submission you should receive a response from Marketing within one to three business days. If you do not receive this response, contact the Marketing & Communications Manager, Brian Hustoles. Also, follow up with Brian regarding any other questions that you may have.
  - Plan ahead to utilize this free service.
- NOTE: all use of logos, flyers, and other promotional items must be approved by Sport Programs Staff prior to production. Items that are related to an event can be submitted through the Event Plan on the Sport Club Database.

---

WHEN CREATING YOUR OWN FLYERS, BE SURE TO INCLUDE:

- Name of the event & the club
- Day and date
- Time
- Location of the event
- Cost of the event
- Contact name & phone number
- The Rec Sports Website (recsports.oregonstate.edu)
- Accommodation statement – “Accommodations for disabilities may be made by contacting [recsports.accommodation@oregonstate.edu](mailto:recsports.accommodation@oregonstate.edu) or 541-737-6766”
- OSU logo (tag placed on the bottom right, using a template is the best way to ensure the tag is in the correct spot and sized appropriately)
- All artwork must also meet the University Marketing Design Guidelines for Department Student Organizations, see below.
- Clubs are HIGHLY encouraged to use University Marketing templates found here: <https://communications.oregonstate.edu/brand-guide/using-brand/downloads>. Flyers can be found under “Posters.”

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

---

UNIVERSITY MARKETING DESIGN GUIDELINES FOR  
DEPARTMENT STUDENT ORGANIZATIONS

- Ensure the club logo or design fits the university design guidelines <https://communications.oregonstate.edu/trademark-licensing/about/design-guidelines>
- Submit artwork (that use OSU Trademarks or Logos) to Sport Club Advisor for approval prior to production.

- Use one of the approved vendors <http://communications.oregonstate.edu/trademark-licensing/retailers/licensees>.

---

## UNIVERSITY SOCIAL MEDIA GUIDELINES

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

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

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

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

---

## OSU PROMOTION LOCATIONS & CONTACTS

### **Dixon Recreation Center, Student Legacy Park, or McAlexander Fieldhouse**

- Contact: Sport Programs Office for:
  - Info Table in Dixon West Entry - Club must submit the event on the Sport Club Database online for approval and reservation to be completed by the Sport Programs Staff.
  - To promote your event using the Dixon Digital Screens.

### **Memorial Union**

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

### **Resident Halls / University Housing & Dining Services**

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

### **Orange Media Networks - [www.dailybarometer.com](http://www.dailybarometer.com)**

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

### **Gazette Times – [www.gazettetimes.com](http://www.gazettetimes.com)**

- Contact the Sport Programs Office with external media communication or advertisement.

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

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

- Studios

#### **KBVR Radio Station**

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

#### **Miscellaneous**

- Word of Mouth
  - This is the cheapest and best form of advertising.
- Promotional / Giveaway items
- Uniforms, t-shirts, warm-ups & banners
- Post flyers at businesses in the community
  - Make sure to get permission from the business owner
- Sport Fair via Rec Sports
- Beaver Community Fair

### **HOW SPORT PROGRAMS CAN HELP**

The Sport Programs Staff can help regarding:

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

### **WHAT IS YOUR ADVERTISING BUDGET?**

- Printing costs
  - Paper
  - Other materials
  - Advertising
  - Design costs
- Decide which media channels you will use for publicity:
  - Posters
  - Press release
  - Flyers
  - Table tents
  - Outdoor signs / Sidewalk Chalk
    - Please note that chalking can be done on sidewalk surfaces to promote OSU activities, causes, or events. Chalking is only allowed on flat sidewalk surfaces that are 30 feet from an exterior entrance to any facility. Chalking is not allowed on sidewalk that is an entry way to a building, covered by a structure (i.e., bike racks) or stairs, entryways, building exteriors, foundations, structures, etc.
  - Newspaper ads (required if you are using Educational Activities funds)
  - Newspaper free advertising and/or coverage
  - Radio/television public service announcements



- “Last day/last week” attention-getters
- OSU Calendar of Events (Localist)
- Create a “Press Information” Page including:
  - Event
  - Performer(s) Presenter(s)
  - Day/Time
  - About the Event (description)
  - About the Performer(s)/Presenter(s)
  - Cost of Event/Ticket Prices
  - Sponsors of the Event
- Tickets Sold: @ the door? Where else? When?

## SPORT CLUB PRACTICES

### PRACTICE REQUESTS

Clubs submit practice requests including facilities, dates, and times for each term through the Sport Clubs Database. Requests for facilities are due at the end of week 1 of the term prior to when you need them. Please keep in mind the Sport Club Program may not always be able to meet your first preference for practice facilities and times each term due to the departments and other campus facilities being heavily used. **No practices are allowed during finals week.**

## SPORT CLUB ACTIVITIES

### ACTIVITY REQUESTS

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

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

---

### SPORT CLUB ACTIVITY POLICY

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

- Term Event Schedules are submitted by officers to meet the deadlines on the [Sport Club Calendar](#).
  - Events planned after the Term deadline shall be submitted through the Sport Club Database **at least six (6) weeks prior to the event**, however they potentially may not be approved. Approval depends on availability of facilities and staff for advising and transaction processing.
- **All activities must be complete for final approval at least four (4) business days prior to Home Events or departure for Away Events. Therefore, all changes and cancellations must be completed and approved before an entire event is approved at least four (4) business days prior.**

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

## HOME EVENT REQUESTS

### HOSTING AN EVENT

- Submit Home Event Registration Form through the [Sport Club Database](#) for advising and approval by Sport Programs.
- Staff must be involved in advising the event throughout the process.
- Facility, equipment, supplies, and staff needs are reserved through Sport Programs.
- Clubs work with their Coordinator to ensure officials, judges, and referees have contracts processed at least 6-8 weeks prior to the event (only applies if clubs are hiring, scheduling, and paying for the services).
- Volunteers must fill out a Conditions of Volunteer Service Form prior to helping at a club event.
- If charging entry fees in advance, set-up a meeting with your advisor to enable registration on the database.
- If charging entry fees at the event site, clubs must check out a cash box from the Cashier's Office. Cash Box must be returned within 24 hours of the event.
- After the event, the club will complete an event debrief within 2 business days after the event. A debrief meeting with Sport Programs Staff may also be required.

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

## INCIDENTS/ACCIDENTS DURING EVENTS & TRAVEL

All injuries and incidents must have a corresponding incident or accident report form turned in via the Database or a physical copy. Failure to do so will result in the Sport Club Committee opening a disciplinary investigation.

Sport Programs On-Call Staff should be contacted at 541-908-5796 to inform them of serious incidents, accidents, and injuries during events and travel.

## SCRIMMAGES DURING NORMAL CLUB PRACTICE TIME

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

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

- See minor participation section, if necessary

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

## SHOWER USE BY NON-CLUB MEMBERS

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

## NON-CLUB MEMBERS PARTICIPATING

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

## YOUTH PROGRAMMING

Sport Clubs may choose to allow minors to participate in some of their activity. **It is imperative that the club follow the university's youth guidelines. Information can be found at <https://youth.oregonstate.edu/>**

---

### 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 Advisor will review the activity and assess the risk to the minor group, the club, and the university. The Advisor 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.
- If the Advisor deems the event will move forward, the Advisor must register the event with the Office of Youth Safety & Compliance. The Advisor will also provide the club with appropriate training from the same website.
- The parent/guardian must sign the event waiver prior to the individual participating in the event. Depending on the scope of the event, a more in-depth waiver/registration form may be required that includes things like medical and insurance information. The more in-depth form is typically used in the "camp" setting.

---

## BACKGROUND CHECKS

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

- Club will meet with their advisor to determine whether a background check is warranted and if so, for which individuals.
- For those individuals identified as needing a background check, the Advisor will prep the “Criminal History Check Disclosure Notice and Release Authorization” located here: <https://hr.oregonstate.edu/manual/criminal-history-check>. Advisor will add the Position Title (ex: Women’s Lacrosse Camp – Volunteer), the hiring supervisor (Advisor Name), the hiring department’s name (Rec Sports), and index (Rec Sports Account).
- The club will send the list of individuals to their club advisor who will then submit to HR.
- Human resources will process the form and will send notice (satisfactory or unsatisfactory) to the Advisor when complete. Human resources will determine who warrants renewal if previous background checks have already been completed.
- The cost for each background check to the club is \$10 for individuals that have lived in Oregon for the past 7 years and \$41.25 for those who have not. For out of state checks, individuals will pay an additional \$12.50 out of pocket when they are fingerprinted. 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 up to 4 weeks depending on where the individual is fingerprinted. It is much faster to do the fingerprinting (if required) on campus through Public Safety.

## FOOD AT CLOSED EVENTS

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

## FOOD AT OPEN EVENTS

- Club must submit the event in the Sport Club Database for advising and approval by the Sport Programs Staff.

- Clubs may make their own food but must adhere to Benton County Food Preparation and Serving Guidelines. Talk with Student Leadership and Involvement (SLI) for more details.
  - Cook in certified kitchen
    - SLI can schedule times for the club in the kitchen they manage
  - Always maintain appropriate temperatures
  - Provide sneeze guards, gloves, hair nets, trash cans, etc.
    - SLI can provide many of these items
  - Preparers and Servers must have food handler’s 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 like “Food was not prepared in a certified kitchen, consume at your own risk.”

## CO-SPONSORING EVENTS

- Club must submit the event in the online Sport Club Database for advising and approval by the Sport Programs Staff.
- Club and other organization will provide a clear outline of responsibilities for each party.
- Club must be an active participant in the organization and management of the event.
  - Club will not be allowed to use its name 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 Advisor as outlined in the contracts section to ensure officials, judges, referees, and volunteers have completed the appropriate contracts, agreements needed.

## SPORT CLUB TRAVEL

Events attended, but not hosted by the club (outside or within Corvallis City limits) must have an approved Travel Itinerary. Home events may require travel itineraries depending on needs.

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

---

### SPORT CLUB ACTIVITY POLICY

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

Term Event Schedules are submitted by officers to meet the deadlines on the Sport Club Calendar.

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

---

## PROCESS

1. Submit travel request via the [Sport Club Database](#). **Note:** Ensure all the relevant information (roster, event, location, travel logistics, etc.) is accurate and complete
  - Any graduated student without a Rec Sports membership attending a National competition due to qualification while still an active Sport Club member must be added to the notes section of the event plan.
2. Any expenses expected to be incurred during travel must meet spending guidelines and be approved by the Sport Programs Staff through with a Purchase Request Form in advance.
3. Check out a travel first aid kit and travel itinerary from the Sport Programs Office unless otherwise directed.
4. Upon return from trip, return travel first aid kit to the Sport Programs Office within (2) two business days of the club's return to campus with any requested receipts.
  - Club will be charged for replacement of any lost or damaged kits.
5. Violations of travel policies, procedures, and Code of Conduct will result in a disciplinary action taken by the Sport Club Committee.
6. Any mechanical or emergency service problems encountered while traveling in a Motor Pool vehicle, contact Motor Pool at (866) 253-5671 ext. 3, 24 hours a day. After contacting Motor Pool, contact the Sport Programs Professional Staff within 24 hours of any mechanical or emergency service problems occurring with Motor Pool vehicles.
7. In case of an emergency (**serious injury to club member, accident**) immediately call 911. Then call the Sport Programs Staff at (541) 740-6877 to inform them of the situation and actions taken. Remember to document the incident with witnesses, dates, times, and actions taken. Remember to remain calm and use your resources!

## FIRST AID KITS

---

### ISSUING FIRST AID KIT

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

---

### RETURNING FIRST AID KITS

1. First aid kits are to be returned to the Sport Programs Office within two business days of the return to campus.
2. When first aid kits are returned, office staff will ask if any items were used and will document the missing items on the first aid kit tags.  
**Note:** Clubs should not keep kits even if they travel multiple weekends in a row.

## 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.
6. The following regulations concerning the balance of driving, sleeping, and breaks are to be followed:
  - For every 4 hours of driving, drivers must take a 20-minute break.
  - For each 12 hours of driving, drivers must take at least a 4-hour rest period.
  - Three drivers must be provided for trips expected to take more than 8 hours.

## DRIVER AUTHORIZATIONS

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

### PROCESS FOR DRIVER

- Go to the Motor pool [website](#)
- Watch the [“Van Safety Video”](#)
- Take [“Van Safety Test”](#)
- Save test results sent to the driver’s email.
- Complete the [Motor Pool online Driver Authorization Form](#):
  - Step 1: Complete all sections of the form
    - Work Phone: cellular phone number is sufficient
    - Job Classification: Officers select ‘Students’, Coaches select ‘Volunteer’
    - Job Title: type ‘club officer, member, or coach’ **AND** club name/gender
    - Department Name: Recreational Sports
    - Department Address: 211 Dixon Rec Center
  - Step 2: Click ‘Next’
  - Step 3: Check the form’s accuracy.
    - Use “Edit Information” button at the bottom of the page if necessary.
  - Step 4: Use “Print” button at the bottom of the page to print and sign the form.
    - This form is submitted to Sport Programs (with online test results).
  - Step 5: Use “Finish” button at the bottom of the page to complete the online process.
- Submit the signed Driver Authorization Form **and** online Van Safety Test results to the Sport Programs office or via email [sports@oregonstate.edu](mailto:sports@oregonstate.edu) 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 do. The club advisor 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. Review the materials under the Safe Trailering Module
2. Click on “Safe Trailering Quiz”
  - a. The individual must score at least 110 pass the module. Failure to do so will result in the individual being unable to drive the tow vehicle until they have passed with the appropriate score.
3. Inform club advisor of completed training.

## 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.

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

- All drivers must be at least 18 years of age to drive Motor Pool vehicles.
- Only OSU students, faculty/staff, or approved volunteers for the university are eligible to drive Motor Pool or rental vehicles. Affiliate members such as alumni cannot be approved drivers.
- An alternate driver must be provided for each Motor Pool vehicle.
- Complete the Motor Pool section of the online Away Event Itinerary.
- The costs of Motor Pool vehicles are charged to the club’s account after funding approval from an officer via the Sport Club Database or email.
- The Sport Programs office will reserve the request.
- University vehicles may only be used for University business. Any person may report misuse of a State vehicle to the proper authorities.
- Only members on the travel itinerary may ride in University vehicles.
- Motor Pool release slips and Travel Checklists are picked up by club officers in the Sport Programs Office with itineraries and first aid kits.
- Pick up vehicles at the designated time
  - 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 logbook.
  - Write any comments about the performance of the vehicle. All accidents or problems with the vehicle should be reported to the Sport Programs Staff at the time they occur and be documented on the trip ticket for the Motor Pool Office.
  - Leave the logbook in the car and lock all doors.
  - Place keys through the slot on the side of the building or in the slot by the service door located under the carport of the OSU Motor Pool Building.

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

---

#### MOTOR POOL ROADSIDE ASSISTANCE

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

---

#### MOTOR POOL RATES

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

Current Rental Rates	Daily	
	Per Day	Per Mile
<b>Sedans</b>		
Compact & Mid-Size	\$28.00	\$0.23
<b>Vans &amp; SUV</b>		
6 Passenger	\$35.00	\$0.33
12 Passenger	\$45.00	\$0.36
Mini Cargo	\$35.00	\$0.33
Full-size Cargo	\$45.00	\$0.36
Small (SUV)	\$35.00	\$0.23

Trucks (Rate includes additional features like canopy, towing, etc.)		
1/4 Ton (Compact)	\$32.00	\$0.32
1/2 Ton	\$38.00	\$0.35
3/4 Ton	\$42.00	\$0.44
1 Ton	\$45.00	\$0.46

Motor Pool vehicle rates are listed on the following link:

<https://transportation.oregonstate.edu/motorpool/rates> (rates are subject to change)

---

#### CANCELLATION & CHANGE POLICY FOR MOTOR POOL

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

- Motor Pool reservations cancelled without proper notice may be charged the amount of the daily rate of the vehicle.

#### ENTERPRISE AND OTHER RENTAL VEHICLE REQUESTS

- All Sport Club participants driving rental 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 rental vehicle.
- Rental vehicle reservations for Sport Clubs are made only through an Event Plan on the Sport Club Database.
- Email sent to all officers and assigned Sport Programs Staff requesting authorization from an officer for the total estimated expense.
- Upon receipt of officer authorization, the Sport Programs office will reserve, 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.
- When returning the vehicle:

- Return the vehicle with the same amount of gas (which is always full at airports and could be less at local locations due to the fact they do not have gas pumps at most local locations).
- If clubs do not refuel the vehicle, OSU will be charged for the fuel. The cost to refuel is much higher if Enterprise must refuel.

---

#### AGE REQUIREMENTS FOR RENTAL VEHICLES

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

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

---

#### CANCELLATION & CHANGE POLICY FOR RENTAL VEHICLES

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

### CHARTER BUS REQUESTS

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

- Club officers will send a detailed trip itinerary to their club advisor.
- Sport Programs Staff will email a quote to all officers with the total estimated expense. Email approval from a club officer is required to complete a reservation.
- Upon approval from a club officer, the Sport Programs office will complete the reservation and submit to contracts.
- Professional Staff will update Sport Club online database itinerary.
- Only members on the travel itinerary may ride in charter buses.

---

#### CANCELLATION & CHANGE POLICY FOR A CHARTER BUS

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

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

### FLIGHT REQUESTS FOR AIR TRAVEL

Flight requests for Sport Clubs' air travel are made only through an Event Plan on the Sport Club Database. A flight worksheet will be sent to the planning team where a complete list of all travelers' full names as stated on government issued photo identification and D.O.Bs are required.

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

The Sport Programs office and university travel partners will complete the reservation after an officer approves the expenses.

---

#### CANCELLATION & CHANGE POLICY FOR FLIGHTS

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

**Note: Not all flights can be refunded or cancelled.**

### LODGING REQUESTS

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

- If needed Club Officers schedule a meeting with their club advisor to plan lodging reservations.
- Club Officers enter hotel requests via the Travel Tab for an Event Plan on the Sport Club Database after officers and members decide on a location, rates, and confirm the hotel can accommodate their requests.
  - Funding approval is submitted through the request itself. Keep in mind rates can vary depending on how early in advance the rooms are booked.
- Once funding approval is secured, the Sport Programs office will:
  - Confirm payment arrangements with hotel and submit credit card authorization form if needed.
  - Update the sport club budget
  - Update Sport Club online database itinerary with confirmation numbers and uploaded documentation when applicable.
- No more than 4 people are allowed to stay in each room.
- When lodging is reserved on the Sport Programs credit card, it can only be used for the room and taxes. A club member may need to give the hotel a credit card for incidentals. Note incidentals are not reimbursable.

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

A traveling member must turn in original itemized receipts for each room to the Sport Programs Office 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 your club advisor.**

---

#### CANCELLATION & CHANGE POLICY FOR LODGING

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

## PERSONAL VEHICLES

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

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

Oregon's mandatory insurance law [ORS 806.010](#) requires every driver to insure their vehicle outlined at [here](#). The minimum liability insurance a driver must have includes:

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

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

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

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

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

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

---

### CANCELLATION & CHANGE POLICY FOR PERSONAL VEHICLES

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

## ADDITIONAL TRAVEL RESOURCES

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

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

OSU Motor Pool Roadside Assistance Only:

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

## SPORT CLUB TRAVEL EXCUSAL LETTERS

Club members may ask for an “official” excusal letter when they travel with a sport club. This letter is used to confirm club travel during specific days/times. Professors are not required to accept the excusal. It is the responsibility of the club officers to initiate requests for excusal letters from their assigned Senior Sport Program Associate in the Sport Programs Office.

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

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

## SPORT CLUB EQUIPMENT

### INVENTORY

Club Equipment Inventory will be physically checked two times per year by club officers prior to the end of the Winter and Spring Terms. One of the two inventory checks will be verified in person by a Sport Programs Staff member. Sport Programs Staff will update inventory records housed in the Department. Inventory list must also be updated when any equipment is purchased, sold, lost, or disposed of by the club.

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

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

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

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

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

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

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

## STORAGE

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

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

## SLP STORAGE ACCESS

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

1. The Sport Programs Office will assign the club a locker and locker combination for SLP Storage.
2. Sport Programs Coordinators will provide a storage access list to Department Admin Office via [DIXON@oregonstate.edu](mailto:DIXON@oregonstate.edu) email.
3. 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.
4. If any access needs to be transferred to another officer, the club needs to notify the Sport Programs Office immediately.

**Note:** Access to SLP Storage is limited to hours that Dixon Rec Center is open. There is no access during academic breaks including summer unless specifically requested through the Sport Programs Office.

## PEAVY SHED

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

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

## PROTHRO/TRUAX – SOCCER/LACROSSE GOALS

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

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

## SPORT PROGRAMS EQUIPMENT

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

- Water coolers
- Tables
- Chairs
- Cones
- Clipboards, etc.

---

### PROCEDURE

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

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

## SPORT CLUB FACILITY USE

### EXPECTATIONS

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



- All facility reservations for events, additional practices, and meetings are processed through the online Sport Club Database Event Reporting for proper approval.
- To cancel practice(s), game(s), or any reservation(s), a club officer must contact Sport Programs at least 24 hours before the reservation is in effect.
- Clubs are responsible to conduct a safety check of facilities and fields prior to every practice/event.
- Clubs are responsible for set-up and clean-up of all facility sites.
- Misuse of equipment or facilities will jeopardize future use and club status.
- Clubs are required to respect facilities (privilege to use) and are responsible to leave at designated end time.
- If there are other users or clubs using the facility at your scheduled time, contact the Sport Programs on-call staff at 541-908-5796.
- Drugs and alcohol are **prohibited** in and at all Department of Recreational Sports facilities and events by participants, coaches, or spectators.

## ADDITIONAL FACILITY REQUESTS

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

## WEATHER CONDITIONS

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

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

## FACILITIES

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

- **Dixon Recreation Center**
  - 6 Courts
  - 2 Racquetball courts
  - 2 Squash courts
  - 3 multi-purpose rooms
    - 1 matted for martial arts
  - 2 Classrooms
  - Conference Room
  - Pool (8 Lanes)
  - Diving well

- 3 sand volleyball courts
- **Athletic Department**
  - Gill Coliseum
  - Reser Stadium
  - Truax Indoor Practice Facility
  - Whyte Track & Field Center
  - Prothro Field
- **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 (SLP 1, 2, 3)
- **Langton Hall**
  - 3 Courts
  - Pool
  - Gymnastics Room
  - 2 Multi-purpose rooms

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

## SAFETY AND RISK MANAGEMENT

Safety of participants is of utmost importance. There are inherent risks of injuries, accidents, and incidents involved in all recreational and competitive sport programs. The participants in the Sport Club Program should be aware that involvement is voluntary.

### SPORT CLUB SPECIFIC RISK MANAGEMENT REQUIREMENTS

1. Sport Programs officers, club members, and coaches should emphasize safety during all club-related activities.
2. For Sport Club activities, a club officer or coach must be present for the duration of the event.
 

**Note:** Sport Club members attending an event without an officer must go through travel policies/procedures, travel checklist and code of conduct training either in person with their Sport Club Advisor or online.
3. Sport Programs **strongly recommend** that all participants have annual physical examinations. OSU and DRS assumes no responsibility for any participant with an existing health condition that makes it inadvisable for him/her to participate in any given activity.
 

**Note:** Student Health Services offers physical exams to all currently enrolled OSU students. Call 541-737-7607 for an appointment.
4. It is strongly recommended that each participant secure her/his own Accident and Health Insurance. OSU's Department of Recreational Sports does not provide insurance coverage for accident or illness incurred while participating in Sport Programs.

**Note:** Participants must understand the risks involved with participation, and will not hold OSU liable for injury, damage, or loss arising from participation in all sport club activities.

**Note:** Student Health Services offers students health insurance (call 541-737-7568).

5. Release and liability waiver form must be on file with the Sport Programs Office for all participants.
6. Sport Club Officers and Coaches will inspect fields and facilities prior to every practice session, game, or special event. Report unsafe conditions to the Sport Programs Staff immediately at 541-740-6877. If at an off-campus site, report the conditions to the proper managing authority.

**Note:** Do not use facilities or equipment if they appear unsafe.

7. In the event of a building evacuation of an OSU facility, Sport Club Officers, Coaches, and Participants will follow the emergency action plan for those facilities (see below). For non-OSU facilities, Sport Clubs are required to familiarize themselves with the EAP for those spaces and follow those plans in case of an emergency (see below). For non-OSU facilities, clubs will also submit this Sport Club EAP Form at their first Monthly Meeting.
8. Sport Programs staff is required to be on site for all home activities for clubs that are contact sports. Some Sport Clubs may be required to (or may want to) have additional healthcare providers present for their events. Requests for safety staff and other healthcare providers are made via the Sport Club Database (see hosted events section).
9. In the event of an adjustment and or cancellation of an activity, outside of normal office hours, the club will contact the Sport Programs Staff immediately by calling 541-740-6877.
10. If the Sport Programs Staff is not contacted with sufficient notice of an activity adjustment and/or cancellation, the club may be charged for the full cost of safety staff's requested hours of coverage and/or the additional time needed of coverage beyond the initially requested hours.

**Note:** During the activity, cancellations due to inclement weather, or other such condition, are exempt from the above policy.

11. Participants are obligated to wear proper dress and appropriate protective equipment. If the participant chooses not to use such equipment, the participant must realize that they are doing so at their own risk and potentially may not be allowed to participate in the activity.
12. Each participant recognizes that they are always responsible for their own well-being and the well-being of the group they are a part of.
13. If injury occurs during the activity, complete the Injury/Accident Report within 24 hours. Paper Injury Reports will need to be returned to the appropriate Coordinator within 1 business day. Sport clubs may submit the form through the [Sport Club Database](#).
14. In case of an incident (i.e., Fight, intoxication, theft, property damage, etc.), please complete the Incident Report within 24 hours. Paper Incident Reports need to be returned to the appropriate Advisor within 1 business day. Sport Clubs may submit the form through the Sport Club Database.
15. Sport Clubs must pick up a travel itinerary for all travel and be issued a first aid kit through the Sport Programs Office unless otherwise stated.
16. It is recommended that club officers be certified in First Aid and CPR.

**Note:** First Aid and CPR classes are available to Sport Club participants and coaches at a reduced price by the Safety Program.

17. Follow-up care for athletic injuries is available to Sport Club participants (Prevention, Evaluation, Treatment, and Rehabilitation):

Student Health Services – 541-737-WELL (9355)

## 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.

Note:

- After you call emergency personnel; call the Sport Programs Staff at (541) 740-6877 as soon as possible.
- First aid kits are located throughout all Recreational Sports facilities.
- AEDs are in the following areas
  - Outside of the private changing room/pool area in Dixon
  - Near the cardio equipment in McAlexander Fieldhouse
  - In the storage area under SLP Pavilion
  - Near restrooms of Truax

### CONCUSSION EDUCATION / RETURN TO PLAY

Sport Club Officers and Coaches are required to complete concussion education on an annual basis.

### BUILDING EVACUATION – DIXON REC CENTER

#### BUILDING EVACUATION - DIXON

- All DRS Staff are to direct the public to leave the building immediately through the nearest exit when the fire alarm sounds.
- Follow all staff instructions to leave the building.
- 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.

### BUILDING EVACUATION – MCALEXANDER FIELDHOUSE

#### BUILDING EVACUATION - MCALEXANDER FIELDHOUSE

- All DRS Staff are to direct the public to leave the building immediately through the nearest exit when the fire alarm sounds.
- Follow all staff instructions to leave the building.
- Assist participants in exiting the building but do not put yourself in danger. Evacuate if there is an obvious threat.

- Do not re-enter the building until fire or police personnel give permission to do so.
- Identify and assist participants with special needs.

---

EVACUATION STAFF RESPONSIBILITIES-MCALEXANDER

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

**BUILDING EVACUATION – OTHER OSU FACILITIES**

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

---

BUILDING EVACUATION CHECK LIST-OTHER OSU FACILITIES

- All staff, Sport Club Officers, and Coaches are to direct the public to leave the facility immediately through the nearest exit when the alarm sounds.
- Sport Program Associates, Sport Club Officers, or Coaches will call 911/Public Safety 7-7000/Recreational Sports Staff (541-740-6877) to report the alarm.
- Sport Program Associate, Sport Club Officers, or Coaches will instruct staff/participants where to gather once it is determined by Public Safety.
- All staff, officers, and coaches are to leave the facility while escorting participants out.
- Do not re-enter the facility until fire or police personnel give permission to do so.
- Assist participants in exiting the facility but do not put yourself in danger. Evacuate if there is an obvious threat.
- Identify and assist participants with special needs.
- Sport Program Associates, Sport Club Officers, and Coaches are responsible for directing participants, except for in Langton Hall Pool where the lifeguard will be responsible for directing participants.

---

EVACUATION STAFF RESPONSIBILITIES-OTHER OSU FACILITIES

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

**BUILDING EVACUATION – NON-OSU FACILITIES**

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

---

BUILDING EVACUATION CHECK LIST-OTHER NON-OSU FACILITIES

- All staff, Sport Club Officers, and Coaches are to direct the public to leave the space immediately through the nearest exit when the alarm sounds.

- Sport Program Associates, Sport Club Officers, or Coaches will call 911/Public Safety 7-7000/Sport Programs Staff (541-740-6877) and any other relevant facility contacts outlined in the facilities' EAP to report the alarm.
- Sport Program Associates, Sport Club Officers, or Coaches will instruct staff/participants where to gather once it is determined by Public Safety or follow the instructions in the facilities' EAP if already outlined.
- All staff, officers, and coaches are to leave the facility while escorting participants out.
- Do not re-enter the facility until fire or police personnel give permission to do so.
- Assist participants in exiting the facility but do not put yourself in danger. Evacuate if there is an obvious threat.

## INJURY/ACCIDENT REPORTING

Injuries are any occurrence during a program that requires medical care. All injuries in Sport Programs activities must be documented on an Injury/Accident Report and submitted to the sport club advisor or via the database within 24 hours of the sport club activity. Reports are to be only completed by Sport Programs Staff, Sport Club Officers, or Coaches.

Sport Clubs can also submit injury/accident reports through the Sport Club Database by selecting "Injury/Accident Report" on the club Dashboard. The purpose of the reports is to help identify resources, supplies, and trends to continue to make our programs safe and efficient.

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

## INCIDENT REPORTING

Incidents are any occurrence during a program that is outside of our protocols or not standard procedure. All incidents at Department of Recreational Sports managed facilities or during Sport Program events must be documented on an Incident Report and submitted to the club advisor at the end of the employee's shift or within 24 hours of the conclusion of the Sport Club activity. Reports are to be completed by Sport Programs Staff and Sport Club Coaches and Officers only but may include statements from participants. Sport Clubs can also submit incident reports through the Sport Club Database by selecting "Incident Report" on the club Dashboard.

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

Incidents include, but are not limited to the following:

- Poor individual or team conduct or behavior
- Player ejections
- Alcohol, marijuana, and/or drug intoxication

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

## SEVERE WEATHER POLICY

### GENERAL

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

- Address the immediate concerns about the weather conditions
- Alert the necessary Sport Programs Staff and affected participants
- Sport Programs Staff will determine what follow up is needed (reschedule intramural games, club practices, events, etc.)

### LIGHTNING/THUNDER

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

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

## CONTRACTS, AGREEMENTS, AND PERMITS

All contracts and agreements must be reviewed and signed by the OSU Procurement, Contracts, & Materials Management (PCMM) office. This includes anything with terms and conditions; for example, facility use agreements, rental agreements, personal service contracts, hotel agreements, sponsorship agreements, etc.

Clubs must work with their Advisor at least 6-8 weeks in advance to ensure the following are processed properly:

- Contracts
- Lease Agreements
- Personal Service Contracts
- Terms and Conditions
- Service Agreements

- Sales Agreements
- Rental Agreements for outside equipment (i.e., Special Occasions)
- Permits (City, County, Other)

---

## CANCELLATION & CHANGE POLICY FOR SPORT CLUB CONTRACTS

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

### CONTRACTS

All contracts and agreements must be reviewed and signed by the OSU Procurement, Contracts, & Materials Management (PCMM) office. Clubs must work with their Advisor at least 6-8 weeks in advance to ensure all Contracts are processed properly.

### PERSONAL SERVICE CONTRACTS

Personal Services Contracts (PSC's) 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, Sport Programs Staff will determine whether a PSC is required.

Clubs will work with their Advisor to ensure officials, judges, referees, and volunteers have Personal Service Contracts processed through PCMM. Clubs must work with their Advisor at least 6-8 weeks in advance to ensure all Contracts are processed properly. Some services may not require a PSC if the service is considered low-risk and under \$5,000.00. Clubs will work with their advisor to determine whether a PSC is needed or not. Clubs will complete the Personal Services Contract Worksheet and submit to their Advisor at least 6-8 weeks in advance.

### PERMITS (CITY/COUNTY/OTHER)

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

### CERTIFICATE OF INSURANCE

- Defer to contracting language and university process when calling on certificates of insurance.
- When requesting a certificate of insurance have them include why they are requesting it, contact information for questions, and mailing address they would like the certificate sent to.
  - A contract should cover this information.
- Officers submit this request to their Advisor to be processed through the Office of Risk Management at least 6-8 weeks prior to the event. The Advisor will submit an electronic [Certificate of Insurance Request Form](#).



- Advisor may also work with vendor/group to see if the insurance letter from Risk Management is sufficient for their needs.
- Additional information or alternative steps may be requested by the University.

## CAMPUS USE PERMIT

- Club must submit the event plan via the Sport Club Database for approval by the Sport Programs Staff.
- Work with your club’s advisor to identify need for Campus Use Permit, locate the form, and submit it 6-8 weeks prior to the event.
  - [Campus Use Permit](#) can be found on the La Sells Student Center Website
- The permit will be directed to various campus partners for their review and signature. Campus Partners may request additional information or changes to the event.
- Sport Programs will keep a final copy for our records.
- Please note there is a \$40.00 administrative fee that will be charged to the club’s index.

## SPORT CLUB COMMITTEE

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

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

## COMMITTEE ORGANIZATION

The Sport Club Committee consists of five elected sport club student members: two from each gender and the individual who receives the largest number of votes after the previously mentioned categories are filled.

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

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

## COMMITTEE REQUIREMENTS

**Faculty/Staff:**

---

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

**Students:**

- Five active sport club members (undergraduate or graduate) elected by the Sport Club Committee are appointed to one-year terms with reappointment privileges.

## APPROVING NEW POLICIES

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

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

---

### PROCEDURE

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

## SPORT CLUB BUDGET PROCESS

### BUDGET REQUEST

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

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

---

### THINGS THAT WILL BE CONSIDERED

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

---

## SPORT CLUB BUDGET NOTES

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

---

## BUDGET HEARING GUIDELINES

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

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

## NATIONAL TRAVEL FUND REQUESTS

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

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

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

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

---

## TO REQUEST MONEY:

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

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

## SPORT CLUB FINANCIAL ACCOUNTS

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

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

## ACCOUNT BALANCE LOOKUP

Club Officers can view their current balance via the Sport Club Database. Should there be any discrepancies, Club Officers should notify their Sr. Sport Programs Associate immediately.

## REC SPORTS ACCOUNT

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

---

### 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 allocation. 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 10 - 14 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**

- 8-10 points: Club receives full 15% allocation for term
- 6-7 points: Club receives 10% allocation
- 4-5 points: Club receives 5% allocation
- <4 points: Club does not receive any money from the 15%

#### **Winter 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%

#### **Spring Term**

- 12-14 points: Club receives full 15% allocation for term
- 9-11 points: Club receives 10% allocation
- 7-8 points: Club receives 5% allocation
- <7 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 \$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.

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

---

#### **REC SPORT ACCOUNT STUDENT FEE ALLOCATION SPENDING GUIDELINES**

There are various ways to spend your Rec Sports Account Student Fee Allocation dollars. Sport Club purchases from the Rec Sport account must be completed by May 18<sup>th</sup> and all items must be received by the second to last week in June. Each purchase usually requires a different procedure, so please read carefully through the following options. Please note time restrictions for getting information to the Sport Programs Staff.

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

Allowable Student Fee purchases

- Travel to competitions
- Lodging
- Registration and entry fees
- Conference/League Club dues
- Game and practice supplies
- Officials’ fees
- Facility rental for games and practices
- Equipment maintenance
- Advertising
- Gas or mileage to club activity (travel in personal vehicles)

Non-allowable Student Fee purchases

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

The [Fiscal Operations Policies and Procedures Manual](#) (FIS) provides policies and procedures applicable to accounting-related transactions at the University. The FIS policies and procedures apply to all university departments. The Grant, Contract & Gift Accounting (GCG) Policies & Procedures Manual or Procurement and Contract Services (PCMM) 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](#).

---

**REC SPORT ACCOUNT UNSPENT MONIES**

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

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

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

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

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

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

### OSU SPORT CLUB PROGRAM FOUNDATION ACCOUNT

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

---

#### CHECK/CREDIT CARD DONATIONS:

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

**Note: If the club receives the donation check or cash, they must bring it into the Sport Programs office in Dixon to be deposited in their Foundation account.**

Credit card donations are processed directly through the OSU Foundation. Interested donors can donate directly to the clubs online using their unique donation link. Donors may also donate over the phone by calling 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 Sport Programs Staff to get approval.

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

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

---

#### PURCHASING WITH FOUNDATION FUNDS

Sport Club officers can use Foundation Funds for purchasing and payments. They must submit a Purchase Request to the Sport Programs office.

All OSU Foundation expenses that are allowable via OSU Finance Policy should be paid through FS index. OSU Foundation direct pay for expenses will only occur for expenses that did not meet OSU financial policy (i.e., contract not completed for service, item is non-allowable expense) or not business appropriate for OSU.

## GRANTS

The following is the process for Sport Clubs to apply for a grant, 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 your club advisor to confirm:

- 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 PCMM that a grant can be submitted through the OSU Sponsored Research and Awards Administration (OSRAA) proposal system, proceed with the following steps:

1. Sport Club Officers must schedule a meeting with the club's Advisor to complete the application (on-line or hard copy) and include a budget that lists the breakdown of how the money will be spent. If the award is for equipment or supplies, list each item and the approximate value of the item(s).
2. Forward a copy of the application and budget to Stephanie Pearse at least 2 weeks prior to the submission deadline. Do not submit the application yet.
3. The PCMM will enter all grant information into the OSU Sponsored Research and Awards Administration proposal system (Cayuse On-line) and will ensure that the appropriate individuals are included in the submission (PI- Mitch Wiltbank, Tracy Monie).

Upon receiving approval from the PI, The Department Head and Sponsored Research and Awards Administration, the PCMM will inform the appropriate Recreational Sports employees that it is Ok to submit the application to the sponsoring organization (Mitch Wiltbank, Tracy Monie and the club representative).

---

### GRANT MANAGEMENT PROCESS

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



1. The sponsoring organization will deliver an award letter that should be directed to the OSU Sponsored Research and Awards Administration ([sponsoredprograms@oregonstate.edu](mailto:sponsoredprograms@oregonstate.edu)).
2. The University will receive the award after the organization receives the award letter.
  - Check should be forwarded to the OSU Sponsored Research and Awards Administration who will deposit the money and create a new grant fund and index that is emailed to the grant team (PI, Rec Sports Administrators and the PCMM).
  - 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 Sport Club Purchase Request Form. Clubs need to indicate in the “Notes” section that they want to use grant funds to pay for the expense.
  - OSRAA and the AABC-SEC will monitor the spending on each grant to ensure that it does not exceed the total amount of funds granted.

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

---

## GRANT CLOSING PROCESS

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

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

## NON-CAPITAL EQUIPMENT ACCOUNT

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

---

## TO REQUEST MONEY

Clubs must submit a proposal with a cover letter to the Sport Programs Office by February 8<sup>th</sup> containing:

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

- Indicate the other funding options that your club has pursued.
- Outline replacement plan for item.

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

---

#### PURCHASING GUIDELINES

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

### NEW CLUB AND GROWTH ACCOUNT

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

---

#### TO REQUEST MONEY

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

### CLUB SELF-GENERATED REVENUE

#### FUNDRAISING

##### OPPORTUNITIES

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

Additional Resources:

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

Letter Writing Campaign – talk to your club advisor

---

#### FUNDRAISING GUIDELINES

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

In addition to Leadership Points, clubs must fundraise 30% of allocated total. Membership dues do not count towards fundraising. Example: Club A's budget is \$1,000 and the club needs to raise \$300 (30%). Any fundraising short of the 30% will be taken from the club's allocation the next year.

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

## SPONSORSHIP

### RECREATIONAL SPORTS PARTNERSHIPS

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

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

### FREQUENTLY ASKED QUESTIONS: SPONSORSHIPS

#### WHAT IS SPONSORSHIP?

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

#### WHO IS ELIGIBLE TO BE A SPONSOR?

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

- Student growth and success
- Healthy living
- Providing quality recreational and educational opportunities

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

#### WHAT ENTITIES ARE INELIGIBLE FROM BEING SPONSORS?

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

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

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

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

---

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

Some places to look for potential partnerships include:

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

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

---

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

## WHAT IS THE PARTNERSHIP PRICING POLICY?

---

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

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

#### WHAT IS THE SPONSORSHIP LETTER TEMPLATE AND APPENDIX?

---

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

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

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

#### WE HAVE DECIDED ON A SPONSOR, NOW WHAT?

---

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

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

---

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

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

---

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

Once you have completed the Sponsorship Agreement Template, submit it to your Advisor who will get the contract signed by PCMM. Clubs can produce an invoice if needed.

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

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

#### SO, ARE WE DONE?

---

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

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

---

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

**Example:** Nike is giving our club a 30% discount shoes. We must buy at least 5 pair to get the discount. We expect to buy 10 pairs. Shoes cost on average \$100. The discount is valid from May 1 – June 1, 2024.

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

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

---

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

## ONE FINAL REMINDER...

---

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

---

## PARTNERSHIP PRICING

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

### INTERACTION (I)

---

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

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

### PEOPLE (P)

---

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

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

## DURATION (D)

---

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

There are seven levels of duration:

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

## COST OF PRODUCTION & MAINTENANCE (C)

---

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

### Determining the Price of Sponsorship

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

$$IPD17+C = \$$$

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

- I = 1 (low or static advertisement)
- P = 4 (3,000+ people)
- D = 3 (displayed for 1 week)
- C = (varies by marketing and promotion opportunity)

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

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

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

## PANDA EXPRESS FUNDRAISERS

Clubs must submit their Panda Express Fundraiser through the Sport Club Database as an event for the potential date. Due to Panda Express requesting the OSU Foundation's Tax ID number, clubs are not allowed to submit their fundraiser themselves. Sr. Sport Programs Associates will set-up these fundraisers online on behalf of the club. To ensure your fundraiser date is available, contact your Sr. Sport Programs Associate.

Panda Express fundraisers can only be scheduled once every 30 days and require 2 weeks advance notice but may require more notice due to availability. Note that events generating less than \$25.00 will not receive a check.

When submitting your event on the Database, please include a description of your organization (less than 100 characters), event date, and event start/end times. After the event has been approved by Panda Express, your Sr. Sport Programs Associate will send you the approved flyer for the fundraiser. Flyers may not be distributed inside or within the vicinity of Panda Express.

If you need to cancel your fundraiser before 72 hours prior to the fundraiser, please let your Sr. Sport Programs Associate know. If cancelled within 72 hours of the fundraiser, the club will be prohibited from scheduling future Panda Express fundraisers. After the fundraiser check is received, it will be deposited at the OSU Foundation.

## CHIPOTLE FUNDRAISERS

Clubs must submit their Chipotle Fundraiser through the Sport Club Database as an event for the potential date. Due to Chipotle requesting the OSU Foundation's Tax ID number, clubs are not allowed to submit their fundraiser themselves. Sr. Sport Programs Associates will set-up these fundraisers online on behalf of the club. Clubs can search for available dates at: <https://community.chipotle.com/fundraisers>. Since dates fill fast, contact your Sr. Sport Programs Associate as soon as you identify a date and time to ensure it gets requested. Do **NOT** submit the application on behalf of your club!



Chipotle fundraisers are allowed once every six months and require at least 5 weeks advance notice but may require more notice due to availability. Note that events generating less than \$100.00 will not receive a check.

When submitting your event on the Database, please include a description of your organization and how the funds will be used (less than 500 characters), event date, and event start/end times. After the event has been approved by Chipotle, your Sr. Sport Programs Associate will send you the approved flyer for the fundraiser. Flyers may not be distributed inside or within the vicinity of Chipotle.

## **BOTTLE DROP GIVE FUNDRAISERS**

Oregon BottleDrop's Give program allows clubs to fundraise by collecting recyclable bottles and cans. If a club wants to set-up a BottleDrop Give fundraiser, clubs need to reach out to their club advisor, who will set-up the account. Do NOT create your own club account! It can take up to two weeks for an account to be approved.

## **OTHER FUNDRAISERS**

If a Sport Club identifies a fundraiser that is not outlined in this manual, they should work with their advisor to discuss the fundraiser, especially if a fundraiser asks for a tax identification number.

## **AWARD & CASH WINNINGS**

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

If club gives a cash award:

- Club will fill out Certificate of Prize Award
- Person who won prize will need to sign Certificate of Prize Award
- Club will complete a Purchase Request and send to [recsports.spfianace@oregonstate.edu](mailto:recsports.spfianace@oregonstate.edu) for processing
- Accounts payable will mail cash winnings directly to winner

If club gives non-cash award:

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

If club receives cash award:

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

## **CASH HANDLING POLICY**

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

An annual training will occur via Canvas during Fall Officer Training. The training includes general cash handling policy, how to receive cash, how to deposit cash, how to detect counterfeit, and provides other important resources.

## RECEIPTING

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

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

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

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

## DEPOSIT OF SPORT CLUB SELF-GENERATED REVENUE BY CLUB

### PROCESS

1. All self-generated revenue will be taken to the Cashier's window in the Kerr Administration building to be deposited.
2. All deposits need to be made within 1 business day of receiving funds.
3. Sport Club officers accepting any form of payment must go through cash handling training.
  - These deposits include Member Dues, Entry Fees, Sponsorships, Merchandise Sales, Other/Misc. Revenue
  - Club Officers will fill out a Sport Club Deposit Form for every deposit.
  - Checks for dues and fundraising should be written to "Oregon State University" with the "Club Name" in the memo line.
  - All donations will be deposited in the Sport Programs Office in Dixon.

## 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."

**Allowable Travel Reimbursement expenses include:**

- Fuel/Mileage (currently at 65.5¢ per mile-can change throughout the year)
- Meals while traveling
- Parking permits and tolls
- \*NOTE: Travel Insurance is NOT reimbursable.

**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

Sport Programs will submit reimbursements to [travel@oregonstate.edu](mailto:travel@oregonstate.edu).

## DIRECT DEPOSIT REIMBURSEMENTS

Direct deposits expedite reimbursements:

1. Go to <http://myosu.oregonstate.edu/>
2. Go to Update Personal Profile to update direct deposit information.

## TRAVEL REIMBURSEMENTS

Information regarding travel reimbursements can be found [here](#).

Employees, Students, Team/Groups, Non-employees, and Other Non-employees (including Non-OSU Participants, Fellowships, and Volunteers) are included in this policy. Travel Reimbursements for allowable purchases can be made to club members if funds are available.

## DOCUMENTATION REQUIRED

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

- Proof of payment (receipt or invoice).
- **Receipts are required for all purchases and must be itemized.**
- Proof of purchase or participation results, event flyer, etc.
- Travel Itinerary (if travel was involved).

Person requesting reimbursement submits a Purchase Request Form and all supporting documentation to the Sport Programs Office.

- Office staff will process Personal Reimbursement.
- Sport Programs Staff approves, documents, and submits the Purchase Request Form with all supporting documentation to the Travel Office for processing.
- Travel will send directions and forms to budget authority and Vendor/Payee for approval.
- Reimbursements must be completely processed by **June 25<sup>th</sup>** for the end of the fiscal year.

---

## REIMBURSEMENTS FOR GAS BY MILEAGE

- All reimbursements related to gas will be calculated by mileage, unless for a rental car. Gas purchased for rental cars must have a receipt included.

Mileage reimbursements for travel in a personal vehicle:

1. Calculate trip mileage (i.e., Google Maps, MapQuest, etc.)
2. Mileage is currently at 65.5¢ cents a mile (can change throughout the year without notice).
3. Less than the maximum can be claimed.

Attach travel itinerary to completed Purchase Request Form.

For volunteer coaches seeking mileage reimbursement, the Sport Club will complete the Travel Reimbursement Worksheet and complete a PR for purchase approval. Sport Programs staff will review and sign for final approval and then submit paperwork to Travel for payment. **Note:** This process must be completed within 30 days of travel and will require a map showing the travel route/distance.

---

## REIMBURSEMENTS FOR FOOD

Food reimbursement may be issued up to the per diem rate and a reasonable tip.

Documentation required for reimbursement includes:

1. Purchase request
2. List of dates and meals that an individual is claiming (can include as “Note” on Event Plan in Sport Club Database).
3. Itemized Receipt

Attach travel itinerary to completed Purchase Request Form.

## REFUNDS

### SPORT CLUB ELIGIBILITY FOR REFUNDS

#### POLICY STATEMENT

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

---

#### REFUND CONDITIONS

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

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

- **Illness/medical issues** which render the person unable to participate
- **Injury** which renders the person unable to participate

- **Relocation/leaving the University**, which severs membership as an OSU student or Recreational Sports member.

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

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

## PURCHASING

### PURCHASING POLICIES

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

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

### SPORT CLUB PURCHASING

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

---

#### PAYMENT OPTIONS

A Purchase Request (PR) is a “request” for payment to be completed or items to be purchased at the time of payment. Purchase request forms can be found on the Sport Club Database under “Resources”.

---

#### WAYS TO PURCHASE

- Check (universities preferred method)
  - Can be mailed or picked up if needed in hand at event
- Credit Card Payment
  - OSU Purchasing Card policies and procedures are located at the following [link](#).
- Journal Voucher
  - An internal transfer between two OSU departments
- Other
  - Some companies have specific payment processes. Your advisor will help determine the best way to procede.

---

## PURCHASING PROMOTIONAL ITEMS OR AWARDS

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

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

NOTE: Department Procurement Card cannot be used to purchase awards except for gift cards less than \$50.

---

## PURCHASING FOOD

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

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

## PURCHASE REQUEST SYSTEM

PRs can be processed within 2-7 days, depending on the information provided and the type of payment or purchase requested. Invoices, receipt, catalog page(s), entry form, or web page print outs are examples of required documentation to complete purchases.

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