

ETSU Campus Recreation Sport Clubs Handbook

(Revised January 2023)

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Campus Recreation/Sport Club Office

Campus Recreation Main Number	423-439-7980	Fax 423-239-7970
Campus Rec/CPA Admin Office Hours	Monday-Friday 9:00am -5:00pm	
Intramural & Sport Club Hours	Monday-Thursday 10:00am -4:00pm Friday: 10:00am –2:00pm	

****Walk-ins are acceptable, but officers are encouraged to schedule appointments to ensure availability of staff****

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Introduction

Sport Clubs at East Tennessee State University are registered student organizations formed by individuals who are motivated by a common interest in expanding their proficiency and participation in a specific sport and are active under the Campus Recreation Sport Clubs program. Sport Clubs are student initiated and student run organizations, and follow the policies and procedures governing all clubs at ETSU, in addition to Campus Recreation's Sport Clubs policies and procedures. Sport Clubs give East Tennessee State's students an opportunity to participate in a variety of instructional, recreational, and competitive sport activities, learn new skills, improve skill levels, gain leadership experience and enjoy the recreational and social fellowship derived from sports involvement. The goal of the program is to give students the chance to play competitively against opponents outside of ETSU, along with providing leadership opportunities for club officers.

All current ETSU students are eligible to join any sport club regardless of experience or ability. There are opportunities for ETSU faculty and staff to assist in the Sport Club program through advisement and coaching roles. Participation in the Sport Club program is voluntary, and is an excellent avenue for healthy social interaction between students and other members of the University community. Moreover, involvement in sport clubs can enhance the college experience of students and the overall well-being of all members.

Note: ETSU constantly reviews their student organization guidelines regarding recognition, funding, travel, insurance, etc., so the following policies and procedures for sport clubs may be altered during the course of the school year.

Purpose

This handbook has been compiled to serve as a policies and procedures reference for sport clubs recognized by ETSU and the Department of Campus Recreation. The handbook serves to assist club leaders in the administration and organization of their sport club. It contains specific procedures, guidelines, and requirements related to the management and conduct of sport clubs and the relationship to the Department of Campus Recreation. The policies have been designed to ensure a safe, fun, and friendly environment for all participants. Questions not addressed in this manual should be directed to the Campus Recreation Assistant Director of Sport Programs or Graduate Assistant(s).

It is the responsibility of the club officers to accurately convey the information in this handbook to all club members, advisor(s) and coach(es)/instructor(s) or direct them to review this document online at: www.etsu.edu/rec. It is also the responsibility of each individual club officer, member, advisor and coach/instructor to read, understand and follow all University and Campus Recreation Sport Club policies and procedures.

The Assistant Director of Sport Programs reserves the right to make a decision on or address any situation not specifically covered by this handbook or ETSU policy.

Sport Clubs Defined

Sport Club teams are ETSU student organizations registered with the Student Activities and Organizations in the Culp Center and meet the criteria that the Department of Campus Recreation has established for the Sport Club program. All current clubs under the Sport Club program must meet the requirements for being an active club under the Sport Club program, as well as have a Sport Club application and constitution on file with Campus Recreation and online via Buc Hub. Any new clubs that meet the Sport Club program requirements may apply to become an active club under the Campus Recreation Sport Club program.

The Department of Campus Recreation reserves the right to refuse recognition to any club requiring extensive funding, facilities or resources involving high liability or risk factors, or which does not properly represent East Tennessee State University and its student body. Campus Recreation further reserves the right to refuse or revoke recognition to any club misusing facilities, misusing funding, misrepresenting ETSU, and using the ETSU community for personal monetary gain and/or promotion of private enterprise.

Risk Management/Safety

Maintaining a safe environment for all participants is a primary concern for the Sport Club program. It is the responsibility of each individual member/participant of a club to determine whether he/she has the proper condition of health to participate in the specific sport. If there is uncertainty, he/she should consult a physician or the student health center. Club members who are currently enrolled students may receive medical care from the student health center. The sport club member is responsible for all costs associated with this service.

****East Tennessee State University and the Department of Campus Recreation do not provide any medical insurance. Participation is voluntary and it is strongly advised that each participant have medical insurance coverage.****

Risk Management/Emergency Action Plans

To encourage a safe practice and competition environment for ETSU Sport Clubs and in order to promote student leadership and learning, each club is required to develop and keep on file an electronic risk management plan. These plans are to be reviewed and updated annually and submitted at the beginning of the fall semester. The purpose of this plan is to educate club members how to minimize risk and prepare members to respond to emergencies and other situations. RM/EAPs should include a safety protocol to follow in the event of an emergency. The plan and protocols should be unique to each individual club, taking in to account specific risks associated with their sport and the club's specific practice/game location(s). This process recognizes that some clubs have fully realized risk management plans, while others are just considering risk management and safety concerns.

The Sport Club Staff is available to assist in developing a Risk Management Plan. Other resources made available to clubs include:

- A risk management plan outline – please see EAP for all field complexes at end of handbook
- Guidelines/policies for travel
- Opportunities for CPR/First Aid training for safety officers

Notifying ETSU Public Safety / Emergency Services

Sport Club members should always be aware of the locations of emergency call boxes. These boxes are a direct connection to ETSU's Public Safety Dispatcher and when activated will automatically notify the Dispatcher of the box's location. Officers and members should also have ETSU Public Safety's number **(423-439-4480)** programmed into their cell phone in case of emergency. Dialing "911" from a campus phone will connect to ETSU Public Safety. However, dialing "911" from a cell phone will connect with the Washington County 911 Center. Do not dial "911" from a cell phone to report an on-campus emergency.

Off-Campus Practices/Competitions – for those clubs that utilize facilities that are not on the ETSU campus or ETSU property, 911 should be called in the event of an off-campus emergency.

First Aid / CPR / AED Requirements

It is **required** that each sport club has a **minimum of 2 members** who maintain valid certifications in the American Red Cross (or similar) First Aid/ a/ AED. Each club is required to submit the certification cards of any certified members to the department of Campus Recreation. Certification cards will be photocopied and returned. **It is required that each sport club have at least TWO members who are certified at all club events/activities.** This includes contests, practices, meetings, and official sport club gatherings.

Safety Protocols

Industry and Governing Body Standards and Guidelines – All Sport Clubs must comply with the industry standards for safety and their governing body's guidelines for safety, equipment, and uniforms.

Inclement Weather – Campus Recreation reserves the right to cancel, delay or postpone any home competition or away trip due to inclement weather. The Sport Club staff will work with club officers in the event that inclement weather is being forecasted or is approaching the area, and the decision that ensues will be made in a timely manner, and for home competitions taking into consideration when visiting teams will be leaving their campus.

Lightning and/or Thunder – When a lightning bolt is seen, or thunder is heard, all outdoor intramural play shall be immediately suspended and participants and staff should take shelter:

- CPA intramural fields should shelter in the overhang area under the new expanded weight room/court 4.
- The field complex shelter location is the field house pavilion.

Thirty-minute rule – Once play has been suspended, wait at least 30 minutes after the last thunder is heard or flash of lightning is witnessed prior to resuming play. Any subsequent thunder or lightning after the beginning of the 30-minute count will reset the clock and another 30-minute count should begin. Club officers should consult a member of the Sport Club staff for guidance on whether or not to cancel the remaining practice/game schedule for that day.

Travel – Clubs must adhere to established policies relating to travel, including mandated rest breaks and curfew (no travel) hours. Members should also be mindful that road conditions can change and become hazardous during times of inclement weather and should not drive when dangerous and hazardous conditions exist.

Facility Conditions – Upon arriving to a facility for practice or competition, officers and members should do a brief “walk-through” the facility. This “walk-through” is to make sure the facility is suitable for athletic competition. Attention should be paid to any irregularities in the playing surface or anything else that may cause a potential risk to the participants. Should a potential risk be discovered, an officer should notify a member of the Sport Club staff immediately and do what is necessary to avoid the risk until authorized by Sport Club staff.

Alcohol and Drugs – Alcohol, drugs and other illegal substances are prohibited on the ETSU Campus, including the CPA and all outdoor recreational facilities. Alcohol/drug consumption prior to participation or during a sport club activity creates an unsafe environment for participants, spectators and staff. Clubs are reminded that they are responsible for any spectators present.

Medical Emergencies – Medical emergencies are always a concern for athletic and recreational activities. Since athletic trainers or other medical personnel will not always be on site, officers and club members themselves become first responders in the case of an emergency. While officers and members should not act above their trained level of expertise, they should employ basic life-saving actions in the case of a medical emergency. Public Safety should be notified in the case of all medical emergencies.

It is encouraged that clubs have a first aid kit on site at all practices and competitions.

Basic Injury – When a person suffers an injury, the first responder should speak with that individual and do a brief assessment of the injury. If the injury appears to be significant (sprained ankle, torn ligament, broken bone, etc.) the injury should be documented on an Accident/Injury Report form. If in doubt, complete the form. If the injury appears to be serious, and the injured individual is conscious and aware, ask them if they would like to have Public Safety notified and an ambulance called. CPA building supervisors and Intramural supervisors are available to assist with injuries.

Major bleeding – If an injury involves major bleeding, proper first aid to the individual is essential. It is important to stop the bleeding by applying direct pressure to the wound. In all cases involving major bleeding, Public Safety should be notified immediately. Club members should exercise due care and protect themselves against blood borne pathogens. Gloves should be included in any basic first aid kit.

Blood Rule – Any player with an open wound and/or blood on his/her uniform should not participate further until the wound is covered and there is no blood visible on the bandaging. Clothing with blood on it should be removed before returning.

Collision/Possible Neck Injury – If an injury is believed to have involved an individual’s neck it is important to have the person lay down on the ground. If the injured person is already on the ground DO NOT move them and notify Public Safety immediately.

Player Collapse/Unconscious – If an individual has collapsed, a quick assessment of the person and notification of Public Safety is vital. In assessing the individual, check the person’s “ABC’s” – Airway, Breathing, and Circulation. If the individual is not breathing, roll them on to their back (unless a neck/spine injury is suspected) and open their air way by titling their head back. Rescue breaths should be performed by a CPR-certified rescuer, if available.

Injuries/Accidents/Incidents

Facility and Intramural supervisors are available to help respond to injuries, accidents, or other incidents. Do not hesitate to notify these members in the event of an unexpected situation.

All injuries, accidents, and incidents occurring during club activities should be documented, regardless of severity, and whether or not the situation occurred on or off campus. An accident/ injury/incident report should be submitted to the Department of Campus Recreation within 48 hours of the accident. Facility or Intramural Supervisors can assist in completing this form.

Concussions – As the risk associated with concussions becomes more apparent, clubs may need to adopt certain policies and procedures that address concussions. Campus Recreation has established the following policy to govern all clubs. Any player that exhibits signs, symptoms or behaviors consistent with a concussion (see chart below) shall be immediately removed from the game or practice and shall not return to play until cleared by a physician. If a club member is transported to a hospital or has been seen by a physician for concussion like symptoms, then documentation must be provided to the Assistant Director stating the member is medically cleared to participate prior to resuming physical activities with the club. Common symptoms of concussion include:

Physical	Cognitive	Emotional	Sleep
• Headache • Nausea • Vomiting • Balance problems • Dizziness • Visual problems • Fatigue • Sensitivity to light • Sensitivity to noise • Numbness/ Tingling • Dazed or stunned	• Feeling mentally “foggy” • Feeling slowed down • Difficulty concentrating • Difficulty remembering • Forgetful of recent information or conversations • Confused about recent events • Answers questions slowly • Repeats questions	• Irritability • Sadness • More emotional • Nervousness	• Drowsiness • Sleeping less than usual • Sleeping more than usual • Trouble falling asleep

For more information on concussions: <http://medlineplus.gov/concussion.html>

Severe injuries- For any serious injuries, or accidents, it is part of a club function; club members are responsible for notifying the Assistant Director of Sport Programs IMMEDIATELY. You can notify them via cell phone at 432-312-1751. Serious injuries include but are not limited to any time EMS or Public Safety are called, any time someone is transported to the hospital or any head/neck/back injuries.

Creating a New Sport Club

Student leaders of a proposed new club need to meet with the Graduate Assistant(s) and Assistant Director of Sport Programs to discuss requirements to become an active/recognized sport club.

You can e-mail us at sportclubs@etsu.edu to set up an appointment

- A) Register with the Student Activities and Organizations

- a. https://www.etsu.edu/students/sao/documents/newstudentorgregistrationprocess_revised.docx.pdf
- b. Meet with Student Activities and Organizations and ensure the club is compliant with all of their policies and procedures
- B) Meet with the Assistant Director of Sports Programs/Graduate Assistant(s) to discuss goals, activity of the proposed club, organization, club requirements, and budget.
- C) Submit Application for Sport Club Charter and constitution to Sport Club Office (Documents also need to be on Buc Hub).
- D) Create budget proposal for Sport Club hearing (all documents also need to be on Buc Hub)
 - a. Sport Club funding template is available and must be used during this process
- E) If approved, provisional club (1 year probation) status entitles a club to:
 - a. Collect member dues:
 - i. All clubs are required to have at least 8 active members**
- F) At the end of the school year, the Assistant Director of Sport Programs/Graduate Assistant(s) will meet to review the status of all provisional clubs. The staff will determine the club's status for the next school year:
 - a. Grant fully active in good standing status
 - b. Continue provisional status
 - c. Remove Sport Club program

****A Sport Clubs charter may be revoked at any time if a club fails to meet the requirements or violates any University policies or Campus Recreation policies detailed in the Sport Club Handbook****

Other Requirements:

- a) Officers (name/duties/contact info) – must have at least three leaders/officers
- b) American Red Cross AED/CPR/First Aid Certification (2 members must be certified)
- c) Anticipated budget for the club (member dues/fundraising/travel/equipment)
- d) Anticipated schedule for the club (tournaments/events/trips for year/semester)
- e) Constitution of specific sport club

Expectations for Consideration of receiving and maintaining registered club 'status' as a sport club:

- a) University Faculty/Staff Advisor
- b) Proper use of facility for all organization practices/activities (no issues with scheduling, etc.)
- c) All members enrolled as ETSU students, and/or appointed ETSU faculty/staff members
- d) Signed participant waivers for all roster members
- e) American Red Cross First Aid/CPR/ AED requirements where at least 2 members are certified (two certified members at all practice/games/events)

Monthly Club/GA Meetings

Monthly Meetings – all clubs are required to sign up for a monthly meeting to start the year. Additional meetings may be necessary, and clubs may choose to have monthly meetings even when they aren't required to have one.

Officer Trainings

The Assistant Director of Sport Programs/Graduate Assistants will hold an officers training workshop at the beginning of each semester. The purpose of this workshop is to get all club officers together and go over policy and procedure, travel policy, purchasing procedures, and answer any questions that club members may have prior to the start of classes. We require that each club have ALL OFFICERS present at the workshop. Failure to have ALL officers at the workshop will result in disciplinary action from the Sport Programs Office. Club officers will be notified of dates and times in advance so they can plan to be on campus for the workshop. The Assistant Director of Sport Programs may

allow for a returning officer quiz in lieu of the Spring Officer Training for returning officers only. Officers must pass this quiz to get credit for the meeting. This option will only be offered to those who attended the Fall Officer Training.

Requirements and Expectations

In order to properly administer the Sport Club Program, certain requirements and expectations of each club have been put into place. It is the responsibility of each club, its officers, and its members to be aware of the requirements and expectations of this section and the policies and procedures of this Handbook as a whole.

- Clubs are required to abide by the naming policy for all club literature, checks, apparel, uniforms, etc. The ETSU must come after the club's name. Acceptable names, using the Cycling Club as an example, include:
 - The Cycling Club of East Tennessee State University
 - The Cycling Club at ETSU
 - Cycling Club ETSU
 - In 2014, ETSU implemented new visual identity policies and procedures (www.etsu.edu/identity) that Sport Clubs must follow. Through this process, the administrators overseeing the implementation of these new policies and procedures will provide clubs with an approved logo for club use. **SPORT CLUBS MAY NO LONGER CREATE THEIR OWN LOGOS AND INSTEAD THEY MUST USE THE APPROVED LOGOS PROVIDED. SPORT CLUBS must go through the Assistant Director/GA's when ordering uniforms/t-shirts.**
- Each club is required to maintain an advisor who is a full time administrator, faculty, or staff member of ETSU.
- **Two members (one being an Officer)** are required to attend all Monthly meetings
- Officers must be familiar with deadlines established on the Sport Club Calendar of Important Dates and meet deadlines as requested.
- Sport Clubs and their members must comply with all rules, policies, guidelines, requirements, and deadlines contained in this Sport Club Handbook as well as those of ETSU and the Department of Campus Recreation.
- It is **required** that at least **2 members** of each Sport Club are certified in American Red Cross CPR/AED/First Aid. Classes are offered through the Department of Campus Recreation.

Uniforms/Apparel/Purchasing

- a) Any items that are created with a logo (ETSU, "E", Buccaneers, etc.) MUST be approved by the Sport Programs office prior to ordering items.

Compliance

Each sport club and its members are expected to comply with all policies and procedures set forth by East Tennessee State University and the Sport Club Program. Policies and procedures are established for many reasons, including increasing the safety of the particular sport/activity, minimizing risks and exposure to liability, while providing learning opportunities and experiences for student leaders and members. Failure to comply with written policies and procedures or with the instructions/directions of a staff member can have adverse effects on the club's status with the program.

Minor compliance violations can result in a loss of potential funding for the club as well as possible suspension of practice/reservation privileges. Major compliance violations (i.e. traveling without proper approval, consumption of alcohol during club travel, club is found guilty of discrimination, multiple minor violations, etc.) will result in much more severe penalties, including complete loss of funding, loss of future funding, suspension of club, and/or referral to the Assistant Dean of Students. The Assistant Director for Sport Programs will make the final determination on what constitutes a minor or major compliance violation.

Recruitment / Publicity / Website

Each sport club is responsible for the recruitment of its members. The campus recreation office will inform club officers of recruitment opportunities (freshman/transfer orientations, block party, campus rec fest, etc.) when they are aware of them but each club should seek out and be aware of university events.

Clubs are responsible for their own flyers and other publicity materials to place around campus. All flyers must first be approved by Campus Recreation before they can be placed in appropriate campus board locations.

Each club is also responsible for keeping their website at the Student Activities and Organizations up-to-date. Campus Recreation staff will periodically check websites for appropriateness.

Each club is also responsible for keeping their social media outlets (Facebook, Twitter, Instagram, etc.) up to date and posting frequently. We suggest that a “Social Media Officer” be made and in charge of posting things such as events, tournaments, member information, etc.

Other ideas include: The ETSU Radio Station, Newspaper, Table Advertising, Table Tents (in the CPA), Electronic Display Boards, Poster/Flyers (in academic, residence halls, food court)

Social Media

Sport Clubs are welcome to promote their clubs and club activity, as well as recruit new members, via social media. All University and Campus Recreation policies are still applicable, especially the code of conduct, when it comes to social networking sites. Club officers are responsible for monitoring content of the club’s sites. Content prohibited on the sites, includes but is not limited to:

- Inappropriate, harassing or derogatory language, curse words
- Inappropriate photos that involve illegal substances, drinking or are sexually explicit

The Sport Club staff will periodically review Club’s social networking sites. If prohibited content is found or brought to the staff’s attention, the club will be asked to immediately remove the content, and risks losing the social networking site as well as be placed on probationary status.

News Media

ETSU News - <https://www.etsu.edu/etsu-news/>

WCYB – www.wcyb.com

Johnson City Press – www.johnsoncitypress.com

WJHL – <https://www.wjhl.com/>

Club Statuses

Provisional Status

Once a new club’s application for Campus Recreation Sport Club membership is approved, the club will be placed on Provisional Status. Clubs on provisional status are entitled to collect member dues, fundraise, apply for start-up funding, and request practice/meeting space. At the end of the school year, the club officers will meet with the Assistant Director and Graduate Assistant(s) to review the activities the club. The Assistant Director will determine the club’s status for the next school year:

- Award the club “Active in Good Standing” status
- Continue the club’s provisional status
- Revoke the club’s provisional charter (the club is removed from the Sport Club program)

Active in Good Standing Status

The most common status is “Active in Good Standing”. This status refers to clubs who have applied to be members of the Campus Recreation Sport Club program, have satisfactorily completed the requirements during their provisional period, and have continued to meet and fulfill the requirements of all clubs in the Campus Recreation Sport Club program. Clubs who are “Active in Good Standing” are able to fully participate in the Sport Club program and take advantage of the benefits of the program (facility usage space, budget allocations, etc.).

Inactive Clubs

Sport Clubs may choose to become inactive for different reasons, including but not limited to, not having officers or proper leadership within the club, not having enough members, etc. Club teams wishing to become inactive should

meet with the Sport Club staff to discuss solutions, if any exist, and implications of becoming inactive. Any Sport Club that has been inactive for less than two semesters can be reinstated as an active club, as long as all conditions are met, without re-applying to be a club under Campus Recreation. Any Sport Club inactive for more than two semesters will need to re-apply to be recognized as a Campus Recreation Sport Club.

Probation

Probation is a form of sanction for an individual Sport Club. Probation can range from the current semester to the entire academic school year or longer depending on the severity of the infraction. Sport Clubs on probation may lose part of or all of their University allocated funding which in turn may have an adverse effect on funding allocations for the following school year. In addition, clubs on probation may lose part of or all of their facility and practice request times that are through Campus Recreation. Provided that all probationary conditions are met, at the end of the probationary period the Sport Club will be placed back on Active in Good Standing status and full privileges will be restored. If conditions are not met, the Club's charter may be revoked or the probationary period may be extended. Clubs may be placed on probationary status for failing to adhere to the policies, procedures and guidelines as outlined in the Sport Club handbook or violating University policy.

Suspension

Clubs may be placed on a suspended status for more severe infractions or violation of the terms of probation. Suspension lengths will vary on a case-by-case basis. Clubs that are under suspension are not eligible to receive funding, travel, or compete. Additional terms may be outlined in the club's official notice of suspension.

Revoked Charter (Sanctioned Status)

Sport Clubs that have been on probation or suspension, and continue to fail to adhere to policies risk having their charter revoked. This status means the club is no longer recognized as a Sport club under Campus Recreation. All funding and facility space reservations will be taken away. Any Sport Club that has had their charter revoked will not be eligible to re-apply to become a club under Campus Recreation for two semesters. The club may also be referred to Student Affairs for additional sanctions as a Registered Student Organization. Campus Recreation reserves the right to revoke an active in good standing club's charter and/or permanently ban specific individuals from sport club participation, if the situation warrants.

Membership

Only undergraduate and graduate students currently enrolled at East Tennessee State University are eligible for membership in a sport club. Membership to a sport club cannot be restricted based on ability, race, gender, religion, race, nationality, ethnic origin, age, sexual orientation, or disability. No cuts are allowed by sport clubs.

All club members must be listed on the Sport Club Roster and a current roster must be kept on file with Campus Recreation. Club officers must also have each member fill out and sign a Participant Information and Release form, which must be turned into Campus Recreation each day if there are new members added daily. It is strongly encouraged Club officers keep copies in their club binders and if new copies are needed to be made, those can be printed at the Intramural/Club Office Suite. The Release form must be filled out and signed prior to a member's activity (practice or competition) with the club. If a new member joins the club after the deadline, it is the club Secretary's responsibility to ensure the new member fills out the form and that it is promptly turned into Campus Recreation within one business day of the new member joining the club.

The success of each sport club is dependent upon student leadership. Sport clubs are created, organized, and run by students. Each club is responsible for outlining the requirements for each active member with regards to meeting, practice and competition attendance.

Student varsity athletes may only participate in sport clubs during the off-season and must receive approval from their coach. They may only participate in sport clubs that are not related to the varsity sport(s) they compete in. All NCAA guidelines and regulations pertaining to varsity athletes must be enforced.

Member Dues

Each Sport Club may establish the amount of dues that each active member must pay on a semester and/or yearly basis. Sport Club officers may collect membership dues within the first 30 days of each semester or within 2 weeks or a new member joining the club. All dues must be deposited into the club bank account or agency account. Dues paid by members to the club are non-refundable.

Minimum Member Requirement

- All clubs are required to have at least 8 active members

Elections (must be held by TBD this year)

All Sport Clubs at ETSU are required to hold annual elections for the club's officer positions. **The elections must be held with a minimum of 2/3 of the club's membership present. Elections must be held by TBD.** To elect or re-elect officers for the following calendar year and each Club Secretary is required to submit the **Sport Club Officer Election Certification Form** by this date. It is imperative that officer information is updated and accurate with the Department of Campus Recreation. It is recommended that clubs follow Robert's Rules of Order while conducting elections (<http://www.robertsrules.com>).

Code of Conduct

The Code of Conduct shall serve as a guideline for how clubs and individual club members are expected to behave while participating in, and traveling to and from, Sport Club related, sponsored or endorsed activities. **Students are reminded that while engaging in club activities they are representing East Tennessee State University.** Often times the public cannot differentiate between what is an official club activity and what may be just a group of friends who happen to belong to the same club or organization. Students enrolled in an institution of higher education assume an obligation to conduct themselves in a manner compatible with the University's function as an educational institution. When sport club members participate in an event, the participant indicates, by their registration in the event, that they agree to represent their club and University in a way that does not detract from the reputation of the institution they are representing, and to act morally and display sportsmanship-like behavior, before, during and after any competition.

Club officers and members should also be aware of the standards of conduct that are in place and outlined by East Tennessee State University that **apply to all ETSU students**. Those rules can be found online at <http://catalog.etsu.edu/content.php?catoid=11&navoid=522>. Guidelines of conduct include, **but are not limited to** the examples outlined below. **DURING ANY CLUB RELATED ACTIVITY**, which includes but is not limited to practices, home and away competitions, and traveling to/from competitions, **PARTICIPANTS SHALL NOT:**

- Use drugs, except for medical purposes (doctor's prescription required)
- Consume alcohol while traveling, competing, or as a spectator
- Strike, attempt to strike, or otherwise physically abuse an official, opposing player, spectator or coach
- Engage in incite participants and/or spectators to engage in abusive or violent action
- Use obscene gestures, profanity or disrespectful language, or exhibit any other form of unsportsmanlike conduct
- Violate any host university and/or hotel rules or policies; or violate any city, state, or federal code or statute

Sexual Harassment and Hazing

ETSU and the Department of Campus Recreation expressly prohibits any form of Harassment and Hazing. Sexual harassment and racial harassment have been held to constitute a form of discrimination prohibited by Title VII of the Civil Rights Act of 1964, as amended and Title IX of the Educational Amendments of 1972. Other types of harassment are prohibited by applicable law.

The entire University policy on Harassment can be found at

http://catalog.etsu.edu/content.php?catoid=11&navoid=522#General_Statement_on_Discrimination_and_Harassment.

Sexual Harassment

Generally, sexual harassment may be defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when one of the following criteria is met:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of the individual's employment or of the individual's status in a program, course or activity.

2. Submission to or rejection of such conduct by an individual is used as a basis for employment decisions, a criterion for evaluation, or a basis for academic or other decisions affecting such individual.
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or educational experience or creating an intimidating, hostile or offensive work or educational environment.

Whether the alleged conduct constitutes sexual harassment depends upon the record as a whole and the totality of the circumstances, such as the nature of sexual advances in the context within which the alleged incident occurred.

Hazing

Hazing is expressly prohibited by Campus Recreation, ETSU, and Tennessee Law. TCA 49-7-123 states:

"Hazing prohibited. (1) "Hazing" means any intentional or reckless act in Tennessee on or off the property of any higher education institution by one (1) student acting alone or with others which is directed against any other student, that endangers the mental or physical health or safety of that student, or which induces or coerces a student to endanger such student's mental or physical health or safety. "Hazing" does not include customary athletic events or similar contests or competitions, and is limited to those actions taken and situations created in connection with initiation into or affiliation with any organization; and (2) "Higher education institution" means a public or private college, community college or university. (b) Each higher education institution shall adopt a written policy prohibiting hazing by any student or organization operating under the sanction of the institution. The policy shall be distributed or made available to each student at the beginning of each school year. Time shall be set aside during orientation to specifically discuss the policy and its ramifications as a criminal offense and the institutional penalties that may be imposed by the higher education institution."

Conduct During Club Travel

Clubs are reminded that all applicable Sport Club policies, including the Code of Conduct, govern clubs while they are traveling for Sport Club related activities. Travel begins when an individual student or club leaves campus and ends upon that student or club returning to campus.

- Club members are prohibited from consuming alcohol, regardless of the individual club member's age, during travel.
- Clubs are also reminded that while on travel, they are constant representatives of themselves, their club, the Sport Club program, the Department of Campus Recreation, and East Tennessee State University.
- Clubs are encouraged to dress professionally during their travel. This may vary from club to club, sport to sport. Individual clubs should consult with a member of the Sport Club staff to determine what would be appropriate dress during travel.

Violations of Code of Conduct

Clubs and/or club members found to be in violation of the Sport Club Code of Conduct and may receive sanctions from the Department of Campus Recreation including, but not limited to, probationary status, revocation of the club's charter, removal of individual members from the club's roster, and loss of CPA/recreational privileges to individual club members. Clubs and/or members found in violation of the ETSU's Student Disciplinary Rules may be referred to the Assistant Dean of Students Office.

Additional sanctions resulting from violations of the Code of Conduct policy may result in:

- Suspension from game /match
- Suspension from the tournament
- Forfeiture of individual team or team awards
- Ejection from the tournament hotel(s)
- Forfeiture of all games/matches won and possible team elimination from current/future sponsored/endorsed events

Sport Club Rights and Expectations

The Student Participant

Sport Club organizations are student initiated and student-controlled activities that offer unlimited opportunities for students to become directly involved in the leadership and administration of their respective clubs. In addition to being

able to continue participation or learn a new sport activity, students are also in charge of supervision of the club and can actively take part in the management of each club. Collectively, they have responsibility for: the writing of their club's constitution and by-laws; the determination of their membership requirements; the establishment of their dues schedules; the selection of their club's advisor; the establishment of the duties of their officers; the selection of their coaches (with office approval); and the development and administration of their club budgets. Students may also take direct leadership position as an officer of their respective club. The effectiveness and success of each sport club depends on the students involved.

The Club President

- Oversee all club operations, including but not limited to: schedule competitions & practices; reserve space for home competitions & practices through the Sport Programs Graduate Assistant(s); maintain & implement club risk management plan
- Provide requested paperwork/information to Sport Clubs staff, coaches, advisors, and other University bodies (*i.e., Student Activities and Organizations, SGA, etc.*)
- Delegate specific tasks to other officers and follow-up to ensure tasks are successfully accomplished in a timely manner and ensures officers in other positions are fulfilling their obligations;
- Check/read daily person/club e-mail for important dates or responses
- Recruit & secure coaches & advisors (ETSU faculty/staff member)
- Maintain and revise constitution from a year-to-year basis. Any modification of a constitution should be properly excused through leadership of the president/vice president
- Foster leadership within club membership, actively seeking members who have potential to become future officers – inform next president of routines/guidelines for club operation including paperwork, budget, etc...
- Verify tournament registrations, travel plans and confirms details with opponents; schedule officials and athletic trainers for home contests (*when required*).
- Club Presidents also attend all meetings requested by the Sport Clubs Staff

The Club Vice President

- Coordinate all travel plans, including van rentals, hotel reservations, and obtains directions to all trip destinations
- Maintain travel binder; Check/read daily person/club e-mail for important dates or responses
- Communicate all club functions (*practices, meetings, tournaments, travel plans, etc.*) to all club members, coaches, advisors and the Sport Clubs staff
- Recruit new members throughout the school year
- Organize club officers and/or members to be present at various campus-wide and departmental events;
- Advertise home games/matches or tournaments;
- Develop alumni database and coordinate special projects
- Assist President when needed
- Attends all meetings requested by the Clubs Sports Staff

The Club Secretary

- Collect waivers from all club members and coaches prior to the first practice
- Responsible for completing equipment check-out/check-in from each club member
- Oversee and update club's website/social media outlets
- Keep game and participation records (opponent, scores, attendance records, game pictures)
- Maintain club roster and update as needed (weekly)
- Turn in requested paperwork to the Asst. Director of Sport Programs/GA's and assists VP with travel plans when needed
- Attends all meetings requested by the Clubs Sports Staff

The Club Treasurer

- Collect dues from members by appropriate deadline set by officers

- Oversee all club fundraising endeavors (Check w/ Fundraising Office for ideas, etc..)
- Oversee club budgets and accounts
- Maintains club bank/agency accounts
- Provide all budget documents and attend all required club officer meetings
- Work with the Asst. Director of Sport Programs/GA's and prepare annual budget proposal

Social Media Officer

- Oversee all social media accounts
- Provide Asst. Director of Sport Programs/GA's with account access for safety/check-ins/pass along to future officers in the position
- Take live video actions, post to news feed, post team/individual photos, post team/individual results, post practice times, create flyers for social media and other recruiting outlets

Risk Management Officer

- Manage CPR/First Aid Training dates/deadlines
- Manage First Aid Kit (Clubs should all have a first aid kit at practices/events/games/travel, etc..)
- Fill out required injury reports and turn into the Intramural/Sport Club Office Suite

The Trip Leader (optional) – this position is primarily to assist each club in maintaining a safe experience for the club and its participants, particularly when traveling to away competition and events.

The Coach/Instructor

Prior to the approval of any coach, the coaching candidate, must attend a coaches meeting. If a coach is added after the beginning of the year, they must meet with the Assistant Director of Sport Programs and the Graduate Assistant(s) to discuss expectations and requirements of being a coach/instructor. Any coach/instructor will NOT be allowed to attend club activities until this meeting has occurred and the coach has been approved by the Assistant Director of Sport Programs/GA staff.

A coach of an ETSU Sport Club assumes considerable responsibility, and should understand the following:

1. The coach must maintain the philosophy of student-development and allow the students to take on as much responsibility in the administration of the sport club as possible.
2. The coach may assist club officers in scheduling practices and games, but paperwork/communication should be completed by the officers of the club.
3. The coach should be experienced and knowledgeable in their sport (training, strategy, etc.).
4. The coach is encouraged to attend all practices and games in order to fulfill his/her commitment to the club, and assumes control of club activities during those times relating to coaching decisions.
5. The coach should aim to develop and improve the skills of club members. The coach/instructor should restrict his/her involvement with the club to teaching and coaching and should allow the student leadership to provide the club's management and direction. The coach, along with the faculty/staff advisor, is urged to provide guidance as necessary, but understanding that the future viability of any sport clubs organization is dependent upon the cultivation of strong student leaders. The club officers, not the coach/instructor, must serve as the liaison between the club and the club sport graduate assistant and other university officials.
6. The coach should maintain a philosophy which promotes fair play and conduct both in and out of competition among all club members.

7. The coach must be aware of their actions while serving in an official coaching capacity, as well as in a social setting. Excessive socializing, or even dating team members can be considered inappropriate and destructive to team morale and cohesion. Such behavior is strongly discouraged.

8. Coaches/instructors should help to ensure good sportsmanship at all times. Club members and coaches/instructors should conduct themselves in a manner that does not detract from the reputation of East Tennessee State University

9. The coach must be aware of health and safety requirements of the sport club's activities, including the inspection of sport gear and reporting of hazardous facility conditions to the Sport Clubs Office when necessary. *It is recommended that this individual also be certified with American Red Cross.*

10. The coach must be aware of emergency procedures relating to the facility at which the sport club conducts its activities.

11. Coaches may perform participant evaluations only in a manner consistent with ethical standards. Coaches **CANNOT** cut participants from a sport club for any reason. Participation in the Sport Club Program is completely voluntary. Monetary rewards or scholarships shall not be promised to any student or prospective student by the coach/instructor, or any "friend of ..." organization or program booster.

12. Drug-Free Sport – coaches do not tolerate the use of performance enhancing drugs and support student athletes' efforts to be drug free.

13. Alcohol and Tobacco – Coaches will not allow the use of tobacco and alcohol in conjunction with home events or victory celebrations related to athletic events. Alcohol use is prohibited in connection with away competitions as well

14. Coaches/instructors may not sign contracts or agreements or facilitate contracts or agreements on behalf of East Tennessee State University, the Department of Campus Recreation, Sport Club Office, or the club itself.

15. The coach/instructor shall be aware of and follow all East Tennessee State University and Campus Recreation policies and procedures relative to the Sport Club Program.

16. Any club who needs access to indoor facilities during practice must notify the Assistant Director of Sport Programs/GA's at least 48 hours in advance of the coach entering the building. We will make a note on the supervisor report that the specific individual is approved to "coach" for the scheduled practice. If the club has not gotten the coach approved, he/she cannot enter the facility.

It is the responsibility of each club to secure the services of a coach if so desired. All coaches must be approved by the Sport Club Office, who may also dismiss a coach if necessary. If coaching services are secured, the following is required of said individuals:

****All coaches must fill out the Coaching Application Form and turn it in to the Sport Clubs GA in the Campus Recreation Administrative Office****

****Volunteer (non-employee) Coaches** – non employee volunteer club coaches are not eligible for stipends or expenses (travel) reimbursement from the University. These expenses, however, are considered Eligible Expenses that can be paid out of the club's treasury. Faculty/Staff advisors that serve as dual role as advisor/coach may be eligible for travel reimbursement, in accordance with ETSU Policy.

The Sport Club Advisor

Each sport club's advisor is chosen by the members of the group itself. In all instances the advisor must be accepted by the club based upon their constitution. The advisor must be a full-time faculty or staff member.

The advisor should attend the meetings of the club, as this puts him/her in a better position to understand and assist the group in providing direction and helping to maintain continuity in club programming. Other important responsibilities of the advisor can include: the oversight of the club's annual budget; the general approval of the program for the organization; request forms, and semester report forms; serving as a source of information; maintaining club records; and the counseling of individual members.

Advisors should participate without domination by facilitating student development opportunities. They should always serve and advise, not sit in judgment. Advisors are most helpful when they use mature judgment and experience to help club members refine their programs, plans, and discussions to a point where they are effective and realistic.

Sport Programs:

The Graduate Assistant(s) Club Sports/Assistant Director of Sport Programs assists in all aspects in the day-to-day operation of the Sport Club program, including but not limited to staff supervision, marketing, scheduling, financial management, policy writing, and risk management.

Duties – Coordinate monthly club officer meetings, meet as needed weekly with club officers/members, and send out weekly emails to club officers regarding deadlines, meetings, upcoming events and important information. Assist sport clubs with scheduling facilities, assist with facility maintenance (painting, equipment, etc.), attend practices as needed, attend home/away games/matches/competitions as needed, track all paperwork (ex: rosters/schedules/waivers/coach contracts/etc.), assists clubs with travel paperwork, track and schedule AED/CPR/First Aid classes for club members, assist clubs with promotion and marketing, assistant the web manager with web updates, track the general Sport Club budget and assists clubs with individual budgets, create/update club manual(s) and forms, keep track of club participation numbers for end of semester/year reports, be a resource for clubs (rules/equipment/opponents to play/fundraising/university procedures/risk management/etc.)

Facility Reservation Procedures

As a Campus Recreation program, Sport Clubs have priority for use of the Basler Center for Physical Activity and its outdoor facilities over other student organizations and non-affiliated groups. Sport Clubs may request meeting and/or practice without a fee*. Sport Clubs should be aware of important dates and deadlines pertaining to the reservation of facility space.

Facility Request Form – ETSU Sport Clubs must submit Facility Request Form to reserve space at the CPA. When submitting a request, clubs are advised to take into account event set-up, pre-game warm-up, and event break-down/clean-up times. Reservations will be handled on a first-come first-serve basis and need to be submitted to the Sport Club Staff at least 2 weeks prior to the date of the requested event. Space is not guaranteed. It is strongly encouraged that facility request forms are submitted further in advance in order to secure the reservation. For weekly meetings or practices, the request must be submitted at the beginning of each semester or by the specified deadline. Practices and other events must not be advertised until a confirmation of the approved request has been received by the Club President or individual who submitted request.

Standing Reservations – A benefit to being a Sport Club under Campus Recreation is the ability to have a standing reservation for practice space in the CPA or at any of Campus Recreation's outdoor facilities. Depending on facility availability, clubs are able to request practice space on a semi-weekly basis, either using a Monday/Wednesday or Tuesday/Thursday schedule. Predetermined time periods set aside for practices will be communicated to clubs. Start-up/developing clubs or Registered Student Organizations who do not fall under the sport club program may be able to request a standing reservation on a weekly basis, pending facility availability. An attempt will be made to keep clubs utilizing outdoor field space in a consistent practice location, however standing reservations are subject to cancellation or relocation depending on other programming or facility maintenance needs.

Inclement Weather/Practice Cancellations – All reservations are subject to cancellation due to inclement weather, poor field conditions, or other unforeseen circumstances. The Sport Club staff will try to notify officers in a timely

manner of practice cancellations. One guideline to follow is that if intramural games are cancelled then club practices will be cancelled too. If a club's practice is cancelled, an alternative location may be available. Officers should be proactive in communicating with Sport Club staff their desire to seek any alternative location. Whether or not a decision has been made to cancel to practice, any request for an alternative location must be made by 12:00 p.m.

Club Cancellations – Clubs that decide to cancel an individual practice should notify the Sport Club staff as soon as possible (at least 2 hours prior to their scheduled practice time) **via text to the Assistant Director of Sport Programs.**

Sport Club staff does not check emails or phone messages during all hours of the day, so the officer making the notification should speak directly with a member of the staff or wait to get a text communication that the message was received. Clubs that are no-shows for a scheduled practice time or provide late notice of cancellation will receive one warning. A second no-show during the school year will result in a compliance violation and suspension of the club's reservation for two weeks. A third occurrence will result in the club's standing reservation being cancelled for the remainder of the semester and possibly the following semester. It is important for clubs to understand that by having a standing reservation they are utilizing space that is in high demand by other groups and activities.

****Practices** – If the Assistant Director of Sport Programs, GA, and other Sport Club staff deem that your practices are not having enough participation your practices may be cancelled.

Field Lights – The Field Complex lights are programmed automatically, and will turn off 15 minutes after the last practice time. The Front Yard lights have to be turned on by a keyed switch and the CPA Facility Supervisors are responsible for turning these on and off. A member of the club may need to go into the CPA and ask for the Supervisor if lights are needed.

Student IDs – Club members should be in possession of their Student ID at all times. A valid Student ID is required for access to the CPA. Failure to provide a valid ETSU ID may result in denied access to the CPA and a missed practice for that club member(s). Club members may also be required to provide their Student ID at practices located outside of the CPA, including the Field Complex and CPA Intramural Fields. ****ALL CLUBS MUST BE ABLE TO PROVIDE STUDENT IDs AT PRACTICES. The Sport Programs office reserves the right to check the current Student status of all practice participants.**

Non-Campus Recreation Facilities – Clubs that wish to reserve University space outside of the CPA and its outdoor facilities should communicate this with the Sport Club staff. Requests for University space must go through the Office of Campus and Conferences and the Sport Club staff can assist in this process. Sport Clubs should not directly contact other University departments, such as Intercollegiate Athletics, to request facility space unless explicitly instructed by Sport Club staff to do so.

***Fees** – Sport Clubs are generally not charged fees for use of Campus Recreation facilities; however some usage or service fees may be assessed to clubs. Fees will be deducted from the club's allocated funds, however fees assessed for storage, field lining, etc. **do not** require a matching portion by the club. Clubs are also responsible for the costs of repairing/replacing damaged equipment or facilities.

<u>Equipment Storage</u>	<u>Available Sizes</u>	<u>Rental Fee (annually from Aug. 1 – July 31)</u>
Locker	(8) 30h x 24w x 18d units	\$15 (\$10 for second locker)
Medium Cage	(2) 35 and (1) 43 sq. ft. units	\$50 (35 ft ²) / \$60 (43 ft ²)
Large Cage	(1) 56 sq. ft. unit	\$75

When using CPA storage, all locks will be provided and keys will be kept by Campus Recreation staff. Clubs will need to get a member of the Sport Club staff or CPA Facility Supervisor for access to storage units. Storage units are subject to search and must follow all University guidelines. Campus Recreation is not responsible for damage (i.e., water damage), loss or theft of stored items.

Other Fees

Field Lining (Painting)	\$50 per field, per lining (clubs may be allowed free lining)
Event Staffing	\$10/hour, per employee (fundraising event)

Release of Liability – Any visiting clubs, participating in competitions and/or exhibitions hosted by Sport Clubs, must provide the University with proof of insurance and agree to indemnify the institution and hold it harmless from

any and all liabilities arising out of such groups, organizations, or individual's use of property, facilities, equipment, or services of the university, including, but not limited to personal injury, property damage, court costs and attorney fees.

Access to the CPA – For all events in the CPA, a valid ETSU I.D. is required for entering the facility. In the event the Club will have outside community members attending, there will need to be a guest list or visiting team roster attached to the Facility Request form or submitted to the Campus Recreation front office at least 24 hours prior to the event. Access to the facility will be denied to anyone who does not have a valid ETSU I.D. card or is not on the guest list.

Event Set-Up – Each individual club is responsible for the set-up and break-down/clean-up of their meeting, practice, or event. The reserved space must be left in the condition it was in prior to the start of the event. The club is responsible for contacting a member of the Sport Club staff should any special set-up needs (i.e. trash and recycling bins, field lining, etc.) be required for any event held at outdoor facilities. A member of the staff will submit a work order to Facilities Management on the behalf of the club. Work orders must be submitted at least 10 days before the scheduled event. Clubs are advised that Facilities Management may charge a fee for any services they provide, which will come out of the club's allocated funding.

Events for Profit – The CPA, Basler Challenge Course and surrounding Campus Recreation fields may not be used by a non-affiliated group, organization, or individual for the conduct of profit-making activities except when a rental agreement is negotiated through ETSU Camps & Conferences; the institution will receive a fair rental value for the property, facilities, equipment, and services used. The University reserves the right to reduce or waive rental charges for such uses. **Sport Clubs, with the approval of the Sports Club Staff and Campus Recreation, may hold competitions and/or exhibitions for the purpose of generating income for the club (fundraising).**

Food / Catering Policies – Any events held in the CPA or at a Campus Recreation outdoor facility providing any food and beverages must follow the University Food Services Catering Policies, Appendix VI (pages 34-38 of the ETSU Policy on Use of Campus Property and Facilities manual) located online at: <http://www.etsu.edu/students/univcent/documents/FACILPOL.pdf>

General Facility Rules/Reminders

- ETSU Campus Rec facilities are open to ETSU students, faculty and staff
- All players and guests are expected to abide by all University and Department of Campus Recreation policies
- Tobacco, alcohol and drugs are prohibited at all ETSU/Campus Recreation facilities
- No pets are allowed at any of the Campus Recreation facilities
- All organized activities must be approved through Campus Recreation's facility request procedures
- No food, gum or sunflower seeds are allowed inside the fields or dugouts of the Field Complex
- Additional policies and rules specific to each facility are posted at those locations

Hosting a Home Competition Check-List

- ☐ **Plan Early** – Contact the Sport Club Staff to schedule a meeting to discuss your club's desire to host a home competition. Think about logistics, considering things like:
 - ☐ Size of competition (one game/match, dual meet, tournament, etc.)
 - ☐ Staffing required (medical/athletic training staff, security, etc.)
 - ☐ Date(s) of event – consider and try to avoid times classes are out of session (i.e., Fall Break) or the campus is closed.
 - ☐ Time required – don't just think game time. Factor in set-up, warm-up, and clean-up times
 - ☐ Facility preparation (field painted, extra trash cans, registration tables, chairs/bleachers, etc.)
 - ☐ Officials – who schedules them and who pays them
- ☐ **Reserve Facility Space** – Facilities are not always available. While Sport Clubs have priority for Campus Recreation facilities, they are not allowed to "bump" another group that may already have a facility already reserved. Work with the Sport Club Staff to submit the proper facility reservation forms. Be aware that most facility reservations require a minimum of 2 weeks advanced notice. Depending on the type and size of event, or the facility requested, additional lead time may be required.
- ☐ **Plan for Special Accommodations:**

- ☐ Does the facility require an early opening or late closing outside of normal hours of operation? Clubs may need to pay for extra staffing.
- ☐ Will food be provided? Events lasting longer than 6 hours must schedule a one-hour break or provide food/drinks for staff.
- ☐ Is security required? – If yes, then this is an additional expense that clubs need to budget for.
- ☐ All events should have adequate restroom facilities. Events held at facilities such as the trails or tennis courts may require additional planning (i.e., porta-johns).
- ☐ Do teams and/or officials need locker room and showering facilities?
- ☐ Parking – How will teams be arriving and will there be enough parking to meet their needs? Are there any special needs (i.e., teams traveling by charter bus)?
- ☐ **Communicate, communicate, communicate** – Maintain communication with Sport Club staff during the planning process. Communicate with opposing team(s) and officials.
 - ☐ Travel details (know how and when teams and officials will be arriving to Johnson City and the ETSU Campus)
 - ☐ Will the team and/or be staying overnight? Know the hotel(s) they are staying at.
 - ☐ Communicate possible weather issues and how changes to the schedule will be communicated back to the visiting teams and officials. Who will make decisions on cancelling or rescheduling?
 - ☐ Communicate Campus Rec/Facilities policies (i.e., no pets allowed) to all visitors coming to campus.

Sport Club Treasury

Each Sport club must create a separate account for self-generated funds (dues, donations, fundraising monies, etc.) they collect throughout the school year. The two options are either a **Bank account** or an **Agency account**; details on these options are below. Any monies obtained from member dues, fundraising, or other outside sources must be deposited into one of these accounts. All spending from these accounts must be in accordance with the clubs' constitution and Campus Recreation policy

Bank Account (Off-Campus Account)

Bank accounts, through local off campus banks, are allowed for sport clubs. The account must be opened with the club's name for all debit card and checking transactions. **All bank account mailing addresses for clubs must be the same as the Campus Recreation mailing address.** Bank account statements must be mailed directly from the bank to Campus Recreation. All purchases throughout the year will be reviewed by Sport Club staff periodically.

The address to list on the bank account application form is:

_____(*sport name*) Club

ETSU Campus Recreation

PO Box 70585

Johnson City, TN 37614-1708

Agency Account (On-Campus Account)

An Agency Account is an account set up and held by the University and allows clubs to deposit self-generated funds. This account can have checks drawn on it in for payment from the University. This is helpful in getting items tax free. Clubs should be advised that there is a process involved in withdrawing funds from an Agency Account and funds may not be immediately available. Agency Accounts are set up through Financial Services Office. Contact Carter Warden at wardence@etsu.edu or 423-439-6633 for more information on establishing an Agency Account.

Self-Generated Funds

All clubs are required to have self-generated funding, with Campus Recreation funding supplementing those self-generated funds. Fundraising allows clubs to generate more funds for their budget as well as increase their exposure to outside the campus community.

- **Member Dues** – All clubs are required to generate revenue from the collection of dues from each active member. Each club has discretion on how much dues are and how frequently they are collected (semester or annual). Each club is required to keep up to date and accurate records on dues collected and deposited.
- **Donations** – Prior approval is required prior to contacting any business or organization. Unsolicited donations and donations from relatives do not need prior approval.
 - A Sponsorship/Donation form must be completed at least 2 weeks prior to contacting the potential donor, or in the case of unsolicited donations within 2 weeks after receiving donation.
- **Sponsorships** – Sport clubs may secure a sponsor to help with fund raising under the following guidelines:
 - **All sponsorship proposals must have prior approval of the Sport Club Staff.**
 - The following means of sponsorship may be approved:
 - Contact with non-alcohol/tobacco companies such as sports-related businesses, eateries or neutral entities that would not reflect negatively upon the University.
 - Exchange of goods/gift certificates in exchange for major event sponsorship.
 - Members of the club should be the only people seeking sponsorship. The club should make it clear to the sponsor that this is a student run organization.
 - A Sponsorship/Donation form must be completed at least 2 weeks prior to contacting the potential sponsor.
- **Fundraisers** – ETSU Student Activities and Organizations, as well as state rules pertaining to fund-raising must followed: https://www.etsu.edu/students/sao/documents/advancement_soliciting_2020.docx

Prohibited Items

The following items are prohibited for funding by the Sport Club Treasury.

- Alcohol
- Tobacco
- Any items or services not Club Related

Cash Handling Procedures

In order to minimize the possibility for missing, misuse or theft of funds, as well as just keeping with good business practices, clubs are required to adopt proper cash handling techniques. Clubs are required to promptly deposit any all revenues (member dues, fundraising monies, donations, etc.) into their bank or agency account. Receipts for all deposits and expenditures should be kept by the treasurer and made available to Sport Club Staff or general club membership on request. Club Presidents should frequently monitor the activities of the club treasury. Receipts should be kept for a minimum of two years, and transferred each year to new leadership if necessary.

Clubs are subject to random auditing by the Sport Club Staff. In addition to random audits, clubs are responsible for providing their monthly bank statements to staff for review.

Intramural Sports Participation Policy

Sport Club Athlete Policy – Members of sport clubs are eligible to participate in intramurals. However, any member of a sport club must participate in the top competitive/skill level (if applicable) for the sport in which they compete at the club level. Teams are allowed two (2) club athletes for the sport, or related sport, in which the athlete is a club member. For team sports in which the number of players to play a game is four (4) or less, the maximum number of club players is one (1).

A) Basketball Club (5v5) -- 2 Club members on 1 Intramural basketball team

B) Tennis Club (Doubles 2v2) -- 1 member on an Intramural double's tennis team

A person is deemed Sport Club player if he/she participates in a club contest or practice following a designated "tryout" period, pays club dues, or appears on the club roster or waiver form. Once a person has been deemed a club member, he/she will be considered a club player with regard to intramural sports for the longer of (a) the remainder of the school year or (b) six (6) consecutive months from the date that he/she last participates in a club contest/practice, last appears on the team roster, or the date of their most recent signed sport club waiver form. Removal of the person from any club roster does NOT affect his/her Intramural status as a Sport Club player. Intramural players who join a club team during the Intramural Sport's season may be required to discontinue playing

for their intramural team in order to keep their intramural team eligible under this rule. If you have questions about a player's club status, please check with the Assistant Director of Sport Programs/GA's office.

Purchasing Procedures

The Department of Campus Recreation can assist clubs with the payments and purchasing of eligible items such as equipment, uniforms, etc. (*See Funding Section*). All expenditures, for which the club will request funding for, **must be pre-approved** by the Sport Club Staff.

Advance Purchase and Reimbursement

Depending on the type of expenditure, Campus Recreation funding is available up front or as reimbursement. Club leaders should consult with the Sport Club staff to determine which form of funding applies to each purchase. Club Eligible-Non-Payable items are not able to be purchased or reimbursed by ETSU.

Examples of Advance Purchases

Governing Body Dues/Fees
Entry Fees
Officials Fees
Uniforms
Travel advances

Examples of Reimbursable Expenses

Lodging Costs
Rental car costs
Other travel expenses

Purchase (Check) Requests

In purchasing and issuing payment, the Sport Club staff have two options – a Pro Card (credit card) and a check request. Clubs are reminded that University checks cannot be issued immediately. The standard turn-around time between the submitting of a check request and receiving that actual check is about 10 business days and improper completion of paperwork by club officers can lengthen this time. Documentation such as tournament brochures and travel authorizations (if applicable) is required.

Disbursement of Reimbursement Checks

To receive reimbursement, a legitimate and original receipt(s) must be submitted to the Department of Campus Recreation within two business days of returning from a trip or ordering supplies. No items will be paid through the Sport Club Account without a legitimate receipt. **ALL REIMBURSEMENTS MUST HAVE PRIOR APPROVAL** by the Sports Club staff. Only legitimate and pre-approved purchase request items may be reimbursed. Club treasurers will be notified when the reimbursement check has arrived in the Campus Recreation front office.

Travel Advances

For travel, students have an option of receiving an advance of up to 80% of the total estimated reimbursable travel expenses. When students receive an advancement, all receipts must be turned in following the trip and any unused funds must be returned. Students who do not turn in the required documentation following the trip will be required to reimburse the University the amount of the advancement that is unaccounted for. A hold will be placed on the student's account until the travel claim has been cleared.

ETSU Identity Standards

In 2014, ETSU implemented visual identity standards that govern the use of ETSU images and logos, including the use by sport clubs. Any type of uniforms, apparel or promotional items and all artwork/logo use **must be pre-approved** by the Sport Club office and University Relations, **regardless** if the club plans on submitting a funding request, or is using funding from the club treasury, agency account, individual member contributions or donations to pay for the uniforms/apparel. More information on ETSU Identity standards can be found at www.etsu.edu/identity and <http://www.etsu.edu/univrela/identity/athletics>.

Clubs must also adhere to the approved color palette. Navy (PMS 282C) and Gold (PMS 123C) are the official ETSU colors. Clubs are able to use a neutral color palette of black, white and gray. The neutral colors offer flexibility but should never replace the primary official colors of blue and gold.



COLOR				
PRIMARY		SECONDARY		
NAVY Pantone 282 C C100 M80 Y10 B88 R4 G30 B66 #011E42	GOLD Pantone 123 C C0 M15 Y85 K0 R255 G196 B44 #FFC72C	WHITE C0 M0 Y0 K0 R255 G255 B255 #FFFFFF	BLACK C75 M68 Y67 K90 R0 G0 B0 #000000	GREY Pantone 429 C C121 M11 Y9 K23 R162 G170 B173 #A2A2AD

Equipment Inventory

Club equipment that has been, either fully or partially, purchased using Campus Recreation/Sport Club funds must be turned into Campus Recreation and inventoried at the end of each school year. The equipment will be attached to your student account and the student that has the equipment on their account, is responsible for returning it by the specified day.

Sport Club Travel Policy

All club travel **must receive** prior approval and a travel authorization form must be submitted at least 2 weeks prior to the trip, regardless if the club is seeking reimbursement or the club and/or club members encumbers 100% of the travel expenses.

General Guidelines

- The club Vice-President (*or other traveling officer*) must be in possession of the club's Travel Binder (*see Risk Management Section*) at all times while the club is off-campus.
- Sport Clubs may request a reimbursement for their travel if it is club related.
- Travel paperwork must be turned in 2 weeks in advance of the first day of travel
 - Clubs must submit a **Travel Authorization Request, Travel Roster Form, and anticipated route.**
 - The **Travel Authorization Request** form can be found online at <http://www.etsu.edu/fa/fs/forms.aspx>
 - The **Travel Roster Form** can be found online at <http://www.etsu.edu/students/campusrec/SportClubForms.aspx>
 - Without this form submitted by the deadline no reimbursements will be issued.
- All receipts are required for reimbursement.
 - All receipts must have the same name on them as the name listed on the **Travel Authorization Request Form.**
 - All receipts must be turned into the Campus Recreation office with a maximum of **2 days** after the end of travel.
 - All hotel receipts must be itemized.
- There will be no usage of vehicles between the hours of 12am and 6am, unless pre-approved.
- Trip distance limitations for driving: Campus Recreation reserves the right to disallow any sport club to drive to a competition if the distance is extreme; the type of vehicle(s) being driven, the number of approved drivers, and the duration of the trip, as well as the trip distance, will be factored into the decision.
- Any highway tickets or citations that are received by sport club members are the responsibility of the individual operating the vehicle while the ticket/citation was issued. Payment of fines will not be reimbursed by the Campus Recreation office.
- The Sport Club Staff reserves the right to cancel any trip based on weather or other conditions.

Transportation

Sport Clubs at East Tennessee State University are allowed to use various means of transportation to get to their various destinations.

- **Driver policies**
 - Drivers are only allowed to drive a maximum of 6 hours in a 12-hour time frame and no longer than 4 consecutive hours without at least a 15-minute break.

- b. Curfew – No driving shall be done between 12:00 a.m. and 6:00 a.m.
- **Personal Vehicles**
 - a. Personal vehicles are allowed to be used as long as the drivers have insurance and know they assume all fiscal responsibility for any accidents/injuries that may occur.
 - b. Reimbursement for personal vehicles (gas only) should be brought into the office for reimbursement only (no per mile)
 - c. All supporting documents must be submitted to the office prior to trip before approval for that club member to drive
- **Rental Vehicles**
 - a. Clubs may rent vehicles from any rental agency.
 - b. Clubs assume all responsibility for payment and insurance required by rental agency.
 - Rental fees/charges are considered Eligible – Payable expenses (reimbursable).
 - Additional charges for insurance coverage are considered eligible – non-Payable expenses (non-reimbursable).
 - c. Only on completion of travel and return of receipt will reimbursement for travel be processed.
- **ETSU Campus Recreation Van**
 - a. If a club is in need of a vehicle with a hitch to pull a trailer for club equipment, a Campus Recreation-owned van is available.
 - b. Drivers of any university vehicle must be a university employee and such driving must be within the scope of the employee's job duties. Drivers must also have been certified through the university sponsored safety class. Contact the Sport Program Office for further information.
- **University Motor Pool** *ETSU Motor Pool has been eliminated by the University as of September 1, 2015.*

Pre-Travel Meeting (Thursday/Friday prior to travel)

Clubs are required to meet with the Assistant Director or Graduate Assistant prior to leaving for any club related travel. The purpose of this meeting is to discuss the details of the trip and make sure that all pre-trip requirements have been met. The club should bring their travel binder and all paperwork pertaining to the trip to this meeting for review. Travel claims and reimbursement procedures will also be discussed.

Club Travel Binder

The travel binder is the responsibility of the club Vice President or other designated officer/member. It should always contain:

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| - A copy of the trip itinerary | - Copy of Club's Emergency Action Plan |
| - Copies of travel roster | - Road accident protocol (insurance information for vehicles) |
| - Copies of consent forms for each travel roster | - Campus Recreation travel policies and procedures |
| - Emergency Contact Information | - Accident/Injury Report Forms |
| ○ Campus Rec Contact Info | |
| ○ Parents (Emergency) Info | |
| ○ Allergies/Allergic In | |

Funding Policy / Allocations Process

The Department of Campus Recreation has funds available to assist sport clubs. Clubs are required to match a certain percentage of funds provided from Campus Recreation from self-generated funds held in the club's treasury. Any type of uniforms, apparel or promotional items (including the artwork/logos) **must be pre-approved** by the Sport Club Staff and University Relations, **regardless** if the club plans on submitting a funding request, or is using funding from the club treasury, agency account, individual member contributions or donations to pay for the uniforms/apparel.

Individual Club Budgets

Each club is required to submit the club's proposed budget in April for the following academic year. Club budgets should account for revenues and expenses from July-June of each year. Please see budget form and sample budget if assistance is needed. Items to include in the budget are eligible expenses and projected revenue. *Please be reminded that each club must self-generate and spent (fundraise, member dues, club sponsorships, etc.) at least 50% of their proposed budget.*

Expense Eligibility

In preparing club budgets, expenses will fall into one of three different categories: Eligible--Payable, Eligible--Non-Payable, and Ineligible. Ineligible expenses are considered the responsibility of each individual member and should be excluded from the club's budget. However, ineligible expenses may be paid for with club funding, as approved by the club membership and constitution.

Eligible – Payable

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|-------------------------------------|--------------------------------------|----------------------------------|
| - Equipment | - Travel Expenses | - Medical/First-Aid Supplies |
| - Uniforms | - Lodging | - Athletic Trainer/EMT Fees |
| - Governing Body Dues/Fees | | - Person Vehicle (.15c per mile) |
| - Administrative/Office Supplies | - Registration/Entry Fees | |
| - Rental Vehicles (Rental fees/gas) | - Promotional Items | |
| - Officials Games/Match Fees | - Airfare, Coach (Bus) Transpiration | |

Eligible – Non-Payable

- | | |
|--|---|
| - Individuals Membership Dues to National Governing Body | |
| - Coaches' stipends | - Personal Equipment |
| - Any eligible item not approved prior to purchase | - Facility Space Usage (ex: rent prac facility) |
| - Insurance (Individual or Club) | - Other items as approved by Asst. Director/GAs |

Ineligible Expenses

- Personal Food/Drink (outside of the game, match, tournament, or event)
- Any expense (travel, uniforms, equipment, etc.) that is for non-ETSU or non-approved club coach
- Fees/charges assessed for damaged equipment, property, etc.
- Any unnecessary fees/charges (as determined by Asst. Director, e.g., avoidable late cancellation fees) incurred by the sport club

Budget Allocation Process

- The deadline to submit a budget proposal to the Sport Club Staff will be specified on the Sport Club Calendar of Important Dates. A brief budget presentation will be required at the time of submission. Each request is received and analyzed by the Sport Club Staff. Only reasonable expenses will be considered. The club officers will receive notification of the club's allocation in late April or early May. Allocations will cover a specific percentage of the club's eligible expenses up to a maximum dollar amount. The club will be required to match funding throughout the year to continue to receive Campus Recreation funding.
- Allocated funding is available to clubs **beginning July 1st**. Clubs must use their allocated funds (and any bonus funding) **prior to April 1st**
 - o Any money not spent by April 1st will be placed into a general pot and clubs may be apply for additional funding
 - o Clubs traveling between April 1st and June 15th may still use current year funds provided all proper documentation has been completed and submitted to the Sport Club office. **Allocated funds do not carry over from year to year.**

Supplemental Funding

Extra funds may be available each semester to clubs qualifying for regional and national competitions, along with other unexpected expenses. Regional and national competitions that have an "open" qualification should be included in the club's annual allocation request. Supplemental funding is only available after a club has exhausted their annual allocation, except in the cases of clubs having both a Fall and Spring season. A supplemental funding request form should be submitted at least 4 weeks prior to the competition or purchase.

Bonus Funding

From time to time, bonus funding may be available to clubs as a way to incentivize clubs to participate in certain campus activities. When offered, bonus funding does not have to be matched by the club.

Accounting Sheet

The accounting sheet helps the club keep track of each income and expenditure throughout the year. It is required to be submitted to Campus Recreation at the end of each semester for review.

Documentation

Clubs must provide documentation (invoices, receipts, etc.) of all expenses and purchases, whether or not the club was reimbursed. Expenses paid by the club that are not supported by documentation cannot be counted towards a club's allocation matching requirement.

END OF SEMESTER/YEAR REPORTS

At the end of each semester, each club must complete an "End of Season/Year Report" that gives an overview of the season for each organization. Each club will need to submit an electronic copy to the SportClubs@etsu.edu e-mail as well as schedule a time to meet with the graduate assistant(s) to discuss the end of the semester/year report, club status, season summary, budget, and upcoming season. Any club that fails to meet with the graduate assistant or turn in their end of the season report will be placed on probation or possibly dropped as a sport club the following semester/start of next semester.

The report is on the website and should be filled out thoroughly.

