



SPORT CLUB HANDBOOK

The Sport Club Officer Handbook is a guide to procedures and policy information as it relates to your Sport Club within the department and the university. The philosophy and the key to the success of the Sport Club Program is the continued emphasis placed on student involvement, development, empowerment, and leadership. The purpose of the Sport Club Program is to offer a diverse and inclusive selection of sport and recreational opportunities to all participants.

CWU Sport Clubs are Student Groups centered on regular practices that compete in exhibitions, competitions, and tournaments on an inter-collegiate level. As student-led teams, members are able to gain valuable leadership skills, community connections, and health benefits. Relationships will be built that can last well beyond your time on campus.

Sport Club Administration

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Current Sport Clubs

- | | |
|---|---|
|  Baseball |  Swimming |
|  Climbing |  Tennis |
|  Dance |  Ultimate Disc |
|  Equestrian |  Volleyball |
|  Golf |  Wake Sports |
|  Lacrosse: Men's and Women's |  Water Polo |
|  Rodeo |  Wrestling |
|  Soccer: Men's and Women's | |

Sport Club Requirements

As a collegiate Sport Club you are required to follow the following policies and procedures:

1. Each member is to complete a member agreement form prior to any participation. Information that is collected through this process includes:
 - a. Driver License
 - b. Waiver/Assumption of Risk
 - c. Code of Conduct Form
 - d. Insurance Declaration
 - e. Private vehicle waiver
 - f. Concussion education
2. Each club is required to have at least two safety coordinators who manage the club with the support of the Sport Club staff.
3. Communicate with the staff regularly about all club activities, incidents, accidents, injuries and concerns.
4. Attend regular meetings and training sessions.
5. Sport clubs must maintain a roster of at least five members or they lose eligibility.
6. Follow policies and procedures of SURC Accounting and the Scheduling Center.
7. Follow through with all club commitments whether it involves University Recreation, any organization your club affiliates with or a person or organization in the community.
8. Follow all policies and procedures of the Collegiate Sport Club program and represent the University in a positive and professional manner.

Failure to meet any of these requirements may result in:

- Temporary or permanent loss of funding
- Loss of ability to use campus facilities
- Suspension of travel privileges
- Temporary or permanent loss of recognition by the University

Safety and Risk Management

The safety of all participants and anyone involved in the club is of the utmost importance! A good risk management plan will assist you in the coordination of events and travel that will increase the safety of participants and spectators. University Recreation expects clubs to operate in a manner that reflects this belief, and provides clubs with the resources needed to implement a comprehensive risk management plan. Risk management is the process of advising organizations of the potential and perceived risks related to their activities. It also includes monitoring an organization's activities and taking corrective actions and proactive steps to minimize accidental injury and/or loss.

Physical Examinations and Health

The university strongly recommends that individuals have regular physical examinations before and during participation in any sport clubs events. It is also recommended to avoid participation when feeling ill, physically injured, or while having other harmful health conditions.

Personal Medical Insurance

Personal medical insurance is required for all participants. Personal medical insurance may be required by some national governing bodies as well. If you do not have personal medical insurance, some options are available to you. CWU has policies for students that cover sport clubs participants. There are other options as well that you can research on your own.

Injury Prevention

To provide a safe and positive experience for all participants it is necessary to prevent accidents and injuries before they occur. Every Sport Club is expected to develop, implement and practice the following safety practices:

- ☛ Sport Club Officers, club members, coaches and instructors should emphasize safety during all club-related activities.
- ☛ Participants share with the other members the concern and responsibilities of safety and agree to follow safety procedures and to avoid unnecessary, hazardous situations.
- ☛ Each participant recognizes that they are responsible for their well-being and the well-being of the group of which they are a member.

- ☛ Officers are expected to inspect fields, facilities, and equipment prior to every practice, game, or special event. Unsafe conditions should be reported to the Sport Clubs Program staff.
- ☛ Sport Clubs are expected to abide by all local, state, and national health and safety regulations.
- ☛ Participants are expected 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.

Injury Reporting

- ☛ Always know where the nearest phone is to call (911), your location, and where emergency medical personnel need to go to respond to the emergency.
- ☛ Clubs must have all club members' emergency information at all events. This information should be put in your first aid kit that must be with you at all times.
- ☛ When an injury occurs on campus, call the campus police. When you are calling from a campus phone, dial ext. 2958 to get the campus police. If you are calling from a payphone, dial (911) for the Ellensburg Police.
- ☛ When you are off-campus, dial (911) for the nearest emergency response.
- ☛ When calling (911) you will need to identify what the situation is, your location, and if the injured person(s) has any pre-existing medical conditions. Please stay on the phone with the dispatch until help arrives.
- ☛ File an incident/accident report with the Sport Clubs Office within 1 business day after an injury or accident. When a serious injury occurs and requires a trip to the hospital, contact the Sport Club staff immediately. Emergency contact information for University Recreation must be inside of your first aid kit. If you call someone and fail to talk to them, leave a detailed message, the status of the situation, and your contact information. Then go onto the next person on the list.

A detailed accident report must be completed in case of any injury during a Sport Club practice or competition. Be certain to include a description of the accident and any statements by witnesses and make sure all information is legible. Detail the first aid that was administered and by whom. In no instance should you diagnose an injury, either verbally or in writing on the form. This form must be submitted to the Sport Club staff on the first business day following the accident.

In case of emergency, follow the emergency procedures:

1. Call CWU police (911).
2. The CWU police will then dispatch an ambulance if necessary.
3. If the accident is not an emergency encourage the injured student to go to the Student Health Center or to a local hospital.
4. You must call the Sport Club professional staff if medical assistance is called.

Concussions

CWU Recreation requires all staff and sport club safety coordinators to take an annual online concussion training course. It is imperative that if a concussion is suspected that it is reported to the Sport Club staff immediately and the athlete seeks a professional medical examination. The Coordinator, Sport Clubs has created a partnership with Student Medical to support students in gaining medical assistance.

Safety Coordinators

All Sport Clubs are required to have at least 2 Safety Coordinators whose responsibilities include:

Maintaining current certification/training in:

- ☛ Cardio Pulmonary Resuscitation/AED (CPR/AED)
- ☛ First Aid
- ☛ Universal Precautions for Preventing Disease Transmission (PDT)
- ☛ Concussion Recognition Training

Ensure Sport Club members are educated on the following topics:

- ☛ Overview of the sport
- ☛ General rules of the game
- ☛ Inherent risk of participating
- ☛ Practicing correctly and incorrectly
- ☛ Reporting injuries
- ☛ Roles of the safety team (Safety Coordinator, Coach/Instructor, REC)

How to bring facility/equipment issues to the attention of the Sport Club Administration
 Emergency Procedures
 Alcohol, Tobacco and Hazing Policies (p.13-14)
 Responding to injuries
 Accident Reporting (during travel and at home)
 Inspect Facilities and Equipment
 Handle member's and/or visitors unsportsmanlike conduct
 Assist Sport Program Staff with the collection of visiting team waiver form

NOTE: It is REQUIRED to have at least one safety coordinator at all times (practices, club functions, travel and competitions. The Sport Club Administration will monitor Safety Coordinator status on a quarterly basis during member participation agreement checks. Clubs that do not meet the above guidelines will be assessed an outcome for each month that they are not in compliance.

First Aid Kits

The Sport Club staff will supply a first aid kit to each sport club. It is the responsibility of each club to ensure that the first aid kit is fully supplied. Additional supplies are available in the Sport Club Office. Each team must have the first aid kit with them at all practices, competitions, and when traveling. In addition to a first aid kit, clubs are required to have with them the following:

- Accident reports
- Sport Club staff cell phone (call if anyone requires medical attention)
- Recreation Staff emergency contact information
- Working cell phone
- Emergency action plan for home events and practices

Collegiate Sport Clubs Insurance Policy

The Collegiate Sport Clubs program has purchased an insurance policy which includes general liability, major medical, and catastrophic injury. While the cost is significant, the university, our program, and our clubs benefit in a variety of ways. Some of the reasons for purchasing this policy include:

1. To help reduce the exposure of risk to the club, its members and the university.
2. To help ensure that should a student suffer a significant injury while participating, he or she will be able to continue their education and help reduce long-term impact on their life.
3. To meet participation requirements imposed by leagues, conferences and national governing bodies.
4. To meet facility requirements for hosting events and practices.

Please note that although this policy does include medical insurance, we still require participants to secure personal medical insurance prior to participation in this program. In the event your medical insurance does not cover all of your expenses, we have the option to file a secondary insurance claim to help with those costs. To do this, we need to have the Accident Report documented on campus within 30 days and the student must be seen by a doctor within 90 days of the injury! Please note that this coverage is only in effect when you are participating in a recognized club function.

How to Start a New Sport Club

ASCWU Clubs are recommended to have a minimum of 1-year experience prior to applying for Sport Club status. ASCWU Recognition is handled through the Office of Student Involvement. For information on creating an ASCWU Clubs please contact studentengagement@cwu.edu. Registered ASCWU Clubs can apply to be a Sport Club via email to sportclubs@cwu.edu. Applications open the first day of Spring Quarter and close on May 15th. Announcement of accepted clubs happens in June.

CWU Sport Clubs are required to have the Coordinator, Sport Clubs serve as their advisor

Membership and Officer Eligibility

The primary membership of CWU Recreation Sport Clubs is undergraduate and graduate students. Membership is available to all interested students without regard for race, color, sex, gender, creed, religion, national origin, age, sexual orientation, physical handicap, or other factors covered by the law. All students can participate in the gender-specific club(s) that affirms each participant's gender identity.

University Recreation defines an active club member as CWU students who are paying student fees and/or have purchased a membership to the Student Recreation Center, are taking a minimum of 6 credits, and have a filled out Member Agreement Form on file in the Sport Club Office. Active membership is restricted to CWU students at least 18 years of age and associate membership is restricted to CWU faculty and staff. Associate members **MUST** purchase a REC membership for the duration of the time they participate in the club and **MUST** be non-voting members

Certain clubs may have limits on participation and/or membership due to competitive team size, national governing body rules, resources restrictions, etc.

Officer Eligibility

Requirements for a student to be eligible to hold office in any recognized sport club are:

- Enrolled as a **full-time** undergraduate or graduate student at CWU
- Students must have at least a 2.0 cumulative GPA to be active on the team
- Students must be in good academic standing with CWU; as verified by Student Rights and Responsibility within the Office of the Dean of Student Success
- Students must meet all other reasonable academic standards established by the student organization and included in the organization's constitution and/or bylaws.

Membership Procedures

All club members must submit a Member Agreement Form to the Sport Club Office prior to participation. Forms must be submitted no more than three (3) days past the date they are signed by the participant. Any player caught playing without completing the Member Agreement Form will be subject to disciplinary action.

Note: Active membership will be identified by the total number of dues-paying members that practice and compete with the club on a consistent basis and will be determined by the Sport Club Administration through the club monthly reports, rosters, practice checks, travel itineraries, and travel rosters.

Tryouts

During the designated try-out period all participants **MUST** sign the Sport Club Try-Out Waiver during **EACH NIGHT** of tryouts. It must then be submitted to the Site Supervisor or the Sport Club Administration within 24 hours.

- ✦ Failure to complete and submit a tryout waiver will cause try-outs to cease and may result in further disciplinary action.
- ✦ Once tryouts are completed each active member of the club must submit the Member Agreement Form before they are eligible to participate in further sport club activities.
- ✦ Clubs that make cuts must have defined criteria for making cuts outlined within the organizational constitutional or bylaws.

Intramural Sports Participation Policy

Sport Club members may participate in Intramural Sports in the sport of their specialty. However, there are the following restrictions:

- ✦ Members are restricted to allowing **ONLY TWO CLUB PARTICIPANTS** on one Intramural Sport's roster.
- ✦ Sport Club membership is determined by the roster filed with the CWU Sport Club Office

For more information on Restricted Participants for Intramural Sports please refer to the CWU Intramural Sports Participant Handbook

Financial Management

Clubs are accountable for maintaining a positive balance in their bank accounts, as well as running a balanced budgeted throughout the year. Good financial management is crucial for the success of any club.

Financial Reports

Tracking the Sport Clubs budget throughout the year is imperative for the club to be successful. The following reports are due in the time intervals noted:

- ✦ Yearly Budget Estimate Sheet—Beginning of School Year (September)
- ✦ Budget Tracking Sheet— Monthly

Funding Sources

Clubs are designed to be self-generated organizations and should not rely on outside funding requests in order for the club to function, and rather should treat these option as supplementary. For all purchases over \$1,000 please contact the Coordinator, Sport Clubs.

Sport Club Base Funding Structure

The following Sport Club point system will be used by the Sport Club Council to assist in the funding distribution each academic year. Sport Clubs have the academic year to earn points that impact the total funding received for the next academic year. Each Sport Club will fall into one of three categories. If the Sport Club earns 700 points or 80% of the total points offered, they will receive 100% of their approved budget request. If the Sport Club earns 525-699 points or 60% – 79% of the total points offered, they will receive 75% of their approved budget request. If the Sport Club earns less than 525 points or less than 60% of the points offered, they will receive 50% of their approved budget request.

The budget requests will be presented to the Sport Club Council during each spring quarter for the next academic year. After each budget request is reviewed, the awarded base funding will be sent to the officers of the Sport Club.

Sport Club Council Funding Account

SCC funds are allocated on a first-come, first-served basis per quarter. In order to request funding from the SCC the following steps must be followed:

- ✦ Submit an SCCC Funding Request 3 weeks prior to funding needed
- ✦ Attend SCC meeting where the SCC and Sport Club Administration will review your request
- ✦ No requests will be accepted after May 15th
- ✦ If granted, funds may not be used to purchase any personal items (uniforms, warm-ups, etc), pay for a banquet or party, or pay the salary of a coach or instructor. It also may not go toward gifts, awards, or an event that a club will make money

Club Sport Assessment Tool

Description	Maximum Points
Club Officers (10 per required officer)	40
Attendance at Start of the Year Officer Training	80
Fall Quarter 1 on 1 Attendance	25
CPR Cards from Safety Officers (10 per card)	20
Events Schedule (two weeks before first event or beginning of quarter for practices)	50
Waivers submitted for all members on roster	50
Travel Itinerary submitted on time (2 weeks or 4 weeks) - loss of 25 per event	0
Weekly Updates (5 per week)	135
Competition Forms - must be turned in 1 week prior to event - loss of 25 per event	0
End of Quarter Assessment	25
Club hosts or attends an event or competition	25
Alcohol event with at least 80% of members present	75
End of Quarter Treasurer Report	25
Officer Election report	10
Budget form and presentation completed	50
Club completes fundraisers (25 points per event)	50
Member Dues - Dues deposited matches number of members on roster	25
Civic Engagement - at least 50% of club participation (25 per event)	50
Attendance at other Club activities - 10 points per event, 25% of club must attend	40
Attendance at Leadership activities - 10 per event per person	100
Conduct Unbecoming a Student Organization - loss of 100 points	0
	Maximum
Total	875
Crimson = above 80% of total points - club receives 100% of percentage of budget request approved	700
Black = 60 - 79% of total points - club receives 75% of percentage of budget request approved	525
Grey = below 60% of total - club will receive 50% of percentage of budget request approved	524

Services and Activities (S&A)

S&A Funding can be accessed once per year and is generally used to defray travel expenses (transportation, lodging, registration, etc) to major events. Applications must be submitted at least one month prior to the event. Reimbursement of funds is contingent upon submission of expense voucher and receipts upon return. It is required that the club contact Coordinator, Sport Clubs prior to submitting the S&A application form.

NOTE: Funds received from SCC and S&A cannot be used for the same purpose (i.e. no double-dipping). For example, you may not use funding from SCC to cover hotel costs and also request funding from S&A for the same incurred cost. You may, however, use two funding sources to cover independent travel costs on the same trip.

Fundraising, Sponsorships, and Awards

Fundraising is crucial for the success of a club. This can be done through fundraising events, sponsorships, direct donations as well as Sport Club Awards. **In alignment with CWU Policy 2-40-030, Sport Clubs are not permitted to approach any business that has alcohol, drugs, or gambling as their primary revenue source.**

Fundraising and Donations

Whenever an event is held it is the responsibility of the club to secure all required permits, authorizations, and make payment of all appropriate fees and taxes. Fundraising is any event, program, or activity in which money or items are collected such as donations, ticket sales, sale of items, or collection of goods.

All on campus-fundraisers must be registered through University Recreation no later than 10 days before the start of the event. Off-campus fundraisers must be submitted via the email a minimum of 1 week prior to the event for approval.

Foundation Account

Clubs may set up a Foundation account through SURC Accounting. This is an account that is designed so that donations can be taken in the name of the club tax-free and donors are able to receive a tax write off. All checks must be made out to CWU Foundation with the club name in the memo line and then given to SURC Accounting.

Sponsorship Policy

All sponsorship proposals must be submitted via the Sponsorship Packet Approval Form and be approved PRIOR to approaching a potential sponsor. **No CWU Sport Club officers, members or coaches have the authority to sign contracts.** All Sponsorship packages must be renewed each academic year.

Sport Club Council

The Sport Club Council (SCC) was created to assist the Sport Club Administration in policy revision, strategic planning, and the allocation of resources. The council is comprised of 5 members from different Sport Clubs to represent and support all sport clubs at CWU.

Responsibilities and Application Process

The responsibilities of the Sports Club Council are as follows:

- SCC funding allocations
- Consult with Coordinator, Sport Clubs on annual Sport Club Awards
- Provide input for the creation and revision of program policies and procedures
- Planning sport club community-building events
- Planning and coordinating Sport Club end of year banquet
- Review New Club applications and provide a recommendation to Sport Club administration
- Collaborate with Sport Club Staff to lead semester sport club officer trainings
- Attend SCC meeting every 2 weeks
- Follow all Recreation and Sport Club Policies and act as an example for Sport Clubs
- Provide guidance and mentoring to new Sport Club officers

Sport Club Council Application Process:

1. Complete the Sport Club Council Application. Application opens the first day of Spring Quarter.
2. The current SCC, in collaboration with the Sport Club Administration, will identify 5 individuals to be accepted for the following year.
3. One training session with the current SCC and the new SCC will be held in the late spring in preparation for the following Fall.
4. Each SCC member may serve up to two 1-year terms.

Marketing and the Media

Sport Clubs must have all publicity and promotional efforts (flyers, newspaper ads, posters, radio announcements, press releases, etc.) approved by University Recreation prior to its release or publication.

Recreation Media Policies

Media Requests: Media requests by any media outlet (television, print, online, etc) must be requested via the Media Request Form BEFORE said outlet produces any content that includes the club name, logo, and/or names, voices, images, or likenesses of club members of any CWU Sport Clubs.

Public Media Response: As an entity within the CWU Department of University Recreation no club officer or team member should address the media during an emergency. Only the CWU Recreation Senior Leadership team will make a public response to a club related incident or issue.

Recreation Marketing Requests

The Recreation Marketing team will develop flyers, digital signage, and website posts for Sport Clubs. To request marketing support a [Marketing Request Form](#) must be submitted a minimum of 3 weeks prior to when the club wants the marketing materials in hand.

Clubs may develop their own marketing materials. All club-developed Marketing must be submitted via the [Marketing Request Form](#) and approved prior to distribution.

Club Websites and Social Media Outlets

Information published by student organizations and by individual faculty, students, and staff are considered "unofficial". Therefore, the homepage of such sites (webpage, Facebook, Twitter, etc) must contain the following disclaimer:

The statements and opinions included in the CWU [Club Name] Club pages are those of the CWU [Club Name] Club only. Any statements and opinions included in these pages are not those of CWU or the CWU Board of Trustees.

Clubs can and will be held accountable for the content on all websites and social media. Clubs must represent CWU, University Recreation, the club and individuals in an appropriate manner at all times.

Printing and Logo Approval

Many clubs create and design t-shirts, uniforms, and other promotional items to promote and publicize their organization. CWU has specific policies, procedures, and guidelines that must be followed anytime materials are printed or created that include the acronym "CWU" or any other trademarked or registered CWU mark.

ALL printing proposals must be produced and submitted via Marketing Request form and must include:

- Proposed design
- Item the design will be printed on
- How many items will be produced
- Purpose of printing the item (i.e. club use only, sold to club members, sold to public, etc.)

Club Conduct and Accountability

Remember that individual conduct reflects upon the club, Sport Club program, University Recreation, and the CWU community. While individuals have a responsibility to act in accordance with the [Student Conduct Code](#), Sport Clubs should set internal accountability expectations for members.

Sports clubs, and all participating club members are accountable to their club and CWU as outlined in the [Student Conduct Code](#). Violations of University policy, including the [Student Conduct Code](#), Policy Statements and Memoranda, Student Organization and/or University Recreation procedures will be handled through the CWU Behaviors of Concerns Process; negatively impact the club's status within the Sport Club program. Violations will be addressed through a partnership process, working with University Recreation and Office of the Dean of Student Success staff.

Examples include, but are not limited to the following

- Displaying conduct that is incompatible with the University's function as an educational institution and the purpose of the Sport Club Program
- Disorderly Conduct - such as unsportsmanlike conduct toward officials or opponents, unacceptable verbal and/or physical abuse of Recreation staff, disruptive behavior on trips, etc.
- Misuse or misappropriation of club funding
- Allowing ineligible individuals to participate in club activities, including non-CWU students
- Any alcohol, tobacco, or controlled substance possession and/or use

In the event of a CWU [Student Conduct Code](#) violation a student organization will be referred to the Office of Student Rights and Responsibilities.

Alcohol, Tobacco and Hazing Policies

In order to create a safe and inclusive environment at Central Washington University, policies have been developed to prohibit the use of tobacco and illegal drugs/controlled substances; as well as limit the use of alcohol on campus and at University-sponsored events. CWU and University Recreation enforce the Student Conduct Code (WAC 106-120) which prohibits hazing in any form.

Alcohol Policy

CWU REC Sport Club members may not engage in the use and/or possession of drugs and/or alcohol while traveling (from the time the club leaves campus to the time it returns) or during any club related activity (practices, events, fundraisers, competitions, team functions, event watching, etc.)

Alcoholic beverages are **NEVER** permitted at any University Recreation facility or during any University Recreation activity. Sport Clubs will be held responsible for teammates' and spectators' adherence to these policies for the entirety of the activity and/or their time at a University Recreation facility.

Tobacco-Free Policy

Use of tobacco products, including smoking, is **NEVER** permitted at any University Recreation facility (including restrooms, offices, parking lots, fields, etc) or during any Recreation activity. [University Policy Statement 2-40-180](#), limits the use of tobacco in all forms on CWU's campus. Violations of this policy are subject to suspension from participation in Sport Clubs and will be reported to the Office of Student Rights and Responsibilities. Sport Clubs will be held responsible for teammates' and spectators' adherence to these policies for the entirety of the activity and/or their time at a University Recreation facility.

Prohibition of Hazing

In accordance to Student Conduct Code (WAC 106-120) "no individual student, group of students or student organization shall conduct or participate in any activity, occurring on or off-campus, which includes hazing."

"Hazing with or without the consent of the student being hazed is prohibited, and a violation of that prohibition renders both the person inflicting the hazing and the person submitting to the hazing subject to discipline."

What is Hazing?

Hazing is defined as any intentional, knowing, or reckless act, occurring on or off-campus, by one person alone or acting with others, that subjects a student to an unreasonable risk of physical, mental, emotional, or academic harm for reasons related to that student's status at the university or for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization whose members are or include students at the University.

Hazing includes, but is not limited to:

- ☛ Any type of physical assault or restraint
- ☛ Placement of an undesirable substance on or in the body
- ☛ Any type of physical activity (i.e. sleep deprivation, exposure to the elements, confinement in a small space, calisthenics, etc.) that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student
- ☛ Any activity or expectation which is so time-consuming as to significantly interfere with classwork or study time
- ☛ Any activity involving consumption of food, liquid, alcoholic beverage, drug, or other substance that subjects the student to an unreasonable risk of harm or that is unpleasant
- ☛ Any activity that would subject a reasonable person to intimidation, shame, belittlement, humiliation, embarrassment or undue mental stress, including but not limited to personal servitude, pranks, assigning or endorsing the wearing of apparel that is conspicuous and not normally in good taste, line-ups and verbal abuse
- ☛ Any activity that induces, encourages, causes, or requires the student to engage in an activity that involves a violation of law or University policy

Reporting an Incident

Violations of the CWU Student Conduct Code may be reported by anyone, including CWU students, faculty, staff, family members, and/or anonymous persons. Some violations by student organizations may be self-reported. Sport Club members and officers are encouraged to report any behavioral, academic, organizational, individual, and/or concerning behavior that they become aware of. This can be done through the reporting link below or cwu.edu/student-rights/report-behaviors-concern at any time, for any reason.

Behavioral misconduct includes (but is not limited to) alcohol, drug, harassment, hazing, vandalism, sexual misconduct, or disorderly conduct.

Misconduct Violations

Sport Clubs function as part of the CWU campus community and are representative of the University for all on and off-campus activities, including travel. Therefore, they are held to a high level of conduct both as a collective organization and as individuals. CWU University Recreation, along with CWU Student Involvement, has established policies and procedures for student organization administration, which includes Sport Clubs.

Sport Club Policy Violation

In the event that a student club/sport club fails to uphold the standards set, the following guidelines will be used as a basis for deciding the outcome of the incident. Sport Club accountability outcomes include but are not limited to loss of funding, loss of practice time, loss of travel privileges, suspension, or even loss of recognition.

Minor Infractions

These infractions include but are not limited to missed administrative deadlines, missed meetings with staff, late travel documents, late competition forms/report backs, and any deviation from the set Standard Operating Procedures. All incidents will be evaluated on a case-by-case basis.

First incident - Written notice of violation

- Accept violation
 - ☛ In house accountability process
- Deny violation
 - ☛ Send to Student Club Oversight Committee

Second incident – Written notice and In-person meeting

- Accept violation
 - ☛ In house accountability process
- Deny violation
 - ☛ Send to Student Club Oversight Committee

Third Incident - Written notice and suspended until review

- Accept violation
 - ☛ In house accountability process
- Deny violation
 - ☛ Send to Student Club Oversight Committee

Major Infraction

These infractions include but are not limited to alcohol and drug violations, any form of assault, failure to notify staff of travel, misrepresentation of CWU, failure to follow all Code of Conducts. All incidents will be evaluated on a case-by-case basis.

First Major Incident – Written Notice and Suspended until Review Meeting

- Accept violation
 - ☛ In house outcomes
- Deny violation
 - ☛ Send to Student Club Oversight Committee

Second Major Incident is a written notice and sent straight to Student Club Oversight Committee

NOTE: Clubs will be notified of any warnings via an emailed memorandum to the club officers noting any potential disciplinary issues. The person who hears the appeal may, at their discretion, levy a stiffer penalty than the disciplinary decision that is being appealed.

Student Club Oversight Committee Review Process

The Student Club Oversight Committee is made up of the Coordinator, SC, the Student Engagement Coordinator, a student representative, and Student Rights and Responsibility.

1. Issue Notice to Student Club Oversight Committee
 - a) As incidents are reported to the staff, the Coordinator will send out a notice of the incident to the staff on the Student Club Oversight Committee. This will include a basic overview including a list of those involved.
 - b) Set meeting date/time
 - ☛ Based on the availability of the Student Club Oversight Committee and the club, a meeting will be set to review the information obtained by the staff.
Required to attend:
 1. Minimum of 2 Executive Board members
 2. Involved members in the incident
 3. Advisor* (Club dependent)
2. In Student Club Oversight Committee Meeting
 - a) Review written notice/accused violations
 - ☛ The Coordinator will present all information obtained when looking into the incident to the Student Club Oversight Committee and club.
 - b) Club point of view to defend/explain the incident
 - ☛ Members of the accused club will be able to present their point of view and any information they feel pertains to the incident. After this, the members of the club will be able to leave.
 - c) Student Club Oversight Committee review of all statements
 - ☛ The Student Club Oversight Committee will discuss all of the information presented and come to a decision of innocence or repercussions/expectations the club will face.
 - d) Decision will be given to club within 2 business days of the meeting.
 - ☛ Club has the opportunity to appeal the decision to their Director by submitting a written request which must be emailed within 24 hours of receiving the verdict of the Student Club Oversight Committee Meeting.
 1. Sport Club: Director of University Recreation – Matt Boyer – Matthew.boyer@cwu.edu
 2. Student Club: Executive Director, Student Involvement - Jeff Rosenberry – Jeff.rosenberry@cwu.edu

Coaches, Instructors, and Medical Personnel

Coaches, Instructors, and Sponsored Medical Personnel are the responsibility of the club and represent the club, University Recreation, and CWU.

Coach and Instructor Hiring

The selection of a coach or instructor (hereby referred to as coach) is the responsibility of the club and their officers. A coach's role within the club is to teach and coach in practices and competitions. Coaches are not permitted to participate in other areas of club management (i.e. officer elections, editing of club constitutions, etc).

It is recommended that clubs establish a formal expectation agreement with their coaches prior to the start of each academic year or club season.

Coaches are required to complete a Coach/Instructor Agreement each academic year that they work with the team. Each head coach must also complete a background check by completing the Background Check Form. It is the responsibility of each coach to carry his/her travel and health insurance as CWU insurance policy **does not** cover Sport Club Coaches.

All clubs utilizing University Recreation facilities as their primary practice facility must obtain a "Sport Club Coach" pass in order for their coach to gain access to the facility. This pass is ONLY issued by the Sport Club Administration. Access to the facility is limited to official club practice times as registered with the Sport Club Administration. Any coach found abusing the complimentary pass may be subject to dismissal/suspension from duties.

Paying Coaches

If a Sport Club chooses to provide monetary compensation to a coach they must provide University Recreation with any/all documentation outlining the terms of the agreement, including responsibility for payment to the coach being compensated by the club. University Recreation and CWU are not in any way financially liable for any coach compensation.

Volunteer Medical Personnel

Sport Club Administration must be consulted prior to having any medical personnel (paid or volunteer) being permitted at any club practices or events. Should a club wish to retain the services of medical personnel it must follow the following steps:

1. Discuss with the Sport Club Administration the nature and necessity of medical personnel
2. Submit a filled out Volunteer Medical Personnel Agreement along with all relevant certifications and licenses for each individual.

3. Upon submission, CWU will review the qualifications and certifications of each individual and determine if they meet baseline risk management criteria.
 - ☛ All approved medical personnel must recognize that its role with the club is supplemental and each individual is required to follow all instructions from Recreation staff in the event of an emergency (medical or otherwise)
4. If approved the Sport Club is required to disclose all responsibilities, dates, and locations that the medical personnel will be present.
5. All expectations relevant to Sport Club coaches regarding involvement with the club are the same for Medical Personnel unless otherwise noted.

Facility Usage and Scheduling

All clubs are required to submit club schedules at the beginning of every quarter. Estimation of all events must be listed on the schedule.

Scheduling CWU Facilities

All reservations for Sport Clubs must be submitted to the Coordinator, Sport Clubs a minimum of 2 weeks prior to the first day you desire to utilize the space [See Tournaments, Competitions and Special Events for additional timelines]. Recreation Administration will attempt to find 2-hour blocks twice a week for practices.

NOTE: Clubs must receive written confirmation of facilities from Recreation Administration prior to scheduling competitions. Clubs DO NOT have the space until a confirmation has been received.

Tournaments, Competitions, and Special Events

Home game requests must be made a minimum of 3 weeks in advance.

There will be no charge for the use of Recreation facilities for the intended purpose of hosting a single game/match. Priority of field/space will go to teams who are considered in season. University Recreation does require opposing teams to fill out and sign the Visiting Team Release Form. This form can be found in the Visiting Team Guide which should be sent to every visiting team.

All games and matches should be submitted via email to the Sport Club Coordinator. For special events and tournaments, a planning meeting must be held with the Sport Club Administrative staff before events are approved.

NOTE: Any league or large national governing body run tournament or special must be submitted to the Sport Club Administration in coordination with the rental group. In this case, the tournament will be directed by the Recreation Staff if approved.

Tournaments and Special Events

Home tournament requests must be made a minimum of 6 weeks in advance.

A sport club wishing to host a tournament/event for the purpose of raising money through entry fees, concessions, etc. will be charged the full rental rate (including staffing and facility usage fees) for a student organization as established by CWU. Additionally, the host team must have a minimum of 2 club officers present at all times. For a schedule of pricing for facilities please contact the Sport Club Administration.

Cancellation Policy

The Sport Club Administration must be notified by 3 pm when a club chooses to cancel practice for any given day. All game cancellations require 48-hour notice or the club may be required to pay for the requested facility space. Charges may be waived if the cancellation is a result of planning for weather. If a club does not report a cancellation it is considered a Sport Club Violation and may result in restrictions on future practice times or other repercussions. (See the Sport Club Violation section on page 16)

Travel

All clubs are required to submit their Competition Schedule at the beginning of every semester. Estimation of all events must be listed on the schedule.

Travel Paperwork

Clubs and their members will not be permitted to travel until all paperwork is submitted. Any unauthorized travel will be identified as a Sport Club Policy Violation and will be subject to consequences (see pg. 16). The following forms must be submitted at least **2 weeks prior to departure for in-state and 4 weeks for out of state.**

- ☛ **Travel Itinerary:** Include all contact information, as well as Emergency Medical Information and Lodging information. Every traveling member must be listed. Each player must also have a Member Agreement form on file. Only participating club members can be listed on this form. Coaches, managers, or other travelers must not be listed.
- ☛ **Verification of Automobile Trip Travel Insurance:** Each person driving a personal vehicle must fill out and sign this form. Each personal vehicle being utilized for travel must have minimal automobile liability insurance. All drivers must have a valid driver's

license and proof of adequate, up-to-date insurance with copies of each driver's information on file with Recreation. All drivers must be a minimum of 18 years old.

- ☛ **Travel/Event Summary:** This form must be submitted within 7 days of ANY competition.

NOTE: Club members who utilize their personal vehicle for club travel are responsible for his/her vehicle and any person that may be riding in the vehicle in the case of an accident. This includes any trailers or boats that are in tow. Any time a trailer is being towed it is considered part of, or an extension of, said vehicle. CWU is only responsible for CWU employees and CWU property.

Travel Policies

- ☛ Sport Club Members are **NEVER** permitted to use 15 passenger vans. Only 12 passenger vans, minivans, and cars are permitted to rent for travel purposed.
- ☛ Only as many passengers as there are seatbelts are permitted to travel at all times. CWU motorpool may be used by student organizations and clubs.
- ☛ **No alcoholic beverages are permitted to be purchased, consumed or transported during the trip at any time.**
- ☛ All accidents or incidents while traveling must be reported to the Sport Club Administration immediately. Each vehicle on the trip must have an individual with access to emergency contact information at all times.
- ☛ The driver must not operate a cell phone while the vehicle is in motion. That said, cell phones are required for all clubs while traveling and a club contact must be listed on the Travel Itinerary.
- ☛ All night driving should be avoided. Driving between the hours of 12 am and 6 am is not permitted unless unavoidable. The Sport Club Administration should be notified if driving between 12am-6am is unavoidable.
- ☛ No driver is permitted to drive more than 4 hours in a 12 hour period. A passenger must be awake and seated in the passenger seat at all times.
- ☛ A maximum of 14 hours, or 800 miles, of continuous travel followed by a layover of 8 hours is required. Clubs should consider utilizing a charter bus or plane, not personal vehicles if the competition is more than 800 miles away.

Extended Travel Policy

Sport Clubs that compete in locations that require extended travel (6+ hours) should adhere to the following criteria:

- ☛ Contests will be scheduled on Friday evening and/or Saturday. Sunday competitions should not be scheduled when anticipated return is later than 8 pm (i.e., all travel must be completed by 8 pm).
- ☛ Teams should spend the night at the destination after their final contest. Return travel should not occur immediately following a contest if the anticipated return is later than 8 pm.

- ☛ CWU will reimburse the full cost of lodging for the required stay, based on quad occupancy.

Sport Clubs have the option to request funding from University Recreation for Charter Buses through A&A Motorcoach if they meet the following criteria:

- ☛ Travel must be in excess of 400 miles from campus and/or 6 hours
- ☛ More than 20 registered club members must be traveling
- ☛ Club must be in good standing with CWU and current with all club documentation
- ☛ Only official competitions may be considered (no scrimmages)
- ☛ Clubs may request a charter bus (paid for by REC) no more than twice a year

Clubs interested in acquiring a charter bus for extended travel must complete the Extended Travel Request Form at least 4 weeks prior to the trip.

International Travel

International travel creates several challenges and must be planned months in advance. Contact the Sport Club Administration with your intent to travel as soon as possible.

NOTE: If a sport club travels without submitting the required documentation including the Travel Itinerary, the event will not be considered a CWU sanctioned travel. Any costs covered by Central Washington University must be reimbursed by the sport club. Base funding cannot be used by the sport club to reimburse the University.

Sport Club Awards

Sport Clubs Awards are designed to reward clubs for exceptional performance and representation of the Sport Club Program. Following are the four awards that clubs/individuals are eligible to receive as well as the monetary reward for receiving such award. All awards are given at the end of the calendar year and distributed to the club for the following academic year. Nominations open on the first day of Spring Quarter classes and close on April 31st. Only one submission per club is permitted.

Club of the Year (\$2,000)

- ☛ Club is prompt with all University Recreation and ASCWU responsibilities, rarely missing deadlines
- ☛ Total club membership is engaged in club functions and responsibilities, actively participating in activities that benefit the club, Recreation, and CWU
- ☛ Club members represent themselves, the club, Recreation and CWU at a high level at all times with few, if any, Sport Club Policy or CWU Policy & Student Code of Conduct Violations
- ☛ Club Officers actively delegate and involve non-officers in club decision-making, laying a foundation for sustainable leadership
- ☛ Club exhibits sound financial planning, accurately tracking revenue and expenses and prudently spending allocated money while holding successful club fundraisers.

Spirit Club of the Year (\$1,500)

- ☛ Club consistently goes above and beyond the scope of their role within the club and upholds an exemplary standard of conduct and compliance.
- ☛ Club brings a high level of energy and leadership to the club program
- ☛ Club maintains a high level of interaction with REC, contributing toward the overall mission of REC and CWU
- ☛ Club is active through social media promoting their own events and competitions, in addition to supporting other CWU sport clubs through their platform

Team of the Year (\$1,500)

- ☛ Team achieves a high level of success in the field of competition
- ☛ Team actively endeavors to bring as many members as possible to compete in a regional or national competition
- ☛ Team maintains a positive competitive image with few, if any, Sport Club Policy or CWU Policy & Student Code of Conduct Violations and sustains a positive partnership with REC and ASCWU, meeting all responsibilities

Helping Hand Award (\$1,500)

- ☛ Club actively seeks to engage in community service activities, far surpassing their color grouping requirement, with the intention of making a positive impact on the CWU and local communities
- ☛ Club actively looks to partner with existing entities on campus, or in the community, to develop and implement new service project or volunteer activities.
- ☛ Any activity where the club is financially or otherwise compensated for its efforts will not be considered community service. 75% of the club members must participate in the service activities in order for them to be considered as a "club service project"