

Club Sports Handbook

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Club Sports Handbook

Oakland University

Program Overview

Oakland University Mission

“In direct support of its academic mission, Oakland University provides basic services and experiences that integrate cognitive learning with the personal growth of the individual student in the emotional, social, physical, cultural, ethical and interpersonal domains. In so doing, the university seeks to facilitate the development of those personal skills that will contribute to informed decision making and productive citizenship. This objective is accomplished through a variety of student enterprises, including campus organizations, athletics and other sponsored activities and events.”

Division of Student Affairs

“Student Affairs adopts best co-curricular practices to improve all students’ chances of achieving success in their academic, personal and career pursuits. Student Affairs helps students succeed, one student at a time.”

Department of Campus Recreation (DCR)

“The mission of Campus Recreation is to enhance the quality of life for individuals in the Oakland University Community by offering programs, services and facilities that support healthy lifestyles.”

Club Sports Program

The purpose of Club Sports at Oakland University is to provide members of the campus community with an opportunity to participate in sports and activities that promote student development, socialization, physical activity, and lifetime fitness and wellness practices.

Current List of Club Sports

Ballroom Dance
Cricket
Cycling
Dagorhir
Vitality Dance
Fencing
Figure Skating
Football
GrizzFit (CrossFit)
Judo
M. Ice Hockey
M. Ice Hockey-DIII
M. Lacrosse
W. Lacrosse
Nachale Dance
M. Rugby
W. Rugby
Running Club
Skateboard Club
M. Soccer
W. Soccer
Tennis
Vitality Dance
Water Polo
Winter Guard

Probationary Clubs

Roller Hockey
Capoeira

Club Sport Recognition Process

Definition

A Club Sport is a student organization that provides a medium for people who share a common interest in a particular sport or activity. Club Sports are classified as competitive or noncompetitive due to the varying skill levels and interests of students at Oakland University. Non-competitive clubs are instructional and recreational. These clubs enhance or teach a particular sport or activity and provide its members with a chance for socialization and practicing of their skills. Competitive clubs regularly compete in various state, regional, national and international contests and tournaments against clubs from various other colleges and universities. These clubs are usually members of a nationally recognized league or association for their respective sport or activity. Club Sports are not considered Oakland University varsity athletics teams.

Membership

Club sports are open to all current Oakland University undergraduate and graduate students enrolled in at least one credit. Various other members of the Oakland University community, including non-students, employees, or alumni, are also eligible to join all clubs. Participation in club sports is completely voluntary.

I. For Non-student participants:

1. Must be at least 18 years of age.
2. Non-students, who wish to participate in a club that utilizes the Recreation Center, must purchase a semester membership, mini-pass or daily guest pass before they will be allowed access to the facility.
 - a. Please visit the Recreation Center Welcome Center for further details and current prices.

II. Only student members of a club may hold an office in the club and vote on club matters.

III. A club may not restrict membership on the basis of race, color, sex, religion, national or ethnic origin.

IV. All clubs must maintain participation of 80/20 (student/non-student ratio) for all competitions, and 60/40 for all practices in order to maintain their status as a club recognized by the Department of Campus Recreation.

1. Please note, some league and association regulations prohibit non-student members from participating competitively.

V. For all participants, a [Waiver of Responsibility](#) must be on file before participating in practice or competitions.

*****Under no circumstances should an individual who is not listed on an official club roster, or has not signed a waiver of responsibility, be allowed to participate in a club game or practice session. Failure to comply will result in disciplinary action.*****

Club Organization and Structure

Constitution

Each club is required to have a constitution that will serve as the basic framework of the organization. The constitution should reflect the practical operation of the club. The content of the constitution must contain:

- i. Club name
- ii. Statement of purpose or mission that addresses the goals and direction of the group
- iii. Membership requirements
- iv. Dues structure
- v. List of officer positions including qualification, requirements, duties, and duration of terms for each position
- vi. Election or selection process for officers
- vii. Meeting provisions and quorum required to conduct and transact club business.

Officers

Club sports present a great opportunity for students to develop leadership, organizational, and administrative skills. Club Sports are completely student-organized and their success or failure is directly related to the effectiveness of the officers selected to oversee the club's operations. There are four (4) required officer positions for every club, **President, Vice President, Secretary, and Treasurer**. The duties listed below are suggestions for each position and the officers may delegate required duties as need. Any other remaining administrative officers or needs can vary by club. The Club Advisor should be a faculty/staff member that assists in program continuity and ensure appropriate direction of the club.

A. Club President*

- i. Serves as the liaison between the club and the coordinator of Club Sports.
- ii. Administers club meetings and may administer practices and games if there is no coach.
- iii. Enforces and adheres to policies and regulations as outlined in the Club Sports Handbook, and the club constitution.
- iv. Completes and maintains appropriate university and Department of Campus Recreation forms. (I.e. waivers, incident/accident reports, club rosters, travel requests, budget proposals, etc.)
- v. Secures facility space for meetings, practices and games.
- vi. Submits annual reports summarizing club activities and student impact for the previous year.
- viii. Reports club competition results to the coordinator of Club Sports.
- ix. Inventories all club equipment purchased with Oakland University funds. (Inventory reports must be submitted to the coordinator of club sports at the start and conclusion of each club's respective active season)
- x. Promotes and practices good sportsmanship on and off the field.

B. Club Vice President*

- i. Presides over club business in the absence of the president.
- ii. Assists the president with his/her duties.

**Both President and Vice President cannot be graduating seniors. At least one must be an underclassman or a returning student to ensure club leadership continuity.*

C. Club Secretary

- i. Records and circulates meeting minutes.
- ii. Develops and circulates publicity for club activities.
 - a. Please see **Marketing and Publicity** for more information.
- iii. Maintains and updates membership lists and Roster.
- iv. Records community involvement hours and student impact.

D. Club Treasurer

- i. Assists club president in preparing an annual budget request form.
- ii. Maintains detailed records of all financial activities and transactions.
- iii. Records detailed record of all expenses in creating budget for the club.
- iv. Submit annotated monthly statements from off-campus account to Club Sports office.

E. Club Advisor

- i. Strongly recommended, but not required depending on Tier Status of Club.
- ii. Must be staff or faculty members, if not then Club Sports Advisory Board can hold position.
 - a. Can be a coach if the coach is a staff or faculty member.
- iii. Assists club sports members in the development of leadership and administrative skills.
- iv. Provides direction and promotes goal setting to maintain programming continuity.
- v. Monitors and encourages fiscal responsibility.
- vi. Assists in the yearly transition of club officers.

Instructors & Coaches

Any club that wishes to employ an instructor or coach cannot use Oakland University funds. If an instructor or coach is deemed necessary by the club, the Department of Campus Recreation encourages the club to seek the services of volunteer coaches, students, graduate assistants, or faculty/staff members that are capable of properly instructing. The selection of instructors and/or coaches is the responsibility of the club and subject to the approval of the Coordinator of Club Sports and/or the Director of Campus Recreation.

A. Instructor/Coaches Responsibilities:

- i. Follow all Oakland University and department procedures according to club sports policies.

- ii. Sign a Waiver of Responsibility before starting instruction.
- iii. Encourage student member involvement in all club operations.
- iv. Know emergency procedures for facilities utilized by the club.
- v. Know health and safety requirements of the club's activities, including the inspection of sports gear, and reporting of potentially dangerous facility conditions to the coordinator of club sports when necessary.
- vi. Restrict club involvement to teaching and coaching in practice and game settings. May not participate in club competition.
- vii. Instructors and/or coaches must not participate or contribute in the club's administrative or decision-making process. The club president will serve as the liaison between the club and DCR.
- viii. Coaches will not count towards the 60/40 practice ratio.
- ix. The Department of Campus Recognition will not aid in the selection or removal of coaches. However, clubs may be sanctioned based on the actions of their coaches.
- x. Instructor and/or coaches of clubs that utilize Department of Campus Recreation facilities are restricted to access only during scheduled club activity. **Note: Only two (2) coaches or instructors will be recognized from each club.**

Club Conduct

Club sports members are expected to behave in a mature and responsible manner, both on and off campus, in all club-related activities in accordance with the club constitution, the Club Sports Handbook and the University Student Judicial [Code of Conduct](#). Club conduct must be consistent with the function of the university as an educational institution.

Sportsmanship is an integral part of Club Sports and a club's behavior on and off the field is always noted. An individual's or club's behavior is a reflection of the club, the Club Sports Program, and the University. So remember to act in the friendly spirit of competition by being a gracious hosts to visiting teams and a gracious guest when traveling.

Club sports and/or the individual members of the club may face disciplinary action for inappropriate conduct while participating in any club activity on and off campus. Sportsmanship-related issues are taken very serious by the Club Sports program and any reported unsportsmanlike or inappropriate behavior is grounds for possible disciplinary action. Alcoholic beverages are not permitted at any club activity. It is the individual member's responsibility to monitor the consumption and possession of alcoholic beverages. The Oakland University [Alcohol Policy](#) will be strictly enforced at all times.

Failure to comply or abide by Oakland University and/or Department of Campus Recreation policies and procedures may result in loss of funding, loss of facility use, the postponement and/or cancellation of all current and future club activities, as well as the loss of student organization status.

Disciplinary Action List:

The severity of action will be accounted for while determining the following disciplinary actions.

1. Written Warning (Probation Period - During probation period, clubs will be subject to an audit).
2. Meeting with Club Sports Advisory Council including club's President, Vice President, and two (2) other team representatives.
3. Loss of funding for following request statements.
4. One (1) year without funding.
5. Termination of Club.

How to Register

In accordance with university policies and procedures, all club sports must be properly registered and formally recognized as student organizations. This is done by creating an OrgSync Account via GrizzOrgs. For more information on how to use GrizzOrgs, please see the [Student Organization website](#) or contact the Student Activities office. Club Sports that are properly registered and formally recognized by DCRFB and GrizzOrgs as a group in good standing with Oakland University are entitled to certain privileges. Clubs will be recognized on a tiered basis and their privileges will be determined based on their status in said tiers. Tier status will be determined on league affiliation, the number of members, the number of competitions, national and regional rankings, community service, seminar attendance, and overall student impact.

Starting a New Club

All clubs must abide by all rules, policies and guidelines set forth by the Department of Campus Recreation (DCR), designed to govern student organizations. If you are interested in starting a Club Sport, or if you are not sure your organization fits into the club sport category, please consider the following factors detailed in the [Student Organization Policies](#):

1. *Are there advancement opportunities, or skill level capabilities, within this activity?*
2. *Does this activity involve physical activity?*
3. *Is there a competition component to this activity, and a governing body?*
4. *Is the use of athletic facilities (either indoor or outdoor) a primary need for this activity?*

University Restrictions

1. Yes, you are a Club Sport at Oakland University, but OU does not recognize Clubs as a direct entity.
2. Liability of a Club Sport does not fall on Oakland University. Therefore OU's insurance does not cover Club Sports.
3. Oakland does not provide any form of transportation
4. Clubs cannot use OU's tax identification number or their 501(c)3 non-profit status for donations.

New Club Requirements: *Pre-semester (on or before the 100% tuition add/drop date)*

1. Existing club sports may not be duplicated.
 - (a) Special circumstances considered for clubs with growing members, who wish to split, will meet with the Club Sports Advisory Council and Coordinator.
2. Individuals or groups that wish to form a new Club Sport must first meet with the Club Sports Advisory Council and Coordinator of Club Sports to discuss the purpose and mission of the proposed club.
 - (a) Ultimate decision lies with the Coordinator of Club Sports.
3. After being approved by the coordinator, formally register as a student organization through [GrizzOrgs](#).
4. New clubs will undergo a one (1) semester introductory period in which they must meet all requirements in order to become a Club Sport at Oakland University.

Introductory Period Requirements

1. During this one (1) semester introductory period, new clubs will not be eligible for DCRFB funding.
2. All clubs must have a minimum of six (6) club members to be recognized at the most basic tier. (Higher tiers must adhere to their tier's requirements.)
3. Registration as a student organization and club sport
 - a. Registration within GrizzOrgs.
 1. Register as New Organization.
 2. Choose to be listed under the "Club Sports" category.
 3. All 4 officers should request Membership under the Club Sports Advisory Council.
 - b. Club Registration with the Department of Campus Recreation.
 - i. Tier Application via GrizzOrgs. Please note that new clubs are not eligible for Gold Tier Status
 - c. Club Constitution
 - d. Name and contact information for required club officers and faculty/staff advisor.
 - e. Alphabetized club Roster and Waivers for all participants.
 - f. Facility Request Forms
 - g. Proposed budgets
4. Attendance and participation is mandatory at Club Sports Officer Training to be held at the beginning of each semester and is contingent upon tier placement.
5. Attendance and participation is mandatory at a minimum amount of Monthly Meetings depending on Tier.
6. If the new club does not meet all of the requirements set forth in this introductory period they will not become a Club Sport at Oakland University.

Existing Club Registration

Pre Semester Requirements (on or before 100% tuition add/drop date)

1. All existing clubs must maintain the minimum requirement of members based on club Tier status.
2. Must Register as a Club Sport on [GrizzOrgs](#).

- a. Officers must also request membership to the Club Sports Advisory Council organization.
 - i. Approval by Club Sports Coordinator once per year is necessary to maintain Club status.
 - b. If currently registered with GrizzOrgs, just renew your club's membership with new officer and administrator information.
3. Attendance and participation is mandatory at Clubs Sports Officer Training to be held at the beginning of each semester and is contingent upon status of the club.
- a. Non representation exempts club from funding consideration for semester and club will be put on a one semester probation period.
 - b. Register for Student Organization Officer Training via GrizzOrgs.
4. After approval by the coordinator of club sports, each club must submit an updated copy of the following forms to the Department of Campus Recreation via GrizzOrgs.
- a. Alphabetized Club Roster and Waivers of Responsibility for all participants.
 - b. Updated contact information for all club officers and adviser.
 - c. Proposed budget for upcoming semester.
 - d. Facility request forms.
 - e. Club Constitution including any and all ratifications or amendments.

New and Current Club Requirements (During-end of the Semester)

1. All new and existing clubs are required to perform the minimum community involvement hours per tier.
 - a. See **Community Involvement** for more information.
2. A detailed financial record of purchases, expenses, and revenue must be kept.
 - a. Please see the **Finance** section for more information.
3. At the end of each semester, each club is required to complete an End of the Semester Report.
4. In addition to these requirements, clubs will also have to adhere to Tier Requirements in order to maintain the privileges associated with said Tier status.
5. Must meet with Graduate Assistant of Club Sports once per month for Club updates.
6. Attend Monthly Council Meetings.

Schedules

1. Club Sport Officers should put competitions schedules as Events on the CSAC GrizzOrg page a minimum of two weeks prior to the event date.
 - a. Practice schedules for non-competitive clubs should be posted instead
 - b. You can also choose to post these events as Public which will put them on the Oakland Community Calendar.
2. If a club has tryouts, tryouts must be open to all students and the tryout schedule must be posted in a minimum of two (2) campus areas: Oakland Center and Recreation Center. You can also post tryouts to GrizzOrg Community Calendar and other community boards around campus (See **Marketing and Publicity**).
3. Each Club must submit a game and practice schedule to the Coordinator of Club

Sports. 4. Any team that reserves practice time at a DCR facility and fails to show up without the proper notification will receive a minor infraction that can result in loss of usage.

5. To avoid usage fees, schedule games during practice times. Notification of a game is still required.

6. Remember to maintain the appropriate student:non-student ratio during use at a DCR facility.

7. Schedules can also be sent to the Oakland Post and WXOU.

8. A PowerPoint slide can be made and sent to the Coordinator of Club Sports for advertising on OUTV.

Tier Definition, Recognition, and Privileges

Definition

Clubs will be recognized on a tiered basis and their privileges will be determined based on their status in said tiers. Tier Status will be determined on league affiliation, number of members, competitiveness, national and regional rankings, community service, compliance and overall student impact. Applications for Tier Status must occur when a club registers (see Pre-Semester Requirements for both New and Existing Clubs). Tier status will be evaluated at the end of semester and end of the year. If requirements are not met, the club will drop to a lower tier.

Tier 1 (Competitive Gold) Requirements

- a. Must be an existing club.
- b. Must be in excellent standing with all general club requirements and compliance.
- c. Must have a President, Vice-President, Secretary, Treasurer, and Club Advisor.
- d. Must have a minimum of 4 student officers attend officer training once per year.
- e. Must have at least one officer attend 75% of Monthly Meetings.
- f. Must complete a minimum of 20 hours of community involvement as a club per year. (See **Community Involvement**).
- g. Must participate in at least 6 or more competitions per year.
- h. Must travel to compete in at least 2 competitions per year.
- i. Must have the potential to compete in regional or national tournament(s).
- j. Must provide proof of league membership or governing body.
- k. Must have a Flex Account.
- l. Must have a minimum of 10 student club members.

Tier 1 (Competitive Gold) Privileges

- a. Eligible to receive up to the greatest amount of need-based funding allocated from the DCRFB.
 - i. *Maximum of \$4000/semester.*
- b. Eligible to receive the greatest amount of summer funding.
 - i. *Up to \$1000 summer funding.*
- c. Eligible for Excellence Funding.
- d. *Priority* Reservation of University Facilities.
- e. Use of University's name following Organization name.
- f. Participation in campus leadership development programs.
- g. Eligible for any other privileges associated with being a Club Sport.

Tier 2 (Competitive Black) Requirements

- a. Must be in good standing with all general club requirements and compliance.
- b. Must have a President, Vice-President, Secretary, and Treasurer.
- c. Must have President and at least one other officer attend training once per year.
- d. Must have at least one officer attend a minimum 50% of Monthly Meetings.
- e. Must complete a minimum of 10 hours of community involvement as a club per year.

- f. Must participate in at least 2 University events per year (Involvement Fair, GrizzFest, etc)
- f. Must participate in 2 or more competitions per year.
- g. Must have a minimum of 8 club members.

Tier 2 (Competitive Black) Privileges

- a. Eligible to receive need-based funding allocated from the DCRFB.
 - i. Maximum of \$2000/semester.*
- b. Eligible to receive summer funding.
 - i. A maximum of \$500 summer funding.*
- c. Eligible for Excellence Funding.
- d. Reservation of University facilities.
- e. Participation in campus leadership development programs.
- f. Use of University's name following the organization name.
- g. Eligible for any other privileges associated with being a Club Sport.

Tier 3 (Instructional Tier) Requirements

- a. Must be in good standing with all general club requirements.
- b. Must have a President, Vice-President, Secretary, and Treasurer.
- c. Must have at least one of the four officers attend officer training once per year.
- d. Must have at least one officer attend a minimum 50% of Monthly Meetings.
- e. Must complete a minimum of 7 hours of community involvement as a club per year.
- f. No competitions required.
- g. No Traveling required.
- h. No need for potential for regional or national tournament.
- i. No league affiliation required.
- j. Must have a minimum of 6 club members.

Tier 3 (Instructional Tier) Privileges

- a. Eligible to receive need-based funding allocated from DCRFB.
 - i. Maximum of \$300/semester.*
- b. Eligible to receive summer funding.
 - i. A maximum of \$200 summer funding.*
- c. Reservation of University facilities.
- d. Participation in campus leadership development programs.
- e. Use of University's name following the organization name.
- f. Eligible for any other privileges associated with being a Club Sport.

Tier 4 (Basic Tier) Requirements

- a. Must be in good standing with all general club requirements.
- b. Must have a President, Vice President, Secretary, and Treasurer.
- c. Must have at least one of the four officers attend officer training once per year.
- d. Must have at least one officer attend a minimum of 25% of Monthly Meetings.
- e. Must complete a minimum of 5 hours of community involvement as a club per year.

- e. Must have a minimum of 6 club members.
- f. Ineligible for need-based funding allocated from DCRFB.

Tier 4 (Basic Tier) Privileges

- a. Reservation of University facilities.
- b. Use of University's name following organization name.

Finances

All club organizations are encouraged to find methods of funding outside of University resources. University funding is merely a supplement and should not be a Club's main funding source. These methods can include, but are not limited to, membership dues, donations, gifts, and fund-raising projects. Funding requests, including Department of Campus Recreation Funding Board (DCRFB) requests, must be submitted to the Coordinator of Club Sports for review and approval. All University monies and accounts must be used towards *students*. A completed budget for the club including the itemized budget report and the budget summary must be included with each request. It is the responsibility of the officers to keep their finances and accounts in good standing. Failure to resolve deficits or inappropriate purchases may result in the suspension of ALL club privileges and possible disciplinary action. Below are listed the types of University-based funding a Club Sport can receive.

DCRFB Allocated Funding

Club Sports are now a directly funded organization. As a directly funded organization, each year there has to be evidence of why Club Sports are a valuable resource on campus and why Club Sports deserves to keep its percentage. The percentage that Club Sports receives is allocated based on the decisions of the Department of Campus Recreation Funding Board (DCRFB). Please complete the [Purchase Request Form](#) in order to use DCRFB allocated funds.

DCRFB

DCRFB funds have to be distributed by the Club Sports Office. This account is comprised of all University club money including allocated DCRFB funds, excellence funding, and summer funding. Clubs do not see the use of this account. When an allocation is approved, this account is used to pay all bills and is controlled by the Coordinator of Club Sports. Please fill out a Purchase Request Form and submit requests and supporting paperwork a minimum of two (2) weeks prior to an event.

These funds can be used for the following:

- a. Tournament Fees
- b. League Dues
- c. Ice/field/facility rental
- d. Equipment and Uniforms

These funds cannot be used for the following:

- a. Travel including transportation and lodging expenses
- b. Payment of Officials or Coaches
- c. Individual Meals

DCRFB Funding Regulations

1. Clubs cannot have any outstanding bills.
2. Clubs must fundraise a minimum of 60% of their submitted budget to be eligible.
3. All additional compliance forms and requirements must be in-progress or fully met in order to receive funding.
4. Detailed estimated budgets must be submitted at the beginning of each semester

5. Proof of purchase for proposed budgets must be submitted by the end of each semester.
6. Funding available for one team per sport/gender
 - a. Duplicate clubs will be assigned one allocation towards that sport per semester.
 - i. Justified need for a sport with duplicate clubs will be allocated using 40% of justified need of each club.
 - ii. Monies paid out from the total allocation will be done on a prorated basis.
7. The DCRFB will hold an account for funds received through the distribution of the allocation needs. All requests to use this allocation must go through the Club Sports Office.
8. Clubs will be eligible to receive a certain amount of need based funding based on their tiered status. They will be responsible to fundraise their remaining budget to be eligible for future funding. This may include member dues or donations.
9. 1% of DCRFB monies will be set aside for contingency funding.

Excellence Funding

A portion of each year's allocation for Club Sports will be set aside toward teams who have performed at an outstanding level and who have represented Oakland University at a regional/national competition. This fund will be managed by the Club Sports Advisory Council and can be dispersed at any time during the school year to deserving teams. Any club who wishes to receive excellence funding must present their proposal in front of the Club Sports Advisory Council. The maximum allotment for Excellence Funding will be \$2000 per year.

Summer Funding

A portion of each year's allocation for Club Sports will also be set aside for teams to utilize during the two summer semesters. Regulations for summer funding will follow the guidelines of the need based funding. Clubs will be eligible to receive summer funding based on their tiered status.

- i. Tier 1 (*Eligible for up to \$1000 for summer funding*)
- ii. Tier 2 (*Eligible for up to \$500 for summer funding*)
- iii. Tier 3 (*Eligible for up to \$200 for summer funding*)
- iv. Tier 4 (*not eligible for summer funding*)

Accounts Available for Use by Club Sport Teams

FLEX Account

Flex accounts can be requested by a club through Campus Recreation. It is a University account comprised of any money that a club generates such as member dues, fundraising, donations, etc. This account is easy for on-campus payments and is required for on-campus fundraising. Any withdrawals or deposits must be made through the Rec Center and reimbursements can be made by providing an itemized receipt within two (2) weeks of purchase. An invoice and W9 Form are still required for any purchases made via Flex account. Any on-campus fundraising efforts must be deposited into a Flex account.

Flex funds can be used for:

- a. Banners, advertising, university resources
- b. Travel expenses for approved trips
- c. *Almost* anything that cannot be purchased with DCR Allocated Funds.
 - i. Contact the club sports office with any questions about purchases.

Off-Campus Account

An off-campus account is not regulated by the University or the Club Sport Office and is strongly discouraged. It is comprised of money that the club generates and is easy for instant withdrawals and deposits. Funds in this account can be used for any expenses that a club sees fit. However, it is not secure since it is not controlled by the University. Therefore it can be subject to abuse by the officer on the account. To prevent such abuse, it is highly recommended that clubs have multiple names on such accounts.

Summary of What can be Purchased with Each Account

Item	DCR Account	Flex Account
Facility Rentals	X	X
League Dues	X	X
Tournament Fees	X	X
Equipment	X	X
Uniforms	X	X
Travel expenses		X
Officials/Referees		X
Coaches Fee		X
T-shirts		X
Food/Banquet/Awards		X
Marketing Materials (banners, flyers, etc)		X

Fundraising

All fundraising projects/events/ideas must be approved by the Coordinator of Club Sports. They must follow the guidelines of the [Student Organization Handbook](#). The only difference between Student Org fundraising and Club Sport fundraising is that you must deal with the Club Sports Office instead of CSA. No fundraisers or sponsorships may be associated with alcohol or tobacco products, illegal substances or activities and groups that are discriminatory in nature. All potential sponsorships must be pre-approved, this is done in an effort to avoid over-soliciting the community. Any fund raised on campus must be deposited into a campus account (flex

account).

How to Submit an Allocation Request via DCR Account

Facility Rentals

Clubs should only be leaving campus as a last resort, unless they want to pay for the expense. If the University can provide free facility space for practice and games, funds will not be available to use for off-campus facilities pending extenuating circumstances. Consistent schedules can be made within the Recreation Center if clubs are flexible with times and availability.

Questions to consider:

1. Can this space be reserved on campus?
2. Are the reservation dates in the future?
3. Is my first requested date at least 2 weeks away?
4. Will the facility be able to provide a W9 and invoice?
5. Are there other facilities that offer a similar space for a less expensive price?

If your club meets those requirements, then submit a Purchase Request with a quote for the facility space. After approval the club will be responsible for getting an invoice for the approved amount (with future reservation dates and no taxes), and the W9 from the facility.

Competition Expenses

Questions to consider:

1. Is this event at least two weeks away?
2. Will the competition be able to provide an invoice and W9?
3. Does the quote/invoice include referee fees in it?
4. Are all members attending students?
5. What forms of payment does the competition accept?

Funds will not be approved for outside recreational leagues.

If your Club meets those requirements, then submit a Purchase Request with a description of the competition or an invoice for the league registration. After approval it will be the Club's responsibility to get an invoice matching the approved amount (tax exempt), along with a W9 form.

Equipment

Any equipment purchased with University funds belongs to Oakland University. Teams are not allowed to sell equipment purchased with these funds for financial gain. If a team disbands, or equipment gets old, it must be brought in and given to the Club Sports office to either maintain or dispose. When requesting funds for equipment three (3) quotes must be submitted. Funds for equipment may be allocated every five (5) years.

Questions to consider:

1. Will this item stay with the Club?
2. Is this a personal piece of equipment or has it been made personalized?

3. Has the Club made this purchase within the last 5 years?
4. Can the Club control usage of the equipment and provide storage for it?
5. Has the Club accounted for shipping in the request?

If your Club meets those requirements, then submit a Purchase Request with three quotes. After approval it will be the Club's responsibility to get an invoice matching the approved amount (tax exempt), along with a W9 form.

Uniforms

Any uniform purchased with University funds belongs to Oakland University. Teams are not allowed to sell or personalize uniforms purchased with these funds. If a team disbands, or uniforms get old, it must be brought in and given to the Club Sports office to either maintain or dispose. When requesting funds for uniforms three quotes must be submitted. Funds for uniforms may be allocated every five years.

Questions to consider:

1. Will this item stay with the Club?
2. Is this a personal uniform or has it been made personalized?
3. Can a future club member use this uniform?
4. Has the Club made this purchase within the last 5 years?
5. Can the Club control return of the uniform?
6. Has the Club accounted for shipping in the request?
7. Will there be Oakland marks/logos on the uniform?
 - a. LRG?
 - b. Correct wording and logos?

If your Club meets those requirements, then submit a Purchase Request with three quotes. After approval it will be the Club's responsibility to get an invoice matching the approved amount (tax exempt), along with a W9 form.

Safety and Risk Management

Participant safety should be a primary concern for all clubs. There are certain risks inherent to participating in any type of physical activity and individuals that participate in club sports voluntarily assume these risks. Therefore, it is strongly recommended that each club member have an annual physical exam before participating in any club sports activity. It's also strongly recommended that each club have a first aid kit present at all practice and competitions. This also applies to an injured athlete's return-to-play. After an injury occurs, it is highly recommended that an athlete does not return to play until cleared by a physician.

Waiver of Responsibility

All participants must sign a waiver of responsibility before participating in a practice or competition. Liability of a Club Sport does not fall on Oakland University and its insurance does not cover Club Sports.

First Aid/CPR/AED Certification

It will now be required that at least one member of a club be certified in CPR and First Aid. The Department of Campus Recreation will provide free instruction for one (1) member of each club to attend. If any additional members wish to be certified, it will be \$30/additional member to register for the class. CPR/First Aid Certifications last for two years so a club may not need to renew this certification every year.

Oakland University offers CPR and First Aid training periodically for students throughout the year if you cannot attend at the start of the semester. Contact the Rec Center at 248-370-4732 for dates and more information.

Accident/Injury Reporting

An [Accident Report](#) must be completed and filed when a participant is seriously injured. This includes:

- a. A Club participant that requires treatment for an injury that occurs on club time.
- b. Someone is injured at an event a club is hosting.
- c. If it is a serious injury that occurs either on or off-campus, **immediately CALL or TEXT the Coordinator or Graduate Assistant. Leave a message if they do not pick up right away.**
 - i. A serious injury includes: loss of consciousness, head/neck injuries, if an ambulance was called, severe fractures/broken bones, hospitalizations, etc. If you are not sure if an injury is considered serious, text or call a Club Sport Staff member anyway.

If an accident/injury occurs, please turn in report within 24 hours or as soon as possible to the Club Sports Office.

Incident Reports

An incident report must be filed when there are facility problems (such as lights not working), when a fight occurs, violation of the alcohol policy, or any situation that is outside of the norm for the activities of the club. All incidents must be turned into the Coordinator of Club Sports within

24 hours or as soon as possible.

Weather and Field Conditions

Please inspect fields and equipment before every use and report any unsafe conditions. In the case of inclement or severe weather conditions at a DCR-managed facility (heavy rain, lightning, poor field conditions, etc) the Coordinator of Club Sports or his/her representative may cancel scheduled practices or games to ensure the safety of all participants and spectators or Club Sports.

Emergency Action Procedures

Once an emergency situation has been recognized, calmly enact the Campus Recreation Emergency Action Steps.

i. On-Campus:

1. Check the scene, check the victim.
2. Call to inform the building supervisor and Welcome Desk. Code BLUE (non-life threatening) or code RED (life threatening).
3. Care for victim(s) only if you are properly trained and currently certified to provide care.
4. Complete all reports immediately and thoroughly (incident, accident, etc.)
5. Contact Coordinator of Club Sports.

ii. Off-Campus:

1. Call 911 or or local emergency number if life threatening.
2. Check the scene, check the victim.
3. Care for victim only if you are properly trained and currently certified to provide care.
4. Complete all reports immediately and thoroughly (incident, accident, etc.)
5. Contact Coordinator of Club Sports.

Safety Resources

First Aid-American Red Cross Mobile App: Free for both Android and iOS. Gives you step-by-step instructions for various injuries and emergencies. Also has teaching videos, pictures, quizzes and resources you can access without internet access. Does not replace a certification.

[Graham Health Center](#): On-campus student health services. Has multiple resources for health and wellness of Oakland Students including student insurance.

[Oakland University Police Department](#): Store this number **248.370.3333** in your cell phone for quick access in an emergency on campus. Or you can dial **911** from a Campus Phone.

Travel

Club Sports are allowed to travel for competition purposes. All transportation requests should be submitted along with the club's practice and game schedule. The Department of Campus Recreation adheres to Oakland University motor pool policies and procedures. These policies and procedures as well as any policies and procedures set by the Department of Campus Recreation will govern all club travel.

Travel Requirements

1. The Coordinator of Club Sports must approve all club travel. This includes travel that is funded with or without Oakland University funds.
 - a. Out-of-state travel must be approved by the Director of Campus Recreation and the Dean of Students.
 - b. International travel requires permission from the vice president of student affairs or his/her designee.
 - c. Unapproved travel may result in loss of funds and disciplinary action.
2. All travel forms must be completed and turned into the Coordinator of Club Sports no later than one week prior to the club's departure.
 - a. Must complete [Club Sports Travel Authorization Form](#) which includes
 - i. Travel Roster, Itinerary, maps, and vehicle and driver information.
 - ii. Notify the Club Sports Office with any changes in the travel roster or itinerary a minimum of two (2) days before departure date.
3. The Graduate Assistant of Club Sports will assist clubs with travel arrangements as able.
4. Only approved club members may travel with a club, per 80/20 rule. Coaches and faculty/staff advisers are considered club members for travel purposes.
5. If a club must cancel a trip, Club Sports Office must be notified immediately.
6. Personal vehicles
 - a. Since Club Sports are not allowed to use University transportation, personal vehicles can be used. All liability falls upon the driver.
 - b. All drivers must complete a [Driving Record Affidavit](#) before being allowed to drive.
 - i. This Affidavit will be submitted to the Club Sports Office and will receive approval from Risk Management.
 - ii. This Affidavit only needs to be completed once during a student's tenure at the University.

Driving Policies

1. Clubs should have multiple drivers per vehicle if the trip is over three (3) uninterrupted driving hours away. After 3 hours you should switch drivers or take at least a 15 minute break before the same driver resumes.
2. The co-pilot (front seat passenger) should stay awake while vehicle is in motion.
3. Seat belts must be worn at all times by all passengers while the vehicle is in motion. If seat belts are not working or non-existent, that seat should not be used.
4. Please practice safe driving practices. Don't use cell phones to call or text while driving, have

co-pilot look at maps for navigation purposes, etc.

5. Absolutely no alcohol or drugs permitted. Reported driving under the influence can result in severe disciplinary action.

DCR Facility Usage

Club Sports are allowed to use Campus Recreation facilities for practices and competitions, including the Recreation Center and Outdoor Complex, provided there is space available and all requirements have been fulfilled. *Questions pertaining to facility rentals should be addressed to the Erik Krievs, the Coordinator of Facility Operations (krievs@oakland.edu).*

DCR Facility Rental Requirements

1. All club members must have a current Oakland University student or faculty/staff Spirit Card and have purchased a semester membership, mini-pass or a daily guest pass before they will be allowed to access the facility.
 - ii. Non-student club members whose names appear on the official club roster will be allowed to purchase a semester membership, mini-pass or a daily guest pass for entry to the Recreation Center.
 - iii. The Coordinator of Club Sports must approve all additions to a club roster before they gain access to the Recreation Center.
2. Club coaches/instructors, who do not have a current Recreation Center membership, can access DCR facilities during scheduled club times only. **Note: Only two (2) coaches or instructors will be recognized from each organization.**
3. All requests for practice and game facilities must be submitted on a [Facility Reservation Request Form](#) a minimum of two weeks prior to the scheduled events. It is in the club's best interest to turn in schedules and facility requests as soon as they know their schedules.
4. Failure to honor a facility request can jeopardize future club privileges.
 - a. Two (2) "no-show/no-call" will result in DCR voiding the club's facility requests for the remainder of the year (Sept. 1 - Aug. 31) or longer if deemed necessary.
5. All cancellations of facility requests must be submitted to the coordinator of club sports a minimum 48 hours before the scheduled event.
6. Any club utilizing a DCR facility must clean up after their event.
7. Alcohol is not permitted as stated in Oakland University's Alcohol Policy.
8. Clubs must maintain either 60/40 or 80/20 student:non-student ratio for practices and competitions respectively.
9. If using the Recreation Center or Outdoor Complex as a competition or event site, a week before the event opponents must provide:
 - a. An alphabetized roster
 - b. Signed building waivers for everyone on the roster.

For more complete guidelines and resources on how to rent DCR facilities please check out the [OU Student Org Usage](#) page on the Campus Recreation website.

Submitting Facility Request Forms

Rec Center

Questions to consider:

1. Does the Club have a roster on file?

2. Are Club coaches listed on the roster (exempt from fee)?
3. Are there non-members entering the facility?
4. Are the dates/times flexible?
 - a. WebTrac

Consider non-peak times/days.

Once you are ready to make a request, fill out the **Facility Request Form**. Submit the completed form to the Coordinator of Facility Operations, Erik Krievs (krievs@oakland.edu).

Outdoor Complex (tentatively opening in October 2014)

May have some restricted uses for the first year.

Questions to consider:

1. Are my usage dates at least two weeks out?
2. Is this a practice or game?
3. Do I need fields lined?
4. Will this reservation require lights?
5. Is there one contact person handling all reservation details?
6. Are there any special needs/requests?
7. Do I know what specific space I want/need? (field 1, 2a, 2b, 2,3)

Once you are ready to make a request, fill out an **Outdoor Complex Scheduling Request Form**. Submit any questions to the Coordinator of Facility Operations, Erik Krievs (krievs@oakland.edu).

Marketing and Publicity

A positive campus image and successful marketing campaign for a Club Sport is a great way for clubs to grow, recruit, and develop a larger presence in the campus community. A club's image is important because how a club sport is portrayed reflects upon the individual members, the team, the Club Sports Program, Campus Recreation, and Oakland University. In order to demonstrate the value of Club Sports, some basic advertising requirements are to be fulfilled. Below are some guidelines in place in order to ensure the positive image of Club Sports.

Advertising Guidelines

1. All advertisements must represent Oakland University in a positive manner. This includes all banners, posters, flyers, recruiting materials, social media posts, etc.
2. Each club must identify itself as an officially sanctioned Club Sport team by use of the following identifier at the bottom of all advertisements:

_____ **Club at Oakland University**
Department of Campus Recreation

3. All advertisements must be approved before disbursement occurs.
 - a. Send all advertisements/logos/publicity to the Graduate Assistant of Club Sports for approval.
4. Any advertisements in correlation with any marks containing profanity, ethnic / gender / religious slurs, same words and / or phrases with double meanings, synonyms and poor taste is strictly prohibited.
5. Any designs or modifications of previously approved designs must be submitted to the Coordinator of Intramural and Club Sports for re-approval.
6. Communications & Marketing has very specific guidelines and restrictions when it comes to using Oakland University marks. Communications & Marketing has, and is willing to, develop club specific logos. **HOWEVER, clubs must follow protocol.**
 - a. You must first present all possible advertising/designs/logos to Graduate Assistant of Club Sports for approval. The GA will then pass it along to Communications and Marketing. If you go directly to Communications & Marketing, you will just be bounced back to the Coordinator.
7. Club Sports are encouraged to engage the campus community via social media. Creating Facebook pages, Twitter accounts, and Instagram can increase the campus and community reach of a club. All posting, pictures, tweets, etc should follow the same guidelines for advertising on campus.
8. For any Banners, OUTV posts, Blog stories or event reports, please complete the [Marketing Request Form](#) on GrizzOrgs.

Advertising Resources

To post flyers around Campus and in the OC:

1. Take a single copy of the flyer to the CSA Office (Lower Level of the OC).
2. CSA will stamp their approval of it. Then you can make copies of the approved flyer.
3. Post in appropriate locations across campus (can find the list in the link below).

Please check out the [Student Organization Policies: Advertising](#) for more guidelines, opportunities, and resources for advertising your group on campus.

To advertise in the Rec Center:

1. Bring 1 flyer into the office to be approved and stamped by the Coordinator of Facility Operations. It will then be hung on the Club Sports Bulletin Board near the Service Desk.

Other Campus Rec Advertising Opportunities:

DCR has a blog <http://oucampusrec.wordpress.com/>. If you would like your club featured on our blog please fill out the [Marketing Form](#) on GrizzOrgs and we'll send it to our marketing team. It can be about starting a new club, competition results, community service, events, photos, player profiles, etc. You can also upload a PowerPoint slide to be posted on OUTV in the Rec Center! Clubs have the opportunity to run demonstrations of their sport/activity during Fall and Winter Preview Days at the Recreation Center.

Additional Advertising Requirements: Banners

1. All active Club Sports will have \$30 credited to their account to cover two (2) banners from the Center for Student Activities.
2. Banners will only allowed to be hung in the OC for one week. Any additional time will cost the club \$10/week. This cost will not be covered by Club Sports.
2. Banners can be used for recruitment, displaying practice times and venue, or competition schedule. One banner will be posted in the Oakland Center, the other location is up to each club.
3. Microsoft Publisher document should be made for your banners. They should be 84" by 36".
 - a. How many banners you want?
 - b. When you want them?
 - i. Need a minimum of 7 days notice before you want the banners made.
 - c. Where they should be hung?
4. If you want your second banner hung in the Recreation Center this will require a Facility Request Form. The same steps as reserving facility space apply to banner space.
 - a. All banner order requests regarding hanging in the Rec Center should be submitted *after* confirmation that you have a reservation in the Rec Center.

Oakland Post Advertising

In an effort for more exposure to students, it's highly recommended that clubs use the [Oakland Post](#) to help advertise club achievements and recruiting opportunities. It will be up to the Post to determine if they publish the information or pursue a story. As your team progresses through its season, it would be worth writing to the Oakland Post, especially before major events, after victories, tournaments wins, league/regional/national titles, and community service projects. Email: editor@oaklandpostonline.com for getting into the Post.

WXOU Advertising

Promoting competitions/events on air:

Contact their Sports Director, Austin Puckett (sports@wxou.org), is in charge of that. We would like to know at least a month in advance so the information can play for the week of the event (or leading up to it).

Having WXOU play music at your event/competition:

For the music at events our Promotions Director, Jon Kassab (promotions@wxou.org), is in charge. For this we would like to know as soon as the event is scheduled. The more time the better and the more likely we will be able to help. For this we will always require power and for both any sort of recognition would be greatly appreciated (our logo on promotions/promotional products, etc.)

Club Sports Advisory Council

The purpose of the Club Sports Advisory Council (CSAC) is to represent and preserve the interests of the students that comprise each club. Each club should send at least one officer or other student member to represent his/her club. Voting rights will be decided on the first council meeting.

- i. The council will be involved, as needed, in resolving facility scheduling conflicts, future funding, acceptance new clubs, and discipline of clubs and individuals.
 - a. Clubs or individuals that consider sanctions imposed by the Coordinator of Club Sports to be “unjust” or “unfair” may file a formal appeal with the Director of Campus Recreation.
- ii. The Club Sports Advisory Council abides by the Club Sports Handbook. The CSAC will be in charge of revising the handbook and representing the concerns from clubs.
- iii. CSAC will have at least two of its board members on the DCRFB and attend meetings regularly.
- iv. Council will act as advisor to any club who does not have one.
- v. Council members will help lead the officer training sessions.
- vi. The CSAC will maintain a fundraising and community service database; listing all the opportunities available.

Club Sport Advisory Council Executive Board

- i. Positions on CSAC Executive Board will include; President, Vice President, Treasurer, and Secretary.
- ii. These positions will be voted on, per ballot, at the first Club Sports Officer Training of each school year. Those seeking positions will be given the opportunity to present a quick speech on why they are standing for office. Officers will assume roles immediately after training.
- iii. The CSAC Executive Board President will also hold the responsibility of representing the Club Sports Department as the student representative within the SAFAC (Student Activities Fund Assessment Committee). This committee meets once a month.
- iv. Lack of attendance at CSAC & DCRFB meetings may result in removal from the board.

Monthly Meetings

There will be a meeting for all Club Sport officers to attend once per month. Club Sport attendance will be based on what tier they are included in. The goal of the monthly club meeting will be to unite Club Sports and to increase the amount of inter-club activity. CSAC issues can also be discussed and decided on at these meetings. Club officials will have an opportunity to talk about their clubs upcoming activities, events, fundraisers, and any issues. Generally the meetings can include the following:

1. Introduction of attending clubs and representatives and upcoming events.
2. Discussion of fundraising and community involvement opportunities.
3. Possible leadership development opportunities and workshops.
4. Open Discussion.

Community Involvement

Beginning the 2013-2014 academic year, all clubs will be required to do a set number of “community involvement” hours, based on what is required in their tier. Community Involvement is defined as a club participating in events on campus and in the surrounding community including but not limited to: Involvement Fair, GrizzFest, volunteer opportunities, collaborations with other student orgs, charity events, and fundraisers. This new requirement will allow clubs to maintain a positive image as well as demonstrate their value and impact on the University and surrounding community. We understand that being a student-athlete is very time consuming in itself, which is why there is such a variety of ways to meet this new requirement. In order for the club to receive credit for the activity they must complete a [Community Involvement Form](#) and return to the Club Sports Office no later than 1 week after the event.

Guidelines

1. Clubs must complete the minimum requirement for community involvement for their specific tier.
2. Your club will be credited with the hours at an event if at least 25% of your club members participate.
3. Proof of attendance is necessary in order to receive credit.
 - a. Submit at least three (3) photos of your team at the event.
 - b. A brief summary of the event and how your club was involved.
 - c. Community Involvement Form must be turned in no later than 1 week after the event
4. For Charity fundraisers: every \$100 raised as a club will be equivalent for one (1) hour towards your total.

If you are not sure if an event will count, or how much an event/fundraiser will earn your club, please ask the Club Sports Office before participating.

You can also find a variety of [Volunteer Opportunities](#) on the Student Activities website.

Exceptions and Policy Changes

Exceptions to stated policies must be requested in writing, to the director of campus recreation at least seven days in advance of an event or deadline.

The policies set forth in this manual are at the discretion of the administration of the Campus Recreation and/or the university and are revocable without notice. These policies and procedures are subject to change. All appropriate parties will be notified of any changes. However, it is the responsibility of the club officers to familiarize themselves with and maintain compliance with current policies and procedures. If you have any questions about policies and procedures not listed in this manual, please contact the Club Sport Office.

Contact Information

Email: imsports@oakland.edu

Website: <http://www.oakland.edu/clubsports>

Fax: 248.370.4889

Recreation Center

155 Pioneer Dr
Oakland University
Rochester, MI 48309

Club Sports Staff

Dan Bettmann

IM/Club Sports Coordinator
248.370.4885
402.310.4515
bettmann@oakland.edu

Sarah DiStefano

Club Sports Graduate Assistant
248.370.4883
586.718.0077
distefano@oakland.edu

Ted Tansley

Program Assistant of Club Sports
248.917.2413
tdtansle@oakland.edu

Helpful websites:

Campus Recreation: www.oakland.edu/campusrec

Center for Student Activities: www.oakland.edu/csa

GrizzOrgs: <https://orgsync.com/home>