

INTRODUCTION

A Club Sport program is an essential component of any comprehensive recreation department. Club Sport Program, through the leadership of responsible and competent student leaders, fills the void between intercollegiate athletics and intramurals by providing the University community with competitive, recreational, and instructional activities; the range of offerings include competitive Club Sports to recreational and instructional Club Sports. Capital University recognizes Club Sports as student organizations; therefore students drive their existence. With that in mind, the success of any Club Sport lies in the hands of its student officers. Students form, develop, and govern all Club Sports and each club operates within the parameters and under the direction of the Club Sport Director (CSD).

DEFINITION OF A CLUB SPORT

A Club Sport is a student organization recognized by the Athletic Department. Club Sports may orient themselves as either competitive, recreational, and/or instructional. Competitive Club Sports concentrate on extramural competition. These clubs focus on playing one sport, at a high level, against clubs from campuses around Ohio and the United States. Recreational Club Sports concentrate on participation and may orient themselves toward socialization around the sport. These clubs focus on having fun while putting aside traditional competitive motives. Instructional Club Sports concentrate on learning sport skills in a safe and non-threatening environment. These clubs focus on individual needs, allowing participants to learn and develop skills at their own pace.

BECOMING A CLUB SPORT

Individuals interested in organizing a Club Sport on campus must first meet with the CSD. During this meeting the CSD will discuss the procedure for becoming a recognized Sport Club. Individuals wishing to create a Club Sport must submit the following to the Committee on Student Organizations and for full consideration:

- A copy of the Club Sport's constitution and by-laws which should include detailed information on the club's sanctioning organization, when appropriate, and other rules, regulations and requirements that may apply to the club
- A letter detailing reasons the Club Sport wants admittance to the Club Sport Program
- A complete membership roster
- The name of the Club Sport's faculty/staff advisor
- A current list of Club Sport officers
- A copy of the Club Sport's budget for the last year (if applicable)
- A copy of the Club Sport's proposed budget for the following year
- A complete listing of all equipment owned by the Club Sport
- Information on preferred time and duration of season, practices, and facilities

Criteria For Becoming A Recognized Club Sport

After consultation with the CSD and the Committee on Student Organizations, the Dean of Students will decide on whether to give a Club Sport tentative approval. The Student Organizations Committee and the Dean of Students then make a recommendation to the Athletic Department, which will give final approval. The Athletic Department will use the following criteria in its decision:

- Facility availability to meet the Club Sport's needs
- Required equipment and the impact of the proposed activity on the usage patterns of existing facilities and equipment for intercollegiate athletics, recreational, intramural and/or physical education purposes
- Level of interest or participation in the proposed activity (minimum number needed to field a team or 10 active members required to receive consideration for Club Sport status)

- History of the group
- Adequate competition availability (if applicable) within the surrounding region
- Financial cost to support activity in safe manner

If a Club Sport becomes recognized, it will then enter Club Sport Program as a provisional club. Provisional clubs enjoy all the benefits of membership in the Club Sport Program, but they must wait until they demonstrate stability in terms of attracting campus wide participation before becoming a full club. Once a club demonstrates its stability, it will become a full Club Sport, earning the opportunity to receive funding.

CLUB SPORT COUNCIL

Purpose

The Club Sport Council shall advise and assist the CSD in administering the Club Sport Program. The Council shall meet on an as needed basis.

Duties

- To serve as an advisory body to the CSD
- To develop and make recommendations regarding Club Sport Program policy
- To assist and make recommendations to the CSD in the annual budget allocation process
- To assist and make recommendations to the CSD in scheduling Club Sport facility usage
- To hear appeals on decisions made by the CSD

Membership

- The CSD and one member from each active Club Sport will serve on the Council
- Each Club Sport will elect an individual who will serve on the Council by September 15 of the year of the appointment
- Appointments continue for a full school year, unless a Club Sport elects a new Council representative
- The CSD or his/her delegate will serve as chairperson for Council meetings
- When hearing appeals, the Council will select a chairperson on a rotating basis from among the student representatives
- A majority of the Council constitutes a quorum and a majority of the quorum rules
- The CSD is a non-voting member of the Council

MEMBERSHIP

Eligibility

All officially enrolled students of Capital University are eligible to participate in a Club Sport.

Regulations

- No restrictions may exist as to the maximum number of members allowed to join a Club Sport. However, Capital recognizes that only a certain number of individuals can compete. Each Sport Club should establish an equitable and fair method to decide the extent of participation (playing time) per member.
- Each member of a Club Sport must complete an Acknowledgment of Participation and Release form. Within a week of participation participants will also need to file a Medical History form, an Emergency Information form, and an Athletic Training Services form. Capital must have these forms on file before a Club Sport member participates in any club activities.
- Only student members can hold offices in the Club Sport and vote on club matters.
- Intercollegiate athletes may participate in a Club Sport. However, the Club Sport in which they choose to participate may not closely relate to their varsity participation.
- Spouses of students or faculty/staff members are not eligible for Club Sport membership.

CLUB SPORT OFFICERS

Each Club Sport shall elect a minimum of three officers. These officer positions should follow the Club Sport's constitution, but should generally include a president, a vice-president, and a treasurer. Only a full-time Capital University student may become a Club Sport officer. Capital requires that each Club Sport have either an advisor and/or a paid coach who works for Capital University. In addition, each Club Sport may also have a volunteer coach who has experience in the club's chosen sport. The following section defines the roles and functions of these key persons.

Faculty/Staff Advisor

A faculty/staff advisor should provide guidance and leadership. The advisor shall give direction to the Club Sport in the areas of project planning, budget preparation, club meetings, and financial expenditures. The advisor shall ensure that the Club Sport abides by the University's policies and procedures and act as a liaison between the club and the University.

Coach

Volunteer coaches should be Capital University faculty or staff members whenever possible. Individuals applying to coach must submit a Club Sport Coaching Application to the CSD. This application states his/her qualifications, certifications, past experiences, and goals. The CSD must approve the volunteer coach, and once approved the individual must register with the University. *Note: Club Sports may not divert University funds budgeted specifically for club activities to pay coaches.*

Coach's Roles and Responsibilities

- A coach should restrict his/her contributions to coaching and should refrain from activities involving Club Sport management. Because Club Sports exist as student organizations, all direction and leadership should come from the student officers.
- A coach must reapply each year by September 1 for the year's coaching duties.
- Capital recommends that all coaches have personal medical and liability insurance.
- All Club Sport coaches will:
 - Attend mandatory Officer Training at the beginning of each academic year.
 - Promote and show good sportsmanship toward team members, officials, opposing team members, opposing coaches, the media, and the general public.
 - Refrain from abusive, profane, or insulting language, or any type of assault toward team members, officials, opposing team members, opposing coaches, the media, or the general public before, during, or after competition.
 - Not allow any Club Sport member to make uncomplimentary remarks to any official, player, member of the general public or media before, during, or after a contest.
 - Work with the Club Sport's participants in the University's best interests.
 - Not use tobacco products and/or alcohol on the field/court of athletic play.
 - Capital considers the failure to abide by the above requirements as inappropriate behavior and will employ disciplinary action to address any infractions to these policies.

Officer Responsibilities

Club Sport officers' responsibilities include, but are not limited to:

- Attending mandatory Officer Training at the beginning of each academic year
- Following the policies, procedures, and regulations as stated in this manual and the University's Student Handbook
- Holding election of officers, at minimum, once a year, and no later than May 15 of the year prior to the appointment
- Keeping the CSD informed of all Club Sport activities by meeting with him/her at least once a

week, or times set with the CSD.

- Attending all general meetings called by the CSD
- Reporting all injuries by completing an Accident Report within 24 hours of each occurrence to the CSD
- Holding regular Club Sport meetings with agendas and minutes
- Ensuring the following are submitted to the CSD for members participating in Club Sport activities: an Acknowledgement of Participation Statement and Release form, an Athletic Training Services form, a Medical History form, an Emergency Information form, a photocopy of a current driver's license(if driving for club related activities), and a photocopy of a personal medical insurance card participating in club activities
- Submitting a current membership roster whenever Club Sport membership changes
- Submitting a copy of the Club Sport's constitution and any amendments that have occurred
- Submitting budget requests, facility requests, and proposed activity schedule (i.e. games and practices etc.) to the CSD
- Filing a Travel Checklist form with the CSD the Monday prior or three working days prior to leaving campus, whichever is earlier
- Setting and collecting dues (**If applicable**)
- Depositing funds through the CSD
- Submitting a semester report of all activities conducted to the CSD

Risk Management Duties of Each Club Sport

Adhering to the following policies and procedures will minimize the risk of injury to participants and will ensure that those who are injured receive proper care and treatment:

- Paid coaches and at least two members of each Club Sport must register as "Safety Officers" by having current certifications on file with Capital. Safety Officers must possess certification in Adult CPR and Standard First Aid. *Note: Should be provided by our athletic training staff.*
- One Safety Officer must be in attendance at all Club Sport events. If a Club Sport has a paid coach, coaches must ensure that a Safety Officer attends all events that he/she cannot attend. If no paid coach exists, the Safety Officers must ensure that at least one of them is in attendance at all Club Sport events.
- Safety Officers must thoroughly know the Club Sport Program's emergency procedures. Capital encloses the emergency procedures in all issued Club Sport first aid kits.
- Safety Officers must document all injuries that occur at Club Sport practices, games, and other events with an accident report. Safety Officers must turn in these reports within 24 hours of the injury. For severe injuries, the CSD should be contacted immediately. *Note: The University's secondary insurance policy requires an accident report before the University will provide any benefits.*
- Safety Officers must inspect fields and other facilities prior to every practice session, game, or special event. Report unsafe conditions to the CSD immediately. Do not use the facilities if they appear unsafe.
- Safety Officers must immediately cancel or suspend any outdoor activity when they see lightening or hear thunder. Participants and spectators should seek shelter (away from metal objects, trees, and any water sources) until the storm passes.
- Safety Officers must have a copy of each Club Sport member's Medical History form and Emergency Information form at each practice, game, or other event in case of injury. These forms provide vital information to medical personnel in the event of serious injury.
- Safety Officers must have a properly equipped first aid kit on hand at all games, practices, and special events. Although Capital issues these kits, Safety Officers must get the kits restocked after each use. *Note: To get a kit re-stocked, Safety Officers should bring the kit to the Office with a completed accident report. The CSD will re-stock the kit for the Club Sport before the next club activity. All kits should contain the following supplies:*

Item	Quantity
Antiseptic Wipes	10
1x3 Band-aids	5
Large Band-aids	5
Cold Packs	2
CPR Microshield	1
4x4 Sterile Gauze	4
Roller Gauze Bandages	2
Scissors	1
Tweezers	1
Latex Gloves (M)	2 pairs
Latex Gloves (L)	2 pairs
Triangular Bandages	2
Pen	1
Accident Report	2
Antibiotic Ointment	5
Haz Mat Bag	1

- Capital recommends that Safety Officers allow injured participants to provide care for themselves, thereby reducing potential exposure to disease. This recommendation includes allowing an injured participant to clean and bandage small cuts and abrasions with materials from the kit. For more serious injuries, Safety Officers should refer to their CPR and First Aid training, as well as the emergency procedures enclosed in the Club Sport's first aid kit.

SCHEDULES

The responsibility for scheduling the season's activities rests with the individual Sport Club. All Club Sports must submit a tentative schedule for approval by the CSD prior to the club's commitment for a contest. Whenever possible, Club Sports should balance home and away contests. Capital strongly discourages the scheduling of activities during exam weeks and the preceding week. Club Sports should never schedule home activities without a written facility reservation confirmation. Additionally, each Club Sport must request practice facilities and practice times prior to the start of its season. The Club Sport should turn in a facility request form and have it approved by the CSD before the club begins practice. Officers must notify the CSD in the event of time change or cancellation of any scheduled game or practice.

CLUB SPORT FINANCES

Funding

Clubs must use Capital allocated funds for the benefit of the entire group. According to University rules and regulations, funds for Club Sport activities will normally come from membership dues and budget allocations from Capital.

Budgets

Club Sports must submit proposed budgets for the subsequent year to the CSD by April 1st. Approximately one week prior to April 1st, the CSD will conduct a mandatory budget meeting where Club Sport members will discuss all information necessary to complete the budget process. Capital also requires Club Sports to complete a semester report before this meeting that detail the club's participation. After follow up allocation meetings occur, the Sport Club Council will make a recommendation to the CSD on how to allocate funds based on participation, need, communication, and adherence to policies and procedures. The CSD will approve and/or revise budgets and then notify officers, in writing before the end of the semester.

Allocated Funds

Capital, through the CSD, will administer all University allocated funds for the Club Sport Program. Each Club Sport will have its own account ledger to monitor allocated funds. The ledger will remain in the CSD's office and Club Sport officers/advisors may examine the ledger at any time. Only the CSD can sign and release University allocated funds.

Appropriate Expenditures

- Equipment and its maintenance
- Uniforms which remain CU property
- Conference/Association/League dues
- Officiating fees and costs
- Game/Practice related expenses
- Expenditures for lodging and travel

Please direct questions regarding the appropriateness of an expenditure not covered above to the CSD.

Inappropriate Expenditures

- Banquets or parties
- Flowers or decorations
- Salaries of coaches or managers
- Any item that will become the permanent possession of a participant (e.g. warm-up)
- Meals and mileage for coaches and advisors
- Gifts and awards
- Cost of an individual membership to a league or association
- Newspaper advertisements
- Expenditures for food

Purchasing Procedures

If a Club Sport desires to purchase equipment with funds from a University account, officers must first meet with the CSD for approval. Any equipment purchased with University funds will remain the property of the University. Club Sports may not sell University property.

TRAVEL

Responsibilities Prior to Departure

- The CSD must approve all Club Sport travel plans regardless of whether or not the club intends to use University funds.
- On the Monday prior or three working days prior to each scheduled trip (whichever is earlier), Club Sports must submit a Travel Checklist form to the CSD. Individuals listed on this form must be members of the Club Sport, in good standing, with all necessary forms on file.
- The owner of each private vehicle used on a trip must have his/her liability insurance and drivers license on file.
- Views the failure to meet the above responsibilities as a major offense that could jeopardize the status of the Club Sport.

Items to Take on All Club Sport trips

- A cellular phone. Have the cell phone number of trip leaders on the Travel Checklist filed with the CSD.
- A first aid kit. Capital issues a first aid kit for use at practices, games, and special events.
- Paperwork relevant to dealing with potential injury of a Club Sport member which includes photocopies of the following:
 - Each member's medical insurance card
 - Each member's Medical History form
 - Each member's Emergency Information form
- A copy of this manual, Club Sport Officer's Manual. This manual has emergency phone numbers and other important information.
- If driving a rented vehicle, officers must bring a liability insurance card for Capital's insurance policy. The CSD will provide this card upon request to those using a rented vehicle.

General regulations

- Officers/coaches must report any accident or unusual happening on a Club Sport related trip to the CSD immediately upon return to campus. In the event of a serious injury or situation requiring assistance from the University while on a sponsored trip, officers/coaches should immediately attempt to contact the CSD and then continue down the following list (2-3) until reaching someone:

1.	2.
3.	4.

- All drivers of 15 passenger vans must submit to a driver record investigation through the University's police department.
- Anyone affiliated with CU, including students, can drive Enterprise vehicles as long as they are

21 years old and have a valid OH driver's license. These individuals can also accept delivery for the vehicles, but must meet same criteria as they are considered drivers if they accept delivery.

- All Club Sport members must abide by the personal conduct policies as outlined in the Student Handbook. Any violation of these policies by members of the Club Sport may result in termination of the club and/or individual consequences.
- Passengers must wear seat belts at all times while vehicle is moving.
- Drivers should never pick up any additional passengers.
- Capital strictly prohibits the transportation and/or consumption of drugs or alcoholic beverages on University sponsored Club Sport trips. Failure to abide by this policy will jeopardize the Sport Club's affiliation with the University.

SERVICES AVAILABLE TO CLUB SPORTS

Capital offers a wide variety of services to the Club Sports. The CSD is the contact person for all of these services.

Consultation/Assistance

Club Sport officers can meet with the CSD whenever his/her schedule permits. However, for greatest continuity and ongoing assistance, CU requires that each Club Sport president (or other primary officer) establish a weekly meeting time with the CSD. The CSD's role is to make the Club Sport officers' jobs easier by providing advice and aid whenever possible. The Club Sport officers can help themselves and the club by knowing and following Club Sport policies and procedures. A key to the effective consultation and assistance between an officer and the CSD is: when in doubt, ask.

Mail/Telephone Procedures

The CSD must approve all official Club Sport correspondence and clubs must include a copy to be filed with CU. Club Sports should use the following address for all correspondence:

Capital Intramural & Recreational Activities
Capital University
1 College and Main
Columbus, Ohio 43209

Club Sport officers can make long distance phone calls concerning a club's official business (competition, equipment order, etc.,) in the Athletic office.

Photocopies

Club Sport officers may make a limited number of photocopies of official club documents in the Athletic office. A general account covers the cost of these copies, so no charges incur against the funds specifically allocated to each Club Sport.

Publicity of Club Sport Events

The CSD assists Club Sports with many forms of publicity including communication with the Chimes, Message Board (located in the Capital Center), Facebook, other promotional mediums. All Club Sport promotional materials require the approval of the CSD prior to printing, duplication, and/or distribution.

Capital does not sponsor social events; therefore, Club Sports must not advertise them as part of the club's official activities.

DISCIPLINE PROCESS

As members of the Capital community, Club Sport members have an obligation to conduct themselves and their organization in a manner compatible with the University's philosophy and function as an educational institution. The University expects Sport Club members to behave as mature and responsible individuals while participating in club activities on and off campus. Any violation of University policies, campus regulations, or established Club Sport policy, procedures, and/or standards of conduct may result in revoking a Club Sport's status or other disciplinary action taken against the club and/or disciplinary action taken against individuals, as detailed in Capital's Student Handbook. The following describes the corrective discipline process that's developed to assist Sport Club leaders in correcting the mistakes that cause problems for the club and Capital University.

Minor Offense

Minor offenses impede the effective running of a Club Sport or the Club Sport Program. An example of such an offense would include: No representation at Club Sport meetings, failure to submit appropriate forms on time, etc.

Action Taken for Minor Offenses

If a Club Sport is not presently on probation, the CSD will place the club on probation for a designated period of time or until the club corrects the situation. The CSD will notify the appropriate Club Sport representative by mail. The letter will include:

- The reason for and length of probation
- Possible actions that the CSD will take if additional infractions occur
- The Club Sport's right to appeal

Major Offense

Major offenses are those outside Capital's acceptable standards of conduct as specified by the Student Handbook or are contrary to policies and procedures established by this document. Examples include:

- Unsportsmanlike conduct toward officials or opponents
- Disruptive behavior on trips
- Consuming alcohol immediately before, during, or immediately after a Club Sport activity
- Use of tobacco products while on the field/court
- Misuse of Club Sport funds
- Allowing ineligible individuals to participate in Club Sport activities
- Repeated minor offenses

Action Taken for Major Offenses

The CSD will immediately meet with Club Sport officers to investigate the alleged offense and solicit input from appropriate University administrators including the Director. If the CSD believes that an organization violated a University policy, then the CSD will immediately advise the Dean of Students of the situation. The Dean of Students will follow the rules for Student Organizations published in the Student Handbook. The CSD will decide on appropriate sanctions for offenses that do not warrant action by the Dean of Students. The CSD will notify the Club Sport via campus mail and/or email of any implemented sanctions and remind the club of its right to appeal the decision. Disciplinary actions for major offenses may include one or more of the following:

- Probation/Extended probation

- Freezing of current funds

- Loss of future funding

- Loss of privilege to reserve facilities

- Recommendation to/by the Dean of Students and the University Committee on Discipline that the Club Sport's status be revoked

- Any other appropriate discipline measure

Appeal Process

An appeal process exists to ensure fair and equitable disciplinary actions. Club Sports may appeal any CSD decision by submitting a written appeal to the Dean of Students within 24 hours after the decision. Club Sports should beware, however, that stiffer action could result if the Dean of Students feels the CSD's decision was insufficient. Club Sports cannot appeal the decision of the Dean of Students.

Risk Management Policies /Hazing

The State of Ohio's Hazing Law is set forth in Section 2307.44 of the Ohio Revised Code.

Section 2307.44

Any person who is subjected to hazing, as defined in division (A) of Section 2903.31 of the Revised Code, may commence a civil action for injury or damages, including mental and physical pain and suffering, that result from the hazing. The action may be brought against any participants in the hazing, any organization whose local or national directors, trustees, or officers authorized, requested, commanded, or tolerated the hazing. If the hazing involves students in a primary, secondary, or post-secondary school, university, college, or any other educational institution, an action may also be brought against any administrator, employee, or faculty member of the school, university, college, or other educational institution. If an administrator, employee, or faculty member is found liable in a civil action for hazing, then notwithstanding Chapter 2743. of the Revised Code, the school, university, college, or other educational institution that employed the administrator, employee, or faculty member may also be held liable.

The negligence or consent of the plaintiff or any assumption of the risk by the plaintiff is not a defense to an action brought pursuant to this section. In an action against a school, university, college, or other educational institution, it is an affirmative defense that the school, university, college or other institution was actively enforcing a policy against hazing at the time the cause of action arose.

(1) possession and use of alcoholic beverages and illegal drugs, including penalties that may be imposed for possession or use;

“The University forbids on-campus use or possession of drugs and drug paraphernalia prohibited by federal or Ohio narcotics laws.”.

“The University expects that each individual and group within the Capital University community will comply with all applicable laws and regulations pertaining to the possession, use, and distribution of alcoholic beverages,”.

“The University complies with and upholds all federal, state, and local laws and regulations that regulate or prohibit the possession, use, and/or distribution of alcoholic beverages,”.

A guide of possible sanctions regarding alcohol offenses may also be found in the Student Handbook.

(2) hazing;

“The University does not permit hazing, which is defined as any behavior which can do mental or bodily harm to any person, or which is offensive to the dignity of an individual,”.

To supplement the student handbook each team member will need to complete a hazing orientation and have the appropriate paperwork completed and on file. All participants, in all Club Sports, will need to complete the orientation and paperwork in the first month of their involvement with the Club Sport. Participants in competitive teams will need to complete the orientation and paperwork before they will be allowed to compete with the team. Contact the CSD to determine when the team or individuals will complete the hazing orientation and the required paperwork. Hazing orientation will need to be completed and paperwork on file every school year that a participant is involved in a Club Sport team.

(3) sexual abuse and harassment;

“Sexual harassment in any manner or form, including sexual harassment based on sexual orientation, is expressly prohibited. the term “sexual harassment” means unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature,”.

(4) fire and other safety issues, including the possession and use of a firearm or other weapon or of an explosive device;

“The possession of firearms, other weapons, or fireworks on campus is prohibited.

(5) travel to a destination outside the area in which the institution is located;

(6) behavior at parties and other events held by a student organization; and

“Capital University students are expected to adhere to levels of mature conduct away from campus. As students, they lose neither the rights nor responsibilities of citizenship. They will be responsible to civil authorities for any violations of civil/criminal law,”.

(7) adoption by a student organization of a risk management policy.

Clubs and the CSD will develop and implement an ongoing risk management policy for each Club Sport.