

EASTERN KENTUCKY



CLUB SPORTS COUNCIL HANDBOOK

EASTERN KENTUCKY UNIVERSITY
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EKU COMPETITIVE SPORTS MISSION STATEMENT

The goal of EKU Competitive sports is to provide and safe, fun, and welcoming environment for the students, faculty, and staff of Eastern Kentucky University. Competitive Sports seeks to accomplish this through education of student employees and sport club team members in conflict management, professionalism, time management, and leadership; while also offering a wide range of inclusive sports following current state and national trends via NIRSA.

CLUB SPORTS & EKU

EKU Club Sports program compliments intramural activities, activity classes offered by the Division of Student Affairs and the colleges intercollegiate athletic programs. The Club Sports program is administered by staff members within Campus Recreation in conjunction with the staff of the Office of Student Affairs who combine to offer administrative guidance to the clubs. Each club is formed, developed and governed by the student membership of that particular club. The key to success of this program is student leadership and participation. Sport clubs are governed by the rules and regulations applying to all Registered Student Organizations (RSO) and those established by Campus Recreation in coordination with the Sport Club Council.

Currently, the EKU Sport Clubs program recognizes twelve clubs. All of these clubs do not receive funding from Campus Recreation and Student Government Association and are active in competition in the region and across the country. The Sport Club Council Handbook contains policies and guidelines to be followed by all clubs affiliated with the EKU Sport Clubs program and Campus Recreation. This handbook will serve as a working resource for officers in the daily management of their respective clubs. Questions and concerns not covered in this handbook are handled by the Coordinator of Competitive Sports.

Club Sports Council Mission

The Club Sports Council will promote the Club Sports program at EKU and serve as representation for all of the Club Sports teams. The Council works with the administration in shaping the future of the Club Sports program. The Club Sports Council is responsible for granting new club status to student organizations that apply to become a recognized Club Sport. Further, they will meet regularly, make recommendations on budget allocations to all eligible clubs, review and recommend policies, procedures and participant concerns, and are responsible for disciplinary review and corrective action, as well as hearing disciplinary appeals. The Council will work to represent and advocate for the Club Sports program and create competitive and recreational opportunities for members of the EKU community.

Membership

Membership is open to all undergraduate and graduate students officially enrolled at Eastern Kentucky University in the current semester. No varsity athlete may participate in a Club Sport on the same sport within the same academic year. All club sports must provide the opportunity to all students to join or try out for their club. It is the responsibility of each sport to work out a fair and equitable method to ensure all members are able to try out on some level. Each individual Club Sport must follow the rules and regulations of their sanctioning organizations, as to eligibility of graduate students. Ineligible individuals shall not be permitted to participate. All participants must abide by College policy and Code of Conduct, as well as relevant conference, regional, state rules and regulations. A club sport must have a membership of at least 10 dues-paying members. All membership in a club sport is open without regard to race, religion, age, sex, color, handicap, disability, sexual orientation, gender identity, national or ethnic origin, political affiliation, or status as a disabled veteran or veteran of the Vietnam era.

Transgender Individuals' Participation in Club Sports

The Department of Campus Recreation at ECU recognizes and celebrates the transgender student population and encourages students to participate in intramural sports and club sports based on their expressed gender identity.

ECU Club Sports expects participation to be based on one's self-identified gender and that is done in good faith and is consistent with a player's expressed gender identity.

- A participant's gender identity will be applied when there are gender specific rules or player ratio requirements for co-rec divisions
- Transgender individuals may play on the team that best matches their gender identity
- Competitive Sports staff will verify gender based on the participant's self-identification and expressed gender identity, not purely on the sex indicated in official school records
- ECU Club Sports recognizes that, for many, coming to know one's gender identity is not something that happens in an instant; it is a complex process that can occur over an extended period of time. Transgender participants are encouraged to communicate their gender identity with Club Sports professional staff to ensure proper gender designation.
- While ECU recognizes one's right to self-identify, teams are also subject to the national governing body and their respective policies on transgender Participants

Engage

All Club Sport athletes must register with ENGAGE and the Office of Student Life each fall and complete the online waiver prior to participating in their sport. Members added throughout the year must register on ENGAGE prior to participation. In addition, players must also submit a copy of their health insurance card.

Forming a New Sport Club

Individuals or groups interested in starting a new club and becoming affiliated with Campus Recreation should use the suggestions outlined below as a guide for initiating a new club.

1. Pick up the new Club/Organization packet from the Office of Student Life.
2. Recruit nine other members as well as yourself and fill out packet.
3. Select an advisor, this person can be any faculty/staff member at ECU.
4. Write a constitution and bylaws for your club/organization.
5. Submit club constitution for approval by ECU Office of Student Life
6. Complete registration procedures required by the Office of Student Activities become a Registered Student Club/Organization.
7. Complete hazing form and social media agreements
8. Prove self-sustainment for one academic semester
9. Contact the Coordinator Of Competitive Sports requesting recognition. Contact email should include:
 - a. A roster of prospective members which includes ECU ID numbers of all participants.
 - b. The club's constitution and bylaws.
 - c. A tentative schedule of the club's activities (meetings, practices and competitions) for a full academic year.
8. Have all club members sign a Release Form and return these to the Recreation Center office before your first practice or club activity.
9. **Be selected for admittance by a majority vote of the Club Sports Council.**

** New clubs admitted to the Club Sports Council are not eligible to apply for budget allocation until they have been a member for one academic semester.*

Returning Club Procedures

The following must occur each year for a club to re-register with the college. Failure to perform

any of these steps may result in loss of Club Sport status, facility reservations and/or funding.

1. Submit a Student Officer Update Form to the Recreation Center Office after every officer change and by the posted date at the end of each spring semester.
2. Complete update form and registration form with Recreation Center Office by posted date of academic year.
3. Reregister and complete all necessary paperwork with Office of Student Life.

General Policies and Procedures

Eligibility for Club Membership

1. Clubs must consist solely of currently enrolled undergraduate/graduate full-time students and faculty/staff of EKU.
2. Membership will also be approved by each club's constitutional bylaws and any additional rules of leagues to which clubs belong.
3. Members must be in good academic standing
4. College Handbook for Students: "The organization shall be open to all students meeting reasonably established organizational qualifications and such qualifications shall not be based upon race or religion."
5. Each member of a sport club must complete a Release and Indemnity Form, have it on file at the Campus Recreation office and be listed on the club's membership roster before he/she will be recognized as an official member of a sport club.

Health Insurance and Injury Considerations for Participants

1. Participants are encouraged to carry personal health insurance. When the participant signs the Release Form, he/she indicates that they have adequate medical insurance to cover injuries that may result from participation in sport club activity.
2. Should an injury occur during participation at any club activity, an Injury Form must be filed by a club officer with the Sport Club office within 24 hours of the injury.
3. An injured participant is responsible for all financial obligations and for any treatment required as a result of the injury.
4. Participants are responsible for discussing with Student Health Services medical staff or with their personal physician any known physical problems which may limit participation in the Sport Club program. This must be accomplished prior to participation.
5. Participants are responsible for proper conditioning that is requisite for participation.
6. Each club is required to have two individuals certified in First Aid and CPR with at least one of these present at all club activities. The Sport Club office will offer certification classes at no cost at the beginning of the fall and spring semesters.

Club Sports Office Services

The following services are available through the Campus Recreation office or are provided by the Club Sports Council

- Administrative assistance and guidance.
- Practice and game facility reservations.
- Fax machine.
- Fund raising assistance.
- Publicity and promotion.
- Computer Access
- Copying service – limited to 25 copies per event.
- Club record keeping and organization.

Facilities

EKU Club Sports will have access to most Student Recreation Facilities and shared spaces with Athletics. However, this is based upon availability/need by other organizations. Priority is given to the Student Recreation Center, Athletics and Model when necessary. All field spaces should be approved to play/practice on by the grounds staff prior to an event. Shared spaces such as the Begley 117, the Turf, OSTC, Woodchip Trial, Storage Closets, Weaver and others are the responsibility of the club to maintain and up keep. Other departments will work to do the same, but clubs should leave the space the same or in better condition post use.

EKU Club Sports only have access to the specified practice area once approved by a Professional Staff member at Campus Recreation. Any additional equipment or spaces needed must be approved by a Professional within the Student Recreation Center.

Failure to upkeep or the use of facilities, additional facilities and or equipment without approval will result in a minimum fine of \$50 from the club account. However, if Campus Recreation determines a higher dollar amount should be charged due to improper use, damages or other instances the club will then be responsible for paying that amount.

Additionally, the club will also have practice/game time revoked based upon the incident and at the description of Campus Recreation.

Contracts

If your club is required to sign a contract for any reason (e.g. to use a facility for practice/competition, to compete against another college, etc.), the president of the club should be the club representative that signs – the Coordinator of Competitive Sports will also sign contracts.

Contracts should contain NO language involving Eastern Kentucky University. All contracts **MUST** be worded so that the involved club is the entity assuming risk.

Assumption of Risk: Participation in Club Sports at any ECU facility or off-campus facility contracted by the specific club is completely voluntary whether participating in or watching any event or activity. Each individual participating or watching assumes the risk for any harm or injuries sustained. Each participant or observer DOES HEREBY INTENTIONALLY, KNOWINGLY, AND VOLUNTARILY RELEASE, WAIVE, DISCHARGE, INDEMNIFY, AND AGREE TO HOLD HARMLESS Eastern Kentucky University, its employees, regents, and volunteers (collectively referred to as “Released Parties”) FROM ANY AND ALL CLAIMS, ACTIONS, SUITS, PROCEDURES, COSTS, EXPENSES, DAMAGES, AND LIABILITIES brought as a result of a claim arising as a result of participation or observation, whether such damage, injury, or loss results from NEGLIGENCE or some other cause, and to reimburse them for any such expenses incurred.

Conduct

The basic concept underlying the college’s standard of conduct is that students, by enrolling in the college, assume an obligation to conduct themselves and their organizations in a manner compatible with the Universities function as an educational institution. Individuals must always conduct themselves in a way which does not detract from the reputation of the College. This includes behavior in game situations, misuse of equipment and facilities and conduct during club related activity (fund raisers, community service, trips, etc.). **Inappropriate conduct and actions while participating in any sport club related activity will jeopardize the club’s continued status as a Club Sports and as a Registered Student Organization.**

Hazing Policy

No club shall conduct hazing activities. Hazing activities can be defined as, “any action taken or situation created, intentionally, whether on or off fraternity/college premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities may include but are not limited to the following: use of alcohol; paddling in any form; creation of excessive fatigue; physical and psychological shocks; quests, treasure hunts, scavenger hunts, road trips or any other such activities carried on outside or inside of the confines of the chapter house; wearing of public apparel which is conspicuous and not normally in good taste; engaging in public stunts and buffoonery; morally degrading or humiliating games and activities; and any other activities which are not consistent with fraternal law, ritual or policy or the regulations and policies of the educational institution”. If you have any questions about acceptable activities, please contact the Coordinator of Competitive Sports **PRIOR TO** engaging in any activity.

Alcohol Policy

The college prohibits the unlawful possession, distribution, and use of alcohol and illicit drugs on college property or at college sponsored activities. This standard applies to all registered student organization-sponsored social activities, fundraisers, and promotional meetings.

The consumption of alcohol during any sport club activity on University Property by either spectators or participants is strictly prohibited. This includes, but is not limited to, All Campus Recreation facilities as well as the Intramural/Athletic Fields. Club Sports violating this policy will receive a minimum \$250 fine and possible suspension from Campus Recreation facility use. Further violations constitute a minimum 1 year suspension from all Campus Recreation facilities and forfeiture of all Club Sports funding for a period of no less than 1 year.

Discipline Process

Violations of or non-compliance with ECU, Student Activities or Campus Recreation policies and standards of conduct may result in revocation of Club Sports recognition or other disciplinary action. The discipline process has been developed to assist club leaders in addressing issues that may cause problems for the club.

First Offense*:

If the violation is the club’s first of the current academic year and the club is not under probation from violations committed the preceding year, the following steps are taken.

1. The club president is notified that disciplinary action against the club is being considered.
2. The club representative/club member involved will be scheduled to appear before the Coordinator of Competitive Sports who will then determine a warranted course of action. Such action could include, but is not limited to, probation, a written reprimand, a \$50-\$100 fine from allocated money, loss of facility reservations and loss of recognition by the Club Sports Council.

Second Offense*:

If the same situation occurs again or a different infraction occurs, the club representative/club member will again be scheduled to appear before the Associate Director of Campus Recreation and/or the Coordinator of Competitive Sports. The same process will be followed with the same but stiffer possible disciplinary actions.

Appeal Process:

An appeal of a disciplinary decision may be made only on justifiable grounds including irregularity in the proceedings, punishment inconsistent with the nature of the offense, or additional pertinent evidence not available for the original meeting.

The club representative will inform the Coordinator of Competitive Sports through a written statement that the club wishes to appeal the disciplinary action. The appeal must be received in the Campus Recreation office no later than 5 academic class days after the club has been informed of the action being taken and must include the circumstances related to the violation and the reasons for the appeal.

As soon as is practical a hearing will be scheduled with a Club Sport Appeals Committee.

Club Sports Council Constitution

Article I: Mission

Section A: The Club Sports Council (CSC) derives its authority from the ECU Student Recreation Center. The Council shall strive to promote the development of competitive club sports at ECU, oversee and coordinate the activity of competitive club sports, advise the University of the needs and concerns of competitive club sports, and serve as a forum for inter-club communication for the organizations within the division.

Section B: Dues and collection procedures (if any)

The fiscal year of the organization, shall be from June, 1 to May 30
Each club will be subject to a club sport administration fee

Article II: Club Sport Council Executive Board Make-up

Section 1: The Club Sport Officer Executive Board shall consist of a President, Vice-President, Treasurer, and Secretary. Responsibilities of the officers include, but are not limited to:

President: oversees the Club Sports Council executive board operation and is responsible for conducting meetings. The President will assist the Intramural Coordinator in addressing the needs of the Club Sport Teams. Ensures that all officers are fulfilling their duties and acts as a liaison between the Recreation Center and the Club Sports Council. Sends out regular updates to the Club Sports Council to highlight upcoming events, deadlines and other relevant information.

Vice President: responsible to fill in should the President be absent, removed, or step down during the term. The Vice President will also form and assign sub-committees as deemed necessary by the Club Sports Council and assist in the collection and management of club paperwork and the overall Club Sports program.

Secretary: records all minutes of each meeting. Responsibilities also include informing the council of previous business and decisions made concerning the management of clubs, taking attendance at Council meetings, leading e-mail conversations relating to topics discussed at previous meeting or upcoming meetings as needed, assisting in reviewing policies based on decisions ratified by the Club Sports Council, and helping to promote Club Sports to the ECU community.

Treasurer: leads the council allocation meeting in the spring term, monitoring and budgeting of the Executive Council's emergency funds, serves as a liaison to clubs in explaining the additional funding request process, and is available to assist with clubs during the budget process. Will assist the Coordinator Of Competitive Sports

Section 2: The officers of the Executive Board shall be elected by the members of the CSC with one vote allocated to each team. This vote will be given by each Club's designated representative.

Three quarters of the clubs must be represented in order for the election to take place. The candidate must receive more than half of the votes in order to win. In the event that no candidate receives more than half of the votes, then a run-off will occur between the two candidates receiving the most votes.

Section 3: No more than one members from the same organization may be members of the Executive Board, nor may the President and Treasurer be from the same organization unless a position will be left vacant for this reason. An Executive Board officer cannot also serve as an officer of their club, unless the position will be left vacant for this reason.

Section 4: The Executive Board may create any committee necessary to fulfill the mission of the CSC. The creation of such committee's is subject to approval by the general body of the Council.

Section 5: If an officer ends their membership in a club sport organization or is suspended from that organization, they must resign their position with the CSC. If the resignation occurs in the same school year in which the officer was elected, then a new election will take place. If the resignation occurs after the school year in which the officer was elected; then the Executive Board may choose to call for letters of intent from all members of Club Sports and select the replacement, or they may hold a new election at the discretion of the Executive Board.

Article III: Club Sports Council

Section 1: The Club Sports Council (CSC) will be comprised of two representatives from each club sport. These representatives cannot be a member of the Executive Board, but may be either an officer or member of the sport. If the representatives cannot attend a meeting, a substitute may be sent. If no substitute is sent, **a fine of \$50 for each missing representative** will be levied against the club. All members of club sports may attend meetings, but only the representatives or their designated substitutes may vote.

Section 2: The CSC will meet as often as deemed necessary, but no less than once a month.

Section 3: The CSC shall convene to discuss and vote on legislation, to report on the activities of individual club sports, to discuss the role of recreational activities on EKU's campus.

Section 4: The CSC shall have the power to create its own standing rules and operating procedures, pending the approval of a majority of the CSC membership.

Article IV: Budget

Section 1: All individual club sports requesting funds must follow the Budget Request Submission Process outlined by the Coordinator of Competitive Sports

Section 2: The Club Sports Budget Committee shall consist of seven student members. The members of the CSC executive shall serve on the budget committee in addition to three at-large members. Three students shall be representatives of their club sports. No more than one budget committee member may come from one club. These representatives must abstain from voting on budgetary matters of the sports organizations they represent. The CSC treasurer shall be the chairperson of the committee, who retains voting authority in the event of a tie. In addition to the seven student members, the Intramural & Club Sports Coordinator shall serve as a non-voting member on the budget committee. Quorum is set at five voting members. The committee may not conduct official business unless quorum is achieved.

Section 3: The Club Sports Budget Committee will be voted on and created by the CSC Executive Board. The additional three voting members should be from three different clubs. The

Committee will initially be created when the need arises, and will require a vote of approval from the Executive Board to be re-instated throughout the academic year. If no vote of approval is obtained, the Budget Committee will be recreated. No Budget Committee will exist for longer than one academic year.

Section 4: The CSC Treasurer shall serve only to direct the course of the budget hearing and shall contribute as little opinion as possible during discussions of request inquiries. During deliberation on supplemental funding requests, the requesting organization's members shall leave the room and the Treasurer shall serve only as mediator of the discussion. The Treasurer shall call for final vote from the committee when deliberation has ceased. The requesting organization's members shall be immediately notified of the decision of the committee.

Article V: Funding

Section 1: The CSC shall receive a budget at the beginning of each fiscal year to be allocated appropriately.

Section 2: Requests for supplemental funding must be submitted to the Club Sports Treasurer using the Club Sports Supplemental Funding Request Form. A vote of approval by two-thirds majority is required by the Club Sports Council.

Section 3: Club treasurers must maintain accurate fiscal records to ensure that their accounts are not overdrawn. Overdrawn accounts are subject to a fine of no less than **\$100** and the overdrawn amount will be deducted from the allocated budget during budget appropriations.

Section 4: Annual budget proposals must be received on time. Failure to submit a budget by the deadline will result in a zero allocated budget for the next year and inability to apply for supplemental funding for the year. In addition to submitting a budget proposal, clubs must sign up for a budget hearing. **Failure to sign up for a budget hearing on time will result in a zero allocated budget for the next year and inability to apply for supplemental funding for the year.**

Section 5: All purchases must be made and approved in advance by the overseer of Competitive Sports. Players and Coaches who make purchases that are not approved in advance and submitted are not eligible for reimbursement.

Article VII: Reporting and Compliance

Section 1: Reporting

- Clubs must notify Recreation Center staff via email at least two weeks prior to all fundraising events for approval
- All documentation, receipts, and the Club Sports Fundraising Form must be submitted to Club Sports staff within 48 hours following fundraiser
- A minimum of 10 members must participate in the club's service event (May suggest a percentage of active members since smaller clubs are at a disadvantage)

Section 2: Noncompliance

Article VIII: Constitutional Sovereignty

Section 1: In the case of conflicting information between this constitution and the remainder

of the handbook, the constitution will hold.

Article IX: Amendments

Section 1: Amendments shall be made to the CSC Constitution through a two-thirds vote of the CSC. The CSC and Recreation Center must approve any changes made to the constitution

Student Government Association Allocations

Each year, SGA allocates money to registered student organizations. Club officers, especially treasurers, should familiarize themselves with that process in order to comply with SGA's procedures and deadlines.

Campus Recreation Allocations

Currently Campus Recreation does not give funds to EKU Club Sports teams.

Fundraising

All fundraisers must be approved by the Associate Director of Campus Recreation/Coordinator of Competitive Sports **prior to fundraising activities**. College Development and specific Club Advisors can be contacted for help with fundraising ideas. Sponsorships are considered a form of fundraising and must be approved through the Office of College Development. **Violations of this provision will be subject to disciplinary action.**

Club Sports Council Funding

A. Budget

EKU Club Sports, encompassing all officially recognized Club Sports, shall receive a percentage of the Club Sports Council Budget.

B. Monetary Authority

The Club Sports Executive Board, with a majority vote of quorum, has the final approval on the usage of any funds from the Club Sports contingency.

C. Club Sports Treasurer

The Club Sports Divisional Treasurer is the Chief Financial Officer of Club Sports, with duties and powers as outlined in the Club Sports Constitution. The Treasurer shall be appointed by the Club Sports Council following the election procedures as outlined in the Club Sports Constitution, and shall serve as the Chair of the Budget Committee. For the Treasurer to reimburse him or herself, he or she must have the approval of the Club Sports President. For the President to reimburse him or herself, he or she must have the approval of the Club Sports Treasurer.

ARTICLE I – Allocated Budget Process, Committee and Guidelines

A. Allocated Budget Process

During the month of (figure out later), the Club Sports Treasurer in conjunction with the Club Sports Executive Board and Club Sports Council shall conduct fair, open, and orderly hearings for all recognized clubs requesting allocated budgets for the following academic year.

Each club's treasurer, along with one additional officer from that club, is responsible for signing-up and attending an allocated budget hearing in the week specified by the Club Sports Treasurer.

- Clubs will receive their Allocated Budgets at the first Treasurer's Training of the following fall semester

- All clubs have the right to appeal their budget before the Club Sports Council and Executive Board

B. Allocated Budget Funding Guidelines

The Allocated Budget of an organization shall consist of the bare minimum required for the organization to operate during the following fiscal year. The amount of allocated funding approved will depend on the clubs' membership at the time of allocated budget hearings, allocated funding from the previous year, and the amount of fundraising accomplished by the club the previous year.

How much allocated funding is approved will be decided using the following criteria:

- Each club must be compliant with the rules, regulations, and deadlines of the Club Sports Council as outlined in the Club Sports Handbook
- All final allocated budget decisions are subject to the subjectivity of the Club Sports Council, Club Sports Executive Board

Under no circumstances may allocated funding be used to purchase:

- Food
- Alcohol
- Clothing that is to remain the property of individual club members
- Gift Certificates
- Coaching Stipends
- Miscellaneous Expenditures

ARTICLE II – Club Sports Accounting

A. Organizational Treasurer Duties and Responsibilities

It is the responsibility of each club's organizational treasurer to oversee all budgeting and financial transactions for your club. The organization treasurer shall:

- Attend one of the mandatory SGA treasurer training sessions held at the beginning of each academic year
 - Club budgets are presented to each treasurer at these training sessions. If a session is not attended by the club treasurer, that club will not receive their allocated funding for that academic year

B. Dues

It is the responsibility of the individual club's treasurer to collect dues from each active member of their club each semester

- Collect all cash and checks you wish to deposit and provide payee with receipt
- Separate cash from checks and sort bills and checks in ascending order with bills facing heads up and the same direction
- Each club will be subject to a club sports administration fee
- Each club must also administer minimum mandatory \$30 club fee for each member

ARTICLE V – Funding Restrictions

A. The Club Sports Council, Executive Board, and all Club Sports members must follow these restrictions pertaining to allocated, self-generated, and supplemental funding:

- **Alcohol & Tobacco:** No funds from either allocated or self-generated funds shall be used for alcohol or tobacco products
- **Personal Items:** No funds shall be allocated for t-shirts or items that club members will keep in the allocated or supplemental budget process

- **Food:** No funds shall be provided through allocation or supplemental funding for food, unless otherwise approved by the Associate Director or Intramural Coordinator.
- **Events:** Any event held using allocated funds must be open to all students of EKU
- **Prospective Students:** No funds shall be allocated for events or anything geared towards prospective students
- **Prizes:** No funds shall be allocated for gifts, prizes, or awards
- **Gift Certificates:** Gift certificates may not be purchased from allocated or self-generated funds
- **Self-Gen:** No funds shall be allocated for the sole purpose of self-generating funds
- **Animals:** No funds shall be allocated for the purchase or rental of livestock, other animals, marine life, or any supplies or equipment necessary for their maintenance

Travel

Developing safe and prudent travel plans help to secure a successful and safe club trip. Below are procedures required for club travel in private and commercial vehicles.

Assumption of Risk: Participation in Club Sports at any EKU facility or off-campus facility is completely voluntary whether participating in, watching any event or activity, or traveling to and from the activity or event. Each individual participating, watching, or traveling too or from any Club Sport event assumes the risk for any harm or injuries sustained. Each participant or observer DOES HEREBY INTENTIONALLY, KNOWINGLY, AND VOLUNTARILY RELEASE, WAIVE, DISCHARGE, INDEMNIFY, AND AGREE TO HOLD HARMLESS Eastern Kentucky University, its employees, regents, and volunteers (collectively referred to as “Released Parties”) FROM ANY AND ALL CLAIMS, ACTIONS, SUITS, PROCEDURES, COSTS, EXPENSES, DAMAGES, AND LIABILITIES brought as a result of a claim arising as a result of participation, observation or travel, whether such damage, injury, or loss results from NEGLIGENCE or some other cause, and to reimburse them for any such expenses incurred.

Travel-Related Responsibilities

1. **Campus Recreation, Athletics, Student Affairs, and the College are not insurers of club members’ safety when they travel.**
2. All travel arrangements are the responsibility of the club president/officers. EKU Campus Recreation may assist with reserving of Vans/Buses but van reservation submission must be done as soon as possible.
3. The club treasurer and president must assure that the club has sufficient funding to cover travel expenses prior to taking a trip. It is expected, however, that most incidental travel expenses (i.e. gas, lodging, meals) will be covered by club members themselves.
4. Receipts for all travel expenditures must accompany requests for reimbursement when submitted to the Campus Recreation Center Office.
5. Please contact the Coordinator of Competitive Sports before planning an international trip.

Coaches

1. A coach must acknowledge that he/she is operating EKU volunteer capacity and is functioning solely for the benefit of the club.
2. Any club that wishes to utilize the expertise of a coach must have that individual complete a Coaches Application, as well as a volunteer form, and must clear a background check and submit it to the Student Recreation Center office and arrange a meeting with the Coordinator of Competitive Sports prior to conducting any instructional practice sessions. In addition, the coach must be cleared through Human Resources prior to becoming involved with the team.
3. The coach must restrict his/her involvement with the club to teaching and coaching in practice and competition and must not participate in other areas of club management.

4. The club officers are to serve as the liaisons between the club and the Campus Recreation office and not the coach.
5. The coach must understand and accept the philosophy of the Club Sports program and be aware that the student leadership of each club retains the right to terminate any non-contractual relationship.

Equipment & Storage

- EKU Campus Recreation can facilitate the storage of club equipment. Clubs do not have the authority to sell or dispose of College equipment/property without approval from the Campus Recreation administration. Any damaged or lost equipment purchased with College funds must be replaced by the club. Club Sports equipment may be used only for the club's activity and must be properly cared for and stored during the school year and over summer break. The Recreation Center will assist clubs in finding appropriate storage, if one is not already located.

Social Media

- Each club is required to have at least one (1) social media account (Twitter, Facebook, Instagram, etc.)
- This account is associated with the club, EKU Campus Recreation, and the Office of Student Affairs, so please keep all posts appropriate
- The Department of Campus Recreation reserves the right have social media pages taken down if posts are deemed inappropriate or offensive.
- You are all adults, use sound judgment when posting. If you think it might be inappropriate or offensive, it probably is.

Responsibilities of Club Sports Council Members

Beginning of Year:

- Review the Club Sports Council Handbook. Use as a resource and to educate club officers of expectations.
- Submit your clubs representative for the Club Sports Council
- Obtain a Release Form from each club member and turn them in to the Campus Recreation office.
- Submit an updated Roster Form with ID numbers.
- Submit a Fall Schedule for games and competitions

Throughout the Year:

- Submit a Fall/Spring Schedule for games and competitions
- Attend all scheduled Club Sports Council meetings.
- Operate the club in compliance with the content of this handbook and with the content of the Office of Student Activities Registered Student Organization Handbook.
- Inform club members of college and department policies, procedures, expectations, emergency procedures and other regulations.
- Coordinate club activities with the Club Sports office and the Office of Student Life.
- Submit all required forms on time.
- Assure that all club financial obligations are met.
- Arrange facility reservations for club functions (practice, competitions, meetings, etc.) with the Campus Recreation Professional Staff

End of Year:

- Submit Officer Update Form to Campus Recreation Office
- Submit End of Year Report Including Officer Update to Campus Recreation Office.

Membership

- All club Sports are required to have 10 active dues paying members or the minimum number needed for their sport, whichever is higher
- Please list all active members in the Club Sport on the next page

	Member Name	Email Address	CC ID #
1.			
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The Club Sports Executive Board Reserves the right to refuse Club Sport recognition if necessary recourses (facilities, administrative, and financial) are not available.

I recognize that Eastern Kentucky University Club Sports is relying on the accuracy of the information contained herein. Accordingly, I attest and affirm that all of the information that I have provided is absolutely true and correct

Printed Name: _____

Signature: _____ **Date:** _____