

**YOUNGSTOWN STATE UNIVERSITY**



**CLUB SPORTS MANUAL**

**2017-2018**

## **Important Dates 2017-2018**

5/31- 9/15	Student Activities club registration period
8/21 & 8/22	IGNITE
8/25	Rec Xtra
8/26	Club officer Leadership Summit
8/28	Fall practices begin
9/12	Mandatory officer meeting
9/22	Rec Xtra
10/10	Mandatory officer meeting
10/21	Club Sports Day of Caring
10/27	Rec Xtra
11/14	Mandatory officer meeting
11/17	Rex Xtra
11/23-11/25	Thanksgiving break- no practices scheduled
12/12	Holiday gathering
12/17-1/9	Winter break- no practices scheduled
1/5	Club officer Leadership Retreat
1/8	Spring practices begin
1/9	Mandatory officer meeting
1/26	Rex Xtra
2/13	Mandatory officer meeting
2/23	Mandatory officer meeting
3/6-3/12	Spring Break
3/13	Mandatory officer meeting
3/23	Rec Xtra
4/10	Mandatory officer meeting
4/15	Transition reports and budget due
4/28	Annual Club Sports end of year picnic

\*Dates are subject to change

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## **Section 1: General Information**

Youngstown State University club sports are sponsored by the Department of Campus Recreation under the Division of Student Experience. The department's mission is to provide students with a variety of fitness and wellness experiences that promotes character development, team skills and professional development. Club sports are student governed, operated and initiated for students by students. The club sports staff members are administrators of Campus Recreation with the intention of providing guidance and to serve as a liaison. Club sports are held to the same standards and rules of all officially recognized student groups and organizations on the Youngstown State University campus and to those developed by the Department of Campus Recreation.

The manual is designed to inform club sports officers and members of the policies, procedures and expectations that must be adhered to in order to remain an officially recognized club under the Department of Campus Recreation. Situations that arise and are not covered within this manual should be addressed and communicated to the Coordinator of Club Sports. **Policies and procedures are subject to a yearly review and due to circumstances may change within the current academic year and will be considered official despite not being printed within the published manual.**

\*Club sports officers are required to remain informed and understand the policies and procedures laid out within this manual.

### **Objective of Club Sports**

Club sports are organized sporting activities that operate year round with the intention of providing students with opportunities to participate in intercollegiate competition. Clubs function as a team and the policies, objectives and direction of the club are the responsibility of the club members and officers. The role of the club sports staff is advisory in nature in order to preserve leadership and professional development.

### **Definition of a Club Sport**

Club sports are defined as a registered student organization. Clubs participate in non-varsity intercollegiate competition with the goal of developing the skills and interest of a specific sport or physical activity. Club sports are completely voluntary in nature and the department is committed to providing equal opportunity for all undergraduate and graduate students to participate.

### Criteria Used to Recognize a Club Sport

Interested organizations must meet the following minimum criteria before applying for Club Sport status:

- Officer group must schedule an initial meeting with Tessa Padilla, Coordinator of Club Sports.
- Be a competitive organization (ability to compete in two competitions/tournaments per academic year or involved in league play).
- Conduct regularly scheduled practices and meetings.

### Application Process for a New Club Sport

If the organization meets the above criteria they should move forward with the steps listed below:

- 1) Meet with the Coordinator of Club Sports.
  - Be prepared to discuss desired practice and competition schedules.
  - Necessary equipment, projected annual expenses and dues structure.
  - Names, banner id's and phone numbers for officers (**officers must be enrolled in 9 credit units as an undergraduate and 6 as a graduate student must maintain academic good standing**).
  - Bring a list of requirements for joining the eligible national association, leagues or other governing body associated with the sport or activity.
  - Provide a list of area and regional competitors.
- 2) Submit the following information to Symplicity through the Student Activities portal (For questions about Symplicity registration please contact Carrie Anderson in the Student Activities Office at [clanderson@ysu.edu](mailto:clanderson@ysu.edu))
  - Club constitution and bylaws.
  - At least four officers.
  - Complete roster of potential club members (must have five total including officers to be registered).
  - Potential practice/meeting schedule.
  - Annual budget and expenses.

### Renewal of Yearly Club Sport Status

In order for clubs to remain active and entitled to the privileges and rights awarded to recognized student organizations each club is required to re-register in Symplicity each year. Failure to do so within the specified windows listed below clubs will lose the ability to remain and active organization.

<b>Student Organization Re-Registration Deadline</b>	<b>Date of Organization Activation</b>
Priority Academic Year Registration: May 31	July 15
Late Academic Year Registration: September 15	October 1
Priority Spring Registration: November 30	December 15
Late Spring Registration: January 20	February 1

### Maintaining Club Sports Status

- Student interest is demonstrated with a minimum of five active members four of which, may be officers.
- An updated and active constitution and by-laws is on file with the department of Student Activities via Symplicity and provided to the Club Sports staff via IM Leagues.
- The club remains compliant with all University, Campus Recreation and Club Sports guidelines, rules and regulations.
- An officer attended all mandatory trainings or prior arrangements for excusal was authorized.
- The clubs activity and purpose aligns and continues to be consistent with the Department of Campus Receptions philosophies and goals.
- The club participates in a minimum of two competitive activities each academic year such as, intercollegiate competition, league play, and/or tournaments.
- Each club must participate in at least one community service activity per academic year.
- All University equipment distributed to the club must be maintained, accounted for, stored adequately throughout the year and returned upon the conclusion of the season.

## **Section 2: Membership Eligibility**

Club sports membership is open to all registered undergraduate and graduate students regardless of race, national origin, disability, sexual orientation or gender identity/expression. Any club found violating these standards endorsed by the university and Department of Club Sports will face repercussions by the Department of Club Sports and Student Conduct. Interested members must comply with the membership requirements laid out by the individual club.

- 1) Must be registered for classes in the semester of participation.
- 2) Must register for the specific club in IM Leagues and sign participation waiver.
- 3) Pay semester or annual dues outlined by the club prior to the fourth day of club participation or make other financial arrangements with the club treasurer.
- 4) Read and understand the expectations outlined by the club pertaining to practice, competition and fundraising participation.
- 5) Clubs with a high volume of members may host try outs to determine tournament or competition play however, must provide a detailed outline of performance and grading criteria, as well as, a notification formally submitted to the Coordinator of Club Sports.
- 6) Clubs that choose to host tryouts must provide recreation opportunities for participation for non-competitive members.

### **Participation of Transgender Athletes in Club Sports**

Each individual person has a gender identity with which, is our own internal understanding of our gender; the spectrum encompasses male, female, both or neither. Each person also expresses their gender identity to varying degrees through one's dress, hairstyle, preferred pronoun and/or name.

Transgender is a term used as an umbrella to describe an individual who's gender identity or expression does not match their assigned sex at birth. For example, a male to female or MTF is male assigned at birth but, identifies as a girl or woman. A female to male or FTM is female assigned at birth but, identifies as a boy or man. The Department of Club Sports is committed to providing equal opportunities for students to participate in club sports in alignment with the individuals preferred gender identity, expression, pronoun and name. In order to provide the most comfortable, enjoyable opportunity for the student and to comply with competitions and national governing bodies the following procedures will be taken to assist each student.

### **Participation in Sex-Separated Sports Teams**

- A. Transgender student athletes that are undergoing hormone treatment.
  - A FTM student who is taking medically prescribed hormones related to a gender transition may not participate on a female team once testosterone dosages have begun.

- A FTM student who is taking medically prescribed hormone treatments related to gender transition may participate on a men's team. However, must request a medical exception through the sport's National Governing Body as testosterone is a banned substance.
  - A MTF student who is taking medically prescribed hormone treatments related to gender transition must fulfill one year of hormone treatment prior to competing on a women's team however, may compete for the men's team at any time.
  - In any case of gender transition students must be under the care and directive of a physician and the National Governing Body must receive regular reports indicating the student's eligibility to compete.
- B. Transgender student athletes NOT undergoing hormone treatment.
- Any transgender student that is not currently undergoing hormone treatment may participate in sex separated sports with their assigned sex group at birth.
  - A FTM student not taking hormone treatments may participate on either a men or women's team.
  - A MTF student not taking hormone treatments may not participate on a women's team.

### Student Responsibility

- In an effort to avoid challenges or disruptions to transgender students participating during the sports season the a student that is currently taking medication associated with gender transition, plans to initiate hormone treatments or has completed the process should submit a formal request in writing to participate to the Coordinator of Club Sports upon matriculation or when the decision to begin hormonal treatments has taken place.
- The formal request submitted should include a formal letter from the student's physician indicating the intent to transition or transition status if the process has already been initiated. Within the content of the letter it should also include the student's prescribed hormonal treatment and the documentation of testosterone levels if relevant.

### Universities Responsibility and Role

All conversations between involved parties, as well as, necessary documentation shall be kept confidential unless the student submits a written request. This includes a student's individual transgender identity, medical information; physician information provided with adherence to these guidelines will adhere to local, state and federal laws pertaining to confidentiality. In accordance with the Family Education Privacy Acts and written consent from the student, the information may be shared with those that have a legitimate need to know information pertaining to the student's transgender identity and will be determined on a case-by-case basis.

- The student will meet with the Coordinator of Club Sports to review eligibility requirements and approval procedures for transgender participation.



- The Coordinator of Club Sports will notify the National Governing Body of the student's request to participate. The National Governing Body will assign a facilitator to assist the Coordinator of Club Sports in the process.

### **Section 3: Club Officers Role's and Responsibilities**

The responsibilities provided within this manual should be treated as guidelines and not a complete list of the responsibilities of club officers. Each club is required to have four officers and one club safety manager. The communication and relationship between the club and Department of Club Sports falls upon the responsibility of the officer group. Each officer group will be required to schedule a meeting with the Club Sports staff within the first month of the fall semester and last month of the spring semester. In addition there must be one representative present for monthly officer meetings. The roles of officers will individually be set within each club however, each club is responsible for electing, delegating or appointing **two** representatives to fulfill the expectations listed below:

- Register the club with the Office of Student Activities and confirm club continuation with the Coordinator of Club Sports prior to fall semester.
- Submit an officer transition plan and updated constitution and by-laws to the Coordinator of Club Sports by April 15<sup>th</sup> each academic year.
- Attend and participate in the Leadership Training conducted by the Office of Student Activities in **both** the fall and spring semesters.
- Serve as the liaison between the club and Department of Club Sports, **communication is expected on every aspect of the club and is critical to the clubs success.**
- Ensure that at least **two** officers or elected members become CPR certified one of which, should be the safety manager. It is expected that at least one certified member be present at each practice and competition.
- Ensure that each active member has a waiver and emergency contact on file in IM Leagues and in the club binder, which must be present at each practice and competition.
- Communicate requested facility reservations for practices, competitions and events within the requested time frame initiated by the Club Sports staff.
- In the event of an emergency or injury a report must be submitted within 24hours of the incident.
- Keep accurate and documented records of club expenditures, communications, events, and conflicts.
- Monitor club activities to ensure that university and department policies and procedures are adhered to.

**\*Officers are administrators and representatives of their individual clubs therefore, in the event that the club fails to adhere to national governing body, university or department rules and regulations the officer group will be serve as representatives within the conduct process.**

#### **Section 4: Club Conduct**

Club members have the responsibility to maintain and uphold the standards and philosophies established by the university and Department of Campus Recreation. As a university recognized student organization club activities are a representation of the university and department participants should maintain a sense of pride, maturity and responsibility both on and off campus. Inappropriate actions or conduct will result in disciplinary measures with the individual and club sent to Student Conduct.

#### **Club Hazing**

The Youngstown State University and the Department of Campus Recreation do not condone or permit any type of hazing activity. Hazing can be defined as any action or situation, with or without the consent of the participants, which recklessly, intentionally, or unintentionally endangers the mental, physical, or academic health or safety of a student.

\*If you feel that you have been subjected to or witnessed any form of hazing please report it to the Coordinator of Club Sports at 330-941-2239. The club sports department is committed to creating a safe and secure space for students and will ensure that the appropriate steps are taken to assist the student physically, psychologically and emotionally.

#### **Club Sport Alcohol & Illegal Drug Use**

The presence and consumption of alcohol and/or illegal drugs is not permitted during any club sanctioned event or activity unless prior approval is received from the Coordinator of Club Sports. Club sport activities include games, practices, fundraising events, travel and activities taking place prior to, during or after a club activity. This also, applies to any activity that can reasonably be perceived as a club activity.

#### **Sexual Harassment and Discrimination**

Youngstown State University and the Department of Campus Recreation is committed to preventing and eliminating discrimination and harassment race, color, national origin, pregnancy, sex, age, disability, creed, religion, sexual orientation, gender identity, gender expression, veteran status, political affiliation, or political philosophy.

The university and Department of Campus Recreation strictly prohibits sexual harassment in the Club Sport Program. Sexual harassment is any interaction between individuals of the opposite of

same-sex that is characterized by unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct sexual in nature.

## **Section 5: Risk Management, Safety and Insurance**

### Safety Procedures:

In order to provide a positive experience for all club member's it is essential to consider and anticipate situations to prevent accidents and injuries. It is strongly recommended that each club implements and follows the following safety procedures.

- During all club sanctioned events coaches, officers and members should emphasize safety during activities as a priority.
- Facilities and fields should be inspected prior to practice or competition and any safety hazards or concerns should be immediately communicated to the Coordinator of Club Sports and activity suspended until there is a remedy that will maintain the safety of all participants. In the instance that the event is being hosted off of YSU property the designated site contact should notified of the issue immediately.
- Two members per club must be CPR certified and at least one of those that are certified should be at every practice and competition.
- Injury reports: Club Sport officers are required to submit an incident/injury report within 24 hours of an occurrence. Report forms are made available through IM Leagues and the club sports website.
- All officer members and coaches must complete concussion training prior to the first schedule club activity.
- In the event of an emergency or natural disaster at any location officers must abide by instructions and work cooperatively with authoritative personnel to mitigate risk to all participants.
- If there is an emergency situation or safety question that arises contact the Coordinator of Club Sports at 303-501-7560.

### Medical Basics

Club sports members participate in chosen activities at their own risk. It is encouraged that members possess individual medical and health insurance and carry insurance cards in an accessible place to every club event. Youngstown State University and Department of Campus Recreation do not provide medical coverage for club sports athletes.

It is the responsibility of club members to ensure that they are physically capable of participating in club sports programs. Members should consult their physicians for any potential physical restrictions or limitations. A non-contact sport is one that has minimal or no physical contact between opposing players and has a low risk for bodily harm. A contact sport is a sport that

involves hitting and/or striking and carries a high risk for bodily harm. Members are encouraged to choose activities that are appropriate for their skill level and physical capabilities.

Participation in any activity comes with inherent risks that may be unavoidable despite care taken to avoid injuries. Risks range from small injuries such as, bruises, scratches and sprains to more severe imminent injuries such as, broken bones, paralysis or even death.

To mitigate potential injuries it is encouraged that members maintain an appropriate level of physical fitness and readiness to participate in the activity. It is required for contact sports that all participants wear appropriate clothing, footwear and protective equipment.

#### General Medical Emergency Procedures

1. Prior to an event check with the host club to determine emergency procedures in the event of an injury.
2. Stay with injured party and send one member to report incident to nearest campus recreation staff.
3. If the injury requires emergency assistance contact YSU Campus Police at 330-941-3527 and inform the emergency personnel of the participant's name, nature of injury, and location of the incident.
4. If the injury requires further examination or treatment by a physician it is advised that the injured party be transported to the local emergency room by a qualified emergency transport service. All expenses accrued for the transport and treatment are the responsibility of the participant.
5. Upon the decision to transfer the participant to the emergency room one member of the club should meet the emergency transport service and direct them to the injured party at which, time they should inform the medical team of pertinent information and pass off the members emergency contact/medical information form.
6. When emergency transport services are utilized contact the Club Sports Coordinator at 303-501-7560.
7. The safety manager must submit an injury report within 24 hours of the incident.
8. It is required that all clubs have someone that is certified in CPR present at all club sanctioned events.
9. If one is not first aid certified do not attempt to move or treat the injured party. Keep the victim still and do not leave them alone.

#### Head Injuries/Concussions

Should a participant endure a head injury of any kind the injured party **must** be removed from the field of play immediately and will not be permitted to return to play until cleared by a certified health professional and documentation of clearance provided to the Coordinator of Club Sports. If an athletic trainer or EMT is present the injured athlete must be directed to and assessed by the professional team. If there is no medical professional on site the safety manager

or coach should assess the athlete and assist them to medical intervention. **The only individuals who may diagnose or permit an athlete to return to play are medical professionals that are certified to diagnose concussions.**

### **Section 6: Travel Procedures**

Travel for a club sanctioned event is a privilege that all club sports are eligible to be approved for. In order to be approved for club travel one officer must submit a travel request/itinerary form at a minimum of one week prior to departure. Failure to do so will result in potential denial of the trip.

#### **Process for Planning Travel**

1. Submit travel request form one week prior to departure (form can be found on the club sports webpage).
2. Complete the requested itinerary information in the travel request form
  - a. General information- club name, dates of travel, purpose of trip, and coordinating officer
  - b. Transportation information- mode of transport and list of drivers
    - All students intending to drive must submit a completed motor vehicle record form to the Environmental Health and Safety Office.
  - c. Lodging Accommodations- type of lodging and location
    - Location and contact information are required for the event of an emergency. This includes personal residences.
  - d. Travel roster- list of names and banner id numbers
    - Members that will be traveling must have an emergency contact/medical information form on file in IM Leagues and in the club binder, as well as, a signed participation waiver.
  - e. Costs- funding source and SGA appropriation amounts
3. Upon submission and approval of club travel request one officer must arrange to meet with the Coordinator of Club Sports for the week of intended travel to ensure that all necessary documentation and guidelines are adhered to.
4. Failure to complete the travel request/itinerary form in full may delay the approval process.
  - Any unapproved club travel will not be eligible for compensation and may result in additional penalties such as, suspension of club travel privileges or a conduct hearing.
5. When traveling be sure to keep all original itemized receipts and if Student Government Funding is being used receipts must be submitted to the Coordinator of Club Sports within one week of returning.

It is important that participants are aware that the university does assume responsibility or liability for the use of personal vehicles. The driver/owner of the vehicle assumes the liability of the vehicle and passengers. **Therefore, all drivers must be a licensed driver and automobile insurance coverage.**

- Drivers should be alert and aware of their surroundings to ensure the safety of all passengers. Therefore, drivers must implement driving balance with a 15 minute break for every 3 hours of driving and should not exceed more than 9 hours of driving in a given day.

Responsibility of club members traveling include but, are not limited to:

- Monitoring club conduct and ensuring that drivers are driving in a safe manner (Failure to abide by university and department conduct policies will result in the student or group being sent to Student Conduct).
- If an accident occurs follow the Club Sport emergency procedures.

#### Documentation for Reimbursable Items

In order for the club or individual member to be reimbursed requests must be accompanied with the following types of documentation within one week of returning from travel.

- Hotels: itemized receipt indicating proof of payment method and payer name.
- Rental Vehicle: detailed rental contract with itemized charges and proof of payment.
- Fuel: for personal vehicle use a detailed map highlighting route driven.
- Entry fees: receipt of payment with pay to and payer name.

#### **Section 7: Banking, Funding and Business Practices**

Each club should set financial expenditure projections and revenue goals yearly. Each club should maintain an accurate record of expenses and budget plan that can be made available to club members at any time. Budget planning worksheets are made available online. Anticipated costs should include but, are not limited to official's fees, entry fees, hotel costs, equipment purchases, marketing and team apparel. Clubs should develop a plan for revenue generation that is approved by the members.

#### Bank Accounts

Every club is required to have a club bank account with two officers authorized on the account one of which, must be the treasurer. It is the responsibility of club officers to ensure that expenses do not exceed the clubs revenue and that a reserve account is being built. No club funds should be utilized without approval from the club membership.

- Any club revenue (fundraisers, dues, donations, sponsorships etc.) and club reimbursements are considered the property of the club and funds must be deposited into the club bank account.

### Funding Sources

- Student Government Association (SGA) funds are available for event specific finances. To be eligible for funding clubs must be a university recognized student organization and have sent two officers to the Leadership Summit/Retreat during the semester in which, funds are being applied for. Event appropriation applications are accepted year round and must be submitted at minimum four weeks in advance of the event taking place. Applications can be found on the SGA webpage.
- Each club is required to collect a minimum of \$25 yearly membership dues to offset the costs of operation however, based upon the financial needs of each club dues can be adjusted with documentation and explanation to members for the higher fee. Clubs should provide new members with a three day trial period prior to requesting membership dues.
- Fundraising is required of all clubs. Each club must commit to one fundraiser per semester and submit a written fundraiser notification to the Coordinator of Club Sports prior to initiation.
- In the event that the Department of Campus Recreation provides clubs access to funds for expenditures compliance, fundraising efforts and fiscal responsibility will be utilized as criteria to determine appropriations.

### Section 8: Coaches

Clubs are entitled to recruit and secure the services of a coach. If the club chooses to do so it is the responsibility of the club team to find an appropriate coach to recommend to the Club Sports Coordinator. A coach **may not** be a player but, can be a student, member of the faculty/staff or unassociated with the university. Every coach or volunteer must complete a background check and sign the coach's agreement prior to initiating their coach duties.

### Coach Duties

- 1) To be highly knowledgeable of their specific sport skills and rules.
- 2) To abide by all rules, regulations and procedures implemented by the university, Department of Club Sports and national governing bodies.
- 3) Primary role of the coach is to provide instruction. All business matters and club operation should be the role of the players.
- 4) To promote safety and sportsmanlike conduct at all club sanctioned events.
- 5) Provide safe and organized instruction to all members no matter skill or experience level.
- 6) To conduct one's self in a way that reflects positively on YSU.

### Additional Information

- The Club or Department of Club Sports may revoke the coach agreement at any time without cause of justification at their discretion. It is the right and obligation of the Club Sports Department to protect the club and if in the opinion of the administrative staff that the coach is not acting in the best interests of the club they will be relieved of their coaching duties.
- Coaches must be recommended by the club sports team and must submit a new Coach's Agreement form yearly to continue coach duties. Annual continuation of coach status is not automatic.
- Coaches may be compensated however, it is the responsibility of the club team and the coach to come to an agreement.