



Club Sports Handbook
Oakland University

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Program Overview

Oakland University Mission

Oakland University cultivates the full potential of a diverse and inclusive community. As a public doctoral institution, we impact Michigan and the world through education, research, scholarship, and creative activity.

Oakland University Vision

Oakland University will unlock the potential of individuals and leave a lasting impact on the world through the transformative power of education and research.

Division of Student Affairs

Mission

Student Affairs provides intentional opportunities for the development of engaged learners, critical thinkers, and global citizens

Passion

Student Affairs creates diverse and inclusive opportunities leading students towards achievement of educational & career pursuits, self-discovery, social and personal well-being.

Core Values

Build a positive team through collaboration

Foster an inclusive environment

Empower staff and students to drive and make change

Create WOW through student engagement

University Recreation and Well-Being (URW)

The mission of University Recreation and Well-Being is to offer programs, services and facilities that create a connection to Oakland University, encourage life balance, and foster student development.

Vision

A leader in providing excellent and comprehensive experiences that promote student success and community well-being.

Club Sports Program

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

Contact Information

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<https://orgsync.com/home>

Recreation Center

University Recreation and Well-Being
569 Pioneer Drive
Rochester, MI 48309-4482

Current List of Club Sports

Ballroom and Latin Dance
Baseball
W. Basketball
Bowling
Boxing
Cheer
Equestrian
Fencing
Figure Skating
Football

Golf
M. Ice Hockey-DI
M. Ice Hockey-DIII
Judo
M. Lacrosse
W. Lacrosse
M. Rugby
W. Rugby
Ping Pong
Running

M. Soccer
W. Soccer
Softball
Swim
Tennis
Ultimate Frisbee
Vitality Dance
Water Polo
Weightlifting
Winter Guard

Club Sport Recognition Process

Definition

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

Membership

Club sports are open to all current Oakland University undergraduate and graduate students enrolled in at least one credit with a valid membership to the recreation center. Various other members of the Oakland University community, including non-students, employees, or alumni are also eligible to join all clubs, if certain requirements are met. Participation in club sports is completely voluntary, and is considered a privilege and not a right.

- I. Oakland University Student Participants
 - A. Must be currently enrolled in one or more credit hours and have a valid membership to the recreation center.
 - B. A **Waiver of Responsibility, Concussion Information Form, and Code of Conduct** must be filled out on IMLeagues.com/Oakland before participating in practice or competitions.**
 1. If a Oakland University student is under the age of 18 years old, their parent or guardian must complete the forms listed above on their behalf.
 - C. Must register on the official club roster, which can be found on each clubs page on imleagues.com/oakland.
- II. Non-Student Participants (Faculty/Staff/Alumni/Community Members)
 - A. Must be 18 years of age. No exceptions will be made.
 - B. Must purchase a membership to the recreation center, if they do not currently have one.
 1. Must have a valid membership for the duration of their participation in the club.
 - C. A **Waiver of Responsibility, Concussion Information Form, and Code of Conduct** must be filled out on IMLeagues.com/Oakland before participating in practice or competitions.**
 - D. Must register on the official club roster, which can be found on each clubs page on IMLeagues.com/Oakland.
 - E. Are not eligible to hold any officer positions within the club, and may not serve on the Club Sports Advisory Council.
 - F. Are not eligible to vote on club matters.
- III. A club may not restrict membership on the basis of race, color, gender, sex, orientation, religion, national origin, ethnic origin, or from any member covered in the protected classes.
- IV. Clubs must maintain a participation ratio of 70/30 (student members to community members) for all competitions and practices in order to maintain their status as a club sport recognized by University Recreation and Well-Being.
 - A. National governing bodies, leagues, and association regulations prohibit non-student members from participating competitively.
- V. Club officers and personnel are not permitted to cut any members from the club. Clubs can only determine whether members make a travel roster or a competition team. These members shall exist in the club without harassment, and shall be allowed to practice with the club.

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

Starting a New Club

All clubs must abide by all rules, policies, and guidelines set forth by University Recreation and Well-Being (URW), Office for Student Involvement (OSI), and Oakland University. These rules, policies, and guidelines have been designed to govern student organizations, specifically club sports, in the best interest of the club members and club sport itself. If you are interested in starting a Club Sport contact the Coordinator for Intramural Sports and Club Sports. or if you are not sure your organization fits into the club sport category, please consider the following factors detailed below.

University Restrictions

- I. Club sports are not recognized as a direct entity, therefore have the following limitations;
 - A. Liability of a club sport does not fall on Oakland University, therefore Oakland University's insurance does not cover club sports.
 - B. Club sports cannot use Oakland University's tax identification number or their 501(c)3 non-profit status for donations or fundraisers.
 - C. Oakland University does not provide any form of transportation to club sports.

Requirements for Creating New Club Sport:

- I. Individuals or groups that wish to form a new club sport must first meet with the Coordinator of Intramural Sports and Club Sports to discuss the purpose and mission of the proposed club sport.
 - A. Existing club sports may not be duplicated.
- II. After approval has been received from the coordinator, the group must formally register as a student organization through GrizzOrgs and the Office for Student Involvement.
 - A. Registration within GrizzOrgs.
 1. Register as New Organization.
 2. Choose to be listed under the "Club Sports" category.
 3. All 4 officers should request Membership under the Club Sports Advisory Council.
- III. The coordinator will then create the club sports team on IMLeagues and the officers will be added as captains to the roster.
- IV. Officers will then invite team members to join and/or accept member requests to join the roster on IMLeagues.
 - A. All club members must have a minimum of 4 club members to be recognized and the most basic tier.
- V. Officers can simultaneously start the activation process outlined in 'Club Sport Activation'

New clubs will undergo a 1 semester introductory period in which they will not be eligible for allocated funds. If the new club does not meet all of the requirements set forth in this introductory period they will not become a Club Sport at Oakland University.

Club Sport Activation

Each year around the end of June and beginning of July all club sport rosters on IMLeagues will be archived and all teams will be recreated on the platform so that they may register the members for the upcoming academic year. Once each club roster has been archived clubs will begin their activation process. Once a club meets the requirements listed below, the club will become active and have access to the resources provided to them through University Recreation and Well-Being and the Club Sports Office.

Activation Checklist

- I. Reactivate the club's GrizzOrgs account and update all necessary information.
- II. President, Vice President, Treasurer, and Secretary must attend yearly Club Sports Officer Training and complete the following forms and quizzes.
 - A. Training & Acknowledgement Forms.
 - B. Travel Guideline Quiz
 1. Must pass quiz with an 80% or higher.
 - C. Apparel & Marketing Guideline Quiz
 1. Must pass quiz with an 80% or higher.
- III. Register at least 4 student members on IMLeagues w/ their Club Sports Waiver, Code of Conduct, and Concussion Information Forms completed.

- IV. Submit updated constitution to Club Sports Office.
- V. Register two Safety Officers with the Club Sports Office.
 - A. Safety Officers must attend Club Sports Safety Training and complete their Training & Acknowledgement Form.
 - B. Safety Officers must have provided the Club Sports Office with a copy of their CPR & First Aid Certification.
 1. Only American Red Cross and American Heart Association certifications are accepted.
 - C. Safety Officers must complete and pass the Club Sports Risk Management Quiz with at least an 80%.
- VI. Submit the club fundraising schedule and donor/sponsorship list to the Club Sports Office for approval.
- VII. Submit the practice and competition schedule to the Club Sports Office.

Throughout the semester club sports will also be asked to complete other tasks as well. These tasks are to develop the leadership of each club sports, assist with publicity, and give the Club Sports Administration a clear snapshot of each club's semester.

1. Attend monthly club sports meetings.
2. Complete an End of the Semester Report at the end of each semester and submit it to the Club Sports Administration.
3. Update their Imleagues and GrizzOrgs pages as necessary.

Club Organization and Structure

Constitution

Each club is required to have a constitution that will serve as the basic framework for the organization. The constitution should reflect the practical operation of the club. Each club will be required to submit the constitution to the Club Sports Office for approval by the Coordinator and/or Graduate Assistant. All members of the club are expected to read the constitution before beginning participation in a club. The format below has been developed to be used as a guide in the creation of a constitution for club sports. Examples for some sections have been provided, but clubs should make necessary adjustments to suit each individual organizations needs. It is not necessary to follow the form exactly, but it is important to include all areas that apply to your organization. Certain statements and phrases are mandatory for each organization to include within their constitution.

Constitution Guide

Organization Name
Adopted on (Insert Date)

- | | |
|---------------|--|
| Article One | <p>NAME OF ORGANIZATION</p> <ul style="list-style-type: none"> ● State the full name of the organization as well as the acronym if applicable.
“The name of this organization shall be ...” |
| Article Two | <p>PURPOSE OF ORGANIZATION</p> <ul style="list-style-type: none"> ● State the purpose of the organization. The club may also include the mission, goals, objectives, etc. |
| Article Three | <p>MEMBERSHIP</p> <ul style="list-style-type: none"> ● Mandatory Clause: Membership in this organization will not be restricted on the basis of race, color, religion, national origin, disability, sexual orientation, veteran status, sex or age. ● State which people are qualified for membership.
“Membership is open to all Oakland University students, faculty, and staff.” ● State the types of membership available.
“Active members are considered to be full time students enrolled at Oakland University. A community member is a member of the community.” ● State what a member must do in order to be recognized as an active/associate/honorary/passive/etc member.
“In order to be recognized as an active member, the member must ...” ● State what rights and privileges go along with each level of membership.
“Only active members can vote on matters, official or not, including amendments, elections, and other motions brought forth in meetings.” |

- State why and how membership privileges may be revoked.
- Article Four EXECUTIVE BOARD
- State the titles and duties of the officers to be selected by the membership and explicitly list out what is expected of each officer.
 - State any minimum qualifications officer candidates must have such as class standing, minimum GPA, etc.
 - State the length of officers term and term limits, if any.
 - State why and how an officer may be removed from their duties
 - At a minimum, the club should have a President, Vice President, Treasurer, and Secretary. If a club would like to have more officers, they may do so but only the aforementioned are required.
- Article Five NOMINATIONS AND ELECTIONS
- State approximately when elections will take place.
 - Explicitly state details of the nominating procedure including the length of time allowed for nomination, who is allowed to submit nominations, and the method for submitting nominations.
 - State how nominees will present their qualifications.
 - Define the method that will be used for voting and who will be responsible for tallying votes.
 - State procedure for runoffs in the event of a tie.
 - State the procedure for the transitioning of current and new officers.
- Article Six MEETINGS
- State how often the group will meet.
 - State who presides at the meeting.
 - State whether the executive board has separate meetings and if so, how often.
 - State attendance policy, if applicable.
 - State what the quorum is.
 - State the procedure for calling special meetings.
 - State parliamentary rules of order that will be used.
- Article Seven FINANCES
- State procedure for determining amount of dues and when they should be collected.
 - State procedures for the allocation of club funds.
 - State procedure and process for determining financial needs versus financial wants.
- Article Eight AFFILIATIONS
- State any affiliation with local, state, regional, or national governing bodies.
 - State adherence of any rules by the governing body.
- Article Nine ADVISOR/COACH/MANAGER
- **Mandatory Clause: The primary advisor shall be a member of the faculty or staff at Oakland University.**
 - State how the advisor will be selected.
 - State why and how the advisor may be removed from their duties
 - State that the advisor may offer guidance and support for the organization, but **MAY NOT** have a vote nor govern club business.
 - State the desired qualifications for a coach and/or manager.
 - State the procedures for selection of a coach and/or manager.
 - State why and how the coach and/or manager may be removed from their duties.
 - State that the coach and/or manager are limited to teaching and coaching in game and practice settings, but **MAY NOT** vote or interfere in the administration of the club sport or decision-making process.
- Article Ten AMENDMENTS
- State the procedure for proposing and approving amendments to the constitution.
- Article Eleven RATIFICATION
- State how the constitution will be ratified.

Officers

Club sports present a great opportunity for students to develop leadership, organizational, and administrative skills. Club Sports are completely student-organized and their success or failure is directly related to the effectiveness of the officers selected to oversee the club's operations. There are four (4) required officer positions for every club, President, Vice

President, Secretary, and Treasurer. The duties listed below are suggestions for each position and the officers may delegate required duties as need. Any other remaining administrative officers or needs can vary by club.

A. Club President*

- a. Serve as the liaison between the club and the Coordinator of University Rec & Well Being and/or the Graduate Assistant for Intramural Sports & Club Sports.
- b. Enforce and adhere to policies and regulations as outlined in the Club Sports Handbook, and the club constitution.
- c. Administer club meetings and may administer practices and games if there is no coach.
- d. Complete and maintains appropriate university and URW forms including but not limited to incident/injury reports, travel requests, club rosters, and waivers.
- e. Secure facility space for meetings, practices and games in conjunction with rules and regulations set forth by the Club Sports Administration.
- f. Submit annual reports summarizing club activities and student impact for the previous year by the established due date.
- g. Report club competition results to the Coordinator/Graduate Assistant of Intramural Sports & Club Sports.
- h. Assist all fellow officers in their assigned duties.
- i. Promote and practice good sportsmanship on and off the field.

B. Club Vice President*

- a. Serve as the liaison between the club and the Coordinator of University Rec & Well Being and/or the Graduate Assistant for Intramural Sports & Club Sports.
- b. Enforce and adhere to policies and regulations as outlined in the Club Sports Handbook, and the club constitution.
- c. Preside over club business in the absence of the president.
- d. Assist the president with his/her duties outlined below;
 - Administer club meetings and may administer practices and games if there is not a coach.
 - Complete and maintain appropriate University and University Recreation & Well-Being forms, including but not limited to incident/injury reports, travel requests, club rosters, and waivers.
 - Secure facility space for meetings, practices and games in conjunction with rules and regulations set forth by the Club Sports Office Administration.
 - Submit annual reports summarizing club activities and student impact for the previous year by the established due date.
 - Report club competition results to the Coordinator/Graduate Assistant of Intramural Sports & Club Sports.
 - Promote and practice good sportsmanship on and off the field.

**It is recommended that both President and Vice President not be graduating seniors. At least one should be an underclassman or a returning student to ensure club leadership continuity.*

C. Club Treasurer

- a. Serve as the liaison between the club and the Coordinator of University Rec & Well Being and/or the Graduate Assistant for Intramural Sports & Club Sports.
- b. Enforce and adhere to policies and regulations as outlined in the Oakland University Club Sport Handbook, and the club sport constitution.
- c. Prepare the club's annual budget, outlining expected revenues and expenses for the upcoming year.
- d. Assist the club President in creating and presenting the club sports budget proposal.
- e. Maintain detailed records of all financial activities and transactions.
- f. Monitor club's financial accounts and notify Club Sports Administration of any changes or discrepancies.
- g. Maintain an inventory of all club equipment purchased with Oakland University funds (URW/Allocation Account) and submit to the Coordinator at the beginning and end of each season.
- h. Assume responsibility as primary point of contact for all policies and processes regarding club sports financial transactions, purchasing, and inventory regulation.
- i. Promote and practice good sportsmanship on and off the field.

D. Club Secretary

- a. Serve as the liaison between my club and the Coordinator of University Rec & Well Being and/or the Graduate Assistant for Intramural Sports & Club Sports.
- b. Enforce and adhere to policies and regulations as outlined in the Oakland University Club Sport Handbook, and the club sport constitution.
- c. Maintain important documentation for the club and ensure the documents are passed on with officer transition.
- d. Responsible for completion and submission of the end of year sport club report.
- e. Develop and circulate marketing materials for club activities.
- f. Document community involvement hours and student impact.
- g. Record and circulate meeting minutes.
- h. Promote and practice good sportsmanship on and off the field.

E. Safety Officer

- a. Possess a valid CPR/AED, and Standard First Aid certifications from either American Red Cross or American Heart Association.
- b. Attend club sports practices, competitions, and activities -- home and away.
- c. Check the safety of the facilities and equipment before allowing members to participate.
- d. Attend to injured participants in a manner consistent with the standard of care from the certifying agency and consistent with University Recreation and Well-Being policies and procedures.
- e. Complete University Recreation and Well-Being incident and injury forms for all accidents, regardless of severity and returning it to the Club Sports Office as soon as possible following the event.

Club sports may choose to add additional titles and officer positions to suit the needs of the organization. All additional officers will need to attend club sports officers training in either the summer or fall to be recognized by the Club Sports Administration. Clubs should explicitly spell out details and responsibilities of the additional officers in the club constitution.

Club Advisor

It is required for all clubs to have an advisor that is a member of Oakland University's faculty or staff. In the event that a club loses an advisor or a probationary club has not yet secured an advisor, clubs will be given a semester to establish a new advisor for the club. While clubs are looking to secure an advisor the Club Sports Advisory Board Executive Officers will serve, collectively, as the club's advisor. The advisor and the coach may be the same, as long as the coach is a faculty or staff member at the university. The advisor is responsible for assisting the club when needed.

A. Responsibilities

- a. Assist the club sports officers in adherence to Oakland University, University Recreation and Well-Being, and Club Sports Program policies and procedures.
- b. Assist club sports members in the development of leadership and administrative skills, goals and objectives, and provide guidance for the organizations leadership.
- c. Be available to club sport leaders during the development of projects and programs and to provides guidance to help ensure that activities are well planned and reflect favorably on the University.
- d. Complete Oakland University's [Jean Clery Act Training](#) online via the University Police Department website at the start of every academic year. Once completed, print the "CSA Sign-Off" sheet and hand it to the front desk at the University Recreation Center and address it to the Coordinator of Intramural Sports and Club Sports.
- e. Assist in the yearly transition of club officers.

Instructors & Coaches

Any club that wishes to obtain an instructor or coach cannot use Oakland University funds to pay them. If an instructor or coach is deemed necessary by the club, University Recreation and Well-Being encourages the club to seek the services of volunteer coaches, students, graduate assistants, or faculty/staff members that are capable of properly instructing. The selection and removal of instructors and/or coaches is the responsibility of the club officers. Volunteering as a coach is an agreement between the student officers of the club and the individual serving in the role as a coach and/or instructor. Coaches and instructors are not considered representatives or employees of Oakland University, therefore they should not speak on behalf of Oakland University, University Recreation and Well-Being, or the Club Sports Administration.

A. As volunteers coaches/instructors are required to:

- a. Follow all Oakland University, University Recreation and Well-Being, and Club Sports Program policies and procedures. Failure to follow these policies and procedures may result in disciplinary action for the club sport.
- b. Attend Coaches, Instructors, and Advisors Volunteer training once a year at the start of the fall semester.
- c. Sign a Waiver of Responsibility and a Coaching Volunteer Acknowledgement Form.
- d. Submit certifications for CPR/AED and Standard First Aid.
- e. Plan and oversee safe instruction and training for various skill levels during practices and competitions, and when appropriate evaluate skills to determine a starting roster.
- f. Purchase a membership with University Recreation and Well-Being.

B. As volunteers coaches/instructors are prohibited from:

- a. Participating in any club competitions.
- b. Interfering with the club's administrative or decision-making process.
 - i. Officers will serve as the liaison between the Club Sports Administration and the club.
- c. Handling any transaction that involve club funds.
 - i. Coaches are not to have access to any club financial accounts.

A Club Sport is first and foremost a Student Organization, and as such, the student officers must serve as a liaison between the Club Sport and the administration. The coach/instructor should restrict their contribution to coaching/instructing and should refrain from activities involved in the club's management.

***The University Recreation and Well-Being will not aid in the selection or removal of coaches. However, clubs may be sanctioned based on the actions of their coaches/instructors.*

Club Conduct

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

Sportsmanship is an integral part of Club Sports and a club's behavior on and off the field is always noted. An individual's or club's behavior is a reflection of the club, the Club Sports Program, University Recreation and Well-Being, and Oakland University. Remember to act in the friendly spirit of competition by being a gracious host to visiting teams and a well-mannered guest when traveling.

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

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

Disciplinary Action

The severity of action will be accounted for while determining the following disciplinary actions. The disciplinary action process will occur as follows, but is not limited to this structure.

1. Written Warning (Probation Period - During probation period, clubs will be subject to an audit)
2. Meeting with Club Sports Advisory Council, Coordinator, and Graduate Assistants and the offending club's President, Vice President, and two (2) other team representatives.
3. Loss of funding
4. Loss of all privileges associated with being a club sport (e.g. funding, facility use, etc.)

5. Termination of club and loss of Student Organization status.

Tier Definition, Recognition, and Privileges

Clubs will be recognized on a tiered basis and their privileges will be determined based on their tier level. Tier level will be determined on league affiliation, number of members, competitiveness, community service hours, compliance, player dues, and club fundraising. Tier levels will be determined at the end of every academic year for the following academic year. Summer activities will count toward the next years reclassification. Each club will have one year to complete the requirements of the clubs desired tier level. If requirements are not met, the club will drop to a lower tier.

Tier I

Must be an existing and active club sport, registered with the Club Sports Office, for 5 consecutive years.

Must be in excellent standing with all general club requirements and compliance.

Clubs in this tier have operating budgets exceeding \$50,000.

Allocation Range: up to \$5,000/semester.

Total Dues Collected: minimum of \$15,000.

Required Fundraising: \$10,000 in profit.

Member dues will not count.

Must be a member of national or collegiate governing body.

All recognized student officers must attend Club Sports Officer Training once per year.

Minimum of one officer must attend all Monthly Meetings.

In extenuating circumstances club officers may be excused.

Minimum of 20 student members.

Participate in at least 10 competitions/events a year.

Must compete in one home event and one away event*

Priority reservation of URW facilities

Must participate in GrizzFest each year.

Must complete a minimum of 40 hours of community involvement as a club per year.

Tier II

Must be an existing and active club for at least the past 2 years.

Must be in good standing with all general club requirements and compliance.

Clubs in this tier have operating budgets exceeding \$20,000.

Allocation Range: up to \$3,000/semester.

Total Dues Collected: minimum of \$10,000.

Required Fundraising: \$3,000 profit

Member dues will not count

All recognized student officers must attend Club Sports Officer Training once per year.

Minimum of one officer must attend all Monthly Meetings.

In extenuating circumstances club officers may be excused.

Minimum of 12 student members.

Participate in at least 6 competitions/events per year.

Must compete in one home event and one away event*

Secondary priority for reservation of URW facilities

Must participate in GrizzFest each year.

Must complete a minimum of 25 hours of community involvement as a club per year.

**Must be held on URW/University facilities, unless a club does not have usable facilities provided on campus.*

Tier III

Must be in good standing with all general club requirements and compliance.

Clubs in this tier have an operating budgets exceeding \$5,000.

Allocation Range: up to \$2,000/semester.

Total Dues Collected: minimum of \$2,000.

Required Fundraising: \$1,000 profit

Member dues will not count

All recognized student officers must attend Club Sports Officer Training once per year.

Minimum of one club representative must attend all Monthly Meetings.

Minimum of 8 club members.

Must participate in either GrizzFest each year.

Tertiary priority for reservation of facilities.

Must complete a minimum of 10 hours of community involvement as a club per year.

Tier IV

Must be in good standing with all general club requirements and compliance.

Clubs in this tier have operating budgets exceeding \$2,000.

Allocation Range: up to \$1,000/semester.

Total Dues Collected: minimum of \$500.

Required Fundraising: at least \$500 in profit.

Member dues will not count.

All recognized student officers must attend Club Sports Officer Training once per year.

Minimum of one club representative attends 75% of Monthly Meetings.

Minimum of 6 club members.

Must complete 2 hours of community involvement as a club per year.

Tier V

Clubs in this tier have operating budgets below \$2,000.

Allocation Range: up to \$500/semester.

Required Fundraising: at least \$250 profit.

President and Treasurer must attend officer training once a year.

If a new club President and Treasurer must meet with Coordinator to discuss officer information.

Minimum of 4 club members.

New clubs will start in tier five and will not be eligible to receive University Recreation and Well-Being funding. In certain extenuating circumstances tier five clubs may be given some contingency funding, pending they are making significant progress towards the tier standards and have a strong base of members. The decision to give tier five clubs funding will be made by the Club Sports Advisory Council. The new club sport will have to prove they are a sustainable club in order to continue in the Club Sports Program. If **any** club does not meet the requirements of tier five then the club will be on probation for the following year.

URW Facility Usage

Club Sports are allowed to use University Recreation and Well-Being facilities for practices and competitions, including the Recreation Center and Outdoor Complex, provided there is space available and all requirements have been fulfilled. *To reserve facility space clubs must fill out and submit a facility request on IMLeagues.com at least 2 weeks before the event. Submitting a facility or practice reservation request does not mean that the space is confirmed.*

URW Facility Rental Requirements

- A. Clubs are expected to submit Facility and Practice Reservation Request Forms a minimum of 2 weeks in advance of the requested date.

- a. It is encouraged that club sports submit all requests as soon as they know their schedules.
- B. Submitting a request form does not guarantee that a club will have that space. Clubs must wait for confirmation that the space has been granted before continuing with the intent to utilize the space requested.
- C. Clubs are expected to use the request forms provided to them on IMLeagues to request space and to work with the Club Sports Administration. Bypassing the Club Sports Administration and reaching out to the Coordinator of Facilities may result in disciplinary action.
- D. Failure to honor a facility request can jeopardize future club privileges. Failing to honor a facility request can take many forms, common issues have been listed below.
 - a. Not utilizing reserved practice space: Two (2) “no-show/no-call” may result in URW voiding the club’s facility requests for the remainder of the semester or longer if deemed necessary.
 - i. This includes games, practices, and any other club sport gatherings.
 - ii. All cancellations of facility requests must be submitted to the Coordinator of Intramural Sports and Club Sports a minimum 48 hours before the scheduled event.
 - iii. Contact the Club Sports Administration immediately if you need to release a reserved space. Waiting until a few hours before the event may result in the club being charged for the space.
 - iv. Inclement weather does not affect this policy - i.e. if the weather is bad and clubs cancel practice a couple hours before no punishment will be administered, assuming they have contacted Club Sports Administration to inform them.
 - b. Disregarding facility hours: Showing up early or staying late may result in URW voiding the club’s facility requests for the remainder of the semester or longer if deemed necessary.
 - i. This includes games, practices, and any other club sport gatherings.
 - ii. Reservation times include set-up time and tear down time. If clubs cannot practice within the reservation time and respect facility hours then they need to contact the Club Sports Administration to make alternate arrangements for practice time and space.
 - c. Disregarding assigned space: Clubs choosing to move their practice space without prior approval may result in URW voiding the club’s facility requests for the remainder of the semester or longer if deemed necessary.
- E. Any club utilizing a facility on campus is responsible to assist in clean up after their event.
- F. Alcohol is not permitted as stated in Oakland University’s Alcohol Policy.
- G. Clubs must maintain a 70% majority of Oakland University students to reserve space with University Recreation and Well-Being.

Facility Access

- A. All club members must have a current membership with University Recreation and Well-Being.
 - a. Currently enrolled Oakland University students and benefits eligible employees already have memberships, and will not need to purchase one.
 - b. Outside members or community members will need to purchase a membership in order to be able to access the facilities, both the Rec Center and the Recreation Athletic Outdoor Complex (RAOC).
 - c. Members of clubs are not permitted to purchase guest passes for entry.
 - d. If a member forgets their GrizzID, or key fob, they can use their a one time forgotten ID pass.
- B. All club members must bring their GrizzID, or key fob to enter the facility.
- C. Specific events, such as tournaments or special events, held in the facility will allow certain participants and spectators to access the facility for free.
 - a. These events require rosters with the names of the members participating, such examples include but are not limited to a roster of the opposing team, names of specific guests, and names of officials/staff personnel.
 - b. Visiting participants/spectators that enter for special events are considered guests and are expected to treat all staff members with the highest regard. Any of these people may be asked to leave if they are treating the staff with disrespect. They may not be allowed re-entry into the facility for the rest of the event, day, or tournament.
 - c. For events that require special entry regulations for opposing teams or spectators the roster must be sent to the Club Sports Administration at least 7 business days in advance of the event. Final changes must be made at least 2 business days in advance.

- d. Failure to provide a roster or to place all guests names on a special entry request will result in the guests being denied the benefits of the special entry. Guests must then purchase a guest pass.
- D. Clubs are expected to respect hours of operation of all facilities and the time of staff members in aforementioned facilities.
 - a. Failure to comply with opening and closing regulations may result in disciplinary action.

RAOC Policies and Procedures

The Recreation Athletic Outdoor Complex has operational hours from approximately April 1st to October 31st yearly. Club sports will be allowed to reserve time before and after those dates if weather permits. Any time the surface is deemed to be “unplayable” by University Recreation and Well-Being staff clubs will not be able to schedule games or practice. The support building located between the stadium field and the north fields is not designed to be used in winter months, and will be closed at a determined date in the fall and reopen at a determined date in the spring. Clubs who practice out there should plan accordingly. Additionally, policies and procedures for the outdoor complex have been outlined below and are displayed in the display cases located at the RAOC.

- A. Complex Rules - applies to all facilities on the complex grounds
 - a. A valid membership is required to use the facility.
 - b. No pets, even those on a leash.
 - i. Service pets are not considered pets and will be permitted.
 - c. Alcoholic beverages, smoking, and/or tobacco products are prohibited in and around the complex.
 - d. No glass containers.
- B. Tennis Court Rules
 - a. Courts are to be used for tennis only.
 - b. Athletic shoes, excluding cleats, must be worn on tennis courts.
 - c. No bikes, skateboard, in-line skates on the tennis courts.
 - d. Do not sit on or abuse the net.
 - e. Do not place tape on the tennis court surface.
 - f. Members are not permitted to bring in tennis instructors or teach private lessons.
- C. Track Rules
 - a. Running and walking use only; no in-line skating, bikes, or skateboards are permitted.
 - b. Athletic shoes, excluding cleats, must be worn on tennis courts.
 - c. Please observe directional and lane speed signage.
 - d. No gum or food is permitted on the track.
- D. Synthetic Turf Rules
 - a. No bikes, scooters, other unauthorized vehicles are permitted.
 - b. No hanging on or moving of soccer goals allowed.
 - c. No golf practice or metal cleats are permitted on turf.
 - d. No glass containers, grilling, food, nuts, seeds, or gum is permitted on the turf.
 - i. This includes sunflower seeds.
 - e. No tent stakes or sharp objects that will penetrate the turf are permitted.
 - f. No marking or painting on the turf.

Rec Center Policies and Procedures

The Recreation Center has operational hours year round, with the exception of various days that the facility will close for holidays, cleaning, and staff training. Club Sports will be able to reserve time and space in the facility when the facility opens to when the facility closes each day. If clubs are interested in additional hours they may contact the Club Sports Administration to discuss days and times. Additionally, policies and procedures for the recreation center are outlined below and are displayed in the display cases throughout the facility. For full lists of all policies please follow this [link](#).

- A. General Facility Rules
 - a. Food and drink are restricted to the social lounge and the lobby areas of the facility. Food is not permitted in any of the recreational areas of the building.
 - b. Glass containers are not permitted in any of the recreational areas of the building.
 - c. Alcohol, drugs, smoking, and tobacco products are prohibited.
 - d. Proper recreational attire must be worn at all times.
 - i. Street shoes, cleats, or any shoes other than athletic footwear is not permitted on gym courts.
 - ii. Participants must wear shirts at all times.

- e. Profanity and abusive language will not be tolerated.
 - f. Sexual or ethnic harassment of patrons and/or employees will be permitted and will be handled through the Oakland University disciplinary and legal systems.
 - g. Martial arts weapons are not permitted.
 - h. Use of facilities for personal or monetary gain is not permitted.
 - i. University Recreation and Well-Being is not responsible for lost or stolen items.
- B. Gyms & Activity Center
- a. Only non-marking shoes should be worn on the all wood floors.
 - b. Hanging or snapping the basketball rims is prohibited.
 - c. Only water in a closed container is permitted on the courts.
 - d. Football, soccer*, baseball, lacrosse, frisbee, or softball are not permitted except with special permission from Club Sports Administration
 - i. Soccer is permitted in the Activity Center only.
- C. Group Exercise Studios
- a. Workout attire must fully cover the midsection and shirts and/or sporting tops cannot be removed. Bottoms must be an acceptable length.
 - b. Proper footwear must be worn at all times.
 - c. Water in a closed container is the only beverage allowed in the studio unless previous permission has been given by the Club Sports Administration.
- D. Aquatic Center - General Policies
- a. Appropriate commercially bought swimwear is required; swimwear should be clean.
 - b. Do not hang on lane lines or swim underneath of the bulkhead.
 - c. Pets, except for trained guide dogs/service dogs, are not allowed in the Aquatic Center.
 - d. No running, horseplay, or disruptive behavior is allowed.
- E. Indoor Track
- a. Participants are expected to observe posted directional and speed lane signage.
 - b. Spitting on the track, ledge or carpet area is not permitted.
 - c. Spikes and cleats are prohibited.
 - d. No spectators are allowed on the track.

Dome Rental

Clubs that primarily practice outdoors will be able to rent space in the dome from a predetermined date at the beginning of January to a predetermined date at the end of March. Additional days and times can be added if weather in April is not co-operating and enough clubs show interest in continuing their reservations. All reservation requests must go through Club Sports Administration, no exceptions will be granted.

Clubs will be contacted in October to schedule dates and times. Once a club is scheduled for the dates and times, it is their responsibility to find a club to replace them if they are unable to attend a scheduled practice sessions. Clubs are responsible for the cost of rental and staff hours, whether they show up for their assigned scheduled practice time or not.

Summer Agreements

Each summer clubs will be able to reserve practice space with University Recreation and Well-Being. Due to many club sports members not taking summer classes the Club Sports Administration has worked out an agreement to allow club sports members to enter and use the facilities without students who are not currently enrolled being charged a membership. Each club wishing to enter this agreement will walk through the terms and conditions of the agreement each summer with the Coordinator of Intramural Sports and Club Sports and the Coordinator of Member Services. Violation of this contract may result in loss of facility reservation privileges for the remaining summer semester and fall semester.

For more complete guidelines and resources on how to rent URW facilities please check out the University Recreation and Well-Being website.

Once you are ready to make a request, fill out a **Facility Request Form** or a **Practice Request Form** on IMLeagues.com.

Finances

All club organizations are required to find methods of funding outside of University resources. University funding is merely a supplement and should be a Club's main funding source. These methods can include, but are not limited to, membership dues, donations, sponsorships, and fundraising projects. Funds will be allocated to club sports two times a year, at the start of the fall semester and at the start of the winter semester. The process through which clubs will request allocated funds is known as a Budget Proposal. Clubs also have the ability to request a flex account to hold other funds within the university, in some way similar to a checking account. It is the responsibility of the officers, primarily the Treasurer of each club, to keep all financial accounts in good standing.

University Accounts

URW Allocation Account

Club Sports is a directly funded organization. As a directly funded organization, each year there has to be evidence of why Club Sports are a valuable resource on campus and why Club Sports deserve to keep the percentage of money allocated by SAFAC. The percentage that Club Sports receive is allocated based on several factors. Money that is allocated to Club Sports from SAFAC will be allocated out to clubs at the beginning of each semester by the Club Sports Advisory Council in conjunction with the Club Sports Administration through semester budget proposals presented by each club's officers.

The URW allocation account will be administered by the Club Sports Administration. Clubs can present budget proposals and request funds for both semesters. A small portion of contingency funding will be available for clubs that get close to the end of their season and need extra funds to help advance to nationals or special events. Clubs are responsible for budgeting the allocated funds they are given for the entire year. Clubs should complete and submit a Purchase Request Form via IMLeagues if they want to use their allocation to purchase or pay for something.

There are certain purchasing regulations that accompany the funds that are allocated to club sports. Funds from this account can only be used to purchase team uniforms, team equipment, pay for league dues, tournament fees, and facility rentals. Additional regulations for the URW allocation account are outlined below. If clubs have any questions they should contact the Club Sports Administration before purchasing or guaranteeing payment to companies. Additional regulations are outlined below.

1. All purchases must be approved by the Club Sports Administration.
2. Clubs cannot overspend the balance in their allocation account.
3. Absolutely no refunds will be issued from this account.
4. All purchases and payments must go to companies, and companies expecting payment must accept credit card over the phone or be within a 25 minute drive from Oakland University to accept credit card in person.
 - a. Paypal is an accepted form of billing, but the club must provide the Club Sports Administration with a company W-9 and a detailed/itemized invoice before the payment will be made. The company requesting money will need to send an email to gesokol@oakland.edu requesting payment.

Summer funding will not be available for clubs, unless they can demonstrate a need that will impact the entire team. For example equipment or uniforms that the entire team will utilize.

Budget Proposal Process

The funds in the URW allocation account will be allocated through a process called a budget proposal. Club officers will be eligible to sign up each semester to present their club budget and financial need to the Club Sports Advisory Council and Club Sport Administration. Once all clubs that have registered have presented the council and administration will make decisions on how to allocate resources based on several factors:

1. SAFAC Funding Available for Allocation
 - The decision to allocate a certain amount of money will be at the discretion of the Club Sports Administration. A small amount of money will be held back for contingency funding at the end of each semester.
 - The larger the amount of money we receive from SAFAC the greater amount of money the committee will be able to allocate to the clubs.
2. Club Standing & Tier Level

- Clubs in good standing turn in their forms on time, all members of the club have completed their waivers, code of conduct, and concussion information form.
 - Clubs are meeting and/or exceeding expectations set forth by the Club Sports Administration.
 - Tier levels dictate maximum amounts that each club sport can receive. Clubs cannot receive more money during an allocation than what the tier level allows for.
 - Clubs are not guaranteed to receive the maximum funding for their specific tier level.
3. Financial Need
 - Needs are more important than wants, and clubs that need equipment or uniforms will take precedent of wants of other clubs.
 4. Club Budget and Account Balances
 - Clubs are expected to be transparent with the club sports administration and club sports advisory council when it comes to presenting their budget. During this presentation the committee will ask questions and closely examine club budgets to determine if smart financial choices are being made or if the club is recklessly spending money.
 - Clubs are expected to use the money provided to them in a responsible manner. Clubs that are hoarding money will not be given priority for semester allocation.
 5. Planned Usage of Allocated Funds
 - Each club needs to have a clear and concise plan of what they would spend their allocated funds on.
 6. Fundraising, Sponsorship, Donation Efforts
 - Clubs should be engaging in multiple fundraisers, sponsorships, and donation efforts to assist in the financial support of the club. Allocated funds should not make up the majority of a clubs budget.
 7. Dues & Member Contribution
 - Participants in club sports should anticipate paying dues and contributing to the cost of playing their sport. Officers should be able to clearly demonstrate the cost of dues per player and team as well as out of pocket costs for each member.
 8. Total Students Impacted
 - The committee strives to help as many members as possible when allocating funds to clubs, so the more student members the greater number of students that will be impacted by a larger allocation.
 9. Community Involvement Hours
 - The greater the club impact is on the community the better. Clubs that are not only competing in sports, but actively giving back to the community deserve to have their efforts awarded.
 10. Previous Years Usage of Funds
 - If clubs are not actively using the money that was given to them in previous years the committee will not continue to fund them at the same rate.
 11. *Recruitment Efforts*
 - Allocation funding is directly tied to the number of students that attend Oakland University, as such the more proven recruiting efforts that a club does the better the university does in recruiting students.
 - These efforts must be proven to the committee by providing names, contact information, and various other information upon request by the committee.

Prior to these presentations clubs should plan to attend with a visual aid (i.e. powerpoint, paper charts, etc.) and before presenting send the visual aid to the imsports@oakland.edu. The committee will take about a week to gather information and meet to discuss the amount each club should be allocated. Once the money is awarded clubs will be notified. If club sports have any questions about the process they are encouraged to reach out to the Club Sports Advisory Council or the Club Sports Administration.

Flex Account

Flex accounts can be requested by a club through University Recreation and Well-Being, if you are unsure if your club has a flex account please contact the Club Sports Administration via imsports@oakland.edu. This is a University account

comprised of any money that a club deposits to the account through the Welcome Center in the Recreation Center. Any on-campus fundraising must go into this account, and failure to deposit the money may result in disciplinary action. While this account is somewhat similar to a bank account, clubs cannot make cash withdrawals.

The flex account a very specific lists of regulations associated with the account:

1. All purchases must be approved by the Club Sports Administration.
2. Clubs cannot overspend the balance in their Flex account.
 - a. Clubs must speak with the Club Sports Administration before requesting a partial payment.
 - b. In the instance that a club does overspend failure to resolve deficits or inappropriate purchases may result in the suspension of all club privileges and possible disciplinary action.
3. Funds cannot be withdrawn, but payments can be made from the account and reimbursements can be processed through this account, assuming that proper documentation is provided.
4. Purchases and payments must go to companies, and companies expecting payment must accept credit card over the phone or be within a 25 minute drive from Oakland University to accept credit card in person.
 - a. Paypal is an accepted form of billing, but the club must provide the Club Sports Administration with a company W-9 and a detailed/itemized invoice before the payment will be made. The company requesting money will need to send an email to gesokol@oakland.edu requesting payment.
 - b. In certain circumstances checks will be cut by the university, but you should always get approval from the Coordinator of Intramural Sports and Club Sports before the payment will be processed.
 - i. Clubs should expect checks to take about 4-6 weeks to be processed by the university.

Summary of Eligible Purchases from each Account

Item	URW Allocation Account	Flex Account
Facility Rentals	YES	YES
League Dues	YES	YES
Tournament Fees	YES	YES
Equipment	YES	YES
Uniforms	YES	YES
Travel Expenses	NO	YES
T-Shirts/Team Apparel	NO	YES
Marketing Materials	NO	YES
Food/Banquet/Awards	NO	YES

Clubs must meet with the Coordinator of Intramural Sports & Club Sports to get specific instructions before purchasing any of the items listed above.

Off-Campus Account

An off-campus account is not regulated by the University or the Club Sport Office and is strongly discouraged.

An off-campus is comprised of money that the club generates and is easy for instant withdrawals and deposits. Funds in this account can be used for any expenses that a club deems appropriate, as long as it is within the club and members' best interest. Therefore, clubs are forbidden to buy alcohol, drugs, or other such products with their outside accounts. However, it is not secure since it is not controlled by the University. Therefore it can be subject to abuse by the officer on the account. To prevent such abuse, it is highly recommended that clubs have multiple names on such accounts. Clubs

choosing to utilize and outside account will not be allowed to use Oakland Universities 501c3 status to open a non-profit account.

Purchasing

Club sports are encouraged to use the funds allocated to them first and foremost because those funds will not remain in their account after the end of the academic year. Flex accounts funds will be carried on with the club from year to year. When purchasing items or equipment needed and the funds are expected to come from the allocation or flex accounts it is important that club officers understand the specific rules associated with each type of purchase.

- A. Facility Rentals
 - a. Club officers must get approval to practice or host competitions off-campus from the Club Sports Administration.
 - b. Facilities must be able to accept credit card over the phone with no attached fee for using a credit card. The officers are responsible to investigate and know this information before seeking approval from the Club Sports Administration.
 - c. Club sports seek to mitigate costs when looking for off-campus practice and competition space.
- B. Equipment
 - a. Equipment that is purchase using the allocation account is considered university property and must remain with the university. Club members cannot keep the equipment purchased by the allocation account.
 - b. Club officers should attempt best practices in finding 2-3 quotes when looking to purchase equipment from either their flex account or their allocation account.
- C. Uniforms & Apparel
 - a. Uniforms that are purchased with the allocation account are considered university property and must remain with the university. Club members cannot keep the uniform, be given the uniform as senior gifts, or purchase their uniform. Members that take or keep the uniform will have a hold placed against their account until the uniform is returned. The uniforms are to be returned to the Club Sports Office is they are ripped or torn.
 - b. Uniforms purchased with the flex account can be kept, although it is not generally considered a best practice to buy or replace club uniforms every year.
 - c. Team apparel can only be purchased using the flex account, and any funds generated from apparel being sold on campus must go directly back into the flex account.
 - d. All apparel and uniforms must be approved by Club Sport Administration before being purchased.
- D. League Dues & Tournament Fees
 - a. League dues and tournament fees can be purchased using either account. Clubs must have the required amount of funds in the specified account or the payment will not be made.
 - b. If you are utilizing the allocation account the league must be able to accept payment over the phone or via paypal.
- E. Travel & Other Items
 - a. Club officer should meet with Club Sports Administration to work out details of payments for travel, banquets, food, awards, and marketing materials.

When clubs are prepared to purchase equipment they should complete a Purchase Request Form via imleagues.com/Oakland. Please complete the form with as many specific details about what you are intending to pay for so that the Club Sports Administration purchase the correct item, or pay the correct amount.

Reimbursement

Often times club members will have to pay for club expenses out of pocket and will ask to be reimbursed from university controlled club funds. The only account in which a reimbursement can be processed is through the flex account. Members who wish to receive a reimbursement need to schedule a meeting with the Club Sports Administration to go over documentation and the process for reimbursement.

Reimbursements will not be processed if the expense occurred more than two months prior to submitting all paperwork to the Club Sports Administration, or after the end of the fiscal year. It is considered the responsibility of the student to reach

out and gather the documentation in a timely manner. It is not the responsibility of the Club Sports Administration to track down club members to process reimbursements.

Fundraising

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

Sponsorship & Donations

All sponsorship and donation solicitation must be approved by the Coordinator of Intramural Sports and Club Sports before the club reaches out to any businesses or persons of interest. Club sports may not accept sponsorships from bars, strip clubs, drug dispensaries, or tobacco/tobacco product shops.

Contingency Funding

The Club Sports Advisory Council and the Club Sports Administration will hold a small amount of funds back from the SAFAC funding in order to allow clubs to apply for them throughout the semester. This money is considered a contingency fund and the money should only be requested by clubs that need extra funding to assist the members in reaching certain goals, such as regionals or nationals. These funds can also be used when clubs experience an unexpected cost throughout the semester/year.

- a. Clubs applying for these funds must demonstrate significant fundraising and sponsorship efforts.
- b. Contingency funds are not guaranteed.
- c. Funds will not be used to cover club overages due to negligent spending.

The final decision regarding any funding issues will be made by the Coordinator of Intramural Sports and Club Sports.

Safety and Risk Management

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

Waiver of Responsibility

All participants must sign a waiver of responsibility before participating in a practice or competition. Liability of a Club Sport does not fall on Oakland University and its insurance does not cover any member of club sports during any activity or situation.

First Aid/CPR/AED Certification & Safety Officers

It is required that at least two members of a club be certified in CPR and First Aid, and assume the role of Safety Officers. These members may hold the title of Safety Officer along with another officer position within the same club. Clubs are more than welcome, even encouraged, to have more than two Safety Officers.

- At least one Safety Officer must be present at all practices and competitions.
- At least one Safety Officer must accompany the team on all trips.
- Safety Officers have to option to be certified in American Red Cross CPR/AED and Standard First Aid by taking a course offered through University Recreation and Well-Being.
 - Courses are offered periodically and will cost the members approximately \$30 to get certified in Lay-Responder.
- Safety Officers will be required to attend Safety Officer training at the beginning of each academic year, even if they have previously been a Safety Officer the year before.
- Safety Officers are expected to carry extra injury and incident reports with the on all trips, and have them in their bag at all practices and competitions.

Accident/Injury Reporting

An Accident Report must be completed and filed any time a participant is injured. This includes:

1. A Club participant that requires treatment for an injury that occurs on club time.
2. Someone is injured at an event a club is hosting.
3. If it is a serious injury that occurs either on or off-campus, immediately call or text the Coordinator. Leave a message if they do not pick up right away.
 - a. A serious injury includes: loss of consciousness, head/neck injuries, if an ambulance was called, severe fractures/broken bones, hospitalizations, etc. If you are not sure if an injury is considered serious, text or call a Club Sport Staff member anyway.
4. If an accident/injury occurs, please turn in report in the Club Sports Office within 24 hours if the injury occurred on campus or as within 24 hours of returning to campus if the injury occurred while the club was traveling.

Incident Reports

An incident report must be filed when there are facility problems (such as lights not working), when a fight occurs, violation of the alcohol policy, or any situation that is outside of the norm for the activities of the club. All incidents must be turned into the Club Sports Office within 24 hours if the injury occurred on campus or as within 24 hours of returning to campus if the incident occurred while the club was traveling.

Weather and Field Conditions

Please inspect fields and equipment before every use and report any unsafe conditions. In the case of inclement or severe weather conditions at a URW-managed facility (heavy rain, lightning, poor field conditions, etc) the Coordinator of Club Sports or his/her representative may cancel scheduled practices or games to ensure the safety of all participants and spectators or Club Sports. If the officers have not received word from the Club Sports Administration, but feel the weather or field conditions are not safe it is up to the officers to cancel practice.

Emergency Action Procedures

When an emergency situation is recognized, calmly enact the University Recreation and Well-Being Emergency Action Steps.

1. On-Campus:
 - a. Check the scene, check the victim.
 - b. Call to inform the appropriate local number (fire, police, etc.) or inform a University Recreation and Well-Being staff member.
 - c. Care for victim(s) only if you are properly trained and currently certified to provide care.
 - d. Complete all reports immediately and thoroughly (incident, accident, etc.)
 - e. Contact Club Sports Administration.
2. Off-Campus:
 - a. Check the scene, check the victim.
 - b. Call 911 or the local emergency number if life threatening.
 - c. Care for victim only if you are properly trained and currently certified to provide care.
 - d. Complete all reports immediately and thoroughly (incident, accident, etc.)
 - e. Contact Club Sports Administration.

Additional Health & Safety Resources

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

[Heads Up Concussion Information Training Video](#)

University of Michigan Concussion Information Training Video

http://www.med.umich.edu/neurosport/coach/story_html5.html

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

Oakland University Counseling Center: On-campus student mental health services. Offers a broad range of services provided by licensed counselors and interns. Located in Graham Health Center.

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

Travel

Club Sports are allowed to travel for competitions or events. All transportation requests should be submitted through IMLeagues.com/Oakland at least 10 business days before the club plans to leave for the event. The University Recreation and Well-Being adheres to Oakland University travel policies and procedures, unless outlined below. These policies and procedures as well as any policies and procedures set by the University Recreation and Well-Being will govern all club travel.

Travel is defined as any trip outside of Oakland County, or away from the club's normal practice location. A trip is considered to be a club activity and requires a travel request form if:

1. Club funds are used to cover any portion of the travel expenses, including any reimbursements that will be requested upon return.
2. Club equipment is used.
3. Uniforms or clothing with the club name or logo will be worn in conjunction with competition/event participation.
4. The group or an individual is registered as “_____ Club at Oakland University”, or any variation of the club name and Oakland's logos or phrases that would indicate or imply affiliation.
5. If more than 25% of the rostered club members are participating in the activity.

If any of the statements above are 'true' about the travel, then a Travel Request Form is required. If you are unsure please contact the Club Sports Administration at imsports@oakland.edu so that they may assist you in making the correct determination.

Travel Policies

- A. All travel must be approved by Club Sports Administration.
 - a. Out-of-state travel must also be approved by the Director of University Recreation and Well-Being and the Dean of Students, which the Coordinator will contact on behalf of the club.
 - b. International travel requires permission from the Vice President of Student Affairs, or his/her designee. The Coordinator will contact the Vice President of Student Affairs on behalf of the club in order for travel to be approved.
 - c. Unapproved travel may result in loss of funds and disciplinary action.
- B. All travel forms must be completed and submitted via IMLeagues at least 10 business days in advance of the departure date.
 - a. Any changes or updates must be made at least 48 hours prior to the club's departure.
 - b. At least one Safety Officer is required to go on all trips.
 - c. All members attending the event must have completed the required forms on IMLeagues before departure. A member not listed on the official roster is not permitted to travel under any circumstances.
- C. Club Sports Administration will assist clubs with travel arrangements as needed.
- D. If a club must cancel a trip, Club Sports Administration must be notified immediately.
- E. Personal vehicles can be used, since club sports are not allowed to use University transportation. All liability falls upon the driver.
 - a. If club sports choose to rent vehicles, specifically charter buses, that they use the [University's list of approved Charter Bus Companies](#).
- F. If there are any incidents/accidents that arise while a club is traveling contact the Coordinator of Intramural Sports and Club Sports immediately.
- G. If the club is staying overnight in a location it is expected that the club use common sense and good judgement when booking a hotel.
 - a. Be aware of the area surrounding the hotel. Choose only areas that seem to be reasonably safe.
 - b. No more than 4 members of a club should spend the night in a hotel room.
 - c. Members of the opposite sex are not permitted to stay in the same hotel room.

Driving Policies

- A. Clubs are encouraged to have multiple drivers per vehicle if the trip is over three (3) uninterrupted driving hours away. After 3 hours you should switch drivers or take a 15 minute break before the same driver resumes responsibility as a driver.
- B. The co-pilot (front seat passenger) should stay awake while vehicle is in motion and assist the driver with directions without presenting a distraction.
- C. Seat belts must be worn at all times by all passengers while the vehicle is in motion. If seat belts are not working or non-existent, that seat should not be used.
- D. Please practice safe driving practices. Don't use cell phones to call or text while driving, have co-pilot look at maps for navigation purposes, etc.
- E. **Absolutely no alcohol or drugs permitted. Reported driving under the influence can result in severe disciplinary action.**

Professor Letters

Club Sports Administration does not provide any letters including but not limited to travel confirmation or excuse absence letters. The responsibility to communicate with professors falls solely on that of the club members traveling. We encourage that students talk to their professors early on in the semester to make them aware of potential dates they might be missing, if necessary. The decision to allow students to make-up missed work is up to the discretion of each individual professor.

Club Sports Administration will not proctor exams for club members, nor will we condone other members or coaches/instructors of the club doing so either.

Marketing and Publicity

A positive campus image and successful marketing campaign for a Club Sport is a great way for clubs to grow, recruit, and develop a larger presence in the campus community. A club's image is important because how a club sport is portrayed reflects upon the individual members, the team, the Club Sports Program, University Recreation and Well-Being, and Oakland University. Many times the first interaction a prospective club member has with an organization is through the advertising of the club sport. It is important to understand that as an organization registered with Oakland University, it is necessary to ensure the images and messages portrayed in marketing outlets are representation of our institution of higher education. Guidelines have been outlined below for specific categories related to club sports marketing and publicity.

Logos & Brands

All uses of the Oakland University logos and trademarks must adhere to the [Oakland University Trademark](#) policy, including websites, flyers, uniforms, merchandise, etc. All products and equipment using a logo must be produced by an [Oakland University Licensed Vendor](#). Other information to keep in mind:

1. All club apparel and uniforms must be submitted to the Club Sports Administration for approval prior to purchasing the apparel or uniforms. Clubs that do not abide by this policy may be subject to disciplinary action.
2. All artwork will be sent, by the vendor, to the Office of Licensing and Trademarks for review, Artwork is required to adhere to the [Licensing and Trademark Style Guide](#).
3. When possible, and especially on flyers or team t-shirts include the University Recreation and Well-Being logo. The approved departmental logos can be found [here](#).
4. If a club produces gear with a non-licensed vendor, the club may be asked to dispose of the products and may be subject to additional discipline.

Clubs are not required to adhere to the Oakland University agreement, and may purchase any brand of equipment, uniforms, or any other trademarked image as long as university policy is followed. The brand must be a [licensed vendor](#) through Oakland University.

Social Media & Club Websites

Clubs are permitted to create accounts for any type of social media, including Facebook, Twitter, and Instagram. They are also permitted to create a club website. Some recommendations for the use of these platforms:

1. Update websites at least once a semester (fall/winter/summer) so that prospective members can see that the site they've landed on is still in use.
2. Include important information on the website, such as;
 - a. Contact information for club leaders
 - b. Information on how to join the club
 - c. Current and updated practice schedule
 - d. A events calendar or competition schedule
3. Check social media accounts weekly and update monthly when the club is active. This helps ensure that prospective club members can see the site is still active.
4. Make sure the name on the page reflects Oakland University guidelines for club sports and is easy to read. Avoid abbreviations, acronyms, or nicknames.
 - a. Each club must identify using one of the two the approved identifier:

_____ *Club at Oakland University*
University Recreation and Well-Being
 or
Club _____ at Oakland University
University Recreation and Well-Being

5. Ensure that the content posted reflects the Oakland University, University Recreation and Well-Being, and the club sport in a positive manner. Clubs may not:
 - a. Post pictures or videos that show alcoholic beverages, the consumption of alcohol, or create the illusion of alcohol consumption on club social media pages or websites. This includes promotions, sponsorships, and fundraisers with bars.
 - b. Post or knowingly permit the posting of content or any other use of your club's account to cause harm, embarrassment, defamation, insult, or injury to any person or entity. This does not prohibit frank discussions, criticism, or opinion.
 - c. Post videos or videos that portray the club, department, or University in a poor manner.
6. As part of officer transition, outgoing officers need to ensure that the incoming officers have access to all website, email accounts, and social media account for the club before graduation or departure. Depending on the platform, it may be difficult or impossible for club leaders to regain access to an account, leaving old and inaccurate information floating around the internet.
7. If at any time the link or url to a website or social media site changes, notify the Club Sports Administration so that we may update our website to direct potential future club sports members to the correct website.

Flyer and Banners

Clubs are encouraged to use all avenues of marketing to reach a larger audience, this includes posting flyers in approved locations and requesting banners to be displayed in the Oakland Center.

1. All printed communication materials must be approved by Club Sports Administration before being created and posted around campus or within the community. Clubs that do not abide by this policy may be subject to disciplinary action.
2. All communications materials must meet a minimum standard of professionalism, as determined by the Club Sport Administration and Club Sport Advisory Council.
3. Please submit all printed materials for approval at least one week before you need the final copy. Please allow more time if edits need to be made.
4. All printed communication must follow the [Oakland University Style Guide](#) and must contain University Recreation and Well-Being logo.
5. It is recommended that any printed promotional materials contain the following:
 - a. Correct name of the club, see Social Media and Club Websites section #4.

- b. Contact information for club leadership
- c. University Recreation and Well-Being club website: <https://www.oakland.edu/recwell/clubs/>
- d. Club sports' individual website URL or social media URL.

Additional Advertising Guidelines

- A. Communications and Marketing has very strict and specific guidelines when it comes to using Oakland University marks and logos. When using phrases associated with Oakland University it is important that clubs understand that only the following are permitted.
 - a. Approved phrases are;
 - i. 'Oakland University'
 - ii. 'Golden Grizzlies'
 - iii. 'The Grizz'
 - b. Non-approved phrases are:
 - i. 'Oakland'
 - ii. 'Grizzlies'
 - iii. 'Grizz'
 - iv. These phrases cannot be printed on any apparel and/or marketing materials. Clubs that do not abide this rule may be subject to disciplinary action and the materials may be destroyed.
- B. Clubs are heavily encouraged to register for and attend events such as GrizzFest and other involvement fairs to promote the team and recruit members.
- C. Clubs may place flyers around campus, but must seek approval from the Office for Student Involvement, Housing, and University Recreation and Well-Being before placing them in the areas that each respective department controls across campus. To find out more about flyers and their placement follow this link outlining the [specific guidelines](#).
- D. University Recreation and Well-Being is willing to assist club sports in creating marketing materials to distribute to the campus community. For more information on these marketing resources please contact the Club Sports Administration at imsports@oakland.edu. University Recreation and Well-Being has access to the following;
 - a. Facebook
 - b. Instagram
 - c. Twitter
 - d. WordPress
 - e. Rec Radio
 - f. OUTV Slides featured in the Recreation Center

Additional Advertising Opportunities

Banners

All club sports will have the ability to create banners through the Office for Student Involvement, however each club sport needs to have the design approved by the Club Sports Administration and decide which account they would like the cost to be subtracted from. It is important to note that the more colors the banner contains the more expensive it will be to print.

Club Sports will not cover the cost of banners for clubs if the individual club lacks sufficient funds to cover the cost of the banners. The Office for Student Involvement has outlined the following information about the creation of banners.

1. Banners will only be displayed in the Oakland Center for one week. If clubs are interested in the banner being displayed for a longer period of time it will cost \$10/week. This cost will not be covered by the Club Sports Office.
2. Banners can be used for recruitment, displaying practice times and venue, or competition schedule.
3. Microsoft Publisher documents should be made for your banners. Please scale the document to 84" wide by 36" high.
4. Please be prepared to answer the following questions regarding the clubs banner request;
 - a. How many banners do you want?
 - b. When do you need them?
 - i. A minimum of 7 days in advance is required, or the banner request will be denied.
 - c. Where should they be displayed?

Oakland Post Advertising

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

WXOU Advertising

Promoting competitions/events on air:

Contact their Sports Director, at sports@wxou.org if your club is interested in this opportunity. WXOU requests that you reach out to them at least one month in advance so the information can play for the week of the event.

Having WXOU play music at your event/competition:

Contact the Promotions Director at promotions@wxou.org if your club is interested in this opportunity. WXOU requests that you reach out to them as soon as the event is scheduled and confirmed. Reaching out in advance means they will be more likely they will be able to help. WXOU always requires power and any sort of recognition would be greatly appreciated.

Community Involvement

All clubs will be required to do a set number of community involvement hours, based on the tier the club wishes to reach the following year. Community Involvement is defined as a club participating in events on campus and in the surrounding community including but not limited to: GrizzFest, volunteer opportunities, collaborations with other student orgs, supporting other clubs sports by attending competitions, and charity events. This requirement will allow clubs to demonstrate their value and impact on the University and surrounding community. Being a student-athlete is very time consuming in itself, which is why there is such a variety of ways to meet this requirement. In order for the club to receive credit for the activity the club must complete the community involvement form and submit it no later than 10 days after the community involvement event has occurred. Along with the form, the club should submit three photos of the club members at the event.

Guidelines

- A. Clubs must have at least 25% of the members at the event for each hour in which they wish to have counted towards the clubs community involvement hours.
- B. Clubs must submit a signed form and at least three photos of all of the members at the event in order for the club to receive credit for the hours.
 - a. The form should be signed by the person supervising the volunteer opportunities or charity event, the president from the other club or student organization.
 - b. The forms and the photos must be submitted to imsports@oakland.edu no later than 10 days after the event has occurred. Any forms or photos submitted after 10 days will only count for half credit.
- C. For Charity fundraisers
 - a. Every \$100 raised as a club will be equivalent for one (1) hour towards your total.
 - b. Clubs must not make any profit from these events, otherwise it will be considered a fundraiser and will not count towards the community involvement hours.

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

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

Club Sports Advisory Council

The purpose of the Club Sports Advisory Council (CSAC) is to represent and preserve the interests of the students that comprise club sports. The council is compiled of at least four members of club sport organizations. Clubs that do not have a representative on the council are encouraged to send members to the meetings to represent and specific interests of his/her club. The members of the Club Sports Advisory Council are responsible for making decisions regarding disciplinary hearing, allocation fundings, and appeals to the Club Sports Handbook brought forward by other members of club sports.

Club Sport Advisory Council

The Club Sports Advisory Council will include four members that roughly make up the positions of President, Vice President, Treasurer, and Secretary. All members have equal responsibility and owness for the directions of club sports. These members will be elected into office with a majority vote from the Club Sports Officers in attendance at the Club Sports Officers Training during the summer. For a member to be removed from their position a $\frac{2}{3}$ vote from the club sports officers is needed, and a replacement member will also need to be voted into office with a $\frac{2}{3}$ vote from the club sports officers. There must also be a reasonable need to remove the member from office before the vote will be presented.

Responsibilities

- A.** All members including President, Vice President, Treasurer, and Secretary are responsible for:
 - a.** Meet every other week to discuss club sport issues and upcoming opportunities/events.
 - b.** Take the lead in presenting at each monthly meeting.
 - c.** Assist in the development of monthly meeting agendas, leadership development workshops, officer trainings, club sport supervisor trainings, and coach/instructor trainings.
 - d.** Serve as an advisor to any club that does not have one.
 - e.** Attend all SAFAC meetings to ensure that club sports are represented.
 - f.** Serve as a liaison between members of club sports and Club Sports Administration.
 - g.** Work alongside Club Sports Administration to serve as advocates for club sports.
 - h.** Review and assign allocation funding levels to club sports each fall and winter semester.
 - i.** Record CSAC monthly meetings and send them to club sport officers to be distributed amongst members.

Exceptions and Policy Changes

Exceptions to stated policies must be requested in writing, to the Director of University Recreation and Well-Being at least seven days in advance of an event or deadline.

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