



PennState
Student Affairs

Campus Recreation



2018-2019 Club Sports Manual

Table of Contents

Section 1. Club Sports Program Overview	Page 2
Section 2. Registration & Eligibility	Page 3
Section 3. Starting a New Club Sport	Page 4
Section 4. General Participation & Safety Guideline	Page 5
Section 5. Meetings, Practices, & Events	Page 6
Section 6. Benefits of Being a Club Sport	Page 8
Section 7. Promotion & Publicity	Page 10
Section 8. Change of Officers & Officer Training	Page 11
Section 9. Annual Activation	Page 12
Section 10. Tier System	Page 14
Section 11. Risk Level Assessments & Requirements	Page 15
Section 12. Travel Policies & Procedures	Page 16
Section 13. Financial Accounts	Page 18
Section 14. Allowable Club Related Expenses by Account Type	Page 19
Section 15. Process for Requesting Funds	Page 21
Section 16. Fundraising, Donations, & Sponsorships	Page 23
Section 17. Discipline	Page 24
Appendix A. Officer Position Descriptions	Page 28
Appendix B. Tier Assignments for 2018-2019	Page 31
Appendix C. Risk Level Assignments for 2018-2019	Page 32
Appendix D. Allocation Criteria, Formula, & Process	Page 33
Appendix E. Important Contact Information	Page 35
Appendix F. Administrative Compliance Program (ACP)	Page 36

Changes from last year are indicated in a grey highlight.

Section 1. Club Sports Program Overview

Article 1. Mission

Penn State Campus Recreation provides a wide variety of recreation programs, spaces and services that foster meaningful connections and support positive choices for life long holistic well-being.

Article 2. Vision

We inspire a healthy, engaged, and inclusive Penn State Community.

Article 3. Motto

For the students, by the students.

Article 4. Office Hours & Contact Information

130 Intramural Building | Monday-Friday 10:00AM-5:00PM

Phone: 814-865-4136 | Fax: 814-863-2851 | clubsports@psu.edu

studentaffairs.psu.edu/health-wellness/recreation-leisure/club-sports | imleagues.com/PSU

 [Penn State Campus Recreation](#) |  [@PennStateCRec](#) |  [@pennstatecrec](#)

Club Sports Stream Channel - <https://web.microsoftstream.com/channel/27f88250-17ab-4e46-94ce-a4a0f3fa494b>

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Section 2. Recognition & Eligibility

Article 1. Definition

The Penn State University Club Sports Program oversees student organizations whose primary mission is to further sport and physical activity on campus. These organizations are student-run and have the opportunity to develop skills in the areas of leadership and financial, organizational, and time management. Club sport organizations may select members through a tryout process.

Article 2. Recognition Criteria

All Club Sports Organizations, regardless of tier, must meet the following criteria:

1. The organization must meet the requirements of a registered student organization, as defined by the Office of Student Activities.
2. The organization's primary activity must not duplicate that of an existing club sport organization.
3. The organization must offer an activity that falls within acceptable safety guidelines, using the ROW Assessment Tool, as determined by the Competitive Sports Staff, and the offices of Risk Management and Environmental Health and Safety.
4. The primary activity of the organization must involve physical activity and must involve competition.
5. The organization must have a minimum of 10 student members.
6. All organizational decisions must be made by full-time student, elected leaders.
7. No club may restrict its membership based on race, sex, sexual orientation, religion, color, national or ethnic origin, age, disability, or military service.
8. Its sport has a governing body which it may join.
9. Its primary purpose is to develop and display athletic ability in a competitive context.
10. There are a minimum of 10 schools against which it may compete within Pennsylvania, the six states which border Pennsylvania (Ohio, New York, New Jersey, Delaware, Maryland, and West Virginia), Virginia, and Washington, DC.

Article 3. Eligibility

1. All undergraduate and graduate students registered for at least one credit hour at The Pennsylvania State University's University Park campus are eligible to join a club.
 - a. Intercollegiate athletes are not eligible to participate in Club Sports. Please contact the Senior Assistant Director of Competitive Sports with any specific questions.
 - b. Students enrolled at the World Campus are not considered University Park students unless they are also enrolled in at least one credit hour at the University Park campus.
2. Only currently enrolled full-time students of the University Park campus are permitted to hold leadership positions within each club.

Article 4. Photography/Videography

All individuals who participate in Club Sports programming are granting permission for Penn State University Student Affairs, or any other legitimate University entity, to take photos/video of them while participating. The aforementioned may be used in ways that include, but are not limited to; promotional materials, group projects, media coverage, or any other medium deemed appropriate by Student Affairs.

Section 3. Starting a New Club Sport

Article 1. Petitioning Process for Potential Club Sport Organizations

Any group of students with a collective interest in a sport or activity has the ability to start a new Club Sport. The process for doing so is outlined in the steps below. If you have any questions, comments, or concerns with the process, please feel free to contact the Competitive Sports Office for assistance.

1. Students attempting to form a new club sport organization must submit a proposal to the Competitive Sports Office. The proposal must include all of the following:
 - a. A written statement justifying the potential organization and why it should be accepted as a club sport organization
 - b. A written statement explaining the differences between the potential club sport organization and any similar existing club sport organizations
 - c. A written statement describing the potential club sport organization's activities, and the space requirements for such activities
 - d. List of names, phone numbers, email addresses, and position of officers of possible student leaders for the potential club sport organization.
 - e. List of at least 10 schools against which it may compete within Pennsylvania, the six states which border Pennsylvania (Ohio, New York, New Jersey, Delaware, Maryland, and West Virginia), Virginia, and Washington, DC.
2. Upon receipt of all required documents, the Club Sports Council will review the proposal, providing any feedback necessary to the individual(s) making the request, and score the activity using the Risk Assessment Tool to determine if the activity meets acceptable risk management and safety standards of The Pennsylvania State University.
3. The individuals will receive notification as to the outcome of their request. If denied, the students will be notified as to why the activity does not meet the above-mentioned standards, such as risk, duplication of activity, etc. If approved, the students will be provided a constitution template in order to write a club constitution will be notified of upcoming officer training sessions, and requirements for annual activation. The Club Sports Program will work with the Office of Student Activities to officially recognize the club as a student organization of The Pennsylvania State University with all the benefits and responsibilities that come with this recognition.
4. Upon recognition the new club sport organization must complete all necessary Annual Activation Requirements. ***Club sport organizations may not engage in any organizational activity until all Club Sport Programs Annual Activation Requirements have been completed and the club is notified that it has achieved "active" status.***

Section 4. General Participation & Safety Guidelines

Article 1. Health/Safety/Medical Insurance

Health professionals recommend that all participants complete a physical exam or have a doctor's approval prior to beginning any exercise program.

Participation in club sport activities involves inherent risk. Possible injuries include, but are not limited to, contusions, muscle strains and sprains, broken bones, lacerations, cardiac malfunction, head, neck, and back injury, paralysis, drowning (in water activities), and death.

NOTE: Any participant who has sustained a head, neck, or back injury will be ineligible to participate in ALL Club Sports Activities until they provide the Competitive Sports Office with a certified medical personnel's (M.D., D.O., or A.T.C.) release.

Participants in any Club Sports Program activity must carry valid health insurance coverage. Participants are fully responsible for any and all medical expenses that may be incurred as a result of participation in club sport activities. The Pennsylvania State University assumes no medical or financial responsibility for voluntary participation in club sport activities. Anyone participating in a club sport organization practice, event, demonstration, seminar, competition, etc. must sign an Assumption of Risk/Release of Claims/Participation Agreement prior to participating. Failure to ensure that all participants have fulfilled this requirement will subject the club to disciplinary measures.

Article 2. Hazing

Club sport organizations and club sport organization participants may not engage in hazing activities. Hazing is defined as any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student or that willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in any recognized student organization.

Article 3. Alcohol/Drugs

Consumption of alcohol is prohibited during all Club Sport Program activities, including the activities of individual club sport organizations, regardless of the age of the participants. Non-prescribed drugs, performance enhancing drugs, or any other substances that might be dangerous or detrimental to the participant's health, or performance as a member of this organization are also prohibited.

Article 4. General Club Guidelines

All Club Sport Program participants have an obligation to refrain from actions and behavior that may jeopardize themselves or other Club Sports Program participants. The Club Sports Program reserves the right to remove participants from the program for actions/behavior that are deemed dangerous to themselves and/or other Club Sports Program participants.

The conduct of clubs and individual club participants shall be in compliance with all Pennsylvania State University rules and regulations, including University codes of conduct and the University Off-Campus Misconduct Policy, the Policies and Rules for Student Organizations, and the policies for club sport organizations in this manual. Violations may subject the club sport organization to sanctions including, but not limited to, mandatory community service, fines, loss of use of facility space, mandatory attendance at educational workshops, probation, loss of privileges/suspension, loss of recognition, etc. Violations may also subject individual participants to sanctions including, but not limited to, loss of Club Sports Program participation privileges and/or referral to the Student Organization Conduct Committee and/or Office of Student Conduct.

Each club sport organization is responsible for the actions of its participants, guests, spectators, and fans at all club activities. Failure to prevent and/or control irresponsible acts and/or failure to discipline individuals who engage in irresponsible acts could result in the disciplinary measures described above.

Article 5. Compliance with Club Sports Program Office Requests

Club officers/participants are expected to comply with requests by the Competitive Sports Staff to attend a meeting regarding a club issue or event. In addition, club coaches/instructors and faculty/staff advisors are expected to comply with Competitive Sports Staff requests to meet as well. Club officers should ensure that fellow officers, club members, coaches/instructors, and advisors are compliant.

Section 5. Meetings, Practices, & Events

Article 1. Meetings

1. Each club should have at least one meeting for general membership per semester.

Article 2. Practices

1. Requesting Athletic and Recreational facilities (gyms, indoor/outdoor turf, grass fields, classrooms, pool, etc...) for recurring practices requires the following:
 - a. Complete the Recurring Practice Request Form, available in the "My Forms" section on IMLeagues.com/PSU, by the appropriate semester deadline.
 - b. Requests submitted after the semester deadlines may not be accommodated.
 - c. Scheduling is prioritized taking into consideration primary club needs for a given space, a club's tier, its ACP points from the previous year, and whether a club is in or out of season. Scheduling is not conducted on a first come, first serve basis. All clubs which submit practice requests by the given semester deadline will be looked at equally.
2. Regular Practices Facility Use
 - a. Club Safety Officers for Risk Level II, III, and IV clubs must be present at all club practices.
 - i. Safety Officers may be required to provide identification to a facility or Club Sports Program supervisor.
 - b. Facility privileges may be withheld if club fails to adhere to Student Affairs, Campus Recreation, Intercollegiate Athletics, Club Sports Program, or facility policies and procedures; or if improper use of the facility occurs.
 - c. Due to limited and overcrowded facilities, club sport organizations shall be required to maintain a minimum of 10 active members in order to retain facilities.
 - d. The Club Sports Program reserves the right to deny facility privileges if requirements are not met.
3. Practice Cancellations
 - a. Occasionally, practices may be cancelled due to facility maintenance or use of facility space by another group/entity. The Competitive Sports Office will notify clubs via email and the Club's IMLeagues.com site as soon as it becomes aware of the cancellation(s). Club officers are asked to understand that practice cancellations may occur and are responsible for communicating the cancelled dates to their club membership
 - b. The Club Sports Program reserves the right to cancel practices during inclement weather and extreme temperatures. Practices are not permitted when the temperature drops below 32°F or rises above 90°F. Additionally, indoor practices in non-air-conditioned areas will be canceled in extreme heat indices (above 90°F in the building).
 - c. If a club sport organization chooses to cancel practice on their own for any reason, they should notify the Competitive Sports Office as soon as possible as a courtesy to the facility. In "fee-based facilities" (e.g. Natatorium, Multi Sport, Pegula Ice Arena, Sarni Tennis Center), if a practice cancellation is not made known to the Club Sports Program Office at least five business days in advance, or no notification is communicated at all, the club may incur the expense of the rental at the discretion of the respective facility.
4. Weekly Limitations – Club Sports Organizations will be limited to a maximum of 8 hours of practice per week.
5. Participation Tracking – All practices will be entered on a club's IMLeagues.com site. It is the responsibility of the officers to check off all club members who participated in a practice within 24 hours following the conclusion of said practice.

Article 3. Home Events

Requesting process for special events such as games, tournaments, seminars, demonstrations, etc.:

1. Club officer shall complete a Home Event Request Form available in the "My Forms" section on IMLeagues.com/PSU. Small and medium events require a minimum of 2 weeks' notice. Large events require a minimum of 3 weeks' notice.
 - a. Small = Hosting one or two teams that play a match. Held on one day.
 - b. Medium = Hosting two to four teams that play matches. Held on one or two days.
 - c. Large = Hosting five or more teams.
2. If notified of approval, the club president or appointed club officer may be required to meet with the Competitive Sports Staff to discuss event planning.
3. The Club Sports Program reserves the right to cancel an event due to inclement weather or field/facility deficiencies/concerns.
4. If an event is cancelled by the host club, the president or appointed club officer must notify the Competitive Sports Staff. If notification of cancellation is not made in a timely manner, as determined by the Competitive Sports Staff, the host club may be required to pay personnel, event preparation, and/or other related charges.
5. No commitments to third parties shall be made by any club sport representatives prior to obtaining approval from the Competitive Sports Office.
6. If the event requires officials, referees, or guest speakers/instructors, a club officer must meet with a Competitive Sports Staff Member no later than 7 days prior to the event to complete appropriate paperwork.
7. For Risk Level 4 clubs, events will be canceled if a club is unable to secure appropriate ATC or EMT coverage.

Article 4. Community Service Events

Requesting process for community service events:

1. A club officer shall complete a Pre-Community Service Form which is available in the "My Forms" section on IMLeagues.com/PSU.
 - a. In order to receive ACP points for an event, the form must be submitted at least 3 days prior to the event.
 - b. In order to receive credit for an event, the form must be submitted prior to the event.
2. Once an event has been completed, a club officer shall complete a Post-Community Service Form which is available in the "My Forms" section on IMLeagues.com/PSU.
 - a. In order to receive ACP points for an event, the form must be submitted within 5 days following the event.
 - b. In order to receive credit for an event, the form must be submitted before the end of the Club Sports Year (the last day of the spring semester).
3. Follow instructions on the forms to calculate the number of hours a club will receive credit for.

Article 5. Seminars

Requesting process for seminars:

1. A club officer shall complete a Seminar Request Form which is available in the "My Forms" section on IMLeagues.com/PSU.
 - a. In order to receive ACP points for an event, the form must be submitted at least 3 days prior to the event.
 - b. In order to receive credit for an event, the form must be submitted prior to the event.

Section 6. Benefits of Being a Club Sport

Article 1. Leadership Development Opportunities:

Club sport organization members may run for elected positions within their respective club sport organizations.

Article 2. Mailing address

Each club sport organization has a mailbox inside the Competitive Sports Office. Club sport organizations should use the Competitive Sports Office as a permanent mailing address. Your club address is:

[Club sport organization name]
c/o Club Sports Program
130 Intramural Building
University Park, PA 16802

Article 3. Storage

Club sport organizations may request equipment storage space as necessary. Storage space will be assigned on an as needed basis. To request storage space, please see a Competitive Sports Staff Member in the office. Storage of personal equipment, purchased for personal use and not for use by the whole club, will be discussed on an individual basis.

Article 4. Programming Assistance

Competitive Sports Staff Members are available for advice, problem solving, general assistance, mentoring, and direction.

Article 5. Club Websites

All club sport organizations have the option of creating and maintaining an organizational website on www.sites.psu.edu. Links to organizational websites as well as social media accounts will be listed under each club sport organization's information on the "Our Clubs" section Club Sports Program website.

Article 6. Facility Use

Club sport organizations may request use of academic space, HUB meeting rooms, and indoor and outdoor athletic/recreational facilities for practices and events. Most facilities are available free of charge, but some do have facility rental/staffing fees. Requesting this space must be done through the Club Sports website and must be approved by the Competitive Sports Office.

Article 7. Financial Support

Club sport organizations are eligible to apply for funding from the Club Sports Program in the form of annual Allocation (**Blue**, **White**, and **Grey** tier clubs) and Championship Funding (for **Blue** and **White** tier clubs). Additionally, club sport organizations must maintain and use an Associated Student Activities (ASA) account. Clubs are prohibited from operating off-campus bank accounts.

Article 8. Equipment Usage

Special event equipment such as tables, chairs, coolers, etc., may be provided when inventory is available. Additionally, clubs may rent equipment from a local vendor such as Best Event Rental.

Article 9. Personnel Scheduling

The Competitive Sports Office will schedule Supervisors when available for special events or practices. Supervisors are a valuable resource for club development on and off the field. During practices and events, their responsibilities include monitoring activities, roster checks, and facility conditions to protect the safety of participants and spectators. These student supervisors act as a liaison to guests to minimize conflicts.

The Competitive Sports Office will also assist in scheduling Emergency Medical Technicians (EMTs) and Athletic Trainers (ATCs).

Article 10. Field Preparation

The Competitive Sports Office will arrange for field lining for practices and special events when resources are available. In some cases, they may be able to provide your club with the resources to line the fields yourselves.

Article 11. Faxing

Club sport organization student officers may use the fax machine in the Intramural Building provided the transmission involves organization business. When having faxes sent to the Competitive Sports Office, please ask the sender to mark the fax as follows:

Attention: Club Name
c/o Competitive Sports Office
814-863-2851

Article 12. Absence Memos

The Club Sports Program offers a travel confirmation letter to club members who participate in an activity that is recognized by the Club Sports Program. This letter does not excuse academic absences, rather it provides a notification that the club member is participating in a Club Sports Program recognized activity. To receive absence letters, the officer who submits a Pre-Trip Form must indicate that they would like an absence memo to be created.

The absence memo will be emailed to the officer who completed the Pre-Trip Form once the form is approved. It is their responsibility to email all club members who require a copy of the memo.

Article 13. Access to Athletic Training Services

The Club Sports Program will offer appointment-only athletic training services to in-season clubs. Recognized club member may schedule appointments at the Competitive Sports Office with the trainer, who will be housed in 52 White Building. This service is free of charge for eligible club members. Additionally, clubs may hire athletic trainers for on-campus events.

Section 7. Promotion & Publicity

The following guidelines have been developed in an effort to increase the visibility of the Club Sports Program and its student organizations.

Article 1. Club Sport Organizations are “Clubs”

A club sport organization should identify as a “club” as opposed to a “team.” This allows for distinction from varsity counterparts and emphasizes the mission of student organizations to be active in student life beyond their primary sport/recreation goals.

Article 2. Merchandise/Clothing

Many club sport organizations purchase some type of merchandise to sell and/or provide to the club's members. This merchandise may include t-shirts, hats, sport items, etc. **All merchandise and clothing must be pre-approved so the Competitive Sports Office can review any and all artwork and ensure it is compliant with University and Club Sports Program policies.**

Additionally, only University-licensed vendors have the legal right to produce apparel and merchandise that uses the University's name and logos or references to them.

University Licensing policies may be found at www.licensing.psu.edu. Being familiar with approved vendors, logos/designs, and trademarked symbols is helpful when designing apparel for your club. Since the Department of Campus Recreation and the Club Sports Program may apply additional policies and restrictions on top of the University Licensing guidelines, it is very important that a club sport organization always consults with the Competitive Sports Office during the design stages of their apparel and merchandise order.

To gain approval to proceed with a clothing/merchandise order, a representative from the club must consult with the Competitive Sports Office. Helpful information to provide in order to gain approval includes the type of apparel, the desired vendor, and the proposed artwork. The Competitive Sports Office can assist with vendor recommendations.

Exceptions may be granted on a case by case basis for a club to use a non-licensed vendor to produce specialty items, for example a uniform that one of the licensed vendors does not offer. This request must be made to the Competitive Sports Office who will then make the request to the Director of Licensing at the University. The club will be notified of the status once Licensing has been able to review the request thoroughly.

As a reminder, if apparel includes the name of a club's sport, the word “club” must appear either before or after the sport's name (i.e., Club Boxing, Dressage Club, Men's Club Basketball, etc.)

NOTE: Items which are purchased with allocation funds belong to the club and must be returned to the Club Sports Office for inventory and storage at the end of the year.

Article 3. Printed Materials

All printed materials such as banners, posters, flyers, etc. must be approved by the Competitive Sports Office prior to production and distribution.

Article 4. Daily Collegian

Club officers are encouraged to contact the Daily Collegian with event results and promotions for upcoming events.

Section 8. Change of Officers & Officer Training

Article 1. Change of Officer Form. During the spring semester, clubs will be required to submit a Change of Officer Form which lists the officers of the club for the subsequent year. Please note that, regardless of when a club chooses to elect new officers, no officer changes will be recognized until the end of the spring semester (for the following year).

Article 2. Core Four Officer Training. During the spring semester, each of the core four officers (President, Treasurer, Vice President, and Secretary) will be required to attend at least one “Core Four Officer Training” Session.

Article 3. Position Specific Officer Training. During the fall semester, each officer will be required to attend the training specific to their officer position.

Article 4. Concussion Training. All Core Four Officers, Coaches/Instructors, and Safety Officers must complete both SportRisk Concussion Education & Awareness and Concussion Recognition & Response Training. The following is the process for completing those trainings:

1. Go to <http://www.sportrisk.com/webinar/employees>
 - a. Fill in the “First Name”, “Last Name”, “Email”, and “UserCode” fields.
 - b. Use only your PSU email address.
 - c. Enter “PSUBRI-861-2” to complete the Concussion Education & Awareness Course.
 - d. Enter “PSUBRI-861-3” to complete the Concussion Recognition & Response Training.
2. Watch the videos for each training and complete the quizzes below the video.
3. Prior to submission, ensure the following is selected:
 - a. What is your Program? – Select “Sport Club Participant”
 - b. What is your Role? – Select “Club Officer”, “Coach”, or “Safety Officer” depending upon your role.
 - c. What is your Sport? – Select your sport.
4. Click “Submit Survey” to complete the training.

Article 5. Safety Officer Training. All Safety Officers must complete the online Safety Officer Training. The training is available at this link: <https://web.microsoftstream.com/video/54efcfbb-696a-4b38-b315-39d256aadf45>.

Following their viewing of the video, Safety Officers must complete the quiz linked here:

<https://forms.office.com/Pages/ResponsePage.aspx?id=RY30fNs9iUOpwcEVUm61LtpYFCr3InInNwsLxbOUrtIUQzZXVU0yOTZTM0NETkxBVjdTRDA5STRQVYQIQCN0PWcu>. Note that a score of 80% is required to pass the quiz.

Section 9. Annual Activation

Article 1. Procedures. The following are requirements for club sport organizations to become activated each year. A club sport organization can only receive the benefits of, and access to practice space, Club Sport Program Allocation funds, and ASA funds if the club is activated.

1. All club officers must:
 - a. Attend the Core Four officer training during the previous spring semester.
 - b. Attend their position specific training at the beginning of the fall semester.
 - c. Complete SportRisk Concussion Education & Awareness and Concussion Recognition & Response Training as outlined in Section 8, Article 4.
2. The following paper forms must be completed and submitted to the Competitive Sports Office before or during “Activation Week” which is the first week of the fall semester:
 - a. For all officers: “Officer Acceptance of Responsibility.” Available at Officer Training.
 - b. For safety officers: “Safety Officer Acceptance of Responsibility.” Available online.
 - c. For paid/volunteer coaches: “Coach/Instructor Agreement” and “Participation Agreement.” Required for any coach, regardless of risk level. Available online.
 - d. For Advisors: “Advisor Information.” Available online.
3. All Risk Level III and IV club sport organizations must have a Club Sports approved coach/instructor. All coaches, regardless of risk level, must meet the following requirements:
 - a. Coaches/Instructors must provide evidence of successful completion of an in-person Adult CPR/AED and Standard First Aid Course from an approved organization. (American Red Cross, American Heart Association, or Emergency Care & Safety Institute)
 - b. Complete SportRisk Concussion Education & Awareness and Concussion Recognition & Response Training as outlined in Section 8, Article 4.
 - c. Coaches/Instructors must complete and submit a Coach/Instructor Information form (see requirement #2).
 - d. Coaches/Instructors must complete the online Jean Clery Act Training session every calendar year. These sessions are offered through the University’s Compliance Office website. Annual Clery Act training information will be communicated by the Competitive Sports Office.
 - e. Coaches/Instructors must provide proof of certification in the techniques of their sport.
4. All Risk Level II, III, and IV club sport organizations must have at least two fully certified and Competitive Sports Office approved Safety Officers.
 - a. Safety Officers must provide evidence of successful completion of an in-person Adult CPR/AED and Standard First Aid Course from a university approved organization (American Red Cross, American Heart Association, or Emergency Care & Safety Institute) and only certifications from “in-person” or “blended learning” classes will be accepted.
 - b. Complete SportRisk Concussion Education & Awareness and Concussion Recognition & Response Training as outlined in Section 8, Article 4.
 - c. Safety Officers must complete online Safety Officer Training and complete a [Safety Officer Acceptance of Responsibility](#) form. Available online.
5. Completed Participation Agreement/Waiver forms for all club sport organization members must be submitted through the [IMLeagues.com/PSU](#) portal. A club must have at least 10 approved Participation Agreements from full-time students on file with the Competitive Sports Office to be activated.

Below are the instructions for how to register through the website:

- a. Visit [imleagues.com/PSU](#)
- b. Click the orange “**LOGIN**” button on the top right of the page
- c. Once redirected to the Penn State Student Affairs Log In screen, click the blue “**PENN STATE ACCESS ACCOUNT**” button on the right side of the page.
- d. You may be asked to login to your Penn State Access Account via the WebAccess Portal. If so, complete that process
- e. You will then be redirected to the access page. Click the “**imleagues**” button to re-enter IMLeagues.com.
- f. If this is your first time on IMLeagues.com, you may be asked for some information to complete your registration. If so, complete that process and accept the terms and conditions.
- g. The landing page is your personal IMLeagues.com home page. To find a list of clubs to join, you may click on either the “**Penn State University**” button on the top left of the page next to the “**Home**” button, or the green “**Register**” button in the middle of the page.
- h. To toggle to the list of Club Sports Organizations, click the blue “**Club Sports**” button.

- i. On the main Club Sports page on IMLeagues.com, you will find a list of organizations. Once you've found the one you wish to join, click the green "**Join Team**" button next to that club's name.
- j. Once you've either joined the team or submitted a request to join, you'll be directed to the team's page. From here you will see "You must complete the following forms." To complete the waiver, click "**Club Sports Participation Agreement**".
- k. Fill in all required fields as instructed. Once complete, click the green "**Submit For Review**" button at the bottom of the form and select your club from the drop-down menu. This step completes the registration process.

Section 10. Tier System

Article 1. Purpose

The Pennsylvania State University recognizes a broad spectrum of club sport organizations. All clubs are unique and have different needs, and the goal of the Tier System is to meet these needs in a fair and logical manner.

The Tier System was designed for the following reasons:

1. To provide club sport organizations with tangible/measurable goals; and
2. To provide specific benefits to club sport organizations that are more successful in fulfilling their responsibilities; and
3. To allow for diverse needs and interests to be accommodated in a fair way; and
4. To provide a system for distributing limited facilities, funds, and resources in a logical manner.

Article 2. Tier Review & Assignment Process

1. All clubs will be evaluated on four categories during the year. These categories are community service, number of competitions, number of seminars, and number of Leadership Series Meetings attended. The requirements of each tier are shown in the table below.

Tier Requirements				
	Blue	White	Grey	Red
Community Service	10 hrs/person*	7 hrs/person*	5 hrs/person*	3 hrs/person*
Competitions	12	6	3	0
Seminars	3	2	1	1
Leadership Series Meetings	2/4 officers at 4/5 meetings	2/4 officers at 3/5 meetings	2/4 officers at 2/5 meetings	2/4 officers at 2/5 meetings

2. The Competitive Sports Office will track a club's progress on an on-going basis based upon a club's submission of forms via the IMLeagues.com portal. Clubs will not receive credit for unreported events.
3. The Competitive Sports Office will make recommendations for a club's placement in the tier system for the subsequent year to the Club Sports Council. The council will then make adjustments and approve said assignments.
4. Final tier assignments will be communicated to a club's officers during the summer.
5. All newly recognized club sport organizations will be placed in the Red Tier.
6. Club Sports Organizations who do not meet the minimum Red Tier requirements in a given year will be expelled from the Club Sports Program.
7. Club Sports Organizations may not remain in the Red Tier for more than 2 consecutive years. If a club has not made sufficient progress out of the Red Tier by the end of the 2nd year, it will be derecognized by the Club Sports Program.

NOTES:

*Community service totals are based upon a team's average active roster size. This number is counted every month from September through April (excluding December) on the last business day of that month. That total number will be averaged. Clubs must complete an amount of community service hours that equals their average roster size multiplied by their required hours as laid out by their classification.

For example, an A club has an average of 16 members throughout the year. The club must complete at least 160 hours of community service by graduation to meet this requirement.

Please note that hours for THON may not make up more than 50% of a club's total required community service hours to meet this requirement.

Section 11. Risk Level Assignments & Requirements

Article 1. Procedure

To ensure the highest level of safety and lowest level of risk for club sport organizations and their participants, the Club Sports Program in conjunction with the Office of Risk Management have developed a risk assessment tool, known as the Risk Assessment Tool, to evaluate sport and physical activity and assign levels with corresponding requirements for club sport organizations to be placed into. The Risk Assessment Tool evaluates each club sport organization based on general sport criteria and statistics as well as factors specific to that organization, such as practice location and access to emergency facilities.

Groups are analyzed by a number of criteria including but not limited to:

- Force of impact between participants during activity
- Force of impact between participants and objects/projectiles during activity
- Severity of injuries sustained in the activity
- Type of location activity is conducted in/on
- Access to emergency personnel and emergency facilities

Based on a quantitative score using the above-mentioned criteria, club sport organizations will be placed into one of four acceptable risk levels. Requirements for each level are as follows:

Level One	7-11	<i>No requirements beyond waiver and insurance for participants</i>
Level Two	12-20	At least two student safety officers certified in Standard First Aid and Adult CPR/AED
Level Three	21-25	At least two student safety officers certified in Standard First Aid and Adult CPR/AED and coach/instructor certified in Standard First Aid and Adult CPR/AED
Level Four	26-30	At least two student safety officers certified in Standard First Aid and Adult CPR/AED and coach/instructor certified in Standard First Aid and Adult CPR/AED that also holds sport-specific certifications. Medical personnel required at events.
Unacceptable Risk	>30	Will not be accepted as a club sport organization under any circumstances

The complete Risk Assessment Tool and all of its components can be viewed at the Club Sports Program office upon request. Current risk levels for each club sport organization may be found in Appendix D.

Section 12. Travel Policies & Procedures

Article 1. Pre- and Post-Trip Form Submission

1. Club Sport Organizations planning to schedule trips must have a Pre-Trip Form (which is submitted on IMLeagues.com) approved by the Competitive Sports Office at least five (5) business days prior to the requested departure date to be eligible for ACP points. Pre-trip form must be approved at least two (2) business days prior to the requested departure date of any trip in order to be permitted to travel.
 - a. The Competitive Sports Office will notify the club sport organization of the status of the Travel Request via the website.
 - i. No travel arrangements may be made by the club sport organization without approval to do so by the Club Sports Program Office.
 - ii. The notification from the Competitive Sports Office will provide instructions to the club sport organization on how to proceed with travel arrangements.
 1. The Competitive Sports Office may instruct the club sport organization to make travel arrangements.
 2. The Competitive Sports Office may inform the club sport organization of travel arrangements that have been made, such as charter buses or rental vehicles.
2. A Pre-Trip Form must be submitted for any trip of more than 25 miles off-campus.
3. Club sport organizations must submit a Post-Trip form (online) at least two (2) business days after the return date to be eligible for ACP points. Post-Trip forms (online) must be submitted within five (5) business days after the return date.

Article 2. Transportation Options and Policies

1. Club sport organizations may request to rent commercial vehicles, use personal vehicles, or may have limited access to University fleet vehicles for club travel. Regardless of vehicle provider, Penn State University, Division of Student Affairs, Campus Recreation, and Club Sports Program policies must be followed at all times.
 - a. When using PSU Fleet vehicles, *PSU Fleet Operations* policies and procedures must be followed.
 - i. 15 passenger van drivers must be Pennsylvania State University employees, hired for club-related purposes, and be at least 25 years old.
 - ii. All other Fleet vehicles may be driven by Penn State University employees, hired for club-related purposes, who are at least 21 years old.
 - b. Per Division of Student Affairs policy, maximum capacity of a 15-passenger van (private vehicle, commercial rental or PSU Fleet) may not exceed 10 people (including driver).
 - c. Clubs who wish to obtain a charter bus must contact their Competitive Sports Coordinator.
 - d. Rental vehicle arrangements must be made by the Club Sports Program office unless granted permission by a Competitive Sports Coordinator for the club to make arrangements on their own. Due to contractual agreements and discounts with Enterprise Rent-A-Car, it is imperative that a club does not make rental vehicle arrangements on their own.
 - e. Personal vehicle requirements:
 - i. The registered owner of a personal vehicle used for club sports travel must complete and submit a **Vehicle Authorization** form. This form should be printed out, signed and dated, and brought into the Club Sports Program office along with a copy of valid vehicle registration, a valid vehicle insurance card, and valid driver's licenses of all drivers.
 - ii. The Pennsylvania State University/Club Sports Program does not provide insurance for the vehicle, its driver, or occupants and are not liable for personal injury or property damage, including damage to the vehicle, incurred in accidents during club sports travel.
 - iii. Both the vehicle owner and the driver should understand that they may be exposing themselves to personal liability in the event of an accident.
2. Club sport organizations may travel via commercial airlines. **Clubs requesting to fly must receive approval by the Club Sports Program office before making any flight arrangement.** A Competitive Sports Staff member will review air transportation arrangement options with the club.
3. Club sport organizations are **not** permitted to travel in personal vehicles, rental vehicles, or University fleet vehicles (unless driven by a professional driver assigned by the University) **between the hours of 12am and 5am.** This policy is to ensure the safety of all students traveling on the roads during times identified as having an elevated risk of accident/injury. Charter buses and vehicles with professional drivers, are typically exempt from this policy though bus companies may impose travel restrictions or relay drivers.
4. Clubs must change drivers every 6 hours when using personal vehicles, rental vehicles, or University fleet vehicles for travel. A driver may not resume until they have had at least a 6-hour break from driving. This may mean that clubs need to consider having multiple drivers over the age of 21 in each vehicle (rental vehicles) or multiple club members listed as approved "additional drivers" on personal vehicles.

Article 3. Lodging

Club Sport Organizations may choose to lodge at commercial hotels, private residences, or camp grounds. Regardless of type of lodging, specific contact information and location must be indicated on the Travel Itinerary. If a club would like the Competitive

Sports Office to reserve a room with a Purchasing Card, they must complete a "Hotel Reservation Request Form" on the IMLeagues.com site at least 5 business days prior to the start date of the reservation.

1. The Competitive Sports Office must approve the number of rooms that the club will be incurring the cost for. As a general rule, the Club Sport Program will approve one room per four (4) males or females. If fewer males and/or females will be lodging, one room will be approved for males, and/or one for females. Exceptions to this policy may be granted on a case-by-case basis by the Competitive Sports Staff upon reasonable request from the traveling club's officer board.
 - a. If more than two participants are sharing a room, the Competitive Sports Office will approve expenses for cost of roll-away cots, if sufficient funds are available.

Article 4. Meal Reimbursement Requests

Club sport organizations may reimburse club members for meals after the trip has occurred. Reimbursements will only be approved on the following conditions:

1. Members being reimbursed were listed on the approved travel roster for the event.
2. Receipts are itemized with exact/specific food and beverage items that were purchased and must be turned in to the ASA Office.
3. Receipt dates fall within the departure and return dates/times of the approved travel request/itinerary.

NOTE: Reimbursements for meals may only be done from a club's ASA account.

Article 5. Safety Officer Travel Requirements

A Safety Officer, who accepts responsibility to supervise the club while traveling, must accompany all Risk Level II, III, and IV club sport organizations on trips. Club sport organizations that are required to have safety officers to be activated, should plan in advance to have enough safety officers in the club in order to ensure that at least one will be on every competitive trip. Safety officer requirements may be waived for certain trips. Please contact your Competitive Sports Coordinator with specific questions.

Article 6. Inclement Weather Policies

The Club Sports Program reserves the right to postpone or cancel any club sport organization trip due to inclement weather. While the goal of the Program is not to deny clubs the opportunity to travel, the safety and well-being of students, faculty, and staff will always be the priority. If logistics allow, clubs may be allowed to adjust travel arrangements to leave earlier or later to avoid potentially dangerous driving conditions. Cancellations will only be determined after thorough review of the weather and road conditions and when all other options have been exhausted. For cancelled trips, the club may be reimbursed by the Club Sports Program for expenses incurred that could not be refunded.

Should a club sport organization encounter inclement weather while traveling, the club officers should make responsible decisions on whether to continue traveling or stop and stay somewhere. Whenever travel arrangements change, a Club Sports Program Coordinator should be contacted immediately for notification and advice.

Article 7. Emergency Weather Policies

In the instance of any sudden severe weather such as thunder and/or lightning, Safety Officers should be prepared to stop all club activity immediately and seek shelter in the nearest available indoor facility. Activity should not resume until 30 minutes has passed without instance of thunder or lightning. Every instance of thunder or lightning resets the 30 minutes waiting period.

Article 8. Additional Policy Reminders for Travel

1. **No alcoholic beverages** or non-prescribed controlled substances may be present or consumed by club sport organization members while traveling or participating in club sponsored events, from departure to return, regardless of age.
2. Club sport organization travel is limited to student members of the organization and their approved coaches/instructors or faculty/staff advisor. Non-club members, regardless of student status, are never permitted to travel with a club sport organization without prior approval.
3. When taking personal vehicles or rental vehicles, the driver and member in the front passenger seat should remain awake and alert at all times. Passengers should keep drivers alert and watch for signs of drowsiness. Drivers should always adhere to posted speed limits and obey traffic laws.
4. When taking personal vehicles or rental vehicles it is the responsibility of the driver to ensure the following:
 - a. Each member has a seat to themselves and is wearing a seatbelt.
 - b. The windows of the vehicle are free from any obstructions such as clothing, equipment, or bags/luggage.
 - c. All bags/equipment are stored properly in the vehicles trunk or under seats. Bags/equipment should not be held by passengers or resting on their laps.
 - d. Vehicle tire pressure is adequate based on the standards of that specific vehicle.
 - e. The vehicle is not "over-stuffed" with luggage/equipment/bags. All items should fit comfortably within the appropriate storage areas of the vehicle.

Section 13. Financial Accounts

Article 1. Types of Accounts

Each club sport organization has up to three accounts to deposit and/or withdraw club funds. **Club sport organizations MAY NOT hold funds in any external bank account.** Funds may be withheld if club sport organizations fail to adhere to the policies and procedures in this manual, or for infractions of Penn State University policies and procedures.

Summary of Accounts and Funding

1. **Championship Funding:** Funds provided by the Club Sports Program for the purpose of supporting travel to regional and/or national competition and purchasing necessary safety equipment. Championship funds are available on a grant/as needed basis.
2. **Allocation Account (Allocation):** Funds provided by the Club Sports Program, for the purpose of supplementing club sport organizations' self generated funds.
 - a. **Needs-Based Budget Request:** Funds are allocated based upon each club's request via the Needs-Based Budget Request Form.
 - b. **Administrative Compliance Program (ACP):** ACP points area earned in accordance with the guidelines set forth in Appendix F. At the conclusion of the year, points are converted to a dollar amount which will be placed in a club's Allocation Account in the following year.
3. **Associated Student Activities (ASA):** Self-generated funds (dues, fundraising revenue, etc.). All funds generated by club sport organizations must be deposited into their ASA account. The ASA Office (240 HUB) manages all student organization financial accounts. The ASA Account also encapsulates funds clubs receive from the Office of University Development.
 - a. **Office of University Development (OUD):** Funds donated by individuals or businesses, and interest earned from those donations. Donations to OUD accounts are tax deductible. OUD funds must be deposited in the Club Sports Program office. OUD funds will then be transferred to each organization's ASA account (donations in excess of \$5,000 will be held by the OUD office for 6 months before being disbursed to club accounts per University policy)

FREQUENTLY ASKED QUESTIONS	ACCOUNTS			
	CHAMPIONSHIP FUNDS	ALLOCATION	ASA	OUD
Where does the money come from?	Club Sports Program	Club Sports Program	Dues, fundraisers, etc.	Contributions from alumni, parents, etc.; interest on principle
Who must sign the Request for Funds?	1) Club Sport Organization Treasurer via a Financial Request form or 2) Club Sports Coordinator		Club Treasurer	
Can Funds be Deposited Into Account by Club Sport Organization?	No	No	Yes (240 HUB)	Yes (130 IM Bldg.)
Do Funds Carry Over From Year to Year?	No	No	Yes	Yes
What can account funds be used for?	Travel to regional and/or national competition	See specifications below	See specifications below	See specifications below

Section 14. Allowable Club-Related Expenses by Account Type

TRAVEL			
	CHAMPIONSHIP FUNDS	ALLOCATION	ASA
	<p style="color: red;">All expenditures must be pre-approved by Club Sports Coordinator, regardless of amount or type of expenditure.</p> <p style="color: red;">All expenditures must be pre-approved by the Competitive Sports Staff, regardless of amount or type of expenditure.</p>		
Tournament/Event Entry Fees/Registration Fees	Yes	Yes	Yes
Hotels During Travel	Yes	Yes	Yes
Vehicle Rental	Yes	Yes	Yes
Gas/toll expenses incurred during travel outside of the State College area	Yes	Yes	Yes
Gas expenses incurred traveling to club activities in the State College area	No	No	Yes
Bus Rental	Yes	Yes	Yes
Airline Tickets	Yes	Yes	Yes
Meal/Food Reimbursement	No	Yes	Yes

PAYMENTS TO INDIVIDUALS			
Lump Sum Payments to Coaches/Instructors	No	No	No
1099 payments to Coaches/Instructors	No	No	*Yes - For approved Coaches/Instructors who have completed contracts
Officials/Guest Instructors/Professional Services	No	Yes (with supporting contract and forms provided by the Competitive Sports Office PRIOR TO EVENT)	Yes (with supporting contract and forms provided by the Competitive Sports Office PRIOR TO EVENT)

MEMBERSHIP FEES			
Group Organizational Membership Dues	No	Yes	Yes
Individual Organizational Membership Dues	No	No	*Yes (must have pre-approval from Competitive Sports Office)

EQUIPMENT

	CHAMPIONSHIP FUNDS	ALLOCATION	ASA
	All expenditures must be pre-approved by Club Sports Coordinator, regardless of amount or type of expenditure. All expenditures must be pre-approved by the Competitive Sports Staff, regardless of amount or type of expenditure.		
Club Equipment Purchases	No	Yes	Yes
Individual Equipment Purchases	No	No	Yes
Equipment Rental	No	Yes	Yes

RISK MANAGEMENT			
First Aid/CPR/AED/Certifications for Safety Officers and Coaches/Instructors	No	Yes	Yes
First Aid Supplies	No	Yes	Yes

OTHER			
Alcohol	No	No	No
Apparel (kept by individuals)	No	No	Yes
Apparel (retained by club)	No	Yes	Yes
Awards/Trophies/Prizes/Certificates	No	Yes	Yes
Charitable Donations	No	No	Yes
Copying/Printing	No	Yes	Yes
Facility Rental	No	Yes	Yes
Fundraising Supplies	No	No	Yes

OTHER (CTD.)			
	CHAMPIONSHIP FUNDS	ALLOCATION	ASA
Misc. Supplies	No	Subject to review (prior to incurring expense) by Club Sports Coordinator via Financial Request.	Yes
Personal Items/Individual Items/Gifts	No	No	Yes

Section 15. Process for Requesting Funds

Article 1. Purchasing (Credit) Card Order

1. Club Sports Organization Treasurer must submit a Financial Request Form via IMLeagues.com.
 - a. **All applicable documentation (catalog, website printout, etc.) must accompany the form when submitted to the Competitive Sports Office. Electronic copies of these documents may be provided via email at clubsports@psu.edu.**
 - b. If a club does not have sufficient funds remaining in their allocation account to cover the total cost of an allocation-eligible expense, a Purchase Order from ASA must be submitted with the Financial Request Form that demonstrates a club's ability to cover the cost. If an expense is not allocation-eligible, the Competitive Sports Office will not purchase it for a club.
2. Competitive Sports Office will provide a response to the request on the Club Sports website indicating status of request. If approved, the Competitive Sports Office will notify the club when the shipment arrives.
3. For travel expenses paid for with the Purchasing Card (e.g. hotels, flights, etc.), treasurers must obtain receipts at the conclusion of the event and remit them to the Competitive Sports Office within three (3) business days of their return. Failure to submit receipts for travel expenses where the P-Card is used could result in the loss of privilege to use the Card in the future.

Article 2. Reimbursement

NOTE: Unless pre-approval is granted by the Competitive Sports Office, student club members are the only individuals authorized to make purchases on behalf of the club.

1. Club Sports Organization Treasurer must submit a Financial Request Form via IMLeagues.com for allocation-eligible expenses.
 - a. **All original receipts must accompany the form when submitted to the Competitive Sports Office. Please do not attach any "sticky notes" or anything with sticky substances or use highlighters on receipts as they tend to erase information on receipts. Electronic copies of these documents may be provided via email at clubsports@psu.edu.**
 - b. For reimbursement of gas/toll expenses incurred during travel outside of the State College area:
 - i. Financial request must be submitted to the Competitive Sports Office within ten (10) business days of return from trip.
 - ii. Reimbursement for one (1) gas purchase will be allowed in the State College area.
 1. State College area purchases must be made within 24 hours of departure or return from trip.
 - c. **For reimbursement of any item purchased by an individual, the original receipt must be turned in along with a financial request within 10 business days of the purchase. Electronic copies of these documents may be provided via email at clubsports@psu.edu.**
 - d. The Competitive Sports Office will provide a response to the request on the Club Sports website indicating status of request. If approved, the response will indicate when the reimbursement will be available and where it can be received.
2. Club Sports Organization Treasurer must submit a Check Request Form to the ASA office for all expenses that are not allocation-eligible or for allocation-eligible expenses once a club's allocation account has been expended.

Article 3. Cash Advance

1. Cash advances are not permitted from Allocation funds. As a result, Treasurers must adhere to ASA guidelines when requesting a cash advance.
 - a. Advances from ASA
 - i. All cash advances come in the form of a check written to individual whose name the advance is in. That individual is responsible for cashing the check and collecting all receipts for purchases made with the advance.
 - ii. All receipts and or remaining funds, totaling the amount of the cash advance, must be submitted to the ASA Office.

Article 4. Payment to Vendor (Non-Referee/Official/Professional Service)

NOTE: Unless pre-approval is granted by the Club Sports Program Coordinator, student club members are the only individuals authorized to make purchases on behalf of the club.

1. **An original vendor invoice/bill must accompany the form when submitted to the Competitive Sports Office. Please do not attach any "sticky notes" or anything with sticky substances, or use highlighters on**

invoices/bills– they tend to erase information on receipts. Electronic copies of these documents may be provided via email at clubsports@psu.edu.

2. The Competitive Sports Office will provide a response to the request on the Club Sports website indicating status of request. If approved, the response will indicate when the payment will be available and where it can be received.

Article 5. Payment to Professional Service Providers/1099's (Referees/Guest Instructors/Coaches)

1. Club sport organization officers **MUST** make arrangements with the Competitive Sports Office prior to the event for a contract and/or other necessary paperwork to be drafted.
 - a. Payment requests for professional service providers submitted without a contract/proper paperwork will be denied.
 - b. Proper paperwork includes having the service provider fill out a University agreement, 1099, NEI, and W9 forms with the Club Sports Program Office prior to the event.
 - c. **It is strictly prohibited to pay a professional service provider out of pocket. Not only will a reimbursement request be denied, but the payee will be reported to the University and asked to return the club funds as this is a violation of federal law.**
2. Club treasurers must submit a financial request form and sign and date the contract on behalf of the club.

Article 6. Purchase Order

1. In the event a club either does not have enough money in its Allocation account to fully cover an approved expense, or a club would like to book travel only via the Competitive Sports Office after it has spent all of its Allocation, the club must secure a purchase order.
2. Club sport organization Treasurer must submit a Purchase Order Request Form to the ASA Office.
 - a. **A written quote from vendor must accompany the form when submitted to the Competitive Sports Office.**

Section 16. Fundraising, Donations, & Sponsorships

Article 1. Fundraising

Clubs are encouraged to engage in fundraising to supplement their funding. For information regarding fundraising ideas, contact your Competitive Sports Coordinator.

Article 2. Donations

1. Club sport organizations may not actively solicit financial donations unless they have PRIOR approval from a Competitive Sports Staff member.
2. All donations should be sent to the Competitive Sports Office (130 Intramural Building). **Checks should be made payable to “Penn State University” with the club sport organization name in the memo line of the check.**
3. Donations will be deposited into the club sport organization’s Office of University Development (OUD) account and then transferred to the organization’s ASA account.
4. For assistance in developing a custom URL for donation or participating in the “Let’s Grow State” campaign, contact your Competitive Sports Coordinator.

Article 3. External Financial Support/Sponsorships

1. Club sport organizations are encouraged to seek outside financial support in order to meet their programming needs.
2. A Competitive Sports Staff member must approve all sponsorship proposals prior to finalization.
3. No financial support shall be accepted that would associate the club sport organization, the Club Sport Program, or The Pennsylvania State University with performance enhancing drugs, illicit drugs, tobacco products, or alcohol. This includes local establishments primarily represented as bars as opposed to restaurants.
4. Sponsor product or company names, colors and logos are allowed on printed or promotional materials, subject to approval by a Competitive Sports Staff member.
5. Fundraising accounts linked to an outside account are prohibited. Examples include accounts through GoFundMe, PayPal, etc. Please talk to the Competitive Sports Staff if you have a question about receiving online donations as options may exist within the University to accomplish this.

Section 17. Discipline

The Competitive Sports Office will form a Club Sports Council (CSC) which will be made up of seven current club sports athletes. The role of CSC will include:

1. Provide a forum for clubs to discuss general concerns with the CSC and Club Sports Administration
2. Manage discretionary funding requests
3. Hold petition hearings and make recommendations for corrective action to Club Sports Administration as needed as it relates to administrative non-compliance issues.
4. Review membership applications for new Club Sports teams / activities
5. Provide leadership, direction and guidance for Club Sports membership
6. Provide direction for the implementation of new policies and regulations

In its role as a petition body, the CSC will be charged with interpreting petitions based upon the following criteria:

Each club within the Penn State University Club Sports program is student run and under the administration and guidance of the Club Sports Administration and the CSC. Every club member, coach/instructor, and advisor are responsible for the knowledge of and adherence to the policies set forth by this manual. Each club may be accountable for the University Code of Conduct.

Article 1. Administrative Non-Compliance

Any team that is non-compliant with the Administrative Compliance Program at the start of an academic semester may be subject to administrative action. Non-compliant teams are defined as a team which does any of the following:

Level 1 Non-Compliance

1. Failing to complete Club Sports Activation.
2. Failing to attend meetings or officer training without arranging a make-up session by the deadline.
3. Failing to complete required paperwork:
 - a. Advisor Form
 - b. Constitution
 - c. Safety Officer Forms
 - d. Practice Schedules
 - e. Officer List
 - f. Travel Forms
 - g. Allocation
 - h. Failure to submit nightly

Level 2 Non-Compliance

1. Traveling without prior approval
2. Falsifying travel-related documents
3. Spend more money than the club has available in both its allocation and ASA accounts.
4. Paying coaches, instructors, officials, etc. out of pocket.
NOTE: Items 3 & 4 may include additional financial penalty.

Article 2. Conduct Non-Compliance

Behaviors including but not limited to the behaviors outlined below will be referred to the Office of Student Conduct:

1. Alcohol and/or drug use
2. Hazing
3. Destruction of property
4. Misappropriation of funds

For more information on the Office of Student Conduct policies and procedures, visit their Penn State website.

Article 3: Club Sports Sanctions (also see the Code of Conduct Procedures)

Should a club commit an infraction; the following measures will be taken:

Administrative Hold: Clubs on Administrative Hold may lose access to their accounts, all practice* and game privileges, and may not be eligible for Championship Funding until the issue which caused the Administrative Hold is resolved. The Competitive Sports Office will inform all of the club's officers, as well as the advisor, once that club has been placed on an Administrative Hold.

For a first level 1 violation of Administrative Non-Compliance, a club will receive a formal written notice. Any incident of administrative non-compliance may result in a notice and an Administrative Hold until the issue is resolved. Upon conclusion of the review of the incident that caused the Administrative Hold, a club may be subject to one of the following: full reinstatement, administrative probation, administrative probation with loss of privileges, administrative suspension, administrative indefinite expulsion, or administrative expulsion.

* The definition of a practice is when at least 33% of the active roster is present and participating.

NOTE: A team may not remain on an Administrative Hold for more than **30 business days**. If, after **30 business days**, the team has not fulfilled the requirements the Administrative Hold will transition to a permanent Administrative Hold with the opportunity for a Conduct Conference.

Administrative Probation: Any club on probation will no longer be eligible for Championship Funding. The Competitive Sports Office will inform all officers of the club of this status.

Any of the following may result in probation:

1. Administrative non-compliance
 - a. For a second level 1 violation (not currently on probation), a club will be placed on probation for one academic semester* beyond the semester in which the issue was resolved.
 - b. For a first level 2 violation (not currently on probation), a club will be placed on probation for one academic semester* beyond the semester in which the issue was resolved.

*The Penn State University Club Sports Program does not consider summer session to be an academic semester for the purposes of probation.

Once a team's term of probation expires, the process begins again, and any subsequent violation is considered a first violation.

Administrative Probation with Loss of Privileges: Clubs on probation with loss of privileges will not be permitted to participate in club related activities in specified by the Case Manager. Probation with loss of privilege will be related to the violation (i.e., a club whose Loss of Privilege was related to travel may be prohibited from traveling during the term of its probation with Loss of Privilege). The Competitive Sports Office will inform all of the club's officers, as well as the advisor, once that club has lost privileges. At the conclusion of probation with loss of privilege period, the club will be placed on probation based upon the number of violations and/or the type of violation.

The following may result in probation with loss of privileges:

1. Administrative non-compliance
 - a. For a travel-related violation, a team may be placed on a travel suspension.

Administrative Suspension: Clubs on suspension will, therefore, lose access to their ASA account, campus recreation facilities and/or fields and will no longer be eligible for funding until the term associated with their suspension is complete. The Competitive Sports Office will inform all of the club's officers, as well as the advisor, once that club has been placed on full suspension. At the conclusion of the suspension period, the club will be placed on probation based upon the number of violations and/or the type of violation.

Any club that has been suspended will be demoted one tier for the following academic year.

The following may result in suspension:

1. Administration non-compliance
 - a. For a level 1 or level 2 violation while a team is on probation, a club shall be placed on suspension for the rest of the current semester plus one additional semester.

Administrative Indefinite Expulsion: Any club that is indefinitely expelled from the Club Sports program will completely lose all funding and access to facilities and fields administered by Campus Recreation and may be referred to the Office of Student Conduct for further investigation. Penn State University Campus Recreation will not recognize an indefinitely expelled club as a club sport. Allocation funds will be returned to the Club Sport Executive Council for re-distribution to the remaining clubs through incentive funding. Any club that has been indefinitely expelled will not be eligible for reinstatement for a period of at least one full academic year and other conditions including a review in advance of any approval.

Any of the following may result in indefinite expulsion:

1. Administrative non-compliance
 - a. Teams who fail to complete minimum Red Tier requirements in a given year.
 - b. Teams who remain in the Red Tier for two consecutive years and make insufficient progress to advance out of the Red Tier shall be indefinitely expelled from the Club Sports Program at the end of the second year.

Article 4. Member Conduct

As students of Penn State University, Club Sport Members have an obligation to conduct themselves and their organization in a manner that supports and reflects the University's mission as an educational institution.

Club Sport Members are expected to act in a mature and responsible manner both on and off campus and especially while participating in club activities.

Inappropriate conduct or actions while participating in any Club Sport related activity, including misuse of equipment or facilities, would jeopardize the club's continued status as a recognized club sport.

Furthermore, Club Sport Members who participate in inappropriate activity that violates the Code of Conduct, University policies, campus regulations, or state or federal laws will be subject to conduct action by the Office of Student Conduct, Department of Campus Recreation, The Pennsylvania State University and/or appropriate legal authorities.

Article 5: Petition Process

A club that wishes to petition any administrative decision set forth by the Competitive Sports Office must do so within five business days of the initial ruling. Petitions must be made in writing and sent to the Senior Assistant Director for Competitive Sports. A petition hearing will be scheduled with the CSC within five business days.

Following the initial petition hearing, the CSC will then make a recommendation to the Competitive Sports Office. The Office may either accept the recommendation as is or make adjustments. The result of the petition will then be emailed to a club's officers within two business days.

APPENDICIES

Appendix A. Position Descriptions

Each club should have the following elected officers who must be full-time Pennsylvania State University, University Park students:

Article 1. President (Required for all club sport organizations)

The President is the chief officer for the club sport organization. S/he is the primary contact and coordinator of all club sport organization activities. As such, his/her duties include:

1. Attending the Club Sports Officers' Training Session
2. Reading and understanding the Club Sports Program Manual
3. Completing an Officer Acceptance of Responsibility Form
4. Completing SportRisk Concussion Education & Awareness and Concussion Recognition & Response Training.
5. Maintaining a current list of email addresses and phone number for club officers and members
6. Conducting all club business meetings
7. Remaining knowledgeable of the club sport organization's financial status
8. Ensuring club sport organization is up to date on all requirements set by the Club Sport Program Office
9. Ensuring that all club members (or guardians) have signed the Participation Agreement Forms
10. Understanding the services available to the club sport organization from the Club Sport Program Office
11. Notifying the Club Sport Program Office of changes in leadership within the club sport organization
12. Periodically meeting with the club sport organization's Advisor
13. Promoting good sportsmanship
14. Implementing proper disciplinary action procedures when necessary
15. Holding monthly meetings with the club sport organization officers and semester meetings with the club sport organization members
16. Seeking approval for all travel, special events, and fundraising plans
17. Submitting semester facility requests by the designated deadlines
18. Checking the club sport organization mailbox at least once per week
19. Supervising fundraising projects
20. Submitting all forms for and coordinating all home events and seminars.

Article 2. Vice President

The Vice President shall fill in for the President when necessary. Additional responsibilities shall be assigned by the club sport organization.

1. Attending the Club Sports Officers' Training Session
2. Completing an Officer Acceptance of Responsibility Form
3. Completing SportRisk Concussion Education & Awareness and Concussion Recognition & Response Training.
4. Submitting all forms for and coordinating all travel.

Article 3. Treasurer (Required for all club sport organizations)

The Treasurer is the chief financial officer of the club sport organization. As such, his/her duties include:

1. Attending the Club Sports Treasurers Training Session
2. Completing an Officer Acceptance of Responsibility Form
3. Completing SportRisk Concussion Education & Awareness and Concussion Recognition & Response Training.
4. Understanding the policies and procedures for processing all financial requests
5. Understanding the policies and procedures for all club accounts including Allocation, ASA, Championship, Endowment, and OUD
6. Submitting Financial Request forms and accompanying invoices, receipts, and/or equipment purchase requests
7. Collecting member dues in a timely manner
8. Depositing all funds into the club's ASA or OUD accounts
9. Preparing and maintaining ledgers (income, encumbrances, and expenditures) for all accounts
10. Preparing and submitting Annual Allocation Request form by the spring deadline
11. Submitting all forms for and coordinating all purchases and financial transactions.

Article 4. Secretary

The Secretary is the chief record keeper for the club sport organization. As such, his/her duties include:

1. Attending the Club Sports Officers' Training Session
2. Completing an Officer Acceptance of Responsibility Form
3. Completing SportRisk Concussion Education & Awareness and Concussion Recognition & Response Training.

4. Recording minutes of all club meetings
5. Notifying club members (via email and/or phone) of all upcoming meetings, events, etc.
6. Submitting all forms for and coordinating community service and requests for apparel, equipment and merchandise.

Article 5. Advisor.

In addition to elected student positions, each club must have an **Advisor who is a full-time faculty or staff of Pennsylvania State University (University Park)**. The Advisor shall have the following responsibilities:

1. Completing the *Advisor Information* form
2. Assisting the organization's student leaders in adherence to University, Athletic Department, and Club Sports Program policies and procedures
3. Assisting in the development and implementation of club sport organization goals and objectives
4. Being available to club sport leaders during the development of projects and programs and to provide guidance to help ensure that activities are well planned and reflect favorably on the University
5. Attending semester membership meetings and officer meetings when available
6. Assisting the officers in the selection and evaluation of coaches
7. Assisting with the documentation of pertinent information
8. Completing Penn State's Jean Clery Act Training online via the University's Compliance website/Learning Resources Network every calendar year.

Article 6. Safety Officers.

Some club sport organizations (Risk Level II, III, and IV clubs) must have at least two student Safety Officers. Safety Officer responsibilities include:

1. Possessing valid CPR/AED, and Standard First Aid certifications from an approved organization
The Club Sports Program accepts certifications from the American Red Cross, American Heart Association, and Emergency Care and Safety Institute (ECSI) provided those courses are completed in an in-person format. Any safety officer wishing to be certified by another organization must be granted approval by the Club Sports Program Coordinator who will review the organization's standards and make a decision.
2. Completing SportRisk Concussion Education & Awareness and Concussion Recognition & Response Training.
3. Attending club sport practices, competitions, and activities – home and away
4. Checking the safety of facilities and equipment before allowing members to participate
5. Attending to injured participants in a manner consistent with the information outlined in the responding to injuries session
6. Completing a University Incident/Accident Report form for all accidents, regardless of severity and returning it to the Club Sports Program Office as soon as possible following the event
7. Calling 911 when necessary

Article 7. Coach/Instructor.

Club sport organizations may choose or be required (based on risk level) to seek the assistance of a coach/instructor. Coaches/instructors should be experienced and knowledgeable in the sport or activity. Coaches/instructors may serve in a voluntary or paid capacity.

The officers of each club sport organization are responsible for working with the Competitive Sports Office to fill any coaching positions on an annual basis. The officers' role is to recommend individuals to fill coaching positions, and the Club Sports Program Coordinator role is to consider the officers' input and make a final decision on all coaching appointments, both paid and volunteer.

Approved coaches, volunteer or paid, are indemnified by The Pennsylvania State University against claims of liability; if the coach was acting in the capacity of a Club Sports Program coach, and following all University, Student Affairs, and Club Sports policies and procedures.

In order for a coach to be approved, the following must occur:

1. Coach/Instructor must complete the online *Coach Information* form
2. The printed Coach/Instructor Information form must be signed by the club president
3. The printed Coach/Instructor Information form must be signed by a Club Sports Program Coordinator
4. Complete SportRisk Concussion Education & Awareness and Concussion Recognition & Response Training.
5. The coach/instructor must complete Penn State's Jean Clery Act Training session each calendar year; training is offered online through the University's Compliance website/Learning Resources Network

In order for a coach to be paid, the following must occur:

1. The Club Sports Program Office will draft contracts and other necessary paperwork for the club president and coach/instructor to complete and return.
2. The club treasurer must submit a financial request for payment to the coach/instructor each time the club wishes to pay a portion of the agreed upon total amount on the contract.
 - a. Coaches/instructors will not be University employees and are responsible for claiming their payments from Penn State if applicable. Payments cannot be direct deposited and will only come in the form of a check.

Coach/instructor responsibilities shall include the following:

1. Possessing valid CPR/AED and First Aid certifications from an approved organization
2. Completing SportRisk Concussion Education & Awareness and Concussion Recognition & Response Training.
3. Planning and conducting field/court practices
4. Instructing participants on proper technique for the particular activity
5. Planning and implementing contest strategy
6. Ensuring safety of participants
7. Monitoring performance for the purpose of evaluating skill level for recognition, promotion, or selection of competitive team members
8. **Coach/Instructors cannot also serve as a University Advisor for the club.**

Appendix D. Allocation Funding Criteria, Formula, & Processes

The purpose of the following criteria and procedures is to assure that all club sport organizations receive equitable treatment in the allocation of Club Sport Program funds. The procedures are to be followed by club sport organizations in requesting Allocation Funds, and by the Competitive Sports Staff members in determining allocations. These procedures are intended to assure complete exchange of all relevant information between club sport organizations and the Program in an orderly fashion.

Article 1. Procedures

1. Each club sport organization will prepare an Allocation Request form to include a budget from the current year and a proposed budget for the following year. An explanation and justification for the proposed budget is outlined below
2. The Club Sports Program will establish a deadline for submitting proposals and will not consider forms turned in after the stated deadline
3. The Competitive Sports Staff will review all Allocation Request forms and may request to meet with club officers to answer questions about their form

Article 2. Budgets

1. Budgets should be accurate numerical summaries of all a club's expenses versus all its revenues, together with their balance. Revenues may range from dues to gifts and projects. Expenses should be broken down generally into travel, equipment, instruction, facilities and officiating. Budgets should be itemized to the extent that the nature of all income and expenditures is clear.
2. Current year budgets shall include descriptions of all income (allocation, self-generated funds, and interest on ASA and OUD accounts), expenditures, and balances in the club's Allocation, ASA, and OUD accounts.
3. Budget Proposals shall include descriptions of all projected income (allocation, self-generated funds, and interest on ASA and OUD accounts), projected expenditures, and projected carry-over balances in ASA and OUD accounts.
 - a. Proposed needs should be estimated as accurately as possible, based on a club's plans and projected reasonable expenses and revenue. No attempt should be made to underestimate or exaggerate requests.

Article 3. Justification of Expenses

These areas should constitute the main body of a club's proposal and should be the initial area of consideration, keeping in mind at all times the goals of the club sport organization involved and of the overall Club Sports Program.

1. Travel
 - a. Travel is defined as the use by a club of facilities other than those customarily used.
 - b. A club should justify its travel, for instance, as a way of obtaining competition on its own level of ability. Hence, a consideration in supporting travel is whether the same competition can be obtained closer to home.
 - c. Clubs should attempt to combine matches in one geographical area to a single trip, for example, several competitors may be located in the Chicago area.
 - d. Clubs should give financial support only for the minimum number or players needed to compete on the road, for example, the number to play, plus necessary substitutes.
 - e. All expenses, including food, gas, and lodging, should be fully explained and should be based on the minimum number traveling as noted above.
2. Equipment
 - a. Financial support should be given only for equipment which is retained for permanent club use and which is used only during club activities. This is to include individual equipment (e.g., uniforms) which is necessary for club activities, but which the individual member would not otherwise be expected to have.
 - b. Expenses should be itemized and considered in relation to the club's current equipment and its necessary maintenance or replacement.
3. Facilities and Officiating
 - a. A club requiring expenses for facilities or officiating should give a detailed explanation, such as the number of officials per match, the number of matches requiring officials, or the cost per match.
4. Fundraising
 - a. In many cases, a club sport organization's Allocation Funds fall short of its needs. Therefore, clubs are expected to engage in fundraising activities. Specific expectations are listed in Classification Responsibilities section. Accordingly, the following approach to fundraising has been established:

- i. In detailing the current year's financial activities, club sport organizations should list and explain any fundraising activities undertaken in the current academic year or projected to be undertaken prior to the completion of the current academic year.
- ii. In projecting the upcoming year, club sport organizations should list and explain any fundraising activities projected to take place between the end of the current academic year and the end of the upcoming academic year.

Article 4. Criteria

1. Proposals should be written and reviewed on the basis of the Allocation criteria, which include the following categories:
 - a. Explanation and justification of budgets; and
 - b. The nature of expenses; and
 - c. The performance of club's duties as outlined for each category.
2. Club sport organizations must meet the following requirements to be eligible to receive Allocation funds.
 - a. Must have been a recognized club sport organization since at least January of the current academic year; and
 - b. Must be "Active" as defined under Annual Activation Requirements; and
 - c. Must be in the Blue, White, or Grey Tiers.

Article 5. Allocation

For each club sport that is eligible for Allocation funds and that submits an Allocation Proposal:

1. The Allocation request form is initially reviewed by at least one Competitive Sports Program Staff member who makes an allotment recommendation for each club (if reviewed by more than one, an average of the recommendations is calculated).
2. The **Club Sports Council** reviews all forms and the recommendations of the initial review. The Senior Assistant Director may accept the recommendation or change it after meeting with the staff member(s) to discuss it. Each club now has a Club Allotment (CA) figure.

Article 6. Allocation Formula

All Blue, White, and Grey Tier clubs will have their needs-based budget requests totaled within their tiers. Those tier totals will then be added together for an overall needs-based request total. Each tier's total will be viewed as a percentage of the total needs-based budget request. The Blue Tier will then receive an additional 50% of the White Tier's overall request. Then, the White Tier will receive an additional 50% of the Grey Tier's overall request.

EXAMPLE: After totaling all clubs' requests, the Blue Tier clubs account for 55% of the total, the White Tier clubs account for 30% of the total, and the Grey Tier clubs account for 15% of the total. After adjustments, Blue Tier clubs would receive 70% of the allocation, White Tier clubs would receive 22.5% of the allocation, and Grey Tier clubs would receive 7.5% of the allocation.

Appendix E. Important Contact Information

Club Sports Program Office/Staff

Competitive Sports Office	130 Intramural Building	(814) 865-9202	psucsp@gmail.com
Nick Brigati	130D Intramural Building	(814) 865-1650	ncb29@psu.edu
Diane Baldwin	130E Intramural Building	(814) 867-1640	dls125@psu.edu
Justin Frear	130F Intramural Building	(814) 867-2087	jrf281@psu.edu
Michael Potter	130C Intramural Building	(814) 865-2472	mpp17@psu.edu

Student Organization Resources

ASA (Finance) Office	240 HUB	(814) 865-1947	ASAoffice@psu.edu
Student Activities Office	103 HUB	(814) 863-4624	studentorg@psu.edu
Events Management Office	125 HUB	(814) 865-7973	HUBevents@psu.edu

Appendix F. Administrative Compliance Program (ACP)

Club Sports Funding is distributed according to each individual club's fulfillment of the Administrative Compliance Program (ACP) requirements. Points will be awarded to teams as outlined below.

Article 1. Officer Training

1. Every club is required to have an elected President, Vice President, Treasurer, and Secretary for their club. Each Officer Position must be held by a different club member.
2. There will be a training session at the beginning of each semester for officers (For the 2018-19 academic year, there will be a training in the spring semester of 2018 for officers who will serve in the following year and no additional officer training).
3. Attendance at all training sessions or a make-up session is required in order for a club to receive Club Sports Funding.
4. In the event that the training meeting cannot be attended, a one-on-one meeting must be scheduled with the Competitive Sports Office in order to receive the funding that has been allocated to them by Club Sports.
 - a. ACP Points will not be allocated to any club that must schedule a one-on-one meeting.
5. Safety Officer training will be online. Training must be completed before the deadline in order for a club to receive ACP points.

Point Breakdown: 15 points will be awarded for each President, Vice President, Treasurer, and Secretary, who attends their respective training at the regularly scheduled time. No points will be awarded for officers that attend make up sessions.

Points for Safety Officer training will only be awarded if both Safety Officers complete the training by the stated deadline.

Article 2. Meeting Attendance

For the Leadership Series, in order to receive credit for attending, two representatives of the Core Four (President, Vice President, Treasurer, and Secretary) must be in attendance. Please reference Section 10 for the number of mandatory sessions to attend based upon a club's classification.

Additionally, an allocation meeting will be held during Spring Semester. Two representatives from each club are required to attend this meeting.

There will be two General Session meetings during the year (at the beginning of each semester). These must be attended by two representatives from each club. For Fall General Session, the two representatives must be Core Four officers.

Point Breakdown: 10 points will be awarded for each meeting attended, of which only the Leadership Series Meetings are optional depending on your classification requirements

Article 3. Documentation

Club Sports requires that all clubs complete and turn in various forms on the Club Sports Website. The deadlines for these forms will be provided.

These forms are extremely important for both record keeping and risk management/liability purposes. All forms are available on the Club Sports Website and shall be submitted electronically on that site.

No incomplete forms will be accepted.

Points will be awarded for completing the following documentations by the listed ACP deadline:

1. Safety Officer Form: Copies of CPR and First Aid Certification Cards must be turned in with the Safety Officer form

Point Breakdown:

If a team has submitted certifications for both CPR/AED and First Aid for their two Safety Officers by September 1:
10 Points

2. Practice Schedules: A Practice Schedule is required for Summer, Fall, and Spring Semesters. If your club does not have a practice scheduled for a semester, you are still required to complete a form on the Club Sports Website.

Point Breakdown:

Fall Semester – 10 points

Spring Semester – 10 points

Summer Semester – 10 points (for the following year)

3. Allocation Form: Allocation Forms are required to be completed during of the Spring Semester, These forms will be handed out at the meeting and must be submitted to the Competitive Sports Office by the stated deadline in order to qualify for ACP points.

Point Breakdown:

Allocation Form – 10 points

4. Constitution: Each year, clubs must update their constitution as part of their activation checklist, this must be submitted via email to clubsports@psu.edu

Point Breakdown:

Spring Semester – 10 points (for the following Fall)

Article 4. Travel Forms

It is extremely important for risk management, liability, and record keeping purposes that the Competitive Sports Office is aware of every instance that a Club Team or a member of a Club Team travels for a Club related function. Clubs must adhere to the following travel form requirements:

1. Pre-Trip Form must be approved on the Club Sports Website five (5) business days prior to the departure date to be eligible for ACP Points.
2. If a club fails to have a Pre-Trip form approved at least two (2) business day prior to their departure, the trip will not be approved, and the club will not be permitted to travel.
3. Following the trip, each club must report the results of the trip via the Post-Trip Form on the Club Sports Website within 5 business days.
4. Only Pre-Trip forms that are turned in on time, and that have Post-Trip Forms submitted will be considered complete as it relates to both ACP Points and compliance.

Point Breakdown:

Each Pre-Trip Form completed and approved on time, with recorded results: 5 Points

Article 5. Discipline

As students of Penn State University, club members have an obligation to conduct themselves and their organization in a manner compatible with the University's philosophy and function as an educational institution. Members of Club Sports are expected to act in a mature and responsible manner both on and off campus and especially while participating in club activities. Inappropriate conduct or actions while participating in any Club Sport related activity, including misuse of equipment or facilities, will jeopardize the club's continued status as a recognized club sport.

Furthermore, club members who participate in inappropriate activity that violates University policies, campus regulations, or state or federal laws will be subject to disciplinary action by the Department of Campus Recreation, Penn State University and/or appropriate legal authorities. A more detailed description of disciplinary actions and consequences is listed in the Club Sports Manual (See Section 17). Please refer to the manual for further information. Points will be awarded to those clubs that have no disciplinary violations.

Point Breakdown:

No disciplinary violations: 20 Points

One or more disciplinary violations: 0 Points

Article 6. Community Service

The Club Sports Program encourages clubs to participate in Community Service projects. Involvement in these unique opportunities can provide an excellent learning experience for a club and its members

Community service helps create a positive image of your club and the Club Sports Program. Registration forms for special events and community service projects are available in the Competitive Sports Office.

All community service hours documented properly will count towards Tier Placement. The main goal of participating in the event will be to serve a community or philanthropic group. The Club itself shall not receive any personal benefits for its involvement in the activity; this decision will be up to the discretion of the Club Sports Administration.

For donation events, clubs should utilize this scale to receive hours:

1. Blood drives: 1 person = 2 hours
2. Canned food drives: 6 items = 1 hour
3. Clothing donations: 1 person = 1 hour

In order for the club to receive credit for the activity, the team must:

1. Register the Community Service Event via the Special Event Form on the Club Sports Website no later than 3 business day prior to the start of the event.
2. Report results within 5 business days of the conclusion of the event.

The Competitive Sports Office will verify the event and amount of time each club member spent at the event.

Point Breakdown:

Community Service: 5 Points for every 20 hours committed to an event (Up to a MAX of 40 Points per year)

NOTE: If a club does not meet the ACP deadlines (i.e., submits a Pre-Community Service Form fewer than 3 business days prior to the event and/or submits a Post-Community Service Form more than 5 days after the conclusion of the event), it will not receive ACP Points for the event, but it will receive credit for the hours for the purposes of meeting its Tier requirements.

Article 7. Game Day Responsibilities

On the day of a home event, the Club communicates with the Supervisor covering the event regarding the status of the game (i.e. cancellations, time changes, etc.). This must be done at least two hours prior to the scheduled competition time.

Point Breakdown:

For the first home event: 10 points
For each additional home event: 2 points
(Up to a MAX of 20 Points per year)

Article 8. Awards

Teams will be awarded points for winning both team of the month and annual team awards.

Point Breakdown:

Club of the Month:	10 points
Community Service Award:	15 points
When it Rains it Pours Award:	15 points
Most Improved Club Award:	15 points
Coed Organizational Excellence Award:	15 points
Women's Organizational Excellence Award:	15 points
Men's Organizational Excellence Award:	15 points
Club of the Year:	25 points

Article 9. Supporter Points

Club teams shall be rewarded for attending other clubs' home events and providing support.

In order to qualify for these points, clubs must find the Competitive Sports Supervisor on duty at a home event and sign in.

Points are awarded based upon both average roster size and the number of club members who sign in.

Point Breakdown:

For clubs who average 20+ members:

1-4 club members attending another club's event: 1 point

5-10 club members attending another club's event: 2 points

11 or more club members attending another club's event: 3 points

For clubs who average fewer than 19 members:

1-2 club members attending another club's event: 1 point

3-6 club members attending another club's event: 2 points

7 or more club members attending another club's event: 3 points

(Up to a MAX of 20 Points per year)