Club Sports
Officer Handbook
2014-2015
DIRECTORY INFORMATION

Club Sports Administrative Office

Building & Mailing Address
France A. Córdova Recreational Sports Center (CREC)
355 N. Martin Jischke Drive
West Lafayette, Indiana 47907
Phone: 765.494.3109
Fax: 765.496.1163
http://www.purdue.edu/RecSports

Professional Staff
Kelsey Edge, Assistant Director – Club Sports
Phone: 765.494.3122
E-mail: edgek@purdue.edu

Hannah Roberts, Graduate Assistant – Club Sports
Phone: 765.496.3031
E-mail: rober311@purdue.edu

Brenna Barrett – Clerical Support
Phone: 765.494.3118
E-mail: barret20@purdue.edu

RECOGNIZED CLUB SPORTS

Aikido
Archery
Badminton
Crew
Cricket
Fencing
Gymnastics
Ice Hockey, Men’s
Judo
Karate
Kendo
Lacrosse, Men’s
Lacrosse, Women’s
Outing
Racquetball

Rifle & Pistol
Rugby, Men’s
Rugby, Women’s
Running
Sailing
Soccer, Men’s
Soccer, Women’s
Tae Kwon Do
Trap & Skeet
Triathlon
Ultimate Frisbee, Men’s
Ultimate Frisbee, Women’s
Volleyball, Men’s
Volleyball, Women’s
Water Polo, Men’s
Water Polo, Women’s
The following clubs were recognized for their extraordinary accomplishments in various categories:

**Team of the Year**  
**Gymnastics Club**  
Awarded to the club that shows overall excellence in leadership, organization, club compliance, team fundraising, and community service efforts.

**Fundraising Award**  
**Outing Club**  
Awarded to the club that shows excellence in team fundraising.

**Community Service Award**  
**Tae Kwon Do Club**  
Awarded to the club that shows overall excellence in serving others through community service events.

**Spirit Award**  
**Women’s Volleyball Club**  
Awarded to the club that shows a commitment to Boilermaker pride through teamwork, collaboration, and good sportsmanship.

**Advisor of the Year**  
**Dr. Peter Hollenbeck – Running Club**  
Awarded to the club advisor who demonstrates an extraordinary commitment to student growth & development and organizational success.
MISSION, VISION, VALUES

DIVISION OF RECREATIONAL SPORTS

Mission
The Division of Recreational Sports is committed to enhance the quality of life at Purdue through engagement in recreation which fosters an appreciation for a healthy lifestyle and promotes lifelong learning.

Vision
The Division of Recreational Sports will be a preeminent collegiate recreation program offering programs, services, and facilities of the highest quality.

Values
The Division of Recreational Sports upholds and practices the following values:

**Celebrate Differences**
We will create a respectful environment that celebrates the intrinsic worth of each individual, facilitates an open exchange of ideas, nurtures creative expression, and accentuates cross cultural interaction.

**Optimize Resources**
We take full responsibility for the efficient and effective use of all our resources.

**Remember Our Customer**
We must anticipate our participants’ needs, be mindful of their safety and pursue excellence in all we do.

**Educate Always**
We intentionally develop lifelong learners. Recreation plays a powerful role in transformative learning and enhances academic performance.

**Collaborate**
We believe in the synergistic benefits of working together. We strive to provide opportunities that will promote camaraderie and lifelong connections.
CLUB SPORTS

Mission
The Club Sports Department is committed to be an integral part of accomplishing the division’s mission. We will provide valuable learning opportunities that enhance leadership and promote healthy lifestyle choices.

Vision
Purdue Club Sports will be a preeminent program; providing opportunities for student employees and program participants to enhance leadership, teamwork, and critical thinking skills through intentional experiences and valuable co-curricular experiences.

Values
Club Sports upholds and practices the following values:

  Leadership
  We will empower students and provide guidance to successfully organize and lead their clubs through shared responsibility.

  Community
  We will foster inclusiveness among our organizations and build a sense of community that engages students in learning opportunities.

  Passion
  We will create opportunities for participants to discover, build, and strengthen their passion for recreational pursuits.

  Safety
  Staff and students will be committed to work together to make appropriate and responsible decisions in order to provide the highest level of safety in all club activities.

  Communication
  We will establish clear expectations and create open lines of communication for club leaders and members.

  Excellence
  We will strive for excellence on and off the playing field by promoting sound character traits and service-minded attitudes.

CLUB SPORTS RECOGNITION

Club Sports are a proud component of the Division of Recreational Sports (DRS) at Purdue. The DRS has been actively involved in providing assistance to the student organizations recognized as club sports since 1936. Through Club Sports, the DRS is committed to providing opportunities to student organizations focused on particular physical sport activities. The Club Sports program offers an assortment of team and individual sports. Club sports may also be competitive, instructional and/or social/recreational in nature. Club Sports are governed by policies and regulations of both DRS and Student Activities and Organizations (SAO). Clubs may be
active during the academic school year and summer session. The academic school-year rules, regulations, and procedures remain in effect AT ALL TIMES.

The Division is committed to providing professional administrative guidance, financial support, facilities for practice and competition and the following clerical support:

- Printing and copying up to 50 sheets
- Club-related faxing and long distance calls
- Club mailboxes for incoming correspondence using the following address:
  Purdue University – Division of Recreational Sports
  ATTN: (your club name)
  355 N. Martin Jischke Drive
  West Lafayette, IN 47907
- Website listing in the Club Sports Directory
  o The upkeep and maintenance of website is the responsibility of the individual clubs

**MAINTAINING CLUB SPORT STATUS**

Each student organization recognized as a Purdue Club Sport that is recognized under the Division will be evaluated regularly by the Assistant Director – Club Sports. The organization must be in good standing with the DRS, SAO, and must be in compliance with *Club Sport Handbook and University Regulations*. Evaluations may result in modifications or revocation of Club Sport status. Clubs deactivated within the first four weeks of the semester are permitted to reapply for recognition the following semester. Clubs deactivated after the fourth week of the semester will not be eligible for recognition until one full semester has passed (excluding Summer session).

**PERSONNEL**

**Division of Recreational Sports (DRS)**

Clubs recognized by the Division of Recreational Sports (DRS) will be known as a DRS Club Sport. Once a club’s constitution has been approved by Student Activities and Organizations, they must abide by the policies, procedures, and rules of the DRS. Recognized club sports will also follow the University policies and regulations for student organizations that are governed by Student Activities and Organizations. The Assistant Director – Club Sports, with the assistance of the Graduate Assistant – Club Sports, oversees the Club Sports program and serves as the official representative of the program.

**Club Sport Supervisors**

Club Sports Supervisors are current Purdue students that exist to provide additional support to the Assistant Director – Club Sports. Their responsibilities range from supervising home events to providing administrative support in the Club Sports Office. Each Supervisor will also assist in the management of 3-5 individual clubs. They will serve as an additional point of contact for officers, complete monthly reports for their clubs, and help support their clubs in maintaining full compliance. The Assistant Director – Club Sports still maintains final decision-making power.

**Student Activities and Organizations (SAO)**

All student organizations must be registered with and approved by Student Activities and Organizations (SAO). In addition to following DRS policies, all Club Sports must abide by the policies of SAO. A close association is
maintained between the personnel of the SAO and the DRS in order to assist and supervise student organizations recognized as a DRS Club Sport.

**Business Office for Student Organizations (BOSO)**

The fiscal director of student organizations is responsible for exercising financial supervision over all student organizations, including those recognized as club sports. See *University Regulations* for information about the financial arrangements for student organizations.

**Club Officers**

Club Sports are meant to be a learning experience for the members through their involvement in fundraising, public relations, organization, administration, budgeting, and scheduling, as well as their development of skills in their particular sport. The Club Sports program identifies the club officers designated by each club as the members directly responsible for upholding Club Sports Policies & Procedures. While all members have unlimited opportunities to become involved directly with the administration and/or supervision of their club, the Club Sports Office will work directly with the five officers designated to manage each club – President, Treasurer, Community Service, Fundraising, and Safety Officer.

**Faculty/Staff Advisor**

Each registered student organization at Purdue must have a Faculty/Staff advisor. Club members will choose their Faculty/Staff advisor. The Faculty/Staff advisor must be registered with SAO and the BOSO. It is recommended that the designated Faculty/Staff advisor be informed of club activity. It is the responsibility of the officers to keep their advisor involved with club related activities.

**Coaches**

Clubs may utilize a volunteer or paid coach, but it is the club’s responsibility to secure these services. The coach should restrict his or her contributions to those involving his or her skills and knowledge in the area of coaching and refrain from assisting in other areas of club management. All coaches must be approved by the Assistant Director – Club Sports. Before final approval to coach is given, the individual must read and sign their Coach’s Contract and submit a Club Sports Waiver, Release, and Hold Harmless Agreement. Clubs are not permitted to utilize the services of a coach without these form being on file in the Club Sports Office.

**Club Sports Council (CSC)**

The Club Sports Council is the advisory group responsible for interacting with the Assistant Director – Club Sports. The CSC serves as a committee representing all Club Sports and keeps other club members, students, and Faculty/Staff informed of club programs and their needs. The Council is comprised of seven members, each elected by vote from each of the 30 clubs with no more than one member per team serving on the Council per year. The group meets regularly and is advised by the Assistant Director – Club Sports along with one elected Faculty/Staff advisor from a recognized club. Recommendations may be made on the following issues: Excellence and Development Funding (see page 10), select disciplinary policies and procedures, club policies and procedures, and other pertinent Club Sport concerns.

**OFFICER DESCRIPTIONS & RESPONSIBILITIES**

Along with officer requirements as set forth by SAO, the Club Sports program requires a total of five officer positions to be held and each individual’s current contact information to be on file at all times. Club teams may elect to have additional officer positions as deemed necessary by the club’s members or constitution. In an effort to expand the leadership opportunities, each of the five officer positions must be held by five different
club members. The positions are listed below and all officers must be students attending Purdue University at West Lafayette. In addition to duties outlined in the club constitution, each Club Sport officer is responsible for, but not limited to the following:

**President**
The President is responsible for oversight of the club and other officers. He/she is expected to serve as a liaison between the club and the DRS while operating in compliance with the club constitution, Club Sports Handbook, and University Regulations. Ultimately, the President is responsible for ensuring that fellow officers carry out their responsibilities and that all club documentation is submitted complete and on time.

**Treasurer**
The Treasurer is responsible for the financial obligations of the club. He/she is expected to maintain account records, submit necessary documentation, complete reports, and maintain a club budget.

**Safety Officer**
The Safety Officer is responsible for the safety of the club members during competition, practices, travel and team events (fundraising, community service, etc.). He/she should maintain full inventory of the first aid box, monitor facility conditions, complete and submit Injury Reports, and ensure that at least one CPR/FA/AED certified member is present at all club events. First aid kits can be restocked through the Club Sports Office by submitting a supply list. It is also recommended that the Safety Officer serve as one of clubs certified members and Trip Safety Leader during travel. Additional guidelines are outlined in the manual under Risk Management.

**Fundraising Chair**
Often times, dues alone cannot completely fund each club’s operating costs. To help reduce out-of-pocket expenses for members, clubs are strongly encouraged to do fundraising. The Fundraising Chair should plan and initiate fundraising efforts and coordinate member involvement for their club. They are also responsible for registering fundraising events with SAO, if necessary, by completing a BoilerLink Event Request and completing the Club Sport Fundraising Log after each event. Allocation Points may be earned for fundraising events that meet the criteria outlined on page 27.

**Community Service Chair**
Incorporating service work within each organization is an important part of building leadership and giving back to the community. The Community Service Chair should take initiative to plan and conduct service events for their club as well as coordinate member involvement. They are also responsible for registering community service events with SAO, if necessary, by completing a BoilerLink Event Request and completing the Club Sport Community Service Log. Allocation Points may be earned for community service events that meet the criteria, outlined on page 27.

**MEMBERSHIP & PARTICIPATION**
Membership and participation within a Club Sport must be free from discrimination based on race, religion, color, sex, age, national origin or ancestry, marital status, parental status, sexual orientation, disability, or status as a disabled or Vietnam-era veteran. Each club constitution must carry a statement to this effect.
Eligibility for Participation
Membership is open to students, faculty, and staff as outlined in the club’s constitution. Students must be a registered Purdue student in good standing. Community members may participate in a club as a guest if allowed by the club and must pay daily guest pass. All club members, guests, volunteers, or coaches of a Club Sport must have a waiver release form on file with the Club Sports Office to make them eligible to participate in any club-related activity. Releases must be complete, accurate, and on file with DRS for each and every Club Sport participant. Release forms are good for the current academic year through the Summer session.

Eligibility for Competition
Club teams are responsible for competing in compliance with any regulations set forth by their conference, national governing body, etc. A Club Sport desiring to join a conference or league must notify the DRS.

Swim Test
Swim Tests are required for members of the water related sports (Crew, Water Polo, Sailing, Triathlon, Outing). Members must possess and demonstrate basic ability to swim and tread water as outlined in the Swim Test Form. These may be scheduled through DRS to occur the first week of the Fall semester.

CLUB SPORTS COUNCIL
The Club Sports Council is made up of seven student members and one faculty/staff advisory member from recognized club sport organizations. Student members hold their positions until they graduate, resign, or are no longer a member of their organization. Faculty/Staff member does not have voting rights and is elected to a two year term. No more than one student member per team may serve on the council.

NOMINATIONS & ELECTIONS
Nominations are submitted to the Communications and Development Committee for processing and candidates present their interest and qualifications at the End of Year Awards to be held on Wednesday, April 29th. Elections are held by closed ballot and candidates will be elected by simple majority with each club receiving one vote. Council seats vacated during the academic year will be filled during the following election period.

MEMBER RESPONSIBILITIES
Club Sport Council members are expected to attend regular meetings and actively participate in sub-committee roles. Members unable to fulfill duties may be asked to step down from their position.

Each council member will be assigned to a sub-committee based on interest and openings. Sub-committees steer special projects and initiatives in the following areas:

Excellence & Development Funding Committee
Members of this committee are responsible for announcing excellence & development funding request deadline and awards to all clubs. They also collect funding request proposals and schedule meeting times for clubs to present to the council.
Special Events Committee
Members of this committee are responsible for planning and implementing club wide events including fundraising, service, or social events. They will also plan the End of Year Awards Meeting in addition to facilitating the nomination and selection process for club sport awards.

Communications & Club Development Committee
Members of this committee are responsible for communicating and addressing concerns related to clubs. They also coordinate requests for club sports affiliation and changes to club classification status in addition to coordinating elections for new council members.

EXCELLENCE & DEVELOPMENT FUNDING

Funding for Excellence & Development is allocated annually from the Division of Recreational Sports through the Club Sports budget. Amount will vary based on approved budget. Funds are intended to offset costs for clubs that experience unforeseen expenses, unanticipated hardships, or are competing in high level tournaments. Excellence & Development Funding is limited and not intended to cover all expenses associated with planned events or projects.

Eligibility & Process
- Requesting Club Sport organizations must be in good standing and fully recognized; Probationary and introductory clubs are not eligible
- Clubs may submit one funding request per academic year
- All requests for funding must be complete and submitted before the deadline
  - Clubs with tentative events or projects should still submit request before the deadline
  - Changes to funding requests after the application deadline will not be considered
- All communication concerning this process will be sent by the Excellence & Development Committee including, but not limited to confirmation of receipt of funding request and award determinations.
- Selected clubs will conduct a 15-20 minute presentation on the presentation date justifying their request and highlighting any adjustments
- Emergency requests can be submitted after the deadline and will be considered based on funds available
  - More info on page 24

END OF YEAR AWARDS

The Club Sports Council (CSC) and Club Sports program recognizes that significant effort is required from club leaders and members in order for the organization to achieve success. This effort extends well beyond the playing area and the achievements do not go unnoticed. The dedication and commitment that members give is worth recognizing and the achievements worth celebrating.

Awards are announced each spring semester and winners will have their name added to perpetual plaques on display within the Division of Recreational Sports. Award winners will also receive an additional allocation of funding to be used during the next fiscal year. Current club awards include:

- Team of the Year
- Fundraising Team of the Year
- Community Service Team of the Year
- Spirit Award
- Advisor of the Year
Eligibility & Process

- Requesting Club Sport organizations must be in good standing and fully recognized; Probationary and introductory clubs are not eligible.
- Anyone can submit a nomination on behalf of a club.
- Completed nomination forms must be submitted to the Special Events Committee before the announced deadline. Confirmation of receipt of nomination will be sent to the nominator by the Special Events Committee.
- Clubs nominated for an award will be notified to attend the End of Year Awards.
- Clubs may be nominated for multiple or all awards.
- Clubs are eligible to receive up to three (3) awards per year:
  1. Team of the Year
  2. Advisor of the Year
  3. One (1) of the following: Community Service Award, Fundraising Award, or Spirit Award.
- There is no limit to the number of consecutive years a club can receive an award.

FACILITY & EQUIPMENT USE GUIDELINES

GENERAL POLICIES

Activity Use
The use of DRS facilities and equipment is a privilege - all clubs are expected to respect and be good stewards of the facilities and equipment. This includes, but is not limited to: supporting and enforcing division policies regarding use of facilities, cancellation of outdoor activities due to inclement weather and/or field conditions, proper storage of university and club equipment, etc. Teams are also responsible for cleaning up any trash and removing equipment and supplies from the playing area after each practice / game.

All outdoor fields will be closed for Club Sports use from Thanksgiving Break until the end of Spring Break. Depending on the current weather conditions, this time frame may be modified by the Assistant Director – Club Sports. Conducting outdoor practice during this time subjects your club to disciplinary sanctions.

Alcohol & Tobacco
No alcohol or tobacco products are permitted within DRS facilities. Clubs should be proactive in reminding visiting teams and spectators of this policy.

Equipment & Inventory
All equipment purchased for club use as an approved budgetary item from the DRS or BOSO budget becomes the property of Purdue University/DRS. Upon receiving equipment, the club becomes responsible for its maintenance and care. The club is also responsible for adding any new equipment to their inventory list and ensuring that the list is maintained with accurate and complete information. The University/DRS remains the owner of the equipment, and the division may bill the club for lost or damaged equipment. Equipment should be stored in designated Recreational Sports storage areas – NOT with club members. Storage space for club equipment will be provided upon request.

The purchase of ammunition and firearms must be pre-approved by Club Sports and purchased through the University billing system.
Weapons
Specified equipment, including swords, sticks, archery bows, etc., related to club activities will be permitted. Equipment shall only be used for its intended purpose and handled appropriately when being transported. Damaged or unsafe equipment should be disposed of through the Assistant Director – Club Sports.

Storage Space
Dedicated storage areas with restricted access will be provided for clubs. Club presidents will establish access privileges for other members by submitting an updated Key List at the beginning of each academic year. All club owned equipment should be stored in these designated storage areas.

SPACE UTILIZATION & FEES

Non-DRS Facilities
Clubs that choose to use facilities not managed by the DRS, must communicate this with the Club Sports Office. Non-DRS practice space can be noted on the Annual Practice Request Form, but games or events must be approved in advance by submitting a BoilerLink Event Request. Clubs are not authorized to sign any agreement or contract without the approval of Club Sports and BOSO.

Meetings
Recognized Club Sport organizations may reserve designated meeting space in Recreational Sport facilities for club meetings and callouts. Reservation requests should be submitted directly to the Assistant Director – Club Sports via the DRS Facility Request Form. Requests should indicate group size, as well as, set-up and resources required. Standard amenities include tables and chairs while some spaces offer white boards and technology.

Practices
Allocated practice time is available for recognized club sport organizations. Requests are submitted to the Assistant Director – Club Sports on the Annual Practice Request Form prior to the announced deadline. Practice time is scheduled based on club need, availability and compliance. Clubs must maintain an attendance of six or more members in order to hold their reservation time. Practice reservations will be cancelled after three occurrences of falling below the minimum number. If this occurs, club members may participate informally, but the space will be shared with other informal users or reserved for other clubs.

Home Events
Recognized Club Sport organizations may reserve facility space outside of designated practice time to host visiting clubs or participants in match play, seminar, or invitational format. To receive Club Sport priority in scheduling DRS facilities, clubs must submit their DRS Facility Request Form for these events at the announced deadline in the Spring semester. Any Facility Requests submitted after the Spring deadline will be reviewed and processed as space is available. DRS Facility Request Forms must be submitted directly to the Assistant Director – Club Sports at least four weeks prior to the date of the event and the BoilerLink Event Request must be submitted at least two weeks prior to the date of the event. Clubs hosting special events should meet with the Assistant Director – Club Sports well in advance to begin the planning process. Clubs with requests for space or resources that fall outside the standard use parameters may incur charges.

Changes to Event Requests
Any changes to the DRS Facility Request or BoilerLink Event Request (game times, event schedule, etc.) must be communicated to the Club Sport Office and on the BoilerLink Event Request prior to the event. Failure to notify appropriate parties of changes to event schedules will results in loss of Allocation Points and payment of staffing costs for the event. Cancelled events will not receive Allocation Points.
Merchandise Sales
All merchandise sales must be approved by the Assistant Director – Club Sports and included on the BoilerLink Event Request prior to the event.

Event Budgets & Revenue Generation
A final budget must be reported to the Assistant Director – Club Sports within five business days after an event. Clubs that generate profit from home events will incur an event charge of 30% of the net profit or the full facility rental charge, whichever is less. Clubs who do not submit a final event budget will be charged based on their projected budget as stated in their BoilerLink Event Request.

Events hosted at Purdue and run by club governing bodies are not exempt from this policy. It is the club’s responsibility to ensure that governing bodies are aware of this policy and are able to provide accurate and timely information and documentation.

Field Lining Fees
Outdoor clubs who conduct events that require fields in addition to their regularly lined fields may incur a field lining charge. This will be determined on a case-by-case basis and clubs should communicate with the Assistant Director – Club Sports when planning these events.

BUILDING ACCESS & PRIVILEGES

Eligible Students, Faculty, Staff
Club members who utilize controlled DRS facilities must possess a valid membership to gain access to the facilities. Club members who are not eligible for a membership must purchase a daily guest pass to gain building access.

Visiting Teams & Officials
Visiting team members, coaches, and officials participating in DRS recognized Club Sport events will have access into the facility for the purpose of their event. Arrangements for teams requiring locker room and shower access should be made in advance and noted on the DRS Facility Request Form.

Spectators
Non-member guests attending as spectators for club sport events will not be charged an entry fee to gain building access. Arrangements for Spectator access should also be made in advance and noted on the DRS Facility Request Form. Spectators will not be permitted to utilize equipment without paying a guest fee. The collection of donations or admission fees by clubs for events is not permitted.

Club Coaches and Special Instructors
A maximum of two coach passes will be provided at no cost for DRS club coaches who need facility access. The pass is valid for club practices and events only and expires at the end of each academic year. Additional coaches who are not eligible for a membership may pay the daily guest pass.

Non-Member Guests
Non-member guest participants of club events must be sponsored by a club member unless it is noted with advanced notice on the BoilerLink Event Request. Guests who are not eligible for a membership are responsible for paying the daily guest fee to gain building access.
Dependents
Under special circumstances, dependents under age 16 that have a membership may be eligible for building access and club participation. Eligibility is based on purpose of involvement, club approval, and adherence to safety and facility guidelines. These case by case situations can be addressed with the Assistant Director – Club Sports. Dependents are expected to adhere to membership guidelines and individuals under the age of 16 must be supervised by and in the company of a parent/guardian/adult chaperone at all times.

TRAVEL

TRAVEL POLICIES & PROCEDURES

In order to travel on an approved University club trip, an Event Request must be submitted through BoilerLink at least two weeks prior to the trip. Be sure to indicate on the form that your event is a Club Sports Travel Event. University vehicle requests are also submitted through BoilerLink as a part of the Event Request.

Once University vehicles have been reserved, the club is responsible for paying the daily rate for the duration of the reservation unless cancelled at least 24 hours prior to the scheduled pickup. See the Travel Calculator for University Vehicles on the Forms page of the DRS website.

Eligible Drivers (General Eligibility)
All drivers for all trips must be eligible and approved. One primary driver and one secondary driver are required for each vehicle. To become an approved Club Sports Driver for any vehicle (University, rental, or personal), club members must meet the following requirements:

1. Complete a Motor Vehicle Records (MVR) check and meet the acceptable criteria in order to be an approved driver. Clubs are responsible for a paying the associated fee for completed the MVR check past their allotted number and any denied driver will be individually charged.
2. Complete the Rec Sports Driver Web Certification (DRS WebCert) and submit your email confirmation to the Club Sports Office.
3. Complete the Club Sports Driver Agreement and submit it to the Club Sports Office.
4. Submit a valid U.S. Driver’s License to the Club Sports Office.

University Vehicle Eligibility
To drive a University vehicle, club members must meet the General Eligibility requirements (above) as well as the following:

- **University Cars:**
  1. At least 18 years old
  2. At least one year of driving experience

- **University Vans:**
  1. At least 20 years old
  2. At least two years of driving experience
  3. Complete the Purdue Passenger Van Training Web Certification (PPVT WebCert) and submit your email confirmation to the Club Sports Office.
Private Vehicle Eligibility
In order to transport fellow club members in a private vehicle on a club trip, drivers meet the General Eligibility requirements (above) and must provide proof of insurance to the Club Sports Office that meets the following minimums:

1. Property damage: $50,000
2. Bodily injury: $100,000 each person & $100,000 each occurrence.

Drivers must supply official documentation to support the coverage required before the trip will be approved. Your insurance will be the primary coverage for any accident you are involved in while driving your personal vehicle. The University’s General Liability will serve as secondary coverage.

Trip Safety Leader
Clubs must designate a Trip Safety Leader for each trip and list the name on the Travel Roster. The Trip Safety Leader is responsible for ensuring that all drivers and club members act in an appropriate and safe manner at all times while on the trip. It is strongly recommended that the Safety Officer serve as the club’s Trip Safety Leader when traveling. However, it is the responsibility of each approved driver to ensure safety for each of their vehicle’s passengers.

Travel Roster
The Travel Roster Form must be submitted by 8am the Monday prior to the trip. The Travel Roster must include ALL individuals planning to travel with the club, all approved drivers and the Trip Safety Leader. Everyone traveling must have a Waiver Release Form, and when applicable, a Swim Test Form on file at the Club Sports Office.

Travel Distance Policies
During club trips, safety is the number one priority. Accordingly, prior to travel, each trip will be reviewed based on several factors including distance, route, departure times, weather, number of drivers, etc. Trip approval does not eliminate the responsibility of club members to make sound decisions during the trip and reduce their amount of travel for a given day if conditions dictate.

The following travel distance requirements are for travel in regular motor vehicles. Travel by bus, train, or airplane has no mileage restriction, but are still subject to all other club travel policies and approval processes as well as policies set forth by the transportation companies.

1) Trips exceeding 300 miles one way or with an estimated arrival time of midnight or later will receive further review by the Assistant Director – Club Sports and may require an over-night stay. A detailed travel itinerary may be required.

2) In any event, trips will not exceed 650 miles (one way or round trip) in a 24 hour period unless approved by the Director of Recreational Sports. A detailed travel itinerary will be required.

All travel itineraries will be reviewed by the Assistant Director – Club Sports. Any trip deemed unsafe will require itinerary changes prior to approval.

Conduct
As noted in the Standards of Conduct section in this handbook, all Club Sports members, coaches, and volunteers are expected to conduct themselves in a manner that supports the mission of the university and is in compliance with all policies in the University Regulations and Club Sports Handbook.
**Consuming or being under the influence of alcohol, drugs, and other substances during any club sanctioned or sponsored event is not permitted.** This includes practices, home competitions, trips and/or away competitions (the entire duration of the trip), and special events. This is in effect for any club member, coach, volunteer, or advisor. In addition, alcohol is not permitted at a club function that may take place at a private residence. Any deviation of this policy will result in immediate sanctions from the Club Sports program, and further actions may be taken. Transporting alcohol in a university vehicle or private vehicle being used for official club travel is not permitted. Additional Club Sports alcohol policies can be found in the Standards of Conduct section of this handbook.

**Injuries**

Before the start of any away contest, check with the representative of the host institution to determine what arrangements have been made to assist in the handling of an injury. If the host school has made no arrangements, determine your own procedures to follow (i.e., telephone number of ambulance service, location of local hospital, etc.)

If necessary to have an injured participant seen and/or treated by a physician, have him or her transported to the emergency room of the local hospital. It is recommended that a qualified service (e.g., ambulance service) be used to transport the injured participant. All expenses incurred for treatment, transportation to hospital, etc., are the responsibility of the injured participant. Rely upon the recommendation of the attending physician as to whether the injured Purdue team member can be transported back to campus and what accommodations to use (e.g., University vehicles). All injuries requiring a hospital visit should be reported to the Assistant Director – Club Sports immediately. All injuries, whether or not they required a hospital visit, should be reported to the Club Sports Office by completing an Injury Report found on the Club Sports website. Please see the Concussion Management Plan section of this Handbook for more information on head injuries.

**TRANSPORTATION SERVICES GUIDELINES**

**Emergency Repair Procedures for University Vehicles**

When emergency services are required, use only qualified professional service and the following guidelines:

1) *For a minor condition — up to $200:*  
   Use the credit card supplied in the key case. If necessary, cash, personal check, or credit card can be used.  
   Always obtain a receipt. Personal expenditures will be reimbursed at the Transportation Service Office upon return of vehicle.

2) *For a major condition — over $200:*  
   Call the Purdue Operator collect (day or night) at (765) 494-4600; inform the operator of your situation.  
   The call will be transferred to the proper Transportation Service personnel.  
   Transportation Service personnel will advise you of the necessary procedure to repair, or replace the disabled unit.

**Accident Procedures**

If an accident occurs use the following guidelines:

1) Notify area police immediately — before leaving the accident scene.
2) Provide assistance at the accident scene. DO NOT RENDER FIRST AID UNLESS PROPERLY CERTIFIED.
3) Exchange information with the other driver(s): by completing the red “In Case of an Accident” form provided in the vehicles glove box, i.e.: driver’s name, address, city, state, zip code; driver’s license number, date of birth; license plate number, state, year; make, model, year, color of other vehicle.
4) Do not accuse others or make any admission of responsibility for the accident.
5) All accidents are to be reported by the driver immediately to the Transportation Services Department and the Assistant Director – Club Sports (refer to emergency contact info).

6) If there is an injury, or you cannot drive the vehicle, notify Transportation Service immediately (765-494-2114), and follow the emergency repair procedure.

7) If the vehicle is drivable, continue your trip as planned once you have contacted the Transportation Service Department and the Assistant Director – Club Sports (refer to contact info).

University Vehicle Inspection
Clubs are responsible for all University vehicles from the time of pickup to the time of return. Clubs should inspect their vehicles for damage prior to leaving, throughout the trip, and upon returning. Any and all damage should be reported immediately to Transportations Services and the Assistant Director – Club Sports. Clubs are responsible for all damage repair costs unless determined otherwise by Transportation Services.

STANDARDS OF CONDUCT

The basic concept underlying the Purdue University standards of conduct is that students, by enrolling in the University assume an obligation to conduct themselves and their organizations in a manner compatible with the University’s function as an educational institution. Individuals must always act in a manner that does not detract from the reputation of the University or the department. Club Sports members are expected to behave in a mature and responsible manner both on and off campus during all club sports-related activities, in accordance with the Club Sports Handbook & University Regulations. Clubs and/or individual members may face disciplinary action for inappropriate actions or behavior either on or off campus while engaging in any Club Sports-related or community activities.

Alcohol, Drug, & Substance Policy
Alcohol, drugs, and other illegal substances are not a part of the Club Sports program. Substance use by any individual while participating in a Club Sports-related activity may result in disciplinary action by the appropriate University office. Consuming or being under the influence of alcohol, drugs, and other substances during any club sanctioned or sponsored event is not permitted. This includes practices, home competitions, trips and/or away competitions (the entire duration of the trip), and special events. This is in effect for any club member, coach, volunteer or advisor. At no time is alcohol permitted at a club function; at a private residence, etc. Any deviation of this policy will result in immediate sanctions from the Club Sports Program, and further actions may be taken.

If a club desires to serve alcohol at a banquet or event to attendees of legal drinking age, the following must occur:

1) Clubs must request permission from the Assistant Director – Club Sports at least ONE MONTH prior to the event
2) Alcohol must be served by a licensed vendor such as; a caterer, restaurant, etc.
3) Under-age alcohol consumption will not be tolerated at any time

Hazing
The DRS endorses the anti-hazing policies set forth by SAO. Hazing is not a part of the Club Sports program. Any Club Sport-sponsored event that includes activity that degrades, demeans, or causes any physical or mental distress towards its members will not be tolerated and disciplinary action may follow.
Disciplinary Sanctions
The Division of Recreational Sports has a zero tolerance for Club Sports infractions that pose severe threat to the safety of clubs members or other individuals and expose Purdue University, the Division of Recreational Sports, and/or Club Sports to serious risk and liability. Disciplinary incidences will be heard by either the Assistant Director – Club Sports or the Club Sports Council depending on the severity of the offense. Examples of offenses that may be grounds for disciplinary action include, but are not limited to:

- Use or influence of alcohol, drugs, or any illegal substances during club events
- Traveling on an unapproved or denied club event
- Use of unapproved drivers during club travel
- Gross violation of traffic laws or misuse of University vehicles
- Lying to a University Official
- Hazing
- Allowing ineligible player(s) to participate in Club Sports activities
- Displaying conduct that is detrimental to or violates policies of the University, DRS, Club Sports program, SAO, or the Student Code of Conduct.
- Inappropriate and/or disruptive behavior on trips or in the local community
- Unsportsmanlike conduct towards officials, opponents and/or spectators
- Intentionally causing bodily harm to another opponent, referee, spectator, etc.
- Use of /or transporting alcohol or illegal / controlled substances
- Misuse of club funds
- Putting the lives of others in danger by driving unsafely while on club trips
- Violating local, state or federal laws
- Failure to attend mandatory meetings and submit required forms on time

Clubs violating any University or Club Sports policies and procedures are subject to various sanctions. These may include, but are not limited to:

- Revocation of recognition as a club sport and a letter sent to the Office of the Dean of Students for additional action
- Suspension of the club or selected members for a prescribed period of time
- Loss of travel privileges
- Loss of DRS funding
- Probation: this may include restriction or loss of facilities
- A verbal or written warning to the officers of the club

Appeals Procedure
Once a sanction has been determined, clubs have the ability to appeal the decision with a senior staff member. If it is determined that the club will appeal the sanctions, written notification from the club president to the Assistant Director – Club Sports must be submitted indicating the reasons for the appeal. It must be submitted within (7) calendar days of the date on the notification letter. Club must also have a meeting with their advisor prior to the appeal meeting regarding the disciplinary incident. The appropriate senior staff member will rule on the appeal after investigating the situation and may uphold, reject, or modify the action taken. All parties involved with the appeal will be notified in writing. During the period of appeal, the penalty imposed will be in effect.
CONCUSSION MANAGEMENT PLAN

Concussion management in sport is a rapidly evolving field. The Division of Recreation Sports Athletic Training staff is committed to providing the most up-to-date care for the participant who has suffered a concussion in order to allow a safe return to sport and to prevent any long-term adverse consequences. The goal of this concussion policy is to guide clinical practices regarding the management of sport related concussion and to serve to educate participants to the signs, symptoms, and risks.

A concussion is a brain injury and may be caused by a bump, blow, or jolt to the head or body (whiplash). All concussions are serious injuries. Return to play prior to full recovery from a concussion may increase recovery time and/or increase the likelihood of prolonged brain damage or death. Therefore it is of the utmost importance that a concussion be properly diagnosed and managed. A critical element of managing concussions is candid reporting by the participant of any concussion symptoms. Accordingly, participants are encouraged to be candid with team medical staff and fully disclose any symptoms that may be associated with concussion.

Return to Play Policy

If members of the medical staff are present, any participant who exhibits the signs or symptoms of a concussion will be removed from participation and undergo a sideline evaluation. The sideline evaluation will rely on the clinical judgment of the certified athletic trainer and will include the use of the SCAT3. If no medical staff is present, participants are encouraged to self-report symptoms to the team Safety Officer and if possible see the site athletic trainer. If there is no athletic trainer present the participant should remove him/herself from competition and see the DRS Athletic Trainers as soon as possible. Any participant who is diagnosed by a medical provider (athletic trainer, physician, etc.) of having a concussion will not return to play or practice on the same day as the injury. Once diagnosed with a concussion, the participant must be seen by a licensed physician trained in the evaluation and management of concussions and head injuries and receive written clearance to return to play before participating in any contests or practices.

Use of Computerized Neurocognitive Testing

The use of computerized neurocognitive testing is encouraged for a more accurate diagnosis of concussion and to assist with return to play decisions. If computerized neurocognitive testing is available it should be utilized as follows:

- Participants of identified clubs (Men’s Lacrosse, Women’s Lacrosse, Men’s Rugby, Women’s Rugby, Men’s Soccer, Women’s Soccer, Ice Hockey, Gymnastics, Men’s Ultimate, Women’s Ultimate) will take a baseline examination prior to the beginning of practices/games
  - Testing is available for participants of Club Sports other than those listed above however it is not a requirement for participation
- The participant will follow the procedures to be taken after a possible head injury has occurred
- The participant will retake the computerized neurocognitive test with DRS Athletic Trainer (follow published guidelines for specific tests when post-injury examination should occur)
- The participant takes Concussion Evaluation Form and computerized neurocognitive test scores to physician
- The participant cannot return to contests or practices until they have been seen and cleared by a licensed physician trained in the management of concussions and head injuries. They must share a copy of their physician’s note with the Club Sport Office.
PRACTICE VISITS

Club Sports Supervisors will be conducting practice visits on a random and continual basis to ensure that all safety measures are met. During a practice visit, each club must be compliant with the following items or the practice will be cancelled:

1) All participating players are eligible to compete
2) Equipment and facilities appear safe – field/court/room conditions are checked for over-use or general concerns
3) At least one certified member is present
4) First Aid Kit is present and stocked
5) Emergency Contact Card is present
6) Injury Reports are present
7) Safety question is answered correctly

First aid kits can be restocked through the Club Sports Office by submitting a First Aid Kid Restock Form.

Safety Officers & Certified Members

All Club Sports will be required to have a certified Adult CPR/FA/AED member present at all practices, events, and trips. Club Safety Officers are responsible for ensuring that a certified member is present and coordinate signing up for certification classes as necessary. The DRS offers classes for these certifications at a minimal charge. If, however, the certified member holds a certification from another location they must present their cards to the Assistant Director – Club Sports for record-keeping purposes.

Failure to comply with the above practice visits and/or safety officer requirements may result in disciplinary actions for the club.

EMERGENCY RESPONSE

When available, refer all emergency situations to the Club Sport Supervisor or other Division of Recreational Sports staff and facilitate response for your club. If no supervisor is available, and it is determined emergency response is needed, then follow the procedures outlined below:

Emergency Requiring Medical Assistance

1) Call 911 and direct EMS to location
   a. Black Fields – Access off Airport Rd.
   b. Gold Fields – Access off Stadium Dr.
   c. Lambert – 800 W. Stadium Ave.
   d. Zucrow – South on CR200, off Newman Rd.
   e. Armory – 812 Third St.
2) Perform CPR/AED/First Aid as necessary
3) Send staff/participant to meet EMS at designated location
4) Assist EMS as needed

Fight, Assault, Harassment

1) Call 911 and direct Police to location
   a. Black Fields – Access off Airport Rd.
   b. Gold Fields – Access off Stadium Dr.
   c. Lambert – 800 W. Stadium Ave.
d. Zucrow – South on CR200, off Newman Rd.
e. Armory – 812 Third St.

2) Maintain crowd control, without becoming involved in the situation
3) Send staff/participant to meet Police at designated location
4) Assist Police as needed

Purdue Alert

Purdue University uses the Purdue ALERT Emergency Notification System to notify the Purdue community of situations on campus that may be dangerous or hazardous. This includes an emergency siren system to alert when shelter need to be sought immediately (Shelter-in-Place or Safe Areas). All club officers and DRS staff should be aware and in-tune with the warning system. The Purdue Alert system is used for:
- Tornado Warning
- Active shooter, building intruder, or civil disturbance
- Hazardous materials release

The Purdue ALERT siren sounds the same for all of these situations, so if you hear the siren please refer to the Purdue homepage, www.purdue.edu for detailed information. Please note that regular testing occurs on the first Saturday of every month at 11am (except during home football games and periods of adverse weather).

The Purdue ALERT also includes an optional text message service. This voluntary service allows participants to receive alerts and warning directly to their cell phone. If you are interested in participating in this service, please sign up at http://news.uns.purdue.edu/mail.html.

For more information about the Purdue ALERT Emergency Notification System, please refer to http://www.purdue.edu/emergency_preparedness/warning_system.htm.

Severe Weather

Heat
1) Weather.com reads a Heat Index of 100F
   a. Issue heat advisory, alert participants to conditions
   b. Build in extra water breaks and rests
2) Weather.com reads a Heat Index of 110F
   a. All activities must cease, may resume once Heat Index is below 110F

Lightning
1) As soon as thunder is heard, evacuate your club from the area to a safe location inside a secure building
2) Activity may resume 30 min. after the last clap of thunder

Tornado Warning
1) When alarm sounds, evacuate club to a safe location inside
   a. Basement level of a building
   b. Restrooms and locker rooms
   c. TREC
   d. Purdue West shops
2) Remain in a safe location until the warning has expired

Active Shooter, Building Intruder, or Civil Disturbance Procedures
1) Do what you need to do to keep yourself safe
   a. Evacuate if safe to do so or if instructed to do so by Emergency Personnel


b. Take cover immediately – lock or barricade yourself and others inside a secure area and remain out of sight; turn off radio and silence cell phone
c. Fight back and take down the shooter

2) If safe to do so, call 911 and report suspect description and movement
3) Wait for Emergency Personnel for further information

Hazardous Materials Release
1) Evacuate club to a safe location inside
   a. Basement level of a building
   b. Restrooms and locker rooms
   c. TREC
   d. Purdue West shops
2) Call 911 to report the incident
3) Wait for Emergency Personnel for further instructions

Post Emergency Follow Up
In the event emergency response is needed, notify the Assistant Director – Club Sports and additional emergency contacts as needed.

EMERGENCY CONTACT CARD

For any non-life threatening situation involving a hospital visit, contact the Assistant Director – Club Sport to report the incident. For any life threatening emergency or significant incident, please contact the Assistant Director – Club Sports immediately. If they cannot be reached, leave a message and continue down the call list, in order until you reach someone. Cell phone numbers should only be contacted in case of emergency.

1) Kelsey Edge  Assistant Director – Club Sports  Cell: 772-201-5541
2) Kathy Lawhead  Sr. Associate Director – Programs  Cell: 765-426-4796
3) Howard Taylor  Director – Recreational Sports  Cell: 765-543-1505
4) Purdue Police  Purdue University  Phone: 765-494-8221

Other Emergency Numbers
CREC Member Services  Purdue Transportation
765-494-3110  765-494-2114
1-800-213-3626 after hours

HEALTH COVERAGE

The University’s General Liability Policy
At the University’s discretion the policy provides protection to officers and members of club sports as long as they are acting within the scope of their duties. The Club Sport must be a recognized student organization and the activity involved must be approved by SAO. Coverage applies to claims brought by third parties for bodily injury or property damage. No coverage is provided for claims arising out of autos or aircraft.

Medical/Dental Insurance
The DRS staff STRONGLY RECOMMENDS that all Club Sports members have a medical and dental insurance before participating in any club related activity. However, international students are REQUIRED to have medical insurance before participating in any club related activity. Individual Club Sports may require medical and/or dental insurance and/or annual examinations of its members as a criterion for membership.
Student Medical Insurance
Members of Club Sports are eligible for the student medical insurance offered through the University. Club members who carry the insurance should always have their insurance card in their possession. The staff of the Student Health Center business office will assist insured students with appropriate claim forms.

FINANCIAL SUPPORT

FUNDING SOURCES & LIMITATIONS

Funding for Competitive Clubs
Available DRS funds will be allocated by club compliance and budgetary need. Clubs can earn Allocation points throughout the year by staying in compliance and meeting deadlines. Fifty-percent (50%) of DRS funds will be allocated based on the total number of points earned by clubs for the year. Each point will represent a certain dollar amount based upon available budget dollars. The remaining fifty-percent (50%) will be allocated based on club need from the previous year expense totals (as stated on BOSO account statements). The funding rate that each club receives is determined by the amount of available funding by total club expenses.

Recreational Sports Funds
Purchases made with Rec Sports funds have restrictions and must follow specific purchasing guidelines. All clubs have the ability to make purchases through Rec Sports. If Rec Sports funding has been used up or is not available, then excess charges will be billed to the club’s BOSO account. Rec Sports funding is primarily limited to the following categories:
1) Travel expenses related to lodging and the use of University vehicles
2) Sports equipment/uniforms related to the clubs activity
3) General expenses for repair and maintenance costs of equipment
4) Capital items

For equipment type purchases, a detailed request should be submitted to the Assistant Director – Club Sports. Requisition requests should reflect the best interests of all club members and be based on approved budgets for club equipment. University purchasing procedures are followed upon approval of the request. ALL ammunition and firearms must be purchased through the University purchasing system.

BOSO Account
Separate from any DRS accounts, all clubs hold an individual club BOSO account. The funds generated by a club through dues assessment or fundraising projects may be spent according to club needs and are governed by the regulations of BOSO. Specific information about club accounts may be obtained from BOSO.

Fundraising
Financial support from the Division is limited to monies allocated to individual club sports by the DRS. This allocation is not intended or able to completely fund the club’s annual budget. Therefore, each club should generate additional money to fully support their club needs. If a fundraising event takes place on campus or requires travel, a BoilerLink Event Request must be submitted and must be approved before taking place.

Gift Accounts
Clubs are permitted to solicit donations from individual donors and use these funds from their gift accounts for approved expenses and must be purchased through the University purchasing system by contacting the
Assistant Director – Club Sports. Account balances are communicated regularly and any donations a club receives should be identified with the proper accounting codes. Potential donors may also make a gift online through the links set up on the Rec Sports website.

**Excellence & Development Funding**
Additional funding may be available to clubs in good standing through Excellence & Development Funding. These funds are intended to offset expenses for clubs that experience unforeseen or unanticipated hardships, are competing in high level tournaments/events, or wish to purchase equipment or travel expenses to advance their club on a national level.

The amount of money allocated for Excellence and Development Funding is limited, and clubs are encouraged to prepare throughout the year for such fiscal restrictions. Clubs must apply for funding by the stated deadline and the Club Sports Council will hear the presentation and determine an award amount. Excellence and Developmental Funding is not guaranteed to any club and depends on availability, club preparedness, and ability to show need. More information can be found on page 10.

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**CLUB CLASSIFICATION & COMPLIANCE**

**CLASSIFICATION**

**Classification Type**
Clubs can be placed into two distinct funding classifications depending on the type of organization and extent of travel and organizational operating expenses. Instructional clubs, generally more recreational and informative in nature, do not receive a DRS funding allocation, but are eligible to apply for Excellence and Development Funding. Competitive clubs, who are generally more active in travel competing against other clubs, are eligible to receive funding based on compliance and need. Regardless of classification, all clubs must remain compliant to receive the benefits associated with being a DRS Club Sport.

**Instructional clubs** are more recreational and informative in nature. These clubs do not typically travel and their major benefit from the DRS is facility usage. These clubs include:
- Aikido
- Archery
- Judo
- Karate
- Kendo
- Outing
- Racquetball
- Tae Kwon Do

*Instructional clubs will not receive a DRS funding allocation, but are eligible to apply for Excellence & Development Funding.*

**Competitive clubs** are more active in travel and competing against other clubs. These clubs typically have higher expenses related to their activity.
- Badminton
- Cricket
- Fencing
- Gymnastics
- Ice Hockey
- Lacrosse, Men’s
- Lacrosse, Women’s
- Rifle & Pistol
- Rugby, Men’s
- Rugby, Women’s
- Running
- Sailing
- Soccer, Men’s
- Soccer, Women’s
- Trap & Skeet
- Triathlon
- Ultimate, Men’s
- Ultimate, Women’s
- Volleyball, Men’s
- Volleyball, Women’s
- Water Polo, Men’s
- Water Polo, Women’s
Classification Criteria
Each club's classification status will be reviewed on an annual basis. Competitive clubs who are funded may be moved into the instructional class if they do not meet the competitive criteria. Clubs who do not meet the necessary criteria would be given one academic year to regain their competitive status before being moved.

Instructional clubs pursuing reclassification as a competitive club should schedule a meeting with the Club Sports Council (through the Assistant Director) to present material to justify the move. Clubs will want to define the amount of travel the club experiences each year, as well as, costs associated with travel and equipment purchases. Clubs should be prepared to show these expenses on the previous fiscal year’s BOSO statement.

The following general criteria are examined to determine classification status.

**Instructional**
- No (or minimal) travel expenses
- No (or minimal) equipment expenses
- On average, have less than $2,000 in annual expenses

**Competitive**
- Moderate to substantial travel related expenses
- Moderate to substantial equipment expenses
- On average, have more than $2,000 in annual expenses
- Compete regularly in various team competitions

COMPLIANCE GUIDELINES

To receive the benefits associated with being a DRS recognized Club Sport (facilities, funding, etc.), all clubs must remain compliant with paperwork and meeting requirements. Failure to meet the compliance guidelines will result in loss of facilities, funding, and/or club status.

**Required Compliance:**
**Club Officers**
All clubs are required to identify an active club member to fill the following officer positions. To expand leadership opportunities within the club, a member cannot hold multiple required officer positions.

- President
- Treasurer
- Safety Officer
- Fundraising Chair
- Community Service Chair

To remain in full compliance:
- Each officer position must be filled at all times
- All officers for each club **MUST** attend Full Officer Training in August
- If the August meeting is missed, that officer is responsible for scheduling a makeup meeting with the administrative staff prior to the set deadline.
  - Failure to attend Full Officer Training or schedule a makeup will lead to the club's accounts being frozen and loss of DRS facilities

**Monthly Officer Meetings (50 Points)**
Presidents or a club representative (preferably the respective officer for the themed meeting) must attend **ALL** Monthly Officer Meetings. Attendance will be taken and absences will be noted which can affect classification and allocation of funds. Points will be awarded ONLY if clubs have full attendance at every meeting per semester.
**Point Breakdown & Penalties**
- 25 Points Fall Semester – September, October, November
- 25 Points Spring Semester – January, February, March, April
- Unexcused Absences:
  - See Non-Compliance Disciplinary Process

*Emergency and reasonable excuses may be accepted with minimum 24 hours notice of the meeting and will be reviewed by the Assistant Director – Club Sports.*

**Club Documentation**
Clubs are expected to submit all paperwork *completely and on time!* The following documentation must be submitted by the deadline:
- CPR/FA/AED Certification Cards (minimum of two per club)
- Semester Schedule of Events (Fall & Spring)
- Proposed Budget
- Callout Request (Fall & Spring)
- End of Semester Report (Fall & Spring)
- Treasurer Report (Fall & Spring)
- Annual Practice Request (Spring)
- Officer Election Report (five days following an election and every Spring)
- BoilerLink – SAO Re-registration

**Point Breakdown & Penalties**
- 5 points per form (Must be received before the deadline)
- Failure to submit forms completely and on time will result in sanctions as outlined in the Non-Compliance Disciplinary Process (page 28)

**Members**
Clubs will receive allocation points for each active member who has a waiver on file. Penalties will be imposed for members who are participating without a waiver on file.

**Point Breakdown & Penalties**
- 2 Points per active member (80 point max)
- - 5 Points for members participating without a waiver (per occurrence)

**Game Documentation**
In order to travel or participate in home or away events, clubs must submit the proper documentation. This documentation must be submitted at least **two weeks** prior to the event.

Clubs are expected to notify the Club Sports Office promptly when event information changes from the original request. Failure to notify Club Sports of changes to event schedules will result in loss of allocation points and clubs are subject to pay for staffing costs for the event. Cancelled events will not receive allocation points.

**Home Events (5 points each event)**
- BoilerLink Activity Request (due two weeks prior to event)

**Travel/Away Events (10 points each event)**
- BoilerLink Activity Request (due two weeks prior to event)
- Travel Roster (due Monday at 8am before weekend trips)
All Waiver Forms must be on file to receive full credit for Travel Rosters. Additionally, BoilerLink Event Requests submitted without two week notice may not be granted.

Optional Incentives:

**Club Website (10 points)**
Allocation points will be awarded for clubs that maintain a current and updated website. Websites will be checked at the beginning of each semester. Sites that remain live (on the Club Sports site) for the entire semester will be eligible to receive five points per semester.

**Fundraising**
Fundraising events must be approved in advance. There is no requirement for number of members that need to participate in the fundraising activity. Points will be earned for each fundraising event as a whole. If the fundraisers are repeated then it will be counted as one fundraiser and the total money earned over the certain period of time will be added and points will be determined through the breakdown. A fundraiser is any monetary gain outside the club except for dues. Verification of deposit must be obtained and information recorded in the Club Sports Office. Net income of the fundraiser will be used to determine fundraising level.

Events must be recorded using the Fundraising Log as a follow–up tool to receive credit. Some events may require a BoilerLink Event Request submission. Please consult the Club Sports Office if unsure.

**Point Breakdown (50 point max)**
- <$100 = 2 points
- $101-$300 = 4 points
- $301-$600 = 8 points
- >$601 = 10 points

**Community Service**
Community service events should be designed to benefit the surrounding community. When conducting a community service event, there should be no monetary gain for the club whatsoever. This means that the members of the club should offer their services at no charge and gain an experience of helping others and furthering the community. Community service events must be registered through the club sports office and post event information must be recorded to receive full credit.

Events must be recorded using the Community Service Log as a follow–up tool to receive credit. Some events may require a BoilerLink Event Request submission. Please consult the Club Sports Office if unsure.

**Procedures & Point Breakdown (50 point max)**
- At least 25% of active members must participate
- 5 points for 2 hours of service

**Club Sports Council**
Serving on the Club Sports Council is a great way to get involved and be a part of the decision making regarding club sports policies and governance. Club members who actively serve on the council will receive allocation points for their club.

**Point Breakdown (10 points)**
- 5 Points for Fall Semester
- 5 Points for Spring Semester

**Additional Certified Members**
Clubs who have more than the minimum number of certified members (Adult CPR/FA/AED) will receive additional allocation points. Copies of certification cards must be in the office prior to the deadline and the certifications must remain current.

**Point Breakdown (12 point max)**
• Additional certified members 1-2 receive 4 points each
• Additional certified members 3+ receive 2 points each

NON-COMPLIANCE DISCIPLINARY PROCESS

Clubs who do not attend required meetings or fail to submit required club documentation before the stated deadline will be considered non-compliant. The following disciplinary process will apply to non-compliant clubs:

1st Occurrence:
• Club Warning
• Required attendance at scheduled leadership workshop for all recognized officers

2nd Occurrence:
• Officer Meeting with the Assistant Director – Club Sports
• Required attendance at scheduled leadership workshop for all active club members
  o Members who are unable to attend leadership workshop can fulfill requirement by
    ▪ 1) Proposing an alternate session with the required timeframe or
    ▪ 2) Complete a 300-500 word response to leadership writing. Include a brief summary of the leadership message, share how you will apply message, and reference source for information.

3rd Occurrence:
• Loss of DRS Allocation Funding for next academic year
• Loss of facility reservations – club may reserve and pay for held space if desired
• All paperwork event/travel paperwork would be approved by the Assistant Director – Club Sports for remainder of academic year
• Dropped from DRS oversight at end of academic year and shift to SAO oversight unless agree to “Recovery Plan”

Recovery Plan (not all-inclusive):
• Perfect compliance (meeting attendance and paperwork deadlines) for remainder of academic year
• One semester of probation during next academic year
• Failure to comply with recovery plan will result in immediate loss of DRS oversight, immediate shift to SAO oversight, and one full academic year suspension before reinstatement would be considered
### 2014-2015 IMPORTANT DATES & DEADLINES

<table>
<thead>
<tr>
<th>Paperwork Deadlines</th>
<th>Fall Deadline</th>
<th>Spring Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semester Schedule of Events</td>
<td>Friday, September 5th, 2014</td>
<td>Friday, January 23rd, 2015</td>
</tr>
<tr>
<td>SAO BoilerLink Registration</td>
<td>Friday, September 5th, 2014</td>
<td>Friday, January 23rd, 2015</td>
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<tr>
<td>Certified Member Certification Cards</td>
<td>Friday, September 12th, 2014</td>
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<tr>
<td>Proposed Budget</td>
<td>Friday, September 12th, 2014</td>
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<td>Excellence &amp; Development Funding Request</td>
<td>Friday, October 25th, 2014</td>
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<tr>
<td>Annual Practice &amp; Event Request</td>
<td>None</td>
<td>Friday, March 6th, 2015</td>
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<tr>
<td>Callout Request</td>
<td>Friday, November 7th, 2014</td>
<td>Friday, May 1st, 2015</td>
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<tr>
<td>End of Semester Report</td>
<td>Friday, December 12th, 2014</td>
<td>Friday, May 1st, 2015</td>
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<tr>
<td>Officer Election Report</td>
<td>Friday, December 12th, 2014</td>
<td>Friday, May 1st, 2015</td>
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</tbody>
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### Officer Meetings

Meetings are **mandatory**! Failure to attend will result in disciplinary action. Presidents may send an alternate representative to the Monthly Officer Meetings, but all officers are required to attend Full Officer Sessions.

**Club Sports Full Officer Sessions**

- **Full Officer Training - Group 1**
  - Sunday, August 24th, 2014
  - 1pm-2:30pm, Feature Gym
  - Group 1: Aikido, Archery, Badminton, Cricket, Judo, Karate, Kendo, Outing, Racquetball, Tae Kwon Do

- **Full Officer Training - Group 2**
  - Sunday, August 24th, 2014
  - 3pm-4:30pm, Feature Gym
  - Group 2: Fencing, Rifle & Pistol, Running, Sailing, Trap & Skeet, Triathlon, Men’s Volleyball, Women’s Volleyball, Men’s Water Polo, Women’s Water Polo

- **Full Officer Training - Group 3**
  - Sunday, August 24th, 2014
  - 5pm-6:30pm, Feature Gym
  - Group 3: Gymnastics, Ice Hockey, Men’s Lacrosse, Women’s Lacrosse, Men’s Rugby, Women’s Rugby, Men’s Soccer, Women’s Soccer, Men’s Ultimate, Women’s Ultimate

**Financial Training**

- Wednesday, August 27th, 2014
- 6pm, Boilermaker Room

**Full Officer Meeting with Kelsey & Hannah**

- Scheduled between September 15th, 2014–September 30th, 2014

**New Officer Training (Attend one ONLY)**

- Tuesday, January 13th, 2015
- 6pm-7pm, Multipurpose Room 2
- OR
- Wednesday, January 14th, 2015
- 8pm-9pm, Multipurpose Room 2

**Officer Meeting with Kelsey & Hannah**

- Wednesday, April 29th, 2015
- 6:30pm-8pm, Feature Gym

**Monthly Club Sport Officer Meeting**

- Wednesday, October 15th, 2014
- 8pm-9pm, Boilermaker Room
- **Topic: DRS/Club Sports Relationship**
  - Presenter: Kathy Lawhead, Sr. Associate Director – Programs

- Wednesday, November 12th, 2014
- 8pm-9pm, Boilermaker Room
- **Topic: TBD**

- Wednesday, February 11th, 2015
- 8pm-9pm, Boilermaker Room
- **Topic: TBD**

- Wednesday, March 11th, 2015
- 8pm-9pm, Boilermaker Room
- **Topic: TBD**

- Wednesday, April 8th, 2015
- 8pm-9pm, Boilermaker Room
- **Topic: Club Sports Council**
  - Presenters: Current Council Members