2019-2020 PURDUE UNIVERSITY
CLUB SPORTS OFFICER HANDBOOK

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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/recwell

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RECOGNIZED CLUB SPORTS

Archery
Badminton
Baseball
Crew
Cricket
Fencing
Gymnastics
Ice Hockey
Judo
Karate
Kendo
Lacrosse, Men’s
Lacrosse, Women’s
Racquetball
Rifle & Pistol
Rugby, Men’s
Rugby, Women’s
Running
Soccer, Men’s
Soccer, Women’s
Softball
Swim
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:

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

**President of the Year**
Michaela Lewis, Running
Awarded to the President that shows overall excellence in leadership, organization, club compliance, officer development and impact to the overall organization

**Club Sports Challenge Award**
Sydney Calhoun – Karate, Women’s Soccer, Women’s Water Polo
Awarded to the Program Assistant family that shows excellence in administrative compliance, cross-club support and participation in monthly program-wide initiatives

**Team of the Year**
Running
Awarded to the club that shows excellence through athletic accomplishments

**Officer of the Year**
Brock Christy, Swim Club Vice President
Awarded to the officer that shows overall excellence in leadership, organization, and overall impact to the organization

**Fundraising Award**
Women’s Ultimate
Awarded to the club that shows excellence in team fundraising

**Community Service Award**
Women’s Volleyball
Awarded to the club that shows overall excellence in serving others through community service events

**Spirit Award**
Swim
Awarded to the club that shows a commitment to Boilermaker pride through teamwork, collaboration, and good sportsmanship

**Advisor or Coach of the Year**
Dan Sahm, Men’s Lacrosse Coach
Awarded to the club advisor or coach who demonstrates an extraordinary commitment to student growth & development and organizational success
MISSION, VISION, VALUES

RECREATION & WELLNESS

Mission
Provide the Purdue community with recreational and wellness activities that contribute to learning and the pursuit of an active, healthy lifestyle.

Vision
We will be a recognized leader in developing individuals to pursue lifelong wellness.

Values
Recreation & Wellness 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.
Mission
The Club Sports program is committed to be an integral part of accomplishing Recreation & Wellness’s mission. We exist to provide a competitive outlet and valuable educational opportunities to members of student organizations that focus on team and individual physical sports.

Vision
The Club Sports program will strive to provide a well-rounded Purdue experience for its student-athlete members striving to build community, grow their leadership skills, and continue or begin a competitive sporting activity in an intercollegiate setting.

Values
The Club Sports program upholds and practices the following values:

Chase Excellence
We believe in the importance of striving for excellence on and off the playing field. We intentionally develop sound character traits in individual student-athletes and the student organizations as a whole while supporting their athletic accomplishments.

Lead with Integrity
We take the Club Sports experience of our student-athletes seriously. We will foster a culture of responsible decision making, always demonstrating high levels of character.

United by a Shared Passion
We support our student-athletes in discovering, building, and strengthening their passion for their competitive sporting activity in an inclusive community that enhances their Purdue experience.

Better Together
The experience of our individual Club Sports is strengthened through the community built when the entire Club Sports program collaborates for the betterment of Boilermakers.

Student Run, Student Led
Our student organizations are led by students. We are committed to work with our student leaders to make responsible decisions for benefit of themselves and their clubs.
CLUB SPORTS RECOGNITION

Club Sports are a proud component of Recreation & Wellness (RecWell) at Purdue. RecWell has been actively involved in providing assistance to the student organizations recognized as Club Sports since 1936. Through Club Sports, RecWell is committed to providing opportunities to student organizations focused on physical sport activities. The Club Sports program offers an assortment of team and individual sports. Club Sports may also be competitive or recreational in nature. Club Sports are governed by policies and regulations of both RecWell 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.

RecWell is committed to providing the following benefits:

1. Professional administrative guidance
2. Financial support
3. Facilities for practice and competition
4. Website listing on the Club Sports website
   a. The upkeep and maintenance of individual club websites is the responsibility of the individual clubs
5. Clerical support:
   • Printing and copying up to 50 sheets
   • Club mailboxes for incoming correspondence using the following address:
     Purdue University Recreation & Wellness
     ATTN: (your club name)
     355 N. Martin Jischke Drive
     West Lafayette, IN 47907

MAINTAINING CLUB SPORTS STATUS

Each student organization recognized as a Purdue Club Sport by RecWell will be evaluated regularly by the Assistant Director – Club Sports and Coordinator – Club Sports. The organization must be in good standing with RecWell, SAO, and must be in compliance with Club Sport Officer Handbook and University Regulations.

Each Club Sport will either be considered Active or Inactive. Clubs will be considered Inactive if the Active Club Checklist (found on the Officer Resources page) is not complete by the end of the fourth week of classes each semester. Inactive Clubs will have their funds frozen, events (home or travel) will not be approved, and clubs will be charged for any practice space used back-dating to the first day of classes of that semester. Clubs not completing the Active Club Checklist by the deadline will remain Inactive until the checklist is complete.

Clubs still considered Inactive after the eighth week of the semester will be de-affiliated from the Club Sports program and will not be eligible to reapply for recognition until two full academic years (Fall & Spring) have passed. De-affiliated clubs must follow the same process as outlined on the Become a Club Sport page.

Once Active, clubs will either be classified in one of the four tiers, as In Review, or as Introductory. For more information on the annual review of Club Sports Tier Classifications, see Page 30.
PERSONNEL

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

Business Office for Student Organizations (BOSO)
The Business Office for Student Organizations (BOSO) is responsible for exercising financial supervision over all student organizations, including those recognized as Club Sports. All student organizations are required to handle their Student Organization Financial Arrangements through BOSO and in accordance with Regulations & Procedures for Recognized Student Organizations. Any documents signed on behalf of the student organization, including contracts, are to be approved in advance by BOSO and may not be signed by any student.

Recreation & Wellness (RecWell)
Clubs recognized by Recreation & Wellness (RecWell) will be known as a Club Sport. Once a club’s constitution has been approved by Student Activities and Organizations, they must follow the University policies and regulations for student organizations that are governed by SAO. In addition, they must abide by the policies, procedures, and rules of RecWell. The Assistant Director – Club Sports, with the assistance of the Coordinator – Club Sports, oversees the Club Sports program and serves as the official representatives of the program. Clubs will have one point of contact for the Club Sports program, known as their Primary Contact. This individual will be either the Assistant Director – Club Sports or the Coordinator – Club Sports. Clubs will receive notification at the beginning of each academic year as to who their Primary Contact is.

Club Sports Program Assistants
Club Sports Program Assistants are current Purdue students employed by RecWell that provide additional support to the Club Sports program. Their responsibilities range from supervising home events to supervising Monday-Thursday practices to providing administrative support in the Club Sports Office to mentoring individual clubs. They will serve as an additional point of contact for officers by helping to support their clubs in maintaining full compliance and motivating officers to accomplish club goals. The Assistant Director – Club Sports & Coordinator – Club Sports still maintain final decision-making power in programmatic decisions.

Club Sports Field Supervisors
Club Sports Field Supervisors are current Purdue students employed by RecWell that exist to provide additional support to the Club Sports program, specifically to the Northwest Fields operations. They will be responsible for maintaining the security and safety for the Northwest Fields Complex that is home to nine Club Sports organizations recognized by Recreation and Wellness. Responsibilities include welcoming club members, monitoring and enforcing the policies of the complex and the Club Sports program, assisting with minor field maintenance and addressing safety concerns as they arise. They will serve as an additional point of contact for clubs to communicate recent or ongoing field and facility concerns at the Northwest Fields.

Club Officers
Club Sports are meant to be a learning experience for the members through their involvement in the organization, administration, budgeting, scheduling, fundraising, and community involvement, 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 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 have a Coach’s Contract on file with BOSO and submit a Club Sports Waiver, Release, and Hold Harmless Agreement. Clubs are not permitted to utilize the services of a coach without these forms being on file in the Club Sports Office.

**Club Sports Council**

The Club Sports Council serves as a committee representing all Club Sports and advises the Assistant Director – Club Sports & Coordinator – Club Sports on programmatic initiatives and needs. The Council is comprised of seven members from each of the 30 clubs with no more than one member per club serving on the Council per year. The group meets regularly and is advised by the Assistant Director – Club Sports. Recommendations may be made on the following issues: Excellence and Development Funding (see page 10), club policies and procedures, organizations seeking Club Sports affiliation or Club Sports classification change (see page 29) and other pertinent Club Sports 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. Clubs 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. A student placed on academic probation is not eligible to hold the President or Treasurer officer position for their club and may be required to resign from office. In addition to duties outlined in the club constitution and what responsibilities are assigned in the **Who’s Responsible for What Worksheet**, each Club Sport Officer is responsible for, but not limited to the following:

**President**

The President is responsible for oversight of the club and officers. He/she is expected to:

- Serve as a liaison between the club and the Club Sports program while operating in compliance with the club constitution, Club Sports Officer Handbook, and University Regulations.
- Set and make progress towards club goals
- Ensure that all club documentation is submitted complete and on time
- Ensure that fellow officers carry out their responsibilities
- Other duties as assigned by the club’s Primary Contact

**Treasurer**

The Treasurer is responsible for the financial obligations of the club. He/she is expected to:
- Submit necessary documentation for payments and reimbursements
- Create a club budget and maintain the club’s budget tracking document
- Maintain account records
- Keep the club financial management in compliance with BOSO policies and procedures
- Other duties as assigned by the club President or the club’s Primary Contact

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 is expected to:
- Ensure all club members have the necessary paperwork on file for participation eligibility
- Maintain full inventory of the club’s First Aid Kit
- Monitor facility conditions
- Complete and submit Injury Reports as necessary
- Ensure that a CPR/AED, First Aid and BBP certified individual is present at all club events (see Risk Management)
- Other duties as assigned by the club President or the club’s Primary Contact

It is also recommended that the Safety Officer serve as one of the club’s Certified Members and Trip Safety Leader during trips. See Risk Management for additional guidelines.

Fundraising Officer
The Fundraising Officer should plan and initiate fundraising efforts and coordinate member involvement for their club. He/She is expected to:
- Seek out fundraising opportunities in an effort to meet the club’s fundraising goal for the year
- Initiate and plan fundraising events, registering fundraising events with a BoilerLink Event Request as necessary
- Complete a Fundraising Log after each event
- Other duties as assigned by the club President or the club’s Primary Contact

Community Service Officer
The Community Service Officer should take initiative to plan and conduct service events for their club as well as coordinate member involvement. He/She is expected to:
- Seek out community service opportunities in an effort to meet the club’s Tier Classification goal
- Initiate and plan community service events, registering fundraising events with a BoilerLink Event Request as necessary
- Complete a Community Service Log after each event
- Other duties as assigned by the club President or the club’s Primary Contact

CLUB SPORTS COUNCIL

The Club Sports Council is made up of up a maximum of seven student members from recognized Club Sports. Student members hold their positions for a two-year term or until they graduate, resign, or are no longer a member of their Club Sport. No more than one student member per club may serve on the Council. To serve on the Council, current club officers may apply by the announced deadline each Spring semester. Applications are then considered and positions are filled at the discretion of the Assistant Director – Club Sports and Coordinator – Club Sports. Council seats vacated during the academic year will be filled during the following academic year’s application process.
MEMBER RESPONSIBILITIES

Club Sports Council members are expected to attend regular meetings and actively participate in individual tasks or roles. Members unable to fulfill duties may be asked to step down from their position. Each Council member will select an individual task or role based on interest and openings. Individual tasks and roles steer special projects and initiatives in the following areas:

Excellence & Development Funding Chair
The Excellence & Development Chair is responsible for announcing the Excellence & Development funding request deadline and awards to all applying clubs. They also collect funding request proposals and schedule meeting times for clubs to present to the Council.

Club Sports Challenge Chairs
The (up to) five Club Sports Challenge Chairs are responsible for planning and executing program-wide events or challenges centered on fundraising, service, or social events as a part of the Club Sports Challenge. They will be responsible for the communication of pre-event or challenge marketing materials, the coordination of Council assistance in the execution of the event and event or challenge scoring and communication of the final results.

Benchmarking Project Chair
The Benchmarking Project Chair is responsible for the oversight and coordination of a comprehensive benchmarking project and proposal addressing a programmatic or policy need in the Club Sports program. The topic will be decided on by the Assistant Director – Club Sports and Coordinator – Club Sports and all seven Council members will be responsible for a piece of the research, execution, and communication of the proposal.

EXCELLENCE & DEVELOPMENT FUNDING

Funding for Excellence & Development is allocated annually from RecWell 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 events. Excellence & Development Funding is limited and not intended to cover all expenses associated with planned events or projects.

Eligibility & Process
- Requesting Club Sports organizations must be in good standing and considered Active; Clubs on probation, suspension, and those considered Inactive, In Review, or Introductory are not eligible
- Clubs may submit one funding request per academic year
- All requests for funding must be complete and submitted before the announced 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 Chair including, but not limited to confirmation of receipt of funding request and award determinations.
- Selected clubs will conduct a 15 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 information can be found on Page 24.
END OF YEAR AWARDS

The Club Sports Council 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 Recreation & Wellness Administrative Suite. Current club awards include:

- Club of the Year
- President of the Year
- Club Sports Challenge Award
- Team of the Year
- Officer of the Year
- Fundraising Club of the Year
- Community Service Club of the Year
- Spirit Award
- Advisor or Coach of the Year

Eligibility & Process

- Requesting Club Sports organizations and officers must be in good standing and fully recognized; Clubs on probation, suspension, and those considered introductory clubs are not eligible.
- Criteria for nomination of the various awards will be announced in the Spring semester of each academic year.
- Completed nomination forms must be submitted by the announced deadline.
- Clubs nominated for an award will be notified to attend the Club Sports Awards.
- Clubs may be nominated for multiple or all awards.
- There is no limit to the number of consecutive years a club or individual can receive an award.

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, gender identity and expression, disability, or status as a disabled 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. There is no minimum credit hour requirement to participate. Non-Purdue affiliated members of the community may not participate in a club on a regular basis. Guests wishing to participate with a club on a limited basis must be approved by the club’s Primary Contact and will be responsible for paying for a daily guest pass. All club members, guests, volunteers, or coaches of a Club Sport must have a Club Sports Waiver, Release, and Hold Harmless Agreement 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 RecWell for each and every Club Sports participant. Release forms are good for the current academic year through the summer session.
Eligibility for Competition
Club Sports 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 their Primary Contact.

INCLUSIVE PARTICIPATION
The Club Sports program supports and advocates for inclusion of all members, regardless of gender identity and expression. All members of the Club Sports program may participate in accordance with their expressed gender identity regardless of medical intervention and the sex indicated in official school records.

Competition at Another Institution
If a transgender club member requires specific accommodation to ensure access to appropriate changing, showering, or bathroom facilities, the club’s Primary Contact, and coach, in consultation with the transgender member, should notify their counterparts at other schools prior to competition to ensure access to a comfortable and safe facility. This notification should maintain the club member’s confidentiality. Under no circumstances will a club member’s identity as a transgender be disclosed without the student’s expressed permission.

National Governing Bodies
There may be instances where additional eligibility guidelines are requested depending on a club’s National Governing Body requirements for transgender members. If a member has questions about these additional eligibility guidelines, contact the club’s Primary Contact.

FACILITY & EQUIPMENT USE GUIDELINES

GENERAL POLICIES

Activity Use
The use of RecWell 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 RecWell 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. Clubs are also responsible for cleaning up any trash and removing equipment and supplies from the playing area after each practice/game.

The Northwest Recreational 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 a club to disciplinary sanctions.

Alcohol & Tobacco
No alcohol or tobacco products are permitted within RecWell 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 RecWell or BOSO becomes the property of Purdue University and RecWell. 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 and RecWell remain
the owners of the equipment, and RecWell may bill the club for lost or damaged equipment. Equipment should be stored in designated RecWell storage areas – NOT with individual club members. Storage space for club equipment may be provided upon a request, submitted to the club’s Primary Contact.

*The purchase of ammunition and firearms must be pre-approved by the club’s Primary Contact and purchased through the University billing system.*

**Weapons**

Specified equipment, including swords, sticks, firearms, 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 club’s Primary Contact.

**Storage Space & Key Lists**

Dedicated storage areas with restricted access will be provided for clubs. Club presidents will establish access privileges for other members by submitting the Key List Addition Form as necessary. It is the President’s responsibility to update their Key List as needed. All club owned equipment should be stored in these designated storage areas.

**SPACE UTILIZATION & FEES**

**Non-RecWell Facilities**

Clubs that choose to use facilities not managed by RecWell, must communicate this with their Primary Contact. Non-RecWell 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. Student members or officers are not authorized to sign any agreement or contract on behalf of the club or University but must submit the unsigned agreement or contract as a part of their BoilerLink Event Request.

**Meeting Spaces**

Recognized Club Sports may reserve designated meeting space in RecWell facilities for club meetings. Meeting spaces for Callouts will not processed due to the demand on RecWell spaces during this time. Callouts may be held during regular practice times in reserved practice spaces or in other spaces on campus reserved through Space Management. Any Club Sports reservation requests should be submitted via the RecWell 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 Sports. Requests must be submitted via the Annual Practice Request Form by 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 only be available at reservation fees of non-Club Sports student organizations after three occurrences of falling below the minimum number. If a club exhibits a pattern of falling below the minimum number over a semester, they may be de-affiliated from the Club Sports program.

**Home Events**

Recognized Club Sports may reserve facility space outside of designated practice time to host visiting clubs or participants in match play, seminar, or tournament format. To receive Club Sports priority in scheduling RecWell facilities, clubs must submit their RecWell Facility Request Form for these events by the announced deadline in the Spring semester. Any Facility Requests submitted after the Spring deadline will be reviewed and processed as space is available. RecWell Facility Request Forms must be submitted 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 their Primary Contact at least two weeks 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 RecWell Facility Request or BoilerLink Event Request (game times, event schedule, etc.) must be communicated to the club’s Primary Contact prior to the event. Failure to notify appropriate parties of changes to event schedules may result in loss of Allocation Points, the payment of staffing costs for the event or the cancellation of the event. Cancelled events will not receive Allocation Points.

*Event Budgets & Revenue Generation*

If a club utilizes RecWell managed space, a final budget must be reported to the club’s Primary Contact within five business days after an event. Clubs that generate a profit will incur a facility 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 the full facility rental charge.

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.

*Merchandise Sales*

All merchandise sales must be approved by the club’s Primary Contact and included on the BoilerLink Event Request prior to the event.

*Field Lining Fees*

Outdoor clubs who conduct events that require lined 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 club’s Primary Contact when planning these events.

**BUILDING ACCESS & PRIVILEGES**

*Eligible Students, Faculty, Staff*

Club members who utilize controlled RecWell facilities must possess a valid membership to gain access to the facilities. Club members who do not have a membership through their tuition and fees must purchase a daily guest pass to gain building access.

*Visiting Teams & Officials*

Visiting team members, coaches, and officials participating in recognized Club Sports events will have access into the facility for the purpose of their event. Arrangements for teams requiring locker room, shower access, or miscellaneous facility use should be made in advance with the club’s Primary Contact.

*Spectators*

Non-member guests attending as spectators for Club Sports events will not be charged an entry fee to gain building access. Arrangements for Spectator access should also be made in advance and with the club’s Primary Contact. Spectators will not be permitted to utilize RecWell fitness 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 RecWell club coaches who need facility access. The pass is valid for club practices and events only and expires at the end of the contract term. Additional coaches who are not eligible for a membership may pay the daily guest pass.

A maximum of three daily guest passes will be provided at no cost for invited Special Instructors. If the Special Instructors wish to attend more than three practices in a semester, they must pay for a daily guest pass.

**Dependents**
Under special circumstances, dependents of club members 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 must be addressed with the club’s Primary Contact prior to participation. 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 trip, a BoilerLink Event Request must be submitted at least two weeks prior to the trip. It must be indicated on the form that the event is a Club Sports Travel Event. University vehicle requests are also submitted through the BoilerLink Event Request.

If 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.

**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 Club Sports Waiver, Release, and Hold Harmless Agreement, and when applicable, a Swim Acknowledgement Form or Concussion Baseline Test on file at the Club Sports Office. Any special travel circumstances must be documented on Travel Roster in advance. Any deviation from the approved Travel Roster during a club trip will be considered a violation of Club Sports policies.

**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 including any denied driver MVR checks.
2. Complete the **Club Sports Driver Web Certification (Club Sports WebCert)** and submit the certification email via the Driver Approval Process Online Form.
3. Submit a valid copy of **U.S. Driver’s License** via the Driver Approval Process Online Form.

**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 the certification email via the Driver Approval Process Online Form.

• Enterprise Vans (Reserved through Transportation):
  1. At least 21 years old
  2. At least two years of driving experience
  3. Complete the Purdue Passenger Van Training Web Certification (PPVT WebCert) and submit the certification email via the Driver Approval Process Online Form.

Private Vehicle Eligibility
In order to transport fellow club members in a private vehicle on a club trip, drivers must meet the General Eligibility requirements (above) and must provide proof of insurance for the vehicle being used via the Driver Approval Process Form 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 CPR/AED, First Aid and BBP certified Trip Safety Leader for each trip and list the name on the Travel Roster. The Trip Safety Leader must complete the Travel Online Training by the first trip in which they plan to serve in that position. It is strongly recommended that the Safety Officer serve as the club’s Trip Safety Leader when traveling. 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. However, it is the responsibility of each approved driver to ensure safety for each of their vehicle’s passengers. It is also the responsibility of the Trip Safety Leader to monitor weather conditions while traveling and make changes to the itinerary as necessary.

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 club’s Primary Contact 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 Recreation & Wellness or the Senior Associate Director of Programs. A detailed travel itinerary must be submitted at least two weeks prior to the trip. More information or examples of past approved itineraries may be requested to the Primary Contact.

All travel itineraries will be reviewed by the club’s Primary Contact. Any trip deemed unsafe will require itinerary changes prior to approval.

**Conduct**

As noted in the Standards of Conduct section in this Handbook (page 18), 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*. In addition, Purdue Students are expected to follow all of the policies outlined in the *Code of Student Conduct*, found in the *University Regulations*.

**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, including referral to the Office of Student Rights and Responsibilities for possible university disciplinary action. 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 (page 18).

**Injuries**

Before the start of any trip, 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 club 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 club’s Primary Contact immediately. All injuries, whether or not they required a hospital visit, should be reported on an Injury Report found in each club’s First Aid Kit and submitted to the club’s Primary Contact. Please see the Concussion Management Plan section of this Handbook for more information regarding 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 vehicle’s 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 club’s Primary Contact (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 club’s Primary Contact (refer to emergency 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 Transportation Services and the club’s Primary Contact. 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*, and the *Regulations and Procedures for Recognized Student Organizations*. 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 their Primary Contact 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
RecWell endorses the anti-hazing policies set forth by the University. Hazing is not a part of the Club Sports program. Hazing means forcing or requiring another person, regardless of that person’s consent, to perform an act that creates substantial risk of physical harm, substantially or seriously demeans or degrades any person, or interferes with any person’s scholastic activities. Any Club Sports-sponsored event or 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
RecWell has a zero tolerance for Club Sports infractions that pose severe threat to the safety of club members or other individuals and expose Purdue University, RecWell, and/or Club Sports to serious risk and liability. Disciplinary incidences may be heard by either the Assistant Director – Club Sports or the Office of Student Rights and Responsibilities depending on the severity of the offense. Examples of offenses that may be grounds for disciplinary action include, but are not limited to:

- Use of, transportation of, or participation under the influence of alcohol, drugs, or any illegal substances during club events
- Hosting or traveling to an unapproved or denied club event
- Use of unapproved drivers during club travel
- Misuse of University vehicles
- Lying to a University Official
- Hazing
- Allowing ineligible player(s) to participate in Club Sports activities
- Unsportsmanlike conduct towards officials, opponents and/or spectators
- Misuse of club funds
- Violating local, state or federal laws
- Displaying conduct that is detrimental to or violates policies of the University, RecWell, Club Sports program, SAO, or the Student Code of Conduct.
- Behavior that is prohibited in the Code of Student Conduct within the University Regulations

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

- A verbal or written warning to the officers of the club
- Loss of RecWell funding
- Loss of travel privileges
- Suspension of club activities or selected members for a prescribed period of time
- Loss of Club Sports recognition
- Educational efforts as deemed appropriate
CONCUSSION MANAGEMENT PLAN

Concussion management in sport is a rapidly evolving field. RecWell’s Athletic Training staff is committed to providing the most up-to-date care for any 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 concussions and 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 a certified athletic trainer is 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 certified athletic trainer is present, participants are encouraged to self-report symptoms to the club’s Safety Officer, remove him/herself from competition, and see the RecWell Athletic Trainers as soon as possible during office hours. Any participant who is diagnosed by a medical provider (athletic trainer or physician) 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.

- 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) must take a baseline examination prior to participation in practices, home events, and/or travel events.
  - 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 below procedures if a possible head injury has occurred
  - The participant will retake the computerized neurocognitive test with RecWell 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 RecWell Athletic Trainers.
ATHLETIC TRAINER COVERAGE

Based on the type, amount of and severity of injuries according to the National Athletic Trainer’s Association and the Athletic Training resources of RecWell, the following clubs will receive first priority scheduling for Athletic Trainer Coverage for Home Events located in Tippecanoe County: Gymnastics, Ice Hockey, Men’s Lacrosse, Men’s Rugby, Women’s Rugby, Men’s Soccer, and Women’s Soccer. The following clubs will receive secondary priority scheduling: Women’s Lacrosse, Men’s Ultimate, Women’s Ultimate, Men’s Volleyball and Women’s Volleyball.

Because Athletic Training resources may be limited at times, it is possible that not all clubs (first or second priority) will receive coverage. It is the responsibility of the individual clubs to be aware of and to communicate any Athletic Training requirements mandated by a National Governing Body, league, or event host to the club’s Primary Contact. To ensure coverage, clubs are encouraged to request services as soon as possible. In the event of limited resources, cost sharing by RecWell and the individual club may be necessary. RecWell professional staff will determine approval of Athletic Training requests or Event Requests as they deem necessary. Any other club events requesting Athletic Training services will be scheduled dependent on the Athletic Trainer schedule and the size and scope of the event as the RecWell professional staff sees fit.

PUSH PHYSICAL THERAPY SERVICES

Physical Therapy services are available at the France A. Cordova Recreational Sports Center (CoRec) in the Wellness Suite, room 2238. Physical Therapy is available with an appointment both by referral from a medical provider and without a referral via Direct Access. To schedule an appointment, call (765) 494-1839, or stop by the Wellness Suite at the CoRec. Hours of operation during the academic year are Monday – Thursday, 8:00 AM – 6:00 PM and Friday, 8:00 AM – 5:00 PM. During the summer and over breaks hours are 8:00 AM – 5:00 PM.

Services offered include evaluation, therapeutic interventions, modalities, IASTM, orthotic prescription and casting, brace fitting and application, video movement analysis, and postural analysis and corrective techniques. These services are offered to all persons of student status including graduate students and their spouses. Athletes from other schools participating in sporting events and official visitors of the University are also eligible for services if appropriate and necessary.

There are charges for all Physical Therapy services and supplies. Physical Therapy is in network for all Purdue Student and Graduate Student insurance plans. PUSH PT is out of network for all other commercial insurers so our charges are kept low to be competitive with in-network costs. It is the patient’s responsibility to verify their Physical Therapy or supply coverage prior therapy.

CERTIFIED MEMBERS & FIRST AID KITS

All Club Sports are required to have an individual certified in Adult CPR/AED, First Aid, and Bloodborne Pathogens (BBP) present at all practices, home events, and trips. For clubs whose practices and/or events are held at the CoRec and Aquatics Center or outdoors at the Northwest Recreation Fields, the certified RecWell staff members present will count towards this requirement. Club Safety Officers are responsible for ensuring that a certified member is present and coordinate signing up for certification classes as necessary. RecWell offers classes for these certifications at a minimal charge. If, however, the certified member holds a certification from another location they must submit their cards to their Primary Contact for record-keeping purposes.

Failure to comply with the Certified Member requirements may result in disciplinary actions for the club.
First Aid Kits can be restocked by submitting a First Aid Kit Restock Form. If an entire First Aid Kit is misplaced or damaged, Club Sports will replace one every two years per club. Outside of that, the First Aid Kit replacement is the responsibility of the club.

**EMERGENCY RESPONSE**

*When available, refer all emergency situations to the Club Sport Program Assistant, Club Sports Field Supervisor, or other RecWell staff and facilitate response for your club. If no staff 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. Northwest Rec Fields – 1410 Cherry Lane  
   b. Lambert – 800 W. Stadium Ave.  
   c. Zucrow – South on CR200, off Newman Rd.  
   d. If address is not listed, it is the club’s responsibility to identify their event address  
2) Perform CPR/AED/First Aid as necessary  
3) Send staff/participant to meet EMS at designated location  
4) Assist EMS as needed  
5) Complete Injury Report  
6) Notify club’s Primary Contact  

**Fight, Assault, Harassment**

1) Call 911 and direct Police to location  
   a. Northwest Rec Fields – 1410 Cherry Lane  
   b. Lambert – 800 W. Stadium Ave.  
   c. Zucrow – South on CR200, off Newman Rd.  
   d. If address is not listed, it is the club’s responsibility to identify their event address  
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 RecWell 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 and Thunder
1) As soon as thunder is heard or lightning is seen, evacuate your club from the area to a safe location inside a secure building
2) Activity may resume 30 minutes after the last clap of thunder or flash of lightning

Tornado Warning
1) When alarm sounds, evacuate club to a safe location inside
   a. CoRec - First floor locker rooms or Aquatic locker rooms
   b. TREC - TREC locker rooms
   c. Northwest Fields - Evacuate the facility and find shelter in a building with a lower level or interior first floor room with no windows
   d. Lambert - Lowest level locker rooms
   e. Zucrow - Evacuate the facility and shelter in a building with a lower level or interior first floor room with no windows
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. CoRec - First floor locker rooms or Aquatic locker rooms
   b. TREC - Locker rooms
   c. Northwest Fields - Evacuate the facility and shelter in a University or non-University building
   d. Lambert - Lowest level locker rooms
   e. Zucrow - Evacuate the facility and shelter in a University or non-University building.
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 club’s Primary Contact and additional emergency contacts as needed.
EMERGENCY CONTACT CARD
For any non-life threatening situation involving a hospital visit, contact your club’s Primary Contact to report the incident. For any life threatening emergency or significant incident, please contact your club’s Primary Contact 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.

1A) Kelsey Irby Assistant Director – Club Sports & Development Cell: 772-201-5541
1B) Abigail Vorhies Coordinator – Club Sports Cell: 317-549-5558
2) Mike Warren Director – Recreation & Wellness Cell: 608-658-6383
3) Purdue Police Purdue University

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 the University. 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
Per University Regulations, all international students are required to have medical insurance. RecWell strongly recommends that all domestic Club Sports members have a medical and dental 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 RecWell funds will be allocated by club compliance and budgetary need. Clubs can earn Allocation Points (see page 26) throughout the year by maintaining full club compliance and earning extra credit Allocation Points. Fifty-percent (50%) of RecWell funds will be allocated based on the total number of Allocation 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. The funding rate that each club receives is determined by the amount of available funding by total club expenses.
Those clubs who do not spend all of their allocated funds (either RecWell or Excellence & Development funds) in a given academic year, the amount spent in that academic year will be the maximum award they can receive in the next academic year.

**RecWell Account**

Purchases made with RecWell funds have restrictions and must follow specific purchasing guidelines. All clubs allocated RecWell funding have the ability to make purchases through their Primary Contact. If RecWell funding has been used up or is not available, then excess charges will be billed to the club’s BOSO account. RecWell 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 club’s activity
3. General expenses for repair and maintenance costs of equipment

For equipment type purchases, a detailed request should be submitted to the club’s Primary Contact. Purchase 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.

A Club Sport can find their updated RecWell Account balance on their Individual Club Google Sheet found on the Club Sports Officer Resource page.

**BOSO Account**

Separate from any RecWell accounts, all clubs hold an individual club BOSO account. The funds generated by a club through dues or fundraising projects may be spent according to club needs and are governed by the regulations of BOSO. General financial procedures including receiving and dispersing of funds are to be made in accordance with policies and procedures as prescribed by BOSO.

**Gift Accounts**

Clubs are permitted to solicit donations from individual donors and use their RecWell managed Gift Account funds for approved expenses. For Gift Account purchases, a detailed request should be submitted to the club’s Primary Contact. No reimbursements will be processed from the club’s Gift Account. Any donations a club receives will be communicated to club officers. Potential donors may make gifts in one of three ways. A club’s officers may find their updated Gift Account balance on their Individual Club Google Sheet found on the Club Sports Officer Resource page.

**Fundraising**

Financial support from RecWell is limited to monies allocated to individual Club Sports by RecWell. 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 club hosts a fundraising event or it requires travel outside of Tippecanoe County, a BoilerLink Event Request must be submitted and must be approved before taking place. A club may consult their Primary Contact if they are unsure if their fundraising event requires a BoilerLink Event Request.

Club Sports requesting to partner with off-campus organizations for fundraisers may submit the University’s Tax Exemption Certificate to do so. If a company asks for the club’s Tax ID number, they may use the University’s Tax ID number, found on this website.

To aid in the fundraising efforts of Club Sports, RecWell created the Club Sports Store, an online apparel store. Clubs who advertise and promote the Club Sports Store will receive 20% of each sale made on behalf of their
club. Clubs wishing to create their own online apparel store, may do so through one of the approved retail vendors listed on [this website](#).

RecWell also assists in a club’s fundraising efforts by assisting in the engagement of Club Sports alumni and other individuals who may be potential donors to individual clubs. Clubs may participate in the Club Sports Alumni Newsletter sent out once a semester. Clubs may choose to send their own newsletter through the iModules platform using the University’s alumni database for their club. A club may contact their Primary Contact for more information on communicating with their club’s alumni.

Purdue Student Organizations, including Club Sports, are unable to fundraise through crowdfunding websites like GoFundMe or Kickstarter. Student Organizations may apply to take part in [Purdue’s Crowdfunding website](#). A club may contact their Primary Contact for more information.

**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 & 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 the ability to show need. More information can be found on page 10.

**Trademark & Licensing**

As a RecWell Club Sport, the Office of Trademarks and Licensing has set certain privileges in regards to which Purdue trademarked items may be used in any and all Club Sports productions including but not limited to websites, t-shirts, uniforms, banners, etc. Clubs may view which trademarked items have been allotted to Club Sport for use when produced by a licensed vendor on the [Be a Purdue Brand Champion website](#).

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<th>ALLOCATION POINTS</th>
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**President Meetings (80 points possible)**

Presidents must attend all required President Meetings. Excused absence requests must be emailed to the club’s Primary Contact by noon of the day of the first meeting offering. For all excused absences, make-up assignments and/or meetings will be required. For any unexcused absences, the club will be placed on administrative probation. Dates, times, and locations of these meetings will be announced at a later date.

**Club Documentation (70 points possible)**

Clubs are expected to submit all of the following paperwork completely and on time! The following documentation must be submitted by the announced activation deadline:

- BoilerLink Registration (during the applicable semester)
- Who’s Responsible for What Worksheet (during the applicable semester)
- Proposed Budget Worksheet (Fall & Spring)
- President Goals Worksheet (Fall & Spring)
- Semester Schedule of Events (Fall & Spring)
- CPR/AED and First Aid Certification Cards (Fall & Spring; minimum of two per club if applicable)
- End of Semester Report (Fall & Spring)
Annual Practice Request (Spring)

Each Club Sport will either be considered Active or Inactive. Clubs will be considered Inactive if the Active Club Checklist (found on the Officer Resources page) is not complete by the end of the fourth week of classes each semester. Inactive Clubs will have their funds frozen, events (home or travel) will not be approved, and clubs will be charged for any practice space used back-dating to the first day of classes of that semester. Clubs not completing the Active Club Checklist by the deadline will remain Inactive until the checklist is complete.

Clubs still considered Inactive after the eighth week of the semester will be de-affiliated from the Club Sports program and will not be eligible to reapply for recognition until two full academic years (Fall & Spring) have passed. De-affiliated clubs must follow the same process as outlined on the Become a Club Sport page.

Clubs are not required but recommended to submit the following paperwork by the announced deadlines. Allocation Points will be awarded for complete and timely submission.

• Callout Request (Fall & Spring)

Point Breakdown & Discipline

• 5 points per form (Must be received before the deadline)

Members (up to 80 points possible)

Clubs will receive Allocation Points for each active member who has a waiver on file.

• 2 Points per active member (80 point max)

Game Documentation (no maximum points possible)

In order to travel or participate in home events, clubs must submit the proper documentation. This documentation must be submitted at least two weeks prior to the event. Cancelled events will not receive Allocation Points.

Home Events (10 points each event)

• If using a RecWell facility, RecWell Facility Request Form must accompany the BoilerLink Event Request Form in order to receive full points (due four weeks prior to event)

• BoilerLink Event Request (due two weeks prior to event)

Travel Events (10 points each event)

• BoilerLink Event Request (due two weeks prior to event)

• Travel Roster (due Monday at 8am before weekend trips)

Fundraising (50 points possible)

Allocation 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 Allocation Points will be determined through the breakdown. There is no requirement for number of members that need to participate in the fundraising activity. A fundraiser is any monetary gain outside the club except for dues. Net income will be used to determine fundraising level.

Events must be recorded using the Fundraising Log to receive credit. Logs must be submitted by the last class day of each semester. Some events may require a BoilerLink Event Request submission. Clubs may consult their Primary Contact if unsure.
Point Breakdown

- < $100 = 2 points
- $101-$300 = 4 points
- $301-$600 = 8 points
- >$601 = 10 points

Community Service (50 points possible)

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.

Events must be recorded using the Community Service Log to receive credit. Logs must be submitted by the last class day of each semester. Some events may require a BoilerLink Event Request submission. Clubs may consult their Primary Contact if unsure.

Point Breakdown

- Events Participated In:
  - 5 points for 2 hours of service
  - Hours should be listed as event duration, not individual hours volunteering
  - At least 25% of active members or 10 total members must participate
- Events Coordinated or Donations Given:
  - 10 points are earned for every event, donation, etc.
  - At least 25% of active members or 10 total members must participate in either the planning or execution of the event or the solicitation of donations
  - Donations of $1000 or more and larger-scale events will be eligible for additional Allocation Points at the discretion of the club’s Primary Contact

Cross-Club Support (25 points possible)

Interaction between each of the 30 clubs in the Club Sports program is encouraged. Three Allocation Points are earned for every post in the Club Sports Members Facebook Group in which at least 10% of the active roster or 5 members are present and visible in the post. Clubs may not count same-sport club counterparts (For example: Men’s & Women’s Volleyball) towards this. Five Allocation Points are earned for every Cross-Family Support (see The Club Sports Challenge) at the same requirements listed above.

Alumni Relations (50 points possible)

Alumni outreach is an important part of club management as it helps to increase the club’s visibility and can be a great way to solicit donations. Five Allocation Points are earned for each correspondence as reported in a submitted Alumni Log. Five Allocation Points can be earned for a complete and timely submission of the Alumni Newsletter Content Form (Fall & Spring).

Additional Certified Members (12 points possible)

Clubs who have more than the minimum number of certified members (Adult CPR/AED, First Aid and BBP) will receive additional allocation points. Copies of certification cards must be on file prior to the Activation Deadline and the certifications must remain current.

Point Breakdown

- Additional certified members 1-2 receive 4 points each
- Additional certified members 3+ receive 2 points each
Club Meetings (30 points possible)
Club meetings are an integral piece of a club’s ability to communicate amongst members and officers. Three Allocation Points are earned for each meeting agenda, meeting notes and attendance lists for a Full Roster Meeting as reported in a submitted Club Meeting Log. One point is earned for each meeting agenda, meeting notes and attendance lists for an Officer Meeting as report in a submitted Club Meeting Log.

Officer of the Month (30 points possible)
Each month officers, members, or a club’s Program Assistant may nominate an officer for Officer of the Month. The Assistant Director and Coordinator will review the nominations monthly and name the Officer of the Month by the 10th of each month. Only one officer per club can win the award each academic year. Each nominated officer will receive 5 Allocation Points.

The Club Sports Challenge (100 points possible)
Each Club Sports Program Assistant (PA) oversees three individual clubs. Together those three clubs make up their “PA Families.” Throughout the year, these clubs can earn and lose Allocation Points together.

Point Breakdown
- August Club Sports Kick-Off (20 points possible)
- Multiple times a semester an event will be hosted or announced to encourage Cross-Family Support and bonding. The PA Family that scores highest that month will receive 20 Allocation Points and so on and so forth.

Club Website (10 points possible)
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.

Club Sports Council (10 points possible)
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 five Allocation Points per semester.

Exponent Article (4 points possible)
A club may earn two Allocation Points for every Exponent Article featuring their particular club that is shared in the Club Sports Members Facebook Group.

Negative Allocation Points may be applied for non-compliance and/or when a club is placed on Administrative Probation.

Extra Credit Allocation Points may be awarded for participation in University or RecWell events as deemed by the Assistant Director – Club Sports.

CLUB ADMINISTRATIVE COMPLIANCE & CLASSIFICATION

ADMINISTRATIVE COMPLIANCE

Active Club Checklist Paperwork
In order to maintain Active Club Sports Status, clubs complete the Active Club Checklist (found on the Important Dates & Deadlines Worksheet) by the Activation Deadline. The Activation Deadline for each semester is the Friday of the end of the fourth week of classes. Inactive Clubs will have their funds frozen, events (home or
travel) will not be approved, and clubs will be charged for any practice space used back-dating to the first day of classes of that semester. Clubs not completing the Active Club Checklist by the deadline will remain Inactive until the checklist is complete. Clubs still considered Inactive after the eighth week of the semester will be de-affiliated from the Club Sports program and will not be eligible to reapply for recognition until two full academic years (Fall & Spring) have passed. De-affiliated clubs must follow the same process as outlined on the Become a Club Sport page.

Miscellaneous Required Paperwork & Meetings
Listed on the Important Dates & Deadlines Worksheet, Presidents and Officers must attend the meetings required of their positions and submit an End of Semester Report each semester. If officers have a class or work conflict during when the Required Meetings are offered, excused absence requests must be submitted via email to the club’s Primary Contact by noon of the day of the first meeting offering. If an officer does not notify their Primary Contact of their excused absence by that deadline, their absence will be considered unexcused. Unexcused absences will result in the club being placed on administrative probation. If a club’s End of Semester Report is not submitted by the announced deadline, the club will also be placed on administrative probation.

Terms of administrative probation may include a loss of Allocation Points, required full active club roster meetings, required officer meetings, required meetings with the club’s Primary Contact, and required Fundraising and Community Service events.

CLASSIFICATION

Funding Classification Type
Clubs can be placed into two distinct funding classifications depending on the type of organization and club’s activity. Recreational clubs, generally more social and informative in nature, do not receive RecWell funding, but are eligible to apply for Excellence & Development Funding. Competitive clubs, who are generally more active in travel, competing against other clubs, are eligible to receive funding based on compliance, need and additional Allocation Points earned. Regardless of classification, all clubs must remain compliant to receive the benefits associated with being a Club Sport.

Competitive Clubs are more active in travel and competing against other clubs. These clubs typically have higher expenses related to their activity.

- Badminton
- Baseball
- Cricket
- Fencing
- Gymnastics
- Ice Hockey
- Kendo
- Lacrosse, Men’s
- Lacrosse, Women’s
- Racquetball
- Rifle & Pistol
- Rugby, Men’s
- Rugby, Women’s
- Running

Soccer, Men’s
Soccer, Women’s
Softball
Swim
Tae Kwon Do
Trap & Skeet
Triathlon
Ultimate, Men’s
Ultimate, Women’s
Volleyball, Men’s
Volleyball, Women’s
Water Polo, Men’s
Water Polo, Women’s

Recreational Clubs are more social and informative in nature. These clubs do not typically travel and their major benefit from RecWell is facility usage. They will not receive a RecWell funding allocation but are eligible to apply for Excellence & Development Funding. These clubs include:

- Archery
- Judo
- Karate
**Tier Classification Standards**

The following tier classification standards are designed to better facilitate a structured and comprehensive Club Sports program. As clubs grow and expand in size, fiscal responsibility, and competitive status, they will self-filter into higher achieving tiers. Regardless of their tier classification, all recognized Club Sports must have a minimum of 10 members and at least five different individuals occupying the five Club Sports officer positions.

Clubs will be placed in each of the four below-listed tiers based off their performance in each of the standards noted in the previous academic year. Competitive Clubs that fail to meet the Competitive Tier 3 standards will be placed in the Recreational Tier for the following academic year and will not receive a financial allocation. Any club that fails to meet any of the outlined tiers will have their Club Sports status considered In Review for the following academic year. In Review clubs will not receive a financial allocation and will have all club reservations (practice and home events) subject to the reservation fees of non-Club Sports student organizations. At the end of that academic year, if the In Review club still fails to meet any of the outlined tiers, they will be de-affiliated from the Club Sports program.

<table>
<thead>
<tr>
<th><strong>Competitive Tier 1</strong></th>
<th><strong>Competitive Tier 2</strong></th>
<th><strong>Competitive Tier 3</strong></th>
<th><strong>Recreational Tier</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Events or Competitions</strong></td>
<td>Club competes in at least five home or travel events per academic year.</td>
<td>Club competes in at least three home or travel events per academic year.</td>
<td>Club competes in at least two home or travel events per academic year.</td>
</tr>
<tr>
<td><strong>Funding</strong></td>
<td>Club fundraises at least 200% of their RecWell Allocation. Dues may count as these fundraised monies.</td>
<td>Club fundraises at least 150% of their RecWell Allocation. Dues may count as these fundraised monies.</td>
<td>Club fundraises at least 100% of their RecWell Allocation. Dues may count as these fundraised monies.</td>
</tr>
<tr>
<td><strong>Fundraising Logs must be submitted for all fundraised monies and all dues must be deposited and reported in the club's BOSO statement to be considered.</strong></td>
<td></td>
<td></td>
<td>No Fundraising standard.</td>
</tr>
<tr>
<td><strong>Community Service</strong></td>
<td>Club participates in or hosts three Community Service events per academic year.</td>
<td>Club participates in or hosts two Community Service events per academic year.</td>
<td>Club participates in or hosts one Community Service event per academic year.</td>
</tr>
<tr>
<td>In order for the event to be counted, it must include at least two hours of service and include at least 25% of the club’s active members or 10 total members; whichever is less. Large events or donations may be counted for more than one event, at the discretion of your club’s Primary Contact.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Cross-Club Collaboration</strong></td>
<td>Club attends the events of or participates in an event with at least one other Club Sport at least three times per academic year.</td>
<td>Club attends the events of or participates in an event with at least one other Club Sport at least two times per academic year.</td>
<td>Club attends the events of or participates in an event with at least one other Club Sport at least one time per academic year.</td>
</tr>
<tr>
<td>In order for the event to be counted, at least 10% of the club’s active members or 5 total members, whichever is less, must be present in the post shared in the Club Sports Members Facebook Group.</td>
<td></td>
<td></td>
<td>No Cross-Club Collaboration standard.</td>
</tr>
</tbody>
</table>
IMPORTANT DATES AND DEADLINES

The 2019-2020 Important Dates & Deadlines Worksheet and additional Officer Resources can be found here.