Kansas State University

www.recservices.k-state.edu/sportclubs/
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**SPORT CLUB PROGRAM**

The Sport Clubs Program is housed with Recreational Services. It is designed to provide opportunities for students of the university to participate in a variety of sport or recreational activities. Each club must be a registered student organization, subject to the rules and regulations of the university, the Student Governing Association, and Recreational Services. Each club receives guidance and partial financial support from Recreational Services. The Sport Clubs Program is organized with the participants taking an active role in the administration and financing of the program.

The sport clubs coordinator serves as the administrator of the program and advisor to the clubs. The Sport Clubs Council (SCC) is comprised of a member from each club and serves in an advisory capacity to the coordinator.

**Purpose**

The primary purpose of the Sport Clubs Program is to provide opportunities for students to pursue a recreational/athletic interest. The focus of the Sport Clubs Program combines the aspects of learning new skills, practicing with fellow participants, competing with other clubs, and developing leadership skills.

Recreational Services has high expectations for these clubs; and, therefore, the responsibilities for each club and its members are very high. The clubs represent K-State and, therefore, must always be aware of its perception by others whether on or off campus. The success of sport clubs is dependent on student leadership and involvement as they are self-administered with elected officers. They are financially supported by dues, fund raising efforts, donations, and receive some support from student activity fees. The quality of the club is dependent upon the effectiveness of its leadership and the active involvement of its members.

**Role of Recreational Services**

1. To provide leadership, support, guidance, and encouragement for sport clubs.
2. To assist sport clubs with funding, equipment, and facilities to pursue their function.
3. To aid the administrative and financial operations of each club.
4. To promote wholesome, educational, social, and competitive opportunities for each club.
5. To develop lifelong habits of participation in sports/recreational-related activities.
Philosophy
Recreational Services incorporates the philosophy that all students are provided the opportunity to experience recreational activities related to their needs and interests. Realizing each student's recreational needs may not be met in the traditional recreation programs, sport clubs exist to better serve the students of Kansas State University. The role of Recreational Services is to provide guidance, supervision, and encouragement to all clubs. However, the success of each sport club rests upon its student leaders, faculty advisors, and members.

Essence of a Sport Club
A registered sport club is a student organization registered with the Office of Student Activities and Services (OSAS) that has been voluntarily formed by students (can include faculty/staff) motivated by a common interest and desire to participate and compete in a particular sport. It exists to promote and develop interest in that activity. Its members learn new skills, refine existing skills, engage in competition, and enjoy the recreational and social fellowship of the activity. The club is led by student officers and succeeds or fails based on student leadership and involvement. They are non-profit, and each member must assume the great majority of the financial responsibilities required to participate.

Requirements for Being a Sport Club
• Clubs must register with the Office of Student Activities and Services to become an officially registered club at Kansas State University. OSAS information and requirements can be found here http://www.k-state.edu/osas/index.htm
• The OSAS office and SGA Treasurer will determine if a club becomes a sport club based on the following criteria:
  • Club must compete against other clubs and universities
  • Club must be affiliated with a national governing sporting association
In addition:
• A group must abide by all university policies, campus regulations, Recreational Services policies, federal state, and local laws.
• A group must maintain a current listing of officers, a current copy of the organization's constitution, a membership roster, and all risk management forms on file with Recreational Services.
• A group must have an advisor who is a full-time member of the KSU faculty, staff, or administration.
• A group may not have any outstanding debt to any Kansas State University office.
• The established policy of the Board of Regents of the State of Kansas prohibits discrimination on the basis of age, race, color, religion, sex, marital status, national origin, physical handicap or disability, status as a Vietnam era veteran, sexual orientation or other factors which cannot be lawfully considered, within the institutions under its jurisdiction. All fraternal and campus-related organizations shall follow this policy in the selection of their members, except the prohibition against sex discrimination shall not apply to social fraternities or sororities which are excluded from the application of Title XI of the Education Amendments of 1972 (20 U.S.C. Sec. 1681 et seq.) (6-27-02)

Sport Club Affiliation Policy
The sport clubs coordinator and Sport Clubs Council reserve the right to refuse participation of any club requiring extensive facilities or resources involving high liability or risk factors or which do not properly represent the Kansas State University student body. Groups believing they are wrongly refused may appeal that decision to the campus activity board concerning their status as a sport club.

Membership Requirements
1. Any student who is enrolled in one credit hour or more at Kansas State University and pays privilege fees is eligible to join, participate with, and maintain membership in the club. Graduate student participation in leagues or national tournaments will be determined by league or conference play guidelines for each respective club.
2. Intercollegiate eligibility rules will apply. Individual clubs can determine their own membership requirements in their constitutions based on their league or association affiliation.
3. For clubs that do not have league or association student specific membership requirements, university staff and faculty members, as well as community members may participate in club activities as non-voting and non-office holding associate members. However at least 50% of the club members must be K-State students. (80% of membership must be students to request funds)

Forms
The following forms need to be on file in the sport club coordinator’s office or through OrgSync each fall at the assigned due date (see checklist): Sport Club Registration form, Waiver/release forms, Club rosters, Club inventory forms (if applicable) and your Semester schedule, if applicable.

If your club does not start until after that date, special arrangements must be made with the sport clubs coordinator. The consequences for not filing these forms by the deadline could be, but are not limited to: loss of points in the point system, inability to use university recreation facilities and/or fields, inability to access allocated funds, late fee taken from the allocation, and/or club suspension.

All forms must be turned in before your sport club monies can be allocated and accessed. If you would like to use your funds over the summer, all forms must be completed by July 1.

Constitution
In order to be successful, any organization must have a set of operational guidelines or rules by which the members govern their organization. Each sport club should develop a constitution suited to the practical operation of that particular club. General provisions (club name, purpose, dues, meetings, officer elections and duties, advisor duties, and qualifying regulations) should provide for the internal needs of the club. Specific provisions (membership, eligibility and
qualifications, officer qualifications, voting, quorum, and amendments) should insure fulfillment of university requirements and national governing body requirements. The constitution should be easily interpreted so that the club can operate consistently from year to year. A copy of your club's constitution must be on file in the sport clubs coordinator’s office, as well as the Office of Student Activities and Services (OSAS). A sample constitution can be found on the sport club website.

Dues/Fees
Clubs are encouraged to consider adopting a dues or fees structure as part of their club constitution and policies. Dues create a more flexible source of revenue for clubs to function alongside or in advance of their allocated monies. There are several options for dues schedules. Consult the sport clubs coordinator to discuss these options. The dues structure must be voted on and accepted by the general membership.

Review/Evaluation
Clubs will be required to complete an end year report and attend an evaluation meeting at the end of each semester. This meeting should be attended by the incoming and outgoing officers of each club. At this meeting, clubs will be evaluated and an open discussion will occur about how the semester went. Goals will be set for the following year and ideas will be exchanged.

ADMINISTRATION AND LEADERSHIP

Sport Clubs Coordinator
The sport clubs coordinator serves as the official representative of Recreational Services in the supervision of the Sport Clubs Program. The coordinator serves primarily as an advisor and resource and is available to assist student leaders with club business. It is the responsibility of the students, with the help of Rec Services, to monitor sport club activities, to ensure the safety of participants, and to see that funds are managed in accordance with university fiscal policy. A close link is maintained between the personnel of Recreational Services and the Office of Student Activities and Services (OSAS) in providing assistance to student organizations recognized as sport clubs. It is in the best interest of clubs to communicate frequently with the sport clubs coordinator to remain informed of policies and meetings that pertain to the Sport Clubs Program.

Sport Club Member
Within the sport clubs activity program, each (student) member has an unlimited number of opportunities to become directly involved in the administration of their club. They collectively have responsibility for the following: writing of their club constitution and by-laws, determination of their membership requirements, establishment of their dues schedule, selection of their club advisor, scheduling of their games/events, establishment of the duties of their officers, selection of their coaching staff, and the development and administration of their club budget and activity schedules.

Sport Club Advisor
Members of the club choose the club advisor. An advisor is mandatory for official registration as a university club. In all instances the advisor must be accepted by the membership of the club. The advisor must be a full-time Kansas State University faculty, staff, or administrator.
The advisor should attend meetings of the club, as this puts them in a better position to understand and assist the group. Other important responsibilities of the advisor may include assisting with the club’s annual budget preparation, general program approval for the organization, and serving as an information resource.

Sport Club Coach
Some sport clubs operate with student coaches while others are coached by volunteers, graduate assistants, or full-time staff members. It is considered the responsibility of each sport club to secure the services of their coach.

Coaches should restrict their contributions to those involving their own personal skills and knowledge in the area of coaching the extramural and/or intercollegiate team representing the sport club. They should refrain from trying to assist in other areas of club management. Rec Services reserves the right to remove a coach’s services if it is determined that the coach is not acting in the best interests of the club. Coaches cannot be paid using Rec Services funding.

SPORT CLUB COUNCIL

There shall be established a Sport Club Council (SCC) comprised of one representative from each sport club and the sport clubs coordinator. A Sport Club Council Executive Board will be elected each spring to govern the SCC. The Exec Board will consist of a Chairperson, Vice Chairperson, Treasurer, Secretary, and any other positions deemed necessary by the council.

This council meets to recommend policy or guidelines, to review budget requests and fund raising projects, to enforce policies of the Sport Club Program within each sport club, to consult on disciplinary action against clubs violating sport clubs policies, to plan the representation of the sport clubs program campus-wide, and any other items that may apply. SCC recommendations are subject to approval by the sport clubs coordinator and the director of Recreational Services.

A president or club designee shall represent each sport club. A club designee may be one of no more than three members of the sport club. These designees must be listed with the sport clubs council and the sport clubs coordinator. Attendance at meetings is mandatory for every sport club to obtain their 20 points for the Point System.

Attendance
Council meetings will be announced well in advance. Clubs are responsible for having a student representative in attendance at council meetings for the duration of each meeting. While advisors are always welcome to attend, they may not stand in for a student representative.

Being more than ten minutes late to a sport clubs council meeting must be approved in advance by the sport club coordinator (24 hours). If the representative is more than ten minutes late without prior notification/approval, it will be considered a missed meeting.
Meetings
The council shall meet no less than three times per semester. Roll call will take place at each meeting, and attendance will be recorded and reported.

Voting
Each member organization of the council in good standing will have the right to carry one (1) vote. Each organization may have three (3) members who may carry that one vote. These three members may be the president and any two members of their organization’s general membership. They must be selected at the beginning of each semester and must be registered with the sport clubs coordinator. Voting shall be done in a roll call format, with each organization getting only one vote regardless of representation. Voting shall be done verbally or by show of hands. Written ballots may be requested by the membership and accepted as appropriate method as determined by the coordinator.

Guidelines and Policies
Rec Services operates in accordance with university policies, including but not limited to policies and procedures for discrimination and harassment complaints, weapons policy, hazing policies, policies prohibiting sexual violence, drug and alcohol policies, division of facilities policies, event policies, sales, solicitation, and advertising policies.

It is strongly encouraged that every club thoroughly review these policies as they are listed in the Student Life Handbook, of which a copy can be found in your campus phone book, or at http://www.k-state.edu/osas/. Questions can be directed to the sport clubs coordinator.

Sport club members are expected to function in a mature and responsible manner both on and off campus in all club-related activities in accordance with university regulations and sport club regulations. Sport clubs, or individual members of sport clubs, represent Kansas State University and may face disciplinary action for inappropriate on-campus or off-campus actions while participating in a sport club-related activity.

Alcohol/Drugs
The use of alcohol/drugs at any and all club-sponsored activities, on and off campus, are subject to the policies listed in the Student Life Handbook. It is against university policy to transport alcohol/drugs in university vehicles. The use of alcohol/drugs on Recreational Services properties is strictly prohibited. Kansas State University property is state owned, so all activities prohibit alcohol/drug use. For events held off-campus, you represent the Sport Clubs Program and the university from the time you leave campus until the time you return.

Weapons
The possession or use of firearms, explosives, or weapons on any university campus or at any university-sponsored or supervised activity is prohibited unless possession is authorized in writing by the director or assistant director of the KSU Police Department.

“"Weapon” means any object or substance designed to inflict a wound, cause injury or incapacitate, or created a reasonable fear of harm, including but not limited to, all firearms, including air rifles and pellet guns; bow and arrows; ammunition; switchblade knives and knives with blades four or more inches in length; martial arts weapons; brass knuckles; explosives; and dangerous chemicals or poisons that are possessed with the intent to injure another or to cause damage to property.” (KSU Student Life Handbook)
Hazing
Hazing will NOT be tolerated within the Sport Clubs Program. Clubs are encouraged to report such activities, as defined below, immediately to the sport clubs coordinator or OSAS.

Hazing as defined in the Student Conduct Code (www.k-state.edu/osas/conductcode.htm): “Hazing, which is defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization. Consent by the person hazed shall be no defense to the hazing.”

Violations will result in immediate reprimand up to and/or including suspension from the program. The Campus Activities Board and OSAS may also review the status of the organization’s registration. Violators will also be subject to university guidelines which govern student conduct.

Danger of Social Networking Websites
Sport clubs need to be careful when posting club-related pictures or material on social networking websites (i.e., Facebook, Community Webshots, etc). These sites are open to the public and the content on these sites can be directly associated with your club, including any photos that appear to be hazing. Please remember to only post content that is suitable for public exposure. Educate all members of the club to use caution when using these sites.

Disciplinary Action
All clubs are expected to abide by the previously stated guidelines and regulations. Failure to do so will result in disciplinary action, as recommended by the sport clubs coordinator, up to and including suspension from the council and/or program, a letter to the dean of students recommending additional action, possible withdrawal of recognition as a student organization, and any other sanctions outlined in university policy.

Sport clubs or individual members of sport clubs that have been suspended or placed on probation have the right to appeal the decision to the Campus Activities Board.

COMMUNICATIONS

Forms
Each club will be responsible for submitting a number of forms during the course of their involvement as a sport club. **Hard copies of forms and other pertinent materials may only be turned in to Recreational Services during administrative office hours.** Electronic versions can be sent at any time. It is the member’s responsibility to make sure forms and/or documents are “time stamped” by the Recreational Services employee who takes delivery. This “time stamp” should include the date and time of receipt and the signature of the employee. This will help ensure an accurate record is made of the receipt of forms or documents. ANY FORMS DELIVERED TO THE SERVICE AREA (Front Rec Access Desk) WILL BE DENIED. Clubs must be aware of other deadlines and meet them with regards to forms to be turned in to the Office of Student Activities and Services (OSAS). OSAS-required forms must be turned in to their office in the Student Union.
**Telephone & FAX**
Long distance telephone service is available for approved club business, such as making travel arrangements, scheduling competition or special events, or obtaining price quotes on approved club purchases. The sport clubs coordinator must approve all calls made from a Recreational Services phone in advance. A log of long distance calls must be kept in the sport clubs coordinator's office. In addition to phone service, clubs may utilize the fax machine for approved club business. Again, the sport clubs coordinator must approve all transmissions using the fax machine.

**Web Page**
Recreational Services has their own web page for sport clubs. Individual sport clubs are encouraged to create their own web site. Recreational Services will add a link for each club upon approval of the site by the sport clubs coordinator. Clubs should include information on their sites such as contact information, a description of the club and its history, meeting dates and times, tryout and competition information, and other general information about their club. Clubs that currently do not have a web site may request assistance, and Recreational Services will assist them in the initial creation of a site.
FINANCE

Budget
The purpose of the budgeting process is to allocate funds for activities which would encourage students to become more actively involved in campus activities, enhance the social, cultural, recreational, and educational atmosphere on campus, increase students’ positive feelings about the university, enrich the quality of campus life, and enhance the goals and mission of the university.

Sport Clubs Allocation Process
The Sport Clubs Program at Kansas State University is funded in part by money allocated by the Student Governing Association from privilege fees. Clubs are not to rely on these allocations as their sole source of funding, but as a supplement to membership dues, fund raising activities, out-of-pocket money, and donations.

The total amount of allocations for sport clubs by SGA is on a three-year cycle. The total is allocated for three years, to be followed by a review by the privilege fee committee. At the end of the cycle, the sport clubs coordinator will meet with the privilege fee committee to discuss the needs of the clubs and help determine the need for an increase or decrease of the total allocation to the program as a whole.

Annually, clubs wishing to request an allocation will be required to submit an allocation request form to the sport clubs coordinator by the established deadline during the spring semester. This form will include an itemized budget projection for the upcoming school year and should be as detailed as possible.

Special Allocations
Special allocations may be requested for clubs who will be participating in post-season competitions. These special allocations are not for events or conferences, but for post-season or national competitions. If for post-season play, such as the first round of a playoff, the allocation will come in a tiered format, where the amounts will come in segmented amounts depending on the advancement through the post-season. Special allocations may also be requested by brand new clubs looking for start-up funds. These funds must be for specific purposes that will benefit the club and help to get the club up and running. Special allocations may be submitted at any time during the year in which the club is currently competing, but submissions need to be submitted with adequate advance notice.

The Annual Allocation Process
Clubs will be required to submit an allocation request form (found on the website) to the sport clubs coordinator by a date to be determined each spring. They will also need to sign up for a time during “dead week” (typically the last week of classes before finals) to meet with the allocations committee. Preferably, the person preparing the request will also be in attendance at the meeting with the committee.

The club representative(s) will meet with the allocations committee to discuss and answer questions regarding their request. Please be prepared to justify these needs, and be prepared to provide the resources for the prices or costs associated with the request. Once all of the requests have been heard and discussed by the committee, clubs will be contacted by the sport clubs coordinator and informed of the total amount allocated to their club. If necessary, the committee may need to meet with the club’s representative for further discussion.
The Allocations Committee
The allocations committee will be comprised of the sport clubs coordinator, a professional staff member of KSU Rec Services, and a member of the Recreational Services Council. The member of the Recreational Services Council will be selected each year based on availability and interest. The allocations committee will hear each budget request and make budget determinations based on numerous factors, including but not limited to the following, listed in random order:

Final club point total
Number of club members
Amount of fund raising done by club
Expense of sport and necessary travel
Amount of activity and involvement with which club is engaged
Amount of club dues
Quality and amount of club representation of KSU
Performance trends of club

The Sport Club Points System
Point values are appointed to a number of requirements that must be met by each club with regards to administrative tasks such as meetings and paperwork. Extra points can be accumulated through club events and extracurricular activities that benefit or promote the club such as fund raising or community service. These points will be a major determinant for the Allocations Committee in determining how much money to allocate to each club for the next fiscal year. They are considered a measuring stick of how well a club performs during the year.

Points will accumulate from the beginning of the fall semester through the end of the spring semester. The list will be reviewed at the beginning of each school year and may be changed at that time. These tasks may be carried out by other members of the clubs, but it will be the responsibility of the presidents to ensure they are met.

**Fixed (Required) Point Task List**

<table>
<thead>
<tr>
<th>Task</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meeting attendance (minimum of 3/semester)</td>
<td>20 pts each</td>
</tr>
<tr>
<td>Officer training workshops (one in fall, one in spring)</td>
<td>20 pts each</td>
</tr>
<tr>
<td>OSAS re-affiliation (done in spring)</td>
<td>10 pts</td>
</tr>
<tr>
<td>Sport Club Registration form</td>
<td>10 pts</td>
</tr>
<tr>
<td>Semester Schedule form - Fall</td>
<td>10 pts</td>
</tr>
<tr>
<td>Semester Schedule form - Spring</td>
<td>10 pts</td>
</tr>
<tr>
<td>Club Roster form</td>
<td>10 pts</td>
</tr>
<tr>
<td>Club Inventory form</td>
<td>10 pts</td>
</tr>
<tr>
<td>End Year Report (done in spring)</td>
<td>10 pts</td>
</tr>
<tr>
<td>Waiver forms</td>
<td>10 pts</td>
</tr>
</tbody>
</table>

**Variable (Extra) Points Available**

**5 pts available for all of the listings below for each occurrence (i.e. 5 points for each documented fund raiser completed)**

Travel form/roster turned in for each trip
Hosting an event (continued below)
Holding a clinic
Participation in SCC fund raisers (if applicable)
Club fund raiser (need documented proof)
Keeping an active website (5 pts available for each semester)
Attendance at Union Activity Carnival (5 for fall and 5 for spring)
Community service activity (need documented proof)
Participation in any other SCC events
Misc other TBD

Guidelines and Procedures for Allocations Proposals
Clubs must be registered as an official sport club no less than 45 days prior to submission of an allocation proposal. Each individual sport club budget is, and should be, unique to the particular club. Each proposal should include a composite list of all estimated expenditures for the year. The presentation of this budget should relate strictly to the necessities for your club. You should present facts only.

Funding requests should be typed and should contain an itemized description and activity/program description for which funds are being requested. Examples of expenditures include: travel, equipment, entry fees, league membership, apparel, advertising, officials salary, facility rental. (cont.)

The following will NOT be funded by allocations:
• Any travel expense not specific to an event. Questions should be directed to the sport clubs coordinator or accountant.
• A program or activity which discriminates on the basis of race, religion, national origin, gender, age, disabilities, sexual orientation, or any other basis of discrimination are prohibited by law.
• Grants-in-aid, scholarships, personal wages, loans, individual membership dues, or other compensation to members or officers of sport clubs.
• Charitable contributions.
• Activities which generate unrestricted funds. Examples: fund raisers not approved by the sport clubs coordinator.
• Internal awards, banquets, and/or food and drink.
• Alcoholic beverages.
• Any activity that is illegal.
• Individuals’ memberships in an organization, association, conference, or union.
• Coach’s salaries or wages
• Individual or personal equipment that is not to be kept with the club year to year

Reimbursements or Purchases Using Allocations Money
In order to be reimbursed for any type of travel expense, clubs must have filed a travel form prior to departure, they must complete a travel reimbursement form, and they must have receipts to validate each expenditure listed on the form.

In order to be reimbursed for any type of other expense such as equipment or entry fees, clubs must get prior approval from the sport club coordinator for the expense and have requested reimbursement with the Expenditure Request Form. Detailed receipts are needed to process the reimbursement.
Vehicles
For personal vehicles used to travel, individuals may be reimbursed by providing fuel receipts, or they can be reimbursed at the state’s current rate for mileage traveled. For rental vehicles used to travel, Rec Services can be billed directly when clubs use Enterprise or the University Motor Pool with authorization from the sport clubs coordinator. If other rental options are used, individuals will have to provide receipts for charges incurred.

Hotels/Housing
In many cases, hotels/motels will allow for direct billing to our office. This decreases the need for out-of-pocket expense for club members as the payment is made directly from the club’s allocations account. Clubs must make direct billing arrangements with the sport club coordinator at least a week in advance of the trip. If this is not an option and the club has to pay for the hotel, the completed receipts received upon checkout must be submitted to the sport clubs coordinator.

Entry Fees
Clubs may pay entry fees from their allocation accounts in advance of the event, but you MUST allow 4-6 weeks of lead time to ensure timely payment. For reimbursement of entry fees, clubs must have detailed receipts for the payment. The best combination for a timely reimbursement is a copy of the check or money order, a detailed receipt, and information regarding the event including the entry fee.

Off Campus Banking Accounts
Many registered student organizations have checking or savings accounts where fund-raising monies and private monies are deposited. Sport clubs may set up both checking and savings accounts as long as they have a Taxpayer Identification Number, obtained through the Internal Revenue Service. Clubs are highly recommended to obtain a tax id (EIN) number from the IRS for the club. Contact the sport club coordinator for guidance on obtaining an EIN. Clubs are not allowed to use the Federal Identification Number of Kansas State University.

Non-Profit Status/Tax-Exemption
Official registration of any club does not constitute university endorsement or grant university-specific privileges. As a result, tax-exempt status is not granted when organizations are registered. The club must pay taxes on non-SGA funded purchases.

KSU Foundation Accounts
Organizations may apply for an account with the KSU Foundation located at 2121 Anderson Avenue (532-6266). The advantages of a foundation account include the charitable gift receipt issued by the Foundation for all donations and the Foundation keeps all accounting records for receipts and disbursements, including an on-going balance. The Foundation will also help clubs in writing donation request letters and developing mailers. Sport clubs are encouraged to take advantage of the services available to them from the KSU Foundation. More info can be found at their website www.found.ksu.edu.
REC SERVICES FACILITY RESERVATIONS

It is in the best interest of the club to plan ahead and submit facility request forms (found on our webpage) as soon as possible to ensure space is available. Sport clubs may submit requests for facility use to the sport clubs coordinator to support the following club-related activities:

• Practice/instruction/coaching
• Competition (visiting teams, tournaments, etc.)
• Club business meetings
• Display of promotional materials or special events

To reserve Memorial Stadium or Ahearn for a special event, complete the Facility Request form and turn it in to the sport club coordinator. Clubs can look for open dates in advance with the coordinator prior to completing the form. The coordinator will send the form to KSU Facilities for event approval. The coordinator will notify the club if the request is approved.

Memorial Stadium Priority Reservation Policy
Sport Clubs will have priority on reservations (after the KSU Band and academic units) up until the priority reservation deadline for each fall and spring semester. Sport clubs have until August 1st to have priority reservations for Memorial Stadium for the fall semester. They have until December 1st to have priority reservations for the spring semester. Sport Club reservations received prior to these deadlines are granted on a first come, first serve basis between the Sport Clubs. After the priority deadline, outside reservations are granted on their own first come, first serve basis based on the date the reservation request was originally submitted. Sport Club reservation requests after the priority deadlines will be granted on a first come, first serve basis along with all other reservation requests.

To reserve space in the Rec, the Natatorium pool, or the Intramural fields, contact the sport club coordinator with your date(s) and event(s) request. The coordinator will contact appropriate Rec Services staff to seek approval for the reservation.

Facility Use Guidelines
1. Scheduling of facilities will be subject to university and individual facility use policies. Clubs will be expected to comply with the rules and regulations established for the use of each facility by Kansas State University and/or its designated representatives.
2. Scheduling of games, matches, tournaments, etc. must be coordinated by the club president and the sport clubs coordinator. For facility scheduling purposes, the sport clubs coordinator must approve all on-campus schedules.
3. Each club must furnish the sport clubs coordinator with a current schedule of both practice and game dates, times, and locations.
4. Each club wishing to use Recreational Services facilities must submit a facility reservation request form. A club officer must meet with the sport clubs coordinator to finalize activity arrangements. Forms are available in the sport clubs coordinator's office or on the webpage.
5. Priority of facility reservations will be given to those clubs in season and/or those with scheduled contests.
COMPETITION & PRACTICE

Schedules
1. Responsibility for scheduling the season’s activities rests with the individual sport club if that club competes, attends conferences and workshops, or travels.
2. A copy of your sport club’s schedule must be filed with and approved by the sport clubs coordinator prior to the start of the activity season. This allows the club to plan their travel arrangements early and to be assured of facility availability. Also, it gives the sport clubs coordinator time to schedule a facilities supervisor for home events.
3. Schedule home and away contests equally, when possible.
4. Scheduling of activities during exam week and the preceding week is strongly discouraged.
5. Events should be scheduled with institutions having the same sports on a club basis, when possible.
6. It is recommended that a club advisor, coach, or other approved representative (faculty or staff member) accompany the club on all out-of-town events.
7. If a home sport club event is scheduled, the club has 24 hours prior to the event to notify the sport clubs coordinator of any cancellations. If the facilities supervisor arrives for work or has not been notified of the event cancellation, it will be the club’s responsibility to pay the number of hours scheduled/expected to work for each respective event.

Officiating
The securing and compensating of officials for athletic contests is the responsibility of the individual club. Clubs are strongly encouraged to secure their officials with contracts. This is suggested to help protect the clubs, not to hinder them. An example of a contract is available on our webpage.

Visiting Teams
It is the responsibility of the club who is hosting an event or contest to ensure that the visiting team(s) are made aware of the rules and policies they are to adhere to while on our campus. Visiting clubs are held to the same rules and policies as your club, and it is your responsibility to enforce them. It is suggested that you advise visiting clubs of these rules and policies, as well as field, parking, housing, medical, and contact information prior to their trip to KSU.

Spectators
Spectators are welcome at club-related activities. Collection of donations or establishment of fees must have prior approval of the sport clubs coordinator or other university entity when applicable. The role of spectators is to provide support and encouragement. Spectators must remain in designated areas and may not enter the playing area. Also, all alcohol and drug policies set forth by the university and Recreational Services applies to spectators. Spectators violating these guidelines or exhibiting unsportsmanlike conduct will be asked to leave the facility, and their team may be assessed additional penalties.

Inclement Weather
While not all club practices and competitions have on-site supervision by Recreational Services supervisors, all clubs should follow the same guidelines that are imposed at on-campus facilities with regards to inclement weather. Be aware of pending weather conditions prior to practice or competition days. Stay tuned to local television and radio stations when weather conditions warrant. Be aware if there are watches or warnings posted for your area. Stay informed!
When lightning is spotted or thunder heard, outdoor play should be suspended until 30 minutes after the last occurrence of thunder or lightning. Members, players, officials, spectators, and others should move indoors until such time has passed.

When the Memorial Stadium turf is completely covered by snow or completely frozen solid, neither play nor practice will be allowed at the facility. Clubs will need to either cancel their practice or event or look to hold it elsewhere.

Be advised of the weather forecast and conditions at your destination if you are traveling, especially during the winter months. If you have questions or concerns, contact the sport clubs coordinator. The decision to ultimately cancel or postpone practices or competitions lies with the president, officials, and coaches. It is better to err on the side of caution.

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**EQUIPMENT**

**Purchases**
Clubs will find it necessary to make equipment purchases at various times throughout the year. Rules and policies as set forth by student government and the State of Kansas will apply to all purchases made using state monies. Clubs are required to make these purchases through the office of Recreational Services according to the following guidelines:

1. All purchases must be outlined in detail on the Expenditure Request form. You must also provide all resources and vendor information or the request will not be processed.
2. All purchases are subject to approval of the sport clubs coordinator and/or accountant.
3. All purchase requests must be submitted no less than three weeks prior to the desired ordering date. Note: Some vendors are slow in shipping, so please plan far in advance for when your club needs equipment.
4. Purchases can be for club-owned equipment only. No personal equipment purchases will be approved.
5. Purchases will only be approved if there is a place to store and utilize the equipment.

**Inventory**
All equipment purchased for club use with state monies MUST be inventoried and stored with Recreational Services, as it is considered to be property of the State of Kansas. Clubs may check out equipment prior to the start of the season and then must return the equipment to storage following the end of the season. When new equipment is purchased, it is to be delivered to Recreational Services offices, inventoried, and then checked out to the club that purchased it. Examples of equipment checkout and equipment inventory forms may be found on our webpage.

**Maintenance**
Clubs will hold responsibility for the repair, maintenance, and replacement of their own equipment. Any costs incurred will be the responsibility of the club. In addition, any repair, maintenance, and replacement necessary within the facilities where practice and competitions are held, beyond normal wear and tear for which the club is responsible, will be the financial responsibility of the clubs.
Storage
As mentioned previously, all equipment purchased with state monies MUST be inventoried and stored with Recreational Services except when in season. Recreational Services will provide secure storage for club equipment ONLY. Exceptions may be granted with the approval of the sport club coordinator.

TRAVEL

Travel Procedures
Travel arrangement procedures (for clubs leaving campus) are as follows:

Submit the Travel form at least five days prior to departure which includes:

1. Destination
2. Arrival & departure dates and times
3. Type of transportation (motor pool, rental, personal vehicles)
4. Driver information
5. Emergency contact information
6. Coach or faculty/staff traveling with the team
7. Travel roster

*** Submit the travel form at least five days in advance. ***

When a privately owned vehicle is used, the owner/driver assumes responsibility for the safety of passengers. When on a club-related trip, whether in private or rental vehicles, the sport club must use insured vehicles. Additionally, students providing transportation for other students, club members, or staff must possess at least the minimum level of insurance required by the state.

Sport club members shall file written reports with the sport club coordinator concerning all accidents, collisions, personal injury, or property damage involving club members while on road trips. When any sport club travels off campus, a travel form must be completed and returned to the sport club coordinator five days prior to the trip. If the form is not turned in or is incomplete, a club may be placed on suspension pending review. Please make sure you have an emergency travel card before you leave for any trip. If you need assistance, please call the numbers on the card starting at the top of the card and moving down.

RISK MANAGEMENT

Assumption of Risk Policy
1. Participation by club members is completely voluntary.
2. Kansas State University, Recreational Services, or its employees are not responsible for injuries incurred during sport club participation and will not pay for such injuries. It is highly recommended all club members obtain a physical examination prior to club participation and procure some form of adequate health insurance.
3. K-State Recreational Services does its best to provide a safe environment for your activities. Club members are responsible for making good choices and selecting the facilities/programs suited to your skills, abilities, and health. By electing to use and participate in Recreational Services’ programs/facilities, club members assume all risk for any harm or injury sustained.

**Insurance**
Kansas State University or its designated representatives does not provide health, accident, life, or liability insurance for its Sport Clubs Program participants. Therefore, it is highly recommended all members have adequate health insurance. Also, it is recommended all sport club members participating in vigorous contact sports have an annual physical examination.

**Waiver/Release Agreement**
*Prior to ANY participation including tryouts, practice, competition, or workouts, each participant must sign a waiver/release agreement.* Clubs should always keep extra waiver/release agreement sheets on site. Once agreements are signed, originals must be turned in to the sport clubs coordinator as soon as possible. Clubs may keep a copy for their records, but the original must be on file in the Rec Services office. Participants who refuse to sign the form will not be allowed to participate! Be sure to use the proper form and obtain all signatures before allowing someone to participate. Minors must provide a parent's signature before they are allowed to participate. Waiver/release agreement forms are available online or in the sport club office.

**Accidents/Injuries**
*It is highly recommended that each club have a basic first aid kit available at all practices and competitions. It is also highly recommended that each club have at least two members trained in CPR and first aid.*

Any accident/injury which occurs during club participation on or off campus should be recorded on an accident report form and turned in to the coordinator as soon as possible. Be detailed and accurate when completing the form. Be sure to obtain as much information as possible from witnesses and participants. If a facility supervisor is available, communicate with that person to ensure that a report is completed. Again, clubs are encouraged to keep a copy of the report for their records, but the original must be filed with the Recreational Services office.

When a significant injury takes place, clubs should contact the sport clubs coordinator.

**Safety Notes for Participants**

- **What you choose to do is entirely your choice.**

- **As a participant or spectator, you could be injured.** Injuries could include but are not limited to temporary or permanent muscle soreness, sprains, strains, cuts, abrasions, bruises, ligament and/or cartilage damage, head, neck or spinal injuries, loss of use of arms and/or legs, eye damage, disfigurement, or even death. By your voluntary participation, you assume all risk of injuries.

- **Take responsibility.** Do not take risks or do activities that may not be appropriate for you.
• **Ask questions.** If you have any questions about your health and how it might be affected by exercise or other activities in the facilities/programs, CONTACT YOUR DOCTOR and obtain his/her permission before doing them. A complete physical is recommended.

• **Have insurance.** If you are injured, your own personal medical insurance must be sufficient to cover your needs. K-State and Recreational Services assumes no responsibility of costs involved with individual injury or property damage or loss incurred in connection with the use of university facilities/programs.

• **Pay attention to your surroundings.** Be aware of the presence of others while you participate. Do not engage in activities that could injure others. You should report any unusual, significant hazard during your presence or participation, remove yourself from participation, and bring such to the attention of the nearest staff.

• **Protect your personal property.** If you bring your belongings, you are responsible for their care and safety. They could be lost, stolen, or damaged.

CONTACT RECREATIONAL SERVICES STAFF AT ONCE IF AN ACCIDENT, INJURY, OR RELATED INCIDENT OCCURS!

**MISCELLANEOUS**

**Disciplinary Action/Suspension**
If a sport club has been disciplined by the sport clubs coordinator, the following may apply:
• All sport club monies are frozen. (From time of the infraction, while it is under investigation, and until suspension is lifted.)
• Facility scheduling can only be done in the capacity of a student organization rather than a sport club.
• The club will not be recognized as an active KSU sport club.
• The club may be put on suspension or disbanded.
• It is required that the club will continue to attend meetings and turn in requested forms and reports.
• If the club is planning to apply for reinstatement, they must participate in the current year sport clubs budget process (for funding for the following year.)
• Other clauses may be implemented by the sport clubs coordinator, as appropriate.

If a club would like to appeal a judgment/suspension, it must be done within seven business days after the judgment/suspension was given.

Clubs may also be subject to suspension by OSAS, revoking their RSO status.

**Appeal Process**
If anyone believes a disciplinary action was erroneous, the suspended club may appeal the decision. The club may appeal no more than seven days after the SCC’s decision. During the appeal process, accounts will remain frozen and the suspended team will not have access to their scheduled facilities.
The appeals board will consist of three people: one advisor not affiliated with either the petitioning clubs or the suspended club, a neutral student appointed by the sport clubs coordinator, and the sport clubs coordinator.

1. The board will set a date and time of the appeal presentation. The appeal presentation must take place within a month of the SCC’s decision.
2. All three members of the appeals board must vote for reinstatement of the club in question. If the club is reinstated, it will regain all sport club privileges.
3. The appeals board must report a decision within 48 hours of the appeal presentation.
4. If the club misses its appeal presentation, the SCC’s decision will stand until the following year’s first meeting.

Intramural Sports Participation Policy
Sport clubs may only have up to two members on the same intramural team for sports that are the same or are similar in nature. Sports affected include: volleyball, soccer, softball, baseball, dodgeball, ultimate, and wrestling.

MARKETING/PUBLIC RELATIONS

Web Site
Recreational Services has a web site specifically for sport clubs. Provided on this site is some basic information about KSU sport clubs and its ties to Recreational Services. Club presidents and other contact information is on this site. Individual clubs are encouraged to create their own web sites, which can be linked to these pages. Clubs are encouraged to provide information such as a description of the club and its sport, contact information, schedule of tryouts, practices, and competitions as well as achievements, meetings, etc. The content of sport clubs’ web sites is subject to approval of the sport clubs coordinator.

Publicity
Recreational Services has the capacity to assist individual clubs with various publicity methods. Sport clubs should take advantage of promoting their events on campus through the use of their web page, the Collegian, etc. Become familiar with university policy on publicity, promotion, and advertising as stated in the Student Life Handbook. Posting of information on trees, sidewalks, and/or in university buildings is prohibited.

“Sidewalk chalk” is allowable under these guidelines:
1. Only washable chalk may be used.
2. The sponsoring organization’s name must appear in the advertisement.
3. Writing may only be placed on flat, paved/concrete surfaces.
4. Publicity must be no less than thirty (30) feet from the entrance to a building.

Advertising
Advertising and publications are subject to university policies concerning such items. Refer to the Student Life Handbook for specific policies on sales, solicitation, and advertising. Clubs must adhere to these guidelines. The Sport Clubs Program has designated advertisement and promotion space available at the Recreation Complex to provide an area for the display of such materials. Contact the sport clubs coordinator for more details.
Copying Materials
Recreational Services provides sport clubs the ability to make 500 copies per semester free of charge. These copies must be approved by the sport clubs coordinator. Clubs must allow 24 hours for completion of any order of more than 100 copies. Originals must be submitted during regular office hours for approval and copying. Any special requests will need ample lead time and prior approval by the sport clubs coordinator.

Licensing/Trademarking
Graphics and materials used on jerseys, warm-up clothing, equipment, and other items not for sale are free from licensing fees. However, if clubs are selling items such as apparel, equipment, or novelty items, they will be subject to such fees. Any and all materials must go through a licensed vendor. For questions, contact K-State Trademark Licensing at 532-6269 or logos@ksu.edu.