# Campus Rec_red

# CLUB SPORTS RESOURCE MANUAL

## 2021-2022

# *Any changes and/or additions to the 2019-20 Club Sports Manual will be highlighted in yellow.*

Updated June, 2021

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# Important Dates Fall 2021

05/31-09/15 Student Organization Registration Period

08/24-26 IGNITE Freshmen Orientation

08/24-26 First Year Festival

08/27 Club Sports Staff/Executive Board Training

08/29-09/03 Welcome Week

**08/29** **Club Sports Council Retreat (MANDATORY)**

08/30 First Day of Classes  No Practice

08/31 Student Organizations Fair/Club Sport Recruitment Fair

09/06 Practice Begins

**09/11**  **25th Annual Student Activities Leadership Summit (MANDATORY)**

09/22 Student Organization Fair/Club Recruitment Fair

**09/TBA**  **Club Sports Council Meeting (MANDATORY)**

**10/TBA**  **Club Sports Council Meeting (MANDATORY**

10/7-9 Homecoming Weekend

**11/TBA**  **Club Sports Council Meeting (MANDATORY)**

**11/11**  **Veteran’s Day (UNIVERSITY CLOSED)**

***11/25***  ***Thanksgiving Break – No Practices Scheduled***

**12/TBA**  **Club Sports Council Meeting (MANDATORY)**

***12/13***  ***No Practices Scheduled Week of Finals***

***12/18* Winter Break Begins**

*\*Dates are subject to change.\**

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# Emergency Contact Information

**Campus Police 330-941-3527**

Campus Recreation 330-941-3488 *Andrews Student Recreation & Wellness Center*

Ryan McNicholas, [ramcnicholas@ysu.edu](mailto:ramcnicholas@ysu.edu) 330-941-2207

*Director of Campus Recreation*

Domonique Sak, [dsak@ysu.edu](mailto:dsak@ysu.edu) 330-941-2239 *Coordinator of Club Sports and Summer Camps*

Samantha Johnson, [svjohnson01@student.ysu.edu](mailto:svjohnson01@student.ysu.edu) *Graduate Assistant Intern of Club Sports and Summer Camps*

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# Section 1: General Program Information

# Introduction

The Youngstown State University Club Sports program is sponsored by the Department of Campus Recreation under the Division of Student Experience. The department’s mission is to provide students with a variety of fitness and wellness experiences that promote character development, team skills, and professional development. Club Sports are student governed, operated, and initiated for students by students. The Club Sports Staff – consisting of both Coordinator and Graduate Assistant of Club Sports and Summer Camps, Supervisor, and Monitor(s) – are administrators of Campus Recreation with the intention of providing guidance and to serve as a liaison to the program. Club Sports are held to the same standards and rules of all officially recognized student groups and organizations on the Youngstown State University campus, as well as to programs developed by the Department of Campus Recreation.

This manual is designed to inform the Club Sports Staff, Club Sports Council (CSC), Club Sports Officers (Officers), and members of the policies, procedures and expectations that must be adhered to in order to remain an officially recognized club under the Department of Campus Recreation. Situations that arise and are not covered within this manual should be addressed and communicated to the Coordinator of Club Sports and Summer Camps. **Policies and procedures are subject to an annual review and, due to circumstances, may change within the current academic year and will be considered official despite not being printed within the published manual.**

\*Club Sports Officers are required to remain informed and understand the policies and procedures laid out within this manual.\*

Officer Commitment Statement

**“***As an officer it is expected and crucial to be a leader not only to the team but to the YSU community. Officers are the face of Club Sports and are who make Club Sports a successful program. While being an officer you will develop professional skills like communication and time management all while playing the sport you love. “*

Objective of Club Sports

Club Sports are organized sporting activities that operate year-round with the intention of providing students with opportunities to participate in competitive intercollegiate competition. Clubs function as a team and the policies, objectives and direction of the club are the responsibility of the club members and Officers. The role of the Club Sports Staff is advisory in nature in order to preserve leadership and professional development.

Definition of a Club Sport

Club Sports are defined as a registered student organization affiliated with Youngstown State University. Clubs participate in non-varsity intercollegiate competition with the goal of developing the skills and interest of a specific sport or physical activity. Club Sports are completely voluntary in nature and the department is committed to providing equal opportunity for all undergraduate and graduate students to participate.

Criteria Used to Recognize a Club Sport

Interested student organizations must meet the following minimum criteria before applying for Club Sport status:

* Officers must schedule an initial meeting with Domonique Sak – Coordinator of Club Sports and Summer Camps and/or Samantha Johnson – Graduate Assistant of Club Sports and Summer Camps.
  + Clubs will be required to schedule 1-on-1 meetings with the Coordinator and/or Graduate Assistant of Club Sports and Summer Camps on a monthly basis. This is to ensure the goals and visions of each club are discussed, assessed, and achieved.
  + These meetings are by appointment. The Officer who scheduled the meeting must also attend the meeting, unless other arrangements have been made. This Officer represents and communicates any updates to the club.
  + At least one (1) Officer must attend, but no more than three (3) Officers will be allowed at the 1-on-1 meeting.
* Be a competitive organization (ability to compete in two competitions/tournaments per academic year or involved in league play).
* Attends Clubs Sports Council meetings.
* Associated with a national governing body.
* Conduct regularly scheduled practices and meetings.
* Maintains at least five (5) participants, including at least three (3) functioning Officers. A functioning Officer can include, but are not limited to: President, Vice President, Captain(s), Secretary, Treasurer, Public Relations Manager, and New Player Coordinator.
* Assigns two (2) Safety Managers. The objective of a Safety Manager is to hold a current certification in First Aid/CPR/AED by the American Red Cross or equivalent. At least one Safety Manager is expected to attend all of the club’s practices and/or matches.
  + Functioning Officers are unable to be assigned as a Safety Manager.

Club Sports Council and Executive Board

Club Sports who have been a part of the program sponsored by the Department of Campus Recreation will be automatically considered and added to the Club Sports Council (CSC), effective August 2021. All newly formed clubs must present a proposal to the Club Sports Council within the first year of creating the club. This will occur at one of the Club Sport Council meetings. All clubs represented at this designated meeting must assign one member per club to dignify the respective club’s vote. Votes will be counted via Club Sports Staff. Clubs added to the CSC herein will be determined by the Council’s vote. In the event of a tie, the Executive Board will contribute their votes.

During Council meetings, Club Sports Staff and Officers will have a chance to unite on a monthly basis. We will discuss topics such as fundraising, community service, professional development, and other subjects as they relate to the Club Sports program. Furthermore, clubs will have opportunities to shout out other clubs, as well as share announcements and provide updates. This may include, but are not limited to: special events, achievements, and upcoming matches.

All Club Sports must be represented at the monthly Council meetings. At least two (2) Officers from each club must be in attendance – your respective club’s entire Officer Administration is welcome to attend Council meetings if desired. We will meet 3-4 times a semester on the first Tuesday of every month. The times, dates, and locations of these meetings will be announced prior to the beginning of the academic school year.

The CSC Executive Board is an initiative to promote student autonomy within Campus Recreation programs. The Graduate Assistant of Club Sports and Summer Camps will assume the role of Chief of Staff and supervise the Executive Board. The Executive Board will be comprised of an elected President, Vice President, Secretary, and Treasurer. Executive Board members must be a current Club Officer in order to be nominated and/or elected. Additionally, the objectives of the Executive Board will include, but are not limited to: assisting with Club Sports promotion, innovating the CSC Newsletter, helping to determine disciplinary action, and are the voice of the Council.

There will be an application process for Club Sports members who are interested in applying for a position on the Executive Board. It is the duty of the current Club Sports Executive Board to interview each applicant together to make the final decisions. Elections will be held toward the end of each semester based off available positions within the Executive Board.

Executive Board Position Descriptions

**Chief of Staff**

* Oversees the Executive Board
* Creates agendas and leads Executive Board meetings.
* Is responsible for project management and is main contact for the Executive Board.
* If for some reason there is no present Graduate Assistant, the role of Chief of Staff will be taken over by the Club Sport Supervisor

**President:**

* Grand representation of the Club Sports Executive Board
* Keeps track of Club Sports compliance
* Works on ideas for leadership and professional development skills
* Is the liaison between Club Sports members and the Executive Board

**Vice President:**

* Researches community service ideas
* Leads the charge in the Club Sports officer transition process
* Helps create social media and branding ideas for Club Sports as a whole

**Secretary:**

* Takes meeting minute notes at Executive Board Meetings
* Community Service and Campus Involvement ideas
* Communicator within all clubs (important dates, deadlines, events, etc.)

**Treasurer:**

* Helps research fundraising ideas
* Helps build Club Sports funds and manages the dispersion of funds to clubs
* Helps Club members access money from SGA
* Checks treasurer’s tool for fundraising requests from the various clubs.

**Administrative Duties:**

* Attends Club Sport Council meetings
* Attends Executive Board meetings
* 3 designated office hours each week
* Supervise two clubs

How to Create a Club Sport

1) Meet with the Coordinator of Club Sports and Summer Camps and GA.

* Be prepared to discuss desired practice and competition schedules.
* Necessary equipment, projected annual expenses, and structure of dues on the foundation of a 3-year plan.
  + Examples or assistance with preparing a proposal is available upon request.
* Names, Banner ID (Y#), YSU email, and phone numbers or Officers **(Officers must be enrolled in 9 credit units as an undergraduate and 6 as a graduate student must maintain academic good standing).**
* Bring a list of requirements for joining the eligible national association, leagues or other governing body associated with the sport or activity.
* Provide a list of area and regional competitors.
* Before any further steps are taken, the Coordinator of Club Sports and Summer Camps must grant permission of approval for the Club to move forward in the process.

2) Submit the following information to Symplicity through the Student Activities portal (For questions about Symplicity registration please contact Carrie Anderson in the Student Activities Office at clanderson@ysu.edu)

* Club constitution and bylaws.
* At least three (3) functioning Officers and two (2) Safety Managers.
* Complete roster of potential club members (must have five total, including Officers and Safety Managers, to be registered).
* Potential practice/meeting schedule.
* Annual budget and expenses.

3) Reserve a space for your club to practice whether it is on or off campus.

4) All members must complete IMLeague waivers before they can practice or participate.

5) Present proposal to Club Sports Council.

* + 10-15 minute presentation window.
  + Questions and Answers by the CSC.
  + Vote – majority; each club represented has only one vote.
  + In the event of a tie, the Executive Board will contribute their votes.
  + Club Sports Staff will count and determine all votes.

6) Create a bank account with Associated School Employee Credit Union (ASECU).

* Two Officers must be listed as authorized user – one must be the Treasurer.
* Bank accounts that do not show activity over a 6-month period will be considered dormant. Once an account becomes dormant, ASECU will remove $5 per month in fees. Authorized users must deposit a minimum of one (1) cent to stay active.
* Complete ASECU application for Coordinator of Club Sports and Summer Camps and Executive Director of Campus Recreation and Student Well-Being to have access to new account. We will monitor account activity, as well as assist with problem solving and perform audits as needed. Club Officers, specifically Treasurers, are responsible for tracking deposits, expenditures, and reimbursements related to the respective club’s account.

Renewal of Annual Club Sport Status

In order for clubs to remain active and entitled to the privileges and rights awarded to recognized student organizations each club is required to re-register in Symplicity each year. Failure to do so within the specified windows listed below will revoke campus recognition.

|  |  |
| --- | --- |
| **Student Organization Re-Registration Deadline** | **Date of Organization Activation** |
| Priority Academic Year Registration: **May 31** | **July 15** |
| Late Academic Year Registration: **September 15** | **October 1** |
| Priority Spring Registration: **November 30** | **December 15** |
| Late Spring Registration: **January 20** | **February 1** |

Maintaining Club Sports Status

* Student interest is demonstrated with a minimum of five (5) active members – three (3) of which may be Officers, as well as two (2) Safety Managers.
* An updated and active constitution and by-laws is on file with the department of Student Activities via Symplicity and provided to the Club Sports staff via IMLeagues.
* The club remains in compliance of all University, Campus Recreation, and Club Sports guidelines, policies, rules, and regulations.
* All Officers attended all mandatory retreats, summits, and/or trainings or prior arrangements for excusal was authorized.
* The club’s activity and purpose aligns and continues to be consistent with the Department of Campus Recreation’s philosophies and goals.
* The club participates in a minimum of two competitive activities each academic year such as, intercollegiate competition, league play, and/or tournaments.
* Each club must participate in at least one community service activity per academic year.
* Each club must engage in at least two fundraising events per academic year.
* All University equipment distributed to the club must be maintained, accounted for, stored adequately in Fusion throughout the year and returned upon the conclusion of the season.
* Each club must be associated with a national governing body.
* All participants must have current and approved participation forms and waivers on file via IMLeagues.
* Authenticate respective club rosters on a monthly basis.
* Please note in your Constitution and By-Laws your organization is a **CLUB** not team.
* Set a specific amount dedicated to membership dues. More information can be found on Page 23, Section 7 under “Funding Sources.”

**Identity to Campus Rec**

* Intramurals Collaborations
* Programming Events
* Campus Rec Shutdown
* Fundraisers for the YSU Community

**Section 2: Membership Eligibility**

Member Participation Requirements

Club Sports membership is open to all registered undergraduate and graduate students regardless of race, national origin, disability, sexual orientation, and/or gender identity/expression. Any club found violating these standards endorsed by the university and Club Sports program will face repercussions by the Department of Campus Recreation and Student Conduct. Interested participants must comply with the membership requirements determined by the individual club.

1. Must be registered for classes in the semester of participation: one class for non-officers is sufficient. Officers must have 9-credit hours as undergraduate; 6-credit hours as a graduate.
2. Must register for the specific club in IMLeagues.
   1. All forms and/or waivers necessary for membership must be signed by participant.
3. Pay semester or annual dues outlined by the club prior to the fourth day of club participation or make other financial arrangements with the club’s Treasurer.
4. Read and understand the expectations outlined by the club pertaining to practice, competition and fundraising participation.
5. Clubs with a high volume of members may host tryouts to determine tournament or competition play. However, clubs must provide a detailed outline of performance and grading criteria, as well as a notification formally submitted to the Coordinator of Club Sports and Summer Camps.
   1. A club may have a tier system that categorizes its members, based on the preference and/or interest level of a participant.
6. Clubs that choose to host tryouts must provide recreation opportunities for participation for non-competitive members.

Waivers

Each member of a Club Sport must have completed and approved participation waivers on file. These forms can be found on [IMLeagues.com](http://IMLeagues.com) and include:

* *Travel Authorization For Emergency Medical Treatment*
* *Off-Campus Travel & Assumption of Risk*
* *Participation Waiver Form and Photo Release***(specifically for COVID-19)**

A club member who has not had these forms approved by the Club Sports Administration will not be permitted to practice and/or compete with the club.

Temporary waivers may be used by clubs if they wish to have a try-out period to determine the annual roster of the club. Once try-outs have concluded, all club members must complete the participation waivers listed above.

Participation of Transgender Athletes in Club Sports

Each individual person has a gender identity with which, is our own internal understanding of our gender; the spectrum encompasses male, female, both or neither. Each person also expresses their gender identity to varying degrees through one’s dress, hairstyle, preferred pronoun and/or name.

Transgender is a term used as an umbrella to describe an individual who’s gender identity or expression does not match their assigned sex at birth. For example, trans woman is a assigned male at birth (AMAB), identifies as a girl or woman. A trans man is female assigned female at birth (AFAB) but, identifies as a boy or man. The Department of Club Sports is committed to providing equal opportunities for students to participate in club sports in alignment with the individuals preferred gender identity, expression, pronoun and name. In order to provide the most comfortable, enjoyable opportunity for the student and to comply with competitions and national governing bodies the following procedures will be taken to assist each student.

Participation in Sex-Separated Sports Teams

Transgender student athletes that are undergoing hormone treatment.

* A trans male student who is taking medically prescribed hormones related to a gender transition may not participate on a female team once testosterone dosages have begun.
* A trans male student who is taking medically prescribed hormone treatments related to gender transition may participate on a men’s team. However, must request a medical exception through the sport’s National Governing Body as testosterone is a banned substance.
* A trans woman student who is taking medically prescribed hormone treatments related to gender transition must fulfill one year of hormone treatment prior to competing on a women’s team however, may compete for the men’s team at any time.
* In any case of gender transition students must be under the care and directive of a physician and the National Governing Body must receive regular reports indicating the student’s eligibility to compete.

1. Transgender student athletes NOT undergoing hormone treatment.

* Any transgender student that is not currently undergoing hormone treatment may participate in sex separated sports with their assigned sex group at birth.
* A trans male student not taking hormone treatments may participate on either a men or women’s team.
* A trans female student not taking hormone treatments may not participate on a women’s team.

Student Responsibility

In an effort to avoid challenges or disruptions to transgender students participating during the sports season the student who is currently taking medication associated with gender transition, plans to initiate hormone treatments or has completed the process should submit a formal request in writing to participate to the Coordinator of Club Sports and Summer Camps upon matriculation or when the decision to begin hormonal treatments has taken place.

The formal request submitted should include a formal letter from the student’s physician indicating the intent to transition or transition status if the process has already been initiated. Within the content of the letter, it should also include the student’s prescribed hormonal treatment and the documentation of testosterone levels if relevant.

University Responsibility and Role

All conversations between involved parties, as well as, necessary documentation shall be kept confidential unless the student submits a written request. This includes a student’s individual transgender identity, medical information; physician information provided with adherence to these guidelines will adhere to local, state and federal laws pertaining to confidentiality. In accordance with the Family Education Privacy Acts and written consent from the student, the information may be shared with those that have a legitimate need to know information pertaining to the student’s transgender identity and will be determined on a case-by-case basis.

* The student will meet with the Coordinator of Club Sports and Summer Camps to review eligibility requirements and approval procedures for transgender participation.
* The Coordinator of Club Sports and Summer Camps will notify the national governing body of the student’s request to participate. The national governing body will assign a facilitator to assist the Coordinator of Club Sports and Summer Camps in the process.

**Section 3: Club Sports Officer Administration**

Roles and Responsibilities

The responsibilities provided within this manual should be treated as guidelines and not a complete list of the responsibilities of Club Sports Officers. Each club is required to have three (3) Officers and two (2) Safety Managers. The communication and relationship between the club and Club Sports Staff falls upon the responsibility of the Officer Administration. Each Officer Administration will be required to schedule a meeting with the Club Sports Staff within the first month of the Fall semester and last month of the spring semester. In addition, there must be at least two (2) club representatives present for monthly Club Sports Council meetings. The roles of each Officer will be individually set within each club. However, each club is responsible for electing, delegating or appointing **two** representatives to fulfill the minimum expectations listed below:

* President
  + Register the club with the Office of Student Activities and confirm club continuation with the Coordinator of Club Sports and Summer Camps prior to the Fall semester.
  + Submit an Officer Administration transition plan, as well as an updated constitution and by-laws to the Coordinator of Club Sports and Summer Camps by April 15th each academic year.
  + Serve as the liaison between the club and Department of Club Sports, **communication is expected on every aspect of the club and is critical to the clubs success.**
  + Monitor club activities to ensure that university and department policies and procedures are adhered to.
* Vice President
  + Communicate requested facility reservations for practices, competitions and events within the requested time frame initiated by the Club Sports staff.
* Treasurer
  + Keep accurate and documented records of club expenditures, communications, events, and conflicts.
* Secretary
  + Ensure that each active member has a waiver and emergency contact on file in IMLeagues and in the club binder, which must be present at each practice and competition.
* Safety Manager
  + Ensure that at least two (2) members become First Aid/CPR/AED. It is expected that at least one (1) Safety Manager will be present at each practice and competition.
  + In the event of an emergency or injury, a report must be submitted via Maxient within 24 hours of the incident.
* All Officers (or minimum of 2)
  + Attend and participate in the Student Leadership Summit hosted by the Office of Student Activities, as well as the Club Sports Council Retreat hosted by the Department of Campus Recreation, in **both** the fall and spring semesters.

Officer Elections

All clubs must have at least three (3) functioning Officers. The roles of these Officers shall be determined by each club. It is strongly suggested to determine the incoming Officer Administration via election, where each elected Officer was voted by majority of the club members. Elections will begin after Spring Break of the academic school year. Results from elections will be due the second Tuesday of April. The new Officer Administration must represent their respective club during the final CSC meeting.

**\*Officers are administrators and representatives of their individual clubs. Therefore, in the event that the club fails to adhere to national governing body, university or department rules and regulations the Officer Administration will be serve as representatives within the conduct process.\***

Officer Transitions

At the end of each semester, the following information must be passed on to the new officers:

* IM Leagues
* Simplicity
* Practice Information
  + QR Codes
  + Practice Pods
* Team Email Account Log In
* Bank Account/$$$
  + The debit card
  + The checks
  + Signers for the card
  + Log in information for online banking
  + Log in information for Pay Pal, Venmo, Cash App
* Competition
  + Registering/Sanctioning the team with your NGB
  + Registering for competition (Some may require accounts/emails to communicate and register for tournaments)
* Social Media
  + Log in information for:
    - Facebook
    - Instagram
    - Twitter
    - Snapchat
    - Tik Tok
* Contact Information (Important People that would need contacted in case of emergency)
  + Domonique’s phone number and email
  + All club officer’s contact info
  + Campus police number
  + Direct Representatives contact info

Updating Position Descriptions

All Club Sports position descriptions must be reviewed and updated each year. If there are any changes made to the position descriptions, these changes must also be made in the clubs Constitution and By-Laws along with any new officer position(s).

Equipment Check-In/Out

Clubs may check-out equipment at the beginning of each Fall/Spring semester through Fusion. The student who checked out the equipment is responsible for the cleanliness, inventory, and quality of the item(s). The student is also responsible for returning the equipment at the end of each Fall/Spring semesters. The Club Sports Administration will assess each item prior to check-out and again upon check-in. **Late fees and/or assessments for damages may apply.**

Off-Campus Practices

***Applies to, Bass Fishing, Bowling, Clay Target, Equestrian, eSports, and Track.***

Clubs whose practices are deemed “off-campus” must submit a detailed practice plan to the Club Sports Administration. Some mandatory practice information includes, but are not limited to: name of facility, routes, roster per practice, etc. If the club has a contract with the practice site, please include it to the plan. The Club Sports Administration reserves the right to tour the practice facility.

Practice Reservations/Requests

Practice Requests will come on a first come first serve bases. Towards the middle of each semester, each club will have the opportunity to put their practice time/location request to the Coordinator of Club Sports and Summer Camps. If the club does not submit a practice request, the Coordinator of Club Sports and Summer Camps will select the clubs practice time/location as they see best fit.

Practice Reservations are subject to change based on YSU athletics and high school schedules. If there is a conflict in your clubs practice reservation, your club will be notified, and arrangements will be made. Your club is only allowed to practice during their designated time. Please be respectful of other clubs and events that are happening.

National Governing Body

All Club Sports must be affiliated with a national governing body of their choice. This ensures that the club has a set season, competitive schedule, and standards specific to their sport. If there is no national governing body available for your sport, please include an explanation in your club’s Constitution and By-Laws.

Rosters on IMLeagues and Symplicity

Please ensure these rosters are as up-to-date as possible. It is important to have an accurate headcount at practices, and these rosters help. We also use this information at the end of the school year to review and determine how we can improve the program for the next year. The Office of Student Activities uses Symplicity to view student information as well.

Weekly Emails

Emails will be sent out each week to each Club Sport Council member. These emails consist of any updates, changes, events, important dates, etc. It is imperative that these emails are being check and communicated to all club members each week.

Microsoft Teams

All Club Sport Council members will be added to the Microsoft Teams page. This page will include powerpoint presentations and notes from each monthly meeting. There will also be weekly updates available on the Teams page.

Attendance via YSU App

Each Club Sport will be assigned a QR code through the YSU App. For Club Sports that practice on-campus, a staff member will visit your location at the beginning of practice to ensure you are scanned in. For Club Sports that practice off-campus, please have your Safety Manager oversee this prior to the start of practice. The YSU app is also a great recruitment tool for your club.

BAND App

The BAND App will be used to communicate with Club Sports Monitors. You will let the monitors know if your club plans on practicing whether it is on or off campus. You can also contact them through the app if their assistance is needed at your practice site.

Home Events

All home events require a visiting team, Club Sports Staff member, Campus Police on duty, and Athletic Trainer. To begin this process, please submit an “Event Request Form” found in “Council Resources” on [ysu.edu/campus-recreation-and-wellness/club-sports](http://ysu.edu/campus-recreation-and-wellness/club-sports).

Post-Game Reports

Give us a reason to brag about your club! Submit post-game reports in order for us to share this information within our department, on social media, and around campus. This also lets the Club Sports Administration know that you did compete and returned back home.

**Section 4: Club Conduct**

Club members have the responsibility to maintain and uphold the standards and philosophies established by the university and Department of Campus Recreation. As a university recognized student organization club activities are a representation of the university and department participants should maintain a sense of pride, maturity and responsibility both on and off campus. Youngstown State University’s Student Code of Conduct applies to all Department of Campus Recreation programs. Inappropriate actions or conduct by Club Sports will result in disciplinary measures with the individual and club sent to Student Conduct.

Club Sports Hazing

The Youngstown State University and the Department of Campus Recreation do not condone or permit any type of hazing activity. Hazing can be defined as any action or situation, with or without the consent of the participants, which recklessly, intentionally, or unintentionally endangers the mental, physical, or academic health or safety of a student.

Collin’s Law Mandatory Training

On July 6, 2021, Governor Mike DeWine signed Senate Bill 126 into law, also known as Collin’s Law. Collin's Law is Ohio's Anti Hazing Act, enacting a number of changes intended to end hazing and any cultural issues that allow hazing to persist. The law is named for Collin Wiant, an Ohio college student who died as a victim of a hazing incident.

In compliance with this new law, Youngstown State University has developed a 20-minute online training course to educate you to Recognize and Prevent Hazing.

All YSU students are required to complete this course prior to joining a student organization (Greek Life, Club Sport and all other registered student organizations) or university program. University programs include Student Government, Student Media, Marching Pride, Theater, music ensembles, Athletics and Honors College, among others. Students who are already members of these groups are also required to complete the training.

\*If you feel that you have been subjected to or witnessed any form of hazing please report it to the Coordinator of Club Sports and Summer Camps at 330-941-2239. The Club Sports program is committed to creating a safe and secure space for students and will ensure that the appropriate steps are taken to assist the student physically, psychologically and emotionally.

Club Sport Alcohol & Illicit Drug Use

The presence and consumption of alcohol and/or illegal drugs is not permitted during any club sanctioned event or activity unless prior approval is received from the Coordinator of Club Sports and Summer Camps. Club sport activities include games, practices, fundraising events, travel and activities taking place prior to, during or after a club activity. This also, applies to any activity that can reasonably be perceived as a club activity.

Sexual Harassment and Discrimination

Youngstown State University and the Department of Campus Recreation is committed to preventing and eliminating discrimination and harassment race, color, national origin, pregnancy, sex, age, disability, creed, religion, sexual orientation, gender identity, gender expression, veteran status, political affiliation, or political philosophy.

The university and Department of Campus Recreation strictly prohibits sexual harassment in the Club Sport Program. Sexual harassment is any interaction between individuals of the opposite of same-sex that is characterized by unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct sexual in nature.

Maxient Reports

Maxient Reports will be submitted by Club Sports Staff and will be used to record injuries and incidents during Club Sport events. These reports are confidential – only those who should know this information will be involved. Some examples of injuries include, but are not limited to: cuts, bruises, and sprains. Some examples of incidents include, but are not limited to: physical fights, verbal altercations, violating University and/or departmental policies.

Removal of Officers

If a club’s officers voice disdain towards a particular officer, then a mediation will be scheduled ahead of any decisions. If a pattern of issues becomes evident, then appropriate action will be taken. Based on circumstance, the removal of an officer may occur suddenly. The removal will be effective immediately. Clubs will be given time elect a new officer into the role if they so choose. The removed officer will be given a chance to appeal the ruling. It is at the discretion of the Coordinator of Club Sports and Summer Camps to remove any officer if necessary.

Alumni / Non-YSU Participants

YSU Alumni and/or non-YSU participants are not permitted to participate in Club Sport practices or games. All members of the club must be current YSU students and have filled out all IMLeague waivers. Club Sport monitors will take attendance at each practice to make sure this rule is being abided by.

**Section 5: Risk Management, Safety and Insurance**

Safety Protocols

In order to provide a positive experience for all club member’s it is essential to consider and anticipate situations to prevent accidents and injuries. It is strongly recommended that each club implements and follows the following safety procedures.

* During all club sanctioned events coaches, Officers and members should emphasize safety during activities as a priority.
* Facilities and fields should be inspected prior to practice or competition and any safety hazards or concerns should be immediately communicated to the Coordinator of Club Sports and Summer Camps and activity suspended until there is a remedy that will maintain the safety of all participants. In the instance that the event is being hosted off of YSU property the designated site contact should notified of the issue immediately.
* Two (2) members per club must be First Aid/CPR/AED certified and at least one (1) of those that are certified should be at every practice and competition.Campus Recreation will cover up to two Safety Managers per year at no additional cost to the club.
* Injury reports: Club Sport Officers are required to submit an incident and/or accident report via Maxient within 24 hours of an occurrence.
* All Officers and coaches must complete concussion training education prior to the first scheduled club activity.
* In the event of an emergency or natural disaster at any location, Officers must abide by instructions and cooperate with authoritative personnel to mitigate risk to all participants.
* If there is an emergency situation or safety question that arises contact the Coordinator of Club Sports and Summer Camps at 303-501-7560.

Proof of Certifications

The Coordinator of Club Sports and Summer Camps will accept the following certifications. Please email proof of certifications to them.

* CPR/AID
* Wilderness Exploration Training
* Lifeguard

Medical Basics

Club sports members participate in chosen activities at their own risk. It is encouraged that members possess individual medical and health insurance and carry insurance cards in an accessible place to every club event. Youngstown State University and Department of Campus Recreation do not provide medical coverage for club sports athletes.

It is the responsibility of club members to ensure that they are physically capable of participating in club sports programs. Members should consult their physicians for any potential physical restrictions or limitations. A non-contact sport is one that has minimal or no physical contact between opposing players and has a low risk for bodily harm. A contact sport is a sport that involves hitting and/or striking and carries a high risk for bodily harm. Members are encouraged to choose activities that are appropriate for their skill level and physical capabilities.

Participation in any activity comes with inherent risks that may be unavoidable despite care taken to avoid injuries. Risks range from small injuries such as, bruises, scratches and sprains to more severe imminent injuries such as, broken bones, paralysis or even death.

To mitigate potential injuries it is encouraged that members maintain an appropriate level of physical fitness and readiness to participate in the activity. It is required for contact sports that all participants wear appropriate clothing, footwear and protective equipment.

General Medical Emergency Procedures

1. Prior to an event check with the host club to determine emergency procedures in the event of an injury.
2. Stay with injured party and send one member to report incident to nearest campus recreation staff.
3. If the injury requires emergency assistance contact YSU Campus Police at 330-941-3527 and inform the emergency personnel of the participant’s name, nature of injury, and location of the incident.
4. If the injury requires further examination or treatment by a physician it is advised that the injured party be transported to the local emergency room by a qualified emergency transport service. All expenses accrued for the transport and treatment are the responsibility of the participant.
5. Upon the decision to transfer the participant to the emergency room one member of the club should meet the emergency transport service and direct them to the injured party at which, time they should inform the medical team of pertinent information and pass off the members emergency contact/medical information form.
6. When emergency transport services are utilized contact the Coordinator of Club Sports and Summer Camps at 303-501-7560.
7. The Safety Manager must submit an injury report within 24 hours of the incident.
8. It is required that all clubs have someone that is certified in CPR present at all club sanctioned events.
9. If one is not first aid certified do not attempt to move or treat the injured party. Keep the victim still and do not leave them alone.

Head Injuries/Concussions

Should a participant endure a head injury of any kind, the injured party **must** be removed from the field of play immediately and will not be permitted to return to play until cleared by a certified health professional and documentation of clearance provided to the Coordinator of Club Sports and Summer Camps. If an athletic trainer or EMT is present, then the injured athlete must be directed to and assessed by the professional team. If there is no medical professional on site, then the Safety Manager or coach should assess the athlete and assist them to medical attention.

Return to Play

**The only individuals who may diagnose and/or permit an athlete to return to play are certified medical professionals. Participants who seek initial medical attention are required to schedule a second appointment and provide a follow-up clearance document, signed by a certified medical professional.**

Temperature and Weather

Clubs may practice/compete outside at their own discretion. Please be mindful of temperature and weather as the elements will affect your body, equipment, and health, as well as change the level of play. Your club may continue as long as the elements do not impede play. If the weather is bad enough, the Club Sports Administration and/or referees will call practices and/or competitions.

According to Athletics, snow removal via brooms is the only accepted method. Shovels are not permitted as they may damage the turf. Your cooperation is appreciated in advance.

Emergency Action Plan

Emergencies are serious, unexpected, and often dangerous situations requiring immediate action. For example, tornados, earthquakes, fires, active shooters, etc. Please refer to the Emergency Action Plan Manual for more detailed information on how to handle these situations.

**Section 6: Travel Procedures**

Travel for a club sanctioned event is a privilege that all club sports are eligible to be approved for. In order to be approved for club travel, one Officer must submit a travel request and itinerary form at a minimum of one week (7 days) prior to departure. This Officer will be designated as the Trip Leader for that event. Failure to do so will result in potential denial of the trip. All approved and authorized trips will be submitted through the Youngstown State University service, SAP Concur.

Process for Planning Travel

1. Submit travel request form 7 business days prior to departure (form can be found on the club sports webpage).
2. Complete the requested itinerary information in the travel request form
3. General information – club name, dates of travel, purpose of trip, and coordinating Officer (Trip Leader).
   * The Trip Leader will be responsible for the club’s travel logistics. This may include, but are not limited to: preparing the trip itinerary, maintaining receipts while away, and reserving rentals and/or lodging. **It is important to note that the name on the receipt is who will get reimbursed on SAP Concur.**
4. Transportation information – mode of transport and list of drivers

* All students intending to drive (rental or personal vehicles) must submit a completed Motor Vehicle Record (MVR) form to the Environmental Health and Safety Office. Additionally, all intended drivers must complete the safe driving course sponsored by Youngstown State University. Once you have submitted MVRs and completed the safe driving course, intended drivers will be recognized as authorized drivers.

1. Lodging Accommodations – type of lodging and location

* Location and contact information are required for the event of an emergency. This includes personal residences.

1. Travel roster – list of names and Banner ID numbers (Y#)

* Members that will be traveling must have an emergency contact/medical information form on file in IMLeagues and in the club binder, as well as, a signed participation waiver.

1. Costs – funding source and SGA appropriation amounts.
   * If an individual student needs to be reimbursed via check request, then the student must have a travel request submitted into SAP Concur prior to travel.
2. Upon submission and approval of club travel request one Officer must arrange to meet with the Coordinator of Club Sports and Summer Camps for the week of intended travel to ensure that all necessary documentation and guidelines are adhered to.
3. Failure to complete the travel request/itinerary form in full may delay the approval process.

* Any unapproved club travel will not be eligible for compensation and may result in additional penalties such as, suspension of club travel privileges or a conduct hearing.

1. When traveling be sure to keep all original itemized receipts and if Student Government Funding is being used receipts must be submitted to the Coordinator of Club Sports and Summer Camps within one week of returning.

It is important that participants are aware that the university does not assume responsibility or liability for the use of personal vehicles. The driver/owner of the vehicle assumes the liability of the vehicle and passengers. **Therefore, all drivers must be a licensed driver and automobile insurance coverage.**

* Drivers should be alert and aware of their surroundings to ensure the safety of all passengers. Therefore, drivers must implement driving balance with a 15 minute break for every 3 hours of driving and should not exceed more than 9 hours of driving in a given day. Determining a driving rotation prior to departure is suggested.

Responsibility of club members traveling include but, are not limited to:

* Monitoring club conduct and ensuring that drivers are driving in a safe manner. Failure to abide by university and department conduct policies will result in the student and/or club being directed to Student Conduct.

Off-Campus Accidents and/or Emergency Procedures

In the event of an accident and/or emergency, the following procedure should be followed:

* Call 911. If you are still within campus limits, call Campus Police at 330-941-2239.
* Seek medical attention if required.
* Contact the Coordinator of Club Sports and Summer Camps immediately.
* A report must be submitted through Maxient.
* Retain all documents provided to you.

Documentation for Reimbursable Items

In order for the club or individual member to be reimbursed, travel requests must be accompanied with the following types of documentation **within one week** of returning from travel. Furthermore, if there are multiple individuals who would require a reimbursement check, then each individual must have had a travel request in SAP Concur prior to travel in order to receive the reimbursement.

* Hotels: itemized receipt indicating proof of payment method and payer name.
* Rental Vehicle: detailed rental contract with itemized charges and proof of payment.
* Fuel: for personal vehicle use a detailed map highlighting route driven.
* Entry fees: receipt of payment with pay to and payer’s name.
  + Reimbursements will be paid out to the Trip Leader and/or the individual who submitted the travel request prior to the trip.
  + The name on the receipt will be who the reimbursement will be paid out to.

Transportation

If the destination of the club’s trip exceeds three (3) hours, then the club must travel via vehicle rental. Club Sports reserves rentals through Enterprise and/or U-Save Car & Truck Rental. Clubs must request needing a rental in the Travel Packet. Large multi-passenger (+12) vans may not exceed 9 students at any time, and extra caution must be used when driving them. All rental drivers must have an updated Motor Vehicle Report (MVR) on file.

Please note that the way a student travels to the competition must be the same upon return. For example, if a student travels with the club, but wants to drive back with their significant other, then that is not permitted. Exceptions may be made at the discretion of the Coordinator of Club Sports and Summer Camps.

Travel Folder

Once all items of the Travel Packet have been authorized by the Coordinator, a folder will be created that includes emergency contact information, travel rosters, and the packet. Please ensure the folder is picked up prior to departure.

**Section 7: Banking, Funding and Business Practices**

Each club should set financial expenditure projections and revenue goals yearly. Clubs should maintain an accurate record of expenses and budget plan that can be made available to club members at any time. Budget planning worksheets are made available online. Anticipated costs should include but, are not limited to official’s fees, entry fees, lodging, equipment purchases, and team apparel. Clubs should develop a plan for revenue generation that is approved by the members.

Bank Accounts

Every club is required to have a club bank account with two Officers authorized on the account one of which, must be the Treasurer. It is the responsibility of the Club Sports Officers to ensure that expenses do not exceed the clubs revenue and that a reserve account is being built. No club funds should be utilized without approval from the club membership. Funds from these bank accounts are only to be used for club-related purchases.

Any club revenue (fundraisers, dues, donations, sponsorships etc.) and club reimbursements are considered the property of the club and funds must be deposited into the club bank account. Clubs are required to utilize the credit union located on campus: Associated School Employees Credit Union (ASECU). The ASECU is located on the basement level of Tod Hall.

Please note that inactive bank accounts, or accounts that do not show activity over a 6-month period, will be considered dormant. If an account becomes dormant, ASECU will remove $5 monthly in inactivity fees. Club accounts that are assessed inactivity fees will not be able to have those charges returned to them. Authorized users must deposit a minimum of one (1) cent in order to be considered an active account.

Funding Sources

* Student Government Association (SGA) funds are available for event specific finances. To be eligible for funding clubs must be a university recognized student organization and have sent two Officers to the Leadership Summit/Retreat during the semester in which, funds are being applied for. Event appropriation applications are accepted year round and must be submitted at minimum four weeks in advance of the event taking place. Applications can be found on the SGA webpage.
  + Clubs are responsible for the pre-payment of rentals, registration, hotels, and/or whatever amenities they request SGA funding for.
  + Please show proof of payment (i.e. receipt) within 30 days of event to begin the reimbursement process.
* Clubs are required to collect a minimum of $1/semester in membership dues to offset costs of operation. However, based upon the financial needs of each club, dues can be adjusted with documentation and explanation to members about the amended fee. Clubs should provide new members with a three day trial period prior to requesting membership dues.
* Fundraising is required of all clubs. Each club must submit a written fundraiser notification to the Coordinator of Club Sports and Summer Camps prior to initiation.
* In the event that the Department of Campus Recreation provides clubs access to funds for expenditures compliance, fundraising efforts and fiscal responsibility will be utilized as criteria to determine appropriations.
* Club Sports and other student organizations are unable to use crowdfunding services (i.e. GoFundMe) as fundraisers.
* All prizes (cash or tangible), will be distributed

**Section 8: Coaches**

Clubs are entitled to recruit and secure the services of a coach. If the club chooses to do so it is the responsibility of the club team to find an appropriate coach to recommend to the Coordinator of Club Sports and Summer Camps. A coach **may not** be a player but, can be a student, member of the faculty/staff or unassociated with the university. Every coach or volunteer must complete a background check and sign the coach’s agreement prior to initiating their coach duties.

Coach Duties

1. To be highly knowledgeable of their specific sport skills and rules.
2. To abide by all rules, regulations and procedures implemented by the university, Department of Club Sports and national governing bodies.
3. Primary role of the coach is to provide instruction. All business matters and club operation should be the role of the players.
4. To promote safety and sportsmanlike conduct at all club sanctioned events.
5. Provide safe and organized instruction to all members no matter skill or experience level.
6. To conduct one’s self in a way that reflects positively on YSU.

Types of Coaches

All coaches are required to have the necessary paperwork on file. Paperwork must be renewed on an annual basis.

* Intermittent Coach – paid through the Department of Campus Recreation.
* Paid Volunteer – paid through arrangements made by club. Funds must be collected by the club in the form of dues and/or fundraising.
* Volunteer – unpaid; provides services at will.

Required Coaching Paperwork

Volunteer coaches (paid and unpaid) must complete the following paperwork:

* All forms found on [*Human Resources Volunteer Forms*](http://cms.ysu.edu/administrative-offices/human-resources/volunteer-forms)*.*
* *Club Sports Coaching Agreement,* which can be found on the Club Sports website.

Intermittent Coaches must apply to be a coach through a separate form. This application must be submitted, accepted, and considered prior to the coach’s start date. The coach must also complete the *Club Sports Coaching Agreement.*

Clubs may design and implement their own specific coaching contract with their coach (paid or unpaid) **in addition** to these required forms. This specific coaching contract does not replace the documentation mandated by YSU and/or Campus Recreation.

**Section 9: Miscellaneous**

Additional Information

* The Club or Club Sports program may revoke the coach agreement at any time without cause of justification at their discretion. It is the right and obligation of the Club Sports program to protect the club and if in the opinion of the administrative staff that the coach is not acting in the best interests of the club they will be relieved of their coaching duties.
* Coaches must be recommended by the club sports team and must submit a new Coach’s Agreement form yearly to continue coach duties. Annual continuation of coach status is not automatic.
* Coaches may be compensated however, it is the responsibility of the club team and the coach to come to an agreement.
* An annual Club Sports Banquet will be scheduled after Spring Break. This event is intended to celebrate and recognize the achievements of the Club Sports program throughout the academic school year. Details of the banquet will be shared at a later time.
* It is expected that all Club Sports conduct themselves in a professional manner. This expectation extends past club-related functions. This includes, but is not limited to, community service locations, fundraisers, volunteer opportunities, campus-sponsored events, off-campus competitions and/or events, and online.
* Club Officers will utilize platforms such as email, BAND, CamScanner, and the YSU App to share information and maintain contact.
* Any summer reservations requested by a Club Sport will be based on facility availability, student eligibility, and post-season competitive schedule (acknowledged by national governing body).
* If a club plans on having school-age children on campus (i.e. to practice, tournament), then all members of the club must complete **Minors on Campus** training per Youngstown State University. This does not apply to off-campus or co-hosted club events.
* Clubs may be invited to participate in Campus Recreation Shutdown in the Fall and Spring semesters. Clubs who agree to participate must sign a contract and will earn $500/semester. **The $500 Campus Recreation award is contingent on the fulfillment of the contract.** An invitation may be extended based on club effort, need, local participants, etc.
* All clubs will be asked each semester to participate in special events on campus. This includes programming events that are specific to each club, student organization fairs, penguin preview, etc. Clubs are also encouraged to host special events with approval from the Coordinator of Club Sports and Summer Camps. This is an opportunity to gain points in the compliance system for Campus Involvement.

**Section 10: Addendums**

**Pandemic Accommodations**

In the case of an official pandemic (i.e. COVID-19), Club Sports will follow any and all policies and/or guidelines set forth by Youngstown State University, the state of Ohio, and government officials. We will make decisions in the best interest of students, faculty, and staff. Please be patient as we navigate the everchanging public health climate.

**Compliance**

1. Each club starts at 100 points
2. Once a club falls to or below 90 points, they must schedule an in-person meeting with Club Sports Administration.
3. If a Club finishes the year at or below 80 points, the club is officially on probation.
4. If a Club finishes the year at or below 60 points, the club is removed from Council for 1 year.

All Club Sports are expected to abide by these guidelines in order to avoid point additions to their record for the academic year. Failure to do so will result in the following:

***Minor Infractions*** – (1 point) Club receives an email notifying student of point addition to the Club’s record, and they have the option to appeal/discuss in an in-person meeting with Club Sports Administration.

* Respond to an email that requires a response
* Ensure that all non-digital, on-campus marketing is authorized by the university
* Schedule a monthly 1 on 1 meeting
* Complete post-game report following all events attended as a Club Sport
* Obtain media pass for any outside contractor taking videos/pictures of Club Sports events

***Intermediate Infractions*** – (5 points) Club receives an email notifying them of point addition to the Club’s record, and they have the option to appeal/discuss in an in-person meeting with Club Sports Administration.

* Complete 4 hours of community service per member on the club over the academic year
* Attend 4 on-campus events as a club where at least 1/3 of the members attend over the academic year
* Communicate canceled practice/reservation/vehicle rental
* Submit receipts for reimbursement to Club Sports Administration within 30 days of transaction(s)
* Submit travel information to Club Sports Administration on time
* Attend all SGA appropriation meetings pertaining to the relevant Club Sport
* Obtain a trip leader packet from Club Sports Administration before an event
* Attend all Club Sports events clearly labeled by Club Sports Administration as mandatory

***Major Infractions*** – (10 points each) Student receives and email notifying them of point addition to Club’s record. Student will be required to schedule a 1 on 1 meeting with Club Sports Administration. If there is no meeting held within 7 days of the email, points will be doubled.

* Certify safety officers before deadline clearly communicated by Club Sports Administration
* Attend all Club Sports Council meetings
* Allowing only Club members with a Motor Vehicle Registration to operate vehicles being used for Club Sports events
* Practicing during times and at locations authorized by Club Sports Administration
* Honor and care for facilities on and off campus
* Submit Treasurer’s Tool at end of fall semester and spring semester

***Student Conduct-Related Offense*** – (35-40 points) Coordinator and GA will adhere to Student Conduct recommendations.

* If team commits a punishable offense, Club Sports administration will adhere to Conduct decisions in addition to adding 35-40 points to the Club’s record for the year.
* If a player commits a punishable offense, Club Sports administration will adhere to Conduct decisions in addition to removing the student from the club.

**Award System** (Gain points)

* Club of the Month (5)
* Club doubles community service quota (5)
  + Triple (10)
  + Fundraising
    1. Host one Fundraiser per semester.
    2. In order for students to have access to SGA fund they must go to the Student Leadership Summit. Brand new clubs have access to $500 from SGA.
* YSU-Sponsored events (1)
  + Must take photo with club (1/3 of the club to count)
  + Campus Rec events (2)
  + Club Sports events (3)
* Clubs must fill out the form on Alchemer after completing fundraising, community service, or campus involvement in order to receive points.

**Active Status** (80 and above)

* No restrictions. Play on.

**Probation** (61-80)

* Start next semester with 80 points
* Lasts for one semester
* Double community service quota
* Minor infractions will be considered intermediate infractions

**One-semester removal from Council** (60 and below)

* Start next semester with 60 points
* Bi-weekly meetings with Club Sports administration
* All rules for Transitional Clubs apply
* Triple community service/member
* All infractions will be considered major

**Logo and Marketing Policy**

As of Fall 2020, the Youngstown State University “Y” logo (hereby referred to as the block “Y”) may not be used to represent any student organization affiliated with the Club Sports program (hereby referred to as a “club sport” or “club/s”), sponsored by the Department of Campus Recreation. This policy is intended to differentiate a club sport from a varsity athletic sport for purposes that include, but are not limited to: marketing, student conduct, and monetary donations. This policy is to be applied with jerseys, club merchandise, equipment, digital and tangible advertising, and anything else pertinent to the Club Sports program.

The following logos, icons, and marketing tools are acceptable with the Club Sports program. Some items have specific requirements. Items indicated with an asterisks (\*) are mandatory:

* Campus Recreation official logo\*
* Mercy Health official logo\*
* “YSU” or “Youngstown State University” or “Youngstown State” or “Penguins”
* Pete the Penguin
  + Pete the Penguin must be shown as is. This means Pete the Penguin, as an icon and mascot, cannot be altered in any capacity. Pete the Penguin may be shown in full color or black and white.

Existing club apparel (jerseys, uniforms, merchandise, etc.) and equipment that were purchased and/or in use before the implementation of this policy will be grandfathered into the current policy and, therefore, will be deemed acceptable. Any apparel purchased after Fall 2020 must follow this policy to the furthest extent. Clubs will be able to use club apparel and equipment until they are no longer in functional use. Club sports are required to utilize jerseys that include the Mercy Health official logo during any home contest and/or special event. A process regarding ordering new jerseys will be addressed on an individual (per club) basis.

Apparel that have been grandfathered into the current policy may not be used at any home contest and/or special event, but instead at away contests and/or special events. Alternative options (i.e. patches) will be distributed to clubs whose national governing bodies mandate specific jersey requirements, and adequate proof must be shown. Apparel that require an alternative option must be given to the Club Sports Administration in order to ensure the apparel possesses a durable and professional aesthetic, approved by the Department of Campus Recreation. Club sports must note that utilizing the grandfather clause may result in longer resolutions (if needed).

This policy is not intended to cause financial hardships on any club sport or students as individuals. This policy is intended to emphasize the Club Sports program as a whole. Clubs are responsible for the maintenance of their club’s apparel. The Club Sports Administration will assess apparel at the end of each semester. Any and all questions can be directed to the Club Sports Administration.

**Club Sports Timeline**

**July**

* Simplicity Re-registration
* President should receive email about complete the re-registration of club from Carrie Anderson
* Add any changes to officer positions
* Remove any members that have graduated or dropped out of club
* Imleagues opens
* Join the Club Sport of your choosing
* Complete forms required by university for all members of club
* Submit for review

**August**

* Club Sport Retreat: Fall Semester
* Weekend before start of semester
* An opportunity to go over new policies, events, and welcome students back for the year
* New officer orientation
* Student Leadership Summit: Fall Semester
* Group of presentations going through the different positions of running a club
* Presentations can span from how to fund-raise to getting more engagement on campus
* Required to receive SGA funding

**September**

* Student Organization Fair
* Must sign-up to receive table
* Opportunity to recruit incoming and existing students
* Typically outside of Kilicawley by the Rock
* Bring decoration and materials to present to interested student
* Receive students names, numbers, or emails for later contact
* 10 a.m. - 2 p.m.
* First Club Council Meeting September 7th (First Tuesday of Month)
* First Tuesday of month
* Welcome incoming students
* Talk about possible fund-raisers, community services, and upcoming events
* Time to ask any questions
* Go over particular policies
* Deadline for imleague forms
* Add incoming students to Simplicity
* Make sure to add new students that have joined club from beginning of semester

**October**

* Second Club Council Meeting October 5th (First Tuesday of Month)
* Schedule One-on-One meeting (Executive Board Officer or Club Officer)

**November**

* Third Club Council Meeting November 2nd (First Tuesday of Month)
* Schedule One-on-One meeting (Executive Board Officer or Club Officer)

**December**

* Fourth Club Council Meeting December 7th (First Tuesday of Month)
* Schedule One-on-One Meeting (Executive Board Officer or Club Officer)

**January**

* Student Leadership Summit: Spring Semester
* Same concept, but different presentations
* Club Sports Retreat: Spring Semester
* Same concept, but different presentation
* Chance to meet any new students for spring semester
* Schedule One-on-One Meeting (Executive Board Officer or Club Officer)

**February**

* Fifth Club Council Meeting February 1st (First Tuesday of Month)
* Officer Elections
* Begin to find new and existing officers for upcoming year
* Schedule One-on-One Meeting (Executive Board Officer or Club Officer)

**March**

* Sixth Club Council Meeting March 1st (First Tuesday of Month)
* Officer Elections
* Hold team meeting to find all members interested in taking on officer role
* Vote anonymously and send results to Domonique
* Schedule One-on-One Meeting (Executive Board Officer or Club Officer)

**April**

* Seventh Club Sports Council Meeting April 5th (First Tuesday of Month)
* Officer Elections Deadline
* Schedule One-on-One Meeting (Executive Board Officer or Club Officer)
* End-of-Year retreat
* Opportunity to show appreciation and accomplishments of clubs from past year
* Start officer transitions
* Review club bi-laws and determine any changes that must be made

**May**

* Complete officer transition if needed

**Section 11: Signatures**

Baseball



Bass Fishing



Bowling



Clay Target



Equestrian



eSports



Fencing



Gymnastics



Hip-Hop Dance



Men’s Lacrosse



Women’s Lacrosse



Racquetball



Women’s Rugby



Men’s Soccer



Women’s Soccer



Softball



Spikeball



Tennis



Track



Ultimate Frisbee



Men’s Volleyball



Women’s Volleyball