



Ferris State University
Club Sports Program Policy Manual

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INTRODUCTION:

Clubs organized through the Club Sports program represent more than just their immediate group of members. As an official organization at Ferris State, all actions taken by a club sport represent the Club Sports Program, University Recreation Department, the Center for Leadership, Activities, and Career Services (CLACS), Ferris State University, and each sport's national governing body. Affiliation to the Club Sports Program is a responsibility all club members, and especially club officers, must take seriously. Failure to properly represent these entities can result in the club or specific club members being suspended or removed from the program. Please see the Rec Sport Office staff if you have any concerns. This office is in place to assist the clubs and their members.

The Club Sports Program offers Ferris State University students an athletic experience where their skills are challenged, while fostering an environment conducive to growth, development, service, and leadership within the University community.

Students have an opportunity to participate in competitive, instructional, and recreational club sports. Involvement in these clubs can enhance their collegiate experience that can contribute to a well-rounded education. The competitive aspect of club sports allows members to contend with other intercollegiate Club Sports, while the instructional and recreational club sports aspect allows members to further develop their skills in a sport.

The Rec Sports Office reports to the University Recreation Department (UREC) and works in conjunction with the Center for Leadership, Activities, and Career Services (CLACS) to provide official Registered Student Organization (RSO) recognition to Ferris State Club Sports. The Rec Sports office serves as the club sport programs administration and is responsible for the development and implementation of the policies of the program. CLACS offers official Ferris State University recognition of the clubs, but since the program compliments the other recreational sports offerings at the University, the Rec Sports Office must also approve all clubs and serves as a main contact for club sport members. However, club sports are student organizations that are formed and governed by the students based on their common interests. This manual provides the policies and procedures set by the Rec Sports Office that require adherence by the clubs to meet the program purpose. This manual is provided to the club leadership, and is available for any club member.

Frequently used terms – Below are terms and abbreviations frequently used within the Club Sports Program that will help club leadership and participants understand and function better.

Rec Sports Office- Located in the Student Recreation Center

CLACS- (Center for Leadership, Activities, and Career Services) Oversees all student organizations and activities recognized by Ferris State University.

SAF- (Student Activity Fee) Fee paid by all students that contributes to the allocation funds for all Registered Student Organizations.



RSO- Registered Student Organizations

CSC- (Club Sports Council) Comprised of Club Sport presidents and functions as a governing body of the Club Sports Program.

Executive Board - (E-board) The elected officers serving and representing the Club Sports Council.

IM Fields- (Intramural Fields) Hosts recreational activities and provides facility space for teams to practice and meet in.

SRC- (Student Recreation Center) Hosts recreational activities and provides facility space for teams to practice and meet in.

UREC- University Recreation Department

ROLES AND RESPONSIBILITIES:

Center for Leadership, Activities, and Career Services (CLACS) - Works in collaboration with the Rec Sports Office to provide official recognition and management of clubs.

Rec Sports Office- Serves as administrator of record keeping and paperwork, field/space reservations, equipment purchases/storage, and car rental/travel forms.

Director of University Recreation- Has final say in all club sport matters along with the Assistant Director of Intramurals and Club Sports

Assistant Direct of Intramurals and Club Sports- Serves as advisor of Club Sport Council and oversees and has final decision on all club sport related decisions. The A.D. is also in charge of Club Leadership development, and promotional Club Sports program among the Ferris State community.

Club Sport Council (CSC)- Is comprised of club sport presidents and/or members that will serve as representatives and leaders for all club participants. Each club will have one vote within the CSC, but all members are eligible to participate in meetings and discussions. The voting member for each club is either the President or Vice President. The CSC will help to build cohesiveness among the Club Sports program by assisting in administering club teams, serve as a disciplinary hearing board, and represent club teams during the SAF funding hearings, requests, and evaluations.

CSC Executive Board (e-board) - The executive board contains five members. The president, vice-president, and treasurer will be selected by the A.D. of Intramurals and Club Sports. The secretary and community service chair must be a member of a club sport and will be elected by the CSC at the last council meeting of the year. The e-board will help to guide the council's activities and work to ensure program and club goals are obtained. All members of the Executive Board are expected to serve a full academic cycle (Fall – Spring term). The roles and responsibilities of the Executive Board include but are not limited to the following:

- i. President
 - Call general and executive meetings
 - Take attendance at general meetings
 - Create agenda for meetings
 - Act as speaker at general meetings
 - Type and publish meeting minutes
 - Consult treasurer about any matters pertaining to budgeting and allocations
 - Represent CSC at university meeting/functions involving CSC business
 - Provide support for all club sport teams
 - Approves Bulldog Connect uploads
 - Concussion Certified

- ii. Vice President
 - Preside in the absence of the President
 - Consult President about agenda
 - Type and publish meeting minutes
 - Main inventory coordinator
 - Manages paper trail flow for all documentation
 - Approves Bulldog Connect uploads

- iii. Treasurer
 - Manage any paperwork pertaining to budget and allocations
 - Manage budget/allocation meetings
 - Present to Finance Division for both the funding applications and evaluation
 - Report about financial matters at general and executive meetings

- iv. Secretary
 - Record minutes at CSC meetings and return them to the President or Vice- President
 - Take attendance numbers at CSC meetings

- v. Volunteer Chair
 - Works with president to find volunteer activities for CSC
 - Finds new volunteer opportunities

Club Leadership- The leadership of the club consists of the officers, coach / instructor and the faculty / staff advisor. The CLACS office requires that each club have 5 e-board members. In basic terms, the club sport officers are expected to take care of all needs of the club on and off the field. History has shown that successful clubs are those that take advantage of all available resources. They have strong student leadership, an active advisor, and active club members.

Club sports officers are an extremely vital and important part of the success of clubs. The clubs are student administered; thus, clubs are dependent on the professionalism and leadership shown by officers, advisors, and coaches. Club sport participants should have ample opportunities to take part in the administration and supervision of club activities. While the Rec Sports Office will offer training and development opportunities, it is ultimately the duty of each officer to train and familiarize



incoming officers of their duties and responsibilities to the club and the offices they hold. New club leaders / officers should be elected early in the spring semester.

Officer responsibilities (including but not limited to):

- Ensure club abides by university and department policies and procedures.
- Maintaining the club's constitution and bylaws
- Establishing membership requirements
- Selecting and evaluating a club advisor, coach / instructor
- Properly scheduling opponents, events and facilities
- Development and administration of club finances
- Planning club meeting and practices
- Establishing and delegating the duties of the officers
- Ensure that all club members are eligible for participation
- Complete all required Club Sport and University Forms
- Communicate with the A.D. of Intramurals and Club Sports and serve as a liaison between the club and the University
- Know the legal responsibilities that affect club operation
- Prepare and submit annual budget forms and any other requested documents to the Rec Sports Office
- Oversee generation of funds / fundraising
- Approve expenditures of funds in accordance with department and University policy
- Maintain accurate and itemized accounts of expenditures and deposits
- Make all travel arrangements
- Administer club meetings
- Maintain accurate club files (membership roster, inventory, etc.)
- Market club events
- Promote safety and sportsmanship
- Inform club members of policies, procedures, expectations, emergency procedures and other regulations that must be followed
- Notify A.D. of Intramurals and Club Sports of any changes regarding club activities and leadership etc.
- Fulfill additional responsibilities as outlined by club constitution or bylaws, the Rec Sports Office and the Center for Leadership, Activities, and Career Services

Coaches and Instructors- It is the club's responsibility to secure the services of a coach. The club members can select a coach who meets the specified requirement set forth by each club. However, the club officers have the right and obligation to protect the club if the coach / instructor is not working in the best interest of the club. The coach / instructor should have a firm grasp of the basics, understand safe conditioning and training methods, can relate to the club members, and be knowledgeable of the policies and procedures of the Club Sport Program. It is recommended that these individuals have necessary certifications, experience, and competencies for the sport. (Governing bodies may provide recommendations for specific guidelines).



Coach(s) / Instructor(s) must understand that club sports are directed and governed by students, therefore, he / she must acknowledge and respect the leadership positions of the officers and abide by all decisions made on behalf of the group. Recommendations by the coach / instructor are encouraged and will be considered by the group; but ultimately the final decision rests on the club members, who will be held accountable.

All paid coaches are to be paid by the club sports and not with allocated funds.

Advisors- Each recognized Club Sport must have at least one active advisor selected from the faculty or staff of Ferris State University. The advisor is selected by members of the club and should be an individual who has a high interest level in the activity and has some expertise in the areas or respected by the club. The advisor is a vital link between the club and University, providing guidance and offering mature judgment and experience in program development. An advisor may also serve as a coach.

PURPOSE:

The Club Sports Program at Ferris State University aims to develop the personal and athletic interests of its students by providing quality recreation, education, and leadership experiences.

THE CLUB SPORT PROGRAM

Background:

- i. What is a Club Sport? –
 - o As defined in the NIRSA (National Intramural Recreational Sports Association) Sport Club Handbook, a club sport is:

“A group of students voluntarily organized for the purpose of furthering their common interests in an activity through participation and competition. Club Sports are strictly voluntary. The clubs are meant to be a learning experience for the members through their involvement in fundraising, public relations, organization, administration, budgeting, and scheduling, as well as, the development of skills in their particular sport. Involvement in a group and team situation helps enhance the student’s overall education while living in the university setting. Clubs may vary in focus and programming since the members are active participants in the leadership, responsibility, and decision-making process of club activities. The key to success of the sport club program and each club is student leadership, interest, involvement, and participation.”

<http://nirsa.net/nirsa/about/governing/>
 - o Clubs offer opportunities for learning a new sport, improving existing sport skills, practicing and playing for recreational purposes, and/or competing at various levels. Club officers develop valuable leadership skills, as the success of any sport club depends on the ability of its leaders to manage the administrative affairs of the club.
- ii. Unique nature of club sports / recognition at Ferris State University
 - o See the RSO Handbook for details on what separates a club sport and other RSOs.



OPERATIONAL POLICIES & PROCEDURES:

The below policies are set by the Rec Sports Office and serve as the guidelines each organization is to adhere to for annual recognition as a club sport at Ferris State University. IT IS THE RESPONSIBILITY OF THE STUDENT ORGANIZATION LEADERSHIP TO ENSURE THESE POLICIES ARE UNDERSTOOD BY CLUB MEMBERSHIP.

Risk Management Policy:

- i. Each participant must recognize that each person must always be responsible for their own wellbeing and the wellbeing of the group or team with which she/he/they is participating. Each participant shares with the other participants the concerns and responsibilities of safety and agrees to follow safe procedures and to avoid unnecessary, hazardous situations, whether or not those situations have been specified. Each participant accepts responsibility for the outcome of situations resulting when their actions are beyond the generally accepted practices for safety in the activity, such as use of alcohol prior to or during participation. Likewise, each participant accepts responsibility for actions that are outside the bounds of public law, such as use or possession of illegal drugs.
- ii. Before a student can participate in a club sport, they must complete the Assumption of Risk / Release Liability Waiver.
- iii. All events hosted by a club sport must have a Rec Sports Office supervisor in attendance. This includes any scrimmages or alumni games. The supervisor will be trained in CPR, AED, and basic first aid. They will bring with them a first aid kit and an AED if the location does not already have one. See Home Event Protocol section for more details
 - o Notification of home events must be submitted to the Rec Office two (2) weeks prior to the event, so that staff can be scheduled
 - o If notification is not made before two weeks and the game cannot be staffed, the event must be rescheduled.

Concussion Management

- i. The Ferris State Rec Sports Program urges all participants be made aware of the risks that are associated with head injuries and concussions.
- ii. What is a concussion
 - o A concussion is a brain injury altering brain functions typically for a temporary amount of time.
- iii. How does a concussion occur?
 - o A concussion can occur from any hit to the body OR head. A concussion typically occurs when a forceful blow results in rapid head movement leading to brain function alterations.
- iv. Signs and Symptoms of a concussion can include (can occur immediately or hours)
 - o Headache
 - o Dizziness, lightheaded
 - o Nausea, vomiting
 - o Dazed, glazed appearance
 - o Lack of coordination or balance
 - o Feeling of being in a fog
 - o Emotional changes (e.g., both happy and sad)
 - o Amnesia (memory loss either after the event and/or prior to the event)
 - o Slowed response time (verbal or physical)
 - o Disorientation, confusion
 - o Altered vision (e.g., blurry vision or double vision)



- Dilated or unequal pupils
- Sensitivity to light
- Auditory changes (e.g., sensitivity to sound, ringing in the ears)
- Difficulty concentrating, recalling information
- v. What should be done if a player is suspected to have a concussion?
 - Stop activity, tell someone, and seek further medical attention ASAP
- vi. Where to seek medical attention?
 - Birkam Health Center
1019 Campus Drive
Big Rapids, MI 49307
231-591-2614
 - Spectrum Health Big Rapids Hospital
605 Oak Street
Big Rapids, MI 49307
231-796-8691
24 Hours (Emergency Room)
- vii. Returning to play
 - For any suspicion of concussions, the player believed to have the concussion must have medical clearance from a medical professional before returning to play. This medical paperwork must be turned into the Rec Sports Office immediately and prior to returning to practice and/or play
 - If teams are found not following these procedures the club as a whole will be put on Activity Probation until a meeting is set up with the A.D. of Intramurals and Club Sports (See repercussion section for details)

First Aid Kits and AED:

- i. A first aid kit and an AED will be with a club sport supervisor at each home game attended
- ii. It is strongly recommended all clubs have their own first aid kit that is kept up throughout the season.
- iii. Club should also always be aware of the location of the nearest AED at any practice or competition location.

Injury, Accident, and Incident Reporting:

- i. All injuries, accidents or incidents at home events will be documented by the Rec Sport Staff
- ii. If an injury occurs at an away event, the Rec Sports Office should be made aware and if any reports are filled out, the club must request to have the paperwork to be sent over to the Rec Sports Office
- iii. Injuries at practices should be documented by the team's leadership positions and sent to Rec Sports Office within three (3) business day
- iv. If teams are found not following these procedures the club as a whole will be put on Activity Probation pending a meeting with the A.D. of Intramurals and Club Sports. (See repercussion section for details)

HOME EVENT PROTOCOL:

Home Event

- i. Home events are games, matches, meets, or competitions that include Ferris club members and non-Ferris club members. Some examples are:
 - League games or tournaments hosted by Ferris State Club Sports
 - Events held on Ferris State University Property



- Any facility rented by a Ferris State University Club is considered Ferris State University Property during the time of the rental.
 - Alumni games/matches/meets/etc.
- ii. All home events must be notified to the Rec Sports Office two (2) weeks in advance of the event by phone or e-mail. It is the responsibility of the club to receive conformation of the home event notification to the Rec Sports Office.
 - If the event is not notified to the office two (2) weeks in advance, the event will have to be rescheduled if two supervisors are not able to attend.
 - iii. If a club is found hosting an event without proper notification made to the Rec Sports Office, the club will be placed on Activity Probation until a meeting is set up with the A.D. of Intramurals and Club Sports (See repercussion section for details).

Staffing

All home events will be monitored by at least one (1) supervisors that will assist with basic First Aid, CPR, AED, and concussion recognition. It is preferred to have (2) supervisors.

- i. Supervisors have the right to authorize a participant to continue to participate or to not participate due to medical concerns or Code of Conduct concerns.
- ii. Supervisors have the right to call the Ferris State Department of Public Safety on any participant that is not following the Ferris State University Code of Conduct and/or the Club Sport Code of Conduct to protect participants, facilities, and themselves.
- iii. Staff members will complete tasks such as:
 - Notifying participants of policies and procedures for Ferris State University, the facility in use, and the Rec Sports Office.
 - Filling out a supervisor binder to be turned into the Rec Sports Office within 24 hours of the event that contains:
 - Participant numbers
 - Conflicts/resolutions
 - Incident/Injury Reports

Visiting Team Assumption of Risk/Release of Liability Waiver

- i. All participants at a Ferris State Club Sport home event must have an Assumption of Risk/Release of Liability Form on file with the Rec Sports Office. This includes but is not limited to minors, alumni, or participants from other universities.
 - If a person refuses to sign an Assumption of Risk/Release of Liability Form, they will not be able to participate in the home event.

MEETINGS:

Each individual club must have an active member of their club in attendance at each meeting. The President or Vice President must be in attendance in order for the club to be able to vote. Each meeting will be once a month. Examples of such meetings are below:

- i. Officer Transition Training
- ii. Team Building Workshop
- iii. Travel / Emergency Action Workshop
- iv. Budget Workshop
- v. Hazing Workshop



Attendance Policy

- i. If a club is going to miss a meeting prior notification must be made to the Rec Sports Office
- ii. If one meeting is missed
 - Club's president and advisor will be notified
 - A one-on-one meeting will be set up with the Rec Sports Staff
 - 5 hours of community service must be done by the club and turned into the Rec Sports Office by the end of the semester
 - \$50 will be removed from the clubs allocated funds
 - Any money stripped from a club will be put into reserve funding and be up for reallocation
- iii. If two meetings are missed
 - Club's president and advisor will be notified
 - Club will be put on activity probation (See repercussion section for details) until a meeting is set up with the A.D. of Intramurals and Club Sports
 - 10 hours of community service must be done by the club and turned into the Rec Sports Office by the end of the semester
 - \$100 will be removed from the club's allocated funds
 - Any money stripped from a club will be put into reserve funding and be up for reallocation
- iv. If three meetings are missed
 - Club's President and advisor will be notified
 - Club will be put on activity probation (See Repercussion section for details) until a meeting is set up with the A.D. of Intramurals and Club Sports
 - 20% of the Club's allocation money will be stripped and be put up for reallocation

ANNUAL CLUB RECOGNITION:

Returning Club Eligibility:

To receive annual recognition, a returning sport club must be in "good standing" with both the Rec Sports Office and the Center for Leadership, Activities, and Career Services. (For full description see the RSO handbook)

- i. "Good standing" is defined as:
 - Have demonstrated successful student leadership and administration of the club.
 - Clubs completed all administrative forms by stated deadlines required by the Rec Sports Office
 - Completed all Bulldog Connect profile updates
 - Adherence to any safety requirements by affiliations
 - Met all University policies and procedures within the spirit and intention of the rules
- ii. The Rec Sports Office reserves the right to suspend or terminate a club's recognition status for failure to stay in good standing throughout the year based on the above criteria or any blatant disregard of a policy or "spirit" of policy which jeopardizes mission of the club sport program.

Membership Eligibility:

- i. Club sports are open to all currently and actively enrolled Ferris State students.



- Assumption of Risk / Release of Liability Waiver is minimum requirement for any member prior to participation and turned into the Rec Sports Office by the next business day each recognition year. These forms comprise the approved roster of members for each club by the Rec Sports Office
- Ferris State Faculty / Staff / Alumni are not eligible to participate with club sports competitively
- Clubs are subject to all policies, regulations of respective leagues and governing bodies for eligibility or members (i.e. academic requirements, graduate students, etc.)
- Tryouts: While it is understood that many competitive clubs must develop a roster for competition – clubs are not required to cut participants. All students are welcome to participate in club RSO activities such as fundraising, volunteering, hosting events, etc.

ii. **Non-Discrimination Statement**

- Ferris State University does not discriminate on the basis of race, color, religion or creed, national origin, sex, sexual orientation, gender identity, age, marital status, veteran or military status, height, weight, protected disability, genetic information, or any other characteristic protected by applicable State or federal laws or regulations in education, employment, housing, public services, or other University operations, including, but not limited to, admissions, programs, activities, hiring, promotion, discharge, compensation, fringe benefits, job training, classification, referral, or retention. Retaliation against any person making a charge, filing a legitimate complaint, testifying, or participating in any discrimination investigation or proceeding is prohibited.
- Students with disabilities requiring assistance or accommodation may contact the Student Recreation Center at (231) 591-3828. Employees and other members of the University community with disabilities requiring assistance or accommodation may contact the Human Resources Department, 420 Oak St., Big Rapids, MI 49307 or call (231) 591-2150.
- Inquiries or complaints of discrimination may be addressed to the Director of Equal Opportunity, 120 East Cedar St., Big Rapids, MI 49307 or by telephone at (231) 591-2152; or Title IX Coordinator, 805 Campus Dr., Big Rapids, MI 49307, or by telephone at (231) 591-2088. On the KCAD Grand Rapids campus, contact the Title IX Deputy Coordinator, 17 Fountain St., Grand Rapids, MI, (616) 451-2787 ext. 1113.

iii. **Anti-Hazing Statement**

- Hazing is defined as any conduct which subjects another person (whether physically, mentally, emotionally, or psychologically) to anything that may endanger, abuse, degrade, or intimidate the person as a condition of association with a group or organization, regardless of the person's consent or lack of consent. (Ferris State University Code of Student Community Standards under Section III, B. Personal Misconduct On or Off University Property)
- Hazing of a member or prospective member of a Registered Student Organization (RSO) is strictly prohibited. Individuals found to be involved in hazing practices are subject to individual student judicial sanctions, and the RSO found to have members involved in hazing is subject to sanctions up to and including loss of registration.
- RSOs are encouraged to consult with the A.D. Intramurals and Club Sports to review and develop plans for new member development that are free from hazing practices.



- Suspected hazing violations may be reported anonymously to the Hazing Hotline at (231) 591-5300.

iv. Title IX

- Ferris State University (University) is committed to providing and maintaining a healthy learning and working environment for all students, staff, faculty, and other members of the University's community, free of discrimination and all forms of sexual and gender-based discrimination, harassment, sexual violence, stalking, dating violence, and domestic violence (“Sexual Misconduct”). The University is prepared to take prompt responsive action to prevent, eliminate, and remediate all forms of Sexual Misconduct as such acts corrupt the integrity of the educational process, are contrary to the mission and values of the University, and are against University policy.
- Clubs and club members are encouraged to seek support and assistance through the Club Sports professional staff who will also educate the members of available resources and reporting requirements such as:
 - Title IX Coordinator (231) 591-2088
 - Ferris State Department of Public Safety (231) 591-5000
 - Personal Counseling Center (CONFIDENTIAL) (231) 591-5968
 - Birkam Health Center (CONFIDENTIAL) (231)591-2614

New Club Recognition:

- i. The process for the addition of new club sports to the Club Sports Program.
 - To become a club sport, the group must first be approved by CLACS
 - Once approved a meeting must be set up with the Rec Sports Office if the group would like to be a club sport

EQUIPMENT:

Each club has an equipment inventory record in the Rec Sports Office that is updated by the Rec Sports Assistants. This record is to list all club equipment and quantity, location, condition, as well as document maintenance and registration information. Purchase date, costs, and other information may also be on record. All equipment purchased with Club Sport allocation funding is property of Ferris State University and must be stored in the Student Recreation Building. A.D. of Intramurals and Club Sports has the right to approve / disapprove any equipment purchases with University funds.

Equipment Donations

- i. If a tax write off is wanted by donor
 - Must fill out the Notice of Restricted Donation (NRD) Form
 - Proof of the equipment value such as an invoice
 - If the tax write off is given, the property is now Ferris State University’s and will be stored in the clubs inventory
- ii. If no write off is needed, the equipment donated is the clubs and will not be stored in the club’s inventory.



TRAVEL:

The following policies and procedures must be followed if a club sport wishes to travel for a team function:

- i. Travel itinerary must be submitted to the Rec Sports Office ten (10) business days prior to travel.
- ii. If using allocations for reimbursement on travel, receipts/ proof of purchase must be turned in within (5) business days of returning from travel.
- iii. The away participation form must be filled out within ten (10) days of club returning from travel
- iv. If a club is found traveling without proper notice made to the Rec Sports Office the club will be placed on activity probation until a meeting is set up with the A.D. of Intramurals and Club Sports (See repercussion section for details). As well as
 - o For the first offense, clubs will be fined \$100 dollars.
 - o Any money stripped from a club will be put into reserve funding and be up for reallocation
 - o For the second offense, clubs will be put on travel suspension which disallows them to travel to other schools and can only have home events for a time decided by the A.D. of Intramurals and Club Sports
- v. Ferris State Motor Pool does have Charter busses or Ferris State transportation available for clubs to rent for travel. The A.D. of Intramurals and Club Sport will make these reservations for the club.
- vi. A club sport may choose to utilize personal vehicles or rental vehicles. In such cases it is imperative that individuals driving are aware of travel policies.
 - o If personal vehicles or rental vehicles are being used, all members who drive must have their information on file at the Rec Sports Office or be listed on the itinerary
 - o If personal vehicles are used, driver must have valid driver's license and valid insurance for vehicle. It is the club's responsibility to ensure that any driver is a legal driver with appropriate insurance.
 - o A designated person must have a mobile phone during the trip and person / mobile number designated on travel itinerary form.
- vii. If rental vehicles are utilized, the rental agreement must be under individual's name and not Ferris State University. The individual(s) who sign the rental agreement are ultimately responsible for any damage to the vehicle or injuries resulting from an accident.
 - o When renting a vehicle, clubs should purchase all available insurance for example- Collision, Comprehensive, and Liability. It is club's responsibility to ensure proper insurance is purchased. *Please be advised that most rental agencies will void insurance coverage if an unauthorized person(s) drives the rental vehicle.
 - o Rental vehicles are subject to local, state, and agency laws and regulations.
- viii. Ferris State University does not provide any insurance for personal vehicles or rental vehicles. It is the responsibility of the driver(s) to ensure that sufficient insurance is in place. In the event no insurance is purchased, is inadequate or coverage has been voided due to a breach in the rental agreement, driver(s) may be held personally liable for any resulting claims for damages or injuries.
- ix. Seat belts are required at all times. It is the responsibility of the club members traveling to ensure passengers and drivers wear seat belts.
- x. For all club travel – ONLY club members, coaches and / or club advisor are to be traveling with the club. This includes when Ferris State buses or charter buses are utilized.
- xi. Other safety recommendations for travel, which are the responsibility of the club members to enforce:



- Call ahead –coming and going- to check on weather; make safe decision regarding travel.
- Take rests and / or change drivers every three hours
- Have someone sit with driver to help stay alert

FUNDING:

Club Sports are funded through the Student Activity Fee and allocated by the Finance Division.

Eligibility

- i. For any club to receive allocated funds they must be in “good standing” (see Annual Club Recognition for definition of good standing) with the Rec Sports Office and the CLACS Office.
- ii. They must be a club sport for a full year.
 - This is a probationary period for all new club sports to develop.
 - The club can fundraise during this time for funding. They are not eligible for allocations for the year.
- iii. All clubs must present to the Club Sport Council in the Spring Semester with their evaluation of their budget and an application for allocation.
 - This presentation includes a PowerPoint, Allocation Application, Tier Application, and a spreadsheet of spending.

Reallocations

Allocations that are not being used by clubs or are removed from clubs are placed in a reserve funding account. These funds can be reallocated by an averaged vote of the Club Sport Council. The vote will be done anonymously using paper ballots.

- i. To be considered for the reserve funding, the club must file an application with the Rec Sports Office and be in “good standing.”
- ii. The clubs that apply for reserve funding must make a short presentation in front of Club Sport Council before a vote takes place.
- iii. Funds will be reallocated four times a year, twice a semester, and these dates will be decided by the e-board of Club Sport Council
- iv. The Club Sport Council Treasurer will email the Finance Division Director after each reallocation meeting to report what clubs lost funding and what clubs gained funding.
- v. The Treasurer will also keep track of all funds that are moved between clubs using a spread sheet that will be presented to Finance Division at annual meetings.
- vi. The Rec Sports office has the right to not accept applications in special circumstances.

Fundraising

According to the Tier System, clubs must fundraise half of the amount they are allocated from the Student Activity Fee. For regulations of fundraising events, see the RSO handbook. Once the event is approved by CLACS, notification of the event must be made to the Rec Sports Office. Within a week of the conclusion of event, a fundraising result form must be submitted.

Dues

Clubs may choose to have their members pay to play. Clubs should have this amount and date it is due stated in their constitution. Dues count toward club’s fundraised amount and must be reported through the fundraising result form once the dues are paid.

Monetary Donations

- i. If a tax write off is wanted by donor
 - The check must be written to the Ferris Foundation with the specific club it is meant for written in the memos

- The check must be turned into the Prakin 104. The donor will then receive a tax gift receipt
- Once the check is processed, the Rec Sports Department will write the club a check to their off campus bank account
- ii. All donations must be reported through the fundraising results form with a week of receiving the funds

Sponsorships

- i. Since the business in a sponsorship receives advertisement, they will not be eligible for a tax write off
- ii. All sponsorships must be reported through the fundraising results form with a week of receiving the funds

Club Sport Tier System

The Tier System sets a baseline for how much clubs can be allocated based on their level of play. Clubs will submit an application in the spring semester for Tier placement for the next school year.

- i. Highly Competitive
 - \$10,000 funds
 - Demonstrated effective Club leadership and continuity at the competitive level for minimum of two (2) years.
 - Must have a coach or coaches whom are certified or have relevant experience. (Relevant experience would be a veteran non-competing member with national level competition experience)
 - Must compete in leagues that have a national governing body for the sport and team must have league membership for two (2) consecutive years.
 - Ability to qualify for the national championships or other post-season competition
 - Participation in a minimum of seven (7) collegiate competitions per year that lead to qualification for a league or national championship (excludes friendly competitions or exhibitions).
 - Also must have practices, meetings, or conditioning activities at least two (2) times a week throughout competitive season.
 - A club officer must meet Club Sports Council meeting requirements stated in the meeting section of this handbook
 - Must demonstrate proper fiscal management and raise half the amount (50%) of the university funded budget allocation through fundraisers, sponsorships, donations and individual dues.
 - All fundraising activities must be approved by CLACS and brought to the attention of the A.D. of Intramurals and Club Sports.
 - Teams must participate in three (3) community service events
 - These can include but are not limited to Ferris State Organized events. i.e (The Big Event, Rank and Run, etc.)
 - Assistant Director and University Recreation Department Staff have ability to make exceptions in all requirements.
- ii. Competitive
 - \$4,000 funding maximum on allocated funds



- Demonstrated effective Club Leadership and continuity at the competitive level for more than one (1) year.
 - Participate in a minimum five (5) collegiate competitions per year.
 - One of these can be a friendly competition or exhibition.
 - Encouraged to have a coach or instructor but it is not required.
 - A club officer must meet Club Sports Council meeting requirements stated in the meeting section of this handbook
 - Must demonstrate proper fiscal management and raise half the amount (50%) of the university funded budget allocation through fundraisers, sponsorships, donations and individual dues.
 - All fundraising activities must be approved by CLACS and brought to the attention of the A.D. of Intramurals and Club Sports
 - Teams must participate in two (2) community service events.
 - These can include but are not limited to Ferris State Organized events. i.e (The Big Event, Rank and Run, etc.)
- iii. Recreational Clubs
- Receive no funding
 - No competition events, fully for recreational purposes
 - Fully self-supporting organization with most funding raised by the Club
 - Teams must participate in one (1) community service events.
 - a. These can include but are not limited to Ferris State Organized events. i.e (The Big Event, Rank and Run, etc.)
 - A club officer must meet Club Sports Council meeting requirements stated in the meeting section of this handbook
 - Do not have the ability to obtain funding through reallocation procedures.
- iv. Developing
- \$1,000 funding maximum on allocated funds
 - Demonstrated effective Club leadership and continuity at the competitive level for one (1) academic year.
 - A club officer must meet Club Sports Council meeting requirements stated in the meeting section of this handbook.
 - An officer from the Club must meet with the student coordinators (Rec Sports Assistants) or the Assistant Director of Rec Sports once a month to verify program compliance.
 - Must demonstrate proper fiscal management and raise as much of the necessary fees to initiate the program outside of the money allocated to them.
 - Need to complete one successful fundraising activity during the first academic year
 - All fundraising activities must be approved by CLACS and brought to the attention of the A.D. of Intramurals and Club Sports
 - Developing level will include first year teams but these teams will not be eligible to receive funding.
 - Must have one (1) community service event.
 - This can include but are not limited to Ferris State Organized events. i.e (The Big Event, Rank and Run, etc.)
 - Must have a minimum of three (3) club events that must be approved by the Club Sports Council.
 - These events can be any event outside of practices.

FINANCES:

Club Sports income and expenditures are a vital part of the success or failure of a club. It is imperative that each club closely monitors its accounts and ensures that all expenditures are approved by the club's



treasurer and the club's e-board. All officers and captains should consistently meet with the club treasurer to be sure that their upcoming plans and financial needs to be met.

Compliance and Responsibility

- i. The financial operations of the sport club must be conducted in accordance with all applicable local, state, and federal laws and regulations; University, University Recreation, and Club Sports Program policies and procedures; and the club's respective constitution.
- ii. Registered officers of the sport club shall have personal responsibility and accountability for the finances and operations of the group, in accordance with the RSO Handbook, as specified by the club constitution and as specified by Club Sports Program policies and procedures.
- iii. Registered officers have the responsibility to report any mishandling of funds to Rec Sports Office Staff

Accounts

Club Sports are authorized to bank through any local bank. Rules and restrictions on these accounts can be found in the RSO Handbook. These are run by the club's e-board and are not the responsibility of University Recreation or Ferris State University.

Paperwork

Only e-board members have the authority to request allocation spending and must receive Rec Sport Staff approval prior to making any financial arrangements. Paperwork must be filled out completely and correctly or it will be returned to the club.

Documentation

All club income and expenses must be documented. There is always a chance of being audited and failure to have accurate records will be held against the club.

Tax-Exempt

Clubs affiliated with the Club Sports Program when making a purchase with allocations have access to the Ferris State University tax- exempt certificate only if the items are purchased through University Recreation.

CONTRACTS:

No club participant, advisor, coach, or instructor may sign a contract, facility usage agreement, game contract or the like on behalf of Ferris State University. All agreements and contracts are to be turned into the Rec Sports Office to coordinate review and approval with appropriate University Office (the General Counsel Office, CLACS Office).

BANQUETS:

Club banquets are at the expenses of the individual clubs. Allocated funds are not permitted to be used for food, drinks, or banquet awards.

LOGOS / Apparel/ Competition Uniforms:

Regulations

- i. Proper Colors can be found at-



<http://www.ferris.edu/HTMLS/administration/advance/standards/color.htm>

- ii. Proper Logos can be found at -
<http://www.ferris.edu/HTMLS/administration/advance/standards/logos.htm>
- iii. Club Sport at Ferris State Logos
 - o Go to URL: www.dropbox.com
 - o Click "Sign in"
 - o Login name: ferrismarketing@gmail.com
 - o Password: bulldogs
- iv. Licensed Vendors- (once to the list you have to search "Ferris")
<http://www.ferris.edu/HTMLS/administration/advance/Licensing.htm>
- v. All jerseys and apparel MUST be approved by University Advancement before printing
 - i. Vendors can send artwork directly to them for approval
 - ii. They can be contacted at ferrismarketing@gmail.com

Game Day Apparel

Jerseys or anything worn during a competition

- i. Must follow logo and color regulations
- ii. Can say Ferris State
- iii. Do not have to say Club
- iv. Uniform worn during contest must be your teams designated Game Day Apparel

Non-Game Day Apparel

Anything Other than Jerseys (i.e apparel)

- i. Must say "Club"
- ii. Must still follow regulations of the logos and colors
- iii. In addition, must have one of the logos from the Club Sport at Ferris State Drop Box somewhere on the apparel. Doesn't have to be a certain size.
- iv. To sell apparel
 - o All the same rule apply from the apparel
 - o As a club sport, a royalty doesn't have to be paid

FACILITY SCHEDULING:

Clubs may request usage of University facilities for practice, meetings, competition, or a fundraiser by filling out the Ferris State University Recreation Reservation Request Form and submit it to the Rec Sports Office.

- i. Clubs are subject to any costs affiliated with an event, including supervisory staff, security, maintenance, rental, or other.
- ii. Due to facility constraints at Ferris State University, practice slots and locations will vary.
- iii. Club sport requests will be considered along with varsity, intramural, and campus needs; priority scheduling depends on facility needs.
 - i. West IM Fields – intramurals will take precedent followed by club sports, other RSO events, and athletics
 - ii. SRC gym courts – intramurals will take precedent followed by club sports, RSO events, and athletics
- iv. Reserving SRC Facility Space
 - i. Practice for West IM Fields that end before 6pm do not need a reservation.
 - ii. All practices after 6pm on West IM Fields need a reservation form submitted.
 - iii. All home games and scrimmages on West IM Fields need a reservation form submitted.



- iv. All practices, scrimmages, and games on SRC courts need a reservation form submitted.
 - v. Reservations for all West IM Fields, SRC courts, Club Sports room, and the Aerobics room 204 will be free of charge to all Club Sport RSOs in good standing.
 - vi. All reservations for any other SRC facilities and campus facilities must be made with a reservation form and will be subtracted from the clubs 500 free minutes. This reservation must be made two weeks in advance.
- v. Any club found practicing without a reservation (except before 6pm on West IM Fields) will be placed on activity probation and must meet with the Assistant Director.

UPDATES:

Bulldog Connect updates are due at the start of each semester. All changes must be approved by club's advisor and the CLACS office.

CONDUCT:

Club Sport members, coaches, and instructors in the Club Sports Program are ambassadors of Ferris State University, The Center for Leadership, Activities, and Career Services, and the Ferris State University Recreation Department. All ambassadors are expected to behave with dignity, both on and off the field. They are expected to adhere to all policies and procedures and serve as role models to each other to the campus community while participating in events at other universities. They assume an obligation to conduct themselves in a manner compatible with the University's function as an educational institution. When members participate in an event or club activity, they accept the responsibility of representing the University in a way that will not detract from the reputation of the institution or violate behavior of any sort which would reflect negatively on the image of Ferris State University, The Center for Leadership, Activities, and Career Services, Ferris State University Recreation Department, and/or the image of their specific sport will not be tolerated of Club Sports Program participants any University policies, recommendations, regulations, or procedures. All club officers are expected to meet all job expectations and duties defined on their job description outlined in their club operating guidelines. Any breach of this Code of Conduct will be forwarded to the program staff.

Ferris State University Code of Conduct:

It is the policy of Ferris State University that certain minimum standards of conduct are necessary to safeguard the rights, opportunities, and welfare of students, faculty, staff, and guests of the University community and to assure protection of the interests of the University as it seeks to carry out its mission.

The University requires a community free from violence, threats, and intimidation; protective of free inquiry; respectful of the rights of others; open to change; supportive of democratic and lawful procedures; and dedicated to a rational and orderly approach to the resolution of conflict.

Club officers and members are required to comply with the University's Code of Conduct. As such, any non-compliance will result in removal from the Club Sports Program and automatically revoke the club's student group status with CLACS as well.



It is the club officer's responsibility to make sure that all club members are aware of their responsibility to comply.

The entire Code of Community Standards can be viewed at the following website:

<http://www.ferris.edu/HTMLS/administration/studentaffairs/judicial/student-code.pdf>

Center for Leadership, Activities, and Career Services Office Policy:

<https://orgsync.com/18097/files/596837/show>

Club Sports Program Code of Conduct:

The Club Sports Program aims to provide recreational activities for members of the University community. These activities should be conducted in a manner that represents the best interest of the University, while minimizing risk, ensuring participant safety, and maintaining quality facilities and equipment. Any conduct that interferes with these goals will result in disciplinary action for individuals and/or clubs involved.

Examples of Code of Conduct violations can include, but are not limited to, the following:

Behavior – Disregarding the Club Sports Program policies about drugs, alcohol, and behavior.

- Consume or in possession of alcohol or illegal drugs while serving as a representative of the club and institution (club travel, practice, meetings, etc.)
- Strike, or attempt to strike, an opposing player beyond the realm of the sport
- Intentionally engage in or incite participants and/or spectators to engage in abusive or violent behavior – verbal or physical
- Use obscene gestures, profanity, or disrespectful language
- Purposefully insult, disrespect, or threaten any participant, official, staff, spectator, or other to any extent while representing the University, University Recreation Department, Sports Club Program, or the individual club

Staff/Participant Safety – Jeopardizing the health and well-being of staff or other participants.

- Vulgar, obscene, abusive, derogatory, or demeaning comments or gestures
- Threats, intimidation, or verbal aggression
- Initiating acts of physical aggression
- Fighting (punches thrown)
- Failure to complete incident or accident report form
- Failure to comply with requests from Recreational Sports Staff
- Being under the influence of alcohol/illegal substances

Facility Policies – Intentionally disregarding existing facilities policies.

- Willful or repeated disregard for Facility Policies
- Failure to comply with requests from Recreational Sports Staff
- Being under the influence of alcohol/illegal substances
- Using facility space for club purposes when unauthorized or not scheduled



Access Infractions – Engaging in unauthorized entry and exit for University Facilities.

- Allowing unauthorized users to enter the facility
- Unable to produce a valid picture ID when requested
- Unauthorized use of any facility on campus while serving as a representative

Facility/Equipment Issues – Disregarding equipment or facility policies.

- Failure to return checkout equipment or keys in prescribed time
- Destroying or defacing any property
- Failure to properly maintain any University equipment or field space
- Failure to cancel practice or competition due to ground saturating, weather conditions, or other field conditions

Financial Infraction – Inappropriately using or managing club money

- Unauthorized expenditures
- Unauthorized accounts
- Negative account balances

Travel – Inappropriate behavior while on club/University business.

- Inappropriate use of rental vehicles
- Inappropriate use of hotel/motel rooms
- Inappropriate travel
- Consume or in possession of alcohol or illegal drugs while traveling for club/University business
- Not filling out forms for traveling and proper documentation of all students traveling

Risk Management – Not following risk management policies

- Inappropriate use vehicles, facilities, equipment, etc.
- Inappropriate use of hotel/motel rooms
- Inappropriate travel
- Not turning in forms by the deadline set by the Rec Sports Office
 - o Until all forms are submitted allocation funding will not be spent by club in violation.
- Hosting a home event without notifying the Rec Sports Office

Sanctions:

Any of the following sanctions may occur as a result of participant or club misconduct:

- i. Suspension of Club Sports privileges for one day (or the remainder of the day), one semester, the academic year, or indefinitely.
- ii. Suspension of specific Ferris State University Recreation Department privileges for a period of time as outlined above, while retaining Recreation Center privileges.
- iii. Responsible for paying for repair or replacement of lost or damaged equipment or property.
- iv. Notification and referral of case to University Police, CLACS, Student Conduct, and Student Government.
- v. Hold or removal on all or some allocations.



- vi. Community service by individuals or the entire club.
- vii. Suspension of all facilities and/or equipment.
- viii. Removal from program.

Should any participant and/or club misconduct occur, these steps will be followed (for a detailed process see the RSO handbook):

*who the incident is reported to and what the incident is will change how it is handled

Conflict Resolution

The staff person or officer in charge of the area responds to the incident. The staff person reserves the right to ask participants and/or clubs to leave the facility or premises.

Report Filed

The responding staff person or officer submits a report of the incidents to the Program staff. The Program staff evaluates the situation and meets with club members involved to discuss the incident. The Program staff makes a recommendation to the Coordinator regarding the appropriate sanction.

Program Director Decision

The Director of Recreation along with the A.D. of Intramurals and Clubs Sports make a decision after discussing incident with University Recreation Department and/or CLACS, and then informs the participant and or club of the decision.

Appeals Process

Appeals are made to the Club Sport Council, CLACS, and/or the A.D. of Intramurals and Club Sports. Appeals must be submitted in writing within seven (7) days of the incident. The individual or club may meet with the Club Sport Council, CLACS, or the A.D. of Intramurals and Club Sports after submitting the written appeal.

Final Decision

CLACS and/or the A.D. of Intramurals and Club Sports along with the Director of Recreation will make a final decision that may include reduced, modified, and in some cases, increased sanctions.

Individual Sanctions Process:

The Club E-Board will meet with representatives of the Rec Sports Office and the A.D. of Intramurals and Club Sports. The club E- Board will present or be presented with the violation of either the individual club's constitution/contract or the Club Sport Code of Conduct. During this meeting consequences will be decided for the individual. Following this meeting the individual(s) will be contacted and have a meeting with representatives of the club, representative of the Rec Sports Office, and the A.D. of Intramurals and Club Sports. This meeting will be an open discussion to allow the club, individual, and office to outline what the violation is, how it is a violation, and the consequences for the violation. After this meeting is concluded an e-mail will be sent reiterating the violations and consequences.



Repercussions:

Failure to comply by the rule and regulations may result in

Activity Probation:

- i. Defined by the RSO Handbook as
“RSO only receives privileges of holding meetings. The RSO may not sponsor, co-sponsor, or attend any events or fundraisers. Refer to RSO Disciplinary Process for detail about our disciplinary procedure.”
- ii. As a club sport, all inventory will need to be turned in, the club will no longer be able to host or travel for games, no longer be able to practice, and any reservations with the Rec Sports Office will be canceled. If a club returns to good standing, reservations must be remade by the club. The club is still responsible to attend Club Sport Council meetings. Allocated funds may be stripped on a case-by-case basis.

Interim Suspension

- i. Defined by the RSO Handbook as
“An RSO who is alleged to have a major violation may be placed on interim suspension until a full investigation and hearing are conducted. During interim suspension the RSO ceases to exist at Ferris State University and loses all RSO privileges and Bulldog Connect access. The RSO will be notified in writing of this suspension. Refer to RSO Disciplinary Process for details about our disciplinary procedures”
- ii. As a club sport, the club will no longer be able to host or travel for games, no longer be able to practice, and any reservations with the Rec Sports Office will be canceled. If a club returns to good standing, reservations must be remade by the club. The club is still responsible to attend Club Sport Council meetings. Allocated funds may be stripped on a case-by-case basis.

Suspension

- i. Defined by the RSO Handbook as
RSO is mandated by the National Organization, Division of Student Affairs or the Center for Leadership, Activities and Career Services due to National, State, or local law, University, National Organization, or RSO Handbook policy violation(s). RSO may have to wait a predetermined amount of time, before re-activating. If suspended for more than one year the RSO will be required to go to SLAAC for reactivation. Instructions are listed in Reactivating an Inactive or Suspended Organization. RSO's in suspension cease to exist at Ferris State University. All privileges and Bulldog Connect access will be removed. Refer to RSO Disciplinary Process for details about our disciplinary procedures.
- ii. As a club sport, the club will no longer be able to host or travel for games, no longer be able to practice, and any reservations with the Rec Sports Office will be canceled. Allocated funds will be stripped.



ADMINISTRATIVE FORMS:

Below is a list of administrative forms that clubs are responsible for maintaining within the Rec Sports Office. All forms are located in the Rec Sport Office and/or on the Club Sport Council Bulldog Connect page. Any falsification or miss reporting of or in any forms can result in the club being put on Activity Probation until a meeting is set up with the A.D. of Intramurals and Club Sports (see repercussion section for further details).

- i. Allocation Application:
 - This form is used for clubs to apply for allocation for the next fiscal year
 - Must present annual allocation presentation before the CSC in the spring semester
- ii. Allocation Evaluation
 - This is an evaluation of how clubs spent the previous year's allocations
 - This form is due early in the fall semester
- iii. Assumption of Risk / Release Liability Waiver:
 - To be completed by each participant each year prior to participation.
 - Participants will not be allowed to participate without a waiver
- iv. Away Event Participation Form:
 - Must complete Bulldog Connect form reporting participation numbers from away events
 - Due within a ten (10) business days of the event
- v. Code of Conduct
 - All club members are required to follow Club Sport Code of Conduct
 - Must be signed by all members of the club prior to participation
- vi. Concussion Certification
 - All presidents and vice-presidents must take the online heads-up concussion certification and turn in a copy to the Rec Sports Office
 - Once complete, the certificate is valid for the term of the president and vice-president
- vii. Fundraising Results Form:
 - All fundraisers must be registered and approved by CLACS (see the RSO handbook for rules and regulations)
 - This form notifies the Rec Sports Office how much the club made during their fundraiser
 - This is due within a week after the fundraiser has concluded
- viii. Injury Reports
 - Injuries must be communicated to the Rec Sports Office within one (1) business day for documentation and follow-up
- ix. Equipment Check Out Agreement:
 - This form gives two (2) members the ability to check equipment in and out
 - They will be responsible to replace or pay for any equipment that is not returned
 - Must be completed each year before equipment can be checked out
- x. Officer Agreement
 - All officers must sign this form as acknowledgement of their role, duties, and responsibilities
 - Advisors and coaches must sign as well
 - Must be filled out every year or whenever there is a change in e-board positions
- xi. Bulldog Connect Update & Constitution:
 - This is an online semester based update through Bulldog Connect.
 - The constitution must be on the club's Bulldog Connect profile and be printed in the Rec Sports Office files.
 - The Constitution must contain the anti-hazing and nondiscrimination statements
- xii. Outside of Allocation Spending:



- Chart that shows how much the club has spent outside of the money allocated to them from Student Government. It should also include when and on what this money was spent.
 - This is due at the end of the fall semester and before budget presentations in the spring semester
- xiii. Recreation Reservation Request Form:
- Due two (2) weeks before reservation is needed.
 - Must also provide schedule of all reservations to Rec Sports Staff.
- xiv. SAF Purchasing Application
- This form must be filled out in order for a club to make any purchases with allocations
- xv. Travel Itinerary Form:
- For any club related travel submitted ten (10) business days prior to departure for the event
 - If a club is wanted to use allocation, receipts/ proof of purchase must be turned in within ten (10) business days of the event



PROGRAM STAFF:

The Rec Sports Staff is dedicated to ensuring a positive experience for every member. Please feel free to contact the Rec Sports staff with questions, concerns, or suggestions.

Cindy Horn

University Recreation Director

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