

SPORT CLUBS HANDBOOK

Southern Oregon University



Updated: May 2020

A Sport Club is a student-led organization established through the Department of Campus Recreation. Sport Clubs are designed to serve currently enrolled students that have an interest in committing to an organized sport or recreational activity while at SOU. Sport Clubs can be competitive, recreational, or instructional in nature. However, most SOU Sport Clubs are competitive and represent Southern Oregon University in intercollegiate competition. Sport Clubs' teams regularly participate in scheduled practices and many compete against other schools across Oregon, the Pacific Northwest and the nation.

Additionally, Sport Clubs provide student-officers with a unique learning experience that allows for the development of skills such as team leadership, public relations, fundraising, budgeting, and scheduling. Involvement in a group and team setting creates opportunities to enhance the students' overall experiences at Southern Oregon University.

For more information about Sport Clubs and contact information for each club, please visit the Campus Recreation website at recreation.sou.edu.

Campus Recreation Mission Statement

Campus Recreation enhances the educational experience of the SOU Community by promoting wellness, personal development and leadership through inclusive programs, services, and facilities.

Campus Recreation Vision Statement

SOU Campus Recreation will be an innovative leader by providing a stimulating, challenging, and inviting environment that facilitates the development of leaders and a culture of wellness on campus.

Campus Recreation Values

Play is essential
Lead with integrity
Have courage and accept challenge
Commit to engage
Build Community
Be compassionate
Live Well

Campus Recreation Staff Contacts

Hugues Lecomte | Director of Campus Rec | (541) 552-7232 | lecomteh@sou.edu
Mollee Carter | Sport Clubs Lead | (503) 409-4022 | carterm2@sou.edu

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Sport Club Objectives

1. To create opportunities for instruction and participation in a wide range of recreational and sport programs available to students.
2. To assist students in the development of sound lifelong values and skills.
3. To provide an avenue for camaraderie in the university community through the shared pursuit of common interests.
4. To foster a sense of belonging amongst the Sport Club participants and the University.
5. To assist in the development of leadership skills by providing opportunities for students to organize, manage, and problem solve for individual clubs.
6. To contribute to student participants' overall learning and satisfaction with the university experience.

Annual Club Recognition

Once a Sport Club has been granted and maintains full status with SOU Campus Recreation, the club must annually renew its status by meeting the following requirements each academic year:

- Club is in good standing with the Sport Clubs Council and the University.
- Have all officer positions filled.
- Complete Fall Compliance checklist.
- Complete a Recognition Packet.
- Review club constitution and make the necessary changes.
- All officers attend the Sport Club Fall Officer training.
- Elect Sport Club Council Member.
- Maintain financial accountability to the University for all University funds received.
- Maintain a minimum of 7 currently enrolled SOU students.
- Have a SOU faculty/staff advisor.
- Maintain good standing with the University, all governing bodies and leagues to which the organization belongs.

Any club's failure to adhere to these annual requirements will not be recognized by Campus Recreation until the requirements are completed.

Membership Requirements

- Only **currently enrolled** undergraduate and graduate students at Southern Oregon University are eligible to become members and participate in Sport Clubs.
 - Many SOU Sport Clubs are members of leagues/conferences that have additional member eligibility requirements. Clubs officers should contact the

national governing body of their sport to confirm exact eligibility requirements. The Club officers are required to ensure that their members meet those requirements before participating.

- Prior to ANY participation, each sport club prospective participant must complete the Sport Club Membership form through SOU CONNECT which includes basic contact info, an Assumption of Risk form and health insurance information. This step has to be completed every year by prospective and returning members.
- Clubs and participating members must adhere to SOU and Campus Recreation Sport Clubs policies, procedures, expectations, and code of conduct.
- Individual club and participating members are responsible for paying dues by the deadline set by the club's constitution and bylaws.
- Community members, faculty, staff, and volunteers are **NOT** eligible to practice or participate in games, however they are able to be an advisor or coach by completing volunteer forms.
- SOU Sport Clubs will not allow any exclusion to participate on the basis of race, color, national origin, ethnic group, religion, sex, sexual orientation, age, or disability.

*Important note: If any individual is taking a term off, they are not currently enrolled therefore **NOT** eligible to participate in sport clubs.*

Rosters and Cuts

- Clubs must have 7 participants on their roster to be fully recognized as a Sport Club.
- No eligible participants can be restricted or cut from becoming a member of the sport club.
- Club officers reserve the right to choose to form a traveling and/or game day roster from its members. Each club is responsible to work out a fair and equitable method that accommodates all of its members' needs.

Club Officer Positions and Responsibilities

Each club is required to elect a President, Vice President, Treasurer and 2 Safety Officers.

Requirements for all SC officers

- a. Is enrolled at SOU with a minimum of 6 credits.
- b. Maintains a minimum overall institutional grade point average of 2.5.
- c. Is in good standing with the University and not on probation of any kind.

President

It is recommended that the club's President is elected by members of the club no later than May 15th for the next academic year. The newly elected President will assume all responsibilities of the position the day after graduation. This is a summary of the responsibilities (not in order of importance):

- Attend all required meetings and trainings
- If elected by the club, serve as Council Member and attend the council meetings (three/term).
- Serve as liaison between the club and Campus Recreation.
- Inform the club officers and members of all information pertaining to the club.
- Ensure that the club is complying with the rules and regulations of the University and Campus Recreation.
- Ensure that the club is complying with federal laws, state laws, city codes, and SOU policies and procedures.
- Complete and submit all required forms to the Campus Recreation staff.
- Be primarily responsible for scheduling competitions/trips.
- Ensure marketing, public relation, exposure and social media for their club is responsible and upholds a positive image of SOU.
- Be responsible for the club's conduct and representation of SOU in all practices, competitions and any club events.
- Ensure the safe operations of club events.
- Be responsible for ensuring that the facilities are used for the purpose for which they were intended.
- Ensure that no individual participates in practice unless they are approved members by the Campus Recreation staff.
- Respond to all emails/phone messages within 48 hours.
- Maintains all club files and records.
- Ensures the safe pass off of club files and records to new club leadership.

Important note: The President must be a currently enrolled student who is ON SITE to attend meetings and be active within the club all quarters of the academic year.

Vice President

The club's Vice President is elected by members of the club no later than May 15th for the next academic year. It is strongly recommended that the Vice President has at least 2 years left prior to graduation in order to take over the position of President or Treasurer in the following year. This is a summary of the responsibilities (not in order of importance):

- Assist the President and Treasurer with their assigned duties.
- If elected by the club, serve as Council Member and attend the Council meetings (three/term).
- Encourage participation of all club members in club-related decisions.
- Assist in the completion of membership packets and all travel-related paperwork.
- Help ensure the safe operations of the club events.
- Help ensure that the facilities are used for the purpose for which they were intended.
- Attend all required meetings and trainings.
- Respond to emails/phone messages regarding travel and other Sport Club business within 48 hours.

Treasurer

It is recommended that the club's Treasurer is elected by members of the club no later than May 15th for the next academic year. The newly elected Treasurer will assume all responsibilities of the position the day after graduation. This is a summary of the responsibilities (not in order of importance):

- Attend all required meetings and trainings.
- If elected by the club, serve as Council Member and attend the Council meetings (three/term).
- Collect all membership fees and other payments (i.e fundraising), deposit these within 24 hours of receiving, and provide receipts for all transactions.
- Maintain membership lists.
- Make sure club funds are used properly. Be responsible for sound fiscal management and for payment of any debts which are incurred by the club.
- Be responsible for expending all organization funds to further the purpose(s) of the club and not for the private benefit of officers, members, coaches, and/or instructors.
- Be responsible for utilizing forms appropriately (must be familiar with the different forms).
- Attend a quarterly mini audit meeting in the Campus Recreation office.
- Maintain records of revenues and expenditures with excel document provided by the Campus Recreation office.
- Prepare a budget summary for the budget allocation meetings.

Important note: The Treasurer must be a currently enrolled student who is ON SITE to attend meetings and be active within the club all quarters of the academic year.

Safety Officer

Safety Officers may be selected in the fall term of that academic year. A minimum of 2 officers are required but a club may have more if they complete the required training. This is a summary of the responsibilities (not in order of importance):

- The primary responsibility is to be the onsite first responder during all club events and practices.
- Monitor and ensure a safe environment for all club events and practices (survey field, locate emergency exits, locate AED...).
- Attend all club events (practices, games, travel).
- Attend a Safety Officer training in the fall term.
- Maintain current CPR and First Aid certification (certification also provided to the clubs on specific dates communicated by Campus Recreation).
- Assist Sport Club Officers with compliance of SOU and league's policies and regulations.
- Be familiar with the Sport Clubs Concussion and Removal from Play Protocol.
- Ensure that a First Aid kit is available at all practices and competitions.
- Responsible for completing all necessary paperwork regarding an injury, accident, or incident during a practice or competition.
- Inquire about the well-being of teammates after injuries occur and relay information to the Campus Recreation staff.

Optional Officer Positions

Below is a list of other officers positions a club could have but are not required to.

- Fundraiser Officer
 - Attend Fundraising training in fall term.
 - Talk to / build a relationship with local businesses and funding providers.
 - Organise innovative fundraising activities to generate income.
 - Submit SOU Connect event form for all fundraisers a minimum of 2 weeks in advance.
 - Collaborate with other sport clubs on fundraising events.
- Outreach/Marketing Officer
 - Attend Social Media and Marketing training in fall term.
 - Submit all marketing requests to the Campus Recreation Marketing Coordinator.
 - Work with the Marketing Coordinator to produce all marketing/exposure needed for the club.
 - Manage club social media accounts, keeping it updated throughout the year.

- Manage clubs attendance to outreach events on campus (Involvement fair, orientation, etc.).
- Manage any other club recruitment efforts.

Club Officers Shared Expectations & Conduct

All Sport Club officers must adhere to the following expectations:

- Communicate frequently and effectively with Campus Recreation, including responding to emails, voice messages, and in-person requests.
 - Use SOU email only for email communications.
- Read and understand the contents of the Sport Clubs handbook.
- Read, understand and sign the universities “Student Organization Resource Handling Policy.”
- Complete and submit all required forms **on time**.
- Always ensure all club members are acting in proper conduct and professionalism as you are representing Southern Oregon University.
- Ensure responsible use of social media.
- Inform club members of policies, procedures, expectations, Code of Conduct, emergency procedures and other regulations that must be followed.
 - Sport Clubs officers can be held responsible for the actions of their club members.
- Communicate with local, regional, and/or national governing associations.
- Arrange all facility reservations for club functions through Campus Recreation.
- Leave facilities at the requested time with appropriate clean-up.
- Notify the Campus Recreation staff of all changes or updates to event schedule, practices, games, fundraising events, purchases, promotional materials, or any other club related activities.
- Ensure Sport Club Coach/Volunteer is not involved with club management decisions. The club officers are entirely responsible for their club management, including but not limited to: scheduling games/practices, coordinating travel/hotel arrangements, and all financial procedures, etc.

Club Conduct – All Members

All members must sign and adhere to the SOU Code of Student Conduct.

The SOU Code of Student Conduct applies on and off campus during Sport Clubs events. Sport Clubs members are expected to represent themselves and their club with sportsmanship-like

and moral behavior before, during, and after any sport club activity. Guidelines of the Code of Conduct include but are not limited to the following examples:

Participants shall not:

- Engage in illegal use, possession, or distribution of drugs or illegal substances while traveling, competing, socializing and/or using facilities including lodging spaces.
- Consume alcohol while traveling (from the time the team leaves campus to the time it returns), competing, or as a spectator.
- Violate any traffic violations when traveling for club functions.
- Engage in hazing, harassing, discriminatory or threatening actions.
- Violate any rules or regulations of any conference, league or association to which the club may belong.
- Violate any host University rules or policies, including the Student Code of Conduct (<https://inside.sou.edu/assets/policies/CodeofStudentConduct.pdf>).

Participants shall:

- Represent their club, the Campus Recreation Department, and Southern Oregon University in a positive and professional manner.
- Ensure that all team members adhere to the Code of Conduct.

Violations of the Code of Conduct may result in sanctions deliberated and voted during the Sport Clubs Council meetings.

SOU Dean of Students department might be involved in determining the appropriate disciplinary actions against clubs and/or individual participants that violate the Code of Conduct. Any appeal to the disciplinary decision can be made to the Campus Recreation staff.

Anti-Discriminatory, Gender-inclusive Statement and Explanation

Discriminatory harassment, hazing, and/or bullying based on race, color, national origin, disability, status as a veteran, religion, sex, sexual orientation, gender identity, age, and other identifiers is not tolerated as part of the SOU Sport Clubs program. SOU's anti-harassment policy can be found here: <https://inside.sou.edu/assets/policies/CodeofStudentConduct.pdf>

In regards to gender specific sport clubs, such as Women's or Men's Lacrosse, the SOU Sport Clubs program calls for respect of all individuals' gender autonomy; acknowledgement that biological sex, gender identity and gender expression are not binaries; and creation of spaces for those who are "traditionally excluded from participating on sex-separated or gender specific teams." The central purpose is to allow trans-identified athletes to play on a single-sexed team that "reflects their gender identity" and "promotes safety and self-esteem." It rejects the premise that athletic ability exclusively correlates with biological sex. In particular, regarding

sport clubs play, the SOU Sport Clubs program and Campus Recreation will provide support of clubs' trans-inclusive participation regardless of more restrictive trans-inclusive athletic policies put forth by governing bodies, such as associations, conferences, and unions of sports clubs.

Hazing

Per the SOU Student Code of Conduct, *10. Hazing. Any act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization is prohibited.*

Expressed or implied consent of the person subject to hazing is not a defense. Apathy and acquiescence in the presence of hazing are not neutral acts; they are violations of this rule. Acts are constituted as hazing when they endanger the physical, emotional, mental health or safety of an individual, or destroy or damage personal property.

Examples of hazing include, but are not limited to:

- Participating in calisthenics not related to a sport.
- Associating with specific people, but not others.
- Requiring acts of servitude.
- Forcing or coercing shaving of the head or any other part of the body.
- Conducting hunts or quests.
- Engaging in public stunts or buffoonery.
- Forcing, coercing, or encouraging someone to wear apparel that is conspicuous and not within community norms.
- Requiring or coercing tattooing, piercing, or branding.
- Engaging in or simulating sexual acts.
- Threatening or causing physical restraint or abuse (such as being held down, tied up, taped, or confined in a small space).
- Forcing or coercing consumption of any substance.
- Kidnapping, or transporting and abandoning, a person.
- Conducting interrogations.
- Requiring nudity in a public or private place.
- Causing excessive fatigue through physical or psychological abuse.
- Furnishing alcohol to minors, or requiring consumption of alcohol or use of illegal drugs by any person.
- Damaging, destroying, or stealing property.
- Identifying hazing targets or subjects on the basis of their race, religion, ethnic origin, gender, age, disability, sexual orientation, or other legally protected classification.

Important note: Determinations as to whether hazing occurred are made by Campus Recreation staff and the Dean of Students staff, based on severity, may be treated as a major infraction and/or forwarded on to University Administrators for further disciplinary action.

The Sport Clubs Council (SCC)

The Sport Club Council (SCC) is made-up of one of each club's officers (designated as the Council Member). The SCC meetings occur three times per term during the academic calendar and are mandatory for the Council Member to attend. If unable to attend, the officer is required to notify through email the Campus Recreation staff with a week's notice, or in case of emergency through an email any time prior to the meetings. Unexcused absences are considered as violations of the SC guidelines and will result in sanctions described in the judicial system section of this section.

The purpose of the SCC is to review, discuss and implement guidelines and regulations from SOU, Campus Recreation and the Sport Clubs Council. The SCC has the authority to vote and decide on the rewards and sanctions given to the clubs.

Judicial System

Rewards and Positive Point Accumulation

The following are a few *examples* of different ways to accumulate positive points. Point denominations will be decided on by the Council (half points cannot be assigned):

- Community service in Ashland, Rogue Valley and region (Beach clean-up, Food/shoe Drives, etc.).
- Club participation to selective SOU traditions (Move-in, SOU Parade, Homecoming, Pride Parade, etc.).
- Supporting other Sport Clubs events (case by case basis).
- The Sport Clubs Council has the authority to list additional positive point opportunities.

Infractions and Negative Point Accumulation

The following are a few *examples* of different infractions and negative point denominations assigned to them. Point denomination will be decided by the Council:

- 6-12 points: Failure to represent the University in a positive manner, i.e.; breaking State or Federal laws, any violation to the student code of conduct. Destruction of personal or private property resulting in charges to the club/SOU
- 5 points: Failure to complete proper trip/game approval forms

- 4 points: Participation by non-club members. Participation before completion of individual membership or club packets
- 3 points: Competition without Safety Officer present. Failure to submit Trip/Game approval form 2 weeks prior to date of trip/game
- 1-2 points: No show at Sport Clubs all-club training (less than 75% of club roster present). No-show at Council meetings. Failure to follow guidelines as written in current SC Handbook (depending on severity)

Important note: Half and 0 points can not be assigned for any infractions.

Point Status

0-5 points - No penalty

6-8 points - Loss of 50% of allocated funds for the current academic year and/or loss of 50% of reserved facility time. Clubs may owe money to the Sport Clubs Office from next year's budget if funds are not available at the time of infraction (in form of reduced allocation)

9-11 points - 25% additional deduction from allocated funds for current academic year and/or loss of facility reservations. Potential probation period with loss of travel/practice and/or other privileges

12 points - Loss of recognized status and probation for one year from the time of infraction

Any point accumulation by a club will be considered during the Allocation process. Points are for one academic year and start back to 0 every year.

Appeal Process

Any club involved in a Sport Club Council violation resulting in rewards and sanctions (reward and penalty points), has the right to appeal the decision of the SCC.

1. After notification from the SCC, the involved club has five days to respond with a written explanation of events and reason for disagreement with the SCC. The written report must be detailed and thorough. The appeal should be delivered to the Campus Recreation staff.
2. Campus Recreation will notify the SCC that there is an appeal. The SCC will meet to review the appeal.
3. At the regular Sport Clubs Council meeting, the Council reviews arguments from the offending club and deliberates.

4. The SCC votes to keep the sanctions as originally handed down, modify the penalty, or overturn the original decision. The final decision will be e-mailed to the club within two business days.

Important note: Appeals will only be heard for penalties involving four points or more. Three point penalties or less, may not be appealed.

Constitution and Bylaws

A constitution is a vital document for a sport club. This document can dictate both how its members behave and the financial wellness of the club.

- All sport clubs are required to have a constitution.
- The Constitution/Bylaws should include the following:
 - The purpose of your club
 - Member, coach and advisor expectations specific to your club
 - Membership dues and specific payment plans with specific timelines/deadlines
 - How leadership transition will be handled
- At the beginning of each academic year, the constitution should be updated and re-submitted to the Campus Recreation Staff.
- The Constitution and bylaws can be amended each year if all officers agree on the changes.
- All officers, members, and coach/volunteers should thoroughly understand the constitution.
- For new clubs, a template can be provided by the Campus Recreation office.

Financial Accounts | Where does your money come from?

The members of each club are primarily responsible for the financial support of their club. All student incidental fee allocated funds must be used for the benefit of the entire club. Below you will see three ways clubs have access to funding.

1. Allocation account (i.e. Sport Clubs' Allocation Student Fee Committee)

Allocated funds are resources collected from the Student Incidental Fee and dispersed through appropriate student run committees. Spending these resources requires following Student Fee and University spending policies. All unused funds are returned to the Student Incidental Fee reserve at the end of the period of time a student organization was given to spend. The SC Council presents to the Student Fee Allocation Committee to advocate for funds, the SC Council then meets in May to allocate those funds to specific clubs for the following year.

2. Club account (Membership Dues)

Club account funds are received from membership dues and fundraising. **No fundraiser can begin without the approval of the Campus Recreation Staff.** These resources allow more flexibility as funds rollover each year. University spending policies must still be followed.

Membership Dues

Sport Clubs may choose to charge team dues to help pay expenses not covered by the student incidental fee allocated funds. Officers are strongly encouraged to strictly enforce a due date for all dues. If officers decide to offer payment plans, plans are needed to be very clear (amounts and due dates). Both membership dues and payment plans need to be stated clearly in the club's Constitution/bylaws.

There are two methods participants can choose from when paying dues:

Cash or Check:

- Must be submitted to the club's Treasurer
- Treasurer is to provide a receipt to the member paying dues (receipt books are given to treasurer each year by Campus Recreation Staff)
- All checks are required to be made out to "SOU" with Sport Club Name in the memo
- Dues are never to be paid to an outside party, coach/volunteer or anyone else; all funds are required to come through Campus Recreation. Violation of this procedure will result in sanctions deliberated and voted by the SC Council.

3. Gift account (donations)

Student Organizations inherently have an educational purpose connected to the activities of the club. To that end, resources may be received from donations and fundraising that involve the donation of resources with no expectation of anything in return on the part of the individual/organization who is providing the resources. Monies and in kind donations given to a club without an exchange of a service or good. These resources must be spent according to donor wishes and the resources rollover each year. Resources held in university gift accounts must follow university spending policies. Resources held at the SOU Foundation must follow SOU Foundation's rules and policies.

Purchases and Reimbursements

All transactions must receive prior approval by the Campus Recreation Staff before the transaction occurs. Purchases made by individuals without proper approval will **not** be reimbursed.

Allowable purchases with Incidental Fee allocated funds include:

- Travel to/from competitions/games
- Lodging while traveling on official club business

- Registration and entry fees
- Conference/league dues
- Team/club equipment and supplies (must remain with the club)
- Officials/referee fees
- Gas or mileage (travel in personal vehicles)

Non-allowable purchases include, but are not limited to:

- Coach/Volunteer expenses (mileage, hotels, meals, apparel, etc.) unless approved by club officers and the Campus Recreation Staff
- Any items that will become the permanent possession of a member (mouthguards, warm-up jackets, socks, etc)
- Food
- Team parties/celebrations
- Start-up cash for a club event in which the club will make money (fundraising, special event, tournament, etc)

Purchasing and Reimbursement Process

- Club's Treasurers must be aware of all purchases/reimbursements.
- All purchases and reimbursements must be tracked on clubs budget grids.
- All forms are located on SOU Connect in "Sport Clubs Downloadable Forms."
- Club Treasurer and 1 other fund approver (other officer) must sign the form.
- Must put index code on the form to indicate which account the funds will be used.
- Gas or mileage can be reimbursed when personal cars are used to drive to events.
 - If gas purchase is being reimbursed, the original receipts need to be attached to the form.
- Original receipts must be provided to be reimbursed for all food purchases. This applies to students and coaches/volunteers.

Important note: Reimbursements must be turned in within three business days after purchase was made or the club has returned from traveling. Failure to do so will result in sanctions taken by SC Council.

Fundraising Guidelines

- For all fundraising events or ongoing fundraising, submit SOU Connect events form a minimum of two weeks prior to the event/start date.
- Any funds collected during an event needs to be collected and managed by the club's Treasurer and brought to the Campus Recreation Staff to be deposited into the club's account.
 - All transactions are to be recorded in the receipt book.

- All fundraisers must follow the Student Organization Resource Handling policy.

Fundraising Keys to Success

- Relationship Building
- Set fundraising goals and purpose (how much do you want to raise? By what date?)
- Have a specific Fundraising Officer
- Plan far in advance
- Dedication and consistency - every club member needs to be involved
- Follow-up with those who give: say Thank You!!

Coaches/Volunteers Expectations & Conduct

Sport clubs are not required to have a coach. Some leagues clubs participate in do require a designated coach. A coach can be an individual outside the SOU community or a fellow SOU student.

Prior to serving in any capacity:

1. Must be approved by the club officers.
2. Complete the SOU Volunteer Assumption of Risk form.
3. Sign the Sport Club Volunteer Acknowledgement form.
4. Confirm with the Campus Recreation staff they have reviewed the Student Code of Conduct.
5. Must provide proof of primary medical insurance.
6. Pass a criminal background check administered through the SOU.
7. Complete a Title IX/Sexual Harassment online training module administered by SOU Human Resources.
8. Have valid or acquire through Campus Recreation First Aid/CPR/AED certification.
9. Attend a quarterly meeting with the Campus Recreation staff.
10. If Coach or volunteer decides to drive to club events, they will need to have their drivers' clearance through SOU and be included in the travel approval request.

Coach/Volunteer Agreement

All Sport Club Volunteers must sign a coaching agreement form that includes the following:

- May act only in those areas in which they have been empowered by the club, subsequent to approval by the Campus Recreation Department. A sport club is first and foremost a student organization only to be administered by elected student leaders. Violation may result in termination.
- Shall obtain all certifications required by the Club and Campus Recreation Department.

- Shall not solicit money from any source, or purchase, rent or commit to anything in the name of Southern Oregon University or the club without the approval of the Campus Recreation Department.
- Shall conduct safe and well-organized practice sessions that will enable club members to develop and improve their skills.
- Shall give attention to appropriate safety practices, including the inspections of sports equipment and the reporting of any hazardous facility conditions.
- Shall promote fair play and good sportsmanship.
- Shall be familiar with the policies and procedures (as contained in the Sport Club Handbook) that govern the operation of Sport Clubs. They are expected to abide by all applicable rules and regulations of the University and any conference, league or association to which the club may belong.
- Shall represent the club, the Campus Recreation Department, and Southern Oregon University in a positive and professional manner.
- By accepting this position, the Coach/Volunteer commits to the following:
 - They are responsible and accountable to the Campus Recreation Department, as well as to the sport club for which they are coaching/volunteering.
 - They are responsible for any medical and/or other costs arising from any bodily injury or property injury that they sustain during the performance of coaching duties.

Sport Club Coach/Volunteer are classified strictly as volunteers with no compensation. The position is yearly and each coach/volunteer must be re-hired on an annual basis by the current club officers. The Coach/Volunteer may only be reimbursed for travel or any other cost related to club led events or competitions. Reimbursements must be approved by the club officers.

As parties to this agreement, the Coach/Volunteer and the club understand that either party may terminate this agreement at any time a party feels the obligations assumed by the other party are not being met. Termination must be in writing with the reasons for the termination stated, and a copy of the letter of termination must be provided to the Campus Recreation Department. The Campus Recreation Department may also terminate this agreement in the event the Coach/Volunteer fails to meet responsibilities described herein.

Faculty/Staff Advisor Expectations

All Sport Clubs are required to have a SOU Faculty or Staff advisor. The Faculty/Staff Advisor will help provide continuity to clubs, assist with the transition of officers each year, and provide guidance to the officers.

Prior to serving in any capacity:

1. Must be approved by the club officers.
2. Must be a part or full-time faculty or staff member of SOU.
3. Complete the Sport Club Faculty/Staff Advisor agreement on SOU Connect.
4. Confirm with the Campus Recreation staff they have reviewed the Student Code of Conduct.
5. Complete a Title IX/Sexual Harassment online training module administered by SOU Human Resources.
6. Attend a quarterly meeting with the Campus Recreation staff.
7. If the Advisor decides to drive to club events, they will need to have their drivers' clearance through SOU and be included in the travel approval request.

Faculty/Staff Advisor Agreement

- Be supportive, a resource person, accountable and available
- Maintain a high level of communication with the club officers and the Campus Recreation staff.
- Attend events, competitions, and meetings as much as possible.
- May act only in those areas in which they have been empowered by the club. A sport club is first and foremost a student organization only to be administered by elected student leaders.
- Provide continuity and stability as student leadership changes each academic year (including saving notes, and club files).
- Advise on budget preparation and financial efficiency.
- Provide an "outside" point of view and expertise.
- Serve as a resource on University policies and procedures.
- Provide the club with connections and networking support.
- Help Campus Recreation and club when organizational conflicts and issues arise.

Game/Competition Responsibilities**Pre Game Requirements**

- For all games and events outside of practices, submit SOU Connect Event form two weeks prior to game.
- If your league requires the Campus Recreation Staff to sign the roster, schedule a meeting with them three business days before the game.
- If your game roster is different then the SOU Connect Event form notify the Campus Recreation Staff no later than three business days before the game.

- If you need gameday support (i.e., ice, water, field paint, score keeping) note this on the SOU Connect Event form.
- If you collect any funds at the game/event refer to the Fundraising section of the handbook.

Important note: If your league requires athletic trainers during games, notify the Campus Recreation Staff four weeks prior to the game.

Before Game Begins

- Ensure your team members check-in with the Team Sports staff prior to the start of competition
- Ensure officers have checked in with refs and Athletic trainer on-site (if applicable).

Post Game Requirements:

- Submit post game SOU Connect form within 48 hours after competition or event.
- Bring injury/incident forms to the Campus Recreation office the next business day.

Field Usage

Both the Recreation Fields and Raider Stadium are used by various groups such as intramurals, PE classes, Athletics, and numerous sport clubs. Here are expectations Sport Clubs' teams must adhere to:

- **Clubs must coordinate game times with the Campus Recreation Staff to ensure the field is available when you are hoping to play.**
- Facility keys are to be checked out from the SRC front desk by club officers only.
- If you need to cancel a scheduled practice/game/reservation, contact the Campus Recreation office. Failure to do so will result in violations deliberated and voted by the SC Council (exception for inclement weather).
- Campus Recreation ensures equal access to SOU facilities for all sport clubs. If a club needs additional field reservations other than the regular weekly practices, bring a request to the SC Council for approval.
- Campus Recreation prioritizes academic performance over SC duties. If officers deem appropriate, field reservations can continue through finals week.
- Clubs Safety Officers are responsible to conduct a safety check of the field prior to every use.
- Clubs are responsible for clean-up of the field for all practices, games and events.
- Misuse of the field and equipment will jeopardize future use and club status.

- Clubs are required to respect the field and are responsible to leave at the designated end time.
- Facility rules must be followed.

Travel Procedures

General

- Any travel outside of Ashland city limits must have a completed travel itinerary submitted on SOU Connect at least two weeks (14) days in advance of the travel and approved by the Campus Recreation Staff. **A late request may not be approved and will result in sanctions deliberated and voted by the SC Council.**
 - If your game roster or itinerary is different than the SOU Connect Event form notify the Campus Recreation Staff no later than three business days before the game.
 - Clubs must come by the SRC and grab their first aid kits prior to traveling, the club's travel binder should be with clubs at all times while traveling in case of any emergencies.
 - If any of the travel policies and procedures are violated, the SC Council will deliberate and vote on appropriate sanctions on a case by case basis.
- Guests, friends and family are not permitted to travel with the members. Approved travel is only for club members and volunteers.
- Passengers are expected to behave in a manner that does not distract the driver.
- All members on the travel roster must have a completed Sport Club Membership form on file with Campus Recreation.
- Club members and coaches can **ONLY** receive reimbursement for club travel gas expenses if they have completed SOU Driver Clearance.
- Reimbursement forms must be submitted to the Campus Recreation office within 3 business days after travel.

Violations of travel policies, procedures, and Code of Conduct will result in sanctions taken by SC Council.

Driver and Vehicle Authorization

- All club members with the desire to drive a vehicle to or from a Sport Club competition must first complete a Drivers Clearance form administered by the Service Center for approval. Complete your request by providing the necessary information on the form at the link below:
 - <https://inside.sou.edu/sc/driver-clearance.html#ClearanceForm>

- Must list “Campus Recreation” as the Department
- Must use “RECPRG” index code
- All club members driving a motor pool van and/or a 12+ passenger van through Enterprise to or from a Sport Club competition, must first be driver cleared and then complete a van training administered by the Service Center.
- All personal vehicles used for transportation of Club members to and from a Sport Club related game/competition must be approved by submitting a valid Private Auto Certificate of Insurance form on each SOU Connect request.

Safety and Risk Management

Safety of sport club participants is of utmost importance. There are inherent risks of injury and/or death involved in all recreational and competitive sport programs. The participants in the Sport Clubs Program should be aware that involvement is voluntary.

In case of a serious injury while traveling immediately call 911. Next, call the Campus Recreation Staff to inform them of the situation. Remember to document the incident with dates, times, and actions taken on the Injury/Accident Report form. Refer to the Travel Binder for specific emergency action plans related to the incident.

1. Club officers, members, coaches, and volunteers should emphasize safety during all club activities.
2. Campus Recreation strongly recommends that all Sport Clubs participants have annual physical examinations. SOU and Campus Recreation assume no responsibility for any participant with an existing health condition that makes it inadvisable for them to participate in any given activity.
3. It is required that each individual sport club member secure their own Accident and Health Insurance. Campus Recreation does not provide insurance coverage for accidents or illness incurred while participating in the Sport Clubs. Participants must understand the risks involved with sport competition, and will not hold SOU liable for injury, damage, or loss arising from participation in all Sport Clubs activities.
4. Participants are required to wear proper attire and appropriate protective equipment.
5. Each participant recognizes they are always responsible for their own well-being and the well-being of the group they are a part of.
6. If an incident (i.e. fight, intoxication, theft, property damage, etc) or accident occurs, complete an incident report and notify Campus Recreation immediately.
7. In case of suspected head injury, the participant must adhere to the removal from and return to play process in line with concussion management.

Social Media Guidelines

If any questions, contact Market Coordinator, Heather Brock, brockh@sou.edu.

Social media are powerful communications tools having significant impact on organizational and professional reputations. Because they blur the lines between personal voice and institutional voice, Southern Oregon University provides the following guidelines to help clarify how best to enhance and protect personal and professional reputations when participating in social media.

- Respect copyright and fair use: When posting, be mindful of the copyright and intellectual property rights of others and of the university.
- Notify the Campus Recreation Staff if starting a new social media account

Important Note: Only use logos approved by the Campus Recreation Marketing Coordinator

Best Practices

- Think twice before posting: Privacy does not exist in the world of social media.
- Acknowledge who you are: If you are representing SOU and Campus Recreation when posting on a social media platform, acknowledge this.
- Link back to the University: Whenever possible, link back to the Campus Recreation Website or social media pages
- Protect the institutional voice: Posts on social media sites should protect the University's institutional voice by remaining professional in tone and in good taste.

For full social media guidelines: <https://inside.sou.edu/assets/marketing/docs/SOU-Social-Media-Guidelines-121412.pdf>