SPORT CLUB MANUAL

2013-2014
CONTACT INFORMATION

Colvin Recreation Center
Business Office       (405) 744-5510
Customer Service      (405) 744-3798
Equipment Room        (405) 744-4640
Fax                   (405) 744-7531

Sport Club Manager - Karissa Lowe
Office                (405) 744-7406

Sport Club Director - Kent Bunker
Office                (405) 744-5510
IMPORTANT NOTICES

Clubs should not hold on to cash that belongs to the club. For example, if Jon Doe gives the club officer his $100.00 dues in cash, the club officer needs to deposit that cash immediately. The officer should not spend that cash on club expenses. There needs to be a paper trail for all financial activity with the club. This includes entry fees paid in cash for a club hosted event.

Please contact Karissa if your club officers change.

You need to fill out a facility reservation form online at wellness.okstate.edu in order to reserve fields, meeting rooms, or courts. This must be done at least 48 hours in advance; however, I encourage you to turn in the paperwork as soon as you have your finalized schedule to assure the facility is available.

Matching Funds – By the end of the fall semester, each club is required to deposit a minimum of 25% of the annual AFAC allotment (up to $500) or $125, whichever is less.
**Philosophy**

1. The OSU Sport Clubs are recognized student organizations of Oklahoma State University. Sport Clubs can be competitive (with an emphasis of competing against other college and university sport club programs), recreational, instructional, and social in nature.

2. OSU Sport Clubs are members of the OSU Sport Club Council (SCC), which acts as an advisory board for all sport clubs. The SCC consists of 2 full-time staff members. The Director of Sport Clubs is available on a daily basis for individual consultation, attend all SCC meetings, and assist sport clubs in planning, organizing, and coordinating activities. The Director is the liaison between the University administration and the Sport Club program. The manager is responsible for recording all decisions of each SCC meeting and keeping reports of the finances. ALL financial transactions (expenses, deposits) must be handled through the Treasurer.

3. The OSU Sport Clubs differ from varsity athletics in that they are not scholarship-based. They are responsible for their own administration, expenses, and management. Sport Clubs are required to have a faculty/staff advisor, and may or may not have a coach.

4. The OSU Sport Clubs differ from Intramural sports in that they travel to other college and universities to compete, and they schedule their own practices, games and tournaments.

5. The size of the OSU Sport Club Program is dictated by student interest. New clubs are formed by interested students, while inactive clubs are allowed to dissolve. The most successful clubs are those with strong student leaders and active student involvement.

**Purpose**

1. Sport Clubs provide a wide variety of recreation and sport pursuits for the University community.

2. Sport Clubs allow students the opportunity to increase their skill in a specific sport or activity through practices, competition, and/or coaching.

3. Sport Clubs allow students the opportunity to exhibit and test their skills in competition against local or regional clubs, as well as other University Sport Clubs.

4. No club may restrict its membership on the basis of race, color, national origin, age or disability.

**Relationship to the University**

Sports Clubs may use the name of Oklahoma State University in their organization title. However, when using the University's name, club sports speak only for their club and do not officially represent the University or the Department of Campus Recreation.
**GENERAL SPORT CLUB INFO**

**Code of Conduct**

All student participants in a Student Sport Club will agree to abide by the following Code of Conduct and is liable for any infractions.

The student, as a voluntary participant in a University-funded Sport Club, has the obligation to conduct themselves in a manner that will present a positive reflection upon the Sport Club and the University that they represent. This includes their actions both on the field and off the field as well as during on campus or off campus competition. Any reported action that negatively reflects upon the Sport Club will be handled by the Director of Sport Clubs.

Additionally, student participants are bound by Oklahoma State University’s Student Rights and Responsibility found at

**Assumption of Risk**

All students who are involved with a Sport Club have the desire to participate. The student is aware that these activities involve physical and emotional risks, such as physical person-to-person contact, exertion, use of equipment, and the use of indoor and outdoor facilities.

The student voluntarily assumes all risk of accident, injury, damage, death, and/or loss to himself/herself or to his/her property which may arise out of participation in the Sport Club. The student also releases and discharges Oklahoma State University officers and personnel (paid or voluntary) for every claim, liability, or damage of any kind.

The student should not have any medical impairment, disease, physical liability, or injury that would prevent his/her participation in the Sport Club, and the student should have medical insurance that covers his/her participation
1. Sport Clubs are open to all interested students (undergraduate and graduate) that are enrolled at Oklahoma State University, regardless of skill level. Each student member is required to pay club dues.

2. All faculty and staff members are eligible to join Sport Clubs as an associate member (have no voting rights).

3. Each club is allowed to set its own policy pertaining to OSU alumni and/or members of the Stillwater community joining their club. In cases where individuals are allowed to become members, they are known as Associate Members and shall abide by University policy pertaining to Associate Members.

4. Each club's league or association rules dictate the requirements for those individuals competing as team members. These rules may exclude faculty, staff, alumni, or graduate students.

5. No club may restrict its membership on the basis of race, color, national origin, age or disability.

6. Intercollegiate athletes are allowed to join a sport club. However, if you are a member of an association, you need to check their rules on allowing intercollegiate athletes to participate in competition.

**INTRAMURAL ACTIVITY**

Only two sport club members (including coaches and advisors) are eligible to play on a team in their sport or corresponding sport. In their sport/corresponding sport, the team must play in “A” league competition.
Officers of student organizations are required to be enrolled full-time at OSU (12 hours). Officers must also keep a 2.0 GPA. Each individual group may set higher standards if it so chooses. All organizations are required to have the officer positions listed below. The officer’s and advisor’s name and phone number will be included on the sport club flyer and on the website.

1. President
   – Liaison between the club and the Director/manager of Sport Clubs
   – Conduct elections of officers
   – Attend all meetings called by the Director or manager of Sport Clubs
   – Insure that all required forms and reports are submitted on time
   – Inform club members of the contents of the Sport Clubs Manual
   – Ensure that the other officers are fulfilling their duties
   – Handle external issues of the club such as facility scheduling, communication with national governing body, etc.
   – Notify Karissa of any changes to roster, travel, game schedule, etc.
   – Check club mailbox

2. Vice President
   – Assist the president
   – Ensure all forms and reports are submitted on time

3. Secretary
   – Attend club meetings
   – Disseminate club information to its members
   – Submit Activity Report by Wednesday of each week
   – Maintain club records needed for the budget request

4. Treasurer
   – Collect dues and money earned from fundraising and turn in to Karissa
   – Keep a current running total of the club’s finances
   – Work with the President on preparing the club’s budget
   – Submit the expenditure request from along with the original receipt for reimbursement
**CLUB ADVISOR**

All student organizations are required to have an advisor who is a full-time faculty/staff, member and it is the club’s responsibility to find a volunteer to be their advisor. The advisor is to oversee your club to make sure the club is following University and sport club policies. The advisor must approve all reimbursements by signing the expenditure forms. The advisor’s involvement in your club is determined by you. Although we suggest that your advisor be extremely involved and hands-on with your club, it is not a requirement. It is suggested that your advisor has some basic knowledge about and sincere interest in the activities of the club. The advisor’s name and phone number will be included on the sport club flyer and on the website.

Possible roles of the advisor:

- Assist with activity planning, fund-raising, budget preparation
- Counsel on problems with club members
- Offer guidance
- Attend club meetings
- Travel with the club to tournaments/events if possible
- Resource regarding University matters

**CLUB MEMBERS**

All student organizations are required to have a minimum of 10 student members, not including officers.

**CHANGING OFFICERS**

The successful transition from outgoing to new leadership is vital to the continuing successful operations of the club. The following steps should be taken by the outgoing and incoming officers to ensure a successful transition:

- Turnover of all club records and inventory
- Review financial records
- Update your officer information with Karissa as well as CampusLink
- Review all forms (including last year’s budget request form)
A sport club must be considered active in order to access their funds. To be active, the club must have the following on file or online:

– Active in Campus Life (updated CampusLink – officers and re-election date)
– Officer list
– Member’s List - Should include only those members that have paid club dues (kept only by the club)
– Inventory List - A detailed list of all club inventory, estimated value, and location of each item (kept only by club)
– Previous semester summary
– Matching Funds – 25% of annual allocation up to a maximum of $125
– Weekly activity reports
– Have a constitution on file with Campus Life
– Travel notification forms turned in on time
– Dues turned in on time (checks should not be held for more than 3 days)
**Allocation from AFAP**

The SCC receives money from the Activity Fee Allocation Process every year. In February, clubs must turn in a budget request that details their operating expenses, revenues, and requested help from the SCC. The Ad Hoc Committee, which consists of one representative from 5 clubs, meets and looks over every club’s budget. The Ad Hoc Committee then writes up a report stating how much money they believe each club should receive for the upcoming school year. Once the allocation is given (usually in July), the SCC divides the money among all active clubs. This allocation is divided into 2 equal deposits - one for the fall semester and one for the spring semester. **If a club does not turn in their budget prior to the due date, they are not eligible to receive an allocation through SCC.** Allocations are designed to provide a fraction of the club's operating budget. All clubs are expected to supplement their allocation with the collection of dues, fund raisers, or by securing sponsors.

**Dues**

Each club is responsible for providing 25% of the first $500 of their allocation from SCC - due by the Friday of finals week of the Fall semester. (For example: If your club was allocated $1,000 from the SCC, the club must raise $125. However, if the club was allocated $300 from the SCC, the club must raise $75). Most clubs collect this matching fund requirement by charging its members semester or yearly dues.

**Fundraising**

Clubs are encouraged to participate in fundraising activities. Almost all activities are acceptable and do not need to be approved by Campus Recreation. However, no fundraising activity can contain alcohol. Donors can get a tax break for their donation if the money is deposited in to the foundation account.

**Sponsors**

Clubs are encouraged to find sponsors for their team. Ask local or state businesses that are in the same expertise as your sport. The only exception to sponsors is that they cannot be alcohol or tobacco related. Donors can get a tax break for their donation if the money is deposited in to the foundation account.


DEPOSITS

Colvin Center Account

We accept cash, check, or credit card (Visa and MasterCard). Members can come to the Colvin Center to pay for their dues with their credit card. Or, clubs can get a PayPal Here card swipe from Karissa so the club can collect credit card payments immediately (fees apply).

All deposits must be kept with the University. This includes member dues, funds raised through sales and solicitation, etc. **Clubs are NOT allowed to open private savings or checking accounts.** In order to make a deposit, you will need to fill out a deposit slip. Then take the deposit slip with the cash and/or check to the Colvin Center Business Office. Deposits can only be made Monday—Friday 8:00am to 5:00pm. Deposit forms can be found online or in the SCC mailboxes. **Checks should be made out to your clubs name** (i.e. OSU Weightlifting, OSU Soccer, etc.). Checks should be deposited within 3 days of the date written on the check!

Deposits made through the SCC account are not a tax write-off.

Foundation Account

In order for the donee to write-off the donation on their taxes, the donation must be made through the foundation. The SCC has a general sport club account set up at the Foundation. See Karissa if you have a donor wishing to donate money, equipment, etc. and would like it to be a tax write-off.

Donation of Goods - Foundation Account

Donors may donate items to the club and receive a receipt for charitable contributions. Please see Karissa for the forms but the donor name, address, and description of property is required. We also need a letter from the donor or an invoice showing the value of items donated.

Balancing the Account

Karissa will keep current financial records for all clubs. You may see your current account balance in real time by using the dropbox website (ask Karissa for the website). The club’s treasurer is expected to also keep a running balance of their club’s budget. Any differences should be reported to Karissa.
# SPORT CLUB DEPOSIT

**CLUB NAME:** Skydiving

**OFFICER NAME:** Karissa Lowe

**DATE:** 8-20-09

<table>
<thead>
<tr>
<th>PAYEE NAME</th>
<th>REV. SOURCE (dues, donation, fundraiser, apparel, entry fees, etc.)</th>
<th>DESCRIPTION (for all rev. sources except dues)</th>
<th>CASH AMOUNT</th>
<th>CHECK AMOUNT</th>
</tr>
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<tbody>
<tr>
<td>Sarah Pifer</td>
<td>Dues</td>
<td></td>
<td>100.00</td>
<td></td>
</tr>
<tr>
<td>Trevor Lowe</td>
<td>Dues</td>
<td></td>
<td>100.00</td>
<td></td>
</tr>
<tr>
<td>Palomino’s</td>
<td>Donation</td>
<td>For Drop Zone tournament</td>
<td>500.00</td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL FOR EACH PAYMENT TYPE**

- CASH AMOUNT: 100.00
- CHECK AMOUNT: 600.00

**TOTAL DEPOSIT:** 700.00

**FOR OFFICE USE ONLY:**

Initials: __________

Invoice #: _______________
There are three ways to pay expenses: Check, credit card, or campus invoice. All three methods of reimbursement require you to fill out an expenditure request form. These forms are located online or in the club mailboxes. **Sport clubs are NOT tax-exempt.**

**Checks**
It will take about 2-3 weeks for a check to arrive at the destination - so plan accordingly! Make sure to turn in your paperwork in advance. A lack of planning on your part does not require an emergency on my part. If the check is to an individual, you must have their social security number, CWID (if an OSU student), and correct mailing address. If the check is to a business, you must know their FEI # or EIN (federal employment identification number or employer identification number). To obtain this nine digit number, you should call the company and ask for the accounting department.

**Credit Card**
A credit card can be used to pay for items online or over the phone. However, it must be done in Karissa’s office.

**Fuel Card**
A fuel card is available for check out through Karissa (used to buy fuel and any pump).

**Campus Vendor Invoice (CVI)**
Any purchases with OSU must be done on a campus vendor invoice. The club needs to get the department’s name and account number from Karissa.

**Expenditure Request Form**
Please fill out every line of the form. A club officer AND advisor must sign the form before it is turned in to Karissa for processing. **An original receipt must be attached to all expenditure requests. The receipt must also be itemized (showing the items bought). The receipt must show that the item was paid for.** An invoice that just states the total will NOT work. It must show that a sale was made (by MasterCard, Visa, check, cash, etc.).

**Cash**
There is not a way to withdraw cash from your account.
Sports Club Expenditure Request

**Club Name:** Skydiving  
**Date:** 8/22/09

<table>
<thead>
<tr>
<th>Pay to</th>
<th>Check mailed to individual</th>
<th>Check mailed to business</th>
<th>Payment by credit card</th>
<th>Campus vendor invoice</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trevor Lowe</td>
<td>$46.00</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **Identification #**: 555-55-5555  
- **CWD**: 10011111
- **Phone #**: 405-744-5510
- **Street Address**: 706 S Adams  
- **City, St, Zip**: Stillwater, OK 74074
- **Description of purchase**: Fuel to event in Norman

Signatures to approve this expense to be taken out of the club’s account:

- **Club Advisor Name**  
- **Club Officer Name**  
- **Advisor Signature**  
- **Officer Signature**

Original invoice(s) must be attached. The invoice must be itemized and show proof of payment.

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FREQUENT EXPENSE PROBLEMS

Lost Receipt
If the purchase was from a company, call them and request a copy. If it was a paid by an individual, a copy of his/her transactions on a bank statement will work (as long as an invoice, flyer, or some other itemized documentation of the expense is provided). The statement must have their name on it, name of the business, and amount.

Paying for a Service
You must create an invoice (Microsoft Word will have templates). The invoice must have the person’s name, address, and phone number. The invoice must also include the type of service and amount. This is mainly used to reimburse referee’s.

Name on Receipt and name on Expenditure Form
The two have to match! The name on the receipt is the person who will get reimbursed.

Hotel Receipts
The confirmation email will NOT work. The receipt must show that the rooms were actually paid for.
Travel Notification Form

Sport Club travel regulations are designed to ensure the safety of all club members while traveling. Sport Clubs may travel to participate in events and tournaments anywhere they choose.

A travel notification form must be turned in online 2 days prior to departure. If this form is not turned in, you will NOT be reimbursed for expenses incurred while traveling.

In case of an accident or any other problem, the club should complete an accident report form and turn it in to Karissa within 48 hours of the accident.
Mail
Mail can be delivered to the Colvin Center and a staff member will inform you that you have mail. Your club’s mailing address is:

Club Name
Colvin Recreation Center
Stillwater, OK 74078

Posting flyers in campus buildings
A club representative must bring all material to be posted to Campus Life for an authorization permit. Upon completion of the permit, the representative will be allowed to stamp each poster with a stamp available in Campus Life. Once this is done, Campus Life will give the representative a listing of approved posting areas on campus.

You may also use the bulletin board in the entry way hallway of the Colvin (last board on your left when you walk in). Flyers advertised in the Colvin do not need to be stamped. You may also put flyers in the wooden kiosk (labeled Sports Clubs) attached to the wall by the bulletin board.

Display Case
The display case in the Student Union will help promote program activities and events on campus. To utilize the display cases, the sponsoring group must stop by the Campus Life office.

Meeting Rooms
Student organizations may reserve rooms in the Student Union and classroom building for meetings. To reserve a space in the Union, contact SU Building Services at (405) 744-5232. For classroom building rooms, contact the Registrar’s at (405) 744-6885. Clubs may also use rooms in the Colvin Center. See the facilities section below on how to reserve Colvin rooms.

Use of Campus Grounds
A permit must be obtained from Campus Life. Tents and lawn signs must be approved for placement by Physical Plant and Campus Life.
Facilities

Colvin Recreation Center classrooms, facilities, or practice fields are reserved in the business office. A club officer will need to fill out a request form, which can be found online or at the Colvin Center. This form will be reviewed by an administrator who will check for schedule conflicts. Within two days you should receive an email saying whether your reservation is approved or denied. Clubs wishing to use Gallagher lba, Pickens Stadium, or Hedge Field need to contact the Sport Club Director who can obtain necessary permission from the Athletic Director.

Storage

The Colvin Center has cages for clubs to store their equipment, jerseys, etc. Please see Karissa if you would like to get a storage unit. The units are above the MAC gym in a locked storage case.

Fax Machine

The Colvin Center has a fax machine for clubs to use. Please see Karissa if you would like to use the machine for club purposes. To have club documents faxed to the Colvin Center, our fax number is (405) 744-7531.

O’Collegian

Club officers will want to be familiar with two section of the O’Collegian: Society Squares and Student Notices. Society Squares are limited to university accounts, faculty, student groups, and students. Student Notices are limited to university clubs. Both are excellent ways to announce club meetings, practices, and activities. Both services can be charges to your clubs account. Society Squares and Student Notices are placed at the Classified Department, located in Room 109 of the Paul Miller Journalism building.
Pre-Finals and Finals Week

During pre-finals week (commonly known as dead week) no student or campus organization may hold meetings, banquets, receptions, or sponsor/participate in any activity, program, or related function which requires student participation.

Any deviation from the above policy must have prior approval of the Department Head, the Dean of the College, and the Vice President for Academic Affairs and Research.

University Logo / Apparel

OSU has an official style guide detailing which logos are approved for use (including full color, single color, and black and white). Their website is trademarks.okstate.edu. Not only should you make sure you are using the right logo but you also need to make sure your screenprinting/embroider place is on the approved list (see their website as well).

Excerpts from their website:

Oklahoma State University has registered the names, logos, and trademarks of the university with the Patent and Trademark Office of the United States as well as the Oklahoma Secretary of State. Products bearing those marks and distributed for resale or used for other promotional purposes are subject to the licensing policies of the University.

Recognized and registered student organizations may use the marks in connection with their mission as a student organization at Oklahoma State University for their own internal consumption. Items bearing the marks of the University that are to be used in fundraising projects will be assessed the appropriate royalty fees.

The Office of Trademarks and Licensing has established licensed agreements with a number of suppliers who provide a variety of products. A complete list of all current licensees may be obtained by contacting the University’s Licensing Director. Departments or student groups seeking a supplier should first review this list to determine if the required items may be obtained from one of the current licensees. Only officially licensed vendors will be approved to produce merchandise bearing the Oklahoma State University marks.