Table of Contents

Introduction and Philosophy ........................................................................................................... 3
Staff and Contact Information ........................................................................................................ 5
Conduct and Discipline .................................................................................................................. 7
Gender Discrimination and Sexual Harassment .............................................................................. 11
Club Membership ......................................................................................................................... 15
Officer Responsibilities .................................................................................................................. 18
Executive Committee .................................................................................................................... 21
Role of Advisor and Coach ............................................................................................................ 23
Allocation System ........................................................................................................................ 25
Funding ........................................................................................................................................ 29
Deposits ......................................................................................................................................... 32
Expenses ....................................................................................................................................... 35
Travel ............................................................................................................................................ 38
Risk Management and Emergency Action Plan ............................................................................ 40
Facilities and Services ................................................................................................................... 43
Miscellaneous Information ............................................................................................................ 47
Forms ............................................................................................................................................ 49
  Budget Request ............................................................................................................................ 50
  Travel Notification ....................................................................................................................... 54
  Post-Travel .................................................................................................................................. 55
  Team Profile ................................................................................................................................. 56
  Fundraising Proposal .................................................................................................................. 57
  Additional Funds Request ........................................................................................................... 58
  Inventory ..................................................................................................................................... 59
  New Club Interest ....................................................................................................................... 60
  Expenditure Form ....................................................................................................................... 61
  Reimbursement Form .................................................................................................................. 62
Introduction and Philosophy
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 Competitive Sports office consists of 2 full-time staff members and five graduate assistants who help assist the SCC. The Assistant Director of Rec Programs is available on a daily basis for individual consultation, attends all SCC meetings, and assist sport clubs in planning, organizing, and coordinating activities. The Assistant Director is the liaison between the University administration and the Sport Club program. The Graduate Assistants are 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 Competitive Sports Office.

3. 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. 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.
Competitive Sports Staff & Important Contact Information
Assistant Director of Recreation Programs .................................................. Jason Linsenmeyer
                                                jasonjl@okstate.edu
Administrative Support Specialist .......................................................... Ashley Williams
                                                ashley.r.williams@okstate.edu
Competitive Sports Office .............................................................................. (405) 744-7407
Business Office .............................................................................................. (405) 744-5510
Graduate Assistants ...................................................................................... (405) 744-5346
    Brandi Abercrombie .............................................................................. brandi.abercrombie@okstate.edu
    Joe Fastuca .............................................................................................. joseph.fastuca@okstate.edu
    Cameron Milam ........................................................................................ cameron.milam10@okstate.edu
    Brett Powell .............................................................................................. brett.powell@okstate.edu
    Klee Sellers .............................................................................................. klee.sellers@okstate.edu
Equipment Room .......................................................................................... (405) 744-4640
Fax .................................................................................................................. (405) 744-7531
Competitive Sports Check Line .................................................................. (405) 744-7533
OSU PD .......................................................................................................... (405) 744-6523
On Campus Room Reservations ................................................................. (405) 744-6570
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
    104 Colvin Recreation Center
    Stillwater, OK 74078
2017-2018 GA Sport Club Assignments

**Brandi Abercrombie** .......................................................... brandi.abercrombie@okstate.edu
Bow Fishing
Polo
Running
Men's Soccer
Triathlon
Cycling
Practical Shooting

**Joe Fastuca** .............................................................................. joseph.fastuca@okstate.edu
Baseball
Men's Lacrosse
Motocross
Tennis
Ultimate Frisbee
Water Polo

**Cameron Milam** ......................................................................... cameron.milam10@okstate.edu
Archery
Dance Company
Golf
Quidditch
Women's Soccer
Women's Volleyball
Powerlifting

**Brett Powell** ............................................................................. brett.powell@okstate.edu
Bass Fishing
Hip Hop Dance
Men's Rugby
Shotgun
Urban Gaming
Wakeboard
Swimming

**Klee Sellers** ............................................................................. klee.sellers@okstate.edu
Badminton
Cricket
Karate
Conduct & Discipline
Discipline and Student Code of Conduct

All student participants in a 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 Sport Club, has the obligation to conduct themselves in a manner that will present a positive reflection upon the Sport Club and Oklahoma State 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 Assistant Director of Recreation Programs and the Sport Club Executive Committee.** Additionally, student participants are bound by Oklahoma State University’s Student Rights and Responsibility found at [https://studentconduct.okstate.edu/code](https://studentconduct.okstate.edu/code).

All individuals who are removed from competition (home/away) due to disciplinary issues will be subject to punishment. Each individual will be required to meet with the Competitive Sports Office before they are allowed continue participating in any club related activities (including practice). A minimum of a one match/event suspension will be given to any sport club member removed from competition. The final decision regarding punishment will be decided by the Sport Club Executive Committee. Any appeal of punishment will be made through the Assistant Director of Recreation Programs.

State of Oklahoma Hazing Law

- No student organization or any person associated with any organization sanctioned or authorized by the governing board of any public or private school or institution of higher education in this state shall engage or participate in hazing.
- Any hazing activity described in subsection F of this section upon which the initiation or admission into or affiliation with an organization sanctioned or authorized by a public or private school or by any institution of higher education in this state is directly or indirectly conditioned shall be presumed to be a forced activity, even if the student willingly participates in such activity.
- A copy of the policy or the rules and regulations of the public or private school or institution of higher education which prohibits hazing shall be given to each student enrolled in the school or institution and shall be deemed to be part of the bylaws of all organizations operating at the public school or the institution of higher education.
- Any organization sanctioned or authorized by the governing board of a public or private school or of an institution of higher education in this state which violates subsection A of this section, upon conviction, shall be guilty of a misdemeanor, and may be punishable by a fine of not more than One Thousand Five Hundred Dollars ($1,500.00) and the forfeit for a period of not less than one (1) year all of the rights and privileges of being an organization organized or operating at the public or private school or at the institution of higher education.
Any individual convicted of violating the provisions of subsection A of this section shall be guilty of a misdemeanor, and may be punishable by imprisonment for not to exceed ninety (90) days in the county jail, or by the imposition of a fine not to exceed Five Hundred Dollars ($500.00), or by both such imprisonment and fine.

For purposes of this section:

- “Hazing" means an activity which recklessly or intentionally endangers the mental health or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization operating subject to the sanction of the public or private school or of any institution of higher education in this state:
  - “Endanger the physical health" shall include but not be limited to any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, alcoholic beverages as defined in Section 506 of Title 37 of the Oklahoma Statutes, non-intoxicating beverage as defined in Section 163.2 of Title 37 of the Oklahoma Statues, drug controlled dangerous substance or other substance, or any other forced physical activity which could adversely affect the physical health or safety of the individual; and
  - “Endanger the mental health" shall include any activity, except those activities authorized by law, which would subject the individual to extreme mental stress, such as prolonged sleep deprivation, forced prolonged exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual.

Alcohol, Drugs, and Tobacco Use

Alcoholic beverages, drugs and tobacco products are not permitted on or within the playing confinement of the Competitive Sports playing areas. Contests will not be played and will result in forfeits if such substance abuse is present. The Sport Club Staff assigned to the playing contest have the authority and responsibility in making decisions regarding individuals who are not permitted to participate based on:

- A student's breathe smells of alcohol.
- A student's actions and language are unacceptable.
- Teams and/or individuals guilty of alcohol or drug use will be asked to leave the playing area and will be barred from further participation. Violators will be suspended for 1 semester or the equivalent of 1 semester.
- Such violation may also be subject to prosecution under the terms of the University Student Conduct Policies.
- The consumption of alcohol during away matches or during club travel is strictly forbidden. Any club in violation of this policy will be subject to discipline.
- Consumption or sale of alcohol during club sponsored events (including fundraisers) is prohibited.
Any participants or teams who have been ejected due to substance abuse may be required to meet with the OSU Alcohol and Substance Abuse Center and provide documentation to the Assistant Director before they are allowed to participate.
Gender Discrimination & Sexual Harassment
Sexual Harassment

Sexual harassment is defined as unwanted, deliberate or repeated sexual behavior, verbal or non-verbal comments, gestures or touching. Such unwelcome sexual behavior or physical conduct of a sexual nature, or derogatory verbal references to characteristics of persons of a certain sex constitutes sexual harassment when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment or academic activities;
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or
3. Such conduct has the purpose or effect of unreasonably interfering with a person’s work, performance, or creating an intimidating, hostile or offensive working or learning environment.

Sport Club participants shall strive to create and promote environments which are FREE of unwelcome sexual advances, sexually suggestive remarks or any other sexually harassing action. Any employee or student who has a complaint of sexual harassment is encouraged to follow the procedures outlined below.

Procedures

The following steps may be helpful if you are in a situation where sexual harassment exists:

1. You should immediately approach the person(s) who is harassing you or another employee. Inform them that their action is offensive and they should stop their actions or comments. It is advisable that someone else accompanies you when you speak to the person(s), preferably a fellow employee of the Competitive Sports office, or club officer/coach.
2. If the comments or action does not cease or you do not feel comfortable approaching the person(s), you should report the situation to your immediate supervisor.
3. You should immediately write down the names of witnesses and a description of the incident. Incident report forms are available at the Competitive Sports Office. When you write the incident report, indicate what has occurred and the action you have taken. Do not provide judgmental information such as “the person should be expelled from the facility.”
4. If you feel threatened or in danger, do not leave the building alone. Call 911 and ask that a security officer escort you to your automobile or to your home.

Any sexual harassment by a professional staff member should be reported to Kirk Wimberley, Interim Director of Wellness.

Quid Pro Quo
- This for that or something for something
- Hostile work environment
- Employment or educational decisions/expectations are based on employee/student’s submission to or rejection of sexual advances, requests for sexual favors, or other behavior of a sexual nature

Examples
- Employer offers the employee a promotion in exchange for a sexual favor
- Making work assignments or grades conditional upon the submission to a sexual request
- Use of position as leverage in order to intimidate the student or employee into complying with the request.

Hostile Work Environment

- Speech or conduct that is severe and/or pervasive enough to create an abusive or hostile work environment

Examples
- Unwanted jokes, gestures, offensive words on clothing, and unwelcome comments
- Touching and any other bodily contact such as scratching or patting a student or coworker’s back, grabbing a student or employee around the waist, or interfering with an student/employee’s ability to move
- Repeated requests for dates that are turned down or unwanted flirting
- Displaying sexually suggestive objects, pictures, or posters
- Playing sexually suggestive music

Sexual Misconduct and Title IX

Sexual Misconduct is a form of Sexual Harassment. Sexual Misconduct encompasses any nonconsensual contact of a sexual nature. It may vary in its severity and consists of a range of behavior that includes, but is not limited to:

- Sexual violence; sexual advances; requests for sexual favors; indecent exposure; and other verbal, nonverbal or physical unwelcome conduct of a sexual nature, where such conduct is sufficiently severe, persistent or pervasive
- When a hostile environment is created…

Examples
- Unwanted sexual touching/ exposure
- Explicit sexual language, gestures or threats directed towards another student or employee
- Nonconsensual sexual assault and Forced rape
- Stalking a student or employee
Comfort Zones

People have different confront zones for different relationships, different environments; and different circumstances. **Each member of the campus community is responsible for preventing sexual harassment** and ensuring that the work and academic environments are harassment-free. Become informed about sexual harassment. **Evaluate your own behavior** to ensure that you are not engaging in sexual harassment. Just because you believe your behavior, actions or language is appropriate, does not mean others think it is appropriate.

Retaliation

What is Retaliation?
- Adverse action taken against an employee because he/she complained of harassment or discrimination
- Demotion
- Discipline
- Termination
- Salary reduction
- Change in job duties

Summary

- Oklahoma State University is committed to maintaining a work and academic atmosphere which is free of intimidation, fear and coercion.
- Sexual harassment is defined as:
- Unwelcomed sexual advances
- Requests for sexual favors
- Any behaviors of a sexual nature where:
- Submission to such conduct is a term or condition of an individual’s employment or participation in a university-sponsored educational program or activity
- Submission to or rejection of such conduct is used as the basis for academic or employment success
- Such conduct creates an intimidating, hostile or offensive environment
Sport Club Membership

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. A transgender student will be allowed to participate in any sports activity that is consistent with the National Governing Body’s existing policies for that sport.
7. 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.

Active Status

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

1. Active in Campus Life (updated CampusLink – officers and re-election date)
2. Officer list
3. Member’s List - Should include only those members that have paid club dues (kept only by the club)
4. Inventory List - A detailed list of all club inventory, estimated value, and location
5. Club Rosters on IMLeagues
6. Updated game schedules
7. Have a constitution on file with Campus Life
8. Travel notification forms turned in on time
9. Dues turned in on time (checks should not be held for more than 3 day)
10. Proper representation at Sport Club Officer Meetings
11. Completion of Officer’s Orientation Workshops
12. Maintaining regular contact with the Competitive Sports Office.
13. Positive representation of self, club and OSU.

Becoming a New Sport Club

17
Any student interested in forming a new sport club must follow the following guidelines

1. Apply to be a registered Student Organization through Student Life (Student Union)
2. Contact the Competitive Sports Office regarding your intentions to form a new sport club and fill out the new sport club form.
3. Once approved by Student life, the organization must present a presentation in front of the Sport Club Executive Committee to be approved. The committee will then decide if you can become part of the Sport Club Council.

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 Wellness.

The club will also need to turn in a copy of their constitution and be active on CampusLink. Last, if your club is allocated money from the Student Activity Fee Committee, the club is required to raise 50% of their allocation during that school year. This is usually done through fundraising and donations.
Officer Responsibilities
Sport Club Officers

Each individual group may set standards for club officers if it so chooses (minimum credit enrollment hours, minimum GPA, etc.). 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. Example of officer duties are listed below:

1. President
   - Liaison between the club and the Assistant Director and Graduate Assistant of Sport Clubs
   - Conduct elections of officers
   - Attend all meetings called by the Assistant Director and Graduate Assistant 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 the Competitive Sports Office of any changes to roster, travel, game schedule, etc.

2. Vice President
   - Assist the president
   - Ensure all forms and reports are submitted on time
   - Acts in place of the president when necessary.
   - Oversees club correspondence, match and tournament scheduling, travel arrangements and membership information.
   - Often heads special projects / committees such as fundraising drives, tournament arrangements, publicity and promotion campaigns, etc.

3. Secretary
   - Attend club meetings
   - Disseminate club information to its members
   - Maintain club records needed for the budget request

4. Treasurer
   - Collect dues and money earned from fundraising and turn in to the Competitive Sports Office
   - 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
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:

1. Turnover of all club records and inventory
2. Review financial records
3. Update your officer information with the Competitive Sports Office as well as CampusLink
4. Review all forms (including last year’s budget request form)

At least one club officers from each club will be required to have a semester meeting with the Sport Club GA. The responsibilities listed above should be considered as a guide to the office and not a complete position description. Other duties mentioned in this manual, as well as anything pertaining to the well-being of the club or its relationship to Competitive Sports is the responsibility of the club president or officer position as designated by the club leadership.

In each club it is important that officers work together. Duties often overlap and projects cannot be successfully conducted without the cooperation of all officers and members involved. It is highly recommended that each club create committees as a means of distributing the club workload and preparing other members to assume leadership positions in the future.

Every sport club should devise a plan for the training of new officers so that the transition between executives does not impede the club’s progress. The Assistant Director of Rec Programs can suggest several strategies including job shadowing, officer orientation, development of position descriptions, overlapping term of office, and an executive committee format for governing club affairs.
Executive Committee
The Sports Club Executive Committee is an elected group of club officers that serves the common interest of the Sport Club Program.

Committee Membership

- The committee will be comprised of: 1 Advisor, 5 sport club officers, 1 competitive sports supervisor, and a sport club graduate assistant. Any ties associated with voting by the Executive Committee will be broken by a SCC staff member.
- Elections will be held at the end of each school year. Appointment lasts for 2 academic years.
- No club can be represented on the committee in consecutive terms.
- Must currently be a sport club officer and club must be in good standing

Responsibilities

- Attend monthly committee meetings
- Oversee sport club disciplinary hearings
- Review all sport club allocation proposals and recommend budget allocations for following academic year
- Recommend yearly policy and procedure changes for sport club handbook
- Facilitate new sport club proposals
- Miscellaneous duties
Role of Advisor & Coach
Coach

Sport Clubs are not required to have coaches. Coaching positions may be filled by someone from inside or outside the university community with the approval of the club members and the Assistant Director of Rec Programs. As a student organization, it is important to remember that the internal organization and decision making of the club must be left to the club membership and leadership. A coach has many opportunities to provide a positive influence on club members, both in terms of skill development and in interpersonal development. However, the coach must also be aware of the limitations of the position within the Sport Clubs Program. The coach must follow all University and departmental policies and procedures and DOES NOT take the place of the club’s officers. Matters involving the management of the club MUST be the responsibility of the club officers and members.

Within the Sport Clubs Program structure, the coach serves to schedule and structure workouts, skill improvements, and game strategy. The Assistant Director of Rec Programs has the right and obligation to protect the club by releasing any coach from their position if they are not deemed to be working in the best interest of the club. The dismissal of the coach is not subject to appeal. Each coach will be required to sign a Coaches’ Expectation form at the beginning of each school year. All coaches who will need access to the Colvin Recreation Center for practice or games will be given a complimentary pass. This pass will allow coaches access to the facility during scheduled practice times ONLY. Any coach caught using this pass to access the facility at any other time will result in club discipline, and the coach will be required to purchase a Colvin Center membership at his/her own expense.

Advisor

All student organizations are required to have an advisor who is an OSU 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 the club is determined by student members. 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

Allocation System
The Oklahoma State Sport Club allocations will be based upon a grade sheet system. Clubs will be required to follow the given criteria each semester in order to ensure they receive their maximum allocated funds.

**Sport Club Grade Sheet**

The grade sheet will be based upon a point system that factors in administrative deadlines, meeting attendance, and club involvement. Every club will receive a grade each semester that affects their allocated amount for the succeeding semester. Each club receiving a grade below a D will be placed on probation and will not receive any funds for the next semester.

Grade = \[
\frac{(Points\ earned + Bonus\ points) - Deductions}{Total\ Points\ Possible}
\]

Grade Sheet Scale

<table>
<thead>
<tr>
<th>GRADE</th>
<th>SCALE</th>
<th>INFORMATION REGARDING GRADE</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>≥ 100%</td>
<td>-</td>
</tr>
<tr>
<td>A</td>
<td>90% - 99.99%</td>
<td>-</td>
</tr>
<tr>
<td>B</td>
<td>80% - 89.99%</td>
<td>-</td>
</tr>
<tr>
<td>C</td>
<td>70% - 79.99%</td>
<td>-</td>
</tr>
<tr>
<td>D</td>
<td>60% - 69.99%</td>
<td>-</td>
</tr>
<tr>
<td>F</td>
<td>33% - 59.99%</td>
<td>Placed on probation with no funding provided the following semester</td>
</tr>
</tbody>
</table>
## Administrative Paperwork

<table>
<thead>
<tr>
<th>REQUIRED DOCUMENTS</th>
<th>DEADLINE</th>
<th>POINTS ALLOCATED</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fall Semester</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Practice Time Request</td>
<td>8/16/16</td>
<td>50</td>
</tr>
<tr>
<td>Officer List</td>
<td>8/16/16</td>
<td>100</td>
</tr>
<tr>
<td>Game Schedule</td>
<td>9/2/16</td>
<td>50</td>
</tr>
<tr>
<td>Handbook Quiz</td>
<td>9/9/16</td>
<td>Test out of 50 points. Points awarded based on % scored</td>
</tr>
<tr>
<td>Team Roster (on IMLeagues)</td>
<td>9/9/16</td>
<td>50</td>
</tr>
<tr>
<td>Student Life Registration</td>
<td>Constitution date</td>
<td>25</td>
</tr>
<tr>
<td><strong>Spring Semester</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Practice Time Request</td>
<td>1/18/17</td>
<td>50</td>
</tr>
<tr>
<td>Officer List</td>
<td>1/18/17</td>
<td>100</td>
</tr>
<tr>
<td>Budget</td>
<td>1/27/17</td>
<td>200</td>
</tr>
<tr>
<td>Game Schedule</td>
<td>2/3/17</td>
<td>50</td>
</tr>
<tr>
<td>Team Roster (on IMLeagues)</td>
<td>2/10/17</td>
<td>50</td>
</tr>
<tr>
<td>Inventory List</td>
<td>4/21/17</td>
<td>100</td>
</tr>
<tr>
<td><strong>Additional Paperwork</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Facility Requests</td>
<td>2 weeks in advance</td>
<td>25 per form</td>
</tr>
<tr>
<td>Travel Forms</td>
<td>2 weeks in advance</td>
<td>25 per form</td>
</tr>
<tr>
<td>Post Travel Form</td>
<td>48 hours after travel</td>
<td>15 per form</td>
</tr>
</tbody>
</table>

## Required Meetings

<table>
<thead>
<tr>
<th>Meetings</th>
<th>Date</th>
<th>POINTS ALLOCATED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall All Sport Club Meeting (Min. 2 Officers)</td>
<td>8/18/16</td>
<td>100</td>
</tr>
<tr>
<td>Sport Club Retreat (2 Officers Required)</td>
<td>8/20/16</td>
<td>100</td>
</tr>
<tr>
<td>Club Specific Fall Semester Meeting</td>
<td>Before Dec.</td>
<td>100</td>
</tr>
<tr>
<td>Spring Sport Club Meeting (Min. 2 Officers)</td>
<td>1/19/17</td>
<td>100</td>
</tr>
<tr>
<td>Club Specific Spring Semester Meeting</td>
<td>Before May</td>
<td>100</td>
</tr>
</tbody>
</table>
### Bonus Points

<table>
<thead>
<tr>
<th>% of Total Club Membership</th>
<th>Points per hour of community service</th>
</tr>
</thead>
<tbody>
<tr>
<td>20%</td>
<td>2</td>
</tr>
<tr>
<td>40%</td>
<td>3</td>
</tr>
<tr>
<td>60%</td>
<td>4</td>
</tr>
<tr>
<td>80%</td>
<td>5</td>
</tr>
<tr>
<td>100%</td>
<td>6</td>
</tr>
</tbody>
</table>

### Additional Bonus Points

- **Sport Club Executive Committee Member**: 15
- **Charity Donations/Fundraisers (Needs to be pre-approved)**: 50

### Generated Sport Club Income

Additional points will be given to clubs who fall under the different tiers of generated income set forth below. A club’s generated income can include money from dues, fundraising, grants, and donations. Any club not meeting any of these minimum tiers will not receive any bonus points, but also will not lose points for failing to reach the lowest tier. The generated income totals will be reviewed each semester, at which point additional points will be awarded.

<table>
<thead>
<tr>
<th>Minimum Generated Amount</th>
<th>Additional Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tier 1: $10,000</td>
<td>50</td>
</tr>
<tr>
<td>Tier 2: $5,000</td>
<td>40</td>
</tr>
<tr>
<td>Tier 3: $2,500</td>
<td>30</td>
</tr>
<tr>
<td>Tier 4: $1,000</td>
<td>20</td>
</tr>
<tr>
<td>Tier 5: $500</td>
<td>10</td>
</tr>
</tbody>
</table>

### Deductions

<table>
<thead>
<tr>
<th>Reasoning</th>
<th>Deduction Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Club Discipline</td>
<td>Amount determined on case-by-case basis</td>
</tr>
<tr>
<td>Unexcused Sport Club Executive Committee Absence</td>
<td>-20</td>
</tr>
</tbody>
</table>
Funding
Allocation from AFAP

The SCC receives money from the Activity Fee Allocation Process every year. In January, clubs must turn in a budget request that details their operating expenses, revenues, and requested help from the SCC. The Executive Committee, which consists of one representative from 5 clubs, 1 advisor, 1 sport club supervisor, and a sport club graduate assistant meet to look over every club’s budget. The Executive 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, 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 by 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/donors.

- All clubs who turn in a budget and are in “active status” with Competitive Sports and Campus Life will receive their Fall Allocation.
  - In order to receive their Spring Allocation, clubs must raise funds matching 50% of their yearly allocation amount by June 30th.
- New clubs will receive a maximum of $500 for their yearly allocation for their first year.

**Fundraising**

Clubs are encouraged to participate in fundraising activities. Almost all activities are acceptable but need to be approved by the Competitive Sports Office. However, no fundraising activity can contain alcohol or tobacco. Donors can get a tax break for their donation if the money is deposited in to the foundation account.

Each club is responsible for matching 50% of their allocation from SCC each year due by June 30th. (For example: If your club was allocated $1,000 from the SCC for the school year, the club must match $500 each year.) Club dues cannot be counted as the 50% total matching of the allocation. **All fundraisers need to be pre-approved by the Competitive Sports Office.**

**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.
Typical Funding 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 referees.

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.
Deposits
Colvin Center Account

We accept cash, check, credit card (Visa and MasterCard), or PayPal. Members can come to the Colvin Center to pay for their dues with their credit card. Deposits made through the SCC account are not a tax write-off. 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 101 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 Colvin Office. **Checks should be made out to your clubs name (i.e. OSU Weightlifting, OSU Soccer, etc.).** Checks should be deposited the next day from the date written on the check!

PayPal

Clubs can get a PayPal Here card swipe from the Competitive Sports Office so the club can collect credit card payments immediately (fees apply). Or, payments may be sent via PayPal to sportclubs@okstate.edu. The club name must be in the description field!

Foundation Account

In order for the done 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 the Assistant Director 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 the Competitive Sports Office 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

Competitive Sports will keep current financial records for all clubs. You may see your current account balance in real time by using the Dropbox website (ask Assistant Director 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 the Competitive Sports Office.
### SPORT CLUB DEPOSIT

**CLUB NAME:** Skydiving

**OFFICER NAME:** Karissa Lowe

**DATE:** 8-20-09

<table>
<thead>
<tr>
<th>PAYEE NAME</th>
<th>REV. SOURCE</th>
<th>DESCRIPTION</th>
<th>CASH AMOUNT</th>
<th>CHECK AMOUNT</th>
</tr>
</thead>
<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>

<table>
<thead>
<tr>
<th>TOTAL FOR EACH PAYMENT TYPE</th>
<th>100.00</th>
<th>600.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>TOTAL DEPOSIT</td>
<td>700.00</td>
<td></td>
</tr>
</tbody>
</table>

**FOR OFFICE USE ONLY:**

Initials: __________  Invoice #: _______________
Expenses
There are four ways to pay expenses: Check, credit card, PayPal, or campus invoice. All 4 methods of reimbursement require you to fill out an expenditure request form. These forms are located online or in the Colvin Office. **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 the SCC’s 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 Competitive Sports Office.

*This is the preferred way to pay for expenses.*

**Fuel Card**

A fuel card is available for check out through the Competitive Sports Office (used to buy fuel at any pump). No additional purchases outside of fuel should be made with this card.

**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 Jason.

**Cash**

There is not a way to withdraw cash from your account.
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 the Competitive Sports Office 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.). **If a receipt, it must show proof that account was used** (bank statement).

| CLUB NAME: | Skydiving | DATE: | 8/22/09 |
| Pay to: | Trevor Lowe |
| Amount: | $45.00 |
| Identification #: | 555-55-5555 | FEI #: | |
| CWD: | 10011111 | Account #: | |
| Phone #: | 405-744-5510 |
| Street Address: | 706 S Adams |
| City, St, Zip: | Stillwater, OK 74074 |
| Description of purchase: | Fuel for 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: ___________________________

FOR OFFICE USE ONLY:

Date rec’d: ________ Voucher #: ________

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

*If you would like to have the Competitive Sports office pay for an expenditure using the credit card, fill out the payment by credit card section.
Required Documents

Itemized Receipt

1) Business
2) Date
3) Item Purchased
4) Price of Item
5) Amount of Bill
6) Method of Payment

Bank or Credit Card Statement

Name

Transaction
Travel
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 WEEKS PRIOR** to departure. If this form is not turned in, you will NOT be traveling to an event. Post-travel forms will be due within **48 HOURS** of returning from an event. In case of an accident or any other problem, the club should complete an accident report form and turn it in to the Assistant Director within 48 hours of the accident. Trip Insurance may be available through Campus Life. OSU Sport clubs are not allowed to reserve University vehicles. You may use Motor Pool to secure rental cars from other companies in Stillwater and still pay the University price.

**Travel Standards:**

1. Each driver must have a valid and approved driver’s license for the type vehicle being operated and be rested.
2. Each driver must be insurable.
3. Occupants of motor vehicles should use seat belts or other approved safety restraint devices required by law or regulation at all times when the vehicle is in operation.
4. Drivers shall not drive impaired as defined by the laws of the State of Oklahoma and shall not use alcohol eight (8) hours prior to or during operation of motor vehicles.
5. The total number of passengers may not exceed the number of seatbelts available.
6. The maximum number of hours a driver may drive is ten (10) hours (including fuel and rest stops) following at least eight (8) consecutive hours of sleep/rest.
Risk Management & Emergency Action Plan
Emergency Action Plan

For minor injuries (Away Events)

- A qualified individual should render first aid as required on the spot.
- Complete an Injury Report form or notify the Competitive Sports Office whether the host site completed an injury form.

For injuries requiring medical attention:

- Designate someone to take the injured party to the local medical facility. Under no circumstances should he/she go unescorted.
- Complete an Injury Report form and submit it the same day as the injury.
- If a student has been unconscious he/she must be taken to a local medical facility. Immediately contact the Competitive Sports Office.

For Emergencies:

- **Call 911 and request EMS.**
- Explain the nature of the emergency and inform them if there is/isn’t an EMT on the scene.
- Give them clear and specific directions to the site.
- Provide the name and exact location of the victim, a brief description of the injury, identification of the caller, and phone number.
- Meet emergency personnel at the entrance to the building or scene of the accident and guide them to the injured party.
- Emergency personnel will be responsible for determining if and how the injured party shall be transported and whether to transport to the Health Center or the local hospital.
- Please remember that all patient information is confidential and should not be discussed with others. Immediately contact the Competitive Sports Office.

If you are involved in an accident:

- Stop immediately and notify the local police or call 911.
- Once you have called 911, then notify the Competitive Sports Office immediately after taking any steps necessary for emergency care. If you are unable to get a hold of the office please try and contact one of the Competitive Sports Graduate Assistants.
- Fill out a police report (necessary for insurance purposes).
- Obtain the names and addresses of all witnesses.
- Avoid giving statements as to who is at fault. Do not make any offers to pay damages. Fault or legal liability will be decided by the appropriate authorities.
- If you are driving a rental vehicle, follow the notification and emergency procedures outlined in the rental packet.
Concussion Protocol:

- The on-site competitive sport supervisor will determine when an injury occurs if there is a suspected concussion for any participants on our facilities. If the supervisor determines there might be a suspected concussion from their observation then that individual(s) will be removed from all participation and the concussion forms will be filled out. If a participant has been removed that individual(s) cannot play or practice until they are cleared by the OSU Health Center or a primary physician with written documentation (return to play form) sent to the Competitive Sports Office.
- If a participant is transported to the hospital for a concussion when playing at another campus or facility the Competitive Sports Office must be contacted by a member of that club. Proper documentation and a return to play form must be submit to the office before that individual(s) will be cleared to participate.

Severe Weather Procedures:

- It is the responsibility of the competitive sport supervisors to be aware of severe weather during games/matches.
- OSU has installed and utilizes its own lightening detection and notification warning system to determine the proximity of lightning. When lightening is detected within 8 miles of campus an auditable horn will blast and a strobe light will flash and will remain flashing until an “all clear” is sounded. When lightning is detected the warning device will be a solid 15 second horn blast. The outdoor alerting system is located on the SW corner of the Fire Publications building and on top of the Wellness Center. Other outdoor alerting systems have been placed around campus for detection. The strobe light will continue to flash until all lightning within the 8 mile radius has stopped for a duration of 30 minutes. The 30 minute window will continue to reset when there is lighting within the 8 miles. All outdoor playing facilities must be cleared until the “all clear” sound blast and the strobe light has stopped flashing. Participants and staff must all be cleared from the playing facilities and seek shelter immediately.
- It is up to the competitive sports supervisor to decide if playing field conditions are unsafe. If it is determined unsafe the current game(s) will be cancelled and/or postponed. DO NOT jeopardize participants’ safety.

Weather decisions are made by the Competitive Sports Office by 2pm Monday-Friday. The Rec Check line is available to call after 2pm. Please do not call the Competitive Sports Office prior to 2pm as no decisions will have been made. Clubs will be notified during weekend games if field conditions are unsafe.
Risk Management

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. Signing the Assumption of Risk Waiver is required of all Sport Club Participants in order to practice or compete. The waiver can be signed once you login to IMLeagues using the following link and clicking register on the left hand side of the page:
https://wellness.okstate.edu/intramural/intramural-sports
Facilities & Services
Practice

Clubs needing field space are allotted 2 days for practice and up to 2 hours per practice. Days are limited to Monday – Thursday. Clubs will not be charged a reservation fee or lighting fee if it is a regularly scheduled and approved practice. Bathrooms will not be unlocked for practices. The lights are set on a timer, so please let the Competitive Sports Office know if the on/off time needs to be adjusted. There are occasions where the box loses power and/or needs to be reset and the lights do not come on for practice. If this happens, please call the Colvin Center front desk at 405-744-3798 and ask to speak with the manager on duty. The manager has several responsibilities at the Colvin Center, so they will come turn the lights on at their earliest convenience. It is not their fault that the lights did not come on, so please do not be rude to the managers. Email the Competitive Sports Office when the lights don’t come on so they can adjust or fix the problem/schedule.

Field Painting

All clubs are allowed to request fields to be painted for events/games. Competitive Sports will not paint fields for practices. Field painting request forms need to be completed and submitted to the Competitive Sports office at least 2 weeks prior to the event. If you fail to submit your form at least 2 weeks prior your club will be charged a $100 late fee. In the event your club wants to have a field painted for your games/matches you must provide at least two members of your club to be present. These individuals must understand the dimension of the playing field and assist with painting until it has been completed.

Hosted Events

Clubs needing field space for events are asked to fill out a facility reservation request found online at https://wellness.okstate.edu/sport-clubs/sport-club-forms. Reservations are not confirmed until you receive a confirmation email. Clubs will not be charged a reservation fee or lighting fee if it is a confirmed event. Bathrooms will be unlocked if requested for games/matches.

General Field Policies

- Do not use the field when it is raining. We only do maintenance on the field in the summers (hence why the fields are closed in the summer) so please do not ruin the grass by playing when the fields are wet. The Competitive Sports Office makes weather decisions to cancel games by 2:00pm. If intramural sport games are canceled then sport clubs will also be cancelled for that day. The Competitive Sports Office will send out an email when canceling because of weather.
- OSU is tobacco free so please refrain from smoking, chewing, etc. while on the fields.
- Pets are not allowed on Department of Wellness fields.
• Please do not drive/park on the fields or on the gravel drive leading to the building. The gravel drive is for use of emergency vehicles so do not block the drive. You can park in the lot north of the fields or along the side of the street.
• Please pick up trash on the fields. If trash looks full, let the Competitive Sports Office know and they can schedule an extra trash pick-up.
• Be respectful of other clubs and obey your scheduled practice time and field.

**Colvin Recreation Center**

Classrooms, facilities, or practice fields are reserved in the Competitive Sports Office. A club officer will need to fill out a request form, which can be found online. 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 Iba, Pickens Stadium, or Hedge Field need to contact the Athletic Department to obtain permission.

**Storage**

The Colvin Center has a limited number of cages for clubs to store their equipment, jerseys, etc. Please see the Competitive Sports Office if you would like to get a storage unit. The units are above the MAC gym behind a locked cage and door.

**Fax Machine**

The Colvin Center has a fax machine for clubs to use. Please see the Competitive Sports Office 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**

The O’Colly can be used as a resource to market Sport Club materials. Any charges associated with marketing through the newspaper will be an expense of the club.

**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 flyer/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.
Miscellaneous Information
Relationship to the University

Sport 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 Wellness.

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.

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 screen printing/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.
Forms
Oklahoma State University Sport
Club Council
Budget Request 2017-2018

Club Name: ____________________________
Semesters Active: ____________________________
Amount of dues paid per person per year: $__________________________
# Active due paying members: ____________________________ (Men) ____________________________ (Women)

Outcome of Events/Competitions for Fall 2016, and Scheduled Events for Spring/Summer 2017:

<table>
<thead>
<tr>
<th>Event Name</th>
<th>Location</th>
<th>Date</th>
<th>Average # Participating</th>
<th># of Games Played</th>
<th>Rank/Place</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Additional events not listed above for 2017-2018 school year

<table>
<thead>
<tr>
<th>Event Name</th>
<th>Location</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Estimated Club Expenditures for 2017-2018

***Look at your current account statement to get estimated values
Please detail each item. For example: for #3e, put 2 events

X 10 people X 2 meals X $5 a meal = $200.
1. Equipment $ __________
   a. New Equipment $ __________
   b. Repair/Maintenance $ __________
   c. Storage $ __________


### Uniforms
- d. Uniforms
  - $__________ (Total equipment)
- e. Other
  - $__________

### Advertising
- 2. Advertising
  - a. Printing/copies
    - $__________
  - b. Table registration fees
    - $__________
  - c. A-frame wooden signs
    - $__________
  - d. O’Colly advertisement
    - $__________
  - e. Other
    - $__________

### Travel
- 3. Travel
  - a. Registration/Entry Fees
    - $__________ (total travel)
  - b. Fuel
    - $__________
  - c. Vehicle Rental
    - $__________
  - d. Accommodations
    - $__________
  - e. Food
    - $__________
  - f. Other
    - $__________

### Contractual Services
- 4. Contractual Services
  - a. National/Local Affiliation Dues
    - $__________ (total contractual)
  - b. Officiating Fees
    - $__________
  - c. Other
    - $__________

### Insurance
- 5. Insurance
  - $__________ (Total insurance)

### Social Expenses Total
- 6. Social Expenses Total
  - $__________ (Total social)

### Miscellaneous Expenses Total
- 7. Miscellaneous Expenses Total
  - a. ________________
    - $__________ (Total miscellaneous)
  - b. ________________
    - $__________
  - c. ________________
    - $__________
  - d. ________________
    - $__________

### Estimated Total Expenses
- $__________
Estimated Club Income for 2017-2018

1. Membership Dues for Year
   (Fee $_________ X # of Members ________)
   $ ______________ (Total dues)

2. Fund Raisers
   Types of activities:
   $ ______________ (total fundraising)
   __________________________
   __________________________
   __________________________

3. Donations/Gifts/Sponsors
   $ ______________ (Total donations)
   Explanation:
   Name | Length of Service | Description of Gift
   __________________________ | ______ | __________________________
   __________________________ | ______ | __________________________
   __________________________ | ______ | __________________________

4. Personal Expenses
   $ ______________ Average amount each member will be expected to spend,
   to support his/her participation:
   ($________ x # of Members________) (total personal) excluding food,
   __________________________

Estimated Total Income
   $________________________

STUDENT ACTIVITY FEE ALLOCATION REQUEST

   Estimated Expenses  $ ______________
   Minus Estimated Income $ ______________
   AMOUNT REQUESTED $ ______________
**STUDENT ORGANIZATION TRAVEL NOTIFICATION**

**Forms should be submitted prior to leaving for planned trip.** Attach additional pages to this form as necessary to provide all required information and supporting documentation.

Name of Student Organization: ______________________________________________________

**E-MAIL** for confirmation: ______________________________

**Proposed Trip:**

<table>
<thead>
<tr>
<th>Beginning Date:</th>
<th>Time:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Ending Date:</th>
<th>Time:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Type (#) of Vehicle(s):**
- Van (15 passenger) __________
- Van (12 passenger) __________
- Tahoe (7 passenger) __________
- Other (specify) ________________

**Description of purpose of trip; include itinerary and destination points:**

____________________________________________________________________________
____________________________________________________________________________

**The listed supporting documentation must be attached:**
1. Conference/meeting/trip agenda;
2. Copies of driver license and insurance verification for each driver;
3. Map (MapQuest or Google maps) showing planned route and driving time;
4. Accurate list of students being transported.

Person to call for clarification: ____________________________ Phone: ______________

<table>
<thead>
<tr>
<th>Name(s) of Driver(s):</th>
<th>Driver’s License No.:</th>
<th>Expiration Date</th>
<th>Personal Ins. Policy#</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*NOTE:* Drivers may incur personal liability in the event of an accident. Only drivers listed are allowed to drive the vehicle if approved. Use additional page if necessary.

<table>
<thead>
<tr>
<th>Authorization Signatures:</th>
<th>Phone #</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Organization President:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Oklahoma State University  
Sport Clubs  

Post Travel Form

This form must be completed and turned into the Competitive Sports Office 48 hours after you return back to Stillwater. This form must be completed for all travel outside of Stillwater. If you fill out travel forms then you must complete this form when you return.

<table>
<thead>
<tr>
<th>Sport Club:</th>
<th>Event Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Event:</td>
<td>Location:</td>
</tr>
</tbody>
</table>

Please list the results of competition or event:

________________________________________________________________________________

________________________________________________________________________________

________________________________________________________________________________

Please list any club or individual honors/recognition from event:

________________________________________________________________________________

________________________________________________________________________________

________________________________________________________________________________

Please list any injuries or incidents that occurred during the trip:

________________________________________________________________________________

________________________________________________________________________________

________________________________________________________________________________
Oklahoma State University
Sport Clubs 2017-2018
Team Profile

Club: ___________________________ Date: __________

Is this the first active semester of the club (probationary period)? Yes □ No □

Contact Officer: __________________________ Email: __________________________ Phone: __________

Team Email Address (i.e. OSUTRI@gmail.com):

Team Website (Include FB, Twitter, etc):

Webmaster: __________________________ Email: __________________________

Membership:

Estimated # of Members: Fall Semester _______ Spring Semester _______

Dues: _______ Semester or Yearly

How many squads does your team have (A/B/C; Practice/Competitive):

Squad 1: # of Members____ Type ______ Squad 2: # of Members____ Type ______

Season:

When does your season begin: __________ When does your season end? __________

When do your practices begin/end if different from above? __________

National Governing Body (if applicable):

Does your club belong to a national governing body? Yes □ No □

Name of governing body: __________________________ Website Link: __________________________

Contact for national governing body:

Name: __________________________ Position: __________________________

Email: __________________________ Phone: __________________________

Does your club need to submit an official roster/eligibility report to your national governing body?

Fall □ Due Date: __________ Spring □ Due Date: __________

Does your club have a collegiate national championship?

Location: __________________________ Date: __________
Oklahoma State University
Sport Clubs
Fundraising Proposal and Request Form

This form MUST be completed and turned in to the Competitive Sports Office for each fundraising activity the club plans to participate in over the course of the academic year. Upon the conclusion of the fundraiser, clubs are required to complete the summary information on the form within 48 hours of completing the fundraiser.

Club Name________________________________________ Date____________________________

Fundraiser Event_______________________________________________________________________

Fundraiser Contact__________________________________ Phone #_________________________

Fundraiser Address__________________________________ Website_________________________

Date of Fundraiser______________________________ Time___________________________

Location___________________________________________ Payment_________________________

Description of Responsibilities: __________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
___________________________________________________________________________________

Number of Club Members Participating________________________

Anticipated Expenses________________________ Anticipated Income____________________

Summary

Actual Expenses _____________________________ Actual Income __________________________

Total Profit __________________________________

Feedback

_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

57
Oklahoma State University
Sport Clubs
Additional Travel Funds Application

Club Name: ______________

Number of club members traveling: ______________

Dues paid per club member: ______________

Travel Dates: ______________ Location of Event: ______________

Mode of Transportation: ______________

Budget: Total Cost (may be estimated):

Total Transportation (airfare, vans, buses, gas, etc…): ______________
Total Lodging: ______________
Entry/Tournament Fees: ______________
Other Costs (food, equipment, etc…): ______________

Budget: Total Cost per Traveling Member:

Budget: Revenue/Income:

Fundraising: ______________
Community Service: ______________
Allocation: ______________
Donations/Sponsorships: ______________
Other: ______________

Please explain why your club deserves Additional Travel funding (i.e. out-of-pocket expense burden on club members, qualifying process, location, amount your club has raised to date, etc…)

________________________________________

________________________________________
Oklahoma State University
Sport Clubs
Equipment Inventory

Sport Club: ______________  Date: ______________

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Quantity</th>
<th>Purchase Date</th>
<th>Condition</th>
<th>Where Is It Stored</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Oklahoma State University
Sport Club
New Club Interest Form

Type of Club: ________________________________ M W Coed

Proposed Name of Club: _________________________________________________________________

Type of Facility need by your club: __________________________________________________________
Equipment Needs: ______________________________________________________________________

Preferred practice days and times: __________________________________________________________

Will the club be competing against other colleges/universities or are you registering as a recreational club? Explain:
_____________________________________________________________________________________

If yes, indicate the colleges, universities and/or club teams in the area that you will be competing against
_____________________________________________________________________________________

Why would you like to have this club on campus?
_____________________________________________________________________________________

Prospective Advisor
Name: ____________________________ Phone No. ____________________________

How do you plan to supplement your budget? (I.e. fundraisers, dues, donations, etc.). Indicate approximate income from each.
_____________________________________________________________________________________

Person completing this form:
Name: ____________________________
Email address: ____________________________
Year in School: ____________________________
Phone Number: ____________________________

Attach the following item to this completed form: Roster of 10 currently enrolled students interested in joining the prospective club (include name, CWID, and year in school)
Oklahoma State University
Sport Club
Expenditure Request

EXPENDITURE REQUEST

Club Name: ____________________________ Date: __________

TO PAY BY CREDIT CARD

Pay to: __________________________________________
Amount: __________________________________________
Phone Number: ____________________________________
Description of Purchase: ____________________________

TO PAY BY CHECK

Pay to: __________________________________________
Amount: __________________________________________
FEI #: __________________________________________
Street Address: __________________________________
City, State, Zip: __________________________________
Phone Number: __________________________________
Description of Purchase: ____________________________

TO PAY BY CVI

Pay to: __________________________________________
Amount: __________________________________________
Account #: ______________________________________
Phone Number: __________________________________
Description of Purchase: ____________________________

Club Advisor Name ____________________________
Advisor Signature ____________________________

Club Officer Name ____________________________
Officer Signature ____________________________

FOR OFFICE USE ONLY

Date rec’d: __________
Voucher #: __________
# SPORT CLUB REIMBURSEMENT FORM

<table>
<thead>
<tr>
<th>Club Name:</th>
<th>Date:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Pay to:</th>
<th>Amount:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>SSN and CWID:</th>
<th>Street Address:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>City, State, Zip:</th>
<th>Phone Number:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Description of Purchase:</th>
<th></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Club Advisor Name</th>
<th>Club Officer Name</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Advisor Signature</th>
<th>Officer Signature</th>
</tr>
</thead>
</table>

---

**FOR OFFICE USE ONLY**

Date rec'd: 

Voucher #: 

#