

# CLUB SPORT OFFICER TRAINING

**FALL 2023**

# Competitive Sports Staff

Assistant Director -Daniel Fragel

Coordinator - Brandon Bermea

Administrative Support Specialist- Andrea Kissman

Graduate Assistant- Isaac Estrada

Graduate Assistant- Kayla Polanco

Graduate Assistant- Sophia Thomas

Office Number: 405-744-7407

Office Hours: Monday-Friday 8a-5p



# CLUB SPORT VALUES

**Inclusive. Experience. Leadership**





TEAM



**BSN SPORTS™**



**BSN SPORTS**



# BSN SPORTS x OSU PARTNERSHIP

**JOE BOB WRIGHT | BSN SPORTS SALES PRO**

- 405-334-2024
- [jbwright@bsnsports.com](mailto:jbwright@bsnsports.com)
- Stillwater Native
- Bi-monthly on-site visits



# BSN SPORTS x OSU PARTNERSHIP

## BSN Benefits

- 35% Discount on Nike Stock Apparel & Uniforms
- 30% Discount on Nike Team Footwear
- 15% Discount on BSN Sports Products
- MY TEAM SHOP Opportunity
- Access to Products & Colors
- Discount Code
- [bsnsports.com/vault](https://bsnsports.com/vault)



# BSN SPORTS x OSU PARTNERSHIP

## BSN Benefits

- QR CODE FOR 20% OFF AT BSNSPORTS.COM



*Philanthro Pete*





# 2023-24 Sport Club Assignments

2023-24 SPORT CLUB ASSIGNMENTS					
DANIEL	BRANDON	ISAAC	KAYLA	SOPHIA	PA
Program Assistance	Baseball	Cornhole	Archery	Badminton	
Cricket	Competitive Cheer	Dance Company	Men's Volleyball	Barbell	
Golf	Cycling	Hip-Hop Dance	Pickleball	Bowling	
Hockey	Disc Golf	Men's Soccer	Quadball	Men's Rugby	
Polo	Men's Lacrosse	MMA/Karate	Tennis	Women's Basketball	
Roundnet	Officials Association	Practical Shooting	Ultimate Frisbee	Women's Rugby	
Rowing	Triathlon	Shotgun	Women's Volleyball	Running	
Sailing	Women's Lacrosse	Women's Soccer		Swimming	
Unified	Women's Wrestling				
Wakeboard					

# OFFICER EXPECTATIONS



# OFFICER EXPECTATIONS

- **Communicate regularly** with your Competitive Sports Representative
- Attend all Officer Meetings
- Maintain active status by meeting all **deadline requirements**
- Delegate/share responsibilities with all club officers, you are not alone and do not need to do it all by your self
- Create a team environment, be transparent and include others in decision making
- Represent your self, club and OSU positively in all you do
- Assist with on-boarding new clubs officers



# CODE OF CONDUCT

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 Competitive Sports and the Sport Club Executive Committee.

Respectful of fellow clubs before and after practices/events; as well as any Department of Wellness staff or OSU employees.



# TRADITIONAL YEAR OVERVIEW

## 2.1 MEETING DATES

MEETING	DATE	LOCATION
Fall Officer Meeting 1	August 23, 2023	Seretean Wellness Auditorium
Fall Officer Check In	October 31, 2023	Mid Semester Deadline
Spring Officer Meeting 1	January 17, 2024	Seretean Wellness Auditorium
Spring Officer Check In	March 8, 2024	Mid Semester Deadline

## 2.2 FALL DEADLINES

ACTION	DATE	LOCATION / ADDITIONAL INFO
Officer List (Updates)	August 1, 2023	DSE
Fall Practice Schedule (Updates)	August 21, 2023	Email to Competitive Sports Rep
Team Rosters on DSE	September 1, 2023	DSE
Student Life Registration	September 1, 2023	Campus Link
Spring Practice Time Requests	November 1, 2023	Email to Competitive Sports Rep

## 2.3 SPRING DEADLINES

ACTION	DATE	LOCATION / ADDITIONAL INFO
Team Roster on DSE	February 1, 2024	DSE
2024 - 2025 Proposed Budgets	March 31, 2024	Email to Competitive Sports Rep
Spring Game Schedules	January 31, 2024	DSE
2023 - 2024 Officer List	April 15, 2024	Email to Competitive Sports Rep
2023 - 2024 New Officer Training	April 18, 2024	Seretean Wellness Auditorium
Fall Practice Time Request	April 18, 2024	Email to Competitive Sports Rep
Inventory List	May 1, 2024	Email to Competitive Sports Rep

# Maintaining 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



# Maintaining Active Status

## **CAMPUS LIFE**

- 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
- Have a constitution on file with Campus Life

## **Competitive Sports**

- Travel notification forms turned in on time
- Dues turned in on time (checks should not be held for more than a day)
- Proper representation at Sport Club Officer Meetings
- Mid-Semester Check in



# Do Sports Easy (DSE)





# DO SPORTS EASY (DSE)

- Club Sports Management Software
  - Club Members & Officers
  - Practices, Games, Events, etc.
- All club members must join each year
  - Club Members & Officers
  - Practices, Games, Events, etc.

The screenshot shows the Oklahoma State University Department of Wellness website. At the top, there is a navigation bar with the OSU logo, the text 'DEPARTMENT OF WELLNESS', and a menu with 'CAMPUS RECREATION', 'STUDENT WELLNESS', 'EMPLOYEE WELLNESS', and 'SPONSORED PROGRAMS'. A search bar with 'Quicklinks / Search' and an 'APPLY' button is also present. Below the navigation, a breadcrumb trail reads 'Home / Competitive Sports / Current Club Sports'. The main heading is 'CURRENT CLUB SPORTS' in large white letters on an orange background. Underneath, the section is titled 'Clubs and Contact Information'. A paragraph explains that users can find contact info, practice times, and dues for active clubs. Another paragraph states that club sports are responsible for their own administration and management. At the bottom right, there is a 'Log In' link. The 'Active Clubs' section features three cards: 'Archery' with a target icon, 'Badminton' with a racket icon, and 'Barbell' with a weight icon. Each card lists 'Registration', 'Roster', and 'Events' as available links.

OKLAHOMA STATE UNIVERSITY

DEPARTMENT OF WELLNESS

CAMPUS RECREATION STUDENT WELLNESS EMPLOYEE WELLNESS SPONSORED PROGRAMS

Home / Competitive Sports / Current Club Sports

## CURRENT CLUB SPORTS

### Clubs and Contact Information

Below you can find all of our active clubs. To find contact info, practice times, dues and more, visit your club of interest's roster to find contact information of the club president and officers. Some clubs have additional information (social media, dues, etc.) listed under the information symbol in the bottom right of some clubs.

Club Sports are responsible for their own administration, expenses and management. Club Sports are required to have a faculty/staff advisor, and may or may not have a coach. Club Sports travel to other college and universities to compete, and schedule their own practices, games and tournaments.

Club Sports [Log In](#)

Active Clubs [EVENT CALENDAR](#) [FORMS](#)

- Archery**
  - Registration
  - Roster
  - Events
- Badminton**
  - Registration
  - Roster
  - Events
- Barbell**
  - Registration
  - Roster
  - Events

# DSE

- Online Software used to manage all aspects of Club Sports
- Reset every summer so EVERYONE will need to get added to DSE again
  - All officers and advisors should be on DSE by Friday, August 26<sup>th</sup>
- Approved Driver Requirements: current Drivers license and car insurance
- Safety Officer: current FA/CPR/AED certification
- Travel/Event Forms
  - All Events whether Home or Away, need to be on DSE at least Two weeks MINIMUM.
- Event attendance is due every Tuesday at midnight
- <https://wellness.okstate.edu/>



# Expenses



# Expenses

There are 3 ways to pay expenses:

1. Credit Card
2. Campus Vendor Invoice
3. Check

**There is NO way to withdraw cash from your account**



# Reimbursement Form

Reimbursement Form

Submitted by Dexter Flick on 1/15/2019

Club: Bass Fishing

Amount: \$ 242.85

Pay To: [REDACTED]

CWID: [REDACTED]

City: [REDACTED]

Street address: [REDACTED]

Zip: [REDACTED]

State: [REDACTED]

Description of purchase:

Travel Expenses for Dardanelle

## Documents

[VIEW](#)

*Dardanelle Reimbursement- Zane Leibhart.pdf*

## For Office Use

Voucher #:

Status:  Approved  Disapproved  Pending

# Expenditure Request Form

Expenditure Request Form  Submitted by Jacob Betzen on 12/19/2018

Club:

## Method of Payment

Payment Type:  Credit Card  Check  CVI

Pay To:

Amount:

Phone #:

Description:

## Documents

[VIEW](#)

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## For Office Use

Voucher #:

# Sport Club Deposits

## SPORT CLUB DEPOSIT

CLUB NAME: \_\_\_\_\_ Skydiving \_\_\_\_\_

OFFICER NAME: \_\_\_\_\_ Karissa Lowe \_\_\_\_\_

DATE: \_\_\_\_\_ 8-20-09 \_\_\_\_\_

PAYEE NAME	REV. SOURCE (dues, donation, fundraiser, apparel, entry fee, etc.)	DESCRIPTION (for all rev. sources except dues)	CASH AMOUNT	CHECK AMOUNT
Sarah Pifer	Dues		100.00	
Trevor Lowe	Dues			100.00
Palomino's	Donation	For Drop Zone tournament		500.00
TOTAL FOR EACH PAYMENT TYPE			100.00	600.00
TOTAL DEPOSIT			700.00	

**FOR OFFICE USE ONLY:** Initials: \_\_\_\_\_ Invoice #: \_\_\_\_\_

# Travel

- Sport Club travel regulations are designed to ensure the safety of all club members while traveling.
- Travel Forms Deadline: 2 Weeks
- Trip Insurance may be available through Campus Life.
- OSU Sport Clubs are **not allowed** to reserve University vehicles.
- Post-Travel forms will be **due 48 HOURS** after returning from an event- completed through DSE





# Gas Card

- Funds used for gas with Gas Cards will be removed from Club's Account
- Card can only be swiped up to 10 times in one day
  - Clubs do not need 1 card for every vehicle traveling
    - Each Card has a 300 dollar daily limit
- Must request Gas Card in DSE Travel Forms
  - Deadline for Travel Forms: 2 Weeks
- If using Gas Card in Stillwater, clubs must use Campus Motor Pool



# Lucid Travel

- Must use Lucid Travel when traveling as a club – they've lowered prices
- Expenditure Request must be submitted and approved before booking travel
- Need receipt upon checkout
- Always choose PREPAID, choose notify my administrator
- Non-Refundable, depending on hotel choice
- VRBO is now available on Lucid Travel!
  
- <https://osu.lucidhotels.us/> Lucid Website
- <https://share.vidyard.com/watch/uQon5RHW4uAKU5oAYkRMj4>  
Tutorial Video

# Sponsorships/Fundraising



# Sponsorships

- Sponsors **cannot** be tobacco, illegal or recreational drug products, businesses, or establishments.
- Sponsors from alcohol vendors must be **monetary** and may not involve in-kind gifts.
- While soliciting sponsorship:
  - Clubs may not offer modifications to University facilities (banners, reserved space, etc.) without approval from the Competitive Sports Office.



# Sponsorships

- Clubs must follow all OSU Branding guidelines (see section 16.4) including but not limited to printed items, social media posts and club apparel / uniforms. Sponsor logos may not be in alignment with the OSU brand without approval from the Competitive Sports Office and University Branding.

<https://www.connect2mycloud.com/OnlineModules/PublicForm/FillOutPublicForm?formCode=0274d347-75ed-4f79-8d38-731f08a48019>



# Fundraising

Almost all fundraising 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** annually.

*Club dues do not count towards the 50% total matching of the allocation.*

All fundraisers need to be pre-approved by the Competitive Sports Office.

<https://philanthropete.osugiving.com/project/35768>



# External Bank Account- Setup

Clubs may set up an external bank account but must follow the outline listed below.

- External bank accounts cannot use Oklahoma State University (OSU, OKState, etc.) in the title or refer to OSU in any way.
- The account cannot have any funds from OSU go to it.
- Club assumes all liability associated with activity in the new entity.
- The club must create and become a new entity : i.e. obtain own EIN number from State of OK and IRS.



# External Bank Account- Requirements

This may include naming Board members, creating By-laws, etc.

- Club must consult an attorney to be sure club officers understand what all might be needed.
- When getting EIN, someone/individual must supply his/her personal information-SSN, etc. This should not be an OSU employee.
- Under new EIN, the club is be responsible for any/all bookkeeping which could include forms due to IRS and/or State of OK, maintaining all records of receipts and disbursements, etc. This can include filing tax returns as well.
- Clubs must follow the same purchasing requirements outlined in this handbook.
- Fundraising dollars that are deposited to the external bank account do not count towards your annual fundraising total.
- Failure to fundraise 50% of allocated funds will result in zero funding support for the following year.





# External Bank Account

Club Dues must be deposited to the Competitive Sports Office.

- Clubs must submit bank statements to the Competitive Sports Office within 48 hours of notice if there is any report of prohibited, illegal, or unconstitutional use of funds.
- Failure to do so will result in immediate club suspension.
- Clubs must submit bylaws, policies and a list of individuals that have access to the external bank account to the Competitive Sports office annually.
- External bank account bylaws must include:
- President, Vice-President and Treasurer are the only officers / positions that are allowed to make purchases and / or withdraws
- Coaches are not allowed access to make purchases and / or withdraws
- Any additional purchasing practices and requirements (additional signoffs, receipt tracking and reporting, etc.)



# Practices, Facility Usage & Coaches



# Facility Reservations

- This is a list of all the practices we have for the semester so far, if your club's is blank please talk with your Competitive Sports Representative at the end of this meeting
- Willis Practices- If you are cancelling your practice the Competitive Sports Office must be notified by 2pm
- If you do not notify the office and fail to show up your club will be charged and could risk access to the facility



# Facility Reservations

When using the Colvin Recreation Center, Clubs must follow all facility Policies and Procedures. This includes but is not limited to:

- All members must swipe in to access the facility
- All organized fitness activity (personal training, group fitness instructing, etc.) must be facilitated and led by the Department of Wellness Fitness Staff.
- All club members must follow facility drink and food policies

Patrons are expected to display acceptable social behavior while using any of the Wellness facilities.

- All policies can be found here:  
<https://wellness.okstate.edu/recreation/policies.html>



# Coaches

- Clubs are **not required** to have a coach
- Coaches may request a “**coach’s pass**”
  - This will allow them access into the Colvin, only during the clubs scheduled practice time
  - If your coaching staff changes, notify the Competitive Sports office asap
- Required to sign a “**Coach’s Code of Conduct**” at the beginning of each school year.
- Payment
  - **Oklahoma State Faculty & Staff cannot be paid with Club Sport Funds. A non-OSU employee can be contracted as a coach with a contract. The individual would be paid as a professional service and would be issued a 1099 by the University.**

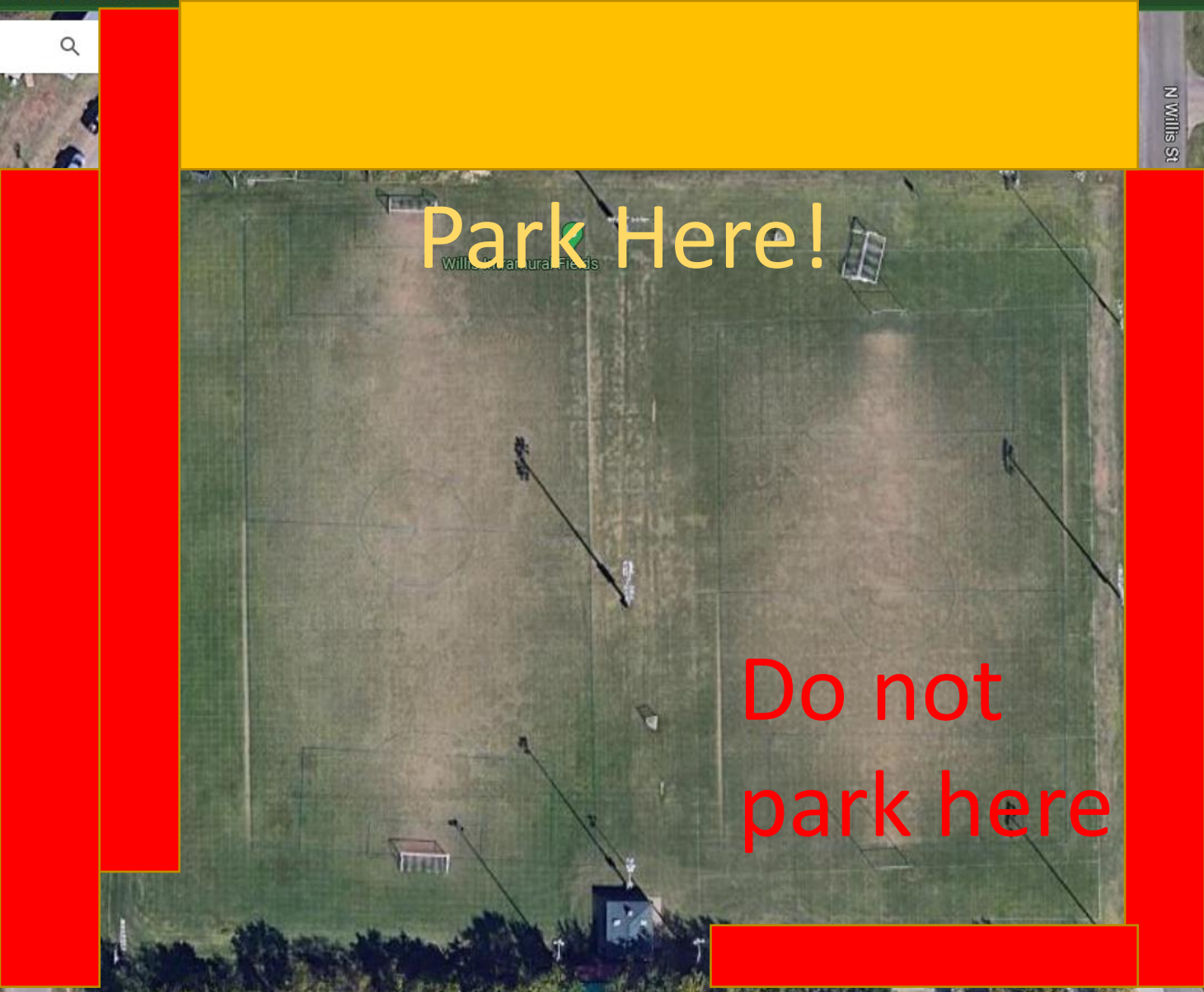


# Field Policies

- Field Conditions: The Competitive Sports will make decisions on field conditions and weather around 2pm each day and a message will be sent through DSE if practices are cancelled
- Pets are not allowed on Department of Wellness Fields
- Do NOT drive or park on our fields
  - Willis: Do not park on the gravel drive that leads to the building, this is for emergency vehicles and our staff only
- OSU is a tobacco free campus, no smoking, vaping etc. at our facilities
- Pick up all trash
- Be respectful of other clubs and staff members and obey your scheduled practice time



Search Google Maps



Park Here!

Do not park here

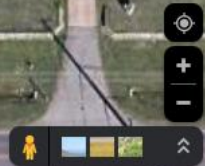


McElroy Rd

W McElroy Rd

Google

McElroy Rd



# Field Painting

- Request for painting must be submitted **2 weeks prior** to event
- At least **2 knowledgeable Club Members** must be present to help paint fields
- If both of these are accomplished, there will be no charge for labor or paint

## **However...**

- If form is not submitted on time, **\$150** will be charged to sport club
- If club members are not present to help paint, **\$150** will be charged to the sport club





# Sport Club on Site Supervisor

- Competitive Sports will provide a supervisor for all home games held on Department of Wellness facilities (including Willis practices)
- The supervisor will
  - Arrive 45min prior to game time to unlock facility/bathrooms
  - Check club members into DSE
    - Valid OSU Student ID, Drivers License or banner page w/photo is required to check in
  - Have a first aid kit and be the first responder for all emergency situations
  - Close/lock facility at the conclusion of game/event
- For games: a table, scoreboard and 2 chairs will be provided, but the club is responsible to have someone to keep score (if desired)



# Risk Management & Emergency Action Plan



# EAP

- Minor Injuries at Away Events/ non Willis Practices
  - Qualified individual should render first aid
  - Complete an Injury Report with the on-site Supervisor to notify the Competitive Sports Office
- Injuries requiring medical attention
  - Designate someone to take the injured member to a local medical facility (Do not send them alone)
  - Complete an Injury Report
- If a member has been unconscious they must be taken to a local medical facility



# EAP

- If a club member is taken to the ER or Urgent Care due to injury while participating in club activity or travel the Competitive Sports Office/your club Representative should be contacted immediately
- Please remember that all patient information is confidential and should not be discussed with others

- Injury Form:

<https://www.connect2mycloud.com/OnlineModules/PublicForm/FillOutPublicForm?formCode=4bf12150-8132-48e2-a4da-f74c52d65735>



# Concussions

- The on-site Competitive Sports 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 then that individual(s) will be removed from all participation and placed into concussion protocol
- 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 signed by a physician) sent to the Competitive Sports Office.
  - This includes Intramural programming as well
- If a concussion or suspected concussion occurs at a non-Department of Wellness Facility, a Injury report must be submitted and the individual will enter concussion protocol as stated above



# Severe Weather

- OSU has installed and utilizes its own lightning detection and notification warning system to determine the proximity of lightning.
- When lightning is detected within 8 miles of campus an audible horn will blast for 15 seconds and a strobe light will flash and will remain flashing until an “all clear” is sounded.
- 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 lightning 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.



# Tornado Procedures

- In the event of a Tornado Warning:
  - All Competitive Sports will be cancelled
  - Areas cleared
  - Staff will escort participants who choose to seek shelter to the following Tornado Shelters
- Tornado Shelters
  - Willis: Bathrooms
  - Western: Tornado shelter across from the bathrooms
  - Colvin Center: Locker rooms, racquetball hallway, weight room
  - Colvin Fields/Annex/Tennis Courts: Participants will be escorted into the Colvin Center



# Vehicle Accidents

- If an accident occurs while traveling for the club stop immediately and notify the local police/call 911
- Fill out a police report
- Obtain names and contact information 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
- Notify the Competitive Sports Office/ your club representative immediately





# Executive Committee



# 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 staff member, and 1 Competitive Sports Graduate Assistant.
- Appointments will be made at the beginning of each school year.
- Appointment lasts for 1 academic years.
- Must currently be a sport club officer

- **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



# Executive Committee

- Tasks the Executive Committee will be tackling this year
  - Establishing Club Awards
  - Creating an emergency funds form and the process of approval for emergency funds
  - Club incentives for joining Exec Committee
    - This year - 100 dollars towards the committee members club



# Executive Committee Members

- Advisor- Vacant
- Officer- Vacant
- Officer- Vacant
- Officer- Vacant
- Officer- Vacant
- Officer- Tripp S.
- Graduate Assistant – Isaac Estrada
- Competitive Sports Supervisor – Vacant
  
- Apply Here: <https://forms.gle/KUjnSg7bXBwVPP6E9>
- Deadline to apply is **September 5th!**



# NEW ALLOCATION PROCESS

# of Club Members	Priority Points
31+	20
21-30	15
16-20	10
10-15	5
0-14	0

Fundraising Dollars	Priority Points
200%	20
100%	15
75%	10
50%	5
<50%	0

# of Contests	Priority Points
15	20
11-14	15
8-10	10
4-7	5
<4	0

Club Participations	Priority Points
1,500+	10
1,000+	8
500+	6
100+	4
<100	0

Officer Training Attendance	Priority Points
8	5
6	4
4	3
2	2
1	1

Community Service Hours	Priority Points
x5	10
x3	8
x2	6
x1	4
<x1	0

Administrative Strike	Priority Points Loss
1	-5
2	-10
3	-15
4	-20
5	-30

# Marketing



# Marketing

- We want to see what your club is doing!
- Tag @OSUWell in anything you post that you want the department to possibly repost
- Share club photos with your Competitive Sports through **Photo Circle!**



# CLUB SPORT SPECIALIST

- We're Hiring!
- \$10.00 / Hr.
  
- Manage Club Sport practices, events and contests
- Ensure participation safety by having a strong knowledge of Club Sport rules, policies, and procedures as well as proper field set up and game management.
- Properly respond and take lead on emergencies by following the department's Emergence Action Procedures
- 1 – 2 Club Shifts and 1 – 2 Office Shifts per week
  
- To Apply: Email Daniel Fragel ([daniel.fragel@okstate.edu](mailto:daniel.fragel@okstate.edu)) your resume and cover letter.
- Deadline: September 5th

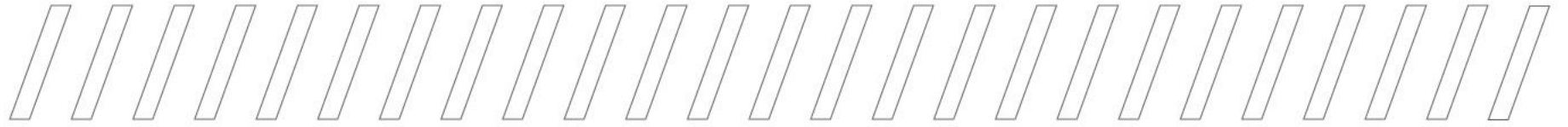






# **GENDER DISCRIMINATION & SEXUAL HARASSMENT**

**OKLAHOMA STATE Competitive Sports SPORTS**



# TITLE IX

1 is 2 many

328 Student Union | [1is2many@okstate.edu](mailto:1is2many@okstate.edu) | 405-744-5470

# Sexual Harassment



# What is Sexual Harassment?

Sexual harassment is a form of gender discrimination and therefore prohibited under Title IX. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature and may include unwelcomed sexual advances, sexual assaults, or requests for sexual favors.



# Forms of Sexual Harassment

## QUID PRO QUO (This-for-That)

When Some Kind of sexual act is requested or required in exchange for something else

*Example: An intramural referee offers to call more fouls on the opposing team and take it easy on your team if you sleep with them.*

## HOSTILE ENVIRONMENT

Significant discomfort is created for the victim and potentially interferes with the person's social, working, or academic life.

*Example: Colvin staff members make persistent dirty jokes or offensive comments, engage in inappropriate touching, etc. during intramural games, claiming that it is “ part of the experience.”*



## Realistic Examples

- Unwelcome sexual flirtation, advances, or propositions for sexual activity.
- Continued or repeated verbal abuse of a sexual nature.
- Looking a person up and down in an intimidating or suggestive manner.
- Repeatedly asking someone for a date after they have indicated disinterest.
- Displaying sexually demeaning or offensive objects/pictures.
- Sexually offensive or degrading language used to describe an individual or remarks of a sexual nature to describe someone's body or clothing.



## Realistic Examples Cont.

- Using names such as “doll”, “babe”, “sugar”, “honey”, etc.
- Making offensive sounds such as kissing sounds or “cat calls”
- Staring repeatedly at someone, blocking another person’s path or otherwise restricting their movements.
- Making sexual gestures with hands or body movements.
- Asking about someone else’s personal, social or sexual life or about their sexual fantasies, preferences or history.
- Discussing your own personal sexual fantasies, preferences or history.
- Offensive physical contact:
  - Massaging a person’s neck or shoulders
  - Touching a person’s clothing, hair or body - hugging, kissing, patting or stroking a person’s body
  - Touching or rubbing oneself in a sexual manner around or in the view of another person
  - Brushing up against another person
  - Tearing, pulling or yanking a person’s clothing
  - Sexual assault or other sexual contact



# What to do?

The best way to avoid any concerns about where something sexually unwanted turns into harassment is to avoid any questionable behaviors altogether—including non-sexual forms of harassment or bullying such as name calling, mocking, or teasing.

This can also include spreading rumors about someone or excluding them socially. Bullying can also, of course, take more physical forms such as breaking their possessions or hurting them physically.

Bullying can also take place digitally—posting hostile messages to someone or about someone, or lying about someone on social media, or repeatedly sending unwanted messages or photos.

When making jokes or comments, stop and think: "Who am I making this joke at the expense of? Who will be hurt or offended if I make this joke?"





## If you are experiencing harassment...

KNOW YOUR OPTIONS!

- Clearly communicate that you wish for the behavior to stop. Tell the person directly that they need to stop.
- Do everything you can to keep track of the instances-keep a record of when they occur, exactly what happens, and how you respond.
- Seek support from friends and family, or professional support if you need it.
- File formal complaints or reports to your supervisor, university administration, or anyone else you think could help you.



# If you witness harassment at work:

Notice the situation and recognize that it is sexual harassment or discrimination.

Intervene effectively- using one of the ways to intervene on the next slide.

Follow up and support the victim. Provide resources, support, and report the incident.



# If you see something, say something!

## Effective Bystander Intervention



Direct

Directly confront the individual about their behavior.

Distract

Distract the individual by asking a question or creating an excuse to leave.

Delegate

Delegate to other people about ways to help and intervene.

Delay

Wait and talk to the individual experiencing the harm until later and offer support.



# Reporting and Support

## Confidential Options

- **OSU Victim Advocates**
  - 405-564-2129
  - [advocate@okstate.edu](mailto:advocate@okstate.edu)  
u
- **Professional Counselors**
  - 320 Student Union
  - 405-744-5458
  - <http://ucs.okstate.edu>  
u
- **University Health Providers**
  - 1202 West Farm Road
  - 405-744-7665

## Non- Confidential Options

- **Student Support & Conduct**
  - 405-744-5470
  - 328 Student Union
- **OSU Police Department**
  - 104 USDA Building
  - 405-744-6523
- **Stillwater Police Department**
  - 723 S Lewis St
  - 405-372-4171



**THANK YOU!**

**1is2many.okstate.edu**

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# 2023-24 Sport Club Assignments

2023-24 SPORT CLUB ASSIGNMENTS					
DANIEL	BRANDON	ISAAC	KAYLA	SOPHIA	PA
Program Assistance	Baseball	Cornhole	Archery	Badminton	
Cricket	Competitive Cheer	Dance Company	Men's Volleyball	Barbell	
Golf	Cycling	Hip-Hop Dance	Pickleball	Bowling	
Hockey	Disc Golf	Men's Soccer	Quadball	Men's Rugby	
Polo	Men's Lacrosse	MMA/Karate	Tennis	Women's Basketball	
Roundnet	Officials Association	Practical Shooting	Ultimate Frisbee	Women's Rugby	
Rowing	Triathlon	Shotgun	Women's Volleyball	Running	
Sailing	Women's Lacrosse	Women's Soccer		Swimming	
Unified	Women's Wrestling				
Wakeboard					

**Please find your Competitive Sports Representative to conclude our meeting**