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
BSN SPORTS x OSU PARTNERSHIP

JOE BOB WRIGHT │ BSN SPORTS SALES PRO

• 405-334-2024
• 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
BSN SPORTS x OSU PARTNERSHIP

BSN Benefits

• QR CODE FOR 20% OFF AT BSNSPORTS.COM
# 2023–24 Sport Club Assignments

## 2023-24 SPORT CLUB ASSIGNMENTS

<table>
<thead>
<tr>
<th>Daniel</th>
<th>Brandon</th>
<th>Isaac</th>
<th>Kayla</th>
<th>Sophia</th>
<th>PA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Assistance</td>
<td>Baseball</td>
<td>Cornhole</td>
<td>Archery</td>
<td>Badminton</td>
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<tr>
<td>Cricket</td>
<td>Competitive Cheer</td>
<td>Dance Company</td>
<td>Men's Volleyball</td>
<td>Barbell</td>
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<tr>
<td>Golf</td>
<td>Cycling</td>
<td>Hip-Hop Dance</td>
<td>Pickleball</td>
<td>Bowling</td>
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<tr>
<td>Hockey</td>
<td>Disc Golf</td>
<td>Men's Soccer</td>
<td>Quaddball</td>
<td>Men's Rugby</td>
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<tr>
<td>Polo</td>
<td>Men's Lacrosse</td>
<td>MMA/Karate</td>
<td>Tennis</td>
<td>Women's Basketball</td>
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<td>Roundnet</td>
<td>Officials Association</td>
<td>Practical Shooting</td>
<td>Ultimate Frisbee</td>
<td>Women's Rugby</td>
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<td>Rowing</td>
<td>Triathlon</td>
<td>Shotgun</td>
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<td>Women's Soccer</td>
<td>Women's Volleyball</td>
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<tr>
<td>Unified</td>
<td>Wakeboard</td>
<td></td>
<td></td>
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</table>
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

<table>
<thead>
<tr>
<th>MEETING</th>
<th>DATE</th>
<th>LOCATION</th>
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<tbody>
<tr>
<td>Fall Officer Meeting 1</td>
<td>August 23, 2023</td>
<td>Seretean Wellness Auditorium</td>
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<tr>
<td>Fall Officer Check In</td>
<td>October 31, 2023</td>
<td>Mid Semester Deadline</td>
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<tr>
<td>Spring Officer Meeting 1</td>
<td>January 17, 2024</td>
<td>Seretean Wellness Auditorium</td>
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<tr>
<td>Spring Officer Check In</td>
<td>March 8, 2024</td>
<td>Mid Semester Deadline</td>
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### 2.2 FALL DEADLINES

<table>
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<tr>
<th>ACTION</th>
<th>DATE</th>
<th>LOCATION / ADDITIONAL INFO</th>
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</thead>
<tbody>
<tr>
<td>Officer List (Updates)</td>
<td>August 1, 2023</td>
<td>DSE</td>
</tr>
<tr>
<td>Fall Practice Schedule (Updates)</td>
<td>August 21, 2023</td>
<td>Email to Competitive Sports Rep</td>
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<tr>
<td>Team Rosters on DSE</td>
<td>September 1, 2023</td>
<td>DSE</td>
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<tr>
<td>Student Life Registration</td>
<td>September 1, 2023</td>
<td>Campus Link</td>
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<td>Spring Practice Time Requests</td>
<td>November 1, 2023</td>
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### 2.3 SPRING DEADLINES

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<td>Team Roster on DSE</td>
<td>February 1, 2024</td>
<td>DSE</td>
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<td>2024 - 2025 Proposed Budgets</td>
<td>March 31, 2024</td>
<td>Email to Competitive Sports Rep</td>
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<tr>
<td>Spring Game Schedules</td>
<td>January 31, 2024</td>
<td>DSE</td>
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<tr>
<td>2023 - 2024 Officer List</td>
<td>April 15, 2024</td>
<td>Email to Competitive Sports Rep</td>
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<tr>
<td>2023 - 2024 New Officer Training</td>
<td>April 18, 2024</td>
<td>Seretean Wellness Auditorium</td>
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<tr>
<td>Fall Practice Time Request</td>
<td>April 18, 2024</td>
<td>Email to Competitive Sports Rep</td>
</tr>
<tr>
<td>Inventory List</td>
<td>May 1, 2024</td>
<td>Email to Competitive Sports Rep</td>
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</table>
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.
• 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 26th
• 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

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

Submitted by Dexter Flick on 1/15/2019

- Club: Bass Fishing
- Pay To: [BLANK]
- City: [BLANK]
- Zip: [BLANK]
- Amount: $242.85
- CWID: [BLANK]
- Street Address: [BLANK]
- State: [BLANK]

Description of purchase: Travel Expenses for Dardanelle

Documents

- Dardanelle Reimbursement-Zane Leibhart.pdf

For Office Use

- Voucher #: [BLANK]

Status: [ ] Approved [ ] Disapproved [ ] Pending
# Expenditure Request Form

Submitted by Jacob Betzen on 12/19/2018

<table>
<thead>
<tr>
<th>Club:</th>
<th>Baseball</th>
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**Method of Payment**

<table>
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<tr>
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<th>Credit Card</th>
<th>Check</th>
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<tbody>
<tr>
<td>Pay To:</td>
<td>ColiClub Sports</td>
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<td></td>
</tr>
<tr>
<td>Phone #:</td>
<td>316-841-4758</td>
<td></td>
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<tr>
<td>Description:</td>
<td>Florida Spring Training registration</td>
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<td>Amount:</td>
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**Documents**

| Document Link | SAA70808-49FB-441F-876E-4212E9682083.png |

**For Office Use**

<table>
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<th>Paying by PCard</th>
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# Sport Club Deposits

## Sport Club Deposit

**Club Name:** Skydiving

**Officer Name:** Karissa Lowe

**Date:** 8-20-09

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<tr>
<th>Payee Name</th>
<th>Rev. Source</th>
<th>Description</th>
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<th>Check Amount</th>
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<tr>
<td>Sarah Pifer</td>
<td>Dues</td>
<td></td>
<td>100.00</td>
<td></td>
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<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>
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</tbody>
</table>

**Total for each payment type:**

- **Cash Amount:** 100.00
- **Check Amount:** 600.00

**Total Deposit:** 700.00

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**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/](https://osu.lucidhotels.us/) Lucid Website
- [https://share.vidyard.com/watch/uQon5RHW4uAKU5oAYkRMj4](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 part 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.
Do not park here!

Park Here!

Do not park here
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
• 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 programing 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 - 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

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<th>Priority Points</th>
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<tr>
<td>21-30</td>
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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) your resume and cover letter.
- Deadline: September 5th
TITLE IX
1 is 2 many
328 Student Union | 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

• **Professional Counselors**
  • 320 Student Union
  • 405-744-5458
  • http://ucs.okstate.edu

• **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

Claire Leffingwell, Coordinator of 1 is 2 Many
claire.leffingwell@okstate.edu | 1is2many@okstate.edu
405-744-5470
# 2023-24 Sport Club Assignments

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<th>BRANDON</th>
<th>ISAAC</th>
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<td>MMA/Karate</td>
<td>Tennis</td>
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Please find your Competitive Sports Representative to conclude our meeting.