

Club Sport Officer Meeting

Fall 2022

Competitive Sports Staff

Assistant Director -Daniel Fragel

Coordinator - Brandon Bermea

Administrative Support Specialist- Andrea Kissman

Graduate Assistant- Brittany Close

Graduate Assistant- Isaac Estrada

Graduate Assistant- Alexis Nelms

Office Number: 405-744-7407

Office Hours: Monday-Thursday 8a-6p, Friday 8a-5p



2022-23 Sport Club Assignments

DANIEL	BRANDON	BRITTANY	ISAAC	Alexis
Bass Fishing	Bowling	Archery	Cornhole	Badminton
Cricket	Disc Golf	Women's Basketball	Dance Company	Barbell
Cycling	Men's Lacrosse	Hockey	Hip-Hop Dance	Roundnet
Golf	Women's Lacrosse	Men's Rugby	MMA/Karate	Rowing
Motocross	Officials Association	Women's Rugby	Practical Shooting	Running
Polo	Swimming	Shotgun	Men's Soccer	Men's Volleyball
Sailing	Unified	Tennis	Women's Soccer	Women's Volleyball
Wakeboard	Waterpolo	Ultimate Frisbee	Triathlon	Quadball (Quidditch)



Welcome to our New Clubs!

Unified

Disc Golf

Bowling



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.



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:

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
- Maintaining regular contact with the Competitive Sports Office.



Do Sports Easy (DSE)



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 26th**
- **Approved Driver Requirements: current Drivers license and car insurance**
- **Safety Officer: current FA/CPR/AED certification**
- **Travel/Event Forms**
 - **Travel forms must be submitted in DSE two weeks prior to the event**
 - **Home Events must be submitted in DSE at least 48 hours prior to the event**
 - **Home games/practices needing facility space & supervision need to be in DSE at least 2 weeks in advance**
- **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:

Pay To:

City:

Zip:

Amount:

CWID:

Street address:

State:

Description of purchase:

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 <small>(dues, donation, fundraiser, apparel, entry fee, etc.)</small>	DESCRIPTION <small>(for all rev. sources except dues)</small>	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.**
- **MUST HAVE ALL TRAVEL FORMS TURNED IN 2 WEEKS PRIOR TO TRAVEL**
 - **DSE**
 - **COVID Travel Agreement**
 - <https://www.connect2mycloud.com/OnlineModules/PublicForm/FillOutPublicForm?formCode=13247240-6747-4890-a0e9-fd57bee0943c>
- **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**
- **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

- <https://share.vidyard.com/watch/uQon5RHW4uAKU5oAYkRMj4?>

Lucid Travel

- **Must use Lucid Travel when traveling as a club**
- **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**
- **When using Lucid your club will receive incentive (money) toward next travel reservation. This will be paid out at the end of the year**
- **VRBO is now available on Lucid Travel!**
- <https://osu.lucidhotels.us/>

Practices & Facility Usage



Facility Reservations

- **To the left is 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**



CLUB SPORTS FACILITY RESERVATIONS

2022-2023

CLUB	FACILITY	DAY	TIME
Archery	Western-Archery		
Badminton	2 Gym	T/F	6-8PM
Cricket	Cricket Field		
Dance Company	Studio 1	T	8-10PM
Hip Hop Dance	Studio 1	TH	8-10PM
MMA and Karate	Combatives	T/F	7:30-9:30PM
Men's Lacrosse	Willis West		
Women's Lacrosse	Willis East		
Quadball	Willis West	T/Th	7-9PM
Roundnet			
Men's Rugby	Willis West		
Women's Ruby	Willis East		
Men's Soccer	Willis East		
Women's Soccer	Willis East	T/Th	5-7PM
Swimming	Outdoor Pool/YMCA		
Tennis	Tennis Courts	T/Th	6-8PM
Ultimate Frisbee	Willis East	T/Th	7-9PM
Men's Volleyball	4 Gym N	M/W	7-10PM
Women's Volleyball	4 Gym N		
Waterpolo	Outdoor Pool/YMCA		
Women's Basketball	4-gym South	T/Th	4-6PM
Cornhole	4-gym North	W	6:30-9PM

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 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

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 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 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 sport club supervisor, and the sport club graduate assistant.
- Appointments will be made at the beginning 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

- **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 Members

- **Advisor- Vacant**
- **Officer- Elyse Warren (Polo)**
- **Officer- Logan Erickson (OSOA)**
- **Officer- Chandler Murdock (Men's Volleyball)**
- **Officer- Vacant**
- **Officer- Vacant**
- **Graduate Assistant – Brittany Close**
- **Competitive Sports Supervisor – Jaci Ross**



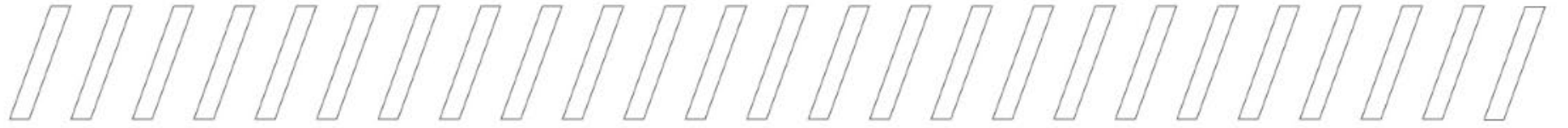
Marketing



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





GENDER DISCRIMINATION & SEXUAL HARASSMENT

OKLAHOMA STATE Competitive Sports SPORTS

WHAT IS SEXUAL HARASSMENT

GENDER DISCRIMINATION & SEXUAL HARASSMENT

- **Unwelcome sexual advances**
- **Requests for sexual favors**
- **Other verbal or physical conduct of a sexual nature that affects an individuals' employment or educational experience, unreasonably interferes with his/her work performance, or creates an intimidating, hostile or offensive environment which negatively affects an individuals academic or employment environment**

TWO FORMS OF SEXUAL HARASSMENT

GENDER DISCRIMINATION & SEXUAL HARASSMENT

- **Quid Pro Quo**
 - **This for that or something for something**
- **Hostile Work Environment**

QUID PRO QUO

GENDER DISCRIMINATION & SEXUAL HARASSMENT

- **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

GENDER DISCRIMINATION & SEXUAL HARASSMENT

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

HOSTILE WORK ENVIRONMENT

GENDER DISCRIMINATION & SEXUAL HARASSMENT

- **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 & TITLE IX

GENDER DISCRIMINATION & SEXUAL HARASSMENT

- **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...**

SEXUAL MISCONDUCT & TITLE IV

GENDER DISCRIMINATION & SEXUAL HARASSMENT

- **Examples Include:**
 - **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**

CROSSING THE LINE

GENDER DISCRIMINATION & SEXUAL HARASSMENT

- **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

GENDER DISCRIMINATION & SEXUAL HARASSMENT

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

SUMMARY

GENDER DISCRIMINATION & SEXUAL HARASSMENT

- **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**

Small Group Meetings

Please find your Competitive Sports Representative to conclude our meeting

DANIEL	BRANDON	BRITTANY	ISAAC	Alexis
Bass Fishing	Bowling	Archery	Cornhole	Badminton
Cricket	Disc Golf	Women's Basketball	Dance Company	Barbell
Cycling	Men's Lacrosse	Hockey	Hip-Hop Dance	Roundnet
Golf	Women's Lacrosse	Men's Rugby	MMA/Karate	Rowing
Motocross	Officials Association	Women's Rugby	Practical Shooting	Running
Polo	Swimming	Shotgun	Men's Soccer	Men's Volleyball
Sailing	Unified	Tennis	Women's Soccer	Women's Volleyball
Wakeboard	Waterpolo	Ultimate Frisbee	Triathlon	Quadball (Quidditch)

