



CLUB SPORTS POLICIES & PROCEDURES 2022 - 2023



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INTRODUCTION, PHILOSOPHY & CONTACT INFORMATION

DEPARTMENT OF WELLNESS

The Department of Wellness at Oklahoma State University offers programs and services for complete health and wellness of the mind and body for faculty, staff, students and Wellness members.

Our Mission is to pursue excellence through innovative facilities, programs, and services in order to promote learning, institutional success, community impact, and lifelong wellness.

COMPETITIVE SPORTS

The Competitive Sports Program is comprised of both Intramural Sports and Club Sports. Intramural Sports serves more than 3,500 participants weekly in more than 50 sporting activities yearly. Intramural Sports at OSU promotes its rich tradition of friendly, competitive activities and serves as a rally point for socialization, exercise, and competition. Club Sports are designed to promote competition, recreation or leisure and instruction. 35 active Club Sports exist on campus with nearly 1,000 participants.

PHILOSOPHY

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

OSU Club Sports are members of the OSU Club Sport Council, which acts as an advisory board for all clubs. The Competitive Sports Office consists of 3 full-time staff members and 3 graduate assistants who help assist the Club Sport Council. The Assistant Director or Coordinator are available on a daily basis for individual consultation, attends all Club Sport Council meetings, and assist clubs in planning, organizing, and coordinating activities. The Assistant Director is the liaison between the University administration and the Club Sport program.

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. The key to success of Club Sports is student leadership, interest, involvement and participation. Clubs may be instructional, recreational, competitive or a combination. Characterized as being student-initiated and student-managed, the structure of Club Sports allows club members the opportunity for leadership, decision-making and enhancing transferable skills. Club Sports are governed by the rules and regulations established for student organizations and the Competitive Sports Program.

PURPOSE

Club Sports provide a wide variety of recreation and sport pursuits for the University community.

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

Club Sports allow students the opportunity to exhibit and test their skills in competition against local or regional clubs, as well as other university sport clubs.

CONTACT INFORMATION

| NAME | POSITION | CONTACT |
|---------------------------|--|--|
| Daniel Fragel | Assistant Director, Competitive Sports | daniel.fragel@okstate.edu |
| Brandon Bermea | Coordinator, Competitive Sports | brandon.bermea@okstate.edu |
| Andrea Kissman | Administrative Support Specialist | andrea.kissman@okstate.edu |
| Brittany Close | Graduate Assistant, Competitive Sports | brittany.close@okstate.edu |
| Isaac Estrada | Graduate Assistant, Competitive Sports | isaac.estrada@okstate.edu |
| Alexis Nelms | Graduate Assistant, Competitive Sports | |
| Competitive Sports Office | | (405) 744-5510 |
| Fax Number | | (405) 744-7531 |
| OSU PD | | (405) 744-6523 |
| On-Campus 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 to the right. | <i>Club Name</i> 104 Colvin Recreation Center Stillwater, OK 74078 |

2022-2023 CLUB ASSIGNMENTS

| NAME | POSITION | CONTACT |
|----------------|--|---------|
| Daniel Fragel | Baseball Bass Fishing Cricket Cycling Golf Motocross Polo Sailing Wakeboard | |
| Brandon Bermea | Bowling Competitive Cheer Disc Golf Lacrosse - Men's Lacrosse - Women's Officials Association Swimming Unified Waterpolo | |
| Brittany Close | Archery Basketball - Women's Hockey Rugby - Men's Shotgun Tennis Ultimate Frisbee Women's Rugby | |
| Isaac Estrada | Cornhole Dance Company Hip-Hop Dance MMA/Karate Practical Shooting Soccer - Men's Soccer - Women's Triathlon | |
| Alexis Nelms | Badminton Barbell Quadball (Quidditch) Roundnet Rowing Running Volleyball - Men's Volleyball - Women's | |

DATES, DEADLINES & MEETINGS

MEETING DATES

| MEETING | DATE | LOCATION |
|--------------------------|------|----------|
| Fall Officer Meeting 1 | | |
| Fall Officer Meeting 2 | | |
| Spring Officer Meeting 1 | | |
| Spring Officer Meeting 2 | | |

FALL DEADLINES

| ACTION | DATE | LOCATION / ADDITIONAL INFO |
|----------------------------------|------|----------------------------|
| Officer List (Updates) | | |
| Fall Practice Schedule (Updates) | | |
| Team Rosters on DSE | | |
| Student Life Registration | | |
| Spring Practice Time Requests | | |

SPRING DEADLINES

| ACTION | DATE | LOCATION / ADDITIONAL INFO |
|------------------------------|------|----------------------------|
| 2023 - 2024 Proposed Budgets | | |
| Spring Game Schedules | | |
| Team Roster on DSE | | |
| 2023 - 2024 Officer List | | |
| Fall Practice Time Request | | |
| Inventory List | | |

CLUB MEMBERSHIP & BECOMING A NEW CLUB

CLUB SPORTS MEMBERSHIP

Club Sports 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.

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

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.

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.

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

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.

Intercollegiate athletes are allowed to join a Club Sport. 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, in order to access their funds. To be active, the club must have the following on file or online:

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

If clubs do not meet the above requirements they will not be considered active and will not have access to any funds, facility space or be allowed to travel. Each club will be considered on a case by case basis.

BECOMING A NEW CLUB SPORT

Any student interested in forming a new Club Sport 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 Club Sport and fill out the New Club Sport Form.
3. Once approved by Student life, the organization must present in front of the Club Sports Executive Committee to be approved. The committee will then decide if you can become part of the Club Sports Council. It is recommended that the new club outlines the following:
 - a. What your Club will look like on campus
 - b. What steps have already been taken to get active club status
 - c. Club Membership and interested members
 - d. Leagues / Associations the club would compete / participate in
 - e. Club Budget for current year
 - f. Officer positions and their roll within the club
 - g. Future club goals and objectives
 - h. Any additional information that would be worth sharing

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 (membership dues do not count toward the 50%).

OFFICER RESPONSIBILITIES

CLUB SPORTS 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 club flyer and on the website. Example of officer duties are listed below:

PRESIDENT

- Liaison between the club and the Competitive Sports Office
- Conduct elections of officers
- Attend all meetings called by the Competitive Sports Office
- Insure that all required forms and reports are submitted on time
- Inform club members of the contents of the Club Sports 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.

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.

SECRETARY

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

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

CLUB SPORTS OFFICERS TRANSITION

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 officer from each club will be required to have a semester meeting with the designated assignee for their club. 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 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 Competitive Sports Office 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 appointed group of club officers that serves the common interest of the Club Sports Program. The Executive Committee is to advise the Competitive Sports Office on all matters pertaining to the administration of the program.

EXECUTIVE COMMITTEE MEMBERSHIP

- The committee will be comprised of: 1 Advisor, 5 Club Sport Officers, 1 Competitive Sports Supervisor, and a Graduate Assistant. Any ties associated with voting by the Executive Committee will be broken by a SCC staff member.
- Appointments will be made as current members rotate off. Appointment lasts for 2 academic years.
- No club can be represented on the committee in consecutive terms.
- Must currently be a Club Sport officer and club must be in good standing

RESPONSIBILITIES

- Attend monthly committee meetings
- Oversee Club Sports disciplinary hearings
- Review all Club Sport allocation proposals and recommend budget allocations for following academic year
- Recommend yearly policy and procedure changes for Club Sports Handbook
- Facilitate new Club Sport proposals
- Miscellaneous duties

ROLE OF ADVISORS & COACHES

COACH

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. 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 Club Sports 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 Club Sports 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 Club Sport 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 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
- Approval of all funds spent
- Visit this link for resources <http://lcl.okstate.edu/advisor-information>

ALLOCATION SYSTEM

The Oklahoma State Club Sports allocation system is categorized into 3 different sections. These sections included competitive, recreational and instructional/social. Clubs can move from one group to another group the following year if the club has demonstrated that it meets the criteria. All clubs will be required to follow the given criteria each semester in order to ensure they receive their maximum allocated funds. Clubs who chose not to follow policies or meet deadlines may have a portion of their allocation revoked by the Club Sports Executive Board and/or the Assistant Director. During the fall semester if a club is in good standing they will receive half of the allocation. The other half will be distributed during the spring semester once the club has fundraised half (50%) of their total allocation.

COMPETITIVE

Archery
Baseball
Bass Fishing
Cricket
Cycling
Men's Lacrosse
Men's Rugby
Men's Soccer
Men's Volleyball
Practical Shooting
Polo
Quidditch
Rowing
Shotgun
Tennis
Triathlon
Ultimate Frisbee
Wakeboard/Water Ski
Women's Lacrosse
Women's Rugby
Women's Soccer
Women's Volleyball

RECREATIONAL

Barbell
Badminton
Dance Company
Golf
Hip Hop
OSOA
Sailing
Swimming

INSTRUCTIONAL/SOCIAL

MMA and Karate
Motocross
Running

INSTRUCTIONAL / SOCIAL

This group is designed to be instructional or social in nature. This group is not associated with a league nor does it travel to other schools across the country. There may be an occasional event hosted or an instructional event brought onto campus. This group will receive no set funding. Funding may be requested when hosting an event on campus.

RECREATIONAL

This group is designed for clubs who host annual events on campus or who travel a few times during the school year. This group may or may not be associated with leagues and may or may not travel to other school across the country for competition. Clubs in this group will receive up to a maximum of \$500 per school year. Additional funding may be requested when traveling to a regional/national competition.

COMPETITIVE

This group is designed for clubs who participate in leagues that require dues, clubs who host competitions on campus or who travel to other schools across the country. Clubs in this group travel on a regular basis and compete in regional/national competitions. Funding for this group will be a minimum of \$500 per school year.

FUNDING

ALLOCATION FROM ACTIVITY FEE ALLOCATON PROCESS

The Club Sport Council 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 Club Sport Council. The Executive Committee, which consists of one representative from 5 Clubs, 1 Advisor, 1 Club Sport Supervisor, and a Competitive Sports 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 Club Sport Council 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 Club Sport Council. 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.
- In order to receive a fall allocation, a club must have a positive balance as of July 1st. If clubs can reach a positive balance by December 31st, they will receive their fall allocation.

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 Club Sport Council each year due by June 30th. (For example: If your club was allocated \$1,000 from the Club Sport Council 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.

POSSIBLE FUNDING ISSUES

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-Thursday 8:00am to 8:00pm and Friday 8:00am to 5:00pm. Deposit forms can be found online or in the Colvin Office. Checks should be made out to your club's name (i.e. OSU Weightlifting, OSU Soccer, etc.). Checks should be deposited the next day from the date written on the check!

FOUNDATION ACCOUNT

In order for the donor to write-off the donation on their taxes, the donation must be made through the foundation. The Club Sport Council has a general Club Sport 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.

*If the club is aware of a donation being made to the OSU Foundation on their behalf, they should let the Competitive Sports office know.

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. 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.

EXPENSES

There are three ways to pay expenses: Check, credit card, 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.

Club Sports 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 Club Sport Council part. If the check is to an individual, you must have their social security number or 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. If your club is paying a business for the first time, a W-9 is required by University Accounting.

CREDIT CARDS

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 CARDS

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. When using the fuel card in Stillwater it must be done at the Motor Pool gas pump.

CAMPUS VENDOR INVOICE (CVI)

Any purchases with OSU must be done on a campus vendor invoice. The club needs to get the department's name and account number from the Competitive Sports Office.

An expenditure request is still required for a CVI.

CASH

There is not a way to withdraw cash from your account.

EXPENDITURE REQUEST FORM

This form must be submitted through DSE. A club officer and advisor must sign the form before it is approved for processing. This option is for the Competitive Sports office to pay for an expenditure using the university credit card. All receipts must be uploaded to DSE before you will be allowed to submit your request.

REINBURSEMENT REQUEST

This form must be submitted through DSE. All reimbursements require the receipts to be uploaded to DSE before you will be allowed to submit your request. 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).

TRAVEL

TRAVEL NOTIFICATION FORM

Club travel regulations are designed to ensure the safety of all club members while traveling. 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 report this in the post-travel form and/or communicate with the Competitive Sports Office ASAP. Trip Insurance may be available through Campus Life and Leadership. OSU Club Sports are not allowed to reserve University vehicles.

*An expenditure request is required for this

TRAVEL STANDARDS

- Each driver must have a valid and approved driver's license for the type vehicle being operated and be rested.
- Each driver must be insurable.
- 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.
- 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.
- The total number of passengers may not exceed the number of seatbelts available.
- 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.

CONDUCT & DISCIPLINE

CLUB STATUS

ACTIVE: A club with active status has full privileges including funding, travel, and practice and event hosting.

ADMINISTRATIVE STRIKE: A club that receives an administrative strike for any violation will be recorded and will be given a written warning. A total of 3 cumulative administrative strikes, regardless of the violations they were received in, will result in probation status for that club.

PROBATION: A club with probation status is not allowed to access their club's funds or travel until meeting with Competitive Sports Staff to discuss the terms of the probation. The duration of a club probation may be determined at 1 month, 1 semester, or 1 year depending on the severity of the violation as well as past history of violations. Any violations that occur while a club has probation status will result in suspension status for that club.

SUSPENSION: A club with suspension status is not allowed to access their club's funds or travel. The club loses practice and event privileges and will not be eligible for Competitive Sports funding. The Club Sports Executive Committee will determine the longevity of the suspension. Violations that occur while a club has suspension status will incur other sanctions, which may include expulsion regardless of the offense number for that violation.

EXPULSION: A club with expulsion status will not be recognized as a club by the Department of Wellness. The club will lose access to the club's funds, travel privileges, practice and event privileges, and must return allocation funding to Competitive Sports. Clubs can re-apply to join the Club Sports Council after 1 full calendar year and must meet the terms of the expulsion.

APPEALS, SANCTIONS & VIOLATIONS

Below are the sanctions that are associated with violations of Club Sports policy. The Competitive Sports Staff can increase the severity of a sanction on a case by case basis. Any infractions not listed below will result in disciplinary action decided by the Competitive Sports Staff. Appeals of suspension and expulsion status can be made to the Assistant Director and must be submitted in writing. Appeals for administrative strikes and probation status are not allowed. Appeals must be made within five university business days after the written decision is made available. When submitting an appeal, it must be based on one or more of the following:

1. New evidence not reasonably available before.
2. Procedural error that can be shown to have had a detrimental impact on the outcome.
3. Errors in the interpretation of the Club Sports policy so substantial as to deny the accused a fair hearing.
4. Grossly inappropriate sanction having no reasonable relationship to the charges.

| ADMINISTRATIVE | |
|--|---|
| Violation | Sanctions |
| Failure to be registered as a university club on campus link | 1st Offense: If club is not registered on campus link, they will acquire administrative hold status until they are registered. |
| | 2nd Offense: If club does not become registered on campus link by the end of the academic year, they will acquire expulsion status. |

| | |
|--|--|
| Failure to attend a mandatory meeting | 1st Absence: a \$50 fine administered to the club's budget, club acquires probation status for a minimum duration of one (1) month. If a make-up meeting is scheduled within three (3) business days of the scheduled meeting, the \$50 fine will be waived. If an officer fails to show up to a make-up meeting, all previous sanctions will be reinstated. |
| | 2nd Absence: a \$100 fine, club acquires suspension status |
| Failure to submit club paperwork (practice/event schedules, budget, officer lists) by the deadline | 1st Missed Report: Administrative Strike |
| | 2nd Missed Report: Club acquires probation status for a minimum duration of one (1) month |
| | 3rd Missed Report: Club acquires probation status for a minimum duration of one (1) semester |
| | 4th Missed Report: Club acquires suspension status |
| Failure to deposit checks within three (3) days of the issue date | 1st Missed Report: Administrative Strike |
| | 2nd Missed Report: Club acquires probation status for a minimum duration of one (1) month |
| | 3rd Missed Report: Club acquires probation status for a minimum duration of one (1) semester |
| | 4th Missed Report: Club acquires suspension status |
| Expense report submitted after due date | 1st Missed Report: Administrative Strike |
| | 2nd Missed Report: Club acquires probation status for a minimum duration of one (1) month |
| | 3rd Missed Report: Club acquires probation status for a minimum duration of one (1) semester |
| | 4th Missed Report: Club acquires suspension status |
| Failure to record attendance in required time frame (every Tuesday at 5PM) | 1st Missed Report: Administrative Strike |
| | 2nd Missed Report: Club acquires probation status for a minimum duration of one (1) month |
| | 3rd Missed Report: Club acquires probation status for a minimum duration of one (1) semester |
| | 4th Missed Report: Club acquires suspension status |
| Failure to attend a home event or practice without notifying competitive sports office 24 hours in advance | 1st Missed Practice/Event: a \$25 fine administered to the club's budget and club will receive an administrative strike |
| | 2nd Missed Practice/Event: a \$50 fine administered to the club's budget, club acquires probation status for a minimum duration of one (1) month |
| | 3rd Missed Practice/ Event: a \$100 fine administered to the club's budget, club acquires probation status for a minimum duration of one (1) semester |
| | 4th Missed Practice/Event: a \$100 fine administered to the club's budget, club acquires suspension status |

| | |
|--|--|
| Failure to notify Competitive Sports office and host venue of a forfeited game | 1st Offense: Administrative Strike |
| | 2nd Offense: Club acquires probation status for a minimum duration of one (1) semester |
| | 3rd Offense: Club acquires suspension status |
| Failure to collect dues prior to the required due date | 1st Offense: Club acquires probation status for a minimum duration of one (1) month |
| | 2nd Offense: Club acquires suspension status |
| Failure to submit a field painting request two weeks ahead of the event | 1st Offense: a \$150 fine administered to the club's budget and club will receive an administrative strike |
| | 2nd Offense: a \$150 fine administered to the club's budget, club acquires probation status for a minimum duration of one (1) month |
| | 3rd Offense: a \$150 fine administered to the club's budget, club acquires probation status for a minimum duration of one (1) semester |
| | 4th Offense: a \$150 fine administered to the club's budget, club acquires suspension status |
| Failure to provide 2 or more club officer's to assist with field painting | 1st Offense: a \$150 fine administered to the club's budget and club will receive an administrative strike |
| | 2nd Offense: a \$150 fine administered to the club's budget, club acquires probation status for a minimum duration of one (1) month |
| | 3rd Offense: a \$150 fine administered to the club's budget, club acquires probation status for a minimum duration of one (1) semester |
| | 4th Offense: a \$150 fine administered to the club's budget, club acquires suspension status |
| TRAVEL | |
| Violation | Sanctions |
| Failure to submit a travel form 2 weeks before traveling | 1st Offense: Administrative Strike |
| | 2nd Offense: Club acquires probation status for a minimum duration of one (1) semester |
| | 3rd Offense: Club acquires suspension status |
| Traveling without approval | 1st Offense: Club acquires suspension status |
| Failure to return gas card to competitive sports office within 48 hours of event | 1st Offense: Administrative Strike |
| | 2nd Offense: a \$25 fine administered to the club's budget, club acquires probation status for a minimum duration of one (1) month |
| | 3rd Offense: a \$50 fine administered to the club's budget, club acquires probation status for a minimum duration of one (1) semester |
| | 4th Offense: a \$50 fine administered to the club's budget, club acquires suspension status |

| BEHAVIORAL | |
|---------------------------------------|---|
| Violation | Sanctions |
| Breaking state or federal law | 1st Offense: Club acquires suspension status, club members may be reported to student conduct |
| Breaking university policy | 1st Offense: Club acquires suspension status, club members may be reported to student conduct |
| Breaking sport club policy | 1st Offense: Club acquires probation status for a minimum duration of one (1) month |
| | 2nd Absence: Club acquires suspension status |
| Hazing | 1st Offense: Club acquires suspension status, club members may be reported to student conduct |
| Drug and/or Alcohol Abuse | 1st Offense: Club acquires suspension status, club members may be reported to student conduct |
| Title IX/ Sexual Harassment Violation | 1st Offense: Club acquires suspension status, club members may be reported to student conduct |

| | 1st OFFENSE | 2nd OFFENSE | 3rd OFFENSE |
|---------------------------|--|---|---|
| MINOR INFRACTION | | | |
| MAJOR INFRACTION | | | |
| MISSED DEADLINE | Loss of Priority Points | Consideration against budget allocation | Risk of probation for non-compliance |
| MISSED MEETING | Written Warning, loss of Priority Points | Suspension of ability to apply for Club Sports Funds | Suspension from Club sports program |
| APPAREL INFRACTION | Apparel confiscated, written warning | Risk of suspension from Club Sports Program | Suspension from Club Sports program |
| TRAVEL INFRACTION | Written warning, loss of Priority Points | Suspension of travel reimbursements for semester | Suspension of travel and reimbursements for semester |
| ALCOHOL INFRACTION | Referral to Dean of Students, individuals suspended from club activities | Referral to Dean of Students, club probation and risk management plan | Referral to Dean of Students, suspension from Club Sports program |

DISCIPLINE & STUDENT CODE OF CONDUCT

All student participants in a Club Sports will agree to abide by the following Code of Conduct and is liable for any infractions. The student, as a voluntary participant in a Club Sport, has the obligation to conduct themselves in a manner that will present a positive reflection upon the 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 club will be handled by the Competitive Sports Office and the Club Sports Executive Committee. Additionally, student participants are bound by Oklahoma State University's Student Rights and Responsibility found at <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 club member removed from

competition. The final decision regarding punishment will be decided by the Club Sports Executive Committee. Any appeal of punishment will be made through the Assistant Director.

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.

“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 Statutes, 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 & 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. This policy applies to Club and Intramural Sport competitions. The Competitive Sport 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 breath 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

Club Sport 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 Dr. Todd Misener, Chief Wellness Officer.

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 & 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

RISK MANAGEMENT & EMERGENCY ACTION PLAN

EMERGENCY ACTION PLAN

MINOR INJURIES AT 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.

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.

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.

VEHICLE ACCIDENTS

- 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, Coordinator, or Assistant Director.
- 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 submitted 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 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 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 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.

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.

TORNADO PROCEDURES

In the event of a Tornado Warning, all Competitive Sports will be canceled, areas will be cleared, and staff will promptly escort participants who choose to seek refuge to areas designated below.

Colvin Fields, Annex, and Tennis Courts: Competitive Sports Staff will clear fields/courts and escort participants to the Colvin Center locker rooms. Once participants have been escorted to this area, the Colvin Center Manager will assume responsibility in providing further instructions by following the building protocol.

Willis Fields: Competitive Sports Staff will clear fields and escort participants to the onsite restroom

Western Fields: Competitive Sports Staff will clear fields and escort participants to the onsite tornado refuge area

Colvin Center: Competitive Sports Staff will assist Center Manger in following building protocol

ASSUMPTION OF RISK

All students who are involved with a 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 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 club, and the student should have medical insurance that covers his/her participation.

Signing the Assumption of Risk Waiver is required of all Club Sports Participants in order to practice or compete. The waiver can be signed once you're logged into DSE.

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 at Willis Fields will 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. Space permitting, clubs may practice a third day.

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 \$150 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. If no club members show up the club will be charged \$50 per field.

HOME EVENTS

Clubs needing field space for events are asked to fill out an event request found on DSE. 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 club sports 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 through DSE. 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 Club Sport materials. Any charges associated with marketing through the newspaper will be an expense of the club.

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. The Department of Wellness marketing is available to assist you in creating flyers.

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 and Leadership. Tents and lawn signs must be approved for placement by Campus Life and Leadership.

MISCELLANEOUS INFORMATION

RELATIONSHIP TO THE UNIVERSITY

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 Club Sport 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 "Competitive" league.

Sportsmanship is a critical part of Intramural Sport Competition. Club teams that participate in intramural activities are subject to punishment(s) based on their clubs actions.

PRE-FINALS & 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.