

# Club Sports Handbook 2019 - 2020



EASTERN OREGON  
UNIVERSITY

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## **INTRODUCTION**

Club sports consist of recognized student clubs that are established to compliment the University's intercollegiate athletic program and student involvement. Club sports are designed to serve students interested in participating in an organized sport while at Eastern Oregon University.

Club sport provide students with an opportunity to participate in a competitive environment and equip them with learning experiences that include but are not limited to fundraising, organization, administration, budgeting, and leadership development. These experiences contribute to a student's collegiate career by enhancing their experience while at EOU.

Each club sport is founded, governed and maintained by student leaders of each club. Club officers are responsible for understanding and adhering to the policies and procedures outlined in this handbook and are expected to comply with the EOU Student Code of Conduct.

## **WHAT IS A CLUB SPORT?**

A club sport is defined as a registered student club with the Center for Student Involvement that exists to promote and develop interest in a particular sport or activity with a focus on competition, based upon the club's constitution. Club sports are strictly voluntary and enhance the student's college experience and contribute to their overall education and wellness.

## **CLUB SPORTS ADMINISTRATION**

The Center for Student Involvement is the primary contact for all club sports. Prior approval for club activities including but not limited to travel, planning events, and budget expenditures must go through the Center for Student Involvement first. Staff is available for groups to consult regarding any aspect. It is the responsibility of the student officers to seek assistance regarding any club sport issues in question.

## **BECOMING CLUB SPORTS AFFILIATED**

Prospective groups can apply for consideration as a club sports in the spring term for the upcoming academic year. Decisions are made on a year by year basis. The club must meet the following criteria:

- Be a registered student club in good standing with the Center for Student Involvement for at least one year.
- Demonstrate student interest in the club by membership of 10 active members (or the minimum number of members need to participate in activity).
- Hold membership in a regional and/or national organization.
- Maintain financial sustainability.

In addition to the criteria listed above, prospective club sports are required to submit a written proposal that includes the following items:

- Club information (history of club, description, purpose, etc.)
- 4 year plan (highlighting goals and objectives)
- Needs of the club (facility space, budget, administration, etc.)
- List of interested students including ID numbers
- A copy of club constitution/bylaws
- List of officers (name, title and contact)
- Club's emergency action plan

Not all clubs are eligible to become a club sport. Individual clubs should represent a particular sport. Some clubs, which conduct leisure activities rather than competitive sports, may be denied membership.

## **REQUIREMENTS FOR ACTIVE CLUB SPORTS**

Active clubs must meet the following minimal requirements each academic year:

- Submit an Intent to be Active (with Constitution and Bylaws) with the Center for Student Involvement.
- Minimum of 10 official (active) members with completed [Acknowledgement of Risk and Waiver of Liability](#) forms.
- Have up-to-date club roster on file in the Center for Student Involvement office.
- Maintain regular competitive activity throughout the academic year.
- Must have an EOU (or partnered program like OSU/OHSU) faculty/staff member willing to serve as the advisor.
- Must have at least two designated members (can include advisor) who are certified in CPR/AED/First Aid.

## MEMBERSHIP ELIGIBILITY

Students of active club sports must meet the following requirements in order to be eligible to participate:

- Be currently enrolled undergraduate and graduate students at Eastern Oregon University.
- Have a signed mandatory [Acknowledgement of Risk and Waiver of Liability](#) form submitted to the Center for Student Involvement before participating in any activities.
- All participants must be able to meet the health and physical demands required by their specific club sport.

EOU club sports will not allow any exclusion to participate on basis of race, color, creed, ethnicity, religion, age, sex, gender, sexual orientation, national origin, socioeconomic status, disability, or status as a veteran.

**Note:** There may be additional member eligibility requirements based upon the club sports participation in leagues and conferences. Each club sport should contact their governing body to confirm exact requirements and ensure all members meet those requirements.

## HAZING

No student group organized or operating at Eastern Oregon University, nor any member of such a group, shall intentionally haze any member, potential member or person pledged to be a member of the group, as a condition or precondition of attaining membership in the group or of attaining any office or status.

### **Hazing Prohibited - Student Conduct Policy (from the EOU Code of Conduct):**

Hazing is defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, or which endangers or harms animals, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in, a group or organization. The express or implied consent of the victim will not be a defense. Apathy or acquiescence in the presence of hazing may also be considered violations of this Code.

## **CLUB OFFICER EXPECTATIONS & CONDUCT**

Club officers are ultimately responsible for making certain that their participants meet eligibility requirements. All club sport officers must adhere to the following expectations:

- Review and understand the policies and procedures listed in this handbook as well as the Student Club Manual.
- Attend all trainings and meetings, as requested.
- Complete and submit all required forms on time.
- Ensure all members are acting in proper conduct as representatives of Eastern Oregon University.
- Inform members of policies, procedures, and expectations.
- For practices and games, an officer (or advisor/coach) must be present during the entire duration of the activity.
- Responsible for reporting all events and results.
- Maintain an established risk management plan.
- Responsible for immediately reporting any violations, accidents, or injuries.

Duties of each club sport officer will vary based upon the specific club's constitution and bylaws.

## **ADVISOR RESPONSIBILITIES**

Club sport advisors must be faculty/staff from EOU and/or partner programs and must have the permission of the Department Head or College Dean. Specific advisor responsibilities vary depending on the club for which the advisor is responsible. Advisors serve in a voluntary role.

The advisor:

- Shall enforce all institutional policies and procedures that govern operation of club sport.
- Shall obtain all certifications required by club sport.
- Shall not solicit money from any source, or purchase, rent or commit to anything in the name of Eastern Oregon University or the club without approval from the institution.
- Maintain club business matters (hosting tournaments, submitting forms, equipment requests) with student officers.
- Shall conduct safe and well-organized practice sessions for participants to develop and improve skills.
- Must be knowledgeable with appropriate safety practices, including inspections of equipment and facilities.

- Must abide by all applicable rules and regulations of the University and any conference, league or association to which the club may belong.
- Must complete the [Conditions of Volunteer Service](#) form.
- Responsible for immediately reporting any violations, accidents, or injuries.

The nature and importance of their responsibility will vary with the nature of the specific club sport, but in any case, the advisor should act in accordance with the policies of Eastern Oregon University. Their role should be purely advisory unless some special crisis arises, requiring advisor intervention. In any such case, consultation with the Center for Student Involvement, the Director of Student Involvement and potentially, the Vice President for Student Affairs may be necessary.

### **Advisor Removal**

The Center for Student Involvement reserves the right to remove an advisor from their role with a club sport should circumstances require such action. Grounds for immediate removal of an advisor include but may not be limited to:

- Inappropriate behavior and/or language
- Behavior that violates University policy and/or procedure
- Direct knowledge of hazing incidents and/or failure to report such incidents
- Direct knowledge of, advocacy for, and/or participation in illegal activities and/or behavior
- Behavior resulting in unreasonable and/or unnecessary risk for students

Clubs may have the right to remove an advisor from their role with the group. Should a group believe it is in the best interest of the group to remove an advisor, the following steps will be taken:

1. Student leadership meets with the advisor to address and explain any concerns regarding the advisor's role in the group. Concerns should be addressed immediately.
2. Student leadership and advisor agree on a specified period of time for the concerns to be properly addressed.
3. If concerns are not properly addressed adequately, officers will schedule a meeting with the Center for Student Involvement to discuss removal. A formal request must be submitted within 30 days after specified time period lapses and include reasons, justifications and examples for the removal.
4. Within 14 calendar days of receipt of the request, the Director of Student Involvement will review the request and shall inform the student group and advisor of its decision.
5. A decision may be appealed to the Vice President for Student Affairs in writing within 5 working days after notice. The VPSA will review all information and make a decision within five working days after review. The VPSA's decision

shall be final. The request for an appeal must include specific justification including any new information not known at the time of the original decision.

## **COACH RESPONSIBILITIES**

A club sport may choose to have a coach, based upon their expertise and high interest level in the activity. Should a club determine that hiring (and funds are available) a coach is in the best interest of their club sport, they will need to work with the Center for Student Involvement to complete a Personal Services Agreement before the coach can begin. Contracted services take time and need to be immediately inquired for approval before processing can begin. PSAs need to be completed 15 business days prior to work completed.

A good coach can be a valuable resource to a club sport in providing judgement and advice based upon their experience with the activity. A coach can help support the club without commandeering the student leadership.

The coach:

- Must be aware of and follow all University and departmental policies/procedures related to the club.
- Must complete the [Conditions of Volunteer Service](#) form.
- Should restrict their contributions to coaching and refrain from activities involved in Club's management.
- Must allow club business matters (hosting tournaments, submitting forms, equipment requests) to be handled by the student officers and advisor.
- Must ensure good sportsmanship at all times. Individuals must always conduct themselves in a manner that does not detract from the reputation of the institution.
- Will be held accountable for the conduct of their players. Coaches have a responsibility to address any misconduct and immediately notify the Center for Student Involvement of any situation that may violate policies or the EOU Code of Conduct.
- Must understand that participation in the club sports program is voluntary and any monetary rewards or scholarships shall not be promised or given to any player or prospective player.

Coaches must be recommended by the club members and be requested each academic year for approval to coach. Continuation of coaching status is not automatic. No coach shall be permitted to have their name on club accounts and use of funds must be approved by the club officers and advisor.

# RISK MANAGEMENT

**In case of a serious injury immediately call 911. If incident occurs on campus, call EOU Campus Security (541-962-3911) to inform them of the situation and actions taken. Remember to document with dates, times, and action taken.**

Eastern Oregon University does not insure or warrant the safety of activities sponsored by club sports. All participants in activities that involve risks of physical injury or property damage are expected to assume full responsibility for such risks and for their individual physical fitness to participate in such activities. Groups should carefully evaluate activities before finalizing any decision. We encourage groups to develop strategies to avoid personal injury, property damage, and/or related financial loss.

Keep in mind that some activities are routine, low risk and can generally be conducted with little formality. Moderate risk activities generally require a higher standard of review, and a more comprehensive assessment and plan of risk management. Activities that are considered to be High Risk may require subsequent review and approval by other departments.

It is the responsibility of the club officers and advisor to provide the safest environment and positive experience for all participants by striving to prevent accidents and injuries before they happen. Club sports are required to follow the safety measures listed below:

1. All individual members of club sports must sign the [Assumption of Risk and Waiver of Liability](#) form and have it on file with the Center for Student Involvement. This form is to be completed each academic year regardless if an individual has participated before. Clubs will not be authorized to spend funds or utilize facilities until all members have signed the form.
2. Each club must submit all paperwork before practices or competition occur. This includes the Intent to be Active, Club Roster, [Assumption of Risk and Waiver of Liability](#) forms, Emergency Action Plan, as well as other required documents.
3. Have at least two designated members (can include advisor) who are certified in CPR/AED/First Aid and inform the Center for Student Involvement who those individuals are.
4. Participants are required to wear proper dress and appropriate protective equipment.
5. Each club member must secure their own insurance as institution does not provide insurance coverage for accident or illness incurred while participating in a club sport.
6. Immediately report any incident or accident that occurs.

# FINANCES

## Checks and Balances

Your club is responsible for managing its finances and financial records. **Note:** in order to have access to finances, groups must have completed the annual requirements to be active. The university will provide guidance, if needed, but responsibility rests with leadership of the group. To maintain good financial control, more than one person should review financial transactions.

## Financial Accounts

Each club will have a school account for their funds. The Oregon State Treasury prohibits any student group from establishing a bank account and/or completing any financial transactions off campus. All financial transactions must be done in conjunction with the Center for Student Involvement.

## Sufficient Funds

Clubs are required to raise their own operating funds, or seek funds through [Senate Allocations](#) or [Vending Committee](#) and are required to have sufficient funds in their accounts prior to placing orders or making purchases of any kind. Clubs that are found to have insufficient funds when an invoice arrives will be held personally responsible for the payment of the invoice and the account will be suspended. To verify account balances, contact the Center for Student Involvement's Fiscal Manager, Kelly Marriott (Hoke 204).

For information on Senate Allocations, please contact the [Associated Students of Eastern Oregon University](#) (Student Government) at [asvpcam@eou.edu](mailto:asvpcam@eou.edu) or by phone at (541)962-3387. [Vending Committee](#) information can be requested in [Residence Life](#).

## Purchasing & Request for Purchases

The school account is a "restricted" account, meaning that there are restrictions on what can and cannot be purchased or reimbursed. All items **must** be approved before items are purchased including charges sought for reimbursement. Many purchases are not reimbursable and/or can be approved. **Original receipts** will need to be turned into the Center for Student Involvement within 14 business days.

## Paying the bills

Clubs are not permitted to use group funds for any individual's personal expenses. Suspected misuse of club/institutional funds will be referred to the student conduct system.

For **every** invoice or bill your organization needs to have paid, a [Club/Organization Reimbursement Request](#) form must be completed and attached. The [Club/Organization Reimbursement Request](#) form can be found on the Center for Student Involvement website at [www.eou.edu/csi](http://www.eou.edu/csi) (under “files”). **All payments requests go through the Center for Student Involvement.** Payment Requests take a minimum of **7-10** working days to process and checks are only cut on Wednesdays. Therefore, it is essential that the paperwork is completed immediately to process payment in a timely fashion. All incomplete payment requests will be returned to the person delivering it or mailed to the on-campus advisor to be completed and returned immediately. To avoid debt incurred by clubs and/or organizations, all late invoices will automatically be paid by the Center for Student Involvement regardless of signatures per the approval of the Director of Student Involvement.

## **Reimbursements for Travel Related Expenses**

Members of student organizations seeking a travel advance or reimbursement for travel related expenses must complete the travel packet prior to any trip beginning (see page 13).

Upon the conclusion of the trip, a travel reimbursement and the rest of the student organization reimbursement request must be completed and submitted to the Center for Student Involvement. All personal expenses, mileage, and meal per diems must be itemized and original receipts attached. Per diems for food do not require receipts.

See page 13 for additional travel policies and procedures.

## **Deposits**

Deposits are processed through the Center for Student Involvement. In order to deposit funds, please use the Miscellaneous Deposit Form found online at: <http://www.eou.edu/staccts/club-and-department-deposits/> and submit to the Center for Student Involvement.

Groups receiving cash, i.e., money, checks, money orders and other negotiable instruments are responsible for their safekeeping and timely deposit within two business days. All cash receipts must be deposited intact. All cash receipts are not to be dispersed or distributed for any purpose.

## Cash Handling

Any person receiving cash or checks from an individual must provide a receipt to that individual. The receipt must have the name, amount received, the purpose for payment and the initial of the individual receiving monies.

All cash receipts must be deposited with Center For Student Involvement within one business day; however, if receipts are under \$200, they must be deposited at least weekly (note: cash must always be secured). If cash must be stored overnight, it must be kept in a securely locked drawer. Deposit amounts must match the receipts submitted with the deposit.

All deposits should be recorded on a deposit log maintained within the club/organization. The log should include: deposit slips, amounts, and accounts and indexes where deposits were made.

## Cash Box

Groups interested in requesting a cash box for their activity/event need to submit a [Cash Box Request Form](#) to the Center for Student Involvement. Requests need to be submitted three working days in advance. All funds and event revenue must be returned by the second business day following the event to the Center for Student Involvement. Request forms can be found on the Center's website at [www.eou.edu/csi/files](http://www.eou.edu/csi/files).

## Transferring Funds

All monies (cash/checks) transferred across campus for deposits/return of funds must be transferred in a locked container. Locked containers will be issued when a Cash Box Request Form is submitted to Student Involvement.

EOU's above-referenced depositing guidelines are governed by the following regulations:

**House Bill 2180:** Details the requirements for depositing cash receipts including cash, checks, money orders and bank card payments. The prompt deposit of cash receipts reduces the risk of loss due to error, carelessness, or theft. It also results in improved interest earnings and lowers the risk of returned checks due to insufficient funds or accounts being closed.

**ORS 293.265:** Requires the timely deposit of cash and does not allow a State of Oregon agency to have an account with a commercial bank. All agency funds must be deposited with the Oregon State Treasury. Club accounts at commercial banks are not permitted.

## Fundraising

All recognized student groups affiliated with Eastern Oregon University must follow this procedure for any fundraising activities (cash, goods or services) on or off the campus. The Event Registration form is available on the Center for Student Involvement (CSI) website. Applications for fundraising activities by recognized student groups should be completed and submitted to the Center for Student Involvement four weeks prior to the event to assure that there is enough time to evaluate the request and to adequately plan, advertise, and organize the event and coordinate with University Advancement.

1. If an event is conducted with an outside vendor and they are to be compensated for services they provide (i.e. concert, lecture, etc.) a Personal Service Agreement (PSA) must be attached to the Event Registration Form. PSA's can be obtained at the Center for Student Involvement. Only the Vice President for Administration and Finance or their designee can sign contracts for the institution. Such contracts must cover the responsibilities of each party, prices of items to be sold, and the percentage of proceeds to each party.
2. An itemized revenue/expense projection must be submitted to the Center for Student Involvement with all Event Registration Form applications. A final itemized revenue/expense statement must be submitted to the Center for Student Involvement within 14 days after the event.
3. The Director of Student Involvement must approve all fundraising activities by student groups.
4. Special events that include food sales must also be approved by the Vice President for Student Affairs.
5. If a group wishes to sell raffle tickets in a "public space" adjacent to another group's event (i.e., in the lobby of Quinn during a basketball game or the lobby of Loso during a symphony), the Events and Conference Services Manager must be informed and provide pre-approval that these activities will be taking place. After receiving approval, the group selling the raffle tickets must then reserve space, tables and chairs in normal fashion through Facility Scheduling.
6. If a group wishes to sell raffle tickets inside the "reserved event space" (i.e. in the stands during a basketball game or inside McKenzie Theatre during a symphony) the Events and Conference Services Manager must approve the activity within their "reserved event space." Events and Conference Services will need to sign-off on the fundraising section of the Event Registration Form, acknowledging that the raffle activity to take place inside their "reserved event space", has been approved.
7. Raffles have separate guidelines explained in the Student Handbook (Student Policies, Fundraising Policy). A [Raffle Form](#) must be completed and approved by the Director of the Center for Student Involvement prior to conducting the event.
8. All profits must be deposited (on the first working day after the event) into the campus club account through the Center for Student Involvement.

9. Clubs and organizations that fail to abide by the above procedures will lose university fundraising privileges for that academic year.
10. The Director of Student Involvement may approve solicitation of goods or services by student clubs and organizations either on or off the campus only if; contributions are in exchange for goods or services provided by the club or organization (e.g. car washes, bake sales, raffles), or contributions are for the direct support of an event or services offered by the club or organization open to participation by the entire campus community (e.g. Casino Night, Speel-Ya, Pow Wow). Center for Student Involvement will coordinate with University Advancement on external fundraising efforts undertaken by a club or student organization to ensure programs and fundraising efforts are not competing against one another.
11. Clubs or organizations may also assist recognized charitable non-profit groups in solicitation activities (e.g. March of Dimes, Unicef, Red Cross) subject to the approval of the Director of Student Involvement. Contact the Director of Residence Life for policies related to solicitation in residence halls.

## **Grant Funding**

If your club is considering applying for any grants, you **must** see the office of [University Advancement](#), located in Inlow 212 or by phone at (541)962-3740 prior to filling out any paperwork.

## **Dues**

Club sports may choose to charge team dues to help pay for expenses. Officers are encouraged to enforce a due date for all dues (per term, monthly, etc.). If dues are collected, it must be indicated in the club's constitution and bylaws and indicate amount, date, and to whom the funds are to be given to (usually the Treasurer). The officer must be able to provide a receipt for all dues paid.

# TRAVEL

Club/organization travel for any EOU purposes must receive approval through the Center for Student Involvement and the Vice President for Student Affairs.

## Eligibility

All club sport participants traveling must be enrolled Eastern Oregon University students.

## Financing the Trip

Club sports are expected to fund and budget appropriately their own travel. If the group does not follow the proper policies and procedures when traveling, reimbursement for travel may be withheld.

## Behavior

Student organization members and advisors are expected to conduct themselves as representatives of Eastern Oregon University. Violation of, or non-compliance with, Eastern Oregon University policies, campus regulations, or standards of conduct while on trips may result in loss of traveling privileges.

## Travel Forms to Complete

All student organizations traveling on official organization sponsored trips must complete the [Student Travel Request Form](http://www.eou.edu/csi/files) (found on the Center's website at [www.eou.edu/csi/files](http://www.eou.edu/csi/files)).

The Student Travel Request Form (included in the travel packet) is to be completed by the faculty/staff advisor or the group's Designated Responsible Person. A detailed daily itinerary for each day of travel must be attached including flight/train/bus information (if applicable), lodging, and daily travel plans. If traveling to an organized event, copies of brochures, flyers, etc., should also be attached.

Requests must be submitted to the Center for Student Involvement for CLB or SIF travel and **approval prior** to travel to the event or activity. CSI will forward approved forms to the Office of Student Affairs.

**Note:** All forms must be submitted to the Center for Student Involvement **no later than 14 business days** prior to travel dates. Should requests be submitted after, a request may not be approved.

Prior to departure, the designated responsible person will meet with Student Involvement to go over any final logistics and be provided with a travel binder to take with them for

the specific travel. When the group returns, the designated responsible person will be required to meet with Student Involvement, return the binder and complete any necessary travel reconciliation paperwork.

## **Driver and Vehicle Authorization**

All club members driving a vehicle must complete a Driver Record Request form. Upon submitting the travel packet, drivers will be required to indicate proof of insurance.

## **EQUIPMENT**

Clubs are responsible for any and all equipment owned by the club. All club equipment purchased in part or whole with incidental fees becomes the property of Eastern Oregon University. Clubs are responsible for maintenance, upkeep, and overall safety standards applicable for their respective sport or activity. If significant damage occurs to any piece of equipment, the club must notify the Center for Student Involvement.

At the beginning of each academic year, each club must submit a Club Sport Inventory to the Center for Student Involvement. The spreadsheet must include all items purchased with incidental fees.

## **FACILITIES**

Use of facilities at Eastern Oregon University may be limited for club sports. When requesting a space on campus for practice or competition, the club must contact [schedule@eou.edu](mailto:schedule@eou.edu) (Hoke 315) to ensure space is available before selecting the date and time. No club sport should seek approval from specific facility directors/managers.

Clubs should turn in their facility requests as early as possible at the beginning of each term. With advanced planning and organization, there may be additional resources available when EOU facilities are unavailable or unsuitable for an activity.

## **USE OF LOGO**

The most important visual identification device for Eastern Oregon University is the logo. It must never be redrawn or modified in any aspect of its configuration. Always use approved electronic art which is available through the Office of University Advancement at (541)962-3740. For use of logo and tagline, please review the Standards Guide at [www.eou.edu/marketing](http://www.eou.edu/marketing).

## Contact Information

### *Athletics*

Quinn Coliseum  
541.962.3394

### *Center for Student Involvement*

Hoke Student Union #204  
541.962.3705  
[center@eou.edu](mailto:center@eou.edu)

### *Scheduling*

Hoke Student Union #315  
541.962.3575  
[schedule@eou.edu](mailto:schedule@eou.edu)

### *Security*

541.962.3911

### *Student Affairs Office*

Inlow Hall #113  
541.962.3635  
[saffairs@eou.edu](mailto:saffairs@eou.edu)