

*B o w l i n g   G r e e n*

*S P O R T   C L U B S*



**HANDBOOK**

2011 – 2012

RECREATION & WELLNESS  
DIVISION OF STUDENT AFFAIRS

Welcome to our BGSU Sport Clubs program! This handbook has been designed to serve as a practical resource guide for the student leaders in each of our clubs. A great deal of discussion and idea sharing went into its development. Major changes or updates for the 2011 – 2012 school year will be identified by *italics* in the printed text for easy recognition. Anyone with input or new ideas on improving our program is encouraged to do so. Have an enjoyable and safe year!

*Note:* BGSU constantly reviews their student organization guidelines regarding recognition, funding, travel, insurance, etc., so the following policies and procedures for sport clubs may be altered during the course of the year.

### **Sport Clubs (& PFH Administrative) Office**

130 Perry Field House

Phone: 419-372-9900

Fax: 419-372-8044

Web Address: <http://www.bgsu.edu/recwell>

*Scott Sehmans, Assistant Director of Recreation and Wellness,  
Director of Intramurals, Sport Clubs & PFH Programs  
e-mail: [sehmans@bgsu.edu](mailto:sehmans@bgsu.edu), phone: 419-372-8343*

*Terry Carver, Admin. Secretary, Perry Field House Programs  
e-mail: [tcarver@bgsu.edu](mailto:tcarver@bgsu.edu), phone: 419-372-7487*

*Ken Cloud, Graduate Assistant – IM's & Sport Clubs  
e-mail: [kcloud@bgsu.edu](mailto:kcloud@bgsu.edu), phone: 419-372-8110*

#### **BGSU Core Values**

- ◆ **..Respect for one another**
  - ◆ **Collaboration**
    - ◆ **Intellectual and spiritual growth**
      - ◆ **Creativity and Innovation**
        - ◆ **Pursuit of Excellence**

# TABLE OF CONTENTS

	<u>Pages</u>
<b>Introduction</b> .....	4
The Nature of Sport Clubs .....	4
Mission Statement .....	4
Consent to Participate .....	4
Who May Join a Club .....	4
How to Register as a Sport Club.....	4
<b>Constitution Guidelines</b> .....	5-8
<b>Sport Club Roles</b> .....	8
The Student Participant .....	8
The Club President .....	8
The Trip Leader.....	8
The Safety Officer.....	9
The Coach.....	9-10
The Club Advisor .....	10
The SC Staff .....	10
<b>Eligibility and Conduct Information</b> .....	11
Eligibility .....	11
Expected Conduct.....	11
Club Suspension .....	11-12
Player Suspension.....	12
<b>Support Services Provided</b> .....	12
Office Resources.....	12-13
Publicity Resources .....	13-14
<b>Financial Affairs</b> .....	15
Funding Criteria.....	15
Annual Funding Request Procedure .....	15
Income .....	15-16
Spending “Operating” Account Money .....	16
Spending “Foundation” Account Money.....	16
<b>Facility Reservation and Usage</b> .....	16
Facility Scheduling .....	16-17
Outdoor Facilities .....	17-18
Indoor Facilities .....	18-19
<b>Travel Regulations and Guidelines</b> .....	19
Scheduling Considerations .....	19
Use of Personal and Rental Vehicles.....	19-20
Reimbursement of Personal and Rental Vehicles.....	20
<b>Health and Safety</b> .....	20
State and Local Laws.....	20
Insurance and Physical Exams.....	20
Personnel .....	21
Weather and Cancellations .....	21
<b>Emergency Procedures</b> .....	21
First Aid Protocol.....	23
Blood Born Pathogens.....	23
Biohazards.....	23

---

# INTRODUCTION

---

## THE NATURE OF SPORT CLUBS

Sport clubs have been in existence since the early nineteenth century. BGSU sport clubs continue the long standing tradition of student-developed and student-led clubs. Most importantly, a sport club at BGSU is a student organization derived and sustained through the leadership and interest of students.

A sport club is a student organization established to promote and develop the interests and skills of members in a particular sport activity. Due to the diversity of students' interests and skills, BGSU sport clubs offer many unique opportunities to the student body. Generally, sport clubs fall into three categories: Instructional, Recreational, and Competitive. An instructional sport club helps enhance or teach a particular sport activity. A recreational club acts primarily as a social outlet for club members and allows them to gather and participate in a particular sport activity. Competitive clubs allow players to continue to play and develop their skills in a sport activity at a competitive level. These clubs usually belong to leagues or associations, competing in contests or tournaments with other universities.

Funding for 2011 – 2012 was allocated to the existing sport clubs at the end of last spring semester by the Office of Campus Activities. In order to ensure a logical and adequate method by which to annually allocate funds to the diverse clubs at BGSU, the method of fund-determination will be continually critiqued by and for the student leaders of each club.

## BGSU SPORT CLUBS MISSION

The mission of sport clubs at BGSU is to provide an environment for excellence for those clubs who become and remain eligible for affiliation with the Sport Club Office. Assistance is provided in the form of professional consultation, facility space, office resources, historical data, on-campus contact information, and more. Won-loss records will not define a club's success, but rather, their individual and team activities on and off campus as ambassadors of BGSU, will provide their legacy. The BGSU Sport Clubs philosophy regarding club funding is one that believes awarded amounts should go to support basic needs such as equipment, officials, team membership/sanctioning fees, and local and/or regional travel.

## CONSENT TO PARTICIPATE

Bowling Green State University and the Recreational Sports Department are not responsible for any injury or property loss incurred by a participant, instructor, volunteer, or coach in the sport club program. Each participant is strongly urged to have an annual physical and to carry personal health and accident insurance through the University, their parents, or their own plan. In addition, all participants are required to sign a release form that notifies them of possible hazards involved with sport club participation. In addition, every participant will be required to sign the Code of Conduct document.

## WHO MAY JOIN A CLUB

Regular membership in sport clubs is open to currently enrolled undergraduate and graduate/non-traditional students in good academic standing (see "Eligibility" section for details). Sport clubs are voluntary student organizations of Bowling Green State University, which have been recognized by the University, qualifying them for use of facilities and/or funding. Admission is voluntary and open to all eligible students regardless of race, color, religion, sex, age, or national origin. Such clubs are not agents of the University, and have no authority to represent the institution or commit it to any contract without prior explicit written approval from the Sport Clubs Office.

## HOW TO REGISTER AS A SPORT CLUB

### A. Procedures for New Clubs

1. Existing sport clubs or student organizations may not be duplicated. The Sport Clubs Office reserves the right to refuse recognition to any clubs requiring extensive university funding and/or resources and/or any clubs involving high liability or risk factors which cannot be reasonably overseen by the club and the Sport Clubs Office and staff. Availability of facilities, equipment, funding, regional competition, and overall contribution to the University community may also be considered when evaluating new club requests.
2. Contact and schedule an appointment with the Sport Clubs Office to discuss new club ideas. Fill out preliminary paperwork on budget, personnel, and facility needs. *Based on the level of competition, travel, risk and liability, participants in the organization etc. involved, some student organizations might be able to operate solely under the*

guidance of the Office of Campus Activities. (Ex: Precision Skating Club) That determination will be made by OCA and SC representatives.

3. For clubs administered by the SC Office, the Office of Campus Activities will also have specific requirements that must be met, since all student organizations must be registered with their office. Current requirements include a) having at least 10 BGSU students, b) completing the new student organization registration packet, c) submitting constitution and by-laws, and d) having a full-time faculty/staff advisor.

#### B. Annual Procedures for All Clubs

1. To be recognized, a club must have and maintain a minimum membership of 10 students.
2. All clubs must have a full-time Faculty/Staff member as their Advisor.
3. In order to be a registered student organization with the Office of Campus Activities, new and existing sport clubs must: a) complete annual *registration information*, including a current roster with names and BGSU ID numbers”, plus any changes made in past year to constitution and by-laws; and b) have one representative in attendance at all required workshops and activities.
4. Student organizations which plan to function as sport clubs are also required to file specific information forms with the Sport Clubs Office. These forms must be completed prior to the recognition and registration processes mentioned in the preceding paragraph. Please refer to the President’s responsibilities in the “Sport Clubs Roles” section of this handbook.

---

## CONSTITUTION GUIDELINES

---

A constitution is the basic framework of an organization. It should state the purpose, and indicate the number of officers, requirements for membership and other general policies which might be subject to frequent change. A well-written constitution should provide all necessary information in brief and concise form. References for further assistance are the Office of Campus Activities, Robert’s Rules of Order and Sturgis, Standard Code of Parliamentary Procedure.

### Club Sports Sample Constitution

This sample constitution structure is provided to fully explain each section of the document in order to aid your organization in getting off to a good start and maintain proper standing with the University.

### Why and When

The purpose of an organizational constitution is to ensure efficiency, fair and equal considerations, and clarification and continuity in the regular operations of your group. Each student group should have standard operating principles and procedural rules, which this document merely states in writing. Each time new officers are elected, the constitution should be reviewed to ensure it is up to date.

### What

These guidelines are designed to assist organizations in their formation and anticipation of future problems. The constitution should be tailored to your organization’s specific needs. In addition, student organization constitutions shall be drafted to ensure all members and activities are in accordance with University policy, avoiding future conflict. If your constitution is not in accordance with these guidelines, the Department of Recreation and Wellness will ask you to resubmit a draft that has the proper changes; acceptance into the Sport Club program shall be delayed until the proper changes have been made. Please note the sections in **bold type**, taken from the **Code of Student Rights, Responsibilities, and Conduct**. In accordance with the Code, student organization constitutions should contain language indicative of the group’s adherence to University anti-discrimination and anti-hazing policies.

Listed below are the component parts of the constitution, which must be included. Specific article numbers may vary from group to group, but all the information must be included. If you require any further assistance in drafting your organization’s constitution, please contact Sport Club Office at 419-372-2464 or via email at [imsports@bgsu.edu](mailto:imsports@bgsu.edu).

## Title

Constitution should be entitled “*Constitution of [official name of the organization]*”

## Date

Constitution should state “Date Last Updated: mm/dd/yyyy.”

## Preamble

Should state the full, official name of the organization as well as the purpose, aims, and functions of the group.

### *Article I: Membership*

1. This section must be written exactly as follows (with the exception of groups that are exempt from Title IX): **Participation in the proposed organization must be without regard to arbitrary consideration of such characteristics as age, color, disability, ethnicity, gender, marital status, national origin, race, religion, sexual orientation, or veteran status.** (See section I.D.2© on page 6 of the Code)
2. State the limitation of membership, if any (maximum or minimum limits). A group or organization cannot qualify as a student group or organization unless all of its officers and a majority of its members are currently enrolled at Indiana University [section I.D.3(b)].
3. State the different classes of membership and the requirements for and rights of each class, if any.
4. State the procedure for selection and revocation of membership. For example: How does the organization admit persons to or remove persons from membership?
5. Is membership contingent on payment of dues?

### *Article II: University Compliance*

This section must be written exactly as follows: **This organization shall comply with all BGSU regulations, and local, state, and federal laws.**

### *Article III: Executive Officers*

1. State the title of all officers. What are the duties and responsibilities of each?
2. What are your requirements for executive officers (i.e. GPA, experience)? What other requirements are you looking for in officers?
3. How long do officers serve? When do they take office? When do they turn over their office? Do past officers have a specific role in the organization?
4. How are officer vacancies filled? How do officers resign?
5. Will Executive Officer meetings be held? How often? Who calls the meetings? If the organization has an advisor, is this person considered an Executive Officer? How are decisions made at these meetings?
6. How are officers elected or selected?
7. What is the procedure for removing a person from office?

\*Responsibilities to consider:

- Keeping advisor current on organization activities
- Supervising officers and/or committees
- Calling general and Executive meetings
- Presiding in the absence of the President
- Developing meeting agendas

- Taking and distributing meeting minutes
- Maintaining lists of organization members
- Setting organization goals (short and long term)
- Developing and maintaining organization budget
- Maintaining records of organization spending

***Article IV: Advisor***

What are the responsibilities and duties of the advisor?

***Article V: Meetings***

1. Are there regular membership meetings? If so, how often will regular meetings be held? How are they advertised? Who has authority to call meetings?
2. Who sets the agendas for meetings? What rules of order are followed?
3. How are emergency or special meetings called? Who has the authority to call these meetings? How are members notified of these special meetings?
4. How is attendance recorded for meetings (if necessary)?

***Article VI: Elections***

1. When and how frequently will elections be held?
2. How are people nominated to run for office?
3. Is voting by secret ballot or open show of hands? What percentage of members must be present and voting for a candidate to be elected?

***Article VII: Non-Hazing***

The section must be written exactly as follows: **Hazing is strictly prohibited. Hazing shall be defined as any conduct which subjects another person, whether physically, mentally, emotionally, or psychologically, to anything that may engender, abuse, degrade, or intimidate the person as a condition of association with a group or organization, regardless of the person's consent or lack of consent.**

***Article VIII: Dues and Budgets***

1. Are dues charged by the organization for membership? If so, how is the amount determined?
2. How often are dues collected? What happens to members who haven't paid dues by the deadline?
3. Who collects dues?
4. Who creates and maintains the group's budget? How often is the budget revised?

***Article IX: Finances***

1. Who is in charge of financial affairs?
2. Will the organization be applying for or maintaining a SOA account?
3. State accordance with the SOA office policies and procedures.
4. If the group is not planning on holding a SOA account, what type of financial maintenance will the group utilize?
5. What happens to the remaining money if the group dissolves?

***Article IX: Amendments***

1. How will all eligible voting members be notified of proposed amendments (i.e. announcements at meetings, email, postings, etc)?

2. What vote is required to ratify an amendment (i.e. 2/3 or 3/4 of total or present members)?
3. Once approved by the organization, all constitutions with amendments must be submitted to the Assistant Director of Club Sports.

---

## **SPORT CLUB ROLES**

---

### **THE STUDENT PARTICIPANT**

Sport Clubs are student – initiated and student – controlled activities that offer unlimited opportunities for students to become directly involved in the leadership and administration of their respective clubs. In addition to being able to continue participation or learn a new sport activity, students are also in charge of supervision of the club and can actively take part in the management of each club. Collectively, they have responsibility for: the writing of their club's constitution and by-laws; the determination of their membership requirements; the establishment of their dues schedules; the selection of their club's advisor; the establishment of the duties of their officers; the selection of their volunteer coach; and the development and administration of their club budget. Students may also take direct leadership positions as an officer of their respective club. The effectiveness and success of each sport club depends on the students involved.

### **THE CLUB PRESIDENT**

It is the responsibility of each Club President to promote and coordinate their sport club's activity on campus and to work with those University offices that assist sport clubs in accomplishing the purpose of the University.

In addition to the duties of the president as outlined in the club constitution, each sport club President is responsible for the delegation (to other members) and completion of the following requirements:

1. Serving as the liaison between the Club and the Sport Clubs Office. The club management software used to track required paperwork will be explained at a representatives meeting.
2. Constitutions should be revised and maintained from year to year. Any modifications of a constitution should be properly executed through leadership of the president.
3. Educating club members and operating the club in conjunction with the Trip Leaders, and complying with the contents of the Sport Clubs Handbook, the club's constitution, and the Code of Student Conduct (particularly the hazing policy and other behavior).
4. Obtaining a Club Advisor.
5. Submit paperwork to the Office of Campus Activities *as required*.
6. Making sure a club representative (preferably an officer) attends mandatory monthly meetings to give and receive club updates. Missing 2 – 3 meetings will result in the loss of practice time on the Sport Club outdoor fields, the Perry Field House, Ice Arena, or the Student Recreation Center.
7. Keeping all required paperwork current in the Sport Clubs Office (late information may result in travel sanctions and/or loss of facility privileges). See the "required paperwork chart" in Appendix.
8. Making a weekly check of the club mailbox in the Sport Clubs Office in Room 130 Perry Field House and/or reading e-mail updates from the SC staff.
9. Meeting financial obligations incurred by the club.
10. Informing the next club president of the routines and guidelines for club operation prior to the next president's assumption of duties. All paperwork, budgets, and correspondence pertaining to the club from the past year should be passed on.

#### **NOTE:**

The Advisor will be notified of any Club President that does not fulfill these specific responsibilities. Subsequent action may also be administered by the Office of Campus Activities as a result.

## **THE TRIP LEADER**

The role of this position is to assist each club in maintaining a safe experience for the club and its participants, particularly when traveling to away competitions and events. Their role will include additional training in safe vehicular transportation, abiding by all laws, group dynamics, and other positive leadership tools. At least one authorized Trip Leader will be required to accompany all clubs on every away trip. They will complete and submit a follow-up document upon their return. Any individual 18 or older, who is currently enrolled in, or employed by BGSU, *or listed as a coach or advisor*, will be eligible for this position. Each club can have multiple individuals trained and authorized to be Trip Leaders. Training workshop dates and times will be announced.

## **THE SAFETY OFFICER**

All Club Sports teams are required to have a Safety Officer. The duties of the safety officer include but are not limited to the following:

- Currently certified in CPR & First Aid
- Knowledgeable of the Emergency plans
- Inform and train team on the steps of an Emergency Action Plan
- Attend monthly Safety Officer Meetings
- Responsible for the First Aid Kit (return to Sport Club Office in May)
  - Bring kit to ALL team events
  - Keep kit fully stocked (including accident and incident report forms)
- Responsible for *training one team member* in ALL duties if unable to attend a game or practice
- Report injuries or incidents and submit proper paperwork for such occurrences(aka-injury or incident reports)
- Check the safety of facilities and equipment before allowing members to participate. Members shall not be allowed to utilize unsafe facilities or equipment.
- Report safety hazards to Sport Club Director in writing.
- Responsible for gathering teammates waivers, participant forms, insurance cards, drivers licenses and any other information that the Sport Club Office requires. No one is permitted to participate without the completion and submittance of all required documents.
- Promote and model club safety during all club functions.
- Must attend a Safety Officer training session hosted by the Recreation and Wellness program.

## **THE COACH/INSTRUCTOR** (referred to below, simply as “coach”)

BGSU Sport Clubs are encouraged to operate with the services of volunteer coaches or instructors, made up of students, graduate assistants, faculty/staff members, or community members. A coach of a BGSU Sport Club assumes considerable responsibility, and should understand the following:

1. The coach must maintain the philosophy of student-development and allow the students to take on as much responsibility in the administration of the sport club as possible.
2. The coach may assist club officers in scheduling practices and games, but paperwork should be completed by the officers of the club.
3. The coach should be experienced and knowledgeable in their sport (training, strategy, etc.).
4. The coach is encouraged to attend all practices and games in order to fulfill his/her commitment to the sport club, and assumes control of sport club activities during those times relating to coaching decisions.
5. The coach should aim to develop and improve the skills of sport club members.

6. The coach should maintain a philosophy which promotes fair play and conduct both in and out of competition among all sport club members.
7. The coach must be aware of their actions while serving in an official coaching capacity, as well as in a social setting. Excessive socializing, or even dating team members can be considered inappropriate and destructive to team morale and cohesion. Such behavior is strongly discouraged.
8. The coach must be aware of health and safety requirements of the sport club's activities, including the inspection of sport gear and reporting of hazardous facility conditions to the Sport Clubs Office when necessary. *It is **required** that this individual also be certified in CPR and First Aid.*
9. The coach must be aware of emergency procedures relating to the facility at which the sport club conducts its activities.
10. The Sport Clubs Office does not pay sport club coaches using "foundation" accounts or General Fee "operating" funds.
11. *Any sport club with a non-student coach who needs access to the PFH during practice, must notify Scott Sehmman or an IM/SC GA at least 48 hours in advance of the coach entering the building. We will set up an account for those coaches in Class (Rec Sports tracking system), allowing SC access only. If they have not been loaded into our system, it will then be up to them to pay the \$6 guest fee, or choose not to enter.*

It is the responsibility of each sport club to secure the services of a coach if so desired. All coaches must be approved by the Director of Sport Clubs, who may also dismiss a coach if necessary. If coaching services are secured, the following is required of said individuals:

1. completion and submission of a Coaching Profile to the Sport Clubs Office
2. completion and submission of a Sport Club/Coach Agreement to the Sport Clubs Office

## **THE CLUB ADVISOR**

Each sport club's advisor is chosen by the members of the group itself. In all instances the advisor must be accepted by the club based on their constitution, and then approved by the Director of Sport Clubs. The advisor must be a full-time faculty or staff member. Exceptions to the requirement of a faculty/staff advisor may be granted by the Director of Sport Clubs with the approval of the Office of Campus Activities.

The advisor should attend the meetings of the club, as this puts him/her in a better position to understand and assist the group in providing direction and helping to maintain continuity in club programming. Other important responsibilities of the advisor can include: the approval of the Club's annual budget; the general approval of the program for the organization; the signing of contracts, request forms, semester report forms, and disbursement vouchers for travel; serving as a source of information; maintaining club records; and the counseling of individual members.

Advisors should participate without domination by facilitating student development opportunities. They should always serve and advise, not sit in judgment. Advisors are most helpful when they use mature judgment and experience to help club members refine their programs, plans, and discussions to a point where they are effective and realistic.

## **THE SPORT CLUBS STAFF**

The Director of Sport Clubs serves as the official representative of the Department of Recreation and Wellness in the supervision of the Sport Clubs Program. Other staff members will maintain records, provide weekly updates, and serve as a liaison to the director.

---

## ELIGIBILITY AND CONDUCT INFORMATION

---

### A. ELIGIBILITY

1. Club members enrolled in the following capacity must maintain the corresponding credit hours per semester:

Undergraduate, Full-time	10 credit hours
*Exception: graduating seniors during final semester	1 credit hour
Graduate/Non-traditional	6 credit hours

2. Former varsity players are eligible for clubs, based entirely on club, league, and national association rules.
3. *In "parallel" Intramural Sports, club participants are now eligible. See Intramural Sports rules for details.*
4. NOTE: High school students taking BGSU courses through the Post Secondary Enrollment Options Program (PSEOP) are not eligible to practice or participate with a club.
5. *GPA's will not be tracked, and no minimum GPA will be required by the SC Office. Any team's league, association, or tournament requirements will still be in effect as well.*
6. The Office of Campus Activities requires the President and Treasurer to have an overall minimum GPA of 2.0, and be in good discipline standing (not on University probation, etc.). They will need to sign a grade release waiver and a judicial release waiver for OCA use only.
7. Faculty/Staff, alumni, and community members are not eligible for membership, participation, or funding. However, their role as coaches, supporters, and advisors is encouraged.

### B. EXPECTED CONDUCT

1. Sport Club members are expected to function in a mature and responsible manner both on and off campus in all club-related activities in accordance with the Sport Clubs Handbook, their Club Constitution, and the Code of Student Conduct. Sport Clubs or individual members of Sport Clubs may face disciplinary action for inappropriate behavior (hazing, etc.) while representing BGSU Sport Clubs. Disciplinary action may result in revocation of recognition as a Sport Club and additional disciplinary action may be deemed appropriate by the Director of Sport Clubs, the Office of Campus Involvement, and/or the Student IM/SC Discipline Program Staff. The Code of Conduct document describes additional participant behavioral expectations.
2. Spectators are welcome at club-related activities, but do not have facility usage privileges except as spectators.
3. University and Ohio laws concerning alcohol specifically prohibit the purchase, consumption, or furnishing for consumption of intoxicating liquors in public places, except where explicitly authorized. Clubs who allow alcohol to be present or consumed at practices or games are subject to disciplinary action.
4. The use or distribution of drugs, except for established medical purposes determined by prescription from a physician, is prohibited.

### C. CLUB SUSPENSION

Suspension may result in loss of facility usage for an appropriate period of time as set by the Director of Sport Clubs or the Office of the Dean of Students..

1. Failure to file appropriate paperwork as included under President's Responsibilities as per listed due dates (generally, sanctions will be assessed prior to suspension)
2. Use of ineligible players
3. Unauthorized use of facilities
4. Student Code violations (hazing, etc.)

While not all violations will be listed here, **hazing** is a major topic to address with your clubs. *The BGSU policy states, in part: "...The BGSU community is unconditionally opposed to any situation created intentionally to produce mental or physical discomfort, embarrassment, harassment or ridicule. Hazing encompasses any action or activity which does not contribute to the positive development of a person; which inflicts or intends to cause physical or mental harm or anxieties; and/or which demeans, degrades or disgraces any person regardless of location, intent or consent of participants. Hazing can also be defined as any action or situation that intentionally or unintentionally endangers a student for admission to or affiliation with any student organization."*

#### D. PLAYER SUSPENSION

Sport Club members are expected to adhere to a high standard of conduct which reflects a positive image of their sport club, the SC Office, and Bowling Green State University. Any club member who fails to adhere to the policies as stated by the student code (i.e. hazing), *the Code of Conduct form*, or whose behavior damages the sport club (stealing money or equipment from club, physical abuse, violation of policies at other schools, etc.) will be deemed ineligible from further participation for a period of time as deemed appropriate by the Director of Sport Clubs *and/or the Office of the Dean of Students*.

---

## SUPPORT SERVICES PROVIDED FOR SPORT CLUBS

---

#### A. OFFICE RESOURCES

1. **Sport Clubs Mailings:** Each club will be assigned a mailbox in Room 130 Perry Field House. Incoming mail may be directed to the Sport Clubs Office, 130 Perry Field House, BGSU, Bowling Green, Ohio 43403; Attention: \_\_\_\_\_ Club (specify sport and gender). Faxes may also be received and sent for clubs through the SC Office. The FAX # is 419-372-8044. On-campus mail can be sent by each club just like any other mail. All club mailings sent through the University mail service should be identified with the name of the club on the envelope.
2. **Sport Club Forms:** All required sport clubs paperwork and appropriate numbers of copies will be supplied to each club by the Sport Clubs Office. Sport Club paperwork can be found on BGSU's Blackboard. Documents may be turned into the digital drop box or into the Sport Club Office on or before the due date. If copies are needed by a club, you may make copies in the Sport Club office. Come to the office between the hours of 8:00am – 5:00pm to make copies.
3. **24 Hour Drop Box:** Outside of normal Sport Clubs Office hours, clubs are able to drop off SC paperwork in the "Intramural" mailbox located behind Perry Field House. Please e-mail or phone the office whenever paperwork is placed in the mailbox, in order to ensure that the SC Office receives it.
4. **Assistance in Scheduling Facilities:** Facility scheduling assistance may be sought from the Director of Sport Clubs or designee. All clubs are encouraged to discuss upcoming facility/outdoor space availability with the Director prior to scheduling home matches. Don't assume that space available for your club in the past will automatically be available again. See "*Facility Reservation*" section.
5. **Providing Weekly Schedules:** A composite schedule will be produced each week, detailing the practice and game activities (Monday through Sunday) of all clubs "in-season". *The weekly schedule will also be available on the SC web site by 3:00pm on Friday's.* Club members are expected to provide timely information and game schedules to the SC Office for the weekly schedules.
6. **Equipment Storage:** Space will be available for some clubs in the Sport Club shed behind the Perry Field House. The Director or Graduate Assistant will need to approve storage and assist in placing materials in the shed. In addition, a minimal amount of equipment can be stored in the Intramural cage in the Perry Field House.
7. **Home Page:** A web page has been established for Sport Clubs off the main Rec Sports page, with connecting pages for each club. The Office of Campus Activities also allows clubs to establish and maintain their own organization page.
8. **Alumni Lists:** For clubs wanting to track down previous members, or start mailing lists for fundraising reasons, the Office of Campus Activities keeps previous team rosters on file. Clubs can use the Alumni Office to then find current information on the individuals listed.

9. **Competition Assistance:** Web sites for many campus Recreation Departments across the country can also be found by visiting [http://www.nirsa.org/source/members/vendors/insmb\\_roster\\_2.cfm](http://www.nirsa.org/source/members/vendors/insmb_roster_2.cfm). Clubs can reduce costs by locating and using e-mail addresses when trying to schedule games with other schools.
10. **Letters of Absence:** When requested, the SC Office will prepare a letter for clubs needing to miss class for major competitions. This letter can be presented to faculty, explaining that students are participating in a club-sponsored activity, representing BGSU. There is no guarantee that professors will excuse student absences, but this letter should help.
11. **Food Preparation and Distribution Assistance:** *Please view this web page for clarification on what steps need to be taken when serving food to others at campus events:*  
[http://www.bgsu.edu/offices/sa/recsports/sport\\_clubs/page12676.html](http://www.bgsu.edu/offices/sa/recsports/sport_clubs/page12676.html). Click on the links for "Campus Food Policies" and "Food Exemption Form". Policies on safe food handling can also be found at:  
[www.bgsu.edu/offices/envhs/food/index.htm](http://www.bgsu.edu/offices/envhs/food/index.htm)
12. **Uniform and Apparel Purchases:** *Please complete the SC form(s) offered through the Athletic Department (ICA) if your club is interested in purchasing uniforms or team apparel from Adidas (significant discounts available through a campus-wide contract). Contact the SC Office for steps in completing the request process, as there will be limits involved. Ben Spence is the contact for ICA at [bspence@bgsu.edu](mailto:bspence@bgsu.edu).*
12. **A Concerned Ear:** For any individuals who feel a club or individual is operating in an unsafe or reckless manner, we would like to hear about it. If the issue cannot be resolved within the club, and speaking personally with our staff is not a preferred option please drop a note in a suggestion box at the Student Recreation Center or at Perry Field House.

## B. PUBLICITY RESOURCES

The Sport Clubs Office will assist sport clubs in publicizing club events as needed. Each sport club is encouraged to take advantage of the numerous sources of on-campus media vehicles including print, radio, and television. These media can be accessed via paid ads, or just stories they may choose to run on a club.

These various media sources should be contacted to promote events and results of sport club competitions. It is to every sport club's advantage to utilize every source possible to increase exposure for its events.

### 1. PRINT MEDIA

BG News - Sports	West Hall, 210	372-6966
BGSU Magazine - Alumni	Administration Building, 516	372-2616

### 2. TELEVISION

Fox Toledo	Four SeaGate Toledo, OH 43604	419-244-3600
Buckeye Cable (BCSN)	115 S. Reynolds Rd. Toledo, OH 43615	419-724-BCSN
BG 24 News	West Hall, 322	372-2997
WBGU-TV (Channel 27)	245 Troup Street	372-2700
Time Warner Cable TV(at S. Main Plaza across from WalMart) (complete an event description sheet and drop it off to be shown on cable t.v.)		352-8424

### 3. RADIO

WBGU-FM	West Hall, 121	372-8657
WFAL	News, West Hall, 120	372-2354

### 4. TELEPHONE

Campus Fact Line (this # is to <u>give</u> info only -- to <u>get</u> info, call 372-2445)		372-0270
---	--	----------

## 5. CAMPUS AND ALL OTHER DISPLAYS

All posters, flyers, and other printed materials to be posted must be created and displayed using common sense and good taste. **All such materials must clearly identify the group as a club, so as to avoid confusion with varsity teams.** Rather than having other printed information pre-approved by a campus department, the responsibility is instead placed on each club to produce acceptable materials. Violators will be subject to financial, facility, and clean-up penalties, as well as a loss of artistic freedom in future publicity design.

*Please refer to the Student Handbook (p. 51) for specific guidelines on displaying any form of printed material on campus.*

Office of Residence Life (Residence Hall displays and mailbox stuffers only)	222 Conklin Hall	372-2011
Office of Campus Activities (extended displays for multiple events spanning more than one week)	401 Bowen-Thompson Student Union	372-2343
University Dining Services (table tents, including acceptable dimensions)	200 Centrex Building	372-2891
Risk Management Office (Motor Vehicle. Driver Check if renting a vehicle)	909A Administration Building	372-2127
Athletic Communications Department (Licensing/Logo/Trademark re: color and uniform, flyers, brochures, programs, etc. issues)	Stadium East	372-7075

## 6. ELECTRONIC RESOURCES

BGSU EVENTS CALENDAR (clubs submit events directly, and web administrator adds info to this master list on-line)	<a href="http://www.bgsu.edu/calendar/calendar.html">www.bgsu.edu/calendar/calendar.html</a>
SPORT CLUB WEB PAGE (weekly facility schedule, club forms to download, and more)	<a href="http://www.bgsu.edu/offices/sa/recwell/sportclubs/">http://www.bgsu.edu/offices/sa/recwell/sportclubs/</a>
E-MAIL LISTS	Get E-mail addresses from fans, friends, etc. and make a list
MAPQUEST WEB PAGE (provides mileage and trip information for requested cities)	<a href="http://www.mapquest.com/">www.mapquest.com/</a>
OFFICE OF CAMPUS ACTIVITIES (access many forms, including setting up a web site and linking to Student Org. site)	<a href="http://www.bgsu.edu/offices/sa/getinvolved/">www.bgsu.edu/offices/sa/getinvolved/</a> <a href="mailto:involved@bgsu.edu">involved@bgsu.edu</a> (email for club contact changes)
RISK MANAGEMENT OFFICE (vehicle driver check, internet driver training, etc.)	<a href="http://www.bgsu.edu/offices/riskmgmt/">www.bgsu.edu/offices/riskmgmt/</a>
MARKETING & COMMUNICATION (daily email announcements to all BGSU students, faculty/staff, plus press releases)	<a href="http://www.bgsu.edu/offices/pr/index.html">www.bgsu.edu/offices/pr/index.html</a>

---

## FINANCIAL AFFAIRS

---

### A. FUNDING CRITERIA

1. The Sport Club office no longer has a budget in which to allocate funds to sport clubs. The Office of Campus Activities allocates all funds to Sport Clubs through their office.
2. Sport clubs can receive funding through a variety of sources. There are two accounts which sport clubs can utilize to maintain their funding. Each account is listed and defined below:
  - a. Operating - Funds in this account are allocated by the Office of Campus Activities to each club from General fee monies. These funds “roll over” from year to year. Refer to OCA documents and procedures for spending. **Note: Confirm your club’s correct budget account number with OCA before giving out budget info for rentals/purchases!**
  - b. Foundation - Funds in these accounts are generally received from donations or gifts. These funds may also be carried over from year to year. All deposits and withdrawals must be done through the Director of Sport Clubs.
  - c. **Note: The BGSU Business Office prohibits off-campus student organization checking accounts.**
3. Operating funding may be frozen, reduced or withdrawn by the OCA Office for any group that fails to remain active in complying with all sport club policies and deadlines.

### B. ANNUAL FUNDING REQUEST PROCEDURE

1. Contact the Office of Campus Activities and follow their procedures for annual funding of student organizations on the BGSU campus.

### C. INCOME

1. Dues: can be established by each club individually and are considered income. All dues must be documented and recorded by each club.
2. Fundraising: is encouraged within the guidelines for solicitation set down by the Office of Dean of Students. A variety of fund-raising activities exist, but their success depends on the planning and organization of the fund-raiser, and subsequently the consistent dedication and effort of club members working together. Fund-raising suggestions are abundant: bake/candy sales, car wash, ...a-thons, raffles, t-shirt sales without protected BG logos being used (when food sales are involved, the Environmental Health and Safety Office must be contacted at 372-2172).

Regulations for fund-raisers held in licensed establishments that serve alcohol:

  - a. No money may be generated by alcohol sales. Money may only be generated through “cover charges” at the door.
  - b. All publicity must indicate that you must be 21 and over to consume alcohol.
  - c. Drink specials or any advertisement that could encourage irresponsible or binge drinking are not permitted.
  - d. If approved, only the organization may advertise the event; the third-party vendor may not advertise or promote the event without the written approval of the Sport Clubs Office or Office of Campus Activities.
  - e. In addition, sober monitors should be provided by the organization, while also providing some type of food.
  - f. Non-alcoholic beverages must also be provided.
  - g. No person should be admitted to the event if they are clearly intoxicated.

Contact the Office of Campus Activities for specific fundraising guidelines, strategies, or clarifications.

3. Sponsors: Must be University-approved sources (no drug or alcohol references are allowed).
  - a. Approval is required from the Sport Clubs Office for any sponsorship associated with printed uniforms, banners, or equipment; commercial endorsements via radio, television, or print media; or the provision of other goods or services to any club. Questionable cases will be referred the Office of Campus Activities.
  - b. BGSU Logo/Trademark/Sponsor on apparel or printed literature: When ordering uniforms or placing sponsor’s name or logo on apparel or *printed items* (posters, etc.), contact the Assistant Athletics Director for Marketing & Promotions (Chris Marcum) regarding acceptable use of BGSU marks, colors, and symbols (like the Falcon head).

4. Donations and Gifts: from parents, alumni, and friends of the University may be a good source of income for any club, but all such campaigns must be approved and coordinated by the Sport Clubs Office. Individuals wishing to contribute to a club's BGSU "Foundation Account" (for tax deduction purposes) should write a check to the name of the club (specify gender and be sure it's clear the payment is for the club team and not a varsity team!). Their employer may provide matching funds as well. After receiving the donation, the Alumni Office (Mileti Alumni Center, Alumni Drive) will then send a receipt to the person. If cash is given, the club needs to provide the giver's name, address, and the cash to the Alumni folks. If givers receive a gift from the club in return for their donation (t-shirt, dinner, etc.), the value of the gift must also be disclosed to the Alumni Office, so the receipt they write will reflect the actual amount of the taxable donation.
5. Admission Fees: for contests and exhibitions as a source of income must have prior written approval by the Director of Sport Clubs. Fees must be documented and recorded by each club.
6. Yearly Accounting: must be signed by the Club President *or Treasurer* and filed with the Director of Sport Clubs. A club's financial records may also be audited at any time. Failure to maintain up to date financial records may lead to disciplinary action, loss of facilities, and/or loss of financial assistance.

#### D. SPENDING MONEY FROM "OPERATING" ACCOUNTS

Operating accounts are being administered by the Office of Campus Activities. The OCA spending policies and procedures will be covered in their training sessions.

- a. Clubs cannot pay coaches with these funds.
- b. Clubs will lose practice time for late/missing SC paperwork and missing SC meetings.
- c. The SC Office will also be able to freeze all operating accounts.

---

## FACILITY RESERVATION AND USAGE

---

**Organizations that use the facilities must assume responsibility for enforcing these regulations among members and guests of their organization. Failure to observe the following rules and regulations will likely result in financial penalties and/or forfeiture of the right to use recreation and sport facilities.**

#### FACILITY SCHEDULING

Clubs may reserve appropriate indoor or outdoor (including meeting rooms) sports facilities for their meetings, practice sessions and scheduled contests. Such scheduling is usually done outside of scheduled Intercollegiate, HMSLS, or Intramural hours. Requests for standing reservations must be coordinated between the Director of Sport Clubs and/or the appropriate facility director by established deadlines in order to accommodate all club requests. A building supervisor must be present in each facility during Sport Clubs usage. No club practice or game schedule is official until it has been approved by the Director of Sport Clubs. Club players and opponents must park legally for practice and games.

All space managed by the Department of Recreation and Wellness will be coordinated using our Class Software system. These facilities will include the Intramural fields (by the Ice Arena), Sport Club fields (by the Ice Arena tennis courts, east of the IM fields), College Park field (typically used by Rugby), Student Rec Center, Perry Field House, and the Ice Arena. This information will still be gathered primarily by clubs completing the Operation Form, while also regularly updating the PFH/SC graduate assistant with any changes. This should help prevent overlapping schedules by the clubs.

#### GUIDELINES:

1. Perry Field House
  - a. Meeting room requests must be made in advance to the IM/SC Office.
  - b. Turf/Track room requests for practices between Monday -Thursday, 7:00 p.m.-12 midnight must be made to the SC Office according to reservation policy and proper completion and submission of form (either hard copy or on-line from our web site). For most clubs, the reservation period spans November to mid-March. Any event requests for Field House usage outside the M-R, 7p-12a period must be made to the Director of IM/SC.

- c. The PFH will be available for teams with up-to-date paperwork, based on priorities for teams in-season, along with other criteria.
- d. For a club to keep their reserved PFH space during IM/SC hours, they must have a minimum number of players in attendance (see chart below). Otherwise, if another group is present, the space must be split/shared. If the space cannot be safely split/shared, the club team must vacate the space to the waiting group.

Minimums:

Turf Room (half the field) 10 players present

Turf Room (whole field) 20 players present

Track Room (per court) 6 players present

- e. Any sports club with a reserved space must either use the space as scheduled, or cancel their reservation at least twenty four (24) hours before the scheduled reservation. To cancel the space, call the Sport Club Graduate Assistant, so the space can be used by another club.
- f. If any club causes problems, fails to follow facility rules, or fails to cancel their reservation properly, sanctions and/or loss of PFH privileges could result.
- g. To access the IM/SC cage in the PFH, a student or professional PFH staffer will accompany the club member. For the outdoor storage shed immediately behind the PFH, a PFH professional staff member (including GA's) must accompany the club member.

2. Sport Club and Intramural Fields

For outdoor contests scheduled on the Sport Club/Intramural fields the same day as varsity soccer or football games, here are the general guidelines for scheduling:

- a. Any such club games on home football days should usually finish 2-3 hours before the scheduled football game starting time, or start 3 hours after the football game starting time.
- b. On home varsity soccer days, club games should not be played at the same time as games involving BG.

3. Facility Contacts

Lona Leck: Perry Field House	419-372-7235
Scott Sehmam: Intramural Fields, SC Fields, College Park Field	419-372-8343
Jamie Baringer: Ice Arena	419-372-2264
Dave Hollinger: Student Rec Center (all but aquatics)	419-372-7477
Micha Seither: SRC Aquatics	419-372-7482
Andy Sinwald, Kallie Hitchings: Eppler Complex(ecfacility@bgsu.edu)	419-372-2883
Jim Elsasser: Memorial Hall, Stadium field area reservations	419-372-7054
Event Planning & Reservations: All other campus locations	419-372-2241 or 372-2941
Facilities Grounds Dept. (maintain College Park field)	419-372-7650
Gary Scott: ICA Grounds Dept. (maintain IM fields, Stadium field area)	419-372-7099

4. Facility Cancellations

In the event of a change of schedule or failure to play, sport clubs must give advance notice of any facility cancellations to the respective facility coordinator. Clubs should follow each facility's policy on how to give proper cancellation notification.

**OUTDOOR FACILITIES**

The primary function of the outdoor facilities is to serve the needs of students. In the interest of maintaining fields and outdoor facilities in proper and safe condition, the following guidelines are to be followed by those using the fields.

- 1. All persons and organizations using University facilities are expected to leave the facilities in the same or better condition than they found them. This includes responsibility for returning equipment to its proper place and removal of all debris, etc. Contact appropriate grounds department (physical plant or intercollegiate athletics) to provide trash service. Failure to leave premise in proper order will likely result in a financial penalty and/or loss of facility privileges.
- 2. Visiting teams or competitors may be permitted showering and dressing privileges with use of lockers and showers. Locks and towels will not be provided. *These privileges must be requested 5 days prior to the event* and approved by the

Director of Sport Clubs and/or proper facility director. If the use of a facility is approved and assigned, only the specific facility designated by the facility director may be used. Don't promise facility use to a visiting team unless it has been approved in advance for each game.

3. No holes, ditches, or pits may be dug for any purpose. No tents or other structures may be erected without the facility director's permission. The field is to be used **AS IS** unless prior authorization is given by the facility director.
4. Individuals and groups may not sell or provide food or drinks at any of the outdoor fields or facilities without prior authorization from the Sport Clubs Office or authorized facility manager, utilizing the "University Dining" Service policies and/or forms.
5. No transportation equipment of any kind is permitted on the fields without prior authorization. This includes cars, trucks, vending stands, and motorcycles. Any damage incurred will be paid for in full by the person or organization responsible for the activity.
6. Due to the expense, the time necessary to grow grass, and the "shared" use of most University field areas, **WEATHER and turf conditions** become reasons for postponing or canceling scheduled activities. If playing on the grass might cause long-term (weeks/months) damage to the field, don't risk it just for the sake of getting one event played in the short-term. Sport Clubs are expected to use their best judgment when faced with hazardous or inclement weather. Suggested weather guidelines can be found under "Health and Safety".
7. Possession and/or consumption of alcoholic beverages is prohibited at all outdoor facilities and fields.
8. All pets should be controlled and cleaned up after.
9. As per BGSU regulations, no bikes, skateboards, in-line skates, or other modes of "wheeled" transportation are permitted on any outdoor tennis courts. Only the game of tennis is permitted to be played on all outdoor tennis courts.
10. Willful destruction or abuse of University property will result in forfeiture of the outdoor facility and field use privileges and/or other University disciplinary action will be taken.

## **INDOOR FACILITIES**

1. All persons and organizations using University facilities are expected to leave the facility in the same or better condition than it was when they arrived that day. This includes responsibility for returning equipment to its proper place, removal of all debris, etc. If excessive maintenance services are required or if any damages occur, the organization or individual who was responsible for the activity will be billed.
2. In addition to the following rules, all specific facility rules must be followed as well.
3. Smoking is prohibited in all areas including classrooms, swimming pools, gymnasiums, and all other activity areas.
4. Possession or consumption of alcoholic beverages is prohibited in all University indoor sports facilities.
5. Food and soft drinks are not permitted in Rec Sports facility classrooms, swimming pools, gymnasiums, or other activity areas without prior authorization from the respective facility director.
6. Individuals and groups may not sell or provide food or drinks at any of the outdoor fields or facilities without prior authorization from the Sport Clubs Office or authorized facility manager, utilizing the "University Dining" Service policies and/or forms.
7. Any footwear that marks or scuffs is prohibited in all activity areas, unless otherwise posted in writing. Some activity areas require special footwear that must be worn. Additional equipment regulations may exist in each facility.
8. Spectators are permitted only in designated seating areas, and have no usage privileges.
9. Dogs and other animals are not permitted in any recreation or sport facility unless their services are medically required and certified.

10. Willful destruction or abuse of University property will result in the forfeiture of the facility use privileges and/or other University disciplinary action, if appropriate.

---

## TRAVEL REGULATIONS AND GUIDELINES

---

### SCHEDULING CONSIDERATIONS

1. All travel must be carefully justified and should take into consideration whether the same competition or quality of program is available nearby.
2. Clubs should attempt to combine matches or programs in one geographical area into a single trip. (i.e. play Akron and Kent State on same weekend).
3. Confirming game details with opponents in the form of a written contract is recommended (see Paperwork Appendix). In addition, approximately one week before any home or away contest, contacting the opponent to verify game details is also recommended.
4. Where competition is on a dual basis, there should be approximately the same number of home events as away events.
5. Where competition is on a multiple team basis in a single location, the University should host its share of events.
6. **Any time a scheduled trip is canceled or rescheduled, the Sport Clubs Office and/or the Sport Club Graduate Assistant should be notified immediately.**

### USE OF PRIVATE OR RENTAL AGENCY VEHICLES

BGSU does not own vehicles to rent, which means clubs must use private or outside rental agency vehicles. The travel regulations for BGSU groups using 8+ passenger vans are available on the Risk Management Office web page. Please read the other travel regulations on that site as well, including forms on vehicle rental process, vehicle vendor information, and motor vehicle record statement. ***Failing to turn in required vehicle rental paperwork to the Risk Management Office on time will likely lead to the trip being canceled!***

Also, due to privacy laws enacted by a number of states, out-of-state club participants who wish to be cleared to drive for club functions may be required to personally request, complete, and submit "request for clearance" policies specific to their state. The BGSU Risk Management Office will notify the PFH/SC Office of this need, and affected students will be notified. Here is the current list of states and contacts for those students who will have to contact their state agencies directly to request a driver check.

Alaska	907-269-5583
Arizona	602-255-7090
California	906-657-5771
Delaware	302-739-5719
District of Columbia	202-727-3894
New Hampshire	603-271-2372
Washington	206-586-2638
West Virginia	304-558-2350

No driver may drive other people until cleared by the Risk Management Office.

Travel by sport clubs, whether in private, public, or rental vehicles, is governed by the following regulations:

1. Sport Clubs trips must have an approved ***Travel Roster/Itinerary form on file by the Wednesday*** before a club leaves BG. In addition, (optional) secondary Travel Insurance is also available through BGSU.

2. *Trip Leader meetings will be held every Wednesday at a time TBA at 130 Perry Field House during the academic year for teams that are scheduled to travel during the week and have submitted appropriate travel forms by the required date to the Sport Club office.*
3. Sport Clubs members who do not have Release forms and Emergency Medical Information forms on file in the Sport Clubs Office are **NOT** eligible for trips. Trips that are 30 miles or less in distance from BGSU are exempt from having to submit a Travel/Trip Itinerary form for advance approval from the Sport Club and/or Office of Campus Activities.(New, 2011-12)
4. Personal vehicles and outside rental agency vehicles may be driven by any authorized, licensed driver whose name, driver's license number, personal identification number, and signature have been checked and approved after turning in the Motor Vehicle Statement Form(only if using rented vehicles) at least 14 days prior to driving. When using personal/private vehicles, drivers should be aware that their own insurance will be considered primary in the event of accidents and injuries to vehicles or people. BGSU does not cover such cases.
5. The officers of those sport clubs authorizing the use of private transportation for their club travel should make sure that each driver has completed the Motor Vehicle Statement Form. Questions should be directed to the Director of Sport Clubs. Use of personal vehicles is strongly discouraged since no reimbursement will be made for accident-related repairs. When a personal vehicle is used, the vehicle owner must maintain automobile liability insurance in an amount sufficient to cover any related property or liability loss and be responsible for their own personal deductible charges. The university is not responsible for any increase in premium under the owner/operator's policy as the result of an accident.
6. Before driving any rented passenger vehicle, all drivers must take and pass the Risk Management internet driving course (only need to pass it once to cover all remaining years at BGSU). See Risk Management web page for details. This takes about 30 minutes.
7. In their use of vehicles, sport clubs members are expected to comply with all state and federal rules and regulations governing the use of the vehicle. The number of travelers must not exceed the number of seatbelts. Seatbelts are required for all drivers and passengers.
8. A sufficient number of "cleared" drivers should be available for all travel, so as not to require the driver of any vehicle to drive beyond safe limits.
9. Upon returning from an away event, a Post-Travel Summary form must be completed and submitted by an authorized Trip Leader by the Wednesday following an event, by 5 pm.
10. For additional guidelines, please view the Risk Management web page section on "Field Trips".

## **REIMBURSEMENT OF PRIVATE OR RENTAL AGENCY VEHICLES**

1. For payment or reimbursement guidelines for vehicles, please contact the Office of Campus Activities.

---

## **HEALTH AND SAFETY**

---

### **STATE AND LOCAL LAWS**

All clubs are expected to abide by all Federal, State, and Local health and safety regulations and laws. In addition, clubs are expected to be familiar with regulations and laws which might be relevant to their sport and to conduct regular safety training for club members.

### **INSURANCE AND PHYSICAL EXAMS**

Bowling Green State University and the Recreation & Wellness Office are not responsible for any injury or property loss incurred by a participant, instructor, volunteer, or coach in the sport clubs program. It is strongly recommended that all sport clubs members have an annual physical examination. In addition, each participant is required to carry personal health and accident insurance through the University, their parents, or their own plan. In particular, participants should make sure their policy covers them during sport club travel, practice, competition, or other club-related activity. Individual sport clubs may actually require medical insurance and/or annual physical exams as part of their criteria for membership. Other clubs may be required to provide insurance coverage on boats, planes, etc. All participants are required to sign a release before practicing or playing that advises them of possible hazards involved with sport club participation.

## PERSONNEL

For all home events, a non-participating individual certified in CPR and First Aid must be provided at the expense of each club. The club is advised to document in writing, the worker's name(s) for all home events (include specific hours and dates). For games played away from the University, it is recommended that clubs try to arrange to have the host club provide trainer services for the BGSU club. If such arrangements cannot be made and it becomes necessary for a trainer to travel with the club, all travel expenses for the trainer will be borne by the club. If necessary, a certified player may fulfill the CPR requirement on away trips.

In addition, clubs will need at least one individual on-site for all practices who is certified in at least CPR. This includes activities on- and off-campus. Based on practice locations, some teams may have this criteria met by facility personnel already on duty. All clubs will be expected to meet this requirement on their own, unless facilities provide personnel who are acceptable to the Director of Sport Clubs.

All first aid supplies used will be provided by each club. The list of recommended First Aid supplies is available at the Sport Clubs Office. A first aid kit, copy of these emergency procedures, copies of everyone's Emergency Medical Information form, and the facility emergency action plan must be kept on-site at all practices and events.

## WEATHER AND CANCELLATIONS

All cancellation decisions should be based on facility playing conditions, weather forecasts, the safety and comfort of players, spectators, and officials, and the preservation of facilities for future use. Under most circumstances, the following are recommended safety guidelines to follow during specific weather conditions:

Tornado or Thunderstorm <b>"WATCH"</b>	Play with caution, or postpone play
Tornado, Thunderstorm, Winter Storm or Flood <b>"WARNING"</b>	Cancel or Postpone Play (move to safe area immediately)
Lightning detected near the playing area	Cancel or Postpone Play ( <i>wait at least 20 minutes after last visible lightning to resume play</i> )

Clubs should have access to radios, televisions, the internet, or other communication equipment or devices, in order to get updated weather information before and during all practices and contests. Refer to the map of Ohio counties (available in SC Office) to help track storms in the area.

---

## EMERGENCY PROCEDURES

---

### EMERGENCY TELEPHONE NUMBERS

Emergency	911
Bowling Green Fire and Ambulance Department	419-353-5111
Campus Police	419-372-2346
Bowling Green City Police	419-352-2571
Wood County Hospital	419-354-8900
Perry Field House	419-372-9900
Sport Clubs Office	419-372-2464
Scott Sehmman's (Cell)	419-378-0407
Ken Cloud (GA) Cell	419-619-1370

Please keep in mind that all facilities utilized by sport clubs must have some form of emergency action plan. Each club should meet with facility managers prior to beginning practice to obtain a written copy of the plan and discuss their respective responsibilities. When an emergency arises within one of these facilities, facility personnel should be contacted as quickly as possible to put the plan into action. In addition, a copy of this Sport Clubs Handbook should be on-site for all home and away practices and events.

The Perry Field House, Student Recreation Center, and Ice Arena all have qualified personnel to provide assistance in cases of emergency. If sport club activities are taking place at another on-campus (College Park field, Eppler Building, Memorial Hall, Intramural/Ice Arena fields) or off-campus (Carter Park, Maumee River, etc.) facility, and an emergency situation arises, the emergency action plan for the specific facility should be followed. If no written plan is available, please notify the Sport Clubs Office. In those cases, follow the steps below.

THERE ARE THREE LEVELS OF RESPONDENTS NEEDED TO SMOOTHLY COMPLETE THE HANDLING OF A MEDICAL EMERGENCY:

- 1) **THE PRIMARY RESPONDENT** - The first person at the scene or the respondent with the highest qualifications.

**PRIMARY RESPONDENT RESPONSIBILITIES**

- ensure the safety of the environment for the victim and respondents
- administer appropriate care
- call for HELP verbally
- give necessary information to secondary respondent if present
- do not leave the victim's side unless necessary to go for help
- complete an Injury/Accident Report (regardless of team affiliation)

- 2) **THE SECONDARY RESPONDENT** - This person may be either the person who responded to the primary's call for HELP or another original respondent.

**SECONDARY RESPONDENT RESPONSIBILITIES**

- assist the primary respondent
- activate 911 direct line (BGSU Parking Services maps highlight all emergency phones)

- 3) **EMERGENCY MEDICAL SERVICES** - Such personnel include ambulance attendants, paramedics, firefighters, and police.

**EMS RESPONSIBILITIES**

- take over responsibilities as per their qualifications
- collect relevant data
- if necessary, transport victim to hospital

The safety of everyone is of paramount importance. All sport club programs involve inherent risks, and must be properly monitored. Sport club participants should be aware that involvement is entirely voluntary and personal insurance is the responsibility of the individual. It is the responsibility of each club to minimize the risk of injury during all sport club activities.

**Therefore, when an injury occurs, regardless of severity, during any club activity (practice or game) at home or away, an appropriate INJURY/ACCIDENT REPORT form must be fully completed and submitted to the Sport Clubs Office within 48 hours for weekday events, or by Monday morning for weekend events. When the event is hosted by a BGSU club, a form should be completed for any person injured, not just BG players.**

- **INJURY/ACCIDENT REPORT**

- To include:
- Full name, address, telephone number of injured
  - Date, time, type and cause of injury, location where injury occurred
  - First aid treatment given and by whom - signature
  - Events leading up to occurrence of injury
  - First aid treatment given and activation of EMS and by whom

**After any emergency situation has occurred, immediately contact the Graduate Assistant for Sport Clubs to inform him/her of the situation. This is a communication that is mandatory and necessary.**

## **FIRST AID KIT PROTOCOL**

Each Sport Club is responsible for securing and maintaining a first aid kit and be present during all Sport Club events. All Sport Club events taking place in the Recreation Center do not need first aid kits. The Recreation Center provides on site emergency supplies at the Front Desk. Please be aware that the Recreation Center will not provide tape, bandages, etc. if it is not an emergency. The Sport Club will provide items that are used on a regular basis.

Each year Sport Clubs are required to submit an inventory of what is included in their First Aid Kits. The required items are outlined in the Charter and Charter Renewal packets.

### ***First Aid Procedures***

1. Gloves must be worn when dealing with any injury where blood and or body fluids are present.
2. If you experience direct contact with another person's body fluids, wash immediately and report the incident to the Sport Club Coordinator as soon as possible.
3. Report all injuries and incidents on the Incident Report Form and hand in to the Sport Club Coordinator within 24 hours of returning to campus or within 24 hours of the incident if on campus.
4. When completing an Injury Report, always fill out completely and in pen, as these are legal documents.
5. For insect bites and stings, inquire if the victim is allergic. For first time victims, keep them under observation for a minimum of 10 minutes and observe for any allergic reactions. If they do show signs of being allergic, call 911 immediately.

## **BLOODBORNE PATHOGENS**

As a member of a Sport Club, it is possible that you may be exposed to blood borne pathogens while participating in a Sport Club event. Examples of some life threatening pathogens are HIV and hepatitis. Blood borne pathogens can be transmitted in a variety of ways through body fluids: blood, urine, vomit and feces.

“Universal Precautions” are procedures for infection control that TREATS body fluids as if they are capable of transmitting blood borne diseases. You need to be aware of the situations in which you can be infected by blood borne pathogens while treating a fellow member for first aid or just cleaning up after an injury or illness. Be sure to use a barrier before coming in contact with any body fluids. The use of latex gloves and pocket masks are essential items to protect yourself when providing care. Also, be aware of body fluid spills on floors, decks, cement and even grass areas. Be sure to use a biohazard kit when dealing with spilled fluids. After performing first aid with the presence of biohazards, be sure to place all infected material (including gloves, towels, ect.) in a biohazard bag and turn in to the biohazard waste container located in PFH Training Room as soon as possible. Immediately wash hands and exposed areas thoroughly with soap and water, even if you used gloves.

All injuries resulting in blood exposure during a practice, instruction or competition must be treated immediately to minimize exposure to others.

## **BIOHAZARDS**

In the event of a fecal, blood, or vomit contamination, the following procedures must be followed:

- Clear and close the effected immediate area.
- Notify a Sport Club officer.
- With gloves, remove the feces, blood, fluid or vomit and place in a sealed (tied off) biohazard bag. Dispose of bag in designated area (located in SRC Lifeguard Office or PFH Training Room) as soon as possible, not in to a regular trashcan.
- Clean up the effected area with bleach and water solution or a designated power or spray solidifier mix found in a biohazard clean up kits (found in the Student Recreation Center, Ice Arena or Perry Field House).
- Any persons exposed to a biohazard should remove any contaminated clothing and wash thoroughly as soon as possible.