

# **SPORT CLUB HANDBOOK 2019-2020**



# Table of Contents

---

## Overview

	<b>Pg. 1-4</b>
Introduction	pg. 1
Sport Club Mission Statement	pg. 1
Sport Club Philosophy	pg. 1
Sport Club Objectives	pg. 1
Definition of a Sport Club	pg. 2
Organization & Structure	pg. 2
Departmental Approval	pg. 3
Campus Recreation & Wellness Staff	pg. 4
Other Important Numbers	pg. 4

## Standards of Conduct

	<b>Pg. 5-9</b>
Introduction	pg. 5
Alcohol Policy	pg. 5
Hazing Policy	pg. 5
Conduct Policies	pg. 5
Conduct Violations	pg. 6
Misconduct Sanctions	pg. 6
Discipline Process	pg. 8
WKU Account Hold	pg. 8
Club Status	pg. 9

## Health & Safety

	<b>Pg. 10-12</b>
Introduction	pg. 10
Risk Management	pg. 10
Liability	pg. 11
Physical Examinations	pg. 11
Risk Management Officer(s)	pg. 12
Facility Inspection	pg. 12

## Club Finances

	<b>Pg. 13-22</b>
Introduction	pg. 13
Budget	pg. 13
Departmental Funds	pg. 13
Club Fundraising	pg. 19
Club Equipment	pg. 19
Approved Club Purchases/Expenditures	pg. 20
Purchasing/Payment Procedures for On-Campus Accounts	pg. 20
On-Campus Accounts	pg. 21
Off-Campus Accounts	pg. 22
Sponsorship	pg. 22
Contractual Agreements	pg. 22
Membership Dues	pg. 22
Approved Vendors	pg. 22



# Table of Contents

---

<b>Club Leadership</b>	<b>Pg. 23-25</b>
Introduction	pg. 23
Sport Club Officer Responsibility's	pg. 23
Faculty/Staff Adviser	pg. 25
Coaches & Instructors	pg. 25
<b>Sport Club Registration</b>	<b>Pg. 26-27</b>
Introduction	pg. 26
WKU Sport Club Registration for New Clubs	pg. 26
Returning Sport Club Registration	pg. 26
<b>Services &amp; Privileges of Sport Clubs</b>	<b>Pg. 28-32</b>
Introduction	pg. 28
Fax Machine	pg. 28
Copy Machine	pg. 28
Telephone	pg. 28
Web Space	pg. 28
Postal Service	pg. 29
Flip and Electronic Scoreboards	pg. 29
Water Coolers	pg. 29
Campus Recreation & Wellness Departmental Funding	pg. 29
Student Government Association Funding	pg. 29
Facilities	pg. 30
Sport Club Uniforms	pg. 30
Field Marking	pg. 31
Officer Training	pg. 31
Tax Exempt Status	pg. 31
Van/Car Rental	pg. 31
Event Planning and Additional Assistance	pg. 31
<b>Policies &amp; Procedures</b>	<b>Pg. 32-39</b>
Introduction	pg. 32
Sport Club Membership	pg. 32
Contractual Agreements	pg. 32
WKU Name and Logos	pg. 33
Promotional Material/Advertisement	pg. 33
Practice Times & Facility Reservations	pg. 33
Home Event Requests	pg. 34
Meeting Requests	pg. 34
Accessing/Utilizing Facilities	pg. 35
Inclement Weather Policy	pg. 35
Club Travel	pg. 35
Club Equipment	pg. 35
Sport Club Monthly Meetings	pg. 36
Officer Training Sessions	pg. 36
Constitution	pg. 36
Club Documentation	pg. 37



# Overview

---

## Introduction

Welcome to Western Kentucky University's Sport Club program, a proud component of the Campus Recreation & Wellness Department at WKU! The Sport Club program offers a wide variety of sporting activities including team sports, individual sports, aquatics, outdoor recreation, and martial arts.

Previous experience is not a prerequisite for membership. Sport Clubs may be competitive, instructional, social, and/or recreational in nature. All Sport Clubs are recognized student organizations designed to bring together students, faculty, and/or staff with similar sporting and recreational interests. *Sport Clubs, unlike varsity sports, are run by students for students with a NO TRY-OUT policy.* However, faculty/staff are both allowed and encouraged to participate as players, advisers, or coaches. But, the administrative duties of the club always remain in the hands of the students.

While club members are responsible for all administrative and management decisions, the Campus Recreation & Wellness Department reserves the right to overrule any decision to ensure its integrity as well as the integrity of Western Kentucky University.

## Sport Club Philosophy

Participation in the Sport Club Program can be an integral part of a student's overall learning experience. Through their involvement, students learn the value of wellness, engage in positive recreational behaviors, develop leadership skills, budgetary competence, management skills, and other professional qualities, which benefit them throughout their lifetime. Additionally, the Sport Club Program provides social and/or recreational opportunities for the entire Western Kentucky University community and fosters a sense of belonging amongst participants and the university.

## Sport Club Mission Statement

To enhance leadership skills, foster a sense of belonging, promote overall wellness, and provide recreational opportunities for the Western Kentucky University community.

## Sport Club Objectives

1. To make opportunities for instruction and participation in a wide range of recreational and sporting programs available to students, staff, and faculty.
2. To assist students, faculty, and staff in the development of sound lifelong leisure values and skills.
3. To provide an avenue for camaraderie in the university community through the shared pursuit of common interests.
4. To foster a sense of belonging amongst the Sport Club participants and the university.
5. To assist in the development of leadership skills by providing opportunities for students to organize, administer, and problem solve for individual clubs.
6. To contribute to student participants overall learning and satisfaction with the university experience.



# Overview

---

## Definition of a Sport Club

A Sport Club is a group of students, faculty, and/or staff at Western Kentucky University organized for the purpose of furthering their common interests in a sport and/or recreational activity through participation and competition. Clubs may be competitive, recreational, and/or instructional in nature. Sport Clubs are meant to be a learning experience for the members through their involvement in fundraising, public relations, organization, administration, budgeting, and scheduling, as well as through the development of skills in their particular sport.

Involvement in group and team situations helps enhance students' overall education while living in the university setting. Furthermore, clubs may represent the university in competition or may conduct intra-club activities such as practices, instructional activities, social activities, demonstrations, and/or scrimmages. Clubs may vary in focus and programming since the members are active participants in the leadership and decision making process of club activities. **No dual clubs may exist**, which means only one club is allowed for each allotted sport, except in cases of gender discrepancy. For example, a men's soccer club may co-exist with a women's soccer club, but two men's soccer clubs could not exist.

**How do Sport Clubs differ from varsity sports?** Sport Clubs are student organized and student led with a no tryout policy. Participants cannot be excluded because of skill level (see "Sport Club Membership"). However, playing time in game situations for individual players is left to the decision making of each club's leadership.

**How do Sport Clubs differ from intramurals?** Sport Club participants concentrate on improving their skills and competing/participating in one sport such as rugby or soccer. They also primarily compete against teams/organizations from institutions outside of Western Kentucky University.

## Organization & Structure

**Assistant Director of Programs:** The Western Kentucky University Assistant Director of Programs is a full time professional who helps to supervise Sport Clubs and their activities. The Assistant Director of Programs is responsible for ensuring that the individual clubs operate in a safe and efficient manner, which benefits both the membership and the university community as a whole. The Assistant Director of Programs serves as a consultant to clubs on both their day-to-day operations and special events. He/she sees that all rules and regulations are followed and takes disciplinary action when necessary. The Assistant Director of Programs also serves as a liaison between Sport Club participants and the university's administration. The Assistant Director of Programs is responsible for club and club member discipline, distribution of funding to the clubs, and safety. He/she is the primary consultant for off-campus activities, tournaments, and events as well as assisting the clubs with the promotion of their activities.

**Graduate Assistant of Sport Clubs:** The WKU Graduate Assistant (GA) of Sport Clubs is assigned to assist in the supervision of Sport Clubs and their activities. The GA of Sport Clubs is responsible for assisting the clubs in their day-to-day operations and special events. He/she also makes recommendations on disciplinary issues, budget distribution, club purchases, safety, and event planning.



## Overview

---

**Competitive Sports Student Supervisors:** The Competitive Sports Student Supervisors are primarily responsible for the direct supervision of clubs' practices/competitions and the maintenance of facilities. Additionally, they assist the GA of Competitive Sports with marketing, creating/implementing sport club meetings and officer trainings, and performing other duties as assigned.

### Departmental Approval

As a member of the Campus Recreation & Wellness Sports Department at Western Kentucky University, each Sport Club is obligated to obtain the approval of the Sport Club Program prior to acting on items, issues, or ideas that are not covered in this handbook. If a Sport Club chooses to act independently, that club will risk losing its designation as a Sport Club in good standing and all the rights and privileges associated with that status. Furthermore, depending upon the situation, individuals involved may risk university sanctions and/or state or federal prosecution.

### Campus Recreation & Wellness Staff

The following is a listing of the entire Campus Recreation & Wellness Department staff. The individuals' whose names are in bold are Sport Club staff members.

<b>Staff Member</b>	<b>Job Title</b>	<b>Contact Information</b>
Brian Kuster	Vice-President, Student Affairs	270-745-2791
Steve Rey	Director, Campus Recreation & Wellness	270-745-6800
Sean Sherwood	Assistant Director, Programs	270-745-6542
Kassandra Jones	Graduate Assistant, Competitive Sports	270-745-6541
Karlie Stefonik	Graduate Assistant, Competitive Sports	270-745-6541

### Other Important Numbers

The following is a listing of other important numbers for WKU Sport Club participants to know:

Campus Recreation & Wellness Office Phone	<b>270-745-6060</b>
Preston Health & Activities Center	<b>270-745-5217</b>
Hattie L. Preston IM Sports Complex	<b>270-780-2521</b>
Campus Recreation & Wellness Office Fax	<b>270-745-2006</b>
WKU University Police	<b>270-745-2548</b>
WKU Graves Gilbert Clinic	<b>270-745-5641</b>
The Medical Center	<b>270-745-1000</b>
Greenview Regional Hospital	<b>270-793-1000</b>
American Red Cross	<b>270-781-7378</b>



# Standards of Conduct

---

## Introduction

The underlying concept of the Western Kentucky University (WKU) Sport Club standards of conduct is that students by enrolling in the university assume an obligation to conduct themselves and their organizations in a manner compatible with the university's function as an educational institution. Individuals must always act in a manner that does not detract from the reputation of the university or the department. This includes behavior in game situations. When involved in off-campus events or when traveling, be aware that you still represent the university, even though you are not on campus for the event.

## Alcohol Policy

The WKU Sport Club Program's policy on the consumption of alcohol is as follows: There will be no consumption of alcoholic beverages during any university or club sponsored events such as practices, competitions, travel to other sporting venues, fundraisers, and so on. Any deviation of this policy will result in immediate sanctions from the Sport Club Program, and further actions may be taken.

## Hazing Policy

Refer to section # 8 of the *Student Code of Conduct*;  
<http://www.wku.edu/judicialaffairs/student-code-of-conduct.php>

## Conduct Policies

All Sport Club members are expected to function in a mature and responsible manner both on and off campus in all club related activities. Furthermore, they are expected to act in accordance with all policies set forth by the following institutional documents:

- The bylaws of their club's constitution
  - Available at the Campus Recreation & Wellness Office
- The WKU Student Handbook
  - Available at [www.wku.edu/handbook](http://www.wku.edu/handbook)
- The WKU Student Organization Handbook
  - Available at [www.wku.edu/sao](http://www.wku.edu/sao)
- The WKU Sport Club Handbook
  - Available at [www.wku.edu/sportclubs](http://www.wku.edu/sportclubs)
- Local ordinances
- The laws of both the state and federal government



# Standards of Conduct

---

## Conduct Violations

Any Sport Club participant/organization may face disciplinary action for inappropriate behavior while participating in any club related activity. Disciplinary action may result in loss of recognition as a Sport Club, as well as further disciplinary action if deemed necessary, including referral to University Judicial Affairs and/or prosecution.

Acts that may cause a club or participant to be sanctioned include, but are not limited to, the following:

1. Inappropriate conduct or actions while participating in any club related activity. Some examples of such behavior include, but are not limited to, damaging private or public property, misusing equipment or club funds, putting the lives of others in danger by driving unsafely while on club trips, and being financially irresponsible.
2. Club members participating in an inappropriate activity that violates any of the policies set forth by: their club's constitution, the WKU Student Handbook, the WKU Student Organization Handbook, the WKU Sport Club Handbook, local ordinances, and/or state or federal law. Including, but not limited to the following examples of misconduct:
  - a. Physical harm or threat of physical harm to any person(s), including but not limited to assault, sexual abuse, or other forms of physical abuse.
  - b. Physical, verbal, or written harassment or conduct that threatens the mental or physical health or safety of any individual(s).
  - c. An alleged violation engaged in by individual members that was sanctioned, encouraged, or approved by the organization itself.
3. The presence of alcohol at any event involving the club including, but not limited to competitions, practices, fundraisers, and banquets.
4. Delinquency when turning in forms, requests, reports, equipment, etc.
5. Delinquency in attending practices/events that must be supervised by the Campus Recreation & Wellness Department.
6. Operating without the permission or approval of the Campus Recreation & Wellness Department.

## Misconduct Sanctions

A violation of conduct policies outlined in this handbook and the other documents listed in the "Conduct Policies" section of this handbook could result in the sanctions listed below. However, the Campus Recreation & Wellness Department and WKU reserves the right to enforce other sanctions depending upon the severity and prevalence of the violation(s). Additionally, individuals who receive disciplinary action from the Preston Health and Activities Center, Intramurals, and/or another division of Campus Recreation & Wellness may also receive disciplinary action from Sport Clubs. For example, if you are removed from the Preston Center for fighting, then you may be suspended from Sport Club participation as well.





# Standards of Conduct

---

- Formal Reprimand
  - A formal warning that can be issued to document the violation and immediate sanction, as well as the resulting further sanctions for continued violations. It will be kept on file by the Campus Recreation & Wellness Department as formal documentation that a club/participant's behavior/actions are unacceptable.
  
- Probation
  - Generally, clubs/participants who continually violate conduct policies or violate a more serious policy (the presence of alcohol at a club event) will be placed on probation. A club/participant being on probation represents a change in status between good and suspended. Clubs on probation are not eligible for Departmental Funding. Clubs/participants may lose their travel or other privileges depending upon the violation.
  - Probationary periods can last from one semester to indefinitely.
  
- Remedial/Educational
  - Certain violations may result in remedial or educational sanctions being enforced. Such sanctions could include, but are not limited to: community service, loss of practice time or loss of Departmental Funding.
  
- Loss of Sport Club Budgetary Points
  - For certain violations like frequently being delinquent in attending scheduled practices, meetings, and games, WKU Sport Club Budgetary Points may be subtracted from the club.
  
- Suspension
  - This action would be reserved for those who violate a more serious conduct policy or for repeat offenders (clubs/participants on probation). Clubs/participants who are suspended must immediately cease all club activities, and they will remain inactive for the length of the suspension.
  - Suspension periods can last from one semester to indefinitely.
  
- Referral to University Judicial Affairs
  - For those actions deemed very severe (possession of alcohol/drugs, assault, etc.) and/or violate WKU policies as outlined in the Student Handbook, the club/participant may be referred to University Judicial Affairs to receive punishment from the university that could include, but are not limited to, probation or suspension from the university.
  
- Prosecution
  - For acts that violate state/federal laws (the misappropriation of club funds, assault, possession of alcohol by a minor, etc.), the proper authorities will be notified to deal with the situation appropriately.

*\*\*Any club member who is under investigation or has a hold on their account by WKU Judicial Affairs for any reason may not participate in any club related activity until they have been cleared by Judicial Affairs\*\**



# Standards of Conduct

---

## Discipline Process

When a club/participant is in violation of any “Conduct Policies,” that participant or a club representative must go through the discipline process as outlined below:

- 1) All participants and/or club representatives must meet or attempt to meet with the appropriate Sport Club staff member within 48 hours/two business days (Monday - Friday 8:00 am – 4:30 pm) of the incident.
- 2) After this initial meeting with the appropriate Sport Club staff member the participant(s) must submit a typed written letter of reinstatement outlining the events surrounding the incident, the club/individual’s actions that led to the incident, and assurances as to how this type of behavior will be avoided in the future. This letter must be submitted within 48 hours/two business days (Monday –Friday 8:00 am – 4:30 pm) of the initial meeting with the appropriate Sport Club staff member. If this letter is not submitted to the Campus Recreation & Wellness Department, the participant/club will be suspended indefinitely.
- 3) Subject to referral to University Judicial Affairs if the club/individual violated a policy of the WKU Student Handbook.
- 4) Subject to referral to local/federal law enforcement officials if the club/individual violated a state/federal law.
- 5) All participants who have violated a “Conduct Policy” must satisfy all of the above criteria before they can be reinstated.

## WKU Account Hold

For those individuals or club representatives who do not meet with the Campus Recreation & Wellness Department to discuss disciplinary actions or other sport club issues, a hold may be placed on that student’s account preventing him/her from accessing the Preston Health & Activities Center. In severe cases, an Administrative Hold may be placed on the student’s account preventing the student from accessing his/her transcript, registering for classes, and receiving his/her diploma.

## Club Status

The Sport Club Program at Western Kentucky University has three status levels for its various clubs that reflect disciplinary sanctions and affect funding, practice times, travel privileges, and other club activities. Those club status levels are as follows:

- Good Standing
  - Clubs with this status indicator are fully eligible for all the rights and privileges of Sport Clubs at Western Kentucky University. These clubs have committed no violations that were either deemed serious enough or happened prevalently enough to affect these privileges.



# Standards of Conduct

---

- Probation
  - Clubs with this status indicator have been placed on restriction for an amount of time determined by the Campus Recreation & Wellness Department. These clubs may lose or have their departmental funds frozen as well as have other restrictions placed on them as deemed necessary by the Campus Recreation & Wellness Department. Further violations while on probation may result in that club being suspended from the WKU Sport Club Program.
  
- Suspension
  - Clubs with this status indicator have been suspended from all club activities connected to Western Kentucky University and Campus Recreation & Wellness for an amount of time determined by the Campus Recreation & Wellness Department. These clubs must cease all activity for the amount of time determined by the Campus Recreation & Wellness Department, and they will forfeit all club assets and equipment to the Campus Recreation & Wellness Department.



# Health & Safety

---

## Introduction

Sport Club participants are primarily responsible for their own health, safety, and general well-being. This is reflected in their assumption of liability and their responsible adherence to the risk management procedures outlined in this handbook.

## Risk Management

It is the purpose of the Campus Recreation & Wellness Department to not only offer a program of activity, but also to endeavor to safeguard and protect all students, faculty, and/or staff who participate in the Sport Club Program. Each club member must sign and submit a "Sport Club Medical Release" form, stating their awareness of the risk and inherent dangers of the activity, which could lead to possible injury or loss of life.

Each club must also have a qualified designated Risk Management Officer(s) who will check equipment and playing surfaces for safety. If any hazardous situation is detected by this Risk Management Officer(s), he/she is obligated to notify the Campus Recreation & Wellness Department so that the situation can be appropriately addressed.

Moreover, this Risk Management Officer(s) must be certified in First Aid, CPR, and AED, and this individual **must be in attendance at all practices and games**. The Campus Recreation & Wellness Department may offer these courses, but in the case it does not, all inquiries will be given an optional contact by the Sport Club Coordinator. Sport Club Departmental Funds may NOT be used to pay the registration fee for certification.

## Risk Management – Accident/Incident Report

Accident/Incident Report Forms must be submitted to the Campus Recreation & Wellness Department after any Sport Club accident/incident. These forms can be found on the Sport Club website at [www.wku.edu/sportclubs](http://www.wku.edu/sportclubs) under the "Forms for Club Officers" section. Sport Club Risk Management Officers are required to submit an Accident/Incident Report for injuries which occur to club members during on-campus or off-campus practice, competition, informal recreational, instruction, or other club related activities within 24 hours/one business day of the accident. These forms are important to assess the inherent risk of Sport Club related activity, and they can help protect the Campus Recreation & Wellness Department and the Sport Club from liability concerns associated with injuries.



# Health & Safety

---

## Risk Management – Guidelines

The Campus Recreation & Wellness Department **STRONGLY RECOMMENDS** that all club members have medical and dental insurance before participating in any club related activity and that all club members have a medical examination before engaging in any strenuous physical activity. WKU Health Services provides examinations as well as several insurance options for students who are not currently covered. Specific Sport Clubs may require, as a condition of membership, medical insurance for each of their members. The following are general guidelines to keep in mind during any emergency situation that may occur during Sport Club related activities.

1. Be aware of all emergency weather procedures and medical emergency procedures of the facility the club is utilizing. Know where a first aid kit, CPR breathing barrier, and AED can be obtained.
2. If an emergency occurs, contact Campus Recreation & Wellness staff immediately.
3. If certified, follow the First Aid/CPR/AED protocols and procedures.
4. Complete and submit an Accident/Incident Report within 24 hours/one business day of the occurrence.

## Liability

Western Kentucky University does not provide accident insurance for club members and cannot be held responsible for injuries incurred during travel or participation in any voluntary activities.

All Sport Club participants assume all risks and responsibility involved with participation in Sport Club events/activities at Western Kentucky University including, but not limited to, injury, cramps, transient light-headedness, fainting, abnormal blood pressure, chest discomfort, nausea, and possible death. Participation in Sport Club events is purely voluntary and is not a mandatory part of the education at Western Kentucky University.

All Sport Club participants must sign and submit a “Sport Club Medical Release” form before participating in any Sport Club activity at Western Kentucky University including, but not limited to, practices, competitions, travel, fundraisers, banquets, and meetings.

## Physical Examinations

The Campus Recreation & Wellness Department encourages all Sport Club participants to complete an annual physical prior to participating in practices or competitions. Physical examinations can be conducted at WKU Graves Gilbert Clinic/Health Services. For more information, please call 270-781-5111 or visit their website [www.wku.edu/healthservices](http://www.wku.edu/healthservices)



# Health & Safety

---

## Risk Management Officer(s)

All WKU Sport Clubs must have a designated Risk Management Officer(s). These Risk Management Officer(s) must be First Aid/CPR/AED certified. He/she may also act as one of the other officers of the club, but he/she must fulfill all of his/her duties as the club's Risk Management Officer(s). The Risk Management Officer(s) is responsible for the following duties:

- Inspecting the area of play before any practice or competition to ensure the playing area is free of foreign objects and other conditions that would make the area unsafe for play.
- Reporting any dangerous/hazardous playing areas to the WKU Campus Recreation & Wellness Department so the problem can be addressed.
- Acting as the CPR/First Aid/AED first responder during all Sport Club competitions, practices, and matches, etc.
- Ensuring all club participants act in accordance with the safety policies and procedures of the facility being used and of the WKU Campus Recreation & Wellness Department.
- Possessing a familiarity with the emergency weather procedures at the facility being utilized by the club, and ensuring that the club follows such procedures in a weather emergency.

## Facility Inspection

In cooperation with the Campus Recreation & Wellness Department, each club shares responsibility for its own safety at games and practices. A detailed facility inspection should take place before all events. All hazards should be documented and avoided. Practices and games should be canceled if the safety of all participants involved cannot be reasonably assured. If any hazards are found, notify the Graduate Assistant of Sport Clubs or Sport Club Coordinator as soon as possible.



# Club Finances

---

## Introduction

Sport Club funding is primarily provided by the individual members of each club through their fundraising and sponsorship efforts. However, the WKU Campus Recreation & Wellness Department may have supplemental funding available.

All WKU Sport Clubs are expected to abide by the financial guidelines set forth by the WKU Campus Recreation & Wellness Department. Any misappropriation of club funds will result in the club and/or individuals responsible being sanctioned as outlined in the "Standards of Conduct" section of this handbook.

## Budget

Each club must have a budget request on file with the Campus Recreation & Wellness Department for each academic year. This budget request should reflect all expenditures for the upcoming academic year for which the club would like to receive funding from the Campus Recreation & Wellness Department. The "Sport Club Budget Request" form can be obtained from the Campus Recreation & Wellness Department or from the Sport Club website at [www.wku.edu/sportclubs](http://www.wku.edu/sportclubs). The Sport Club Coordinator will set a deadline for budgets to be due to receive consideration for Sport Club Departmental Funding.

## Departmental Funds

The WKU Campus Recreation & Wellness Department has funds to be used to supplement each club's fundraising efforts. This allocation will be distributed to the clubs with 40% based solely on the accumulation of Sport Club Budgetary Points and 60% based upon need. This funding cycle occurs at the beginning of each academic year.

### Departmental Funds – Sport Club Budgetary Points

Western Kentucky University Sport Club Departmental Funding shall be allocated according to each club's accumulation of Sport Club Budgetary Points. The following is a brief overview of how these points are awarded to each club:

- Officer Training Sessions
  - At the beginning of the Fall Semester of each year, the Sport Club Department will conduct a Sport Club President, Vice President, Secretary, Treasurer, and Risk Management Officer Training Session.
  - For a club to be awarded points, the appropriate elected official(s) must be in attendance at the Training Session.
  - Clubs will be notified of the dates, times, and locations of all Officer Training Sessions during the first Sport Club Informational Meeting of the Fall Semester.



## Club Finances

---

- It is the elected official in attendance responsibility to sign the sign-in sheet verifying that he/she was in attendance at the session. This sign-in sheet will be kept on file in the Campus Recreation & Wellness Office.
- In the event that an officer cannot attend the Training Session, he/she must schedule a one-on-one training session with the Sport Club Coordinator and/or the GA of Sport Clubs. No points will be awarded for one-on-one sessions. Failure to attend Officer Training Sessions or schedule a one-on-one training session will result in the Sport Club receiving no Sport Club Departmental Funding for that academic year.
- **POINTS**
  - Attendance at President Training Session: **12 pts.**
  - Attendance at VP Training Session: **12 pts.**
  - Attendance at Treasurer Training Session: **12 pts.**
  - Attendance at Secretary Training Session: **12 pts.**
  - Attendance at Risk Management Officer Training Session: **12 pts.**
- Sport Club Monthly Meetings
  - Each month during the Fall and Spring Semesters, the WKU Sport Club Program will conduct an informational meeting. However, additional meetings can be added as needed to accommodate the needs of the WKU Sport Club Program.
  - At these meetings, pertinent Sport Club information will be given to each club regarding fundraising, event planning, promotional events, and so on.
  - Each club is required to send one representative to these meetings, and it is the responsibility of the representative in attendance to pass along any information to the remainder of his/her club.
  - It is the responsibility of the club member in attendance to sign the sign-in sheet verifying that he/she was in attendance at the meeting. This sign-in sheet will be kept on file at the Campus Recreation & Wellness Department.
  - **POINTS**
    - Attendance at Sport Club Monthly Meetings: **15 pts. per mtg.**
- Club Fundraising
  - Sport Clubs at Western Kentucky University are primarily funded through the individual club member's efforts in raising funds. To encourage and reward these efforts, fundraising is a major component in the Sport Club Budgetary Points System.
  - Club funds will be tracked by depositing them in the Club Account, Foundation Account, or the club's individual checking account.
  - The club fundraising fiscal year shall be from July 1<sup>st</sup> to June 30<sup>th</sup>.





## Club Finances

---

- No partial points will be awarded. Dollar amounts will be rounded to the nearest awardable increment.
- The WKU Sport Club Program makes no distinctions about the source of legal income. The club generated money can come from tournament entrance fees from a hosted event, sponsorship endorsements, membership dues, the sale of promotional products; etc.
- The account ledger of foundation account and club account transactions for individual Sport Clubs is kept on file in the Campus Recreation & Wellness Department.
- No club shall receive more than 150 Sport Club Budgetary Points for Club Fundraising.
- **POINTS**
  - Points awarded per \$10 generated by the club: **1 pt.**
- Club Documentation
  - Each Sport Club must file several forms with the Campus Recreation & Wellness Department (please see list below).
  - These forms must be submitted completely and correctly by the deadlines established by the Campus Recreation & Wellness Department.
  - No club can receive more than 50 Sport Club Budgetary Points for completed Medical Release Forms.
  - **POINTS**
    - Medical Release form (max 50 pts.): **2 pts. per form**
    - Up-to-date Membership Roster/Officer List: **5 pts.**
    - Adviser Letter **5 pts.**
    - Registration Form with SAOL: **5 pts.**
    - Practice/Meeting Request form: **5 pts. per sem.**
    - End of the Semester Wrap-up: **5 pts. per sem.**
- Travel Documentation
  - When traveling to competitions/events outside of Bowling Green, KY or Western Kentucky University, clubs will need to complete a "Travel Itinerary," a "Travel Roster," and "Travel Summary."
    - All "Travel Itinerary" forms must be submitted to the Campus Recreation & Wellness Department by the deadline(s) established at the first Sport Club Meeting of the Fall Semester.
    - "Travel Rosters" must be submitted at least 24 hours prior to departing for any sport club related trip with the exception of Sunday events (Travel Rosters must be submitted by 12:00pm on the Friday before the event).
    - The "Travel Summary" form needs to be submitted to the Campus Recreation & Wellness Office within 48 hours/two business days of the club's return to Bowling Green, KY.



## Club Finances

---

- Forms need to be completed fully and accurately to receive Sport Club Budgetary Points.
- Points will only be awarded if **ALL** forms are filed with the Campus Recreation & Wellness Department by the appropriate deadline(s).
- The trip must be sanctioned and approved by the Campus Recreation & Wellness Department to receive points.
- **POINTS**
  - Travel Itinerary, Travel Roster, & Travel Summary form: **10 pts. per trip**
- Home Event Requests
  - When hosting a tournament, competition, exhibition, or other Sport Club related event at Western Kentucky University or in Bowling Green, KY, the club will need to complete a “Home Event Request” form and a “Home Event Wrap-up.”
  - The “Home Event Request” form will need to be submitted by the deadline(s) established by the Campus Recreation & Wellness Department, and the “Home Event Wrap-up” needs to be submitted within 48 hours/two business days of the end of the event.
  - Both forms must be completed fully and accurately to receive Sport Club Budgetary Points.
  - The event must be sanctioned and approved by the Campus Recreation & Wellness Department to receive points.
  - Points will only be awarded if **both** forms are submitted with the Campus Recreation & Wellness Department by the appropriate deadline.
  - No club shall receive more than 60 Sport Club Budgetary Points for “Home Event Requests.”
  - **POINTS**
    - “Home Event Requests” & “Home Event Wrap-ups” (**max 60 pts.**): **10 pts. per event**
- Social Media
  - Each Sport Club should have a functioning website that portrays their club and the Sport Club Program in a positive way. Doing so can increase public awareness, membership, and sponsorship.
  - To receive Sport Club Budgetary Points, the clubs social media outlets must be as up-to-date as possible, meaning that current events are featured as well as accurate game and practice information. The remainder of the content shall be left to the discretion of the individual club. However, the website’s content, including any message board, must be free of profanity and/or other offensive material to receive Sport Club Budgetary Points. Such material will also result in a “Misconduct Sanction” being imposed.



## Club Finances

---

- These will be reviewed periodically during the Fall and Spring Semester of each year. These reviews will occur randomly and without prior notice.
- **POINTS**
  - An accurate up-to-date club website: **(30 max): 15 pts. per evaluation**
- Civic Engagement
  - Civic involvement is both an integral part of the university educational experience and the Sport Club experience. Being an active participant in the betterment of the community has a beneficial impact on not just our society, but also upon the individual and organization volunteering its time. The WKU Sport Club Program would like to encourage and reward such behavior, and so it has been integrated into the Sport Club Budgetary Points System.
  - Volunteer hours will be tracked by the WKU Sport Club Program and must be cleared through the Campus Recreation & Wellness Department **PRIOR** to the activity.
  - WKU Sport Club Volunteer Forms must be submitted complete and accurate to the Campus Recreation & Wellness Office for points to be awarded as well as at least one photo of the volunteer experience with the individual wearing apparel that identifies him/her as a member of a certain organization and/or WKU.
  - Volunteer activities must include a minimum of three members from the same club in order to receive credit (unless previously approved by the Sport Club Coordinator)
  - No partial points will be awarded. Hours will be rounded to the nearest awardable increment.
  - No club shall receive more than 150 Sport Club Budgetary Points for Civic Engagement.
  - **POINTS**
    - For every 1 man/woman hour of volunteerism **(max 150 pts.): 1 pt.**
- Treasurer's Report
  - At the end of the Fall and Spring Semester, the Treasurer of each club must complete a "Treasurer's Report" verifying the income and expenditures of all club accounts.
  - These reports must be completed fully and accurately to receive Sport Club Budgetary Points, and they must be submitted by the deadline established by the Campus Recreation & Wellness Department.
  - If the reports are not completed fully and accurately, the club will not only forfeit their points, but they will also be ineligible for Departmental Funding, and they may risk further Disciplinary Sanctions.
  - **POINTS**
    - Points per Treasurer's Report: **10 pts.**



## Club Finances

---

- Conduct
  - Clubs who are on probation may not be eligible for Departmental Funding. However, to further award clubs who have had no disciplinary violations of any kind during the course of the academic year, they will be awarded Sport Club Budgetary Points.
  - If a **club** has had any disciplinary violation that was kept on file at the Campus Recreation & Wellness Office, regardless of the severity, they will not be awarded Sport Club Budgetary Points.
  - Furthermore, points may be deducted as a “Misconduct Sanction” for conduct violations.
  - **POINTS**
    - No Discipline Violations: **20 pts.**
    - One or More Discipline Violation: **0 pts.**

### Departmental Funds – Non-qualifying Clubs

For a club to qualify to receive any Departmental Funding from their accumulation of Sport Club Budgetary Points, the club must have accrued at least 350 points during the previous academic year. Clubs with less than 350 points will not be automatically eligible to receive funding. However, these clubs will still be eligible to receive need based funding.

### Departmental Funds – Budget Distribution

**Sport Club Budgetary Points Distribution**—All budget points accumulated by those clubs with at least the minimum of 350 points will be totaled. To determine the amount of funding each club will receive, follow the formula below:

$$\text{Club Allocation} = (\text{Individual Club Budgetary Points} \div \text{Sport Club Total Accumulation of Budgetary Points}) \times \text{Budgetary Point Funding}$$

**Sport Club Need Based Distribution**—Additional funding will be provided to the clubs through a need based evaluation conducted by the Campus Recreation & Wellness Department. The process for need based allocations is as follows:

1. Submit a budget request according to the deadlines established by the Sport Club Coordinator.
2. Setup a presentation time with the Campus Recreation & Wellness Department to justify your budgetary needs. These meetings are to last for no more than ten minutes.
3. The Campus Recreation & Wellness Department will utilize the Sport Club Budgetary Points System to assist them in evaluating the needs of each club and will distribute funding based upon their evaluation of each club’s assessed need and prior performance (as indicated by the accumulation of Budgetary Points).

### Departmental Funds – Budget Limitation

The allotted budgeted amount for any one club based upon need may not exceed 15% of Campus Recreation & Wellness Sport Club Departmental Funding.



# Club Finances

---

## Departmental Funds – New Clubs

New Clubs are eligible for a maximum of \$500 of startup funds from the Campus Recreation & Wellness Department. To receive these funds, the club must submit a Sport Club Budget, and the Campus Recreation & Wellness Department will determine the amount of funding that will be allotted to the new club. Funding will be allotted based upon need and availability. This funding is intended for clubs that were started during an academic year after the initial budget cycle.

## Departmental Funds – Assessment Period

Sport Club Budgetary Points will be accumulated from July 1<sup>st</sup> to June 30<sup>th</sup>. On June 30<sup>th</sup>, the points will be totaled. A club's accrual of Sport Club Budgetary Points during the previous academic year will dictate their allocation during the requested budget's academic year. For example, the Sport Club Budgetary Points accumulated during the academic year of 2018-2019 will decide the club's allocation for the 2019-2020 academic year.

## Club Fundraising

The funding of club activities is primarily the responsibility of Sport Club members. For a club to develop and thrive, the members must be active and willing to work. Clubs are encouraged to take advantage of every opportunity to generate income to aid them in their athletic endeavors.

Some suggested methods of generating funds include: auctions, car washes, writing your alumni, clean-up events, garage sales, product sales, exhibitions, and concert/athletic concessions. **The Sport Club Coordinator must pre-approve all fundraisers.**

Another fundraising option is to host competitive events. With proper marketing and promotion, competitive events or seminars can be very successful fundraisers. Competitive events can include meets, races and tournaments.

*\* No Sport Clubs are allowed to host any tournaments or functions that involve the sale of alcohol. If money changes hands and alcohol is present, then the sponsor must possess a liquor license, which means you can't charge for a hamburger and then give away free beer.*

## Club Equipment

All equipment bought with club funds, including club generated funds, remains the property of Western Kentucky University. WKU Sport Club equipment is only to be used for club related activities. Furthermore, this equipment must be inventoried with the Campus Recreation & Wellness Department at the end of the Fall and Spring Semesters. Club equipment will be stored by the Campus Recreation & Wellness Department and/or the Hattie L. Preston Intramural Sports Complex during the Winter and Summer Semesters unless otherwise requested by a Sport Club.



# Club Finances

---

## Approved Club Purchases/Expenditures

Sport Club Departmental Funds and Sport Club generated funds can only be applied toward approved purchases and expenditures. The following is a list of approved purchases/expenditures and is intended as only a guideline. If you are uncertain whether a purchase/expenditure is approved, contact the Sport Club Coordinator and/or the GA of Competitive Sports before conducting the transaction.

- Playing Equipment
- Club Uniforms
- Officials' Fees
- Travel Expenses
  - Van/Car Rental
  - Hotel Accommodations
  - Gas Mileage (**only to be paid with club generated funds**)
- Facility Rental
- Tournament Entrance Fees
- League Dues
- Club Insurance
- Club Publications and Promotional Items such as T-shirts, bumper stickers, etc. (**only to be paid with club generated funds**)
- Fundraising items such as T-shirts, bagels/donuts, hoses for car washes, etc. (**only to be paid with club generated funds**)

## Purchasing/Payment Procedures for On-Campus Accounts

The following procedures need to be followed when purchasing items or paying expenditures using club funds kept in on-campus accounts (Club Account, Foundation Account, or Departmental Funding). For most expenses, including, but not limited to, hotel accommodations, van rentals, tournament entrance fees, league dues, and uniform purchases, the club will contact the individual vendor. When purchasing an item, the club needs to be sure to note that they are a tax exempt institution since they are affiliated with Western Kentucky University. The club will need to get a quote for the expense and submit the original, unaltered quote to the Campus Recreation & Wellness Office along with the completed university documentation, which can be obtained from the Campus Recreation & Wellness Office or from the Sport Club website at [www.wku.edu/sportclubs](http://www.wku.edu/sportclubs) **Do not order/purchase any items without first contacting the Campus Recreation & Wellness Department. Doing so, may impact our ability to properly handle the transaction.**

### Purchase Request Form

A "Purchase Request" must be completed by the club treasurer and submitted to the Campus Recreation & Wellness Office for all expenses. This "Purchase Request" should be completed fully and accurately and submitted at least two weeks in advance of the planned expense. For reimbursements, all proper paperwork must be submitted within two weeks of the initial transaction. To be considered a fully completed purchase request, it must be accompanied by the quote, invoice, or other expense documentation (i.e. receipts). Purchase requests submitted by any club member other than the treasurer will not be considered



## **Club Finances**

---

valid. Delays in submitting the appropriate documentation by these guidelines will result in a delay of payment and/or purchasing the actual items.

### **Purchasing/Payment Procedures – Expense Documentation**

Different types of expenses have different types of documentation that must accompany them. The following is a description of the form needed to accompany the purchasing documentation depending upon the expenditure.

<b><u>Playing Equipment:</u></b>	An original, official quote/invoice from the vendor
<b><u>Club Uniforms:</u></b>	An original, official quote/invoice from the vendor
<b><u>Hotel Accommodations:</u></b>	An original, official quote/invoice from the vendor
<b><u>Van/Car Rental:</u></b>	An original, official quote/invoice from the vendor
<b><u>Gas Mileage:</u></b>	Receipts from all expenditures; person's name, student identification number, and mailing address
<b><u>Facility Rental:</u></b>	An original, official quote/invoice from the vendor
<b><u>Tournament Entrance Fees:</u></b>	A completed registration form with the entrance fee clearly stated
<b><u>League Dues:</u></b>	An original, official quote/invoice from the vendor
<b><u>Club Publication &amp; Promo.:</u></b>	An original, official quote/invoice from the vendor
<b><u>Official's Fees:</u></b>	An original, official invoice from the vendor

### **On-Campus Accounts**

Sport Clubs are encouraged to keep their funding in the on-campus club and foundation accounts that are available for their use. The Campus Recreation & Wellness Foundation Account can only be used to deposit charitable donations and may allow the donor to receive a tax deduction. The club account can be used to deposit funding from dues, sponsorship, fundraisers, and any other source of club funding. Furthermore, money deposited into these accounts by a club can only be used by the club who deposits the money. For example, if men's lacrosse deposited \$500, then they would have \$500 to spend from these accounts.

All deposits for these accounts should be brought to the Campus Recreation & Wellness office and can be given to the Sport Club Coordinator, GA of Sport Clubs, Office Associate, or Office Assistant. **Be sure to get a receipt for all deposits.**

### **Off-Campus Accounts**

Club funds kept in off-campus accounts are subject to the same rules as on-campus accounts. They will be closely monitored by the Campus Recreation & Wellness Department to ensure all expenditures adhere to the criteria listed in the "Approved Club Purchases/Expenditures" section of this handbook.

Off-campus checking accounts require two individuals' signatures to be relevant, and an ATM/Debit Card must not exist for the account. All bank statements must be mailed to the Campus Recreation & Wellness Office, and club bank statements will be reviewed monthly. (*campus address listed on pg. 29 of the Sport Club Handbook*)



## **Club Finances**

---

Clubs utilizing off-campus accounts to purchase items or pay for expenditures not listed in the approved items list risk probation, suspension, prosecution, or other “Misconduct Sanctions.”

### **Sponsorship**

It is strongly recommended that all sponsorship donations be deposited into the WKU Campus Recreation & Wellness Foundation Account. Doing so may allow the donating party to receive a tax deduction. Club sponsors may be eligible for product promotional giveaways, signage in the Hattie L. Preston Intramural Sports Complex (space is limited so please submit request in a timely fashion), and/or advertisements on the sponsored club’s website or apparel. However, all sponsorship material displayed must be in good taste and cannot feature any vulgarity and/or offensive material. Moreover, it cannot directly promote drugs, alcohol, or sex. All sponsorships and sponsorship material must be approved by the Campus Recreation & Wellness Department.

### **Contractual Agreements**

Clubs may not enter into a contract with another group or agency under the name of Western Kentucky University.

### **Membership Dues**

All WKU Sports Clubs are required to charge a mandatory membership due of \$5.00 per person for their organization. The Sport Club must submit these dues to the Campus Recreation & Wellness Department to be kept on file. These dues should be approved by the club members according to the constitution of the individual club.

### **Approved Vendors**

All WKU Sport Clubs wishing to purchase apparel or promotional items with WKU marks or logos, must use an approved vendor to do so. Failure to use an approved vendor will result in a delay of payment and/or purchasing the actual items.





# Club Leadership

---

## Introduction

For a club to run effectively and smoothly, the club's leadership, officers, advisers, and coaches, should work cohesively for the betterment of the organization as a whole. The following section details guidelines and suggested responsibilities for each of these club officials.

## Sport Club Officer Responsibilities

Sport Club Officers assume the leadership and administrative responsibilities for their club. These individuals should guide the club decision making process, but they should never make decisions independent from the club's constituency. The following listing of officer responsibilities is intended as only a guideline. The WKU Sport Club Program recognizes that each club has special needs and concerns, and as a result, each club's officers will need to assume responsibilities to best address these needs and concerns.

### President

- Serving as a liaison between the club and the Campus Recreation & Wellness Sports Department.
- Acting as the public face of the club.
- Informing club officers and club members of the policies and procedures in the Sport Club Handbook, and ensuring that the club complies with these policies and procedures.
- Conducting regular meetings with their clubs so that all club members can be a part of the club decision making process.
- Ensuring that all club documentation is submitted in a timely fashion to the Campus Recreation & Wellness Office.
- Informing the President-elect of the routine guidelines for club operation and informing this individual of the policies and procedures of the Campus Recreation & Wellness Department.
- Assisting other club officers with their duties as needed and ensuring that all club officers are fulfilling their duties as outlined in the club constitution.
- Maintaining regular contact with the Sport Club Coordinator and GA of Sport Clubs through regular checks of the club mailbox and of their e-mails.
- Contacting other institutions and clubs to provide playing opportunities for the club.
- Ensuring that club equipment and facilities are being used appropriately, and returning all equipment to the Campus Recreation & Wellness Department at the end of the Fall and Spring Semesters.

### Vice President

- Presiding over meetings and business in the President's absence.
- Representing the club in the President's absence.
- Overseeing club promotions, including the club website, newsletters, apparel, and so on. This individual does not have to personally create all of these items, but he/she should ensure their proper completion.
- Assisting the President with his/her duties.
- Acting as a close adviser to the



President of the club.

# Club Leadership

---

## Treasurer

- Preparing the “Treasurer’s Report” at the end of the Fall and Spring Semester.
- Preparing the “Sport Club Budget Request” at the end of the Spring Semester.
- Tracking all club income and expenditures, including club funds kept on-campus and off-campus.
- Ensuring that all club funds are spent on approved club related expenditures.
- Gaining the approval of the Sport Club Coordinator before utilizing any club funds.
- Creating and generating fundraising and sponsorship opportunities for the club.

## Secretary

- Recording and distributing meeting minutes.
- Taking roll at all club meetings/practices.
- Assisting the Vice President with the creation of promotional materials for the club like the website, newsletters, and/or apparel.
- Assisting the President with the completion of Sport Club Documentation including, but not limited to, “Officer/Membership List,” “Practice Requests,” “Home Event Requests,” “Home Event Wrap-up,” “Travel Itineraries,” “Travel Rosters,” “Travel Summaries,” and “Medical Release” forms.
- Maintaining an accurate and up-to-date club membership list.

## Risk Management Officer(s)

- Inspecting the area of play before any practice or competition to ensure that the playing area is free of foreign objects and other conditions that would make the area unsafe for play.
- Reporting any dangerous/hazardous playing areas to the WKU Campus Recreation & Wellness Department so the problem can be addressed.
- Acting as the CPR/First Aid/AED first responder during all Sport Club competitions, practices, matches, and etc.
- Filing “Accident/Incident Reports” with the Campus Recreation & Wellness Department within 48 hours/two business days of any club related accident/incident.
- Ensuring that all club participants act in accordance with the safety policies and procedures of the facility being used and of the WKU Campus Recreation & Wellness Department.
- Possessing a familiarity with the emergency weather procedures at the facility being utilized by the club.



# Club Leadership

---

## Faculty/Staff Adviser

Each club must have a faculty/staff adviser. That person must be a full time employee of Western Kentucky University. Graduate Assistants are **NOT eligible** to serve as advisers.

Competent advisers lend their experience and expertise to help each club mature and reach its full potential. The adviser should help the club's officers and members plan effectively and realistically. The adviser can ensure the club achieves its aspirations on and off the field. However, the adviser/coach/instructor should never interfere with the student decision making process.

The adviser should be consulted as one part of the decision making process. Consequently, club officers should always keep their adviser aware and informed. He/she should be informed of all communication and regularly invited to practices, games, and business meetings. Advisers need not be full time coaches or instructors to make a contribution to the club.

## Coaches & Instructors

Sport Clubs at Western Kentucky University are allowed and encouraged to seek the aid of a coach or instructor. The constituency of the club, though, should always retain control of the decision making process. No club shall have more than two coaches/instructors. All coaches and instructors should be sure to adhere to all of the following regulations:

1. Whenever possible, Sport Club instructors/coaches should be Western Kentucky University students, faculty, or staff.
2. All coaches/instructors are required to be certified in First Aid, CPR, and AED.
3. Any Sport Club wishing to use an instructor/coach not affiliated with Western Kentucky University, must submit a "Sport Club Coach/Instructor Form" to the Campus Recreation & Wellness Department.
4. The coach/instructor must meet with the Campus Recreation & Wellness Department before participating in club activities.
5. Coaches/instructors are strongly encouraged to have their own personal liability insurance as the university will not be held liable for any accidents that may occur while participating in club related activities. Additionally, the coach/instructor will be required to submit a "Sport Club Medical Release" form before participating in any club activities.
6. The selection of instructors/coaches is the responsibility of the club, but is subject to the approval of the Campus Recreation & Wellness Department.
7. Coaches/instructors are subject to the same policies as the club members as outlined in the "Standards of Conduct" section of this handbook.
8. The coach/instructor must restrict his/her involvement with the club to teaching and coaching in practice and may not participate in any area of competition as part of the club. Coaches/instructors may not be involved in club administration. Additionally, they should not act as the liaison between the Campus Recreation & Wellness Department and the club, as this is the responsibility of the club President. Any questions regarding the extent of a coach/instructor's involvement in the club should be presented to the Sport Club Coordinator.



# Sport Club Registration

---

## Introduction

Clubs are permitted to use the name “Western Kentucky University” in describing their clubs only at such time as they qualify as a registered Sport Club. In using the university’s name, Sport Clubs must make it clear that they speak only for their own members and do not represent the university or its student body as a whole.

## WKU Sport Club Registration for New Clubs

To qualify as a registered Sport Club at Western Kentucky University, a club must have the following items on file with the Office of Student Activities, Organizations, and Leadership:

- A Club Constitution that addresses the following:
  - Name and purpose of the organization
  - List of officer positions and responsibilities
  - Details of governance (election, decision-making process, amount of meetings per year)
  - Membership stipulations with a no discrimination clause based upon race, age, gender, religion, ethnic group, national origin, sexual orientation, socio-economic status, or handicap.
  - A statement that the organization agrees to abide by all Western Kentucky University and Campus Recreation & Wellness policies as well as the laws of the State and Federal government.
  - For more information, please review the constitution information in the “Policies and Procedures” section of this handbook.
- Two Adviser’s Statements
  1. WKU Sport Club Adviser’s Letter;  
<http://www.wku.edu/sportclubs/formsforclubofficers.php>
  2. Student Activities & Organizations Letter;  
<http://www.wku.edu/sao>
- Officer List
  - A listing of the officer positions and those individuals who will be filling those positions.

## Returning Sport Club Registration

Recognition as a Sport Club at Western Kentucky University is granted for one year only (August to July). It is necessary for each club to register at the end of the Spring Term their intent to return as a Sport Club for the following year. This should be stated in the “End of the Semester Wrap-up” for the Spring Semester that all clubs must complete. Clubs may operate throughout the summer months (May to August); however, they may not access Sport Club Departmental Funds during this time frame, but may access their club generated funds.



## Sport Club Registration

---

The following is a listing of the procedures that should be followed for Sport Clubs to register with the Campus Recreation & Wellness Department. Failure to follow these procedures will result in the club losing its active status and all the rights and privileges associated with it.

1. File an "End of the Semester Wrap-up" with the Campus Recreation & Wellness Department stating your desire to return as a Sport Club the following year. This should be accurately completed and submitted at the end of the Spring Semester.
2. Submit an updated or revised constitution. This should be accurately completed and submitted at the end of the Spring Semester.
3. Submit a Registration Form with the Office of Student Activities, Organization, and Leadership. This should be accurately completed and submitted at the beginning of the Fall Semester.



# **Services & Privileges of Sport Clubs**

---

## **Introduction**

As a registered Sport Club at Western Kentucky University, each club has certain rights and privileges granted to them by the institution and department. The following is a listing of some of the services that are provided to clubs. Abuse of these services will result in them being revoked and could result in "Misconduct Sanctions" being levied. Any item or equipment used by a club that is not returned in the same condition as it was received or is lost must be replaced by the club. This listing is not intended to be comprehensive and is subject to change.

## **Fax Machine**

The Campus Recreation & Wellness Department has a fax machine that is available for clubs to use. The number to this machine is 270-745-2006. Clubs desiring to use this machine must gain the permission of the Sport Club Coordinator, Sport Club GA or the Office Associate. All faxes being sent need to have a completed cover sheet. This machine is only to be used for club related activities.

## **Copy Machine**

The Campus Recreation & Wellness Department has a copy machine that is available for Sport Club usage. The copier can only be used for club related purposes. No more than 40 copies should be made at any one time. Clubs desiring to use this machine must gain the permission of the Sport Club GA, Sport Club Coordinator, or the Office Associate. The operation of the machine should be left to Campus Recreation & Wellness Staff members.

## **Web Space**

The Campus Recreation & Wellness Department maintains a website to promote the Sport Club Program, to make club documentation easily accessible, and to provide pertinent Sport Club information to clubs and the larger community. The Sport Club Program also has web space available for club usage through the university. To obtain web space through the university, contact the Campus Recreation & Wellness Department with your request, and the space will be made available. Clubs should strive to keep their websites as up-to-date as possible because websites can be useful recruitment tools and fundraising aids. Furthermore, any club who does not portray the club, department, or university in a positive manner and/or displays profanity or other offensive material on their website will face "Misconduct Sanctions" from the Campus Recreation & Wellness Department. The Sport Club website is located at [www.wku.edu/sportclubs](http://www.wku.edu/sportclubs).



# **Services & Privileges of Sport Clubs**

---

## **Postal Service**

All WKU Sport Clubs have a mailbox in the Campus Recreation & Wellness Department. It is important for clubs to check these boxes regularly. Clubs are also encouraged to use these mailboxes to receive mail from vendors, banks, and other outside entities. The address for these mailboxes is as follows:

**[Name of Sport Club]  
Western Kentucky University  
Campus Recreation & Wellness  
1906 College Heights Blvd. #11097  
Bowling Green, KY 42101**

## **Flip and Electronic Scoreboards**

Small, portable scoreboards are available for clubs to use. They are available on a first come, first serve basis therefore, please notify the Campus Recreation & Wellness Department as soon as possible about your desire to use them.

## **Water Coolers**

Water coolers are available for club use during practices, competitions, and other club related activities. They are available on a first come, first serve basis therefore, please notify the Campus Recreation & Wellness Department as soon as possible about your desire to use them.

## **Campus Recreation & Wellness Departmental Funding**

All WKU Sport Clubs are eligible to receive Campus Recreation & Wellness Departmental Funding, which can be used to purchase equipment, rent facilities, register for tournaments or leagues, pay for travel expenses, and so on. For more information on Departmental Funds please review the "Club Finances" section.

## **Student Government Association Funding**

The Student Government Association of Western Kentucky University provides organizational aid to all recognized student organizations. This funding can be requested in the Fall Semester through a formal application process, and a club may be awarded up to \$500. <http://www.wku.edu/sga/>



# **Services & Privileges of Sport Clubs**

---

## **Facilities**

WKU Sport Clubs are also eligible to utilize campus facilities and have priority scheduling at the Hattie L. Preston Intramural Sports Complex and the Preston Health and Activities Center. The following facilities at Western Kentucky University are available for club usage:

- Hattie L. Preston Intramural Sports Complex
  - Rugby pitch
  - Soccer field
  - Softball field
  - Other outdoor sport fields such as Ultimate Frisbee, Field Hockey or Lacrosse
  
- Preston Health and Activities Center
  - Basketball
  - Volleyball
  - Racquetball
  - Badminton
  - Fencing
  - Preston Center Meeting Room (max 45)
  - Dance Studio
  - Natatorium
  - Multipurpose Room
  
- Diddle Arena
  
- Downing Student Union
  - Meeting Rooms
  
- Varsity Tennis Courts

## **Field Marking**

The Sport Club Program will mark and setup fields for competitions, matches, tournaments, and special events. To setup fields, the guidelines need to be followed that are established in the “Home Event Request” section of this handbook.

## **Officer Training**

The Sport Club Program will host Officer Training Sessions at the beginning of the Fall Semester to assist the clubs’ leadership in knowing their roles and responsibilities. This helps clubs to operate smoothly and successfully.





# **Services & Privileges of Sport Clubs**

---

## **Tax Exempt Status**

As an affiliated member of Western Kentucky University, a non-profit organization, all clubs are tax exempt organizations. When purchasing equipment or other club related items, clubs can use this tax exempt status.

## **Event Planning and Additional Assistance**

Finally, the Sport Club Program will assist each club with individual needs regarding fundraising, recruitment, retention, policy implementation, or other needs as they arise. The Sport Club Program can help clubs setup tables for recruitment in the Preston Health and Activities Center. They can supply helpful ideas for fundraising. A listing of universities within 400 miles of Bowling Green, KY is located in the Campus Recreation & Wellness Department and can be used by clubs to contact potential opponents. For any assistance that you require, please contact the Campus Recreation & Wellness Department.



# **Policies & Procedures**

---

## **Introduction**

All Sport Clubs are student operated and student led, so the key to their success lies in the degree of student leadership and participation. Students within each club are responsible for the internal administration of their club, which includes decision making in such areas as equipment, facilities, finances, game schedules, membership, practices, and safety. An understanding of the basic principles of organizational management and the ability to delegate responsibilities to other club members will ensure the club's smooth operation and stability over time.

## **Sport Club Membership**

The Western Kentucky University Sport Club Program operates in accordance with all Federal and State regulations requiring non-discrimination on the basis of age, sex, race, religion, ethnicity, national origin, sexual orientation, socio-economic status, or handicap membership. All Sport Club participants must be affiliated with Western Kentucky University as students, faculty, or staff members. Both full time and part time students, faculty, and staff of the university are eligible for participation. Spouses and children of WKU faculty, staff, and/or student members are not eligible for participation. However, each club will need to check the eligibility requirements for individual leagues, tournaments, and/or competitions. Varsity athletes will need to check with their NCAA compliance officer to review their eligibility status. The following are the requirements for Sport Club participation for WKU depending upon the participant's university status.

**Full Time Students:** The fee for all Campus Recreation & Wellness activities including Sport Clubs is included in full time students' tuition. There are no additional departmental fees for involvement in Sport Clubs for full time WKU students.

**Part Time Students:** Part time students must have at least 3 credit hours at Western Kentucky University to participate, and they must be a member of the Preston Health & Activities Center (\$35 per semester).

**Faculty & Staff:** Both full time and part time faculty and staff members are eligible to participate in Sport Clubs at WKU however, they must be a member of the Preston Health & Activities Center (\$35 per semester).

**Alumni:** WKU Alumni are not eligible to participate in any club related practice, games, and/or matches.

\* For more information on these fees, please contact the Sport Club Coordinator at 745-6541.



## **Policies & Procedures**

---

### **Western Kentucky University Name and Logos**

All Western Kentucky University Sport Clubs may use the Western Kentucky University name and approved logos, or they may design their own. The Big Red Logo, the Red Towel Logo, the Official University Logo, or the Blocked Letter Logo may be used. However, the Official University Seal may not be used as this logo is reserved for academic usage.

For further information on Western Kentucky University logo usage, please visit the Office of University Publications' website at <http://www.wku.edu/oucampus/style-guide/wku-logo-usage.php> **All logo designs must be pre-approved by the Campus Recreation & Wellness Department.**

### **Promotional Material/Advertisement**

The WKU Campus Recreation & Wellness Department will provide assistance to clubs in the creation of promotional materials. All promotional materials must be approved by the Campus Recreation & Wellness Department before they can be displayed or purchased. Promotional materials would include bumper stickers, flyers, newsletters, mailings, apparel, pencils/pens, letterhead, signs, business cards, or other items representing the club, department, and/or university. Clubs not attaining the approval of the Sport Club Coordinator before displaying or purchasing promotional material will receive a "Misconduct Sanction," and the unapproved material will be seized by the Campus Recreation & Wellness Department.

All flyers must provide the following information: who, what, when, where, a contact name, and contact information. Flyers must be posted in designated areas on campus (bulletin boards), and the individual desiring to post the material must attain the approval of the facility manager where it will be hung. The Sport Club Program will post all flyers in Residence Halls on behalf of the clubs. Clubs posting promotional material in non-sanctioned areas will receive a "Misconduct Sanction." The Campus Recreation & Wellness Department's copy machine can be used to make up to 40 flyers or other promotional materials at a time.

Moreover, avenues of promotion for sport clubs include, but are not limited to the following: WKU campus calendar, WKU Sport Club website, Hattie L. Preston Intramural Sports Complex marquee, flyers in WKU Residence Halls, the Preston Center Symon Electronic Boards, and event summary in WKU "College Heights Herald." The Sport Club Program will assist clubs with most of these promotional opportunities, and the process can be greatly assisted by the timely submission of Sport Club event documentation.

### **Practice Times & Facility Reservations**

Regular and recurring facility and practice times for Sport Clubs' use are limited and monitored by the Campus Recreation & Wellness Department. To reserve practice times and facilities each club must complete a "Practice/Meeting Request" form at the start of each semester. These forms are **ONLY A REQUEST**. There is no guarantee on REQUESTED practice times and facility space. On-campus facilities available for Sport Club usage include the Hattie L. Preston Intramural Sports Complex, the Preston Health & Activities Center, Diddle Arena, Smith Stadium and the Tennis Courts.



## Policies & Procedures

---

It is the club's responsibility to request the needed times and facilities. Once the club receives confirmation from the Sport Club Coordinator and/or GA of Sport Clubs of the approval of the request, the practice time is a binding agreement between the club and the Campus Recreation & Wellness Department. If practice should be canceled for any reason, a club officer must contact the Sport Club Program as soon as possible (a minimum of 2 hours before the start of practice). If the club is negligent by either not using their practice time or canceling too many practices, with or without notification, the club will receive a "Misconduct Sanction," which could include the deduction of Sport Club Budgetary Points and/or the loss of practice time. Moreover, no club shall have more than ten hours of sanctioned practice during any one week period due to facility space concerns and academic concerns.

Clubs who normally utilize outdoor facilities who wish to use the Preston Health and Activities Center during inclement weather must contact the Campus Recreation & Wellness Department at least 2 hours in advance, and they must gain the approval of the Sport Club Coordinator and the Assistant Director of Facilities. Only approved activities may occur within the approved facilities, and all participants must abide by the policies and procedures of the building.

For any practice that occurs, a club officer is required to take attendance of every member that arrives. Every member must print their first and last name, their 800 number, and initial the date they were in attendance, and the officer taking attendance must sign their name verifying the attendance is accurate. After each month, the

### Home Event Requests

Request for competitions, matches, scrimmages, or other one-time events require the completion and approval of a "Home Event Request." All "Home Event Requests" should be completed fully and accurately and submitted at the deadline established by the Campus Recreation & Wellness Department. However, due to the ever changing nature of Sport Clubs, additional "**Home Event Requests**" can be submitted as needed, but they must be filed with the Campus Recreation & Wellness Department **no less than two weeks before the event** is to be held. "Home Event Requests" for larger events requiring more planning should be submitted at least three weeks in advance. Requests submitted after these deadlines will not be considered. All visiting teams must sign a liability waiver before participating in any Sport Club related activity. Upon the completion of a home event, a complete and accurate "**Home Event Wrap-up**" **must be submitted within 48 hours/two business days** of the end of the event. Clubs who do not submit the appropriate documentation for home events risk "Misconduct Sanctions."

All facilities are reserved on a "first come, first serve" basis, so it is important to submit your "Home Event Request" as soon as possible. The Campus Recreation & Wellness Department will try to accommodate all requesting clubs, but in some cases, this simply may not be possible. Also, if the club requires special setup or field markings for play, they should be sure to indicate so on the "Home Event Request" in the appropriate location, and a field layout should be attached to the "Home Event Request."

### Meeting Requests

For clubs desiring to utilize non-athletic facilities for Sport Club meetings, banquets, or other non-athletic club related events, the Preston Health & Activities Center meeting room (max 45) and the Multipurpose Room (max 150) can be utilized. Clubs wishing to use this space or other space should



## **Policies & Procedures**

---

contact the Sport Club Coordinator or Graduate Assistant of Sport Clubs to reserve a space at least one week in advance.

### **Accessing/Utilizing Facilities**

All club members should be prepared to show a valid Western Kentucky University ID upon request when utilizing any university facility. Lack of proper identification by a Sport Club member will result in the individual being denied access to the facility. Additionally, all club members using facilities should treat all staff members with respect and follow all facility policies and procedures. Failure to do so will result in "Misconduct Sanctions," including but not limited to losing the privilege to utilize university facilities.

### **Inclement Weather Policy**

In the event of inclement weather, the WKU Sport Club Program will make every attempt to contact club leadership at least two hours in advance to notify them of any cancellations. However, this may not be possible in all events. Additionally, clubs utilizing the Hattie L. Preston Intramural Sports Complex will be contacted no earlier than 3:00pm in the event that a practice/match will be canceled.

### **Club Travel**

When clubs are traveling to other venues for competitions, exhibitions, training camps, or other club related activities, they will need to follow the following procedures:

1. Complete fully and accurately a "Travel Itinerary" form. This form should be submitted by the deadline established by the Campus Recreation & Wellness Department. However, due to the ever changing nature of Sport Clubs, additional "Travel Itinerary" forms can be submitted as needed, but they must be filed with the Campus Recreation & Wellness Department no less than one week before the event is to occur. Forms submitted after this deadline will not be considered. A copy of the "Travel Itinerary" will be emailed to the club to verify their affiliation with Western Kentucky University.
2. Within 24 hours of departing for a club related trip, a "Travel Roster" should be submitted. This form should include each participants name along with their WKU ID # (800). This form should be as accurate as possible.
3. During a trip, once a club has arrived at their destination, they must leave a message with the Sport Club Program at 270-745-6541 verifying their safe arrival.
4. After a club has returned from an approved trip, they must complete a "Travel Summary" form fully and accurately and submit it to the Campus Recreation & Wellness Department within 48 hours/two business days of the clubs return to Bowling Green, KY. Clubs who do not submit the appropriate documentation for Sport Club travel risk "Misconduct Sanctions."



# **Policies & Procedures**

---

## **Club Equipment**

All **equipment** bought with club funds, including club generated funds, remains the property of Western Kentucky University. WKU Sport Club equipment is only to be used for club related activities. Furthermore, this equipment must be inventoried with the Campus Recreation & Wellness Department at the end of the Fall and Spring Semesters. Club equipment will be stored by the Campus Recreation & Wellness Department during the Winter and Summer Semesters unless otherwise requested by a Sport Club.

## **Sport Club Monthly Meetings**

Each month, the Sport Club Program will conduct a Sport Club Monthly Meeting. At these meetings, information will be given to the clubs on fundraising, promotional activities, event planning, officer training, and club documentation deadlines, etc. **Attendance at these meetings is mandatory.** Each club must have at least one representative who is a fully participating club member in attendance, and this representative is responsible for passing along pertinent information to the rest of his/her club members. It is the responsibility of the club member in attendance to sign the sign-in sheet verifying that he/she was in attendance at the meeting. This sign-in sheet will be kept on file in the Campus Recreation & Wellness Department. Failure to attend these meetings will result in "Misconduct Sanctions" and attendance is tied closely to Sport Club Budgetary Points.

## **Officer Training Sessions**

In the beginning of the Fall Semester, the Sport Club Program will conduct an Officer Training Session for Sport Club Presidents, Vice Presidents, Treasurers, Secretaries, and Risk Management Officers. These training sessions are mandatory for all clubs and are closely connected with the accumulation of Sport Club Budgetary Points that affect Sport Club Departmental Funding. During these training sessions, the officers will be informed of departmental policies, procedures, and expectations; they will be trained on how to complete relevant club documentation; and they will receive instruction on other areas that the Sport Club Program believes are important for Sport Club officers to have an understanding of in order to be successful. It is the responsibility of the elected official in attendance to sign the sign-in sheet verifying that he/she was in attendance at the meeting. This sign-in sheet will be kept on file in the Campus Recreation & Wellness Department. Failure to attend these meetings will result in "Misconduct Sanctions."

## **Constitution**

In order to be successful, any organization must have a set of operational guidelines or rules by which the members govern themselves. Each Sport Club should develop a constitution suited to the practical operation of that particular club. The constitution should address concerns regarding the club's name and purpose, membership eligibility, meeting decorum, club officers and duties, club members' conduct, and other factors that would affect the operation of the club. Any change to a club's constitution requires the approval of the Sport Club Coordinator.

The constitution must be easily interpreted so that the club can operate consistently from year to year. All constitutions must contain statements regarding the following:



## **Policies & Procedures**

---

- The purpose of the club, including general goals, objectives, and the direction of the group.
- A definition of membership requirements with a statement regarding the club not discriminating based upon race, sex, creed, national origin, sexual orientation, socio-economic status or handicap
- A listing of officer titles, duties, and requirements.
- Meeting decorum and quorum requirements for conducting official business.
- The process for accessing club funds.
- A statement verifying that the club agrees to abide by all the policies of the Campus Recreation & Wellness Department and Western Kentucky University as well as the laws of the local and federal government.

### **Club Documentation**

For clubs to be successful at WKU, they must submit the appropriate Sport Club documentation in a timely manner. All Sport Club documentation serves an administrative purpose and allows the Sport Club Program to operate efficiently to better serve the needs of the Sport Club participants. A Sport Club who fails to complete the appropriate documentation fully, accurately, and on time may risk receiving "Misconduct Sanctions." Sport Club Documentation can be obtained from the Sport Club Website at [www.wku.edu/sportclubs](http://www.wku.edu/sportclubs) All Sport Club documentation may be submitted via e-mail, fax or through IMLeagues. The following is a listing of the various forms and documents that must be completed by clubs with an explanation of the purpose of the form.

#### **Sport Club Medical Release**

This form releases the club and department from liability if a Sport Club participant is injured. This release must be on file complete and accurate in the Campus Recreation & Wellness Department for each and every Sport Club participant (**NO EXCEPTIONS**). These forms will remain on file for one full academic year.

#### **Officer/Membership Roster**

The roster provides the Campus Recreation & Wellness Department with club accountability information as well as information on Sport Club involvement and participation. This form must be kept up-to-date and be kept on file at the Campus Recreation & Wellness Department for each club.

#### **WKU Sport Club Faculty/Staff Adviser Letter** (*specifically for the Campus Recreation & Wellness Sports Department*)

Faculty/staff advisers must sign and submit this letter acknowledging their involvement with the club. This letter must be completed fully and accurately and submitted to the Campus Recreation & Wellness Department at the beginning of the Fall Semester. This individual must be a full time WKU faculty/staff member.

#### **Sport Club Coach/Instructor Form**

This form must be completed fully and accurately and filed with the Campus Recreation & Wellness Department when a club wishes to have a coach/instructor for their organization. Once the form has been



# **Policies & Procedures**

---

filed with the office, the coach/instructor must meet with the Campus Recreation & Wellness Department before participating in sport club related activities.

## **Practice/Meeting Request**

Any club wishing to utilize a facility (WKU affiliated or non) must file a "Practice/Meeting Request" with the Campus Recreation & Wellness Department. Completion of this form aids the Campus Recreation & Wellness Department in scheduling practices and meetings, and it provides for club accountability. This form must be filed with the Campus Recreation & Wellness Department for all active clubs at the beginning of the Fall and Spring Semesters.

## **Home Event Request**

A club that desires to utilize a facility for special events like a tournament, exhibition, match, fundraiser, or training camp needs to submit a "Home Event Request" to the Campus Recreation & Wellness Department. All requests should be submitted at the beginning of the Fall and Spring Semesters for all events. However, due to the ever changing nature of Sport Clubs, requests can be submitted throughout the semester, but all such forms need to be submitted at least two weeks in advance for events involving other teams and/or competitors from other institutions. For special events involving only members of the club, they should be submitted at least one week in advance. For events requiring more planning like tournaments, the request should be submitted at least three weeks prior to the event.

## **Home Event Wrap-up**

After the completion of a home event, a "Home Event Wrap-up" must be completed fully and accurately and submitted to the Campus Recreation & Wellness Department within 48 hours/2 business days of the end of the event. These forms are necessary to document the results of events and to help the clubs strategically plan future events.

## **Accident/Incident Report**

The club Risk Management Officer(s) should prepare an accident/incident report for each accident/incident that occurs during club related activities. These forms help with liability and risk assessment.

## **Sport Club Budget Request Form**

The Sport Club Budget Request form is submitted at the end of the Spring Semester and is utilized by the Campus Recreation & Wellness Department to allocate Sport Club Departmental Funding to the clubs. To be considered for Departmental Funding, this form must be submitted complete and accurate by the established deadline.

## **Treasurer's Report**

The "Treasurer's Report" must be submitted at the end of the Fall and Spring Semesters, and it accounts for all club expenditures. This form must be filed with the Campus Recreation & Wellness Department and





## **Policies & Procedures**

---

must be complete and accurate. Failure to do so will result in a club not being eligible for Departmental Funding and possibly receiving “Misconduct Sanctions.”

### **Travel Itinerary**

The “Travel Itinerary” should be submitted at the beginning of the Fall and Spring Semesters for all upcoming club related trips. However, due to the ever changing nature of Sport Clubs, itineraries can be submitted throughout the semester, but all such forms need to be submitted at least one week in advance of any club related trip. These forms must be fully and accurately completed and submitted by the deadlines established by the Campus Recreation & Wellness Department before they will be considered for approval. Any club going on an unsanctioned trip risks receiving “Misconduct Sanctions.”

### **Travel Roster**

The “Travel Roster” must be completed fully and accurately and filed with the Campus Recreation & Wellness Department within 24 hours of departing for any club related trip (***with the exception of Sunday matches in which the roster is due by 12:00pm on the Friday before the event***). This form should be as accurate as possible as it is used to protect WKU and the sport club from liability.

### **Travel Summary**

The “Travel Summary” form must be filed complete and accurate with the Campus Recreation & Wellness Department within 48 hours/2 business days of the return of a club from any approved club related trip. This form is used to ensure the safety of Sport Club participants and to record the results of the trip for promotional purposes.

### **End of the Semester Wrap-up**

At the end of the Fall and Spring Semesters, each club must submit an “End of the Semester Wrap-up.” This form is used to document the success and accomplishments of each club and aids the department in serving the Sport Club community.

### **Purchase Request**

When a club desires to use on-campus funds (on-campus account, foundation, departmental funding) for a procurement card purchase, a “Purchase Request” must be fully and accurately completed and submitted with the appropriate transaction documentation (quote, invoice, etc.) at least two weeks in advance of the planned expenditure. Delays in submitting the appropriate documentation by these guidelines will result in a delay of payment and/or purchasing the actual items.

### **Payment Authorization Form**

A “Payment Authorization Form” is used for planned expenses that do not facilitate the use of a procurement card such as officials’ fees or tournament fees, and it should be submitted along with the original unaltered invoice or receipt. This should be submitted as soon as possible to expedite the reimbursement process.



## **Policies & Procedures**

---

### **W9 Request for Taxpayer Identification Number & Certification Form**

A “W9 Request for Taxpayer Identification Number & Certification Form” must accompany a “Payment Authorization Form” and is used for tax purposes when reimbursing/paying vendors.

### **Travel Expense Voucher**

A “Travel Expense Voucher” is for club member reimbursements for expenses such as gas, hotel accommodations, etc. It should be submitted along with the original unaltered invoice or receipt. This should be submitted as soon as possible to expedite the reimbursement process.

