Old Dominion University
Recreation & Wellness Department

2015-16 Sport Club Handbook
# Table of Contents

**Introduction**  
- Recognized Student Organizations  
- Becoming Recognized as part of the Sport Club Federation  
- Membership & Participation  

**Roles & Responsibilities**  
- Sport Club Personnel  
- Club Responsibilities  
- Coaches  

**Policies & Expectations**  
- Constitution & Bylaws  
- Standards of Conduct  
- Disciplinary Procedures  
- Club Finances  
- Fund Disbursement Procedures  
- Fund-Raising Procedures  
- Proscribed Behavior for Students & Student Organizations  

**Facilities & Services**  
- Facilities  
- Equipment  

**Safety & Risk Management**  
- Risk Management  
- Swim Test  
- Emergency Procedures  
  - On-Campus  
  - Off-Campus  
- Blood Borne Pathogens  

**Event & Travel Registration**  
- Event Registration Process  
- Travel Registration Process  
- University Owned/Leased Vehicles  
- Rental Vehicles  
- Guidelines for 7-passenger mini vans  

Public Relations  

Club Mail
INTRODUCTION

SPORT CLUB PROGRAM
Recreation & Wellness consists of five major program areas: Fitness & Wellness, Informal Recreation, Intramural/Extramural Sports, Outdoor Adventure Program (OAP) and Sport Clubs/Summer Camps. Sport Clubs are Recognized Student Organizations (RSOs) that exist to promote and develop interest in a particular sport or physical activity. The University recognizes Sport Clubs through the Office of Leadership & Student Involvement and the Recreation & Wellness Department.

The Sport Club program offers a unique blend of team and individual sports. Most clubs are organized to engage in competitions, with club teams from other colleges and universities. Sport Clubs are strictly voluntary, and are designed to accept members at any and all levels of skill. Involvement in a Sport Club enhances students’ college experience and contributes to the student’s overall education. The Director of Recreation & Wellness administers the program, with assistance from the Assistant Director of Recreation & Wellness, other support staff and the Sport Club Executive Board.

Each club is formed, developed, governed, and administered by the student members of that particular club working in conjunction with the Recreation & Wellness staff. The key to success of this program is student leadership, interest, involvement and participation.

This handbook has been prepared to assist clubs in the administration of their programs. The student officers for each club are expected to become familiar with this handbook. Situations involving sport club business or any activities that are not covered in this handbook should be referred to and discussed with the Assistant Director of Recreation & Wellness. Information in this handbook is subject to change. New policies, procedures or changes/additions to existing policies or procedures made due to unforeseen circumstances during the 2015-2016 academic year shall be deemed official even though not printed in this publication. Clubs will be notified of policy changes via MonarchLink and during regularly scheduled meetings between program staff and club officers.

RECOGNIZED STUDENT ORGANIZATIONS

GENERAL STANDARDS
1. Membership in an Old Dominion University recognized sport club is open to ODU students who are currently and continuously enrolled in a minimum of 6 credit hours at ODU and have current health insurance. Inter-collegiate athletes may NOT compete on a sport club in the same academic year that they are listed as a varsity player. However, they may be members of a sport club. NOTE: individuals enrolled in the English Language Center (ELC) and members of ODU Research Foundation programs are not eligible for club membership.
2. Elected or appointed officers of such organizations must maintain a minimum semester and cumulative grade point average of 2.5. An organization may establish a more rigorous standard for its officers if it so desires. The Dean of Students and Chief Student Affairs Officer may, in the presence of extenuating circumstances, make exceptions to the 2.00 minimum semester average.
3. No recognized student organization may limit its membership on the basis of race, color, creed, or national origin. Membership requirements that restrict membership on the basis of gender must be in full compliance with current University, State, and Federal laws and regulations.

4. Student organizations must be officially recognized in order to use University facilities and to obtain funds from the University.

5. Recognized student organizations must conform to University rules and regulations, applicable federal and state statutes, and applicable local ordinances. An organization’s failure to conform to such rules, regulations, statutes and ordinances may result in the imposition of sanctions upon the organization and the withdrawal of recognized status.

6. Student organizations may be held accountable for the actions of individual members who violate University policies when the conduct of individual members can reasonably be associated with the group. The Dean of Students and Chief Student Affairs Officer or his/her designee has the ability to implement an interim suspension on a student organization when the group’s continued activity on campus constitutes a danger to the health, safety or welfare of the University community. In addition, the Dean of Students and Chief Student Affairs Officer or his/her designee has the ability to freeze a student organization’s activities on campus during an investigation into allegations of misconduct.

7. Student organizations must inform the University of all affiliations and associations with any organization outside the institution. All materials must state clearly the name of the organization and all of its affiliations on all the literature it distributes. All written material distributed by student organizations must list all affiliations and associations a student organization has with any organization outside the institution. Advertisements, regardless of the media used, must clearly state the student organization’s affiliations as presented in its original application for recognition or as researched by the University.

8. Student organizations are required to re-register every fall semester by the deadline established by the Office of Leadership Student Involvement. Organizations are also required to establish and actively utilize a MonarchLink account.

9. Organizations that qualify for funding must follow the policies, procedures and deadlines established by the University.

STARTING A NEW ORGANIZATION

The following guidelines will assist students who desire to start a new University recognized organization:

- Complete the Application for Recognition form. The form can be printed from this website (http://ww2.studentaffairs.odu.edu/osal/forms/studentorganizations/neworgapplication.pdf) or picked up in the Office of Leadership & Student Involvement (1071 Webb Center).
- The Office of Leadership & Student Involvement will review the member list and other elements of the application. Once the application has been approved, the organization will be granted a 3-month provisional status. During this time, your organization will need to submit a constitution and have 10 currently enrolled students sign the application. Once the application is complete, it will be submitted to the Student
Government Association for their actions. A sample constitution can be found at the following website (http://ww2.studentaffairs.odu.edu/osal/forms/studentorganizations/sampleconstitution.pdf).

- The Student Government Association Organizational Affairs Committee will evaluate the application and constitution to make sure everything is in order.
- The Organizational Affairs Committee will meet with individuals from the organization to discuss future plans and goals of the group, as well as explain the Point System and Minimum Standards. The organization will be able to ask any questions and have concerns dealt with.
- Once the Organizational Affairs Committee approves the application and constitution, it will write up a bill to recommend the Student Government Association grant formal recognition to the organization. The Student Government Association Cabinet initially analyzes the bill and upon their approval, the bill will be sent to the Student Government Association General Assembly to be discussed and voted on.
- Once the bill has been approved, the organizations will be formally recognized as an Old Dominion University organization and will be accountable to regulations set by the University and Student Government Association. The organization will be notified via email or phone about the outcome of the vote, by the Monday following the General Assembly vote.
- Organizations qualify for funding from the Student Government Association after the organization is fully recognized by the Student Government Association.

**HOW TO BECOME A RECOGNIZED SPORT CLUB**

- All clubs must be successfully operating for 1 year to be eligible for membership in the Sport Club Federation, meaning that they hold regular practices, maintain members and have competed in more than one event per year relevant to their sport.
- Submit a completed Sport Club Federation application to the Recreation & Wellness Department.
- The application will be reviewed by the Sport Club Executive Board and a meeting will be arranged between the Board and the club officers.
- Once approved by the Board, the application will be submitted to the Director of Recreation & Wellness for final approval.
- All members of the club must register on MonarchLink, complete all necessary forms, and submit proof of health insurance coverage. In addition, members of high concussion risk sport clubs must complete the ImPACT® Baseline Concussion assessment prior to participation in practice or competitions. Forms to be completed include:
  - Participation & Assumption of Risk
  - Health History
- When using the University’s name, sport clubs must ensure that the word “club” is always used in conjunction with activities, i.e., apparel, promotional materials, etc. In addition, the words “Old Dominion University™” must be spelled out. All apparel and promotional materials must be approved by the Recreation & Wellness Department prior to printing.
- Sponsorships of any kind are not permitted in the ODU Sport Club program. Sponsorships include agreements in which the club will receive financial benefits or in-
kind services in return for the club promoting the sponsor. Clubs may receive donations from individuals or companies; however, these donations will not hold the club responsible to the donor.

- Clubs may NOT hold practices or games without first submitting to the Recreation & Wellness Department a signed Participation & Assumption of Risk form and Health History form for each club member. A parent or guardian must sign the waiver forms for participants under the age of 18.
- Provisional clubs are eligible to receive up to $500.00 for club start-up expenses. Clubs may petition the Sport Club Executive Board for additional funds once the club has been active for one semester.

*All clubs must receive approval from the Recreation & Wellness Department before holding practices, games or any activity conducted as an Old Dominion University sport club either on or off campus.*

**MEMBERSHIP & PARTICIPATION**

**ODU I.D. Cards** - Individuals desiring membership in a sport club must have a valid ODU I.D. card. In addition, the ID card must be in possession of the member during all club activities (practices, games, etc.). At various times during the year department staff will conduct random I.D. checks. Individuals who do not have their I.D. card may be prohibited from participating with the club until the card can be produced.

**Registration** - Individuals are not allowed to participate in sport club related activities until they have completed the registration process as outlined below:

- Register for the club on MonarchLink
- Complete and submit the following items via Monarch Link:
  - Acknowledgement of Risk
  - Health History form (due annually)
  - Upload valid Health/Medical insurance card
  - Driver’s Background Approval form (Only if you will be an official driver for the club)
- Pay club dues to the Pro-Shop in the Student Recreation Center

**Eligibility for Participation in Leagues** - Each sport club member is responsible for familiarizing themselves with eligibility rules and regulations, and abiding by these rules when entering league competition. The Assistant Director of Recreation & Wellness must be provided with a copy of all rules that govern each club’s league involvement.

**Certification of Eligibility** - All sport clubs must abide by conference, regional, state, NIRSA or NCAA rules and regulations in competitions that have such guidelines. Clubs desiring to enter competition may be required to obtain certificates of eligibility from the University before entries are accepted. Rosters requiring certification of eligibility should be submitted to the Assistant Director of Recreation & Wellness. Please allow one week for the certification process to be completed.
ROLES & RESPONSIBILITIES

Students - Within all student organizations, the members have unlimited opportunity to become directly involved in the administration and supervision of their club. They collectively have the responsibility for: writing their club constitution and by-laws, establishing their dues schedule, establishing the duties of the officers, and selecting their volunteer coach.

Sport Club Executive Board – this student governing board works with the Sport Club staff on the management of the sport club program. Responsibilities include, but are not limited to, budget allocation, conduct review appeals hearings, assignment of tier classifications, coordination of the annual sport club banquet, and serving as representatives/ambassadors for the Sport Club program.

Sport Club Executive Board members must meet the following criteria:
- Must have been a member of the club they are to represent during the previous academic year.
- Must be in, and remain in good standing with the club.
- Must be in, and remain in good standing with the University.
- Must have and maintain a minimum semester & cumulative GPA of 2.00

Due to the nature of the issues that the Sport Club Executive Board will encounter, board members must adhere to strict guidelines regarding confidentiality. Board members may not discuss disciplinary matters outside of Board meetings. Violation of this policy may result in disciplinary charges being brought against the Board member and/or removal from the Board.

Sport Club Graduate Assistant – Serves as the primary department contact for recognized sport clubs, will assist club officers in securing practice and game facilities, and will monitor the Sport Club OrgSync registration process for all club members. This individual will work with the President of the Sport Club Executive Board on the monthly officers’ meetings. In addition, the Sport Club Graduate Assistant will guide non-member clubs through the Sport Club Federation application process.

Assistant Director of Recreation & Wellness - will advise and provide assistance to all club representatives in handling club business. This individual will monitor activities to ensure that all University policies and procedures are being followed, assist clubs in implementing sound safety practices, and managing club funds in accordance with University fiscal policy. This individual will serve as advisor to the Sport Club Executive Board.

Clubs will be granted as much freedom as possible to operate, provided that the clubs operate within the rules, regulations and guidelines established by the University.

CLUB RESPONSIBILITIES

Each club must elect a slate of officers on an annual basis. Clubs are encouraged to elect officers no later than March 15 of each year. This will give new officers an opportunity to
shadow current officers. The University recommends that clubs elect the following officers; however, additional officers may be elected at the discretion of the club:

- President
- Vice-President
- Secretary
- Treasurer

In addition, each club MUST have at least 2 safety officers who possess current First Aid, CPR and AED certification. One of these individuals must be present for all practices and games (home and away).

NOTE: Sport Club officers can be removed at the discretion of the Recreation & Wellness Department.

Club President’s Responsibilities
In addition to the duties outlined in the club constitution, each Sport Club president is responsible for the following:

- Attend and participate in an orientation session each year.
- Attend all monthly Sport Club Presidents’ meetings.
- Attend regularly scheduled meetings with the designated Sport Club staff member.
- Assure that all club members are registered on MonarchLink and have submitted the Participation & Assumption of Risk form and Health History form BEFORE being allowed to participate in club activities (practices and games).
- Inform club members of policies, procedures, expectations, emergency procedures and other regulations that must be followed. Monitor all club events, ensuring that all policies and procedures are followed.
- Arrange facility reservations for club functions with the Sport Club Graduate Assistant.
- Insure that Event Registration forms are submitted at least 30-days prior to the event, and that Post Event Documentation forms are submitted no more than 7-days after the event.
- Assure that all club financial obligations are met in a timely manner.
- Submit a written report of any injury or incident that occurs at any club event to the Sport Club Graduate Assistant within 24 hours of the injury/incident.
- Train other officers, and future officers of the club.
- Compile and submit a fall semester report and an annual report to the Sport Club Graduate Assistant by the established deadlines.

Coaches
Sport club coaches are unpaid volunteers. Club coaches may be an Old Dominion University undergraduate or graduate student, a part-time or full-time university employee, or a non-affiliated member of the community.

Procedures for Securing a Non-University Affiliated Volunteer Coach

1. Upon request, the Recreation & Wellness Department will advertise the coaching vacancy through University Announcements and through various community avenues. If a club wishes to advertise in local newspapers, they must do so at their own expense. The Director of Recreation & Wellness must approve these advertisements prior to placement.
2. Old Dominion University will conduct a search and screening process for each sport club coaching position. A screening committee, consisting of department and club representatives, may be established to make a recommendation to the Recreation & Wellness Director, who must approve all appointments. NOTE: All applicants will be subject to a criminal and sexual offender background check.

3. Once a coach has been approved by the Recreation & Wellness Director, they are required to read and sign all agreements and forms pertaining to their qualifications, coaching responsibilities, Recreation & Wellness Department and University policies and procedures, and an assumption of risk statement. NOTE: Coaches are not covered by the University’s liability insurance policy and are encouraged to secure such insurance on their own.

4. Each club is responsible for providing each coach with a list of job related responsibilities, which they will be obligated to follow.

5. If at any time the coach does not act in the best interest of the club, as determined by the club officers or Recreation & Wellness Department staff, they will be relieved of their duties immediately.

6. Coaches will be appointed annually.

7. Returning coaches must sign a Coaches Agreement on an annual basis.

Qualifications and Duties of Sport Club Coaches

1. Coaches must possess a high school diploma at the minimum; however, a Baccalaureate degree is preferred.

2. Coaches must have a minimum of two years of experience either coaching or playing at the intercollegiate or club level.

3. Coaches must abide by all applicable policies and regulations of Old Dominion University and the Recreation & Wellness Department.

4. Coaches must provide their own medical insurance, and provide verification of such policy to the Recreation & Wellness Director. Coaches are also encouraged to purchase liability insurance.

5. The responsibilities and actions of the coach should be restricted to coaching and should not include management of the club. A Sport Club is first and foremost a student-organization; therefore, the club president (not the coach) must serve as the liaison between the club and the Recreation & Wellness staff. The philosophy and key to the success of the Sport Club program has been the continued emphasis on student leadership and participation.

6. The student members must handle club business matters with the coach serving in an advisory capacity. Club activities and events should be a team effort and not left solely to the coach or students.

7. Coaches should refrain from making appointments with the Director of Recreation & Wellness, or any other person to discuss club business without first informing the club President and the Assistant Director of Recreation & Wellness.

8. Coaches must help to ensure good sportsmanship at all times. Individuals must always conduct themselves in a manner that does not detract from the reputation of the University. This includes behavior in game situations, contact with other teams and interaction with event staff. When involved in off-campus events or when traveling, be aware that you are still representing the University.

9. The Recreation & Wellness staff has the right and obligation to protect the club, if, in the opinion of the staff, the coach is not working in the best interest of the club, they
10. Sport Club coaches must assume the following responsibilities
   a) Teaching of skills specific to their sport.
   b) Training and conditioning club participants.
   c) Attendance at all practices, in addition to all home and away matches.
   d) Determination at what level each club participant is capable of playing.
   e) Not playing any club member who is not on the eligibility list supplied by the Recreation & Wellness Department.
   f) Not allowing any injured club member to participate in a scheduled practice or game until they have been medically released to participate by a physician or athletic trainer.
   g) Prohibit the use of alcohol or drugs at club events and by underage individuals.

Assistant Coach - An approved head coach may appoint an assistant coach to carry out their duties in case of their absence. However, assistant coaches must possess all credentials listed previously for coaches, and abide by all rules and regulations of Old Dominion University and the Recreation & Wellness Department. The Director of Recreation & Wellness must approve of the assistant coach prior to their appointment. Assistant coaches must sign a Coaching Agreement on an annual basis.

POLICIES & PROCEDURES

Constitution & Bylaws
Every sport club is required to have a University approved constitution on file with the Recreation & Wellness Department. The constitution should be periodically reviewed to insure viable operation of the club. The Office of Leadership & Student Involvement has developed a Constitution Guide to assist clubs in preparing a constitution.

Bylaws and standing rules are easier to change than the constitution, and help to keep the constitution up-to-date with the direction of the club. Bylaws govern the internal operations of a club; standing rules are those adopted by a majority vote at a club meeting and usually pertain to meeting times and locations for the year. Standing rules are in order to the extent that they do not conflict with the constitution or the bylaws.

Standards of Conduct
The basic concept underlying the University’s 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 conduct themselves in a manner that does not detract from the reputation of the University. This includes behavior in game situations as well as contact with other teams and event staff. When involved in off-campus events or when traveling, be aware that you are still representing the University.

1. Sport clubs or individual members of sport clubs may face disciplinary action for inappropriate actions on or off campus, while participating in any club related activity.
2. Sport clubs or individual members may appeal disciplinary action taken by the Director of Recreation & Wellness to the Sport Club Executive Board.
3. Misuse or abuse of facilities may result in revocation of club recognition and status. Clubs are financially responsible for any costs accrued due to their actions.
4. Vehicle parking is strictly prohibited on all outdoor practice/game fields. All participants and spectators must use designated parking lots.

5. ALCOHOLIC BEVERAGES ARE NOT PERMITTED AT ANY UNIVERSITY SPONSORED SPORT CLUB EVENT. IT IS THE CLUB’S RESPONSIBILITY TO INSURE THAT THIS IS ENFORCED NOT ONLY BY THE PLAYERS, BUT ALSO BY THE FANS/SPECTATORS. FAILURE TO COMPLY WILL RESULT IN IMMEDIATE SUSPENSION OF THE CLUB.

DISCIPLINARY PROCEDURES
The Recreation & Wellness staff will investigate all club actions that may be deemed a disciplinary infraction. The staff will conduct an investigation and meet with club leadership to assess the situation. Upon completion of the investigation, if the action is deemed to be a violation of, or non-compliance with University policies, campus regulations, Recreation & Wellness procedures, or Sport Club Standards of Conduct, loss of club status or other disciplinary action may be taken against the club involved. The discipline process has been developed to assist club leaders in correcting mistakes that have caused problems for the club and the University.

NOTE: As listed below, an academic year shall commence at the beginning of the fall term and conclude at the end of the spring term, or at the conclusion of the competition season for clubs that compete beyond the end of the spring term.

Minor Infractions - Are actions outside the policies and procedures of the Recreation & Wellness Department. Examples include, but are not limited to: a) unexcused absence from a regularly scheduled meeting with a Sport Club staff member; b) unexcused absence from Sport Club Council meetings; c) failure to submit required forms by the designated deadline, and d) failure to return equipment by the designated deadline.

1. First Infraction – If the violation is the club’s first during the current academic year, and the club is not under probation from violations committed the preceding year, the club will receive a documented verbal warning that will include:
   a. The reason for the warning
   b. Measures to be taken to correct the situation
   c. The possible consequences the club will face if additional infractions occur.

2. Second Infraction – If the violation is the club’s second during the current academic year, and the club is not under probation from violations committed the preceding year, the club will receive a written warning that will include the following:
   a. The reason for the warning
   b. Measures to be taken to correct the situation
   c. The possible consequences the club will face if additional infractions occur.

3. Third Infraction - If the violation is the club’s third during the current academic semester, and the club is not under probation from violations committed the preceding year, the club will be placed on probation for one semester or academic year. The club will receive written notification that will include the following:
   a. The reason for the probation
   b. The length of the probation period
c. The possible consequences the club will face if additional infractions occur.

4. Fourth Infraction - If the violation is the club’s fourth during the current academic semester, or if the violation is the club’s first while under probation from violations committed the preceding year, the club will be automatically suspended from all Sport Club program activities for one academic year. During this period, the following will occur:
   a. The club’s off-campus checking account will be frozen
   b. The club’s allocation from the University will be frozen and may be forfeited
   c. Facility use privileges will be revoked
   d. Equipment use privileges will be revoked

After the suspension period, the club will be put on probation for the following semester. During this probation semester, any minor infraction can lead to dissolution of the club.

Appeal Process - The club will have 3 business days upon receiving the written notification of a minor infraction to appeal any disciplinary action to the Director of Recreation & Wellness.

Major Infractions - Are any actions outside the policies and procedures, and standards of conduct established by the Recreation & Wellness Department and the University. Examples include, but are not limited to: a) Displaying conduct that is incompatible with the University’s function as an educational institution and the purpose of the Sport Club program (i.e. unsportsmanlike conduct toward officials or opponents or disruptive behavior on trips); b) Misusing club funds and or abusive use of club funds; c) Allowing ineligible individuals to participate in club activities; d) Compromising the safety of club members while traveling; e) Transporting and/or consuming alcohol or illegal substances while on official club trips.

For all major infractions:

1. The club will be instructed to cease all activity until such time as an incident review can be conducted.
2. Written notification (email) will be sent to the club officers informing them of the major offense. Officers will have 3 business days after receipt of the notification to schedule an appointment with the Assistant Director of Recreation & Wellness and the Sport Club Graduate Assistant to discuss the alleged conduct violation(s).
3. Based on the outcome of the incident review, a meeting will be called between the club officers, the Assistant Director of Recreation & Wellness to determine what sanctions, if any, will be assessed.
4. The club will be notified in writing of the decision and will be advised of their right to appeal the decision.
5. If the infraction is egregious enough, the situation may be forwarded to Student Conduct Office.

Appeal Process – Any decision involving a major infraction may be appealed by following the procedures listed below:

1. A written notification from the club officers appealing the decision must be submitted to the Director of Recreation & Wellness within 5 business days after receiving notice of the decision.
2. The Director of Recreation & Wellness will meet with the club officers and the Sport Club staff within 5 business days of receipt of the appeal.
3. Within 3 business days of the last appeal meeting, the Director will issue a decision.

**Final Appeal** – The Director’s decision may be appealed by following the procedures listed below:
1. A written notification from the club officers appealing the Director’s decision must be submitted to the Sport Club Executive Board within 5 business days after receiving notice of the decision.
2. The Sport Club Executive Board will meet with the club officers and the Recreation & Wellness staff within 5 business days of receipt of the appeal.
3. Within 3 business days of the last appeal meeting, the Executive Board will issue a final decision on the matter.

**CLUB FINANCES**

Regardless of whether they receive University financial support, recognized sport clubs are solely responsible for their financial obligations. The University will not be liable for debts or contracts made by sport clubs. Any obligation incurred by a sport club with a local merchant or others must be incurred in good faith and with the knowledge that the club will be able to pay such obligation promptly. Under no circumstances may the club use the name of the university in securing credit. The club’s sole responsibility for its obligations must be made clear to the creditor.

Clubs are highly encouraged to open a private account at a local bank, with the Recreation & Wellness Department serving as custodian of all private accounts. The following guidelines will govern private accounts:
1. Prior to opening a private checking account the Assistant Director of Recreation & Wellness will secure a Federal Tax Identification number from the Internal Revenue Service (IRS).
2. All checking requests require the signature the club President and the club Treasurer.
3. All checks from a club checking account must be made payable to a person, business or organization. A check can never be made out to cash.
4. Original receipts or invoices for items purchased through club checking accounts must be submitted to the Recreation & Wellness Department.
5. Clubs are not allowed to have credit cards.

**Donations** - Those desiring to donate funds to a sport club must contact the Recreation & Wellness Department to insure that the situation is handled in the proper manner.

**Purchases** - Sport clubs must obtain approval from the Recreation & Wellness Department prior to making purchases from both University funds and private sport club funds. The following information must be provided for a purchase to be considered: vendor name, address, phone number, fax number, Tax ID number and a copy of the pending order. NOTE: when using University funds the vendor must be licensed and registered with the Commonwealth of Virginia on the eVA system and must have a current W9 on file with the University.

**Equipment** - It is the responsibility of each sport club to insure that all equipment utilized during club activities has been inspected and is high quality and in good operating condition.
All equipment is property of the University no matter the method of purchase.

Officials - It is the responsibility of each sport club to hire only certified officials for all home scrimmages and games. Certified officials will be defined as those individuals who have successfully completed the certifications for that particular sport in the Commonwealth of Virginia.

Allocated Funds - Although sport clubs are required to support their programs through resources within the club, University allocated funds are available through the Recreation & Wellness Department via the budget allocation process.

1. Budget requests must be submitted to the Recreation & Wellness Department by the designated deadline. Clubs who fail to submit the budget request by the designated deadline, may not receive funds for the academic year.

2. Clubs must appear before the Sport Club Executive Board in the fall semester to request funds. The Board will be responsible for making allocation decisions.

3. Clubs may request funding for the following items:
   a. Officiating expenses
   b. Tournament/League entry fees
   c. Supplies, equipment and uniforms
   d. Safety supplies

   Clubs may not request funding for the following items:
   a. Lodging expenses
   b. Meal expenses
   c. Travel expenses
   d. Uniforms that will be personal property of the club member

4. Clubs must receive approval from the Recreation & Wellness Department before University Allocated Funds and off-campus funds may be expended.

5. Requests for University Allocated Funds must be received by the Recreation & Wellness Department no less than 30 days prior to the needed date. Requests received less than 30 days will be evaluated on a case by case basis.

6. Requests for funds from the off-campus checking account must be accompanied by official documentation of the purchase. Such documentation includes, but is not limited to, an official quote on company letterhead, an official company order form, or original receipts.

FUND DISBURSEMENT PROCEDURES

1. Requests involving University Allocated Funds must be submitted to the Recreation & Wellness Department no less than 30-days prior to the needed date.

2. All Requests, regardless of fund source, must be approved by the Recreation & Wellness Department before they can be processed.

3. Club members may not personally purchase items that were purchased for the club with University Allocated Funds or the club’s off-campus account.

FUND RAISING PROCEDURES

1. The Recreation & Wellness Department must approve all fund-raising activities. Approval must be obtained by completing the Fund-Raising Approval Form at least two weeks in advance of the event.
2. Fund-raisers may not be in competition with items sold in the University Bookstore or vending machines.

3. Food may not be sold in the Webb Center under any circumstances, and sales anywhere else on campus must be in accordance with the University Vending Contract and the City Health Board regulations. Food sold must be prepackaged. Call Aramark (Dining Services) for information on what is permissible.

4. The organization must have their name on all advertising, including advertising at the site of the event, on the registration form, and all raffle tickets.

5. The post fundraising documentation must be submitted to the Recreation & Wellness Department no more than 7-days after the completion of the event.

**PROSCRIBED BEHAVIOR FOR STUDENTS AND STUDENT ORGANIZATIONS**

A. It is the responsibility of all student organizations to encourage an atmosphere of learning, social responsibility, and respect for human dignity and to provide positive influence and constructive development for members and aspiring members. As such, these organizations are expected to utilize good judgment to determine the abilities of individual students as they relate to organizational activities and requirements. Hazing and certain unproductive and hazardous customs sometimes associated with the process of initiation that are incongruous with this responsibility are prohibited.

Students or organizations found to have engaged in these behaviors may be disciplined in accordance with the University’s disciplinary procedures. For the purpose of this policy, a “student organization” whether or not the organization is recognized by the Student Government Association, is defined as an organization classified as departmental interest, general fraternity, general sorority, honorary, political, professional, religious, service, special governing board, special interest, athletic or any other organization with student membership.

B. Intentional, knowing or reckless acts taken toward any student, occurring either on or off campus, by students, or by a student organization or any of its members, or by any student perceived to be members of the organization, or by former members, which a reasonable person would perceive as humiliating, physically uncomfortable, or which results in bodily injury or public ridicule, are prohibited.

C. The Chief Student Affairs Officer is delegated the authority to discipline students and/or organizations which violate the provisions of paragraph B. The Chief Student Affairs Officer may delegate all or part of this authority to such other persons as deemed appropriate.

D. The discipline applied in violation of paragraph B may include summary dismissal from the University for serious or repeated breaches of the standards set forth in paragraph B above. The Chief Student Affairs Officer is delegated the authority to determine appropriate discipline in every case.

E. Violations of paragraph B causing bodily injury shall be reported to the Commonwealth’s Attorney of the appropriate jurisdiction.

**FACILITIES AND SERVICES**

**Facilities**

1. Sport clubs may submit facility requests for the following club related activities: a) Practice; b) Competition; c) Instruction; d) Showering and dressing; e) Transacting club business; f) Storage of equipment.
2. All facility requests must be submitted via the Sport Club Facility Request Form on MonarchLink by the designated deadline.
3. Dressing and showering arrangements for visiting teams must be made at least 7 days prior to the contest.
4. All sport club participants are required to follow rules and regulations regarding facility usage.
5. Unauthorized use of University facilities for practice or competition may result in disciplinary action.
6. Clubs may reserve space on-campus for meetings in Academic buildings, the library, and in the Webb University Center. To secure space in one of these facilities please follow the procedures listed below:

**Space in the Student Recreation Center & Non-Athletic Outdoor Space:** The following locations are available for club functions
- SRC Conference Rooms (1204 & 1207)
- SRC MAC Court
- SRC Basketball Courts
- SRC Studios
- Bolling Square
- Elizabeth River Beach
- Kaufman Mall
- Runte Quad
- Whitehurst Lawn
- Williamsburg Lawn

To request space for the above mentioned facilities, please complete and submit a Sport Club Facility Request Form on MonarchLink.

**Space on Athletic Space:** The following locations are available for club functions
- Folkes-Stevens
- Powhatan Field Hockey/Lacrosse Field
- Powhatan Football Practice Fields
- Powhatan Stadium

**Space in an Academic Building:** The following locations are available for club meetings:
- Batten Arts & Letters (BAL)
- Constant Hall
- Kaufman
- Mills Godwin Building (MGB)
- Technology Building

To request space in the above mentioned buildings, e-mail the following information to scheduling@odu.edu:
- Name of club
- Contact information (phone, address, e-mail)
- Event date
- Time
- Title of event
- Purpose
- Location requested

Request Process Timeline - Submit the request 10 days prior to the event. The request usually takes a minimum of 5 days to process.

**Space in the Library** –
To request space in the library, please call the Library Administration Office at 683-4141.

**Space in the Webb University Center** - the following facilities are scheduled through the Webb Center:
- Webb University Center
- Monarch Gardens
- 49th Street Plaza
- Soccer Field Picnic Area
- Princess Anne Gardens

To request space in the above-mentioned facilities; submit a Webb Center. Forms are available on-line at [http://www.odu.edu/AO/student_serv/outdoor_space_request/webb_reservations.htm](http://www.odu.edu/AO/student_serv/outdoor_space_request/webb_reservations.htm)

Request Process Timeline - submit requests 10 days prior to event. The request usually takes a minimum of 5 days to process.

**EQUIPMENT**
1. All equipment purchased with university allocated funds, member dues, and/or donations is property of the University.
2. All university owned equipment will be issued to clubs at the beginning of each semester. Issued equipment must be returned to the Recreation & Wellness Department at the end of each semester. Failure to do so may result in disciplinary action.

All clubs must submit to the Recreation & Wellness Department a written list of individual names and addresses of club members who were issued University issued equipment. The club officers are to utilize this list to inventory equipment before returning it to the Recreation & Wellness Department at the end of each semester. Any equipment issued to a club that is lost or damaged beyond repair will be replaced by private funds of the club, or the cost will be absorbed out of the budget allocated to the club for the next semester or academic year.

**SAFETY & RISK MANAGEMENT**

**Risk Management**
To provide a safe and positive experience for all participants, all clubs must develop, implement and practice the following safety policies:
1. Old Dominion University requires all sport club members to have a medical insurance plan in effect in order to participate in any club related activity. Individual sport clubs
may require additional medical insurance as criteria for membership.

2. Sport club officers, club members, coaches, and instructors should emphasize safety during all club-related activities.

3. Encourage all members to have a physical exam and to purchase personal medical insurance prior to participation. The national associations governing some sports offer supplemental accident and liability insurance for club members. Check to see if your activity provides or offers this type of insurance coverage.

4. Review the club’s emergency procedure plan with the Assistant Director of Recreation & Wellness.

5. Inspect fields and facilities prior to every practice, game, or special event. Report unsafe conditions to the Assistant Director of Recreation & Wellness. If at an off-campus site, report the condition to the proper managing authority. Do not use facilities or equipment if they appear to be unsafe.

6. All clubs must have at least two Safety Officers who possess First Aid, CPR and AED certification. Their certification credentials must be on file with the Sport Club Graduate Assistant prior to the club’s first day of practice. One of these individuals must be present for all practices, games, or special events.

7. Accident Reports - notification of all accident must be reported to the Sport Club Graduate Assistant immediately. A written accident report must be submitted to the Sport Club Graduate Assistant within 24 hours of the occurrence.

8. Incident Reports - notification of all incidents must be reported to the Sport Club Graduate Assistant immediately. A written incident report must be submitted to the Sport Club Graduate Assistant within 24 hours of the occurrence.

Concussion Management – members of high-concussion risk sports must complete the baseline neurocognitive testing prior to participating in club practices or games. If a member suffers a concussion they must complete the post- injury neurocognitive testing and be cleared by the physician in Student Health Services before returning to practice. Medical experts have identified the following sports as having a high-concussion risk factor, therefore, members of these clubs must participate in the concussion management program:

- Baseball
- Basketball
- Field Hockey
- Ice Hockey
- Lacrosse
- Rugby
- Soccer
- Softball
- Ultimate
- Volleyball

Swim Tests - members of all aquatic related clubs must pass a swim test each academic year prior to participating in any club practices or competitions. The test consists of treading water for two-minutes followed by swimming 200 meters 8 lengths (4 laps) of the pool, using the following strokes: breast stroke, and/or free-style. The Recreation & Wellness Department will maintain a list of all individuals who have successfully completed the annual swim test. These tests are valid for one calendar year from the date of the test.
EMERGENCY PROCEDURES

On-Campus Emergencies - When necessary, call the Old Dominion University Police for assistance with an injured participant. Please follow the procedures listed below:

1. Pick up a red emergency phone or call 3-4000 from an indoor emergency phone. When calling from an off-campus phone, dial 683-4000.
2. Inform the Police dispatcher of the area from which you are calling (specific building, Powhatan High School Field, ODU Football Practice Field, ODU Field Hockey/Lacrosse Field, etc.).
3. To the best of your ability, explain the type of injury involved, and indicate if an ambulance is needed.
4. Upon arrival, the Old Dominion University police officer will decide what to do with the injured participant. When necessary, the officer will normally transport the injured participant to the hospital.
5. NOTE 1: All expenses incurred for treatment at the hospital are the responsibility of the injured participant.
6. NOTE 2: Prior to a contest, it is recommended that the above procedure be explained to the coach of the visiting team. He/she as team representative will determine whether or not to use the services offered.

Off-Campus Emergencies - If an emergency occurs at an off-campus location where emergency procedures are not in place by the host school, you should follow the following procedures:

1. If it is deemed necessary to have an injured participant seen and/or treated by a physician, they must be transported to the closest hospital Emergency Room by a qualified service, i.e., police or ambulance service.
2. Rely upon the recommendation of the attending physician as to whether the injured Old Dominion University club member should be transported back to campus, and what accommodations for travel should be used.
3. NOTE: All expenses incurred for treatment, transportation to the hospital, etc. are the responsibility of the injured participant.
4. The Sport Club Graduate Assistant must be notified of all emergencies immediately. The Assistant Director of Recreation & Wellness should be contacted if the Graduate Assistant cannot be reached. The ODU Police Department should be contacted if the Assistant Director of Recreation & Wellness cannot be reached. A completed “Accident Report Form” must be submitted to the Recreation & Wellness Department on the next business day upon the clubs return to campus. A business day is Monday-Friday, except for University holidays.

General Information

1. All injured club members MUST present a signed medical release from the treating physician allowing him/her to resume participation after an injury.
2. Sport clubs are expected to abide by all national, state, and local health and safety regulations.
3. Club members must submit evidence that they are current on all required immunizations.

NO CLUB MEMBER MAY PARTICIPATE IN PRACTICE OR GAMES IF THE HAVE COMPLETED THE
REGISTRATION PROCESS.

BLOOD BOURNE PATHOGENS
Each academic year the President and Vice President of each sport club are required to attend a Blood Borne Pathogen training session before the club can begin practice.

Treatment
1. You must wear protective gloves when treating any injuries involving blood, body fluids, non-intact skin, and mucous membranes (i.e., nose, eyes, mouth).
2. If gloves are not immediately available during an emergency involving blood, body fluids, non-intact skin, or mucous membranes, a bulky cloth or towel may be used until proper medical materials arrive. DO NOT USE YOUR BARE HANDS!
3. Mouth barriers are available in your training kits. During a respiratory or cardiac emergency these are to be used. No exceptions. (Only CPR certified employees should perform CPR).
4. Any participant with a bleeding wound must be removed from the activity, and the wound must be treated and covered before being allowed to return to the activity.
5. After treating any injury, you must wash your hands with soap and running water. If running water is not available, use towelettes as a temporary wash until you are able to wash your hands with soap and water.

Disposal
Any contaminated bandages, gloves, gauze pads, clothing, etc., must be placed in a red biohazard bag and disposed of properly in the container marked “Biohazard” located in the Student Recreation Center Pro Shop. Any large contaminated items (towels, clothing, etc.) must be placed in a clear trash bag, sealed with tape then placed in a red biohazard bag.

Exposure
1. Any participant that has been directly exposed to blood, body fluids, or mucous membranes without the use of personal protective equipment is encouraged to seek medical attention immediately.
2. The Assistant Director of Recreation & Wellness must be notified of any exposures within 24 hours of the exposure. The ODU Police Department should be contacted if the Assistant Director of Recreation & Wellness cannot be reached.
3. A completed Incident Report Form must be submitted to the Assistant Director of Recreation & Wellness on the next business day.

EVENTS & TRAVEL REGISTRATION

Event Registration Process
All club events must be registered with the Recreation & Wellness Department at least 30 days prior to the event. Event Registration Forms submitted within 30 days of the event must be accompanied by an Appeal Form. Exception: Events occurring within the first 30 days of the fall semester do not need to be accompanied by an Appeal Form.

If an event has been approved and the date is changed, a new Event Registration Form is NOT required. Please submit an Event Date Change Form as soon as the new date is confirmed.
**Travel Registration Process**

All student travel shall be in accordance with University guidelines, and the liability standards and motor vehicle laws of the Commonwealth of Virginia. Alcohol is prohibited in any vehicle used for club travel, regardless of whether the vehicle is a state, private or leased vehicle.

All travel must be registered with and approved by the Recreation & Wellness Department at least **7 business days prior to the date of departure**. To register a trip you must submit the following:

- Travel Form
- Complete trip itinerary, to include estimated time and location of departure and return.
- Proof of insurance coverage for all potential drivers (when private automobiles are used)
- List of all travelers
- Full cost of trip
- Name, address and phone number of overnight accommodations
- Contact information for coach and/or advisor traveling with the club.

The University does not provide insurance for privately owned or leased vehicles.

Sport club members with a poor driving record (three or more traffic tickets/accidents, etc. within a 12 month period) are not permitted to drive on a club trip. All potential drivers are required to secure an official copy of their driving record from the Department of Motor Vehicles from the state in which their license was issued. **This record must be submitted to the Sport Club Graduate Assistant at least 7 business days prior to the date of departure.**

It is each club’s responsibility to make sure that all private and leased vehicles used for sport club trips are in good operating condition.

Only ODU students, faculty, staff and authorized guests may participate in trips.

The club president, or his/her designee, must call the Sport Club Graduate Assistant upon leaving campus and upon returning to campus. The Assistant Director of Recreation & Wellness should be contacted if the Graduate Assistant cannot be reached. The ODU Police Department should be contacted if the Assistant Director of Recreation & Wellness cannot be reached.

**University Owned/Leased Vehicles**

Clubs are allowed to use University owned and leased vehicles. Requests should be submitted to the Sport Club Graduate Assistant at least 30 days in advance. **NOTE:** The Outdoor Adventure Program (OAP) has priority usage of Recreation & Wellness vehicles. Club reservations may be bumped up to two-weeks from a trip if the vehicles are need for an OAP trip. In these cases, the Recreation & Wellness Department will work with the club to secure alternative means of transportation.

A University Gas Card will be issued to a club when a University owned or leased vehicle is utilized for a trip. This card is to be used to fill the University owned or leased vehicle only. It cannot be used to put gas into private vehicles or vehicles leased independently by the club. Violations will result in the club losing the privilege to use the University Gas Card. Clubs will be
financially responsible for all purchases charged to the University Gas Card.

**Rental Vehicles**

Vehicles may be rented from outside agencies for off-campus travel; however, the club will assume full responsibility for any and all damages to rented vehicles.

**Guidelines for 7-Passenger Mini-Vans**

Minimum driving age should be 21.
1. No driving or traffic violations. Driver will be required to show proof of driving record.
2. Weather conditions should be evaluated and travel should not occur when conditions are hazardous.
3. Trailers should be prohibited unless special permission is given. Towing is not allowed unless special permission is given.
4. Roof mounted loads are prohibited, unless prior permission is granted.
5. In case of an accident, driver must notify Recreation & Wellness immediately.
6. No more than 10 hours of continuous driving should be allowed in a given day.
7. A driver must rest every 3 hours. Rest breaks should be a minimum of 30 minutes.
8. No driver should drive more than 5 hours per day.
9. Drivers should not drive between the hours of 12 am and 5 am without special permission.
10. Drivers may not use cell phones, pagers, iPods, or similar devices while driving.
11. All passengers must wear seat belts at all times.
12. Passengers should only use seats that have seat belts provided.
13. No alcohol or drugs may be consumed or transported in the vehicle.
14. Children high school age and younger are NOT permitted in vans.
15. The use of 15-passenger vans is prohibited.

**PUBLIC RELATIONS**

All promotional materials (including entry forms) require a stamp of approval from the Recreation & Wellness Department prior to printing and duplication. Club social events are not sponsored by the Recreation & Wellness Department, and must not be advertised as part of the official activities.

All approved promotional materials must include the following information:

- Name of the organization
- Contact information
- All club affiliations with organizations/associations outside of the University
- The following statement: “This club is officially recognized by the Old Dominion University Recreation & Wellness Department”
- A Recreational Sports stamp of approval.

**Mace and Crown** – ODU’s campus newspaper is published every Wednesday. The Clubs may advertise officially sanctioned activities in the Mace & Crown student newspaper. All advertisements must be approved by the Recreation & Wellness Department prior to being placed in the paper. The club is responsible for all expenses incurred for the advertisement.

“**There’s Always Something To Do at ODU**” – This weekly ad runs in the Mace & Crown. Sport
Clubs can advertise their events for free. All ads must be approved by Recreation & Wellness prior to being submitted to Student Activities & Leadership.

**Table Tents** – a “mini-calendar/advertisement” that can be placed on tables throughout the Webb Center. All Table Tents must be approved by Recreation & Wellness prior to being submitted to Webb Center Event Management for placement.

**Axis TV Ads** – these slides are displayed on the television monitors in the Webb Center. Ads must be approved by Recreation & Wellness prior to being submitted to axistv@odu.edu. Submissions are limited to one PowerPoint slide at a time. No white backgrounds please, be sure to include all relevant information on the slide including a contact phone number or email address.

**Student Announcements** – announcements approved by Recreation & Wellness can be posted on the daily Student Announcements at: [http://www.studentaffairs.odu.edu/osal/studentorgs/orgresources.shtml](http://www.studentaffairs.odu.edu/osal/studentorgs/orgresources.shtml).

**Posters** – Sport Clubs may use the Sign Room to create posters for official club events. This room is located in the Office of Student Activities & Leadership (OSAL) suite (Webb Center Room 1071). For hours and more information please contact OSAL at 683-3446.

**Web Pages** - Clubs may have web pages, however, all pages must be approved by the Recreation & Wellness Department in advance. Recognized sport clubs may have their approved web pages linked to the Recreation & Wellness Web page. For more information please contact the Sport Club Graduate Assistant.

Clubs may obtain a WWW account by completing the WWW Account Request Form (PDF- [http://occs.odu.edu/forms/webacctreggform.pdf](http://occs.odu.edu/forms/webacctreggform.pdf)) and submitting it to Recreation & Wellness. You will receive an email once your WWW account has been established that will walk you through the next steps. Be sure to check out the ODUEdit Pro option – it is easy and ideal for novices and provides templates to assist you with your design.

**Webb University Center Display Cases** - The Webb Center has Display Cases that are available to recognized clubs and organizations for advertising or publicity. These cases can be reserved for two-week periods. A Display Case Policy and Application form must be submitted to the Event Management Office (Webb Center, room 1217). The club is responsible for placing items in the display case as well as promptly removing all items from the display case when the reservation period is over. All items for the display case must be submitted to the Assistant Director of Recreation & Wellness for approval at least one week prior to posting.

**Posting Publicity Materials in Recreation & Wellness Facilities** - Recognized sport clubs in good standing may submit fliers, posters and publicity materials to the Recreation & Wellness Department for posting in the Sport Club display case. Materials will be posted for a period of two-weeks. The Recreation & Wellness staff will post and remove the materials. All items for posting must be approved by the Assistant Director of Recreation & Wellness at least one week prior to posting.

**Posting Publicity Materials on Campus** - Recognized sport clubs in good standing may post fliers,
posters, and publicity materials that have been approved by the Assistant Director of Recreation & Wellness on bulletin boards throughout campus once they have been stamped by the Recreation & Wellness Department AND the Office of Student Activities and Leadership. Clubs who post un-stamped posters may face disciplinary action by the Office of Student Activities and Leadership and the Recreation & Wellness Department.

NOTE: Materials may not be posted on trees, windows, walls, doors, or glass panels either inside or outside University buildings.

**Bulletin Boards** – Are provided for the posting of signs, papers, posters, advertisements, etc., and are subject to the following regulations:

1. **Assigned Bulletin Boards**
   a. The Vice President for Administration and Finance assigns bulletin boards for the exclusive use of academic departments.
   b. Assigned bulletin boards are labeled and are the responsibility of the department to which they are assigned.
   c. No materials may be posted on assigned bulletin boards without authorization from the department.
   d. The department is responsible for removal of unauthorized material and for keeping posted materials updated.

2. **General Bulletin Boards**
   a. General bulletin boards are posted in various campus locations and are available for the use and benefit of the campus community.
   b. Material posted on general bulletin boards is subject to approval by the Vice President for Student Affairs or an authorized representative.

Areas designated for the posting of materials are designed to provide a means to advertise campus events, publicize services for students, and inform students, faculty and staff of interesting off-campus activities. All individuals and organizations posting notices are expected to design and display their materials in an inoffensive manner. Posted items must be educational or informative in nature. Items advocating an infraction of any law, ordinance, or official University regulation may not be displayed and are subject to removal by the Executive Director of Student Affairs or an authorized representative.

**Chalking Policy** - Recognized student organizations may use chalk to advertise upcoming events by submitting a Chalking Request form to the Events Management Office (Webb Center, room 1217), and must comply with the following guidelines:

- Chalking may only be done in designated areas.
- The chalk may only advertise and event sponsored by a student organization on campus (i.e., no personal announcements such as “Happy Birthday” are allowed).
- Events may only be advertised two days prior to the event.
- Failure to follow the chalking guidelines will result in loss of chalking privileges.

The following locations are the only designated chalking areas. Locations not listed are considered off limits:

- Webb Center: front sidewalk and back brick area.
• Sidewalk in front of Batten Arts and Letters (BAL)
• Sidewalk in front of the library
• Sidewalk in front of the Education and Kaufman buildings
• Sidewalk that follows the maglev track

CLUB MAIL
Mailboxes for each club are provided in the Sport Club Office. The Sport Club office is located in the Student Recreation Center, Suite 1204. Any letters, phone messages, or notes regarding your club that come to the Recreation & Wellness Department will be placed in the Club’s mailbox. Mailboxes should be checked at least once per week. The official mailing address for all ODU Sport Clubs is:

(Club Name )
c/o Old Dominion University
Recreation & Wellness Department
4700 Powhatan Avenue, Suite 1207
Norfolk, VA 23529-0200