Overview

Club Sports Program Staff

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10900 Euclid Avenue
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Club Sports Office
Monday – Thursday: 10:30am – 5:00pm
Friday: By Appointment
Veale Athletic Center, B43

2018–2019 Club Sports Program

- Archery
- Badminton
- Cheerleading
- Crew
- Cycling
- Fencing
- Hockey
- Kendo
- Kung Fu
- Lacrosse
- Quidditch**
- Soccer
- Table Tennis
- Taekwondo
- Ultimate
- Volleyball
- Water Polo

**New for the 2018–2019 Academic Year

Division of Student Affairs Mission

To seek out and actively engage and serve students with quality developmental, intentional and comprehensive experiential learning opportunities in a diverse, inclusive and vibrant university community

Department of Physical Education and Athletics Mission

The Department of Physical Education and Athletics seeks excellence for the diverse community of students, faculty, and staff of Case Western Reserve University by providing the professional and community resources and support necessary to develop and maximize opportunities for engagement, learning, and respectful competition at the highest level. The department offers a broad range of athletics activities, including varsity teams, club sports, intramurals, and physical education courses, which support the educational mission of this prestigious research university to improve and enrich lives through active, creative, and continuous learning
Introduction

What is a Club Sport?
The Club Sports Program offers members of Case Western Reserve University the opportunity to participate in non-varsity intercollegiate athletic competitions.

All Club Sports are student organizations, but not all student organizations are Club Sports. All Club Sports are USG recognized student organizations (RSO) housed within the Department of Physical Education and Athletics. Clubs are formed by individuals with a common interest to participate in a sport.

The Club Sports Program is overseen by professional staff, who help provide guidance to the clubs, coordinate facility space, distribute funds, and promote the objectives of the program. However, the key to the program’s success is student leadership and participation.

How to become a Club Sport
In order to become part of the Club Sports Program, the organization must be a sport and meet the requirements listed below. The Club Sports Program provides benefits such as professional staff guidance, limited funding and facility space for practices and competitions.

If you are interested in starting or joining a student organization that is not in the Club Sports Program yet, please visit the Office of Student Activities and Leadership in Tinkham Veale University Center – Office 148 or by email at activities@case.edu

Clubs must have a history of at least two (2) years of operation under USG to be eligible for program recognition. During a club’s fourth successful semester they may apply for recognition into the Club Sport Program for the following academic year.

In order to become part of the Club Sports Program, the club must follow the application procedure outlined below:

1. Fill out a Recognition Request Form
2. Fill out Club Membership Roster Form
3. Write a letter detailing why the club should be admitted into the Club Sport Program
4. Submit copy of the club’s budget for the current and previous academic year
5. Submit copy of the club’s proposed budget for the next academic year
6. Submit copy of the club’s constitution and by-laws which should include detailed information on the club’s sanctioning organization as well as other rules, regulations and requirements that may apply to the club
7. Submit complete list of all equipment owned by the club. If equipment is privately owned, then list the owner as well
8. Submit information on length of season, practices, and meetings/practice space required
9. Submit copy of the club’s list of prospective Faculty/Staff Advisors

Submit application materials to the Club Sports Office (Veale Athletic Center – Office B43)

Once all application materials are submitted, the Club Sports Program staff will meet with the officers before proceeding to step 10
10. Present request to the Club Sport Council for recommendation

The Club Sport program staff, in consultation with the club representative(s), Club Sports Council, and the Athletic Director, will then review the applications. This review will include:

- The availability of facilities and required equipment, and the impact of the proposed activity existing facilities and available equipment
- Club financial resources
- Student interest in the proposed activity
- The degree of risk involved

**All forms can be found on the Club Sports Website – athletics.case.edu/sports/club/forms**
Member Guidelines

General Policies
- All CWRU students (undergraduate and graduate students), faculty and staff may be a club member
  - Restrictions may be placed on competition eligibility based on NGB criteria
- All Club Sports members must have an up-to-date Membership Agreement on file with the Club Sports Office before participating in any activity
- A varsity athlete, provided the sport is not similar to their varsity participation, may be a club member
- Cleveland Institute of Music (CIM) students are welcome to participate in the Club Sports Program, but cannot hold leadership positions nor represent the university in competitions
- Cleveland Institute of Art (CIA) students are not eligible to participate in the Club Sports Program
- A Club Sport may not restrict the number of members allowed, however, it is recognized that only a certain number can realistically participate in competition
  - It is the duty of the Club Sport officers to maintain a fair and equitable way to accommodate members for competition
- Club Sports should adhere to their sanctioning organizations rules pertaining to the eligibility of graduate students, faculty, and staff members. Ineligible individuals shall not participate in competition or travel
- Club Sports must have at least ten (10) full-time undergraduate students to retain program recognition
  - Failure to maintain minimum requirement may result in probation for the following semester
- Total membership of a Club Sport must be at least 60% students to retain program recognition
- Of the 60% students, at least 60% must be undergraduate students to retain program recognition
- Club Sports membership is open without regard to race, religion, age, sex, color, handicap, disability, sexual orientation, gender identity, national or ethnic origin, political affiliation, or veteran status
- Club Sports membership is open to persons of any and all gender identifications
  - Each Club Sport should have a section in its constitution addressing gender specific eligibility in competition
- Club Sports members, competing in an event sanctioned by a regional or national organization, should follow all of the organization’s policies, including those relating to gender identity
  - If no policy exists, refer to the club constitution

Recognition Packet
The Recognition Packet must be completed accurately, by all club sports, at the beginning of each academic year for recognition and consideration of good standing in the CWRU Club Sports Program

If the Recognition Packet is not fully completed and/or submitted by the compliance deadline:
- No Compliance Points will be granted
- No access to funds will be granted until packet is received
- No travel approval will be granted until packet is received

If a club fails to fully complete and/or submit the Recognition Packet by the extended deadline:
- The club will be placed on probation and deemed inactive for the duration of the semester
- The club will forfeit their Club Sports Program allocated funding for the academic year
The club must wait until the following semester to re-register

Academic Probation
Students who, at the end of any semester, fail to maintain the standard of performance required for good standing as specified by the Office of Undergraduate Studies will be automatically placed on probation. Students placed on probation are ineligible to travel, represent the university in intercollegiate activities and may not hold an elected or appointed office or chair a committee in any campus organization
**Alcohol and Drug Use**
Consumption of alcohol and non-prescribed drugs are prohibited during all Club Sport Program activities, regardless of the age of the participants. Non-prescribed drugs, performance enhancing drugs, or any other substances that might be dangerous or detrimental to the participant’s health, or performance as a member of this organization are also prohibited. Club activities are defined as any social, practice, competition, demonstration, clinic, community service sponsored, hosted, or arranged by or for members. Travel is considered a club activity from the time of departure to return.

Alcohol is not allowed at any Club Sports Program function. When hosting a home event (competition or practice) drugs and alcohol may not be used by club athletes, coaches or spectators from either team. When traveling, the time the club leaves campus to the time the club returns to campus is considered a club event, and drugs and alcohol are not allowed at any time. Additionally, events hosted by clubs outside of practices and competitions (ex. banquets) are subject to these expectations, and clubs disregarding alcohol and drug laws during their events are subject to the same disciplinary measures as during other Club functions. Examples of disciplinary measures that could be taken include suspension of individuals from the club, short term suspension of the entire club, loss of Club Sports Program recognition, referral to the Office of Student Conduct and Community Standards for judicial action.

All Club Sports Program participants have an obligation to refrain from actions and behavior that may jeopardize themselves or other Club Sport participants’ well-being. The Club Sports Program at Case Western Reserve University reserves the right to remove participants from the program for actions/behavior that are deemed dangerous or detrimental to themselves and/or other Club Sports Program participants.

**Membership Paperwork**
For a variety of reasons, it is important to know the individuals that participate with each individual club sport. If all required paperwork (Membership Agreements, Roster, Competition Schedule, Driver Clearance, etc.) is not turned in by your first competition or compliance deadline, practices will be cancelled until outstanding paperwork is received. We need this information kept on file in the Club Sports Office for traveling and safety purposes.

**Membership Agreement**
All Club Sports members must submit a new Membership Agreement each academic year before participating in any activity.

After the compliance deadline, people who have not completed and submitted a Membership Agreement, will not be allowed to practice or travel – once they complete and submit the Membership Agreement, they will have to wait at least 24-hours before they will be eligible to participate in any activities.

If a student is found participating in club activity without a Membership Agreement:
- Student may be suspended from club activity for up to two (2) weeks after form is submitted
- Club may be assessed a violation and could face sanctions including, but not limited to:
  - Loss of facility space, funding, travel privileges, etc.
Club Sports are student-led organizations that are developed, governed and administered by student officers and the members of the club. Organizational structure will vary based on individual club needs and responsibilities needed for governance. Each Club Sport shall elect at a minimum: a president, vice-president, treasurer and safety officer. All officers should hold their term for the academic year. All officers must be full-time undergraduate students in good standing at Case Western Reserve University.

**Roles and Responsibilities**

**Student Officers** – Responsibilities of Student Officers include, but are not limited to:
- Must be full-time undergraduate students in good academic and social standing
  - Enrolled in twelve (12) credit-hours at Case Western Reserve University
  - Off-campus and/or co-op students are **not eligible** to hold office
- Holding elections of officers at least once each academic year
- Hold officer position for entire academic year
- Attend meetings called by the Club Sports Program staff with at least 48-hour notice
- Submitting all required forms by deadlines to the Club Sports Program staff
- Address financial obligations incurred by the club in a timely manner
- Coordinating club activities with the Club Sports Program staff
- Informing club members of policies, procedures and regulations that must be followed
- Reporting injuries which occur at club practices or events
- Maintaining club inventory forms with the Club Sports Office
- An individual may only hold one (1) Club Sport Officer position at a time
- An individual may only hold an Officer position in one (1) Club Sport

**President** – Responsibilities of the President should include, but are not limited to, the following:
- Provide the overall direction to the club, overseeing the work of the other officers and club members
- Serve as the liaison between the club members, coaching staff, and Club Sports Program staff
- Schedule and facilitate officer and organizational meetings as needed
- Complete and submit all necessary paperwork by deadlines
- Frequently communicate with the Club Sports Program staff
- Monitor all activities of the club, ensuring compliance with the Club Sports Program policies and procedures as well as club constitution

**Vice President** - Responsibilities of the Vice President should include, but are not limited to, the following:
- Act in place of the president when needed
- Oversee interaction with Club Sports Council
- Submit Travel Authorization Request Form for approval by Club Sports Program staff

**Treasurer** - Responsibilities of the Treasurer should include, but are not limited to, the following:
- Provide general financial oversight to other officers and club members
- Collect member dues. In coordination with President (or Secretary), record and forward dues as a deposit to Club Sports Office
- Collect and organize all club receipts and invoices before submitting to Club Sports Office
- File appropriate forms (reimbursement, deposit, purchase) with Club Sports Office in a timely manner
- Record and track all club expenses and deposits on organized budget ledger (and submit to Club Sports Office when requested)

**Safety Officer** - Responsibilities of the Safety Officer should include, but are not limited to, the following:
- Ensure all participates have an up-to-date Membership Agreement on file in the Club Sports Office before participating in any club activities
- Know emergency procedures of facility for club practices and competitions
- Know emergency procedures when an accident or injury occurs
- Report incidents to Club Sports Office using Injury Report Form
- Promote club safety by following facility and program policies and procedures
- Inspect equipment and facility for safety and report any hazards
Required Officer Meetings
Welcome Back Meeting – There will be a required meeting prior to the start of Sports-a-Palooza. Based on the typical content, it is recommended that the Club President attend this meeting.

Weekly Meeting with Club Sports Program staff – Clubs are required to meet with the Club Sports Program staff during their reserved time slot throughout the academic year. Clubs will be able to sign up for a reserved time slot each semester. Availability will be communicated by the Club Sports Program staff.
  • Two (2) club officers are required to attend each meeting to receive full compliance points.

Council Meetings – Council Meetings will occur on a monthly basis during the fall and spring semesters.
  • Clubs are required to have three (3) officers present at these meetings to receive full compliance points.

Other Meetings – There may be other meetings during the academic year that will be communicated as mandatory or required.
  • Information and requirements for these meetings will be communicated at least 48-hours in advance with notification of the date and time of the meeting.

Officer Transition
As club officers graduate and leave the club, it is important that the new officers who are taking their place have some time with their predecessors in order to learn about the operations of the club and the program. Because of this, the Club Sports Program staff recommends that new officers are voted in to office in February each year.

The successful transition from outgoing to new leadership is vital to the continued success of the club. The following steps should be taken by the outgoing and incoming officers to ensure a successful transition:
  • Attend the required transition trainings as scheduled.
  • Turnover of all club records and inventory of all club equipment to new club officers.
  • Review of all financial records.
  • Review all forms including last year’s budget allocations and end of year report.
  • Submit new Officer Listing Form to the Club Sports Office.

Failure to Attend
Failure to attend meetings will result in loss of compliance points. After more than one (1) unexcused absence, an intermediate infraction has occurred, and sanctions will be communicated by the Club Sports Program staff.
Club Sports Council

The Club Sports Council serves as an advisory group to the Club Sports Program staff promoting and coordinating club activities. Meetings are held once a month, on a Tuesday or Wednesday evening, or as directed by the Club Sports Program staff with at least 48-hour notice.

The Council is composed of officers from all recognized Club Sports. Three (3) officers from each club must attend to receive full compliance points.

In the event one or more of these officers are unable to attend, the club is responsible to send a replacement representative that is knowledgeable of club operation. An individual may only represent one (1) club at a meeting, and will only receive attendance points for one (1) club. Compliance points will be awarded for attendance. When a vote is called for, only one (1) vote will be counted from each club in attendance.

Any club having more than one (1) unexcused absence from scheduled Club Sports calendar meetings during the academic year shall have its club recognition status reviewed by the Club Sports Program staff.

Council - Responsibilities of the Council shall include, but are not limited to, the following:

- Vote to recommend student organizations which have successfully and fully completed the application process for Club Sports Program recognition.
- Vote to recommend on revisions to the Club Sports Program Handbook.
- Vote to recommend the proposed Club Sports Program budget allocation.
- Vote to recommend, offer advice, and assist in the decision making process in other matters as requested by the Club Sports Program staff.

Faculty/Staff Advisor

Each Club Sport is required to select an Advisor who is a full-time CWRU Faculty or Staff member. It is recommended that the Advisor be from outside of the Department of Physical Education and Athletics. This individual should also have an interest in the club and its activity.

Part-time faculty and staff, and teaching assistants are not eligible to serve as Advisors.

The Advisor must complete the Club Sports Advisor Form online by the compliance deadline listed on the Club Sports Calendar.

The Faculty/Staff Advisor is considered a necessary link between the club, program and the University.

Advisor - Responsibilities of the Faculty/Staff Advisor shall include, but are not limited to, the following:

- The Advisor shall lend their experience, judgment and knowledge, to assist the club.
- The Advisor helps maintain continuity in club programming and provides knowledge of University policies and procedures.
- The Advisor should attend club meetings and be available to counsel club leaders and members.
- The Advisor must be present at scheduled events for Club Sports under disciplinary sanctions.
- The Advisor is not expected to assume leadership of an organization, but is encouraged to work closely with the officers offering input into the organization’s decision making process.
- An individual may not serve as an Advisor to more than two Club Sports during an academic year.
- If the Advisor fails to fulfill these responsibilities, they may be disqualified from serving as the club's Advisor.
Coach/Instructor

Club Sports requiring the services of a coach or instructor are expected to find a person who knows the sport and its safety requirements. Selection of a coach or instructor is subject to the approval of the Club Sports Program staff, however the University makes no representations regarding the knowledge or experience of the coach. After the club decides on a candidate, the new coach or instructor must fill out a Coach/Instructor Packet (which includes a program Application, Agreement, and Driver Clearance Form), and the club president will submit the completed packet to the Club Sports Office by the compliance deadline listed on the Club Sports Calendar. If needed, a meeting with the Club Sports Program staff and the prospective coach will be scheduled to discuss responsibilities and pertinent rules of the University and the Department of Physical Education and Athletics

Coach/Instructor - Responsibilities of the Coach/Instructor shall include, but are not limited to, the following:

- The Coach/Instructor shall follow all program, department and university policies and procedures
- The Coach/Instructor must help ensure good sportsmanship at all times
- The Coach/Instructor may not participate in club competitions
- The Coach/Instructor shall be limited to teaching and coaching in practice and competition settings
- The Coach/Instructor shall restrict their contributions to coaching or instructing
  - Club officers should handle management of the club (including scheduling, travel, forms, reservations, equipment, etc.)
- The Coach/Instructor shall not interfere with club administrative or decision-making processes
- The Coach/Instructor shall not participate in or handle any club transactions that involve club funds
- Fulfill additional responsibilities as outlined by the Club Sports Program staff

Participation in Club Sports Program is completely voluntary; therefore monetary rewards or scholarships shall not be promised nor given to any member or prospective members by the Coach/Instructor

It is recommended that the Coach/Instructor purchase travel, medical and liability insurance as well as instructor/professional liability insurance

At the discretion of the club officers, the Coach/Instructor may receive a stipend that is payable based on their contract

- Coach/Instructor shall not receive more than $500 of program funds
- If club officers decide to pay more than $500, it is up to the club to raise the additional funds through dues and/or fundraising
- Student coaches may not be paid
- Per university policy, 33% will be added to each contract for fringe benefits

Each club is responsible for having their Coach/Instructor complete and submit a Coaching Packet to the Club Sports Office by the compliance deadline listed on the Club Sports Calendar

- Coaching Packet includes an Application, Agreement, Driver Clearance Form
- Contract (if needed)
- REC ID Form (if needed)

*** Parking is not included or paid for by the Club Sports Program ***

Time commitment will vary based on club need and activities, and will be determined by the club officers

The Coach/Instructor must be recommended by club officers and must renew their application to coach each academic year. Continuation of coaching duties is not guaranteed

The Club Sports Program staff have the right and obligation to protect the club members, and if, in their opinion, the Coach/Instructor is not working in the best interest of the club, the Coach/Instructor will be relieved of their coaching duties
Finances

Budget
Club Sports budgets for the following academic year are to be submitted each spring to the Club Sports Program staff using the Budget Request Form by the compliance deadline listed on the Club Sports Calendar. Club Sports are required to complete financial status reports at the end of each semester using the Semester Report Form.

The Club Sport Program staff, in consultation with the Budget Allocation Committee, and Club Sports Council shall review and make recommendation on all budgets submitted using the following criteria:

- Ability to follow Program policies and procedures
- Number of active members and equipment needed
- Length of season
- Number of years organized and anticipated growth
- Prior year(s) budget versus actual expenses
- Fundraising activities
- Performance in competition and the community

The Budget Allocation Committee may retain a contingency fund for emergencies and special circumstances known as Special Funding. Final allocation of funds will be withheld until the club has fulfilled all of its requirements and obligations (income, expenses, and matching) for the current year.

Deposits
Each Club must bring their dues or fundraising money to the Club Sports Office to be deposited. Please do not hold checks for an extended period of time. Checks may not be honored by banks due to accounts being closed or payment being stopped in which case a “bounced check” fee will be charged to the club. There is also the increased possibility of the check being lost.

The officer making the deposit must fill out the Deposit Form prior to bringing money to the Club Sports Office. Once money is brought to the Club Sports Office, it will be recounted in front of the officer by the Club Sports Program staff. A receipt will be written to the officer acknowledging the deposit amount, and should be used for documentation and tracking. Funds received from dues will be deposited into the club AGY account. Deposits may be made to the Club Sports Office between 10am-4pm. If another time is needed, please coordinate with the Club Sports Program staff separately. Checks should be made payable to your “Club _____” and/or “CWRU”.

Dues
Dues must be established by the membership of each respective club. Club members should pay all dues to their club treasurer. Clubs are encouraged to use good judgment when establishing dues. It should be understood that dues are supplementary funds to be established at a moderate rate.

- A minimum $20.00 membership fee must be collected from each club member, each semester

Note: Credit or debit card payments are not available for dues at this time.

Matching Funds
Each club is required to match the funds it receives from Club Sports Program allocation by 100%. These funds must be self-generated and will most likely be raised through dues, fundraising, and donations. Most clubs will need to raise more than this amount in order to cover club expenses.

Note: failure to generate 100% matching funds = $0 of program allocation awarded

Bank Accounts
Per university policy, clubs are not allowed to hold outside bank accounts – all money must be held in CWRU Agency Accounts (AGY). Violation of this policy will result in immediate loss of Club Sports Program recognition status.

Agency Account (AGY)
All clubs are required to deposit funds through the Club Sports Office into their Agency Account. This will serve as the main account for all club transactions.

Note: Any funds not spent in this account will carry over to the next academic year (see Reserve Fund)
**Club Sports Allocation**

The Club Sports Program is allocated a fixed amount of the Department of Physical Education and Athletics funds. From this allocation, the funds are divided among the clubs based on the recommendation of the Budget Allocation Committee. For the majority of clubs, this money will be used to pay for travel expenses.

Note: If money spent exceeds allotted amount, club will forfeit money from their reserve funds.

Clubs are able to request funding not to exceed $2,000 OR 70% of their annual budget, whichever is less. Additionally, clubs are expected to finance at least 30% of their annual budget through dues or fundraising, and match 100% of their allocation. Failure to complete these requirements will result in a reduction in award based on that percentage (failure to finance 30% of budget = 30% reduction in award).

Note: Any remaining Club Sports Program funds not spent, or not meeting the requirements above, **will not carry over** to the next academic year.

**American Express CDEP Cards**

In partnership with the Division of Student Affairs and Undergraduate Student Government, Club Sports have the ability to minimize out-of-pocket expenses while traveling by taking advantage of the American Express CDEP Card Program. An application can be found on OrgSync.

Each club may have up to three (3) debit cards available for the academic year to be used for USG approved expenses through Mass or Rolling Funding.

Upon return from a trip, the cardholder must submit an itemized receipt for every purchase made while traveling within two (2) business days. Failure to return a receipt may result in sanctions such as, but not limited to:

- loss of card use, available funding, or travel privileges

Misuse of the cards will result in the loss of the privilege in this program and travel for the club.

**Account Tracking**

Clubs begin each academic year with a zero-balance ($0) budget, and are required to keep a working budget where they can track all deposits and expenditures made. Additionally, all club accounts will be tracked by the Club Sports Program staff.

Clubs should use the office tracking document as a confirmation that a deposit/payment has cleared and as a check and balance for their own working budget. This document should be updated around the 10th of each month with the transactions from the previous month.

**Reserve Fund**

Any request for funds in addition to those already allocated should be directed, in writing, to the Club Sports Program staff. A full description and explanation of the need for additional funds must be included in this request. This request should be submitted well in advance of needed funds.

**Coach/Instructor Payment**

A Coach/Instructor may only be paid through the Club Sports Program and the Department of Physical Education and Athletics and the agreed upon amount must be indicated on the Coach Application Form. Clubs may not write personal checks to coaches or give them cash to fulfill the agreed upon payment amount. Please visit the Club Sports Office to request a contract and payments for Coach/Instructor.

**Officials**

Each official must complete and sign an Official’s Payment Form. Payment will be sent through the Arbiter Sports and AribterPay.

It is the responsibility of the club to provide this form to officials. Please be sure the official has completed and signed the form prior to submitting to the Club Sports Office.

Local officials should be used whenever possible. It is recommended that clubs pre-arrange payment and form submission prior to competition. Paying officials then asking for reimbursement is prohibited.
Reimbursements

Reimbursement Request
To receive reimbursement for club expenses, legitimate receipts and a completed Reimbursement Request Form must be submitted, for each person, to the Club Sports Office within five (5) business days of purchase

*** ALL RECEIPTS MUST BE ITEMIZED ***

- A legitimate receipt is the original receipt, invoice, airline ticket or cash register receipt
  - Receipt(s) must specifically state “Paid by” or “Billed to” and show the amount paid or zero-balance
  - If receipt does not state this, a bank/credit card statement will need to be submitted to verify payment when it becomes available
    - The statement will need to show the person’s name, the last 4 digits of the credit card number and the transaction. All other information may be removed (blacked out) from the statement
- Photocopies and uploads will not be considered original
- Reimbursements for unapproved equipment purchases are not permitted (see Purchasing)
- No expenses will be reimbursed without receipts
- Sort receipts by members who need to be reimbursed
- Reimbursement Request Form must be filled out for each member requesting reimbursement.
- Receipts must be taped neatly to a blank piece of paper. DO NOT STAPLE RECEIPTS
- Reimbursed expenses other than gas and tolls must have prior approval from the Club Sports Office

Payment will be available for pick-up at the Cashier’s Office
- Reimbursements for students are processed through Accounts Payable and may take up to 2-4 weeks
- Payment for non-university vendors are processed through Accounts Payable and may take up to 6-8 weeks once properly submitted

NOTE: Do not expect to get reimbursed if you do not follow the procedure for submitting receipts

Hotel/Lodging Reimbursement
- Submit a Reimbursement Request Form and receipt(s) within five (5) business days of return
- Receipt may be a zero-balance room folio. The receipt needs to show that payment has been made by the person being reimbursed
- If the individual’s name is not listed on the folio, or submitting reimbursement for multiple rooms and the folios do not show that individual paid for each room, a bank/credit card statement will need to be submitted to verify payment in addition to folios
- Club Officers and/or members must pay for the reservation using P-Card, CDEP Card or personal credit card
  - Coach/Instructor, family members, friends, etc. are not allowed to receive reimbursement

Mileage Reimbursement
To receive mileage reimbursement, for driving a personal vehicle to approved away competitions, a copy of total miles traveled (using Google Maps) must be included. Please use the following address as the starting location:
- 10900 Euclid Avenue Cleveland, OH 44106

Drivers receiving mileage reimbursement are not eligible to receive reimbursement for gas, tolls, or parking on the same trip

Mileage reimbursements may be submitted for up to a maximum of .30 cents a mile. Each individual club has the responsibility of determining what its mileage reimbursement cap shall be for their club
Purchasing

Purchase Request
Clubs can submit a Purchase Request Form that can be found on the Club Sports OrgSync Portal. All apparel and equipment must have prior approval of the Club Sports Program staff. If a Club commits to a purchase before approval is received by Club Sports Program staff, the Department will not submit payment, but rather it will be the responsibility of the club members to pay the bill.

Apparel, Uniforms and Equipment
For apparel or uniforms, a Purchase Request Form should be accompanied by a proof of the apparel design as well as a price quote. Once you receive written approval from Club Sport Program staff, you can contact the company to complete the order, at which time an invoice should be received and submitted to Club Sports Office for payment.

For equipment, a Purchase Request Form should be submitted with detailed information about brand, size, features, etc. of the product of purchase. This can be provided through a price quote, direct website links, or item numbers for specific websites which can ensure there are no mistakes in the order.

Other Types of Purchases / Payments
For other types of purchases (league dues, tournament entry fees, hotels, etc.) an invoice should be submitted to the Club Sports Office for payment. A Supplier Information Form is frequently required to pay vendors. The information on the Supplier Information Form and Invoice must match for payment to be processed. Missing or incorrect information will lead to payment delays.

Program Allocated Funds
Questions about expenditures below (addressed or not addressed) should be directed to the Club Sports Program staff for further clarification.

Approved
- Travel – lodging, gas and tolls
- Rental vehicles
- Equipment and uniforms (which remain club property)
- Registration, League Dues, Entry Fees
- Officiating Fees
- Competition expenses
- Related maintenance
- A maximum of $100 of Club Sports Program allocated funds may be spent on food
  - none of which may be used to purchase alcoholic beverages

Not Approved
- Any item that will become the permanent possession of a club member (ex. jersey with last name)
- Meals and mileage for spouse/partner of Coach/Instructor, Officials, or Advisor
- Reimbursement of expenses incurred by Coach/Instructor or Advisor for attendance at out-of-town meetings or travel
- Stipend for Coach/Instructor over $500
- Gifts or awards (including flowers or decorations) for banquets, events, or parties, etc.
- Advertisements in newspapers, yearbook, etc.

Some non-approved expenses may be approved by the Club Sports Program staff, but they must be approved in writing before being included in a budget.
Purchasing Guidelines

- Accounts cannot be over drafted
- Clubs must submit a Purchase Request Form for ALL club expenses
  - you must be approved to purchase products before you order them
- The Club Sports Program will not be responsible for purchases that have not been approved by the Club Sports Program staff
  - The individuals making the purchase will be held fiscally responsible
- After a club checks out the equipment, maintenance becomes the responsibility of that club
  - The club and/or its members are responsible for it and will be held accountable for any damage or loss
- Artwork must be approved prior to an order being placed (see Logos and Trademark Guidelines)

To avoid delays, it is necessary to file a Purchase Request Form with the Club Sports Office well in advance of the date the equipment or service is desired

All equipment purchases with University funds will remain the property of the University

Clubs may not sell University property without prior written approval

There are two types of documents that are needed for purchase requests:
- Quotes – showing you how much an entire order would cost, without actually placing the order
- Invoices – showing you how much is owed for an order than has already been placed

NO APPAREL, UNIFORM, OR EQUIPMENT SHOULD BE PRINTED AND PURCHASED BY A CLUB WITHOUT AN OFFICIAL EMAIL REQUEST AND APPROVAL FROM THE CLUB SPORTS PROGRAM STAFF

USG Purchase Card

To keep purchases and tracking simple, clubs should refrain from using the USG Purchase Card

Purchases should be made through the Club Sports Office using the Department of Physical Education and Athletics Purchase Card

Department Purchase Card

Purchases made using the Department of Physical Education and Athletics Purchase Card (P-Card) must be submitted using the Purchase Request Form. The Form must be approved with a final signature authority coming from the Assistant Director. After approval, the process will be handled through Department business procedures

Shipping

Per university policy, all purchases made with the Department Purchase Card must be shipped to the Club Sports Office (see Mailing Address)
Scheduling

Competitions
Responsibility for scheduling competitions rests with the individual Clubs. Contests scheduled outside the local region (Ohio, Michigan, West Virginia, western Pennsylvania, and western New York) must have the prior approval of the Club Sports Program staff.

A copy of the Club Sports Competition Schedule must be on file in the Club Sports Office by compliance deadline or one (1) week before the first scheduled competition.
- Whenever possible, home and away contests should be equal in number
- Scheduling of activities during exam week as well as the preceding week is strongly discouraged
- Home activities should not be scheduled without assuring facility availability

Competitions and Special Event held on campus must be requested through the Facility Reservation Form. Requests should be submitted at least two months in advance of the desired date. It usually takes one week to review a request.

Game Contracts
The Club Sports Program staff are the only people authorized to sign game or contest contracts. The coach, advisor, or club president does not have the authority to sign any contracts. However, these individuals can set a tentative game schedule. Once a tentative schedule has been set it should be submitted to the Club Sports Office for approval using the Competition Schedule Form. A “Game Contract” can be used to finalize an agreement to play a competition.

Fall, Winter & Spring Break Trips
Due to the typically social nature of trips during university breaks, clubs are required to provide the Club Sports Program staff with a detailed itinerary of any requested travel during these breaks. Trips that are approved during university break should have specific elements, including but not limited to:
- Competitions must affect regional/national rankings and/or be required league competitions
- If competition is not a part of the trip, the training must be put on by a national/regional governing body, or must be a training led by a third-party organization

Summer
Should a club choose to remain active during the summer months, the club must adhere to the following:
- Maintain two (2) officers who have attended an officer orientation or transition training session in that current academic year, who will continue to actively participate in club activities during the summer months and be responsible for all of the club activities
- Maintain an active roster of ten (10) members (minimum) at every practice
- Maintain an approved Coach/Instructor who will continue their role and responsibilities in club activities during the summer
- Ensure that ALL CLUB MEMBERS complete and submit a Membership Agreement before participating in any summer activity
- Keep the Club Sports Office updated with any changes to facility use or active status
- Submit a Club Roster to Club Sports Office prior to compliance deadline
- Update Club Roster as new members join or leave the club
  - Should be submitted on a weekly basis throughout the summer months

Meeting Rooms
Clubs interested in using athletic facility meeting rooms for business, officer, informational, or general body meetings may request a reservation by contacting the Club Sports Office.

To request an available meeting space, please contact the Club Sports Office at least two weeks prior
Facilities

Practices
All practice requests using athletic facility space must first be made with the Club Sports Program staff who will work with the facilities staff for approval. Due to a shortage of facility spaces, the sooner requests are submitted, the better the chances are for approval. The Department of Physical Education and Athletics will do its best to accommodate club requests. Requests for fall and summer practice space should be submitted in April along with the Budget Request Form. Requests for spring practice space will be communicated by the Club Sports Program staff. Make sure that your request reflects what the club wants and needs.

Each club member must have a current CWRU ID Card when using Athletic Department facilities. Special arrangements should be made through the Club Sports Office for any non-university affiliated Coach/Instructor at least two (2) weeks prior to event.

Cancellations
If a club needs to cancel a competition or reservation, a club officer must contact the Club Sports Office at least 48 hours before the reserved time. Failure to use the reserved area jeopardizes the future club privilege to reserve facility space.

Reporting
Any damage to or problems with assigned facility spaces should be reported to the Club Sports Program staff as soon as possible. Clubs found damaging facility spaces or equipment will be charged for repairs and will be subject to disciplinary action.

Inclement Weather

To ensure the playability of outdoor facility space and the safety of club members throughout the academic year, if standing water is visible or the possibility of damaging the fields exists, practices, competitions and events should be cancelled. For weekly practices, the decision to close fields will be made by 5:00 PM. Please call the Club Sports Office (216) 368-2191 for information regarding the daily status of the fields.

In case of inclement weather and/or poor field conditions, after 5:00 PM, the following policy should be followed for cancellation of competitions or events:
- Any Club Sports Program staff or Department of Physical Education and Athletics staff member may cancel the game prior to starting due to severe weather and/or dangerous playing fields.
- In the absence of a Club Sports Program staff or Department of Physical Education and Athletics staff member, the decision to cancel an event prior to starting will be the responsibility of the club officers.
- Once the contest has begun, the responsibility for canceling the event rests jointly with the game officials and club officers. The club officers should inform the game officials of the Department of Physical Education and Athletics severe weather policy and any other pertinent information.

If activities get postponed or cancelled due to weather, the fields should be considered “closed” and not used.

University Closure
If at any time the University is closed due to weather or other related emergencies, all Club Sports Program activities (indoor and outdoor) will be cancelled accordingly.
Equipment & Storage

Equipment
Clubs who have equipment in storage can check it out at the beginning of the fall semester and must return it to the Club Sports Office at the conclusion of the academic year. All equipment purchased with membership dues or fundraising efforts are considered property of the Club Sports Program and the university, and must be accounted for during the year and at the end of season. All club owned equipment may be used during the academic year and must be securely stored during the rest of the year, including the summer.

Storage
Clubs may request equipment storage space as necessary. Storage space will be assigned on an as needed basis. To request storage space, please contact the Club Sports Program staff. Personal equipment should not be stored in club storage for an extended period of time. If needed, and space permits, it may be discussed on an individual basis.

Clubs will not have access to club equipment and/or storage during “out-of-season” activity which shall include, but is not limited to the following:
- National Holidays and University breaks
- When CWRU classes are not in session – fall, winter, spring and summer breaks

Uniforms
Clubs who have uniforms in storage can check them out at the beginning of the fall semester and must return them to the Club Sports Office at the conclusion of the academic year. Club uniforms that are purchased with membership dues or fundraising efforts are considered property of the Club Sports Program and the university. Clubs or club members who fail to return uniforms to the office may be charged for the cost of the uniform. Clubs are responsible for the cleaning of all uniforms during the academic year.

Misuse of Property
Any club or member of a club who misuses Case Western Reserve University property such as damaging club equipment, selling equipment for personal gain, etc. may be subject to disciplinary action through the Office of Student Conduct and Community Standards. The responsible person(s) may also have charges filed against them through the police department.
Conduct

Code of Conduct
Individuals representing the club, including players, coaches and spectators, must always act in a way that does not detract from the reputation of the University, Department or Program, both on and off the field of play. When involved in Club Sports events, on and off campus, and when traveling, clubs continue to represent Case Western Reserve University.

Any reports regarding your club by other teams or administrators of activities that reflect negatively upon the University, Department or Program will result in disciplinary action which could include loss of practice space and time, short term suspension, loss of Club Sports Program recognition, etc.

Examples of Code of Conduct violations can include, but are not limited to, the following:
- Behavior - Disregarding the Club Sports Program policies about drugs, alcohol, and behavior
- Staff/Participant Safety - Jeopardizing the [perceived] safety of staff, participants, and/or officials by words or actions
- Facility Policies - Intentionally disregarding existing facilities policies
- Access Infraction - Engaging in unauthorized entry and exit from University Facilities
- Facility/Equipment Issues - Disregarding equipment or facility policies
- Financial Infraction - Inappropriately using or managing club money
- Travel - Inappropriate behavior while on club or University business

Standards of Conduct
Each club within the CWRU Club Sports Program is undergraduate student run, however, it operates under the administration and guidance of the Department of Physical Education and Athletics and Division of Student Affairs. Participants in the Club Sports Program receive certain benefits and privileges including use of the CWRU name, use of facilities and institutional funding opportunities. To retain these benefits, club members have an obligation to conduct themselves and their organization in accordance with the philosophy and function of Case Western Reserve University. Each club member is responsible for the knowledge of, and adherence to, the policies set forth the Club Sports Program Handbook and the CWRU Undergraduate Student Handbook.

Failure to comply with the minimal requirements set forth in the Club Sports Program Handbook may result in disciplinary measures including, but not limited to:
- verbal warnings, written warnings, loss of travel privileges, forfeiture of travel reimbursement privileges, fines, loss of field and facility usage, loss of good standing status, probation, suspension, or revocation of recognition

If the Club Sports Program staff learn of conduct requiring disciplinary action, the club and/or club individuals involved in the incident will meet with the Club Sports Program staff to discuss the incident, any disciplinary action and any additional issues. Club participants may be referred to the Office of Student Conduct and Community Standards for judicial action.

Hazing
No form of hazing will be tolerated by the Club Sports Program or the Department of Physical Education and Athletics.

Forms of hazing include, but are not limited to, the following: physical abuse, ridicule, harassment, humiliation, embarrassment, degrading, comforting, and/or demeaning activities.

Activities intended to assimilate a student into the organization should focus on the purposes, values and goals of the organization.

If a club is found responsible for hazing disciplinary actions could include, but are not limited to, the following: suspension of individuals from the club, short term suspension of the entire club, loss of Club Sports Program recognition.
Travel

Travel Authorization Request
To ensure that the club member rosters are up-to-date prior to completing a Travel Authorization Request Form, please make sure all needed member paperwork is submitted by 5pm on the Monday prior to travel so that the Club Sports Program staff may update the club member rosters accordingly. No changes will be made after Midnight on the Thursday prior to weekend travel.

Travel Authorization Request Form must be approved 72 hours prior to departure from Case Western Reserve University. Please email the Club Sports Program staff separately to report or convey any additional information that may not fit in the online form.

Travel Authorization Request Form - The following information is required:
- Name of Trip Leader (person responsible for the trip)
- Phone number of Trip Leader
- Date(s) of Competition
- Date and time of departure from CWRU
- Date and (estimated) time of return to CWRU
- Type of competition and destination
- Name of host university
- Mode of transportation
- Names of each driver (at least 2 per vehicle)
- Hotel information (if applicable)
- Names of club members traveling
- Names of coach/instructor traveling (if applicable)

Trip Leaders and Travel Meetings
At least one club officer must be designated as the Trip Leader. The Trip Leader is responsible for insuring that all Club Sports members are aware of and abide by important travel safety regulations while on an approved Club Sports trip. The Trip Leader is responsible for notifying the Club Sports Program staff immediately of any changes to the approved Travel Authorization Request Form (who is traveling, itinerary, hotel, or travel route) and any accidents/incidents that occur while traveling, at the event or at the hotel.

Trip Leader - Responsibilities of the Trip Leader shall include, but are not limited to, the following:
- Meet with the Club Sports Program staff before the club departs on its trip to discuss questions concerning travel procedures
- Adhere to the trip itinerary submitted through the Travel Authorization Request Form
- Understand and agree to enforce Club Sports Program travel policies
- Report any accidents, incidents, and/or violations of Club Sports policy

NOTE: If you cannot commit to upholding the above responsibilities please select a new Trip Leader.

Failure to abide by and fulfill the responsibilities listed above will result in the following for the club:
- First violation: Written warning will be sent to the club officers outlining the violation and corrective action steps
- Second violation: Club will be placed on probation and will not be permitted to travel until after a scheduled meeting with the Club Sports Program staff
- Third violation: Club will be suspended from all travel including any regional or national competition and recognition status in the Club Sports Program will be reviewed.
**Trip Regulations**

- Clubs must adhere to the travel itinerary submitted to, and reviewed by, the Club Sports Program staff
  - Changes to the initial itinerary must be communicated to the Club Sports Program staff prior to deviation
- All travelers must be authorized to participate in Club Sports activities (members, coaches, instructors, advisors) and listed on the approved Travel Authorization Request Form
  - No guests, family members, friends, or others who are not authorized to participate/travel may travel with club - This includes in private vehicles
- Club members must travel in vehicles designated on Travel Authorization Request Form
- Each passenger must have and wear a seat belt
- Club members (including coaches, instructors, and/or advisor) are not allowed to drive a university or rented vehicle without an approved Driver Awareness Training Certificate and Driver Clearance Form on file in the Club Sports Office
- Club members (including coaches, instructors, and/or advisor) are not allowed to drive a private vehicle without an approved Driver Clearance Form on file in the Club Sports Office
- Only approved and designated drivers may drive vehicles (must have two (2) per vehicle)
- All vehicles must be used exclusively for travel to/from the event, lodging, meals, or medical treatment
- When using multiple vehicles, vehicles should depart at the same time and travel together
- Luggage should be packed so that the driver's view is not obstructed
- The front seat passenger in each vehicle must take responsibility for reading maps, controlling the GPS (if applicable), providing directions to the driver, changing the radio stations or temperature, assisting with vehicle maneuvering as needed (parking in a difficult spot), controlling the passengers, and stay awake at all times with the driver
- All other passengers must behave in a manner that does not distract the driver
- While driving, a rest stop of no less than fifteen (15) minutes must occur every three (3) hours
- No single driver may drive for more than five (5) hours in a day (24-hour period)
  - If the driver is sleepy, switch immediately
- Travel should be avoided between the hours of midnight and 5am
- Club members (including coaches, instructors, advisor, etc.) shall NOT consume alcohol or use drugs at any point in the trip

**Failure to Complete Procedures**

These travel regulations are designed to protect the safety of participants. On an approved Club Sports trip, all travelers must abide by them. Failure to comply with these regulations may result in penalties for the entire club, up to and including loss of travel privileges and suspension from the Club Sports Program.

If travel procedures are not 100% complied with, the club will not be approved to travel. If a club travels without approval from the Club Sports Program staff, sanctions could include, but are not limited to, suspension from travel for a designated period of time, suspension of club operations or loss of program recognition status.

**Return from Trip Checklist**

- Return vehicle to designated parking space
- Return vehicle gas tank on full
- Clean out trash and remove all personal items from vehicle
- Return vehicle key and yellow parking ticket to Department Assistant or Club Sports Office
- Collect and organize all receipts from trip to submit to Club Sports Office
- Submit Post Event Form located in the Club Sports OrgSync Portal
Transportation

To be eligible to drive a personal, university or rented vehicle with club members, you must become Approved Drivers. To become an Approved Driver, a Driver Clearance Form must be submitted to the Club Sports Office. Coach/Instructor and Advisor must also become an Approved Driver before driving on trips.

Driving Policies
- NO ALCOHOL OR DRUGS ARE PERMITTED IN UNIVERSITY OR PERSONAL VEHICLES FOR ANY CLUB SPORTS EVENTS. DRIVING WHILE UNDER THE INFLUENCE WILL RESULT IN THE LOSS OF UNIVERSITY VEHICLE PRIVILEGES FOR THE CLUB AS WELL AS OTHER CLUB SPORTS PROGRAM AND UNIVERSITY SANCTIONS.
- The maximum number of people transported in fifteen (15) passenger van will be nine (9)
  - The nine (9) vehicle riders includes the driver
- No smoking while in vehicles
- All vehicles should remain locked when not in use
- For University vehicles - Clean out the vehicle before returning. Take off muddy shoes/cleats before entering the vehicle. Check for any trash and personal items to avoid getting charged a dirty van fee

General Vehicle Regulations
- Please view the CWRU Vehicle Use policy for more detailed information
- Notification of cancellation must be communicated at least 48 hours in advance of pick-up time
- Only Approved Drivers are allowed to pick up university keys and vehicles
- Only Approved Drivers are allowed to operate vehicles on approved trips
- Vehicle keys may be picked up from Department Assistant or Club Sports Office on weekdays
- If you are leaving on Saturday or Sunday
  - Vehicle keys must be picked up in the afternoon on the Friday prior the close of business
- Vehicles can be returned to parking spots 24 hours a day
- Van keys and yellow parking ticket must be returned by 9am on the first working day following return from approved trip
  - Failure to return on time may result in extra charges to the club
  - If no one is available, please slide pouch under door or leave in mailbox
- Traffic violations, parking tickets, etc. are the responsibility of the driver
- Club may be responsible for damage to University and/or rental vehicles
- No advertisements or other items may be taped to windows

Department Vehicles
The Department of Physical Education and Athletics vehicles may be used for approved club travel. Since there are a limited number of departmental vans available for travel, reservations are encouraged well in advance. Vehicle reservations may be cancelled without notice. Club members shall adhere to the CWRU Vehicle Use Policy and all drivers must complete the Driver Awareness Training before approved to drive a rental vehicle
- An approved Driver Clearance Form must be on file with the Club Sports Office prior to vehicle use
- A Driver Awareness Training Certificate must be on file with the Club Sports Office prior to vehicle use
- There must be at least two (2) approved drivers per department vehicle on a trip

Rental Vehicles
Arrangements for use of Enterprise rental vehicles shall be approved through the Club Sports Office and handled by Department Assistant. Club members shall adhere to the CWRU Vehicle Use Policy and all drivers must complete the Driver Awareness Training before approved to drive a rental vehicle. CWRU assumes no responsibility for use of non-University rental vehicles.
- An approved Driver Clearance Form must be on file with the Club Sports Office prior to vehicle use
- A Driver Awareness Training Certificate must be on file with the Club Sports Office prior to vehicle use
- The maximum number of people transported in fifteen (15) passenger van will be nine (9)
  - The nine (9) vehicle riders includes the driver
- There must be at least two (2) approved drivers per rental vehicle on a trip
Personal Vehicles
The owner of a privately owned (personal) vehicle, used for transportation for approved club travel, is strongly recommended to confirm their own insurance and liability coverage is valid. The Club Sports Program does not insure privately owned vehicles or any accidents/injuries caused by their use.

It is the responsibility of club officers to ensure that the owner of any vehicle used for club purposes has adequate automobile insurance coverage, including third-party liability. CWRU assumes no responsibility for use of private vehicles. The owner of the vehicle assumes total liability.

- An approved Driver Clearance Form must be on file with the Club Sports Office prior to vehicle use.
- There must be at least two (2) approved drivers per personal vehicle on a trip.
- For Mileage Reimbursement information (see Mileage Reimbursement).

Charter Bus
Charter buses may be used for approved club travel. Requests for charter buses should be completed at least four (4) weeks prior to the trip. Concerns regarding the price of the bus should be addressed with Club Sports Program staff before final booking of the bus reservation.

Safe Driving Practices
Here are some suggestions for having a safe driving experience during approved club travel:

- Obey all traffic laws, especially speed limits.
- Carpool and caravan where possible.
- Wear seat belts.
  - The number of passengers in the vehicle must not exceed the number of available seat belts at any time.
- Begin the trip well rested with planned routes and aware of weather conditions.
- No horseplay, racing, or other distracting or aggressive behavior.
- Do not consume, possess, or transport alcoholic beverages, illegal drugs or unauthorized firearms or other types of weapons.
- Avoid taking medication prior to driving, especially if the label warns against operating a vehicle while taking medication.
- Check in and out with the Club Sport Office upon departure and return.
- Have at least one cell phone per car with the Assistant Director’s office and cell phone number available.
- Drivers should have at least 6 hours of sleep before driving.
- A second driver should ride in the front passenger seat and remain awake at all times, make sure to driver is awake and capable of driving, if not switch drivers.

Accident

- Stop immediately and notify the local police or call 911.
- Once you have called 911, then notify the Assistant Director immediately after taking any steps necessary for emergency care.
- Fill out a police report (necessary for insurance purposes).
- Obtain the names and addresses of all witnesses.
- Avoid giving statements as to who is at fault.
- Do not make any offers to pay damages.
  - Fault or legal liability will be decided by the appropriate authorities.
- If you are driving a rental vehicle, follow procedures outlined in the rental packet.
- Follow up with the Club Sports Program staff upon return.

Vehicle Rental Rates – through Enterprise *Prices are subject to change

- 15-Passenger Van - $100.91 / day $302.73 / weekend (Friday–Sunday)
- 12-Passenger Van - $100.91 / day $302.73 / weekend (Friday–Sunday)
- 7-Passenger Minivan - $53.72 / day $161.16 / weekend (Friday–Sunday)
- Full Size Car - $35.79 / day $107.37 / weekend (Friday–Sunday)
Hotel/Lodging

For long distance or extended trips, clubs may choose to lodge at commercial hotels, private residences, or camp grounds. Regardless of type of lodging, specific contact information and location must be indicated on the Travel Authorization Request Form.

- The Club Sports Program staff must approve the number of rooms that the club will be reserving.
- As a general rule, the Club Sport program staff will approve one (1) room per four (4) approved identified males or identified female club members travelling.
- If fewer club members will be lodging, one (1) room will be approved for identified males, and/or one for identified females.
- The Club Sports Program prohibits males and females from sharing hotel rooms.
- Any cancellation fees will be the responsibility of the club.
- Please be advised that not all hotels will accept advance payment, so the club must ensure that they can pay for the rooms.
  - In this case, reimbursement can be done when the club returns with proper receipts.
- Clubs must ensure that all hotel charges are paid in full prior to departure.
- The Club Sports Program will not pay for room service, phone charges, or any other charges accumulated while traveling.
  - Only the initial room charge will be covered by program funds.
Risk Management

All participants in club events (including those individuals traveling with the club) are required to certify that they have medical coverage for injuries incurred while participating in club activities and during periods of travel to and from such activities. Information about the University's Medical Plan is available at the University Health Service.

The University recommends that all club participants have an annual physical examination. It is the responsibility of the participants to evaluate their health and physical condition relative to the demands of the activity. Neither the University nor Club Sports Program staff assume responsibility for injuries sustained by individuals while participating in the Club Sports Program.

Injury Policies and Guidelines

Each club is required to follow the emergency procedures established for its particular club, the facility or field they are using, and must acknowledge that members of the club are familiar with them.

Despite the best of intentions and the most cautious of plans, accidents and injuries can still happen. Knowing how to minimize the risk of these events taking place, and reacting to them in a proper manner can help make things easier for all parties involved.

Requirements

- All participants must have an up-to-date Membership Agreement on file in the Club Sports Office before participating in any club activities.
- If an injury occurs during a practice or competition, the safety officer must submit an Injury Report Form to the Club Sports Office within 24 hours of the injury.
- If an accident or emergency situation should occur, first seek the medical attention that is necessary.
- If an injury occurs during a practice or competition that requires a trip to the hospital, the safety officer must contact the Club Sports Program Staff as soon as possible, regardless of the time of day or night.
- If paramedics or emergency personnel are called, the Assistant Director should be notified – Remember that the first priority in any emergency is to ensure that all persons are safe and to call for assistance as needed.
- First Aid Kits must be taken to all approved club travel.
- Clubs are strongly encouraged to have an EMT/Athletic Trainer at all competitions.

Emergency Action Plan

During Practices

In the event of an emergency (injury, illness, violence, etc.) at an Athletic Department Facility, the Building Manager or professional staff member on duty should be notified. CWRU Police (216) 368-3333 should be contacted and will act as dispatchers in the event that Emergency Medical Personnel is needed.

At practices held at off-campus locations, 911 should be called in all emergencies. Notify facility personnel and follow established protocol at any non-university operated facility.

Home Competitions

In the event of an emergency (injury, illness, violence, etc.) at an Athletic Department Facility, the Building Manager or professional staff member on duty should be notified. CWRU Police (216) 368-3333 should be contacted and will act as dispatchers in the event that Emergency Medical Personnel is needed.

At home competitions held at off-campus locations, 911 should be called in all emergencies. Notify facility personnel and follow established protocol at any non-university operated facility.

Away Competitions

Clubs will follow emergency action protocol established by the host university/facility. At least two (2) officers should make themselves aware of site medical personnel.
While Traveling
Clubs should contact appropriate local emergency personnel when applicable. First Aid Kits must travel with all clubs.

Injury Report Form
In the event that an Injury Report Form is needed please follow the guidelines below and submit to the Club Sports Office within 24 hours of the injury:
- Fill out the form completely with ALL information
- Be specific about how the injury occurred
- Part of body injured, do NOT draw pictures. Please use descriptive terms
- Give complete information on what aid was given
  - Application of ice, bandages, etc.
- Witnesses: If possible, get a witness that is not a Club Sports member
  - Indicate on the form what connection the witness has with the activity
- Do not editorialize or indicate what you suspect the diagnosis to be
- Please write neatly! Injury Report Forms could be used as legal documents in a court of law

Catastrophic Injury
Every effort shall be made to insure the safety of all Club Sports participants. Occasionally, events beyond reasonable control may arise, causing catastrophic injury.

An injury shall be considered catastrophic if there is:
- Prolonged unconsciousness
- Severe bone breaks/joint damage
- Critical head trauma
- Substantial blood loss
- Loss of digits/appendages
- Potential organ failure
- Auto accidents

In the event of serious injury or illness, the safety officer should contact the Club Sports Program staff (in addition to following the emergency action procedures)

Guidelines if Facilities Staff is Not Present:
- If case of accident or injury please call CWRU Police at (216) 368-3333

When calling:
- Identify yourself by name, title, and Case Western Reserve University
- Tell them your location
- Give an assessment of the injury and the state of the injured person
- Describe what is being done or what has been done for the injured person
- Give the telephone number from which you are dialing
- Do NOT hang up first
- If possible, wait by the phone in case there are further instructions
- Be sure that someone meets and directs the emergency personnel to the injured person's location
- Be sure the injured person's clothing and personal articles are transported with him/her
- If a friend takes the articles, be sure to note the friend's name and phone number on the Injury Form
- The club president, coach, instructor, or another club officer is responsible for completing an Injury Form on the incident and notifying the Club Sports Program staff
Discipline

Disciplinary action may result from non-compliance with policies and procedures (to be determined by the Club Sports Program staff and/or Club Sports Council). Disciplinary action against the club or individual club members may include, but are not limited to, the following:

- Loss of facility space for practice/competition
- Loss of travel authorization
- Removal of individuals causing problems
- Removal of officers, advisors or coaches from respective positions
- Letter to the state or national league association to remove the club from participation
- Loss of budget allocation
- Loss of program recognition status

**Determination of Discipline Action**

- A meeting with club officers and the Club Sports Program staff will be scheduled
- After the meeting has taken place, the Club Sports Program staff may meet with the Club Sports Council to provide the information to all council members
- Once the council has had the opportunity to review the situation, they will provide an opportunity for the club in question and any other persons involved to present a brief statement
- After the Club Sports Council has reviewed all information, they will determine the sanctions for the club in question
- The Club Sports Program staff will notify the club of the council decision in a timely manner and will advise the club of their right to appeal the decision
- All other major infractions will be directed to the Office of Student Conduct and Community Standards

In addition to any assessed penalty, the Club Sports Program staff may take any remedial action believed to be proper to deter any future misconduct. Students concerned about inappropriate club activity by another member, coach, instructor, advisor, and/or entire club should contact the Club Sports Program staff for assistance. The Club Sports Program staff will work with clubs to mediate or take action against any issues or concerns

**Individual vs. Club Discipline**

An incident may become the responsibility (in whole or part) of a club when the incident is sponsored (officially or unofficially) by the club, or when the following occurs:

- When club resources (funds, list serves, e-mail lists, property, or name(s) and image of the club) are involved. This includes, but is not limited to, online social media, groups, or events that can be associated with the club
- When officers of the club know or should have known about the incident and did not take actions to prevent or correct the situation
- When a “spontaneous” club party takes place, yet the president is not present.
  - Officers should be responsible for the management of club
- When the webmaster posts apartment party on the listserv or website.
  - Officers cannot claim ignorance because they did not check their e-mail or have not been to the website in awhile
- When a reasonable person associates the incident with the club
  - (ex. when students commonly report an incident as the ______ Club party, social, fight, etc.)
  - Media sources report a party “bust” involving the ______ Club
- New members and hazing by current members

**Infractions**

Minor – Minor infractions may include, but are not limited to, the following:

- Failure to turn in forms by deadlines, failure to get approval on flyers/promotional materials, practicing/playing/meeting on facilities without prior reservation or permission, failure to get approval on fundraising events or approval on donor/sponsor solicitations, failure to turn in practice or game schedules by deadlines, improper use of website
Intermediate – Intermediate infractions may include, but are not limited to, the following:

- Participation by ineligible players, failure to have a delegate attend meetings and trainings, forgery on any forms or documents, allowing an unapproved driver to operate a vehicle, repeat violations from minor infractions

Major – Major infractions may include, but are not limited to, the following:

- Improper use of club funds, hazing, fighting, unsportsmanlike conduct toward other club members, officials, site management, professional staff or opponents, disruptive behavior while on away trips, compromising the safety of club members while traveling, transporting and/or consuming alcohol or illegal substances while on official club trips, any failure to abide by standards of conduct relating to drug use, sexual harassment, or any other school or legal issue, repeat violations from minor and intermediate infractions

**Procedures for Infractions** (Minor, Intermediate and Major)

If violations occur, club officers should contact the Club Sports Office immediately to discuss the infraction. Once the Club Sports Program staff is made aware of any infraction the club will receive an email to the officers to establish a meeting to discuss the infraction, investigate the occurrence and outlining any decisions or sanctions made regarding the infraction, and steps for resolution

**Sanctions**

Possible sanctions may include, but are not limited to, the following:

- Loss of club funding, program recognition status, facility space, and other benefits, a hold on spending any funds, removal of club officers, coaches, and/or members, probation status, loss of compliance points

**Warnings and Probation**

Some examples of conduct that will result in written warning include:

- Failure to submit the Club Sports forms and materials by the deadline
- Missed Club Sports Council meetings
- Failure to deposit Club Sports membership dues and fundraising income
- Failure to maintain an accurate and up to date Club Sports homepage
- Non-effective communication (Incomplete reports, meeting minutes, meeting agendas, etc.)

**Probation**

This list of warnings is not inclusive and the Club Sports Program staff reserves the right to rule on any issue not covered in this manual. Receipt of two written warning (hard copy or electronic) will result in probation for a period of time specified by the Club Sports Program staff. During probation, a club's activities and privileges will be discontinued until specific requirements are met

**Suspension**

Club activities and privileges may be suspended for any period of time specified by the Club Sports Program staff. The following conduct may result in suspension of a club's activities and privileges:

- Any conduct during club activities that constitutes a violation of the CWRU Student Code of Conduct
- Any conduct during a club activities that constitutes a violation of city, state or federal law
- Any fighting, hazing, harassment or other conduct during a club activities that reflects poorly on the image and reputation of the program, department, and/or university
- Misuse of Club funds
- Repeated offenses
- Allowing ineligible individuals to participate in Club Sports activities

**Expulsion**

The following infractions will result in the immediate loss of club recognition and privileges by the Department of Physical Education and Athletics for at least one (1) year:

- Submitting false or misleading information to the Club Sports Program staff
- Violence or threat of violence against any participant, coach, official or spectator at any Club Sports activity
- Use of alcohol beverages or illegal drugs during club activities or approved club travel
Appeal Process

Clubs have the right to appeal all disciplinary decisions from the Club Sports Program staff to the Club Sports Council in event the club feels there was an error in the process or new information has been provided. If it has been determined that the club is eligible for appeal, the club then has 24 hours from the date of the disciplinary action to submit their appeal letter.

The appeal must be in writing and state the following items:
- Describe the action that is in question
- Give specific reasons why you took part in such actions
- List all names involved and the number of members
- State the reasoning for your appeal
- Justify what the sanction should be based on all information
- Describe the actions that you or the club is going to take to correct the actions

Upon meeting with and receiving the decision from the Club Sports Program staff, clubs may appeal to the Club Sports Council by submitting an updated appeal in writing within 24 hours. The Club Sports Council will convene a meeting within five (5) business days of receiving the final appeal letter to meet with the club and render the final recommendation in the sanctions and appeal process. Officers of the club involved will not be allowed to participate in the appeal and/or voting process.

Note: During the appeals process any sanction may be upheld, reduced, or increased by the Club Sports Program staff or Club Sports Council.

The appeal must be submitted in writing to the Club Sports Office within 24 hours. Once the appeal is received, the Club Sports Program staff will review the appeal along with all related information. The Club Sports Program staff will contact those involved with the situation if they feel it is necessary in determining disciplinary action. The Club Sports Council will submit a written recommendation on the reviewed appeal to the Athletic Director within 24 hours of their meeting. The Club Sports Program staff will contact the person(s) or club with the final decision of the Athletic Director. All decisions made by the Athletic Director are final.

Each club within Club Sports Program is student run and under the administration and guidance of the Club Sports Program staff. Every club member (including coaches, instructors, and/or advisor) are responsible for the knowledge of and adherence to the policies and procedures set forth by this manual and the Club Sports Program.

Acts of misconduct shall subject club members, coach, instructor, advisor, and/or entire club to disciplinary action. Allegations of misconduct against any Club Sports Program member, coach, instructor, advisor, and/or entire club should be addressed to the Club Sports Program staff. As appropriate, referrals may be made and sanctions may be imposed by one or more of these offices: Office of Student Conduct and Community Standards, the Office of Human Resources, and/or the Department of Physical Education and Athletics. Although individuals may be referred to the Office of Student Conduct and Community Standards, all cases may return to the Club Sports Program staff for further sanctions.

Any action by the Club Sports Program staff to grant exceptions, or failure of the Club Sports Program staff to enforce any portion of this manual including the policies stated above shall not be construed as a waiver or limitation of the Club Sports Program staff right to subsequently enforce and compel compliance with any other policy or obligation in this manual.
Publicity and Marketing

The Club Sports Program staff is available to help with publicity, marketing and other promotional ideas. Prior approval must be obtained from the Club Sports Program staff on flier designs, posters, signs, apparel, uniforms, etc. that use the name CWRU or any reference there to, the Club Sports Program or the Department of Physical Education and Athletics.

Flyers can be submitted to the Club Sports Office for posting in the Veale Athletic Center. A Facilities Staff member will post the flyers; clubs may not post their own flyers in Department of Physical Education and Athletics facilities.

The flyers will be posted for two weeks or until the expiration of advertised event. Priority will be given to club flyers for upcoming events (fundraisers, clinics, competition advertisements), clubs that are in season, and on a first come first serve basis.

Clubs may send a PDF or JPEG of the flyer, or bring a hard copy to the Club Sports Office for approval. Once the design is approved, bring 7 copies (size 8 1/2 x 11 in) to the Club Sports Office.

Flyers must include the following information:
- Name of the club
- Email address and contact information
- Website
- Date, time, and location (if for an event)

Individual Club Websites
Clubs who wish to have a separate individual website may do so. All logo guidelines must be followed on club websites. Additionally, content should be kept up-to-date and should include contact information for the club as well as a schedule for upcoming activity. Clubs in the off season should advertise as such on their website and give visitors information about when the next activities will take place, or when to check back.

CampusGroups Portal
Because Club Sports are Recognized Student Organizations, they are provided a web presence with other Student Organizations on CampusGroups where students looking to get involved can search based on their interests. This can also serve as the individual website. All clubs are required to keep their CampusGroups profile updated with current information. The Club Sports Program also has a portal where documents and forms are housed.

Club Sports Program Website
The Club Sports Program allows each club with a link on the web page that includes the following information about the club, a photo, and contact information. Clubs are responsible contacting the Club Sports Office with updates.

Club Spotlight
Clubs can submit stories and photos to the Club Sports Office to be featured on the homepage of the Club Sports Program website: athletics.case.edu/sports/club

Suggested items to submit:
- Articles by a news source or national governing body
- Competition Recaps with a picture
- Upcoming matches, tournaments, regional or national competitions
- Recent Scores
- Competition record and regional/national ranking
- Photos
- Fundraising events
Social Networking Sites
As with any social networking site, you can find both positive and negative aspects. It is important that club officers and members understand how these publications can have possible ramifications that can impact a club, program, department, and/or university. Any club that has a “club page” or club members that associate themselves on their personal pages with a particular club, must do so in accordance with the Student Code of Conduct of Case Western Reserve University. Additionally, club members should take care not to put anything on these pages that will negatively impact the image of the club, program, department, and/or university as a whole.

Clubs can request to have pictures or advertise events for club activities, fundraisers, competitions, recruiting events, clinics, etc. posted on the Department of Physical Education and Athletics Facebook and/or Twitter page.

Facebook & Twitter
Department of Physical Education and Athletics has both a Facebook and Twitter account that can be utilized by Club Sports:
- Facebook – https://www.facebook.com/cwrurec
- Twitter – @CWRUrec – #ClubSports
- Instagram – @CWRU_im

Club officers are responsible for educating their club members on responsible use of social media.

Logos and Trademark Guidelines
When using university logos and trademarks, clubs must follow a number of guidelines to make sure the logos are being used correctly. Please contact the Assistant Director for more information and logos.

Use of university logos must be approved by the Club Sports Program staff prior to placing the order with an approved vendor. In addition, the Club Sports Program staff must approve all posters, flyers, signs, newspaper advertisements, or other print material before distribution and posting.

The logo and trademark guidelines must be followed whenever a club uses any University trademark, including but not limited to:
- Apparel (t-shirts, pants, jackets, sweat shirts, warm-ups, hats)
- Uniforms (jerseys, helmets, sport specific equipment)
- Print materials (signs, flyers, posters, brochures, pamphlets)
- Social media (Facebook, Twitter)
- Images (website, club logos)

Do not:
- Alter the mark in any way
- Use any part of the mark as part of another word
- Redesign, redraw, animate, modify, distort, or alter the proportions of the mark
- Surround the mark with—or place in the foreground over—a pattern or design
- Rotate or render the mark three-dimensionally
- Add words, images, or any other new elements on top of the mark
- Replace the approved typeface with any other typeface
- Enclose the mark in a shape or combine it with other design elements or effects
- Modify the size or position relationship of any element within the mark
- Add additional copy to the mark

NO MATERIAL SHOULD BE PRINTED AND PURCHASED BY A CLUB WITHOUT AN OFFICIAL EMAIL REQUEST AND APPROVAL FROM THE CLUB SPORTS PROGRAM STAFF.


**Awards**

**Club of the Year**
- 45% Programming – events, practices, competition and travel. All clubs have programming, but the extent and reach of their events should be considered
- 20% Leadership – officer roles within the club. If an outstanding club is run by only one person, then you have an outstanding leader, not an outstanding club. Involvement of all officers in club business, decisions, organization, continuity, etc. should be considered
- 20% Spirit and Campus Involvement – contribution to the reputation of program, department, and university in regards to sportsmanship, visibility, etc. should be considered
- 15% Achievements – personal or team achievements, competition, or personal goals, and improvements from previous years should be considered

**Outstanding Leader**
Presented to an individual that has gone above and beyond the duties and responsibilities of their position, and exemplifies great leadership qualities to their club and the Club Sports Program

**Outstanding Member**
Presented to an individual that has demonstrated outstanding dedication, creativity, participation, and energy within their club and the Club Sports Program

Award nominations will open in early March and must be submitted in the Club Sports Program OrgSync portal online. More information and deadlines will be discussed at a spring Club Sports Council Meeting

**Compliance Points**

The compliance points system is intended to measure and reward the level of compliance of each club with the policies and procedures stated in the Club Sports Handbook and university regulations. Higher point totals may result in greater funding and priority facility space allocations in the subsequent year. Points are awarded to clubs based on several categories including attendance at mandatory training and meetings, completion and accuracy of required forms, and meeting deadlines

- **A+** = 97-100% Work of above excellent quality
- **A** = 93-96% Work of excellent quality
- **A-** = 90-92%
- **B+** = 87-89% Work of good quality
- **B** = 83-86%
- **B-** = 80-82%
- **C+** = 77-79%
- **C** = 73-76% Work of satisfactory quality
- **C-** = 70-72%
- **D+** = 67-69% Work of minimum quality
- **D** = 65-66%
- **F** = 0-64% Failure to meet Club Sports Program expectations, policies and procedures

Clubs failing to comply with Club Sports Program will be automatically placed on probation for the following academic semester, and will be subject to a status review of program recognition at the end of the academic year
+ Twenty (25) Points
- Full Attendance, three (3) club officers, at Officer Orientation Meeting
- Submit complete and accurate Recognition Packet by compliance deadline
- Submit complete and accurate Fall Semester Report by compliance deadline
- Submit complete and accurate Budget and Practice Request by compliance deadline
- Submit complete and accurate Spring Semester Report by compliance deadline

+ Fifteen (15) Points
- Full Attendance, ten (10) club members, faculty/staff advisor, and coach/instructor at Fall Organizational Meeting
- Full Attendance, ten (10) club members, faculty/staff advisor, and coach/instructor at Spring Organizational Meeting
- Full Attendance, three (3) club officers, at Club Sports Council Meetings
- Full Attendance, three (3) club officers, at Club Sports Budget Meeting
- Return ALL Club Sports equipment and uniforms for summer storage by compliance deadline

+ Ten (10) Points
- Full Attendance at Welcome Back Meeting – club president (or knowledgeable officer)
- Sign Up for Fall Weekly Meetings by compliance deadline
- Submit complete and accurate Fall Competition Schedule by compliance deadline
- Submit complete and accurate Spring Practice Requests by compliance deadline
- Sign Up for Spring Weekly Meetings by compliance deadline
- Submit complete and accurate Spring Competition Schedule by compliance deadline

+ Five (5) Points
- Attendance at Sports-A-Palooza
- Attendance at Orientation Activities Fair
- Submit most up-to-date copy of Club Constitution by compliance deadline
- Submit complete and accurate Advisor Form by compliance deadline
- Full Attendance, three (3) club officers, at Weekly Meetings

+ Zero (0) Points
- Failure to attend required meetings with full attendance by compliance deadline
- Failure to submit required paperwork by compliance deadline

Automatic Program Recognition Status Review
- Failure to submit Recognition Packet by extended compliance deadline
- Failure to submit Fall Semester Report by extended compliance deadline
- Failure to submit Practice and Budget Request by extended compliance deadline
- Failure to submit Spring Semester Report by extended compliance deadline
- Failure to attend more than one (1) scheduled Club Sports Calendar Meeting unexcused
- Clubs found having or using an outside bank account
- Clubs with repeated program, department, and/or university infractions
- Clubs with major program, department, and/or university infractions
- Clubs submitting false or misleading information
- Clubs failing to improve status while on probation