

Western Oregon University Club Sports Handbook



Campus
Recreation

Table of Contents

| | |
|--|-------|
| Introduction | 2 |
| Membership Requirements | 3 |
| IMLeagues.com | 3 |
| Rosters & Cuts | 3 |
| Expectations & Conduct – Club Officers | 4 |
| Expectations & Conduct – Coaches | 5 |
| Expectations & Conduct – All Members | 6 |
| Hazing Policy | 7 |
| Safety | 8 |
| Financial Accounts | 9 |
| Player Dues | 10 |
| Fundraising | 10 |
| Purchasing & Logo Usage | 10 |
| Weight Lifting & HWC Usage | 10 |
| Turf Field Usage | 11 |
| Travel Policies | 12-13 |
| Disciplinary Guidelines | 14-15 |
| Re-Chartering Process | 16 |
| Contact Information | 16 |



A WOU Club Sport is a student-led organization established through the Campus Recreation Department. Club Sports are designed to serve those that have an interest in committing to an organized sport or recreational activity while at WOU. Club Sports can be recreational, or instructional in nature. However, most WOU Sport Clubs are competitive and represent Western Oregon University in intercollegiate competition. Club Sports teams regularly participate in scheduled practices, may employ part-time coaches, and many compete against other schools across Oregon, the Pacific Northwest and the nation.

Additionally, Club Sports provide students-officers with a unique learning experience that allows for the development of skills such as team leadership, public relations, fundraising, budgeting, and scheduling. Involvement in a group and team setting creates opportunities to enhance the student's overall experiences at Western Oregon University.

For more information about each Club Sport, and to join a team go to www.imleagues.com/WOU and click on the "CLUB SPORTS" tab

Membership Requirements

- Currently enrolled undergraduate and graduate students at Western Oregon University are eligible to participate in WOU club sports. Participation in practices and team functions are not contingent on how many credits a student is taking. *However*, many WOU Club sports are members of leagues/conferences that have additional eligibility requirements that must be met before competing in a match/tournament. Such requirements may include the need for the member to be taking a minimum number of credits. Clubs should contact their sport's governing body to confirm exact eligibility requirements. The Club is required to ensure all members meet these requirements before participating/competing
- Prior to ANY participation, (*including practices*) each club sport participant must create an IMLeagues.com account, join the club sport they wish to participate with, and complete the 2 required online forms: Club Sports Code of Conduct & Emergency Contact Information.
- Clubs and participating members must adhere to WOU and Campus Recreation Club Sports policies, procedures, expectations, and code of conduct.
- Individual club and participating members are responsible for paying dues (if applicable) by the deadline set by the club's officers.
- Community members, faculty, and staff are not eligible to participate in club sports.
- WOU Club Sports will not allow any exclusion to participate on the basis of race, color, national origin, ethnic group, religion, sex, sexual orientation, age, or disability.

IMLeagues.com/WOU

- All WOU Club Sport registrations are done using the IMLeagues website or App. IMLeagues is also where clubs can access all club sport related forms and policies, and where officers/coaches can verify that all members are eligible.
- No one is permitted to participate in any club sport event until they have joined the club's roster on IMLeagues AND completed the 2 online forms: Code of Conduct & Emergency Contact Information. ***The club's coaches and officers are responsible for monitoring the roster to ensure no one participates until this is completed.***

Rosters and Cuts

- No one that is eligible for club sports can be cut from a club sport team or told they are not allowed to participate. Any eligible student that requests to join the roster must be asked to join the club's practices and any other *non-match/game* club event such as meetings, socials....etc.
 - Exception: A member can be restricted from participating for disciplinary reasons as long as it has been approved by the Campus Recreation department.
- Since only a limited number of members can realistically receive a jersey and participate in competitions, Club officers and/or coaches are allowed to form a travel and/or game day roster from its members. However, all members must be encouraged to continue to come to practices/events even if they did not make the game day/travel roster.
- Prior to selecting a travel/game day roster, each club is responsible for meeting with the Campus Rec. department to determine a fair selection process has been established, and if there is a way to allow all members a chance to compete in some form.

Expectations – Club Officers

All Club Sport officers must adhere to the following expectations:

- Always ensure that all club members are acting in proper conduct and professionalism as you are representing Western Oregon University.
- Utilize IMLeagues.com/WOU to ensure all team members have completed all required forms prior to participating in any club sport practice, event or match/performance.
- Communicate frequently and effectively with Campus Recreation, including responding to emails, voice messages, and in-person requests.
- Read and understand the contents of the Club Sports handbook.
- Attend all Club Sports trainings and meetings.
- Complete and submit all required forms on time
- Inform club members of policies, procedures, expectations, Code of Conduct, emergency procedures and other regulations that must be followed.
 - Club Sports officers can be held responsible for the actions of their club members.
- Assure club is compliant with local, regional, and/or national governing associations.
- In collaboration with the Campus Recreation Department, assure all club financial accounts and budget obligations are met.
- Provide a receipt to all members that pay dues directly to the officer
- Arrange all facility reservations for club functions through Campus Recreation.
- Leave facilities at requested time with appropriate clean-up.
- Notify Campus Recreation of all changes or updates to event schedule, practices, games, fundraising events, purchases, promotional materials, or any other club related activities.

Expectations – Coaches

Club Sport Coach/Instructors:

1. Must be approved by the club officers and Campus Recreation Department.
2. Attend mandatory coach/instructor meetings with Campus Recreation administration.
3. Complete the any required volunteer or employee paperwork as required by Campus Recreation

Expectations for Club Sport coaches are as follows:

- The Coach/Instructor may act only in those areas in which he/she has been empowered by the club, subsequent to approval by the Campus Recreation Department. A club sport is first and foremost a student organization to be administered by elected student leaders.
- The Coach/Instructor shall obtain all certifications required by the Club and Campus Rec Department
- The Coach/Instructor shall not solicit money from any source, or purchase, rent or commit to anything in the name of Western Oregon University or the above named club without the approval of the Campus Recreation Department.
- The Coach/Instructor shall conduct safe and well-organized practice sessions that will enable club members to develop and improve their skills.
- The Coach/Instructor shall give attention to appropriate safety practices, including the inspections of sports equipment and the reporting of any hazardous facility conditions.
- The Coach/Instructor shall promote fair play and good sportsmanship.
- The Coach/Instructor shall be familiar with the policies and procedures (as contained in the Club Sport Handbook) that govern the operation of club sports. He/she is expected to abide by all applicable rules and regulations of the University and any conference, league or association to which the club may belong.
- The Coach/Instructor shall represent the club, the Campus Recreation Department, and Western Oregon University in a positive and professional manner.
- When accepting the position, the Coach/Instructor commits to the following:
 - They are responsible and accountable to the Campus Recreation Department, as well as to the club sport for which he/she is coaching/instructing.
 - They are responsible for any medical and/or other costs arising from any bodily injury or property injury that he/she sustains during the performance of coaching duties.
 - They are strongly recommended to purchase personal medical and liability insurance.

Club Sport Coach/Instructors are classified as a WOU part-time employees or volunteers. In both cases, the position is temporary and each coach/instructor must be re-hired on an annual basis. As parties to this agreement, the Coach/Instructor and the club understand that either party may terminate this agreement at any time a party feels the obligations assumed by the other party are not being met. Termination must be in writing with the reasons for the termination stated, and a copy of the letter of termination must be provided to the Campus Recreation Department. The Campus Recreation Department may also terminate this agreement in the event the Coach/Instructor fails to meet responsibilities described herein

Club Sport Code of Conduct – All Members

All members complete (on IMLeagues.com) and adhere to the WOU Club Sports Code of Conduct

The Code of Conduct serves as a guideline for how individuals are expected to behave when participating in Western Oregon University Club Sports sponsored or endorsed activities. All club members participating in an event sponsored or endorsed by Western Oregon University are representing their club and Western Oregon University at all times. Club sports members are expected to represent themselves and their club with sportsmanship-like and moral behavior before, during, and after any club sport activity. Guidelines of the Code of Conduct include but are not limited to the following examples:

Participants shall not:

- Engage in illegal use, possession, or distribution of drugs or illegal substances, except for medical purposes, while traveling, competing, socializing and/or using facilities including lodging spaces.
- Consume alcohol while traveling (from the time the team leaves campus to the time it returns), competing, or as a spectator.
- Violate any traffic violations when traveling to competitions.
- Engage in hazing, harassing, discriminatory or threatening actions.
- Violate any rules or regulations of any conference, league or association to which the club may belong.
- Violate any host University rules or policies.

Participants shall:

- Represent the club, the Campus Recreation Department, and Western Oregon University in a positive and professional manner.
- Ensure that all team members adhere to the Code of Conduct.

Violations of the Code of Conduct may result in one or more of the following (list not all-inclusive list):

- Loss of funding or field reservations
- The removal of offending team members and restriction from future participation, for at least a specified period of time.
- Forfeiture of games
- Team probation
- Participation in educational activities or programs of community service.

The Campus Recreation Department will determine the appropriate disciplinary actions against clubs and/or individual participants that violate the Code of Conduct.

Hazing Policy

No student organization organized or operating on the Western Oregon University campus, nor any member of such an organization, shall intentionally haze any member, potential member or person pledged to be a member of the organization, as a condition or precondition of attaining membership in the organization or of attaining any office or status therein.

Hazing is defined as any action that endangers the physical, emotional, mental health or safety of an individual, or destroys or damages personal property for the purpose of initiation, membership, admission or participation in a group or organization. Expressed or implied consent of the person subject to hazing is not a defense. Apathy and acquiescence in the presence of hazing are not neutral acts; they are violations of this rule. Acts are constituted as hazing when they endanger the physical, emotional, mental health or safety of an individual, or destroy or damage personal property. Examples of hazing include, but are not limited to:

- Participating in calisthenics not related to a sport.
- Associating with specific people, but not others.
- Requiring acts of servitude.
- Forcing or coercing shaving of the head or any other part of the body.
- Conducting hunts or quests.
- Engaging in public stunts or buffoonery.
- Forcing, coercing, or encouraging someone to wear apparel that is conspicuous and not within community norms.
- Requiring or coercing tattooing, piercing, or branding.
- Engaging in or simulating sexual acts.
- Threatening or causing physical restraint or abuse (such as being held down, tied up, taped, or confined in a small space).
- Forcing or coercing consumption of any substance.
- Kidnapping, or transporting and abandoning, a person.
- Conducting interrogations.
- Requiring nudity in a public or private place.
- Causing excessive fatigue through physical or psychological abuse.
- Damaging, destroying, or stealing property.
- Identifying hazing targets or subjects on the basis of their race, religion, ethnic origin, gender, age, disability, sexual orientation, or other legally protected classification.

Note:

Determinations as to whether hazing occurred are made by Campus Recreation professional staff and, based on severity, may be treated as a major infraction and/or forwarded on to University officials for further disciplinary action.

Safety

Safety of club sport participants is of utmost importance. There are inherent risks of injury and/or death involved in all recreational and competitive sport programs. The participants in the Club Sports Program should be aware that involvement is voluntary.

In case of a serious injury immediately call 911 If on WOU's campus, then call WOU Public Safety (503-838-8481) to inform them of the situation and actions taken. Next, call Campus Recreation administration to inform them of the situation as well. Remember to document the incident with dates, times, and actions taken.

Risk Management Requirements:

1. **Safety officers:** Club Sport teams are required to have safety officers. The Campus Recreation department will designate the safety officer requirement for each club based on the risk associated with the sport. Safety officers must:
 - Complete CPR/First Aid/AED training as required by the Campus Rec Department
 - Complete the NFHS Concussion training course. This must be completed each year.
 - Maintain a fully stocked first aid kit that is present at all team practices
 - Attend Safety Officer Training with the Campus Recreation Department
2. The Club Sports Program strongly recommends that all club sports participants have annual physical examinations. WOU and Campus Recreation assume no responsibility for any participant with an existing health condition that makes it inadvisable for him/her to participate in any given activity.
3. *It is strongly recommended that each individual club sport member secure her/his own Accident and Health Insurance. Campus Recreation does not provide insurance coverage for accident or illness incurred while participating in the Club Sports Program. Participants must understand the risks involved with sport competition, and will not hold WOU liable for injury, damage, or loss arising from participation in all club sports activities.*
4. Participants are required to wear proper dress and appropriate protective equipment.

Documentation Requirements: It is important that accidents, dangerous/significant incidents and injuries related to club sports are documented. The Club President or Safety Officer(s) are responsible for this documentation:

1. If an incident (i.e. fight, intoxication, theft, property damage, etc) or accident occurs at ANY location, complete an incident/injury report (located on IMLeagues.com) and notify the Campus Recreation immediately.
2. Injuries sustained at HOME GAMES will be documented by the Athletic Trainer. However, it is the responsibility of the Club President or Safety Officer(s) to complete in an incident/injury report (located on IMLeagues.com) for injuries sustained at practices and AWAY games.

Financial Accounts

IFC Funded Account - Commonly Refer to as “School Funds”

Some club sports have a state/school account for their IFC allocated funds. Under the guidance of the Campus Recreation department, the officers of each club are primarily responsible for the financial decision of their club.

The state/school account is a “restricted” account, meaning there are restrictions on what can and cannot be purchased or reimbursed. All transactions must receive prior approval by Campus Recreation administration before transaction occurs. Purchases made by individuals without proper approval will not be reimbursed. Examples of allowable purchases include:

- Travel expenses for trips to/from competitions/games
- Tournament or event entry fees
- Conference/league dues
- Equipment, Jerseys and first aid supplies (all of which must remain with the club)
- Officials/referee fees

Non-allowable purchases include, but are not limited to:

- Any items that will become the permanent possession of a member
- Team socials/celebrations
- Meals for players, coaches, officials, etc
- Start-up cash for a club event in which the club will make money (fundraising, special event, tournament, etc)

Club Funded Account – Foundation Funds

ALL Club Sports have an account through the WOU Foundation. Accounts through the WOU Foundation are available for club use and offer more flexibility than the state/school account. Clubs teams must provide the funds for this account themselves using membership dues, fundraised money and donations.

Approval by Campus Recreation administration is also required for purchases with the Foundation account; however, the funds being used will not be as restricted compared to the state/school account. It is the responsibility of the club to know how much money they have available in their Foundation account. Common purchases using Foundation funds include:

- Any items that will become the permanent possession of a member (i.e. “team gear”)
- Expenses related to approved team socials/celebrations
- Coaches’ pay
- Start-up cash for a club event in which the club will make money (fundraising, special event, tournament, etc)

Dues

Club Sports may choose to charge team dues to help pay expenses not covered by the IFC allocated funds. Officers are strongly encouraged to strictly enforce a due date for all dues. There are two methods participants can choose from when paying dues:

- Cash or Check: Must be submitted to the club's designated officer
 - The officer must be able to provide a receipt for all dues paid using cash or check
- Online with a Credit or Debit Card. Visit the forms section on IMLeagues and select the form called: "How to Pay Dues Online"

Fundraisers

To ensure that there are adequate funds available to operate, fundraising is essential for all Club Sports. The Campus Recreation department can provide guidance for fundraisers and ensure that the proper steps are being followed for necessary reservations, cash handling, and paperwork.

- Prior to any fundraiser, a Fundraiser Request form must be submitted and approved. The form should be submitted at least 10 days before the fundraiser. The Fundraiser Request Form is located on IMLeagues.com

Purchasing & Logo Usage

Club officers are responsible for identifying/determining what purchases need to be made for the Club. However, all purchases must be approved and processed by the Campus Recreation department. Officers should contact the Campus Rec department when they have identified the need for a purchase and they will work together to complete the process. This ensures that:

- Appropriate payment methods and vendors are being used
- Approved logos are being printed, and by licensed vendors
- Necessary funds are available for the purchase

Weight Lifting - HWC Usage

Teams are encouraged to use the HWC facility to work out as long as the following guidelines are met:

- Teams must not overtake any particular area of the HWC. Instead, teams must break up into groups of 3-4 and rotate between lifts/machines
- Teams must allow and encourage other HWC patrons to rotate in on any machine they are using
- NOTE: The Athletics' Department Weight room is not available at this time for Club Sport usage

Turf Field Usage

The turf field is used by other programs (such as intramurals, PE classes, Athletic Department) and numerous club sport teams. Here are expectations club teams must adhere to:

- **Clubs must coordinate all turf field usage including practice and game times with the Campus Recreation Department to ensure the field is available when you are hoping to play.**
- To cancel practice(s), game(s), or any reservation(s), a club officer must contact Campus Recreation administration at least 24 hours before the reservation is in effect.
- Clubs are responsible to conduct a safety check of the field prior to every use.
- Clubs are responsible for set-up and clean-up of the field for all practices, games and events.
- Misuse of the field and equipment will jeopardize future use and club status.
- Clubs are required to respect the field and are responsible to leave at the designated end time.
- If there are other clubs or users on the field at your scheduled time, contact the Health and Wellness Center (503-838-9530) for the field schedule.
- Drugs and alcohol are prohibited in and at all Campus Recreation facilities and events by participants, coaches/instructors, or spectators.

Travel Policies

General

- Any travel outside of Monmouth city limits must have a completed travel itinerary submitted at least four (4) days in advance of the travel and approved by Campus Recreation administration.
 - The completed travel itinerary is accessed and submitted through IMLeagues
 - If this form is not submitted, the club will not be eligible to travel or receive funding for the trip.
 - Any changes to the itinerary must be done prior to departure and approved by the Campus Recreation Department.
- Unless prior approval is given by the Campus Recreation Department, or in the case of an emergency, all travelers must travel directly between the WOU campus and the designated location of the competition/event.
- If traveling in multiple vans, at least 1 club officer or safety officer must be in each van.
- Guests, friends and family are not permitted to travel on University Trips in University owned or rented vehicles.
- Passengers are expected to behave in a manner that does not distract the driver.
- Possession and/or use of alcohol, marijuana, and/or illegal drugs are not permitted while on trips associated with Sport Clubs practice, events and competitions
- *Club members and coaches can receive reimbursement for club travel gas expenses if their vehicle is registered with the University. This can be done by submitting a Private Auto Cert through IMLeagues.com*

Violations of travel policies, procedures, and Code of Conduct will result in a disciplinary action taken by Campus Recreation administration.

In case of an emergency during travel (serious injury to club member, accident, weather, etc) immediately call 911 and communicate the situation. Then, when possible, call Campus Recreation administration to inform them of the situation as well. Remember to document the incident with dates, times, and actions taken.

Driver and Vehicle Authorization

Teams can choose to travel to/from competition/events either by carpooling in team members' personal vehicle or by traveling in 7 or 12 passenger vans that the Campus Recreation Department can reserve from Salem's fleet services. In both cases, driver and vehicle authorizations must be completed by all drivers prior to the travel itinerary's submission. All of these forms are can be completed and submitted on IMLeagues

- Whether they plan to drive a personal vehicle or a rented van, any club members driving a vehicle to or from a Club Sport competition/event must first complete and submit a Drivers Authorization form on IMLeagues
- All club members driving a rented van to or from a Club Sport competition must first complete an online van safety training course which can be accessed on IMLeagues.com

- All personal vehicles used for transportation of Club members to and from a Club Sport related game/competition must be pre-approved by submitting a Private Auto Certificate of Insurance on IMLeagues.com

Driver Safety

- Passengers should help keep drivers alert and watch for signs of drowsiness.
- Drivers must adhere to posted speed limits and must obey all traffic laws and regulations.
- A designated club member will serve as the navigator. The navigator will sit in the front passenger seat and will remain awake throughout his/her duty as navigator.
- Seat belts or other approved safety restraint devices required by law must be worn by all travelers while the vehicle is in operation.
- Driving between the hours of 12:00 a.m. (midnight) and 6:00 a.m. is strongly discouraged except in an emergency situation.
- The following regulations concerning the balance of driving, should be followed:
 - For every 4 hours of driving, drivers must take a 30 minute break.
 - For each 8 hours of driving in a day, drivers must take at least an 8 hour rest period. (Alternate drivers must be provided for trips expected to take more than 8 hours).

Disciplinary Guidelines

Violation of, or non-compliance with the Club Sports Program officer expectations, procedures, policies, University policies, or club sports standard of conduct may result in disciplinary actions prohibiting your club's participating to full capacity.

Minor Infractions – these apply to officers and club members who are not meeting the expectations or roles outlined in the Club Sports handbook. Examples of minor infractions include, but are not limited to, failure to:

- Attend mandatory meetings and trainings.
- Turn in required forms and paperwork on time
- Contact Campus Recreation staff regarding practices, games, competitions, fundraising, etc. in a timely fashion.

Disciplinary Actions for Minor Infractions

- First offense: club/member is placed on probation for set length of time.
- Second/additional offenses: probation, loss of privileges, and monetary fine.

Disciplinary action is not limited to the options listed above. Other potential sanctions may include freezing all club funds or revoking facility privileges. Continued minor offenses can result in disciplinary actions typically reserved for major infractions (see below).

Major Infractions – these include actions of the club and individual club members that are outside of the acceptable standards of conduct or violate University, Department, and Club Sport Program policies and/or expectations. Examples of major infractions include, but are not limited to:

- Violation of Code of Conduct Agreement.
- Display of conduct that is incompatible with the University's function as an educational institution and the purpose of the Club Sports Program.
- Allowing ineligible individuals to participate in club activities.
- Violation of any host University rules or policies.

Disciplinary Actions for Major Infractions may result in one or more of the following (not an all-inclusive list):

- Loss of funding.
- The removal of offending team member(s) and restriction from future participation for a specified period time.
- Suspension or exclusion from all or specified privileges or activities of the Club Sports Program.
- Participation in a team building workshop or other required educational activities or programs of community service.
- Loss of recognition as a club sport by the Campus Recreation department.

Campus Recreation administration will determine all disciplinary actions pertaining to club teams or individuals committing major infractions. Major infractions may be referred to the Office of Student Conduct or other University officials depending upon the severity of the action taken by the club or member.

Disciplinary Notification

Campus Recreation will notify club officers (and the offending team member(s), if applicable) with a disciplinary letter listing all infractions. The letter will need to be signed by club officers (and the offending team member(s), if applicable) and returned to Campus Recreation within one week. The letter will state:

- The reason for the disciplinary action.
- The length of the probation period and action served to club.
- The possible consequences the club will face if additional infractions occur.

Appeal Process

Decisions of disciplinary action by Campus Recreation may be appealed to the Director of Campus Recreation. A written notification from the club president or representative indicating the reasons for appeal must be submitted to the Director within seven (7) days of the date on the disciplinary notification letter. The Director will rule on the appeal after investigating the situation and may uphold, reject, or modify the action taken. Parties involved will be notified of the appeal results in writing.

Re-Chartering Process

In order to remain a Club Sport, each club must re-charter on an annual basis. The re-charting process must be completed by the end of the 8th week of spring term each year.

To re-charter, a club must complete the following:

1. Hold officer elections.
 - a. All club members must have an opportunity to nominate themselves or anyone else on the club to one of the officer positions listed in the club's constitution.
 - b. An anonymous voting process must take place in which all current club members have the opportunity to vote for their preferred nominee for each positions
 - c. Current officers must re-run for their position if they wish to hold it for another year
2. Hold a Transition Meeting with the Assistant Director of Club Sports. The out-going and newly elected president must meet with the Assistant Director to ensure a smooth transition between presidents and discuss any pending club business
3. Resubmit the Club's constitution. The newly elected officers are encouraged to review the constitution with the outgoing officers to determine if any changes are necessary.

WOU Club Sport Contact Information:

Andy Main

Assistant Director of Intramural and Club Sports | Campus Recreation

Western Oregon University

(503) 838-8513

maina@wou.edu | HWC 107

