

MICHIGAN STATE

UNIVERSITY

**DEPARTMENT OF
INTRAMURAL SPORTS AND
RECREATIVE SERVICES**

<http://www.imsports.msu.edu>

CLUB HANDBOOK

(Revised 01/08)

*A Division of Student Affairs and Services
MSU is an Affirmative Action/Equal Opportunity Employer*

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Starting a New Club

If your student organization is interested in joining the MSU IM Sport Club Program, you must follow the policies outlined below:

1. Any student group requesting admission into the Sport Club Program in the Intramural Sports & Recreational Services department must be a registered student organization (RSO) with the student activities office.

To register as a student organization, you must:

- a. Fill out and return the Registered Student Organization Packet at 101 Student Services Building.
 - b. You must have **at least three students (enrolled with six or more credit hours)** to be president, vice president, and treasurer of your organization.
 - c. Provide a **Constitution** and have an **Advisor** (Must be an MSU faculty or full-time staff, or graduate student).
2. After becoming an RSO, you may formally apply by doing the following:
 - a. Attending the All Sport Club's Meeting or scheduling an appointment with the Director of Club Sports.
 - b. Completing and submitting **all** necessary Sport Club registration materials.
 3. After you submit your registration materials, the Director of Club Sports will determine if your club meets the IM Sport Club Program criteria **and** there is ample facility space to serve your club's needs.

Club Responsibilities

Michigan State University Club Sports must follow all policies and procedures set by the University, the Student Activities Office, and the Department of Intramural Sports & Recreative Services.

The following is a checklist of the responsibilities each club must fulfill:

1. Have an **updated** club Constitution on file in the Sport Club Office **and** the Student Activities Office.
2. Submit the following **yearly** forms each fall to the Director of Sport Clubs:
 - Registered Student Organization Application
 - Club Registration Form
 - All Coaching Forms
 - Facility Request Forms
3. Submit the following forms at the **BEGINNING OF EACH SEMESTER**
 - Updated club rosters
 - Liability waivers for all members. **No one** is to participate without having submitted a completed liability waiver.
 - Travel waiver. **No one** is to travel without turning in this form.
 - Club contact name, address, phone number, and e-mail address

- Competition/Travel schedule
- Website information update

Please ensure that ALL forms are COMPLETED in their entirety.

4. At least one individual from each club must be assigned to attend the Intramural Sports Club Sessions once a semester.
5. Someone from each Club must check the club's mailbox in 205 IM West at least once per week.
6. Clubs are responsible for adhering to student membership policies. This means students must comprise 90% of competitive clubs and 75% of instructional club memberships (see eligibility on page 6).
7. All Sport Clubs are required to have at least 10 members to keep their affiliation with the Sport Club Program.
8. All publication and apparel designs **MUST** be checked through the Sport Club Office to ensure they adhere to University logo regulations. You should refer to the MSU Graphics standards Manual which can be accessed online at <http://www.anrcats.msu.edu/docs/graphstdman2004.pdf>.
9. Clubs must ensure that contact information located on the IM webpage is up-to-date and accurate. Changes to the Club contact information should be forwarded to the Director of Club Sports.

Officer Responsibilities

Sport Club officers are an extremely vital part of the success of the club. Generally, Sport Clubs have three or four officers including a President, Vice-President, Treasurer, and Secretary. Each club must have a minimum of three officers (President, Treasurer, and one other) as required of all student organizations, but may have others as necessary. Though policies and procedures are set by the Student Activities Office and the Intramural Sports & Recreative Services Department of Michigan State University, Sports Clubs are student directed. The specific responsibilities of each club officer are determined by the clubs, but each club is strongly encouraged to follow the recommended guidelines listed below:

All officers have the responsibility for seeing that the club abides by all University policies and procedures. These include, but are not limited to: scheduling, financing, advertising, and sponsoring events.

- A. President's Responsibilities
 1. Preside over club meetings and conduct club business
 2. Promote fundraising events
 3. Delegate responsibility as necessary
 4. Approve the club budget
 5. Approve all club spending
 6. Keep strong positive relationships going between club members

7. Develop and encourage new leadership in first and second year students
 8. Designate a representative for IM Club meetings
- B. Vice-President's Responsibilities
1. Take over in the President's absence
 2. Assist the President with the responsibilities listed above
 3. Fill out and turn in all travel and liability paperwork to the Sport Club Office
- C. Treasurer's Responsibilities
1. Keep an account ledger up to date and legible (preferably on a spreadsheet or banking computer program)
 2. Make sure that money is handled properly and deposited immediately
 3. Prepare the club's annual budget
- D. Secretary's Responsibilities
1. Record and circulate minutes of all club meetings
 2. Circulate publicity information about the club
 3. Report new officer elections to the Sport Club Office before end of Spring Semester
 4. Make sure club constitution is up to date and on file
 5. Check mailbox weekly
 6. Keep up the membership roster
 7. Submit information you feel should be kept in the club's file in the Sport Club Office. This file represents the "life" of the club and should include pertinent items for future club leaders

Your club may have other officer positions as needed. Some positions clubs have had are Officer-at-large positions for Sponsorship, Public Relations, Recruiting or Travel. It is also a good idea to have one or two individuals serve as the representatives for the General Sessions. Keep in mind that all club officers must carry at least six credits (half-time) per semester (summer not included).

Code of Conduct

Michigan State University has a standard of student conduct that applies to all members of Sport Clubs regardless of student status. Please refer to the Office of Judicial Affairs for a copy. Accordingly, the Sport Club Program has a standard of conduct for all clubs affiliated with the Intramural Sports Club Program. Students in the Sport Club Program assume an obligation to conduct themselves in a manner compatible with the University's function as an educational institution. When members participate in an event they accept the responsibility of representing the University in a way that will not detract from the reputation of the Institution, will demonstrate ethical conduct, and will display sportsmanship before, during, and after the event.

Participants shall not:

- Consume alcohol while traveling, competing, or spectating
- Use drugs, except for medical purposes, while traveling, competing, socializing, and/or using facilities where they are considered representatives of the Institution.
- Strike, attempt to strike, or abuse an official, opposing player, spectator, or coach.

- Intentionally engage in or incite participants and/or spectators to engage in abusive or violent behavior.
- Use obscene gestures, profanity, or disrespectful language.
- Violate any tournament, Michigan State University, host institution, or Sport Club Program rules or policies.

Violations of these standards will result in disciplinary action by the Intramural Sports and Recreative Services Department Director.

Sport Club Eligibility Policy

Regular Membership

Michigan State University Sport Club Program is open to all registered students, faculty, or staff. These individuals need only pay the dues required by the club and fill out necessary paperwork to become members of that club.

Sport Club Affiliates

Local community members, 18 or more years old, can also participate in the Sport Club Program on a limited basis. These individuals must purchase a Sport Club Affiliate Card at the Sport Club Office. There is a \$20 charge per semester for this card. For competitive clubs, there is a requirement that 90% of the club must be composed of fee-paying students. Instructional clubs must have a minimum of 75% fee-paying students, but the voting membership of the club must be at least two-thirds students.

****Individual Sport Clubs may have stricter eligibility standards for non-student membership. These eligibility policies are the minimum requirements for all groups associated with the Sport Club Program and individual clubs are prohibited from making their eligibility standards more lenient. Many of the competitive clubs are in leagues that require 100% student membership and these clubs may choose to not admit non-students as members based on league requirements.**

Athletic Eligibility

For those clubs whose league requirements insist that an eligibility check is done on club members, please follow these steps that are required from the Registrar's Office. This check will be done with accuracy and is confidential if the following procedures are followed:

- A. Allow a minimum of 1 week (5 working days) for processing
- B. Supply information provided by the event/tournament committee of your league
- C. Each request must contain the following information when submitted
 1. Clearly printed name
 2. Student signature
 3. Student ID number

Sport Club Membership Requirements

All Michigan State University Sport Clubs are designated as either competitive or instructional. This designation is determined by the Director of Sport Clubs. As stated above, competitive clubs must have a minimum of 90% student membership. This policy requirement is in place to ensure that all student organizations remain student directed.

Michigan State University Sport Club Program also requires that all Sport Clubs have at least 10 members or the minimum number of players required to field a team, whichever number is higher. It is imperative that the Sport Club Administration be efficient in allocating the limited time and facilities available for Sport Clubs. If your club cannot maintain this minimum membership, either there is not enough interest in the University community, or your club is not working hard enough to recruit. If the club cannot meet the minimum membership criteria, it will first lose facility time and, if the club cannot recruit more members, it may eventually be dropped from the Sport Club Program.

Fundraising, Sponsorship, and Donations

The importance of fundraising for Sport Clubs cannot be stressed enough. Clubs must generate their own funds.

Fundraising recommendations:

1. Fundraising should not be left up to one club member, but should be planned by a fundraising committee and conducted by the entire club.
2. Set up a budget for all fundraising events and estimate possible expenses. Keep all receipts and record all transactions. You can also approach businesses for sponsorships, prize donations, and discounted services to offset the costs of the activity.
3. Establish a realistic time schedule that allows ample time for planning, meetings, resource gathering, etc., and always include deadlines. Your time schedule should allow for the event to take place in the proper season, i.e., don't try to squeeze in a car wash at the beginning of December.
4. If you need facility space, make sure you reserve the space that will meet the needs of the activity prior to planning the event. You do not want to conflict with another campus activity or try to fit too many people into a small facility.
5. Publicize the event. You can contact radio, TV, newspapers with Press releases, or advertise on your own. Make sure all publicity is approved by the Program Director ahead of time.
6. Evaluate the fundraising event from the time you begin planning to the end of the project. Keeping these notes on hand will make it easier to plan activities in the future.

Note: **Fundraising cannot include sponsorship from tobacco companies.** If you are planning to get sponsorship from an alcohol company, you must speak to the Program Director. The University has an alcohol policy by which all student organizations must abide.

Fundraising ideas:

The Sport Club Office occasionally gets requests for groups interested in fundraising and that information is passed on when it becomes available. The following events are just suggestions.

Sponsorships	Selling candy	Raffles
Arena Cleanups	Dance-a-thons	Row-a-thons
Sports Camps/Clinics	Campus Concessions	Donations
Bake sales	Ticket sales to competitions	Car washes
Tournaments (golf, softball, etc.)	Can Drive	Pizza Kit Sales

Authorization for Fundraising Raffles

1. Club must acquire a Michigan Lottery Permit when holding a raffle.
2. Permits can be obtained by completing a Permit Application. Applications can be obtained from the following locations.

1000 Michigan National Tower
Lansing, MI 48933

One Woodward Ave, Suite 1550
Detroit, MI 48226

Or call the Gaming Hotline at (313) 965-9038

3. The permit number must be printed on each raffle card/ticket.

Michigan Gaming Law web address:

<http://www.michigan gaming.com/Lottery/Lott-97.html>

Sponsorship

Often Sport Clubs will seek the aid of off-campus organizations or companies in sponsoring the club or an event. There are University policies and regulations, which govern a private firm or organization sponsoring a student organization or an activity on campus (or off-campus when the club is a RSO). Additionally, policies exist governing the type of printed materials that can be posted and what can appear on them.

Sports Club Development Fund

Sports clubs have the privilege of depositing donations in a tax-free development account managed by MSU Development Office. Check or money order donations must be made out to MSU indicating the name of the club in the note section. Be sure that the donors name and mailing address are submitted with the donation. Submit donations to 201 IM West, where the IM clerical staff will process your donation. Donors receive a letter form the MSU Development Office verifying receipt of the donation as a tax deductible. Donors can also donate via credit card. To do so, they would need to either call the Development Office at 517-355-8257 or go on the website at <http://www.givingto.MSU.edu>. In either case it is imperative that the donor indicate they the name of the club (i.e., Figure Skating Club, Women's Ice Hockey, etc), mailing address and phone number.

Facilities, Schedules, Maintenance, and Keys

Intramural Sports & Recreative Services provides numerous facilities for use by Sport Clubs. These facilities may be used for practice, competition, or special events and may or may not require rental fees. Please remember that any time your club uses IM facilities each club member must present his or her University or Affiliate Card with a picture ID to the designated facility monitor..

There is no guarantee that the Sport Club Program will be able to provide your club with all of the facility time you request. Please realize that most facilities are shared with other Sport Clubs, IM Sports' Programs, the Department of Kinesiology, and the Department of Intercollegiate Athletics. It may not be possible to practice at the times you request. Facility use is a privilege

of being affiliated with the Sport Club Program and failure to comply with policies will result in a reduction of facility time for your club.

Requesting Facilities

Clubs that need practice space, whether indoor or outdoor, must submit a Facility Request Form before the start of each semester. Facilities are allocated based on need, but clubs that have had specific times are given priority for those same times if there is a conflict. Changes may be made during the school year by submitting another facility request form, but there is rarely an opportunity for a club to change practice times during the year, unless it can find another club to trade times. Each Club is responsible for returning the facility utilized to its original state.

Available facilities include IM West, IM East, IM Circle, Demonstration Hall, and limited outdoor fields. Keep in mind that your time is assigned to your club only. You may not allow other groups to use your practice time unless you are using your time for competition. Any Sport Club allowing use of their assigned time will be subject to loss of all of their facility use indefinitely.

Schedules and Special Events

All competitive clubs are required to submit competition schedules. In order to coordinate events with other campus programs and be prepared for emergencies, the Sport Club Office must be informed of such Club activities. Each Club is responsible for returning the facility utilized to its original state.

Fees and Special Events

Clubs hosting events in IM facilities will be charged rental fees for exclusive use of that facility beyond a 2 hour reservation. The fees are as follows:

Dem Hall Arena	\$20/hour
Gymnasium	\$10/court/hour
Turf Arena	\$20/hour
Sports Arena	\$20/hour
Pool	Consult Aquatics Director
Labor	\$20/hour per employee needed before and after facility's regularly scheduled hours and possibly during event, depending on size and nature of event.

Club Travel

Travel Request - This form is required for all club travel, regardless of form of transportation. The Travel Request holds important travel information in case of an emergency situation and must be completed, and received by the Sport Club Director **before** the travel date.

Coaching Policies

Depending on the organization and type of club, coaches or instructors may or may not be necessary. Those clubs that compete on a regular basis should generally have a specific individual or individuals registered with the Sport Club Office. Club coaches may be paid, but it is recommended that clubs find volunteers to serve as coaches. If a coach is to be paid a hiring agreement is required between the club and the coach. Club officers should make it very clear what is expected of all coaches so there are no misunderstandings later.

Coaches, whether paid or volunteer, are required to have a Coaches Form on file in the Sport Club Office.

It is highly recommended that all coaches be CPR and First Aid certified.

Facility entrance passes for coaches can be requested from the Director of Club Sports.

Safety: CPR and First Aid

Each individual participating in a club sport must take responsibility for his or her own health and safety. All individuals who intend to participate in vigorous sports should, for their own protection, have a physical examination by a qualified medical professional before participating in any club activities.

As part of the responsibilities of club officers, all steps possible to ensure the safety and health of club members must be taken. Each club's officers are responsible to be certain that a current liability waiver is signed by each club member and is on file with the Sport Club Office, that all appropriate safety and risk management policies are adhered to, that there are adequately qualified officials present, and that coaches or other responsible individuals are adequately trained for their assigned duties including CPR and First Aid.

In order to provide immediate medical attention to an injured member, it is recommended that **all** Sport Club coaches be required to be certified in Standard First Aid and Cardiopulmonary Resuscitation (CPR). If a club does not have a coach who is, it is recommended that two people from the club must be certified.

Liability Waivers

Prior to any activity in the Sport Club Program, each club member must fill out and submit a Liability Waiver to the Sport Club Office. The waiver consists of the Sport Club Membership Oath, Release and Assumption of Risk, and member information. The liability waiver is required once per year. Please make sure the form is read thoroughly, filled out, and signed by the participant before being submitted to the Sport Club Office.

If a member is found to be participating without a waiver, the club is subject to loss of facility time or allocation funds. Please make sure each person has completed a waiver because he/she is a liability risk to the club, the club officers, the Sport Club Program, and the University.

Athletic Trainers

A number of clubs are required to have University athletic trainers at home events. These trainers are paid for by the Sport Club. All contact sports or activities recommend athletic trainers at competitions. Martial arts clubs are required to use trainers if contact sparring is conducted. If your club fits the descriptions above, please contact the Director for Sport Clubs for more information.

Risk Management

Risk management is the process of managing your club's potential exposure to loss (either bodily injury or property damage.) It is best to prevent accidents and injuries before they happen; therefore, it is strongly recommended that each Sport Club implement the following safety practices:

- Cancel practices or move indoors if there are dangerous weather conditions, including but not limited to lightening, hail, flooding, snow, tornadoes, and ice.
- Make sure all club participants use appropriate protection gear during contact practice and competition.
- Have a first aid kit onsite during practice and competition.
- Make pre-game/practice field and facility checks for hazards, debris, and any unsafe conditions
- Club officers, coaches, and instructors should review the risks inherent in their sport with the membership and emphasize safety at all times.
- Review the club's emergency procedures with the Sport Club Director.
- Inspect facilities and equipment prior to each practice, game, or special event. Report unsafe conditions to the IM Sports Office immediately, or if at an off-campus venue, report the condition to the proper managing authority.
- Require all club members participating in an aquatic activity to verify that they can swim (i.e., Crew, Water Polo and Water Ski).

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Michigan State University Guidelines for Food Service at Events

It is the responsibility of The University Physician's Office-University Sanitarian to approve and inspect food service operations occurring on university properties. We operate under a separate contract to perform Environmental Health Service on behalf of Ingham County Health Department (ICHHD). Both ICHHD and MSU follow the same criteria for food service sanitation requirements in an effort to protect the public health and prevent potential food borne illness. If you choose to serve food at any event you must contact the University Sanitarian at (517) 355-9700.