# TABLE OF CONTENTS

**DIRECTORY INFORMATION** ........................................................................................................... 4

Currently Recognized Sport Clubs .................................................................................................. 4

Benefits of Membership .................................................................................................................. 4

  Definition of a Sport Club ............................................................................................................. 4

**RESPONSIBILITIES AND REQUIREMENTS** ............................................................................... 5

New Tier System ................................................................................................................................ 5

  What is this and why is it being implemented? .............................................................................. 5

Start Up Tier ...................................................................................................................................... 5

Recreation Tier .................................................................................................................................. 6

Competitive Tier ............................................................................................................................... 6

Other Important Information ........................................................................................................... 7

Cardinal Check Up ........................................................................................................................... 7

  Sport Club Report Card .................................................................................................................. 7

  Sport Club Grades .......................................................................................................................... 11

  Sport Club Engagement Program ................................................................................................. 11

Officer Responsibilities ................................................................................................................... 12

Safety Officers ................................................................................................................................. 13

Membership & Eligibility ................................................................................................................ 13

  Membership .................................................................................................................................. 13

  Eligibility ....................................................................................................................................... 14

Waivers to be Completed .................................................................................................................. 14

Attendance at Sport Club Meetings .................................................................................................. 14

Weekly Mailbox Check .................................................................................................................... 14

Campus Advisor ............................................................................................................................. 14

Equipment Inventory Records ........................................................................................................ 15

**SCHEDULING FACILITIES** ....................................................................................................... 15

Any On-Campus Club Event ............................................................................................................ 15

  Practices ....................................................................................................................................... 15

  Home Matches ............................................................................................................................. 15

  Tournaments ................................................................................................................................. 16

  Volunteers at Events ...................................................................................................................... 16

  Food on Campus ........................................................................................................................... 16

**SAFETY** ....................................................................................................................................... 17

Risk Management ........................................................................................................................... 17

Injuries .............................................................................................................................................. 17

  Return to Play ............................................................................................................................... 18
TRAVEL REQUIREMENTS ................................................................. 18
  Travel Authorizations .................................................................. 18
  Travel Itineraries ........................................................................ 18
  Post-Game Reports ...................................................................... 18
  Vehicle Use ................................................................................. 18
  Other Duties ................................................................................. 18
  Hotels/Lodging ............................................................................ 19
STANDARDS OF CONDUCT ............................................................ 19
  Hazing .......................................................................................... 19
  Disciplinary/Appeal Process ........................................................ 19
CLUB FINANCES ............................................................................ 20
  University Financial Fund Accounts ............................................. 20
  Benefits of Holding a University Fund ......................................... 21
  Cash Handling Procedures .......................................................... 21
  FOAP Information ....................................................................... 21
  Depositing into Sport Club Account ............................................. 21
  Financial Accounts ..................................................................... 22
  Foundation .................................................................................. 22
  Sport Club Allocation Board ....................................................... 22
PURCHASES AND REIMBURSEMENTS ........................................... 23
  Allocated Sport Club Funds .......................................................... 23
  Making Purchases ....................................................................... 23
  Obtaining Reimbursements ......................................................... 24
  Financial Responsibilities ............................................................. 24
  Fundraising Guidelines ............................................................... 24
    Promoversity ........................................................................... 25
  Tax Guidelines ............................................................................ 25
  Sponsorships .............................................................................. 25
APPAREL AND TEAM UNIFORMS ................................................ 26
  Vendors ...................................................................................... 26
MARKETING/SOCIAL MEDIA .......................................................... 27
STATEMENT OF AUTHORITY ........................................................ 27
DIRECTORY INFORMATION

**Sport Club Administrative Office**

Ball State University
Student Recreation and Wellness Center
1700 Neely Avenue
Muncie, Indiana 47306
Phone: 765-285-1753
sportclubs@bsu.edu
http://www.bsu.edu/recreation

**Professional Staff**

Jaclyn Gidley, Coordinator of Competitive Sports and Community Programs
Office: 765-285-0837 Cell: 765-661-9094
Email: jgidley@bsu.edu

Ben Peak, Director of Recreation Services
Phone: 765-285-3570 Email: bwpeak@bsu.edu

Currently Recognized Sport Clubs

1. Baseball
2. Bass Fishing
3. Bowling (M)
4. Bowling (W)
5. Dodgeball Club
6. Equestrian – Hunter Jumper
7. Equestrian – Western
8. Fencing
9. Gymnastics
10. Ice Hockey
11. Judo
12. Jump Rope
13. Lacrosse (W)
14. Martial Arts
15. Quidditch
16. Rock Climbing
17. Rugby (M)
18. Rugby (W)
19. Runner’s Association
20. Soccer (M)
21. Soccer (W)
22. Tennis
23. Ultimate (M)
24. Ultimate (W)
25. Volleyball (M)
26. Volleyball (W)
27. Water Polo
28. Waterski and Wakeboard

Benefits of Membership

**Definition of a Sport Club**

The Sport Club program at Ball State University is a component of the Office of Recreation Services. Sport Clubs are recognized Student Organizations that exist to promote and develop interest in a particular sport or activity. These interests may be competitive, recreational, or instructional in nature, and participation in Sport Clubs is voluntary. Each club is organized and run by its student members, particularly the student officers and Ball State Advisor. The emphasis of Sport Clubs is student leadership and development, and because of this student’s involvement in clubs enhances their university experience and contributes to their overall education.

This guidebook is designed as a supplement to the Student Organization Handbook distributed by the Office of Student Life located in the Student Center. The student officers (President, Vice President, Treasurer, Secretary, Safety Officers, etc.) of each club are expected to become familiar with the contents of each of the guidelines because they have been prepared to assist in the administration of clubs. Situations involving Sport Club business and activities not covered in these guidebooks should be referred to and discussed with the Office of Recreation Services Staff. Information in the Sport Club Guidebook is subject to change and will be announced appropriately.
Benefits that Sport Clubs Receive

<table>
<thead>
<tr>
<th>Benefits</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trainings, workshops, resource materials from Recreation Services</td>
<td></td>
</tr>
<tr>
<td>Participation in activity fairs and other university-sponsored events</td>
<td></td>
</tr>
<tr>
<td>Meeting, practices, and event space priority in certain facilities</td>
<td></td>
</tr>
<tr>
<td>Site access in Benny Link organization portal</td>
<td></td>
</tr>
<tr>
<td>A BSU Office 365 webmail account in the name of your Sport Club</td>
<td></td>
</tr>
<tr>
<td>Free on campus account that is used for all transactions</td>
<td></td>
</tr>
<tr>
<td>Eligible to apply for allocation funding (must comply with University</td>
<td></td>
</tr>
<tr>
<td>Purchasing procedures)</td>
<td></td>
</tr>
<tr>
<td>Eligible to utilize campus bus services</td>
<td></td>
</tr>
<tr>
<td>Can use “at Ball State” at the end of Organization’s name only (may NOT</td>
<td>be used at the beginning of name, or use initials BSU)</td>
</tr>
<tr>
<td>Can use the Charlie Cardinal on apparel and print items in the approved</td>
<td>confirmed by the Office of Recreation Services</td>
</tr>
<tr>
<td>format that is confirmed by the Office of Recreation Services</td>
<td></td>
</tr>
<tr>
<td>Free mailbox in Office of Recreation Services</td>
<td></td>
</tr>
<tr>
<td>Assistance on club financial and event management.</td>
<td></td>
</tr>
<tr>
<td>Free annual audit of club financial records via the Office of the</td>
<td>Controller</td>
</tr>
</tbody>
</table>

RESPONSIBILITIES AND REQUIREMENTS

Sport Clubs at Ball State University must first meet the requirements set-forth with the Office of Student Life to be recognized annually as a Student Organization. Each Sport Club will either be considered Active or Inactive. Active Clubs must meet all of the requirements listed below in the Sport Club Cardinal Check Up. A club will be considered Inactive if they fail to meet any of the requirements listed below. Inactive Clubs will have their funds frozen, practices, and events (home or travel) will not be approved. Clubs not completing the Active Club Checklist by the deadline will remain Inactive until the checklist is complete.

To be recognized as a Sport Club with Ball State University Office of Recreation Services, each club must fulfill and observe the following policies and duties within their respective Tier.

New Tier System

What is this and why is it being implemented?
The Sport Club Cardinal Check Up (CCU) was a new assessment tool for the 2018-2019 academic year for the Sports Club program. It helped the Recreation Services department identify a need for a modified Sport Club classification and operating system - the Tier System. This new Tier System is designed to assist and help Sport Clubs achieve their respective goals, fulfill their student organization mission, meet standards, and operate in a manner that is most conducive to club success.

Start Up Tier

This tier is for brand new Sport Clubs or for previously inactive clubs to join the Sport Club Program. They are encouraged to join their associated national league or organization and have the ability to compete. They will not be eligible for any of the allocation funding through Recreation Services, as the club must be financially sustainable for two semesters (Fall and Spring or Spring and Fall). Two fall semesters and two spring semesters consecutively is the maximum amount of time that a club can remain in this tier.

1. Must have a minimum of two officers (example President and Treasurer) and like all clubs, must have two Safety Officers certified through the American Red Cross.
2. Ineligible to receive any funding for the first full two semesters (Fall and Spring or Spring and Fall) of this status.
3. These clubs will not be required to have a National Governing Body (association or league) but are encouraged and eligible to be a member and abide by their rules.
4. Traveling and competing will not be a requirement for these clubs, but rather an option. If travel and competitions do occur, the same due dates for submitting requirements will still hold true.
5. Third in priority for on-campus Recreation Services space, as Competitive Clubs will be first, and Recreation Clubs will be second behind Academics and Athletics. These clubs are still in front of other non-sport club student organizations and outside groups.
6. The Cardinal Check Up (report card) will be less detailed and minimized compared to the 2018-2019 school year. There will not be any excused 0 out of 0’s awarded because it does not apply to the club, with the exception of off-campus practices or any other unique situations.
7. Officers will be required to meet with Coordinator of Competitive Sports and respective Sport Club Assistant every other month and can meet more frequently if desired.

Recreation Tier
This tier is for clubs that are more instructional and/or social based, where competition is not the main priority of the club. They are welcome to compete and belong to a national league or organization but not required, and have fewer expenses and deposits compared to the competitive tier clubs. These clubs will be eligible for 35% of the total allocation funds available through Recreation Services.

1. Must have a minimum of two officers (example President and Treasurer) and like all clubs must have two Safety Officers certified through the American Red Cross.
2. Eligible to request funding from 35% of total allocation amount available to Recreation Services and are required to submit an electronic request through Benny Link and present in person.
3. These clubs will not be required to have a National Governing Body but are encouraged and eligible to be a member and abide by their rules.
4. Traveling and competing will not be a requirement for these clubs, but rather an option. If these do occur, the same due dates for submitting requirements will still hold true.
5. Second in priority for on-campus Recreation Services space, as Competitive-Tier Clubs will be first behind Academics and Athletics. These clubs are still in front of other non-sport club student organizations and outside groups.
6. The Cardinal Check Up (report card) will be less detailed and minimized compared to the 2018-2019 school year. There will not be any excused 0 out of 0’s awarded because it does not apply to the club, with the exception of off-campus practices or any other unique situations.
7. Officers will be required to meet with Coordinator of Competitive Sports and respective Sport Club Assistant every other month and can meet more frequently if desired.

Competitive Tier
This tier is for clubs that compete throughout the academic year, belong to a national league or association, and have a variety of expenses and dues deposited for their club. These clubs will be eligible for 65% of the total allocation funds available through Recreation Services.

1. Must have a minimum of three officers (example President, Vice President, and Treasurer) and like all clubs must have two Safety Officers certified through the American Red Cross.
2. Eligible to request funding from 65% of total allocation amount available to Recreation Services and are required to submit an electronic request through Benny Link and present in person.
3. It will be a requirement for these clubs to achieve and maintain active status within a sport specific National Governing Body.
4. Traveling and competing will be required of these clubs, and the same due dates for submitting requirements will still hold true. Clubs must compete at least four times during that school year unless their NGB does not give them the opportunity to compete to that extent.
5. First in priority for on-campus Recreation Services spaces behind Academics, Athletics and Recreation. These clubs are still in front of other student clubs and outside groups.

6. The Cardinal Check Up will be detailed and expanded compared to the 2018-2019 school year. There will not be any excused 0 out of 0’s awarded because it does not apply to the club, with the exception of off-campus practices or any other unique situations.

7. Officers will be required to meet with Coordinator of Competitive Sports and respective Sport Club Assistant every month and can meet more frequently if desired.

Other Important Information
1. Clubs wanting to move up to the Competitive Tier must first be successful in the Recreation Tier for two full consecutive semesters (Fall and Spring or Spring and Fall). Their Check Up grade must be an 80% or higher for those two full consecutive semesters in order to be eligible. A Sport Club Tier Transition Application will be reviewed and approved by the Director of Recreation Services and the Coordinator of Competitive Sports and Community Programs.

2. After committing to a Tier and the officers realize that Tier is not conducive to club operations, the club may apply to transition into a different Tier based up on the discretion of the Recreation Services professional staff members.

3. Throughout the 2019-2020 school year, there may be other additions to this system, and they will be communicated clearly to all Sport Club officers.

Cardinal Check Up
In order to better administer the diverse and growing Sport Club Program, the Cardinal Check Up has been implemented. Each club is currently a member of the Sport Club Program, and as decided by the Recreation Services professional staff, remains at their grade for the semester. However, due to conditions of probation, loss of leadership, and/or loss of student interest in a club, a club may be moved to another grade at any time.

ALL SPORT CLUB TEAMS MUST:
1. Be a Registered Student Organization on campus.
2. Follow Ball State University Recreation Services and Sport Club Guidelines.
3. Have Officers attend the Fall/Spring Sport Club Leadership Workshop.
4. Keep Benny Link team page roster, forms, events, etc. updated each semester.

The Cardinal Check Up is to aid the Sport Club Office in the status of and allocation decision process. The sections are all expectations of Sport Clubs and those teams who do not meet them will be recommended to be Inactive or a deduction of allocations and/or facility usage for the following school year.

Sport Club Report Card
The Report Cards, for the fall and spring, are composed of requirements that each club is expected to uphold. Below is an example of each Sport Clubs Report Card for the Fall 2019 semester and Spring 2020 semester.
### FALL 2019 COMPETITIVE TIER

<table>
<thead>
<tr>
<th>ITEMS</th>
<th>EARNED</th>
<th>TOTAL</th>
<th>NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2019 Activation Checklist was completed. – Student Organization Status, August Leadership Workshop Attendance, Student Activities Fair</td>
<td></td>
<td>120</td>
<td></td>
</tr>
<tr>
<td>All participants must complete online waiver via Benny Link prior to first practice. Safety Officer must confirm.</td>
<td></td>
<td>40</td>
<td></td>
</tr>
<tr>
<td>Leadership list completed &amp; all Officers complete the Officer Requirement Form via Benny Link by August 30 at 6 pm</td>
<td></td>
<td>50</td>
<td></td>
</tr>
<tr>
<td>All Travel Forms were turned in prior to deadlines; Authorizations (40) Itineraries (15) Post Game (10)</td>
<td></td>
<td>65</td>
<td></td>
</tr>
<tr>
<td>Club competed FOUR times throughout the 2019-2020 school year against other entities, unless approved otherwise.</td>
<td></td>
<td>40</td>
<td></td>
</tr>
<tr>
<td>Club fulfilled league or association’s membership requirements.</td>
<td></td>
<td>40</td>
<td></td>
</tr>
<tr>
<td>Space Request (Games/Tournaments) submitted within 15 business days.</td>
<td></td>
<td>15</td>
<td></td>
</tr>
<tr>
<td>Club was fiscally responsible with purchases, dues amount per athlete, and overall management. This includes keeping BURSAR account at a positive balance.</td>
<td></td>
<td>30</td>
<td></td>
</tr>
<tr>
<td>Involvement within the Engagement Program</td>
<td></td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>Officers presented their Allocation Presentation for the Spring 2020 semester. Request will be due by November 8 by 4pm (Optional to request, but mandatory to electronically submit &amp; present in person if requesting funds)</td>
<td></td>
<td>40</td>
<td></td>
</tr>
<tr>
<td>Practice Requests Submitted by October 11 at 6 pm via Benny Link for Spring 2020 semester.</td>
<td></td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>Club matched 100% of their allocation funding.</td>
<td></td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>Weekly Practice Log Submitted via Benny Link</td>
<td></td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>Community Service Event Attended by 75% of Roster</td>
<td></td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Club was present at Sport Club Office Hours and appointed monthly meetings.</td>
<td></td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Other: (Any negative behavior or actions that took place on Sport Club time)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Notes: Each week an item is late 25% of total points will be deducted. Two - four weeks late 50% of total points will be deducted. Any submissions completed after 4 weeks late 75% of total points will be deducted.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Points</td>
<td>0</td>
<td>500</td>
<td></td>
</tr>
<tr>
<td>Grade as of ____</td>
<td>0%</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### SPRING 2020 COMPETITIVE TIER

<table>
<thead>
<tr>
<th>ITEMS</th>
<th>EARNED</th>
<th>TOTAL</th>
<th>NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring 2020 Activation Checklist was completed. – January Leadership Workshop Attendance</td>
<td></td>
<td>60</td>
<td></td>
</tr>
<tr>
<td>All participants must complete online waiver via Benny Link prior to first practice. Safety Officer must confirm.</td>
<td></td>
<td>40</td>
<td></td>
</tr>
<tr>
<td>If new leadership, Leadership List completed &amp; complete the Officer Requirement Form via Benny Link by January 10th</td>
<td></td>
<td>25</td>
<td></td>
</tr>
<tr>
<td>All Travel Forms were turned in prior to deadlines; Authorizations (40) Itineraries (15) Post Game (10)</td>
<td></td>
<td>65</td>
<td></td>
</tr>
<tr>
<td>Club competed FOUR times throughout the 2019-2020 school year against other entities, unless approved otherwise.</td>
<td></td>
<td>40</td>
<td></td>
</tr>
<tr>
<td>Club fulfilled league or association’s membership requirements.</td>
<td></td>
<td>40</td>
<td></td>
</tr>
<tr>
<td>Space Request (Games/Tournaments) submitted within 15 business days.</td>
<td></td>
<td>15</td>
<td></td>
</tr>
<tr>
<td>Club was fiscally responsible with purchases, dues amount per athlete, and overall management. This includes keeping BURSAR account at a positive balance.</td>
<td></td>
<td>30</td>
<td></td>
</tr>
<tr>
<td>Involvement within the Engagement Program</td>
<td></td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>Club presented their Allocation Presentation for the Fall 2020 semester. Request will be due by March 30th by 11pm (Optional to request, but mandatory to electronically submit &amp; present in person if requesting funds)</td>
<td></td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>Practice Requests Submitted by April 10 by 4 pm via Benny Link for Spring 2020 semester.</td>
<td></td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>Club matched 100% of their allocation funding.</td>
<td></td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>Weekly Practice Log Submitted via Benny Link</td>
<td></td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>Community Service Event Attended by 75% of Roster</td>
<td></td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Club was present at Sport Club Office Hours and appointed monthly meetings.</td>
<td></td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Other: (Any negative behavior or actions that took place on Sport Club time)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Notes: Each week an item is late 25% of total points will be deducted. Two - four weeks late 50% of total points will be deducted. Any submissions completed after 4 weeks late 75% of total points will be deducted.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Points</td>
<td>0</td>
<td>395</td>
<td></td>
</tr>
<tr>
<td>Grade as of ____</td>
<td>0%</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
# FALL 2019 RECREATION TIER

<table>
<thead>
<tr>
<th>ITEMS</th>
<th>EARNED</th>
<th>TOTAL</th>
<th>NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2019 Activation Checklist was completed. – Student Organization Status, August Leadership Workshop Attendance, Student Activities Fair</td>
<td></td>
<td>120</td>
<td></td>
</tr>
<tr>
<td>All participants must complete online waiver via Benny Link prior to first practice. Safety Officer must confirm.</td>
<td></td>
<td>40</td>
<td></td>
</tr>
<tr>
<td>Leadership list completed &amp; All Officers Complete the Officer Requirement Form via Benny Link by August 30 at 6pm</td>
<td></td>
<td>50</td>
<td></td>
</tr>
<tr>
<td>All Travel Forms were turned in prior to deadlines: Authorizations (40) Itineraries (15) &amp; Post Game (10)</td>
<td></td>
<td>65</td>
<td></td>
</tr>
<tr>
<td>Space Request (Games/Tournaments) submitted within 15 business days.</td>
<td></td>
<td>15</td>
<td></td>
</tr>
<tr>
<td>Club was fiscally responsible with purchases, dues amount per athlete, and overall management. This includes keeping BURSAR account at a positive balance.</td>
<td></td>
<td>30</td>
<td></td>
</tr>
<tr>
<td>Involvement within the Engagement Program</td>
<td></td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Club presented their Allocation Presentation for the Spring 2020 semester. Request will be due by November 8 by 4 pm (Optional)</td>
<td></td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>Practice Requests Submitted by October 11 at 6 pm via Benny Link for Spring 2020 semester.</td>
<td></td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Club matched 100% of their allocation funding.</td>
<td></td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>Club was present at Sport Club Office Hours and appointed every other monthly meetings.</td>
<td></td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Other: (Any negative behavior or actions that took place on Sport Club time, which include late forms that aren’t in above sections)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Notes: Each week an item is late 25% of total points will be deducted. Two - four weeks late 50% of total points will be deducted. Any submissions completed after 4 weeks late 75% of total points will be deducted.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Points</td>
<td>0</td>
<td>355</td>
<td></td>
</tr>
<tr>
<td>Grade as of____</td>
<td>0%</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### FALL 2019 START UP TIER

<table>
<thead>
<tr>
<th>ITEMS</th>
<th>EARNED</th>
<th>TOTAL</th>
<th>NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2019 Activation Checklist was completed. – Student Organization Status, August Leadership Workshop Attendance. Student Activity Fair Attendance (If Able)</td>
<td>120</td>
<td></td>
<td></td>
</tr>
<tr>
<td>All participants must complete online waiver via Benny Link prior to first practice. Safety Officer must confirm.</td>
<td>40</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Leadership list completed &amp; All Officers Completed the New Officer Form via Benny Link by August 30th at 6pm (or earliest as possible).</td>
<td>45</td>
<td></td>
<td></td>
</tr>
<tr>
<td>All Travel Forms were turned in prior to deadlines (Authorizations, Itineraries, &amp; Post Game each worth 15 points)</td>
<td>45</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Space Request (Games/Tournaments) submitted within 15 business days.</td>
<td>15</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Club was fiscally responsible with purchases, dues amount per athlete, and overall management. This includes keeping BURSAR account at a positive balance.</td>
<td>30</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Involvement within the Engagement Program</td>
<td>5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Club presented their Allocation Presentation for the Spring 2020 semester. (Optional)</td>
<td>10</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Practice Requests Submitted by October 11th by 6pm via Benny Link for Spring 2020 semester (or earliest as possible).</td>
<td>5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Club was present at Sport Club Office Hours and appointed every other monthly meetings.</td>
<td>5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other: (Any negative behavior or actions that took place on Sport Club time, which include late forms that are not in above sections)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Notes: Each week an item is late 25% of total points will be deducted. Two - four weeks late 50% of total points will be deducted. Any submissions completed after 4 weeks late 75% of total points will be deducted.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Points</td>
<td>0</td>
<td>320</td>
<td></td>
</tr>
<tr>
<td>Grade as of ___</td>
<td>0%</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### SPRING 2020 START UP TIER

<table>
<thead>
<tr>
<th>ITEMS</th>
<th>EARNED</th>
<th>TOTAL</th>
<th>NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring 2020 Activation Checklist was completed. – January Leadership Workshop Attendance</td>
<td>60</td>
<td></td>
<td></td>
</tr>
<tr>
<td>All participants must complete online waiver via Benny Link prior to first practice. Safety Officer must confirm.</td>
<td>40</td>
<td></td>
<td></td>
</tr>
<tr>
<td>If new officers, Benny Link Leadership List completed &amp; new officers complete the Officer Requirement via Benny Link by January 10th</td>
<td>15</td>
<td></td>
<td></td>
</tr>
<tr>
<td>All Travel Forms were turned in prior to deadlines (Authorizations, Itineraries, &amp; Post Game each worth 15 points)</td>
<td>45</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Space Request (Games/Tournaments) submitted within 15 business days.</td>
<td>15</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Club was fiscally responsible with purchases, dues amount per athlete, and overall management. This includes keeping BURSAR account at a positive balance.</td>
<td>30</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Involvement within the Incentive Program</td>
<td>5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Club presented their Allocation Presentation for the Fall 2020 semester. (Optional)</td>
<td>10</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Practice Requests Submitted by April 10th via Benny Link for Fall 2020 semester.</td>
<td>5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Club matched 100% of their allocation funding.</td>
<td>10</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Club was present at Sport Club Office Hours and appointed every other monthly meetings.</td>
<td>5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other: (Any negative behavior or actions that took place on Sport Club time, which include late forms that aren't in above sections)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Notes: Each week an item is late 25% of total points will be deducted. Two - four weeks late 50% of total points will be deducted. Any submissions completed after 4 weeks late 75% of total points will be deducted.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Points</td>
<td>0</td>
<td>240</td>
<td></td>
</tr>
<tr>
<td>Grade as of ___</td>
<td>0%</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Sport Club Grades - Each semester clubs will receive a grade that is reflected on their Report Card. Each grade has a “level” below that is described and has positive and/or negative actions.

A – Outstanding - This level is for the clubs that are going above and beyond their responsibility as a BSU Sport Club. These clubs are very well organized, active on campus and in the community, they regularly support other Sport Clubs in their activities. This is an exceptional group of leaders that will set the bar for other clubs to achieve.

B – Average - This level is for clubs that are above average in their responsibilities as a BSU Sport Club. These clubs attend extra Rec Sport events and are organized in submitting necessary forms before the noted deadline.

C – Operating - This level is a baseline for the expectations that every club should be meeting to function properly and maintain their status as a Sport Club. New clubs or probationary clubs can achieve this level by being active in the bonus activities listed in the point system.

D – Pre-Warning/Probation - This level is for clubs that are below expectations that every club should be meeting. These clubs will be placed on a one-year probation period and will not be eligible for allocation funds.

F – Removal - This level is for clubs that have failed the expectations that every club is responsible to uphold. These clubs will become Inactive as a Sport Club and no longer be under the Office of Recreation Services.

If Sport Club teams receive two consecutive D grades, it will equal a F grade.

Sport Club Engagement Program - This program is an opportunity for Sport Clubs to interact with other clubs, departments, and programs throughout the Ball State and Muncie community. Clubs can also view this program as earning “extra credit” towards their Report Card if achieving more than the minimum requirement. All documentation for this program will be submitted through the Benny Link Engagement Program Form.

<table>
<thead>
<tr>
<th>GRADE RANGE</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90% and higher</td>
</tr>
<tr>
<td>B</td>
<td>80%-89%</td>
</tr>
<tr>
<td>C</td>
<td>70%-79%</td>
</tr>
<tr>
<td>D</td>
<td>60%-69%</td>
</tr>
<tr>
<td>F</td>
<td>59% and lower</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Attending Events</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>• This is an important part of supporting the BSU community. Report attendance by uploading a picture to club Benny Link page or social media outlets before the activity’s conclusion. Attendees must be in the picture with the event in the background.</td>
<td>10</td>
</tr>
<tr>
<td>1. Sport Club Game/Tournament</td>
<td></td>
</tr>
<tr>
<td>2. Recreation Services Special Event</td>
<td></td>
</tr>
<tr>
<td>3. Participation in an Intramural Sport League</td>
<td></td>
</tr>
<tr>
<td>4. Regular Participation in a Rec Fit Class</td>
<td></td>
</tr>
<tr>
<td>5. Participation in an Outdoor Pursuits Event</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Club Collaboration</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Clubs can work together to organize and plan a fundraiser, community service project, or special event with another Sport Club. Both clubs must submit Benny Link forms in order to earn full points.</td>
<td>10</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Recruitment and Retention Events</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Recruiting and maintaining a strong membership base is vital to the existence of any club. Events must be reported within two weeks to receive credit. Events cannot include alcohol or immediately follow a competition.</td>
<td>5</td>
</tr>
<tr>
<td>1. Call-Out Meetings, Demos, Tabling</td>
<td></td>
</tr>
<tr>
<td>2. Club Bonding/Socials, Club Dinner</td>
<td></td>
</tr>
<tr>
<td>3. Club Award Banquets</td>
<td></td>
</tr>
</tbody>
</table>
Club News and Updates
- May be submitted monthly about club accomplishments to share with Recreation Services and their fellow Sport Clubs. Reports for a given month must be submitted by the last business days of that month.

Other Bonus Points
- Other opportunities may arise throughout the academic year, and the Coordinator of Competitive Sports and Community Programs will notify clubs appropriately.

Officer Responsibilities
A club’s success is highly dependent upon the strengths of the student leadership. For the Sport Club system to be successful, it is important that the students elected to these positions fulfill their duties and responsibilities as officers. All officers are required to complete an Officer Agreement Form on Benny Link. Returning Officers will have their own (since they have previously completed the required trainings of Concussion Awareness and Know Your Limit), and New Officers will have their own where they will be able to upload their completion certifications of the required courses via EduRisk (click HERE). Typical duties of the students who are elected to positions of leadership within the club system include, but are not limited to:

**President**
- Know, understand, and communicate the contents of the Sport Club Guidebook.
- Organize, schedule and conduct all club meetings/activities
- Supervise election procedures, and follow those steps per the club’s constitution
- Maintain contact with clubs’ officers and committee members.
- Serve as club’s primary liaison to the Office of Recreation Services.

**Vice President**
- Assume the duties of the club president in their absence.
- Know, understand, and communicate the contents of the Sport Club Guidebook.
- Assist in the coordination of all club activities
- Oversee club equipment inventory and purchase request.
- Assist the club president as requested.

**Treasurer**
- Maintain accurate and up-to-date financial records.
- Prepare purchase and reimbursement requests for approval.
- Collect membership dues.
- Prepare club allocation requests.
- Ensure the payment of all club financial obligations.
- Report the club’s financial status to the membership.

**Secretary**
- Notify members of upcoming meetings.
- Record minutes of all club meetings.
- Maintain club membership roster.
- Maintain club records and files.
Safety Officers
Each Sport Club will be required to have a minimum of two people certified in Adult CPR/First Aid/AED through the American Red Cross or be certified in a higher level of training through an approved association. It is mandated that one of the two Safety Officers of the club member certified be present at all practices and competitions. Anyone serving in this position will be required to produce documentation of their certification. For clubs that do not have anyone with current certification, Recreation Services may provide classes to obtain certification. For more information about this, please go to recreation.bsu.edu.

FAILURE TO HAVE A SAFETY OFFICER WITH PROPER CERTIFICATION MAY RESULT IN A LOSS OF PRIVILEGES AND YOUR STATUS AS A SPORT CLUB.

Other Responsibilities for Other Positions or ALL Positions
- Social media
- Apparel ordering
- ALL Positions – Recruit and train your replacement

Membership & Eligibility

Membership
The following policies apply to all club membership:

- Equal Opportunity and Non-Discrimination in Membership. Ball State University provides equal opportunity to all students for admission in its education programs, activities, and facilities without regard to race, religion, color, sex (except where sex is a bona fide qualification), sexual orientation, physical or mental disability, national origin, ancestry, or age. Inquiries concerning the specific application of Title IX at Ball State should be directed to the Title IX Coordinator in the Division of Student Affairs and Enrollment Services Office, Frank A. Bracken Administration Building, room 238, 765-285-1545. Persons can also contact the U.S. Department of Education Office for Civil Rights Washington, D.C. 1-800421-3481.

- Sexual Harassment, Sexual Violence, Stalking and Intimate Partner Violence. Ball State seeks to foster a climate that is free from sex discrimination through clear and effective policies, a coordinated education and prevention program, and prompt and equitable procedures for resolution of complaints. University policy prohibits sexual harassment, sexual violence, stalking, and intimate partner violence against Ball State community members of any gender, gender identity, gender expression, or sexual orientation. Policies also prohibit gender-based harassment that does not involve conduct of a sexual nature, including hazing and stalking. These offenses create a hostile environment that interferes with your ability to participate in or benefit from University programming or activities. A hostile environment may emerge after a series of incidents or arise after a single, isolated incident. The University is committed to taking all appropriate steps to eliminate sexual harassment and misconduct, prevent its recurrence, and address its effects.

- University policy also prohibits retaliation against individuals who seek investigation or other forms of resolution of a complaint. For more information or assistance with filing a complaint, contact the Title IX Coordinator in the Division of Student Affairs and Enrollment Services Office, Administration Building Room 238, 765-285-1545.
• Not all members are required to compete.
• Each club member is responsible for knowing its own association/league regulations governing eligibility for participation in club.
• Each member shall have a participation waiver, sudden cardiac arrest information, concussion information form completed via Benny Link (https://bsu.campuslabs.com/engage/forms). There is a form titled “All Sport Club Mandatory Participation Form 2019-2020” that all participations must complete.
• Each club and member is encouraged to acquire their own insurance. Some clubs may have that option through their national governing body. Sport Club personnel can advise officers how to achieve this.

Eligibility
ALL BALL STATE SPORT CLUB MEMBERS MUST BE A BALL STATE STUDENT.
• Exceptions to this policy will only be made on a case by case basis with the approval from professional staff of the Office of Recreation Services in coordination with the Office of Student Life.

Waivers to be Completed
All participants of Sport Clubs at Ball State University are exposed to the possibility of physical injury due to the nature of the activities. Club members must accept this risk and responsibility on their own by choosing to participate. Therefore; each member shall have a participation waiver, sudden cardiac arrest information, concussion information form completed via Benny Link. There is a form titled “All Sport Club Mandatory Participation Form 2019-2020” that all participations must complete.

Attendance at Sport Club Meetings
The Office of Recreation Services will hold organizational and informational meetings throughout the academic year. These meetings are essential for effective administration of all active Sport Clubs. There will be Sport Club Leadership Workshops every August and January that is mandatory for officers to attend.

Meeting Attendance
• All clubs must have representation at any meeting scheduled by the Office of Recreation Services.
• If a Sport Club fails to attend these meetings, a negative mark will be placed on their Report Card. One or more repeated absences could result in the following:
  o Freeze or Loss of funds allocated
  o Loss of Practice Space
  o Loss as recognition as a Ball State University Sport Club

Weekly Mailbox Check
Each Sport Club has a free mailbox that will be located in the front office in the Student Recreation and Wellness Center. It is extremely important to check your mailbox once a week because there may be information in it that is time sensitive and could be regarding fundraising opportunity, campus events that could benefit the club, information from Recreation Services, etc. The person stopping by to retrieve the mail will be asked to verify their membership on their Sport Club.

Campus Advisor
All Ball State student organizations, including Sport Clubs, are required to have a campus advisor for their club. Sport Clubs should maintain contact with their advisor on a continual basis to be in accordance with their constitutions and requirements via the Student Organization Handbook. It is important to maintain a relationship with your advisor because they provide a degree of continuity to the club as new students arrive and others graduate.
### Advisor Function
- Present at all Office of Recreation Services trainings.
- Explain university policies when relevant to club matters.
- Call meetings of club officers when they feel that it is necessary.
- Advise club when making tough decisions.
- Assist in club financial planning.
- Maintain club records during transition periods.

### How to Best Utilize Your Advisor
- Keep the advisor informed of the club’s activities and plans.
- Notify them when there are club’s meetings.
- Introduce them to club members.
- Seek their advice when you unsure on how to handle a club matter i.e. meeting evaluation, event management, marketing, office issue etc.
- Make use of their knowledge and expertise.

### Equipment Inventory Records
It is required that any items belonging to the club must be stored in the Student Recreation and Wellness Center Equipment Room. These items will be secure in the Equipment Room and available for checkout to Sport Club officers only as needed. Maintaining updated inventory records enables you to be aware of current and upcoming needs so that you may plan for these items in your budget. All inventories must be turned in at the end of the year to sportclubs@bsu.edu.

### SCHEDUING FACILITIES
It is important for each Sport Club to request desired space as stated below. It is a privilege to use on-campus facilities and when abused access could be taken away.

#### Any On-Campus Club Event
1. Complete via Benny Link under the Forms section titled “Sport Club Space Request”.
2. Recreation Services will check on availability with Sports Facilities.
3. The Coordinator of Competitive Sports and Community Programs will then receive confirmation and then the Sport Club Assistants will add the event(s) to the appropriate clubs’ Benny Link calendar.
4. The officers will then receive confirmation via email of the event from the Sport Club office.

#### Practices
Clubs wishing to hold practices on campus must complete the Practice Request form on via Benny Link by the deadline set on the Report Card. Recreation Services will be equitable as possible in regard to field usage when it comes to the number of practices for Sport Clubs. An official schedule will be posted in Benny Link for all members to review via the club events page. When Sport Clubs practice off-site, a Travel Authorization via Benny Link must be completed ten business days prior to first practice.

#### Home Matches
All home matches should be submitted on the Space Request section via Benny Link, and must be submitted within 15 business days of event. Prior to every home match, the Pre-Game Report – Home Events Only (Due by Noon the Wednesday PRIOR to the event) section of Forms via Benny Link must be completed. All members involved with the visiting teams must sign the Release of Liability prior to match starting.
**On-Site Home Matches**

All on-site home match requests shall be completed at least **15 business days** in advance on the Space Request section via [Benny Link](#). It is the responsibility of the club to ensure all home match requests meet the rules set forth by their national governing body (NGB) of the sport or activity, which the club is a member. Requests are not guaranteed as facility space, special events, and personnel restrictions may inhibit the approval of the event.

For Sport Clubs that want to host a “round-robin” between two other schools, the Ball State team must play the first two scheduled matches. The two visiting teams must play during the third game, and that “host” Sport Club must have two officers stay until both visiting teams leave. One of those two officers MUST be a Safety Officer. There will not be any exceptions to this rule! Any issues arising from the visiting teams (i.e. forfeiting) may have disciplinary implications on the Ball State team as deemed appropriate by the Office of Recreation Services.

**Off-Site Home Matches**

All off-site home match requests shall be completed at least **ten business days** in advance on the Travel Authorization section via [Benny Link](#). It is the responsibility of the club to ensure all home match requests meet the guidelines set forth through their national governing body (NGB) which represents its members. The post-game report only applies to off-site home matches (not on campus home events).

All Sport Club teams that have home games off campus must follow all Travel Guidelines listed within this document. The Sport Club Officers should provide the local address of the off-site home matches to the visiting team members in the event of an emergency and review any emergency protocols in the event of an emergency.

**Tournaments**

All Tournament requests shall be completed at least **20 business days** in advance on the Space Request Form via [Benny Link](#). All tournament requests require a meeting with the Coordinator of Competitive Sports and Community Programs prior to the publication of any tournaments. Any Sport Club that is charging visiting teams to participate in their tournament is subject to the terms and conditions of rental rates set forth from Sports Facilities Management. These details should be included within your request submission.

If a Sport Club is going to host a tournament, members of the club must be able to manage the tournament and be points of contact throughout the length of the tournament. Club Officers must be present and assist in the settlement of any disputes or facility issues as they arise. This may mean that club members may not be eligible to participate in order to effectively run the tournament.

**Volunteers at Events**

If a Sport Club wants to have any type of volunteer (parent, friends, other students, etc.) at any type of club event, the volunteer must follow the rules below:

1. Complete the Release of Liability *prior* to event starting via the [Visiting Liability Waiver](#).
2. Represent Ball State University to the same standards that Sport Club members are held accountable to. Officers must complete the [Pre-Game Report](#) – Home Events Only (Due by Noon the Wednesday PRIOR to the event) section via [Benny Link](#), and input the list of volunteers within the form.

**Food on Campus**

If clubs wish to have food at their on-campus events, this must be communicated within the request as there are heavy restrictions on what is allowed. In the request, please specify what type of food, what store the items are from, or if it’s all homemade items, etc. We encourage bottled drinks, pre-packaged items, and homemade items.
SAFETY

Safety is extremely important, and all precautions should be taken to ensure that club members and visiting team members practice safe procedures when participating in a Sport Club event or activity. Examples include but are not limited to:

1. Ensuring a Safety Officer is present at all times.
2. A safety kit (which includes the AED) is present during practices.
3. Knowing the street address/description of the location to describe to Emergency Medical Services.
4. Knowing where to seek shelter in the event of an emergency.

Risk Management

The following precautions will be taken to ensure the safety of all participants:

- Absolutely no practices or contests will be scheduled until the required forms have been submitted and then processed by the Office of Recreation Services.
- Inspect fields and facilities prior to every practice session, game or special event and report unsafe field conditions to the Office of Recreation Services. If you are at an off-campus site, report the condition to the on-duty personnel. Do not use facilities or equipment if they appear unsafe. All personal injuries suffered during Sport Club activity must be reported via GroupMe chat immediately to Sport Club personnel. Accident report forms must be filled out within 24 hours of injury. Accident Report Form
- All Sport Club participants are highly encouraged to carry health insurance and are responsible for all injury-related expenses.
- All Sport Clubs hosting events and/or practices at Ball State University will need to be able to communicate with emergency personnel. Therefore, all hosting clubs will need to arrange for phone(s) access at the site of the event. For outdoor events, each event site will need to have access to a cellular or public telephone.
- All Sport Clubs hosting events at Ball State University will be required to have a Recreation Services Competitive Sports Lead at each site of competition. Each Sport Club must prepare to pay for personnel costs. It is the responsibility of the club to reserve the Lead through the Coordinator of Competitive Sports and Community Programs 15 business days prior to the event.
- All Sport Club members must know the following emergency numbers. On-campus call 765-285-1111; Off-campus call 9-1-1.
- For on-campus practices, each location must have an AED on site. Sport Clubs need to communicate with each other on who is going to be checking out the AED at the Equipment Room in the Recreation Center. If Sport Clubs are practicing inside, they do not need to retrieve an AED. Each building has AEDs and the Facilities Lead will be able to assist in any emergent situation.
- For off-campus practices, Sport Clubs shall determine where an AED is located in proximity to their scheduled practice.

Injuries

All injuries shall be reported to Recreation Services immediately via GroupMe Chat and within 24 hours complete the Accident Report Form. Note that we encourage the Safety Officers of each club to complete this.

If necessary, to have an injured participant seen and/or treated by a physician, have them transported to the emergency room of the local hospital. It is recommended that a qualified service (e.g., ambulance service) be used to transport the injured participant. All expenses incurred for treatment, transportation to hospital, etc., are the responsibility of the injured participant and NOT the Sport Club or Ball State University. Rely upon the recommendation of the attending physician as to whether the injured team member can be transported back to campus and what accommodations to use. All injuries requiring a hospital visit should be reported to the Sport Club Office personnel immediately via email or GroupMe.
Return to Play
For individuals who are diagnosed with an injury that prohibits them from participation (i.e. concussion, break, etc.) a note from a medical professional must be provided prior to returning to play. This is to verify that the individual is using safe practices and that the club, department, and university are also following best practices.

TRAVEL REQUIREMENTS
Every Sport Club is required to submit a Travel Authorization, Pre-game Report, Travel Itinerary with maps for every trip taken, and Post Game Report after travel. These forms are important and need to be completed via Benny Link on time for records of each clubs’ travel. It is extremely important that Recreation Services knows the details of every trip that all Sport Clubs go on. The policies below are extremely important for all members to know, and more specifically the leaders as they are submitting the proper documentation for each trip.

FAILURE TO TURN THESE FORMS IN ON TIME CAN RESULT IN PENALTIES INCLUDING BUT NOT LIMITED TO THE LOSS OF TRAVELING PRIVILEGES, LOSING ALLOCATION FUNDS, OR LOSS OF SPORT CLUB STATUS.

Travel Authorizations
Are to be submitted 10 business days prior to the calendar date your club intends to leave. Failure to complete the Travel Authorization in the appropriate amount of time can result in docking of your CCU or suspension of travel for the entire club. A reasonable explanation of late submission must be provided before any consideration of exemptions.

Travel Itineraries
Are to be submitted two business days prior before the scheduled travel date. Failure to complete the Travel Itinerary in the appropriate amount of time will result in docking of the clubs’ CCU.

Post-Game Reports
Are to be submitted the Wednesday following the Match/Game. Failure to complete the Post-Game Report in the appropriate amount of time will result in docking of the clubs’ CCU.

If anything in your travel plans change after forms have been submitted, please email us the changes at sportclubs@bsu.edu. Each of these forms need to be filled out in their entirety and turned in on time for travel to be permitted. Be sure that all drivers transporting club participants have a valid driver’s license through their resident state.

Vehicle Use
Clubs who use personal vehicles for travel to tournaments and events away from the University have an obligation to conduct such travel in a responsible and safe manner. Only those individuals listed as drivers on the Travel Itinerary are permitted to drive while on a club trip. All drivers shall have a valid driver’s license, maintain adequate vehicle insurance, and ensure their vehicle is maintained in a safe condition.

Other Duties
All Ball State Student Organizations, which includes Sport Clubs that sponsor off-campus events/trips open to their entire membership, are responsible for providing accommodations for members with disabilities, including transportation and interpreter services, under the Americans with Disabilities Act. This also applies to events sponsored by Student Organizations that are open to the entire student body.
Hotels/Lodging
Clubs are able to book through any hotels and recently includes the approval of reimbursing individuals Air BnB for club bookings. If you are booking through hotels, please ensure that safety is your number one priority when browsing for options. If someone is booking the rooms online and paying via credit card, please remember to save any confirmations and receipts as whoever is submitting a reimbursement form will require that documentation. If the club is wanting to send a check ahead of time, please retrieve confirmation from the hotel prior to officially booking. Their W9 will be required for a check as well as a quote for the hotel rooms. If hotels allow club officers to bring the check with them that is acceptable and must be noted on the Purchase Request form that is submitted through Benny Link.

STANDARDS OF CONDUCT
Sport Clubs have an obligation as a Student Organization of Ball State University to conduct themselves in a manner that is compatible with the University’s philosophy and function as an educational institution. Each participant is expected to maintain a high standard of personal conduct and represent Ball State University appropriately. Individual members may be held responsible for any violation(s) of the Code of Student Rights and Responsibilities if any conduct is brought to the attention of the Office of Recreation Services while participating or being a member of a Sport Club.

Recognized student organizations and their members collectively or individually (when acting as part of the organization), may be held responsible for violations of the Code of Student Rights and Responsibilities and, when appropriate, be subjected to disciplinary action. When a student organization is accused of committing a violation of University policy, (including but not limited to any violation of published University policies and procedures) or local, state or federal laws, a complaint may be filed with Office of Student Life. Upon receipt of such a complaint, the Director of Student Life (or their designee) shall conduct an investigation and determine if a hearing will be held regarding the complaint.

Hazing
Per the Office of Student Life Guidebook: Hazing by students, student organizations, groups or teams of Ball State University is prohibited. Hazing is defined as follows: Any mental or physical requirement, request, or obligation placed upon any person (including but not limited to a pledge, associate member, affiliate, prospective members, guest, initiate or team member) which could be harmful to the health and/or welfare of the person, or which is personally degrading to the individual involved, or which has an adverse effect on the academic progress of the person, or which violates any federal, state, or local laws or University policy. Individual acceptance of or acquiescence to any activity covered by the foregoing definition in no way validates or excuses the activity. Student groups may be required to certify in writing that they are in compliance with this policy. Individual members of organizations, groups or teams who violate this policy are subject to disciplinary action as provided in Section V of the Code of Student Rights and Responsibilities. Any organization which violates this policy is subject to sanctions which may be imposed by the coordinating body of which the organization is a constituent member, the Vice President of Student Affairs or a designee, or the Student Activities Committee.

Disciplinary/Appeal Process
Disciplinary
All Sport Clubs have an obligation to operate within the rules and regulations set forth by Ball State University, the Office of Recreation Services, and the Student Organization Handbook. Any violation of the rules, regulations, and recommendations listed in this Guidebook, those set forth by the Office of Recreation Services, and Ball State University may result in disciplinary action. The following points are guidelines only. The Office of Recreation Services may change, alter, or take alternative action as seen fit by the Department. Ultimately,
each incident is handled on a case by case basis. The severity of the violation will determine the course of action. Actions taken by the Office of Recreation Services may include, but are not be limited to:

- A written complaint kept on file.
- Multiple written complaints will result in more severe action.
  - Clubs may lose allocated money as well as privileges including, facility reservations, equipment usage, and other University services.
  - Forfeiture of Sport Club Status and of all University services.
  - Referral to the Office of Student Rights and Community Standards.

All recognized Student Organizations, which includes Sport Clubs, and/or its members collectively or individuals may be held responsible for violations of the Student Code and when appropriate, be subjected to disciplinary action. Any complaints filed with the Office of Recreation Services, or with the Office of Student Activities, may be dealt with in accordance with the procedures set forth in the Student Code.

**Appeal**

The appeal process exists to ensure that all disciplinary actions taken against student organizations, including Sport Clubs, are equitable. To file an appeal, follow the steps listed below:

*Decisions of the Office of Recreation Services may be appealed to the Director of Recreation Services by following these procedures:*

- Written notification from the club president to the Director indicating the club’s rationale for the appeal and circumstances related to the situation that caused the infraction must be submitted within two business days.
- The two-business day period begins when the club receives written notification of the disciplinary action being taken.
- The Director will notify the club of the ruling on the appeal after investigating the situation and may uphold, reject, or modify the action taken by the Sport Club Administrative Office.

*Decision of the Director may be appealed through the following process:*

- Within ten business days after receipt of the Director’s decision, the club may request in writing an appellate review by the Director of Student Life. The request to the Director of Student Life shall include a brief statement of the grounds of the appeal. The grounds for the appeal shall be that;
  - There was substantial failure by the Director to comply with the procedures so as to deny a fair hearing; or
  - The evidence did not support the decision of the Director.
- The appellate review will be based on the information and materials of the case; the Director’s summary of the evidence submitted; findings and recommendations; the Sport Clubs’ written request for an appellate review; and the record of the hearing, if any.
- The Director of Student Life shall notify the student(s) involved and the organization in writing of their decision, which shall be final and not subject to further review.

**CLUB FINANCES**

It is important for all Sport Clubs to handle their finances appropriately. The sections below explain in detail the responsibilities, benefits, procedures, and expectations that all Sport Clubs are held responsible for upholding. This section is in conjunction with the Office of Student Life Guidebook.

**University Financial Fund Accounts**

All finances must be handled through the University-assigned fund that each Sport Club is to use for all financial movements. All income and expenditures must be transacted solely through the student organization’s agency fund, and the organization is required to comply with the policies for holding a Ball State fund. When opening a financial fund, it is understood that if disbursements exceed the source of funds in the financial fund, the organization must make up for any deficit in the financial fund. Once a University fund has been created, the
organization is required to adhere to the University’s Cash Handling Procedures.

Benefits of Holding a University Fund

- An annual audit of your financial records is a free service from the Ball State Office of the Controller.
- A review of accounting records by auditors protects the organization and ensures the accuracy of the fund.
- Accounting advice is available by appointment for treasurers having difficulty with records. Contact the Controller’s Office at 765-285-8444 to make an appointment with an Accountant Financial Analyst.

Cash Handling Procedures

All income received by the organization should be deposited within three business days for credit to the organization’s fund account to avoid the possibility of misappropriation.

- The full amount received should be deposited; no expenses are to be paid out of cash receipts.
- To maximize cash flow and safeguard assets, deposits should be processed within three business days of receiving the funds.
- Prior to the deposit, funds should be held in a secure manner (i.e. in a locked safe or cabinet).

FOAP Information

For fund numbers (FOAP) beginning with 8xxxxx, the following applies:

- For deposits, use FOAP 8xxxxx-134055-591090-1014
- For reimbursements, purchase requests, etc., use Fund number 8xxxxx
- All Sport Club “8 Fund” numbers are on the budget tab within their CCU excel sheet.

Depositing into Sport Club Account

Anytime a Sport Club is collecting dues or handling money, the club should follow the guidelines set forth by the University. Please reference the Cash Handling Guidelines. When depositing into your bursar account, be sure to know your Sport Club Account Number. If you do not know your Sport Club Account Number, please contact the Coordinator of Competitive Sports and Community Programs or refer to your CCU budget tab. The information below provides details on how to successfully deposit funds.

- Complete a Cash Receipts Voucher and submit it along with the cash or checks to be deposited to the Bursar’s Office in Lucina Hall. For a Cash Receipts Voucher, log into Benny Link, then go to Organizations, Student Life, Documents.
- Checks to be deposited should be written to Ball State University. Endorse the back of the check with “Ball State University – for deposit only”. If a check is written specifically to the organization or an individual, endorse with the organization name or individual’s name and include “for deposit only”.
- If a payment is made by an individual directly to the organization’s Treasurer, a receipt for the transaction should be provided. Receipts should include the date, customer name, and amount.
- Clubs can check out a lock bag for depositing funds through Recreation Services professional staff.
- If a deposit is in excess of $1,000 in cash, arrangements must be made with a campus police escort to transfer the funds across campus. The money will be placed in a locked bag and a police escort will be contacted for the deposit to be made at the Bursar’s Office.
- All Funds should be deposited into the Club Bursar Account within THREE BUSINESS DAYS upon receipt. If a check isn’t deposited within a timely manner, then there is a risk that the check will become stale dated or cancelled.
- If an organization consistently forgets to make deposits in a timely manner and has received multiple reminders of the procedures, the clubs’ status as a recognized organization at Ball State may be revoked.

IF A CLUB FAILS TO DEPOSIT FUNDS WITHIN THREE BUSINESS DAYS, THEY WILL BECOME INELIGIBLE TO RECEIVE ALLOCATION FUNDS THAT FOLLOWING SEMESTER.
Financial Accounts
All Sport Clubs are assigned a Bursar account number through Ball State University in the Accounting Office. **Sport Clubs are not eligible to utilize accounts off campus such as commercial checking and/or savings accounts, GoFund me accounts, or any other third-party revenue generating/donation accounts.** Failure to comply with this stipulation will result in sanctions that may seriously affect the status of the club.

Sport Club officers are expected to submit a financial report upon request to the Office of Recreation Services at the beginning of each semester. Clubs that demonstrate a lack in financial oversight may be required to submit monthly budgets. It is the responsibilities of the officers to document every transaction appropriately and keep up to date and accurate records.

Funds allocated to clubs for purchases by the Sport Club Allocation Board will be drawn directly from the Recreation Services Allocation Account and the Office of Recreation Services will complete purchase orders/check requests.

Foundation
Sport Clubs are eligible to open a Ball State University Foundation account. These accounts are separate from Bursar accounts and are primarily used as a platform for non-Sport Club members to make charitable donations. A minimum of $1000 is required to open a BSU Foundation account. These funds are only eligible to reimburse individuals of club approved expenses. Officers should coordinate all BSU Foundation account activity through the Office of Recreation Services professional staff.

Sport Club Allocation Board
The purpose of the Sport Club Funding Allocation Board is to allocate funds for activities that encourage students to become more actively involved in campus activities, enhance the social, cultural, recreational, and educational atmosphere on campus, increase students’ positive feelings about the University, enrich the quality of campus life, and enhance the goals and mission of the University. The board will function according to guidelines set forth by the Office of Recreation Services. The Sport Club Allocation Board is composed of the following members:

- Students that are involved with Recreation Services or Sport Clubs, depending upon student availability.
- The Coordinator of Competitive Sports and Community Programs, who is a professional staff from the Office of Recreation Services.
- Another professional staff from the Office of Recreation Services may also be on this board.

Any group which submits an Allocation Request to the Office of Recreation Services, agrees to abide by the guidelines and procedures of the Board and all other applicable University policies, as well as state and federal law. The Office of Recreation Services reserves the right to review the overall financial condition, as well as the activities and programs, of any organization which requests funds and may utilize its findings in deciding the organization’s requests. After the Sport Club Allocation Board reviews all pending requests, the Office of Recreation Services will inform in writing each group which has applied for funding of the decision regarding its request.

Funds may be spent only on items that have been approved by the Sport Club Allocation Board. The Office of Recreation Services must approve any changes made on the expenditures. Detailed financial records related to a funded activity are required and must be available to the Office of Recreation Services upon request.

All unused allocated funds remaining at the end of the semester will stay in the general Sport Club Fund account. Any funds remaining in the Sport Club Fund account at the end of the fiscal year will **NOT** roll over into the next semester.
PURCHASES AND REIMBURSEMENTS

It is important for all Sport Club leaders to know what and how they can access their club funds. This section contains the rules for all purchases, reimbursements, and general information about how to access club funds.

Allocated Sport Club Funds

Guidelines for purchases made using allocated Sport Club funds:

- Equipment/apparel purchased by a Sport Club is the property of Ball State University and the Office of Recreation Services for club use. Clubs must coordinate and ensure the proper storage of all purchased equipment/apparel.
- All purchased items using club funds must be marked and inventoried before use.
- Purchases and reimbursements can only be done for items that have specifically been designated by the Sport Club Allocation Board.
- There must be a receipt or invoice and proof that purchase (i.e. credit card statement) for all purchases and/or reimbursement.
- The following expenses qualify as appropriate usage of allocation funds:
  - League or Association Dues/Fees
  - Referee or Official Fees
  - Tournament Registration Fees
  - EMT Invoice for Home Games/Tournaments
  - Selective Equipment
  - Rental Fee for Hosting Tournaments, Practices, etc.
  - Recreation Services Personnel (Lifeguards, Leads, Climbing Wall Attendants, etc.)

Making Purchases

Prior to making any purchases, clubs should consult the Office of Recreation Services to assist in the purchasing process. The guidelines below are to help in the purchasing process.

1. Discuss with the vendor if they accept a Purchase Order as a form of payment.
2. Obtain a W-9 from the vendor along with the following information.
   a. Company Name, Company Representative, Address, Phone, Email address
3. Obtain a quote (not invoice) from the vendor with all of the items to be purchased clearly labeled on the quote.
4. If the purchase is utilizing logos, the Ball State University’s name or likenesses, a proof is required to detail any designs and must be approved by the Office of Recreation Services.
   a. Reminder: Any vendors wishing to print logos, Ball State University’s name or likenesses, must be a licensed vendor. Ball State University (BSU) trademarks are any marks, letters, nicknames, or words associated with BSU. These trademarks are used to identify the University, its athletic programs, documents, publications, and products.
   b. To find out if the vendor you are working with this a licensed vendor, please see below
      i. BSU participates in a licensing program to ensure that the marks of the University are used appropriately, in good taste, and with quality reproduction. BSU uses Learfield Licensing Partners to manage its licensing program. To obtain information or a license, view the Licensing Resource Group website. Any producer of products bearing any BSU marks must have a license before offering those goods for sale. All uses of the BSU logo and trademarks require approval of the artwork and/or samples.
5. Submit all appropriate documentation via Benny Link.
6. If the club wishes to hold a check for payment (i.e. officials, hotels, etc.) they must mark that on their Benny Link form. Checks can be picked up at the Accounting Office and the person must have a photo ID.
Example: If a hotel is being paid for – a receipt showing a “ZERO” balance is required, the name of the person purchasing the room is on the receipt. No exceptions.

If the club has been allocated a portion of an expense, a request needs to be submitted via Benny Link for the club’s contribution and the Sport Club General Fund will be added to the balance.

Obtaining Reimbursements
In order for Recreation Services to help club players pay bills and obtain reimbursements for club purchases and expenses, it is vital that the player receive proper receipts for their expenses.

• All receipts must be on an official receipt form that has the vendors mailing information.
• If a receipt is not possible to obtain, the Coordinator will send the individual proper documentation for the individual to complete.
• An original copy of the invoice/receipt should be submitted within the Benny Link Reimbursement Request Form. Requests that are missing these documents will be denied with comments.
• If a club member or individual made the purchase, the individual’s name, mailing address, phone number, and email address need to be entered within the form.
• After completion of the process, a check for the reimbursement will be received within two weeks.
• There is a 60-day period (60 days between the day the item was purchased and the day the request reaches the Controller’s Office) in which any university reimbursement request can be submitted. While 60 days may seem like a lot, please remember that there are over 25 Sport Clubs that submit multiple Reimbursement Requests and those requests must be submitted ten business days prior to needing that purchase/reimbursement. We have to have multiple professional staff and Ball State offices approve these requests, which takes time. We are recommending that any known reimbursement requests you are going to submit that you do so in a timely manner and have all the documentation needed.

Financial Responsibilities
It is important that each Sport Club stay financially responsible for the following reasons:

• It is possible for the irresponsibility of one person to reflect on the entire club.
• It is up to each member of the Sport Club to take responsibility for any financial incapability that their club may encounter.
• If the Office of Recreation Services is notified of a monetary indiscretion, disciplinary actions may be taken as outlined in the Disciplinary section of this Guidebook.

Fundraising Guidelines

• All fundraising must be approved by the Coordinator of Competitive Sports and Community Programs.
• Any corporate sponsorship should be for a specific organization program or activity. No lump sum donations are permitted.
• Student organizations are not permitted to send solicitation letters to Ball State faculty and staff for fundraising purposes.
• Ball State University prohibits the use of lotteries, drawings, or raffles.
• Due to contractual obligations, food sales are not permitted in Recreation Services facilities, Athletics facilities, and Student Center facilities.
• Under no circumstances will Credit Card Sales, or any fundraising associated with the act of signing persons up for credit cards, be permitted on or off campus.
• Sport Clubs are not authorized to provide any Tax Credit paperwork to companies or individuals who wish to donate to a Sport Club.
• Thank you notes are allowed; however, no monetary acknowledgement or mention of tax credit can be mentioned in the thank you note.
• The only instances in which Sport Clubs are able to utilize Ball State University’s Tax-Exempt number is by partnering with a Food Vendor for % nights as fundraisers or for hotel stays.
• All fundraisers should be reported to the Office of Recreation Services via sportclubs@bsu.edu.

Promoversity
This is a brand new opportunity for Sport Clubs to provide options for members, parents, fans, etc. to promote their club with apparel! This is very similar to an online team store that the club would receive their check within 30 days of the sale ending. The website for further information is HERE, and all Sport Clubs must inquire with the Coordinator of Competitive Sports and Community Programs prior to starting the campaign.

1. Clubs will set up their landing page with Recreation Services professional staff in person and go over all of the details during that initial meeting.
2. Clubs will need to have a game plan of telling their “story”/”why” they are doing this campaign.
3. Clubs that are the same sport but different gender (i.e. volleyball, rugby, soccer, ultimate, etc.) are allowed to pair up together and split the check 50/50.
4. The apparel items chosen must meet a minimum of 12 sales, so choosing simple options that will have the best chance of success is highly recommended.
5. Logos used include the approved Ball State University Sport Club logo and any additional logos that have been approved by Recreation Services.
6. If clubs are selling these items then royalties of 5% will be incurred.
7. Clubs are allowed to use this as an awareness platform such as Cancer Survivors, etc.

Tax Guidelines
For collecting, paying, or reimbursing sales tax, the following guideline link should help when collecting, paying or reimbursing sales tax. Procedure for Collecting and Paying Taxes. If you plan on charging for items, the Office of Recreation Services can assist in how to deposit funds into your Bursar Account as well as reflect the appropriate amount of sales tax when depositing. Student organizations conducting sales to members or non-members become a retail merchant and must collect sales tax on these sales. The State of Indiana sales tax of 7% must be collected by the student organization when conducting sales activities. The proceeds from these sales must be deposited into the student organization’s agency fund held with the University. Any taxable sales made by student organization should be deposited to account number 591063. The corresponding sales tax will be deposited to 210050 for payment to the Indiana Department of Revenue.

Sponsorships
No establishment that sells/distributes primarily alcohol (such as a beer distributor, liquor store or bars/restaurants) can be a sponsor for an all-campus event or Sport Club. This sponsorship includes financial support and/or free services provided. Their name should not appear on any ticket, t-shirt, advertisement, or anything associated with the event or the sponsoring agency. The Office of Recreation Services must approve all club sponsorships. If clubs wish to have company logos on jerseys, written documentation from the company must be emailed to sportclubs@bsu.edu prior to agreeing to any type of commitment. The Office of Recreation Services has to get this approved by another office across campus, so informing Sport Club personnel ahead of time is in the best interest of the club. Any and all questions concerning sponsorships must be directed through the Coordinator of Competitive Sports and Community Programs.
APPAREL AND TEAM UNIFORMS

All apparel must be approved prior to any purchases Sport Clubs wish to make. Prior to discussing designs with a vendor or printing any apparel, the design must be approved by the Office of Recreation Services.

Sport Clubs are allowed to utilize only the approved logos below:

![Approved Logos](image)

Modification of the above logos are not allowed. Graphics cannot mention or have Benny, the Cardinal Head, or Ball State, BSU, or any likeness as part of the graphic. All graphics require a meeting and approval from Recreation Services.

Examples of previous graphics that have been approved:

![Approved Graphics](image)

In addition, clubs using the Ball State University name and logo may be required to pay the appropriate fees and must use an approved licensed vendor. Please utilize the information below to determine if the vendor is an officially licensed vendor with the university.

**Vendors**

To find out if the vendor you are working with is a licensed vendor, utilize the information below.

1. Ball State University trademarks are any marks, letters, nicknames, or words associated with Ball State University. These trademarks are used to identify the University, its athletic programs, documents, publications, and products.

2. Ball State University participates in a licensing program to ensure that the marks of the University are used appropriately, in good taste, and with quality reproduction. Ball State University has chosen Learfield Licensing Partners to manage its licensing program. To obtain information or a license, view the Licensing Resource Group website.

3. Any producer of products bearing any Ball State University marks must have a license before offering those goods for sale. All uses of the Ball State University logo and trademarks require approval of the artwork and/or samples.
Locations for Logos are as follows:

*Only school colors may be used for Sport Club uniforms.* Please review the Strategic Communications Guidelines to better understand approved colors/fonts for future apparel designs. [Brand Resources]

*All apparel purchased must be approved by the Office of Recreation Services*

**MARKETING/SOCIAL MEDIA**

If clubs would like to utilize the Marketing Student Staff of the Office of Recreation Services, requests should be submitted via the [Benny Link](#) Marketing Request Form. This includes social media posts, designs for equipment/apparel, annual photo shoots, or promotion of event/club. Requests will be evaluated and granted on a case by case basis as not all requests are guaranteed.

Guidelines that must be followed regarding your website and/or social media pages:

- The site serves as a reflection of Ball State University, the club’s character, and the Office of Recreation Services. Therefore, any content that is posted is eligible for disciplinary action as deemed appropriate by the Office of Recreation Services.
- The site is for educational and/or promotional purposes only.
- No offensive pictures, language, or any links may be listed on the site.
- Any sponsors or donors are not allowed to have any links connected to the Sport Club Site.
- When utilizing the Sport Club Name, it shall be references as _________ Club at Ball State University.
  - Permitted: Power Soccer Club at Ball State University
  - Not Permitted: The Ball State University Power Soccer Club.
- All logos must be approved through the Office of Recreation Services.

**STATEMENT OF AUTHORITY**

The Office of Recreation Services reserves the right to change or alter any of the above guidelines with or without notice and may take action not noted in this document. Every policy, issues, and situation has unique aspects and will be addressed on a case by case basis.