BALL STATE SPORT CLUB
GUIDEBOOK 2018-2019
OFFICE OF RECREATION SERVICES

Ball State University
RECREATION SERVICES
www.bsu.edu/recreation

RECREATION SERVICES
1700 NEELY AVE, MUNICE, IN
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DIRECTORY INFORMATION

Sport Club Administrative Office
Building and Mailing Address
Ball State University
Student Recreation and Wellness Center
1700 Neely Avenue
Muncie, Indiana 47306
Phone: 765-285-1753
Fax: 765-285-5353
http://www.bsu.edu/recreation

Professional Staff
Jaclyn Gidley, Coordinator of Competitive Sports and Community Programs
Phone: 765-285-0837 (Office) 765-661-9094 (Cell) Email: jlgidley@bsu.edu

Matt Miller, Assistant Director of Programs
Phone: 765-285-7974 Email: mgmiller@bsu.edu

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

Currently Recognized Sport Clubs

1. Baseball
2. Bass Fishing
3. Bowling (Men’s)
4. Bowling (Women’s)
5. Cardinal Barbell
6. Dodgeball Club
7. Equestrian – Hunter Jumper
8. Equestrian – Western
9. Fencing
10. Gymnastics
11. Ice Hockey
12. Judo
13. Jump Rope
14. Lacrosse (Men’s)
15. Lacrosse (Women’s)
16. Martial Arts
17. Non-Competitive Boxing
18. Power Soccer
19. Quidditch
20. Racquetball
21. Rock Climbing
22. Rugby (Men’s)
23. Rugby (Women’s)
24. Runner’s Association
25. Soccer (Men’s)
26. Soccer (Women’s)
27. Table Tennis
28. Tennis
29. Ultimate (Men’s)
30. Ultimate (Women’s)
31. Volleyball (Men’s)
32. Volleyball (Women’s)
33. Water Polo
34. Waterski and Wakeboard
35. WEBA
36. Wrestling

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, etc.) of each club are expected to become familiar with the contents of each of the guidelines (Student Organization
and Sport Club) 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.

<table>
<thead>
<tr>
<th>Sport Clubs Receive</th>
<th>Benefits</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 from sources (must comply with University 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 be used at the beginning of name, or use initials BSU)</td>
<td>✓</td>
</tr>
<tr>
<td>Can use the Charlie Cardinal on apparel and print items in the approved 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 team, fiscal, and event management.</td>
<td>✓</td>
</tr>
<tr>
<td>Free annual audit of club financial records via the Office of the Controller</td>
<td>✓</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. The requirements to be a recognized Student Organization are set forth in the Student Organization Handbook.

Each Club Sport will either be considered Active or Inactive. Active Clubs must meet all of the requirements listed below in the Sport Club Evaluation System. 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. The Sport Club Evaluation System below is an example of what all clubs will be held accountable for.

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:

**Cardinal Check Up**

**Definition of Cardinal Check Up:** In order to better administer the diverse and growing Sport Club Program, the Cardinal Check Up will be implemented. Each club is currently a member of the Sport Club Program, and as decided by the Assistant Director of Programs and Coordinator for Competitive Sports and
Community Programs, 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:**

- Be a Registered Student Organization on campus.
- Follow Ball State University Recreation Services and Sport Club Guidelines.
- Have an updated Club Constitution submitted by the end of September/January each academic year.
- Have Officers and Advisors attend the Fall/Spring Sport Club Leadership Workshop.
- 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, fall and spring, are composed of requirements that each club is held accountable to. There are a variety of items due to. Below is an example of each Sport Clubs Report Card for the Fall 2018 semester and Spring 2019 semester.

<table>
<thead>
<tr>
<th>Item</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2018 Activation Checklist was completed. – Student Organization Status, August Leadership Workshop Attendance. Student Activities Fair If Able*</td>
<td>90</td>
</tr>
<tr>
<td>Submitted 2018-2019 updated Constitution to the Sport Club Administrative Office by September 28th, 2018.</td>
<td>30</td>
</tr>
<tr>
<td>All participants must complete online waiver via Benny Link prior to first practice. Safety Officer must confirm.</td>
<td>30</td>
</tr>
<tr>
<td>Officer/Advisor list completed via Sport Club Form by August 31st, 2018.</td>
<td>20</td>
</tr>
<tr>
<td>All Officers must complete EduRisk Concussion Information Certification.</td>
<td>20</td>
</tr>
<tr>
<td>All Travel Forms were turned in prior to deadlines.</td>
<td>20</td>
</tr>
<tr>
<td>Club competed at least TWO times throughout the school year against other entities.</td>
<td>20</td>
</tr>
<tr>
<td>Club fulfilled league or association's membership requirements.</td>
<td>20</td>
</tr>
<tr>
<td>Space Request (Games/Tournaments) submitted within 15 business days.</td>
<td>15</td>
</tr>
<tr>
<td>Club was fiscally responsible with purchases, dues amount per athlete, and overall management. This includes having 30% of operating costs at all times.</td>
<td>5</td>
</tr>
<tr>
<td>Involvement within the Incentive Program</td>
<td>5</td>
</tr>
<tr>
<td>Club presented their Allocation Presentation for the Spring 2019 semester.</td>
<td>4</td>
</tr>
<tr>
<td>Practice Requests Submitted by October 1st, 2018 via Sport Club Form for spring 2019 semester.</td>
<td>2</td>
</tr>
<tr>
<td>Club matched 100% of their allocation funding.</td>
<td>2</td>
</tr>
<tr>
<td>Club was present at Sport Club Office Hours and appointed meetings.</td>
<td>2</td>
</tr>
<tr>
<td>Other: (Any negative behavior or actions that took place on Sport Club time)</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total Points</strong></td>
<td><strong>285</strong></td>
</tr>
<tr>
<td><strong>Grade as of</strong></td>
<td><strong>0%</strong></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.

Grade Range

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</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>

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 BSU 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 held to. These clubs will be transitioned into Inactive status 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 Incentive Program** - This program is an opportunity for Sport Clubs to interact with other clubs, departments, and programs throughout the campus and Muncie community. Clubs can also view this program as earning “extra credit” towards their Report Card.

<table>
<thead>
<tr>
<th>Attending Events</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. Documentation must be submitted via <a href="mailto:sportclubs@bsu.edu">sportclubs@bsu.edu</a></td>
</tr>
</tbody>
</table>

| 1. Sport Club Game/Tournament |
| 2. Recreation Services Special Event |
| 3. Participation in an Intramural Sport League/Tournament |
| 4. Participation in an Outdoor Pursuits Event |

<table>
<thead>
<tr>
<th>Club Collaboration</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 documentations in order to earn full points. Summary, location, activity, and attendees can be emailed to <a href="mailto:sportclubs@bsu.edu">sportclubs@bsu.edu</a> within ten business days of the event.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Recruitment and Retention Events</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>
</tr>
</tbody>
</table>

| 1. Call-Out Meetings, Demos, Tabling |
| 2. Club Bonding/Socials, Club Dinner |
| 3. Club Award Banquets |

<table>
<thead>
<tr>
<th>Club News and Updates</th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Other Bonus Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other opportunities may arise throughout the academic year, and the Coordinator of Competitive Sports and Community Programs will notify clubs appropriately.</td>
</tr>
</tbody>
</table>

**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. Typical duties of the students who are elected to positions of leadership within the club system include, but are not limited to:
<table>
<thead>
<tr>
<th>President</th>
<th>Vice President</th>
<th>Treasurer</th>
<th>Secretary</th>
<th>Safety Officers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Know, understand, and communicate the contents of the Sport Club Guidebook.</td>
<td>Assume the duties of the club president in their absence.</td>
<td>Maintain accurate and up-to-date financial records.</td>
<td>Notify members of upcoming meetings.</td>
<td>Hold current certifications in CPR/First Aid/AED through the American Red Cross or comparable certification.</td>
</tr>
<tr>
<td>Organize and conduct all club meetings.</td>
<td>Know, understand, and communicate the contents of the Sport Club Guidebook.</td>
<td>Prepare purchase requests for approval.</td>
<td>Record minutes of all club meetings.</td>
<td>One Safety Officer <strong>MUST</strong> attend <strong>ALL</strong> practices, games, and tournaments.</td>
</tr>
<tr>
<td>Coordinate and schedule all club activities.</td>
<td>Assist in the coordination of all club competitions and arrangements for practice and game facilities.</td>
<td>Collect membership dues.</td>
<td>Maintain club membership roster.</td>
<td>Complete the Practice Participation Log via the <a href="#">Sport Club Form</a></td>
</tr>
<tr>
<td>Supervise election procedures.</td>
<td>Oversee club equipment inventory and purchase request.</td>
<td>Prepare club budget requests.</td>
<td>Maintain club records and files.</td>
<td>Ensure all injuries and accidents are reported timely via the <a href="#">Sport Club Form</a></td>
</tr>
<tr>
<td>Maintain contact with clubs’ officers and committee members.</td>
<td>Assist the club president as requested.</td>
<td>Ensure the payment of all club financial obligations.</td>
<td>Prepare club semester reports for submission to the Office of Recreation Services.</td>
<td></td>
</tr>
<tr>
<td>Serve as club’s primary liaison to the Office of Recreation Services.</td>
<td></td>
<td>Report the club’s financial status to the membership.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Safety Officers**

Each Sport Club will be required to have a minimum of two people certified in Adult CPR/First Aid/AED by the American Red Cross or a comparable certification. It is mandated that one of these two officers or a club member certified in Adult CPR/First Aid/AED be present at all practices and competitions. Anyone serving this position will be required to produce documentation of their certification. For clubs that do not have anyone with...
current certification, the Office of 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**

<table>
<thead>
<tr>
<th>Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Social media</td>
</tr>
<tr>
<td>Apparel ordering</td>
</tr>
<tr>
<td>ALL Positions – Recruit and train your replacement</td>
</tr>
</tbody>
</table>

**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 and applicants 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. 20202-1328, 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 (bsu.edu/bennylink). There is a form titled “All Sport Club Mandatory Participation Form 2018-2019” that all participations must complete.**

**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.
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 2018-2019” that all participations must complete.
- Club Officers must complete the Concussion Awareness certificate via EduRisk (click HERE) and submit to sportclubs@bsu.edu. Within the email identify your club and role in the club.
- Failure to do so will result in consequences for the Sport Club.

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:
  - Freeze or Loss of funds allocated
  - Loss of Practice Space
  - 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.

SCHEDULING 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 Sport Club Form via Formstack
2. Recreation Services will check on availability with Sports Facilities
3. The Coordinator of Competitive Sports and Community Programs will then receive confirmation and add the event(s) to the appropriate teams’ Benny Link calendar.
4. The team leaders 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 the Sport Club Form by the deadline set on the Report Card. The Office of Recreation Services will be equitable 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 the Sport Club Form must be completed ten business days prior to first practice.

Home Matches
All home matches should be submitted on the Space Request section of the Sport Club Form. Prior to every home match, the Pre-Game Report – Home Events Only (Due by Noon the Wednesday PRIOR to the event) section of the Sport Club Form 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 three weeks (15 business days) in advance on the Space Request section of the Sport Club Form. 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.

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 one of the two Safety Officers. There will not be any exceptions to this rule! Any issues arising from the visiting teams 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 of the Sport Club Form. 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. All pre and post-game reports apply to these events as well.

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 one month (20 business days) in advance on the Space Request Section of the Sport Club Form. All tournament requests require a meeting with the Coordinator of Competitive Sports and Community Programs and the Assistant Director of 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. Contact Special Events Manager, Autumn Duncan, adduncan@bsu.edu or 765-285-1151.

If a Sport Club determines they wish 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.

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 Sport Club Form.
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 of the Sport Club Form, and input the list of volunteers within the form.

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 is present during practices.
3. Knowing the street address or 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 process 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 to the Office of Recreation Services (RC, Room 201A) within 24 hours of the injury. Also, accident report forms must be filled out. 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. The Lead will be provided by Recreation Services at no charge for the Fall 2018 semester. Each Sport Club must prepare to pay for personnel costs starting January, 2019. It is the responsibility of the club to reserve the Lead through the Coordinator of Competitive Sports and Community Programs three weeks (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 the Office of Recreation Services immediately within 24 hours. Please utilize the Accident Form section of the Sport Club Form to complete the Accident Report.

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. 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 Coordinator of Competitive Sports and Community Programs and the Assistant Director of Programs, immediately.

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 the Sport Club Form on time for records of each clubs’ travel. It is extremely important that the Office of 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 WILL RESULT IN PENALTIES INCLUDING BUT NOT LIMITED TO LOSS OF TRAVELING PRIVILEGES OR LOSS OF SPORT CLUB STATUS.

Travel Authorizations
Are to be submitted two weeks (14 business days) prior to the calendar date your club intends to leave. Failure to complete the Travel Authorization in the appropriate amount of time will result denial of travel. No exceptions will be made.
Travel Itineraries
Will be submitted two days (48 hours) prior before the scheduled travel date. Failure to complete the Travel Itinerary in the appropriate amount of time will result denial of travel. No exceptions will be made.

Post-Game Reports/Reimbursements
Due on the Wednesday by 11:59pm following the Match/Game. Clubs shall also submit all reimbursements for travel on the Wednesday by 11:59pm to ensure all travel reimbursements are processed within the 60-day time-frame the University requires.

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
It is strongly recommended that Sport Clubs utilize commercial means of travel whenever possible (i.e. planes, bus rental, train, etc.). Clubs who must 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 away from campus. 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.

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. Please refer to the Code of Student Rights and Responsibilities in the Appendix for further details.
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, and/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 Associate Director of Recreation Services by following these procedures:

- Written notification from the club president to the Associate Director indicating the club’s rationale for the appeal and any 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 Associate 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 Associate Director may be appealed through the following process:

- Within ten business days after receipt of the Associate Director’s decision, the club may request in writing an appellate review by the Assistant Vice President for Student Affairs/Director of Student Life. The request to the Assistant Vice President for Student Affairs/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 Associate Director to comply with the procedures so as to deny a fair hearing; or
  - The evidence did not support the decision of the Associate Director.
- The appellate review will be based on the information and materials of the case; the Associate 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 Assistant Vice President for Student Affairs/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 accountable to. 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. Annual audits are strongly encouraged.
- 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.

FOAPAL Guidelines

For fund numbers (FOAPAL) beginning with 830xxx, the following applies:

- For deposits, use FOAPAL 830xxx-151070-591090-1014
- For reimbursements, use FOAPAL 830xxx-151070-733500-2010
- For student organizations that have account numbers (FOAPAL) beginning with 142xxx, check with a support staff member in Student Life regarding deposits and reimbursements.

Cash Handling Procedures

All income received by the organization should be deposited promptly 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).
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. All Funds should be deposited into the Club Bursar Account within three business days upon receipt. For a Cash Receipts Voucher, log into Benny Link, then go to Organizations, Student Life, Documents. 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 the Assistant Director of Programs.

Depositing 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. If your organization is in need of a receipt book, visit Student Life in SC 133 to request one.
- If a deposit is in excess of $1,000 in cash, arrangements must be made with the Office of Recreation Services to have a locked bag made available and 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.
- If an organization holds onto cash or checks for more than three days before making a deposit, a reminder to deposit funds in a timely manner and will be issued. 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.

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.

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. There may be restrictions on how the funds may be spent. Officers should coordinate all BSU Foundation account activity through the Office of Recreation Services.
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 Office of 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 allocated funds remaining after the activity or program remain 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 school year.

**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 purchased by a Sport Club is the property of Ball State University and the Office of Recreation Services for club use.
- Purchases and reimbursements can only be done for items that have specifically been designated by the Sport Club Allocation Board.
- Clubs must coordinate and ensure the proper storage of all purchased equipment.
- All equipment purchased using club funds must be marked and inventoried before use.
- There must be a receipt or invoice 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
  - Equipment
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, Address, Phone, Fax, Email address
3. Obtain a quote 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.
      i. To find out if the vendor you are working with this a licensed vendor, please utilize the information below.
      1. 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.
      2. 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 has chosen 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 the Sport Club Form.

There are two options for making purchases with allocated funds:
- Office of Recreation Services covers the purchase.
- A club member purchases in advance with proper reimbursement following.

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 check request needs to be submitted via the Sport Club Form for the club’s contribution and the Sport Club General Fund will be added to the balance.*

Obtaining Reimbursements
In order for the Office of the 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 then a detailed letter on official letterhead is required with a line by line outline of expenses and the total.
- An original copy of the invoice/receipt should be submitted to the Office of Recreation Services via the Sport Club Form.
- If a club member made the purchase, the individual’s name, mailing address, phone number, and email address need to be entered into the Sport Club Form.
- After completion of the process, a check for the reimbursement will be received within two weeks.
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.

Authority Over Funds
The Office of Recreation Services may freeze or recall funds of Sport Clubs for the following:
• Not in compliance with any of the Financial Guidelines or Procedures
• As a disciplinary measure if other organizational responsibilities are not adhered to the Office of Recreation Services may propose additional guidelines, make any additional rules of procedure, and/or take actions, which are required for operation of the student fund.

Fundraising Guidelines
• 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.
• All fundraising must be approved by the Office of Recreation Services Coordinator of Competitive Sports and Community Programs or the Assistant Director of Programs.
• 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.
• All fundraisers should be reported to the Office of Recreation Services via sportclubs@bsu.edu.

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.

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.
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:

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 the Office of Recreation Services.

Examples of previous graphics that have been approved:

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 and/or Graphics 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 teams would like to utilize the Marketing Student Staff of the Office of Recreation Services, requests should be submitted to the sportclubs@bsu.edu email with details of what the club is wanting. Requests will be evaluated and granted on a case by case basis.

A list of all Sport Clubs that are offered are linked on the Ball State Benny Link website, which houses all Sport Club information for teams, rosters, and waivers. Please follow the Ball State University Recreation Services website to review.

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.