



**Missouri State**  
UNIVERSITY

**CLUB SPORTS MANUAL**  
**2022-2023**

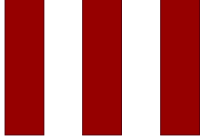


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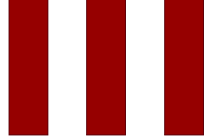
CAMPUS  
RECREATION





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## Introduction

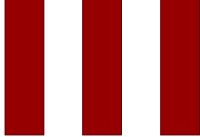
Welcome to the 2022-2023 club sports season! Club sports at Missouri State University are student organizations made up of participants who share common interests and desires to participate and compete in a particular sport. Many club sports will compete locally, regionally, and nationally. Club sports provide opportunities to participate in organized, competitive sports and represent the University during practice and competition.

The Missouri State University Club Sports Manual serves as a governing document for club sports. Club sport policies can be found in this manual and its accompanying documents. It is the responsibility of the club officers to convey the information in this manual to club members. Each club sport operates under its own constitution; the Club Sports Manual is the ultimate and final governing document, with the exception of Missouri State University policies. The Club Sports Manual and related documents apply to all club sports teams, organizations, athletes, students, participants, players, members, affiliates, etc. (referred to collectively as “club sports teams” or “teams” unless otherwise indicated). The Club Sports Manual also applies to club sports advisors and coaches or instructors (referred to collectively as “coaches” unless otherwise indicated).

Club sports teams, advisors, and coaches are expected to adhere to the Club Sports Manual at all times and especially during practice and competition. Signature from a club sport officer (i.e. President, Vice President) is required to ensure comprehension of the Club Sports Manual. The policies within the Club Sports Manual and related documents are subject to change at any time without advance notice. Club sports teams must frequently review the Club Sports Manual and related documents for changes. Frequent review of the Club Sports Manual will ensure that teams, advisors, and coaches comply with the up-to-date club sports policies.

Thank you for taking the time to read the Club Sports Manual. Please direct any questions or concerns about the Club Sports Manual and related documents to Campus Recreation staff.

Go Bears!



## Contact Information

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FRC 108

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FRC 117

## Mailing Address

Club sports teams can have team mail sent to the Foster Recreation Center (FRC) on the Missouri State University campus. All mail related to events, competitions, and/or team operations should be sent to the FRC. It is highly discouraged for teams to use personal mailing addresses for mail regarding club sports operations. Each team will have one designated mailbox at the FRC, which is located behind the welcome desk. Team secretaries should check the mailbox at least once per week. Mail not collected at the end of each semester will be removed from the mailbox.

The address to the Foster Recreation Center is:

Foster Recreation Center  
Attn: *insert club sport name*  
901 S National Avenue  
Springfield, MO 65897



## Club Sports Overview

The following section provides information about club sports and the requirements each club sport team must follow. The Office of Student Engagement (OSE) will approve the creation and continuation of club sports on campus; which is overseen by Campus Recreation.

### Purpose

Club sports provide students with opportunities to pursue a recreational/athletic interest. Club Sports focuses on combining learning new skills, practicing with fellow participants, competing with other clubs, and developing leadership skills.

### Requirements

Each club sports team must meet the following minimum requirements from Campus Recreation and the OSE to be an official team and receive the benefits:

- Be registered as a student organization with the [OSE](#)
  - Existing club sports teams must annually re-register with OSE
  - If you are interested in starting a new club sport team, contact Assistant Director of Recreational Sports or the Recreational Sports Graduate Assistant
- Assemble a team
  - Each team must have a minimum of four currently enrolled Missouri State University students, as determined by [the Office of the Registrar](#)
    - All team officers must be full-time Missouri State University students
- Provide a copy of scheduled events and competitions to the Recreational Sports staff
- Abide by the national governing body policies for each respective sport, when applicable
- Participate in two or more competitions per academic year related to the club's official purpose
- Demonstrate good sportsmanship during practice and competition<sup>1</sup>
- Comply with Missouri State University, OSE, and Campus Recreation policies pertaining to student organizations

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<sup>1</sup> Participants of any capacity in club sports at Missouri State University implicitly agree to recognize and abide by all Missouri State University, Office of Student Engagement, and Campus Recreation policies regardless of affiliation with Missouri State University.



## Team Membership

Missouri State University is a community of people with respect for diversity. The University emphasizes the dignity and equality common to all persons and adheres to a strict non-discrimination policy regarding the treatment of individual faculty, staff, and students. In accord with federal law and applicable Missouri statutes, the University does not discriminate on the basis of race, color, national origin (including ancestry, or any other subcategory of national origin recognized by applicable law), religion, sex (including marital status, family status, pregnancy, sexual orientation, gender identity, gender expression, or any other subcategory of sex recognized by applicable law), age, disability, veteran status, genetic information, or any other basis protected by applicable law in employment or in any program or activity offered or sponsored by the University. Sex discrimination encompasses sexual harassment, which includes sexual violence, and is strictly prohibited by Title IX of the Education Amendments of 1972.

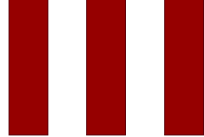
The following criteria must be met to be eligible to join a club sport:

- All club sports team participants, both new and returning, must complete the Club Sports Activity and Trip Release Form available on BearLink at the beginning of each semester.
  - Club sports participants under the age of 18 years old must have the Club Sports Activity and Trip Release Form signed by a legal parent or guardian.
- Current collegiate athletes are not allowed to participate on club sports teams related to those in which they compete for the National Collegiate Athletic Association (NCAA).
- Meet all club sports team, advisor, and coach qualifications as outlined in the Club Sports Manual, Office of Student Engagement (OSE) [Student Organization Handbook](#), and related documents.

Club sports teams found to be in violation of team membership requirements are subject to sanctions.

### Proof of Eligibility

Proof of Eligibility The national governing body for each club sports team may request proof of eligibility for participants. Each club sports team is responsible for knowing the required documents of its national governing body and informing Campus Recreation staff of such documents. Due to the Federal Educational Rights and Privacy Act (FERPA), employees in the Office of the Registrar are the only individuals approved to view FERPA-protected information requested by national governing bodies.



## **Advisors, Coaches, and Student Officers**

Advisors, coaches, and student officers all play unique and crucial roles in the success of club sports teams. All participants must be familiar with and adhere to the policies for advisors, coaches, and student officers listed below.

### **Advisors**

Club sports teams must have an advisor. The advisor for each club sports team is appointed at the beginning of each academic year. Missouri State University employees are eligible to serve as advisors; current students and student employees, including Graduate Assistants, are ineligible. Club sports teams may use advisors as deemed appropriate. Advisors can be changed as needed or as outlined in each team's constitution. Missouri State University, Office of Student Engagement (OSE), and/or Campus Recreation staff reserve the right to remove any advisor(s) at any time without cause or justification. More information about advisors can be found in the [Advisor's Supplement Handbook](#) on the OSE website.

*Please note that there are annual advisor orientations and trainings through the OSE that advisors must attend in order to be eligible to serve as a club sports team advisor.*

### **Coaches**

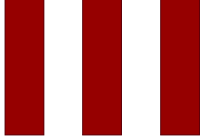
Club sports teams often benefit from the assistance and direction of coaches or instructors, but they are not required. Club sports teams may benefit from coaches' help in practice and competition as well as aiding in the development of leadership and competition skills. Coaches must understand that all club sports exist to support student growth and leadership. Coaches are prohibited from voting on matters related to the team, and coaches cannot serve in managerial or officer roles. Coaches are prohibited from performing managerial and/or officer actions including, but not limited to, appointing or serving as officers, managing team finances, monitoring team bank accounts, and submitting paperwork on behalf of the team.

All coaches for club sports teams must adhere to applicable laws, Missouri State University policies, OSE policies, and Campus Recreation policies, especially, but not limited to, those laws and policies involving sexual harassment, alcohol, nondiscrimination, and/or hazing.

All coaches are held to the same policies regardless of whether coaching is a paid, volunteer, student, and/or non-student position. Coaches can be changed when necessary or as outlined in each team's constitution. Missouri State University, OSE, and/or Campus Recreation staff reserve the right to remove any coach(es) at any time without cause or justification.

Contact information for all coaches must be disclosed to the Recreational Sports staff.





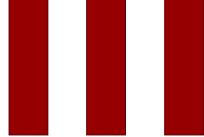
## Student Officers

Student officers on club sports teams serve as liaisons between the team, advisors, coaches, the OSE, and Campus Recreation staff. Student officers are formal positions that are elected or appointed by the club sports team they will represent. All team officers must be [full-time](#) Missouri State University students. Each club sports team must have a minimum of three primary student officers for advisors, coaches, Campus Recreation staff, and the OSE to contact: President, Secretary, and Treasurer. Club sports teams may have additional officers as outlined in teams' individual constitutions. The responsibilities and expectations of student officers within each team may vary per the team's constitution, but the minimum requirements that must be met to maintain club sports team status are outlined below.

Below is an outline of duties each officer should have. These duties can be adapted to fit the individual Club Sport.

### President

- Will volunteer their time and expect no monetary compensation.
- Will preside over club meetings.
- Will serve as liaison between the club, the Coach, and Campus Recreation.
- Will follow all of Campus Recreation's procedures/policies as presented in this manual and will pass this information on to club members.
- Will coordinate scheduling and membership requirements.
- Will attend the Campus Recreation officers meetings.
- Will have each club member complete the activity release form before they participate or compete in any club sport activity. These forms must be kept current and on file with Campus Recreation.
- Will submit accident/incident reports to the Sport Club Coordinator within 24 hours of any accident/incident whether at practice or in a game.
- Will hold regular elections of officers on a yearly basis to elect at least a President, Vice President, Secretary/Treasurer, and faculty/staff advisor.
- Will work with Campus Recreation to resolve any conflicts or handle any disciplinary matters or complaints.
- Will inform members of the Club Sports policies, operating procedures, emergency procedures, and other imposed regulations and monitor behavior in accordance with all departmental and University policies.
- Will ensure compliance with any conference, league, or union rules governing eligibility, competition, and financial obligations.
- Will inform, manage, and prohibit any activities which may involve hazing.
- Will maintain an accurate knowledge of Risk Management and University Policies.
- Will enforce the Club's Constitution. It is mandatory for the Club to have a Constitution.
- Will train the elected officer for next year. This should include transferring a list of names and phone numbers/emails of new officers to the club sports contact in Campus Recreation immediately following the elections.



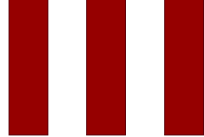
*Note: The above duties can be delegated to various club officer's or club members, but it is the responsibility of the president to be sure that these duties are completed according to the Club Sports Manual.*

### **Vice President**

- Will volunteer their time and expect no monetary compensation.
- Will carry out the responsibilities of the President in their absence.
- Will follow all of Campus Recreation and the Student Organization Funding Allocation Council (SOFAC) procedures for spending money, scheduling etc. and understand that nothing will be paid for that has not been pre-approved and ordered through the proper channels.
- Will complete all duties as assigned by Campus Recreation, Club Coach, or President.

### **Secretary/Treasurer**

- Will volunteer their time and expect no monetary compensation.
- Will coordinate expenditures with the assistance of Campus Recreation and SOFAC.
- Will follow Campus Recreation's procedures/policies presented in this manual and understand that nothing will be paid for that has not be pre-approved and ordered through proper purchasing channels. This is in regards to all SOFAC funding.
- Will handle club correspondence with the assistance of the Club President and Coach.
- Will complete other administrative tasks as assigned by Campus Recreation, Coach, or President.
- Will keep records of all transactions involving Club accounts and Club budgets and provide accountability on use of all funds including appropriate segregation of duties (checks and balances).
- Will maintain complete inventory records of all Club equipment and uniforms.
- Will assure that all Club financial obligations are met (league membership, official's fees, etc.).
- Will check mailbox in the FRC once a week for any sport related mail.



## Marketing and Advertising

Club sports teams are welcome to produce marketing and advertising materials for their teams. Club sports teams are expected to adhere to the [marketing and advertising policies](#) of Missouri State University.

Teams interested in developing marketing and advertising materials can contact the [Assistant Director of Recreational Sports](#) for information about graphic design policies and procedures.

Campus recreation provides the following marketing/advertising materials related to club sports teams at the beginning of each semester:

- Flyers posted around campus with a list of every club sports team and the contact/social media information for each club sports team<sup>2</sup>
- An informational brochure of all club sports teams will be available at the Foster Recreation Center Welcome Desk.

Club sports teams must comply with all Missouri State University [brand standards](#) when developing a team brand or logo to use on marketing, advertising, promotional, or similar materials.

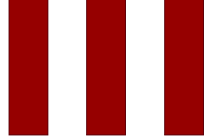
Club sports teams must ensure all logos and likeness related to Missouri State University are approved before placing orders or requests for marketing and advertising apparel, merchandise, equipment, and related materials.

Violation of Missouri State University's brand and/or advertisement policies will result in the immediate removal and confiscation of the violating materials, and teams will be subject to sanctions. Campus Recreation staff reserves the right to remove and/or confiscate any advertising/marketing materials at any time without cause, justification, or reimbursement for the confiscated materials.

Not all marketing, advertising, and promotional materials are eligible for purchase using SOFAC funds. Teams should review [SOFAC guidelines](#) before ordering apparel, merchandise, equipment, and related materials.

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<sup>2</sup> Only teams that are in good standing will be placed on the flyer.



## Facility Reservations

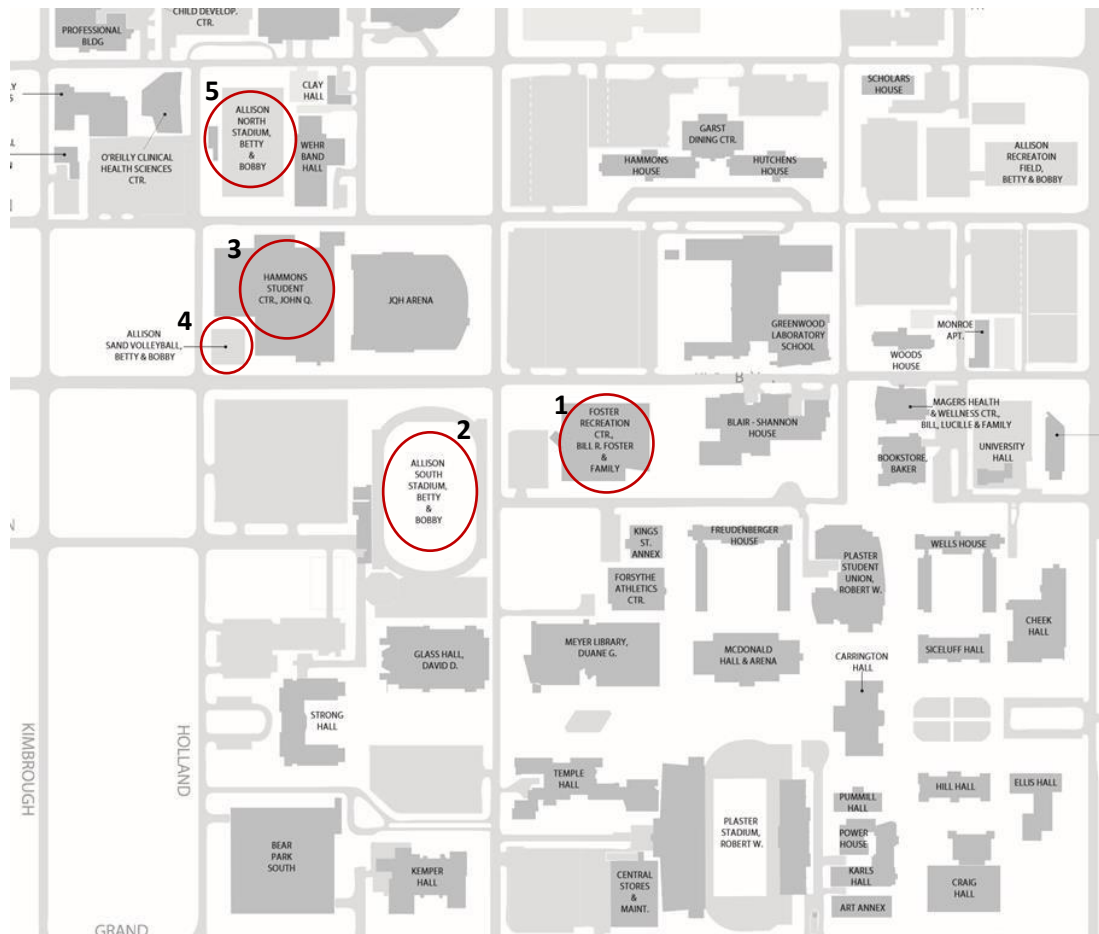
The Foster Recreation Center (FRC), Hammons Student Center, and the Betty and Bobby Allison stadiums and fields, are all on-campus facilities available for club sports teams to reserve for practice and competition. For help finding an off-campus facility or an on-campus facility other than those listed below, please contact Campus Recreation staff.

Club sports teams interested in reserving facilities for practice, competition, and events must meet the requirements specific to each facility. Each facility may have different deadlines and/or processing periods for reservation requests.

Each semester, Campus Recreation staff will host an informational meeting at which all club sports teams will develop a schedule for use of on-campus facilities for the semester. Scheduling is based on the planned events, practices, and competitions of each team. Club sport officers must be in attendance in order to use the on-campus facilities. The first two weeks of each semester are on a first come, first serve for practice spaces. Athletics or any other facility reservation take priority over club sport practice during this time. Campus Recreation staff must approve changes to team schedules that occur after this meeting.

For any questions regarding one of the on-campus facilities, contact Kendall Werhane at [kw9827s@missouristate.edu](mailto:kw9827s@missouristate.edu)

## Map/Locations



- 1: Foster Recreation Center
- 2: Betty and Bobby Allison SOUTH Field
- 3: Hammons Student Center
- 4: Sand Volleyball Courts
- 5: Betty and Bobby Allison NORTH Field



## Travel

Club sports teams are permitted to travel in order to participate in competitions with other teams. Club sports teams traveling farther than a ten-mile radius from Springfield, Missouri **must** complete the required travel paperwork listed below. Failure to fill out the follow forms will be subjected to sanctions.

### Pre-Trip Reports

#### *Club Sports Activity and Trip Release Form*

The Club Sport Activity and Trip Release Form must be completed and signed by **all club sports participants**. This form must be completed and submitted at the start of both the fall and spring semesters. The form is generated by OSE and each participant can access the form via BearLink. Club secretaries must ensure that each participant completes this paperwork and is submitted within **72 hours after their first practice**. A full team roaster<sup>3</sup> must be submitted **at least ten business days before travel**.

#### *Club Sports Travel Registration Form*

The Club Sport Travel Registration Form must be completed and submitted by the team secretary and **submitted at least ten business days before travel**. This form can be on BearLink. The OSE and Campus Recreation staff reserve the right to approve or deny any club sports team trips for any reason. In order to submit the Club Sports Travel Registration Form, team secretaries must download and complete the Vehicle and Passenger Information Form. See Appendix A for an example. The form can also be found on the Club Sports page on the [Missouri State website](#). The form will require detailed information about the mode of transportation being used for the trip.

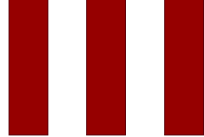
### Driver Policies

Drivers must adhere to the following policies during transportation:

- No single driver may drive continuously for more than 5 hours or 300 miles.
- Vehicles may only carry as many passengers as there are safety belts.
- All drivers must have a valid driver's license.
- The vehicle(s) being used must have a valid and current vehicle insurance.
  - Proof of insurance must be available upon request.

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<sup>3</sup> Roster must include: Name, MSU email, and phone number of the participant.



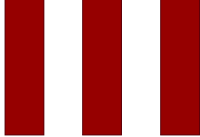
Campus Recreation and/or the OSE staff reserve the right to inquire about the adherence to all travel policies. Reports may be **anonymously** made to Campus Recreation staff regarding failure to follow any of the policies listed in the Club Sports Manual. Teams are not allowed to reserve Missouri State University Campus vehicles for travel.

Violation of the travel policies by teams, advisors, or coaches will be subjected to sanctions.

### **Class Release Request**

Club sports events are not considered excusable, official Missouri State University travel. Upon request, the Assistant Director of Campus Recreation-Rec Sports can write a Class Release Request letter. The Class Release Request letter is addressed to Missouri State University faculty or staff members and requests that arrangements are made for club sports participants in cases where participation in a club sports event interferes with academic class requirements. The Class Release Request letter does not guarantee exemption from academic requirements, and it does not require faculty and staff members to make alternate arrangements for club sports participants. Faculty and staff reserve the right to ultimately reject or refuse Class Release Request letters for any reason without justification.

The Assistant Director of Campus Recreation-Rec Sports will only produce a Class Release Request letter for events and/or travel that is approved by Campus Recreation and the Office of Student Engagement. It is the responsibility of club sports participants to obtain a Class Release Request from the Assistant Director of Campus Recreational Sports and deliver the letter to the appropriate faculty and staff members **before** an event and/or travel occurs. Class Release Request letters will not be produced after an event and/or travel has occurred. Participants must request a Class Release Request letter at least two business days before an event and/or travel begins. Participants will receive an email from Campus Recreation staff when the requested letters are completed. Sealed Class Release Request letters can be picked up from the Foster Recreation Center to be hand-delivered to faculty/staff.



## Funding and Financial Resources

Club sports teams are funded through a variety of sources and use a variety of financial resources to manage funds and gifts. The information below offers an overview of the funding sources and financial resources available to club sports teams. Questions regarding funding should be direction to the Student Organization Funding Allocation Council.

### Funding Sources

Most teams operate on funds provided by some combination of the Student Organization Funding Allocation Council (SOFAC); private or alumni donation funds and gifts; corporate sponsorships; membership fees or dues; and fundraising.

#### *SOFAC Funding*

SOFAC is a council that operates through the Office of Student Engagement (OSE). The purpose of SOFAC is to allocate **30%** of the Student Involvement Fee to registered student organizations to assist with operation expenses. Because club sports teams are considered student organizations, teams are eligible to apply for SOFAC funding. All information, paperwork, and policies related to SOFAC funding can be found on the [SOFAC website](#).

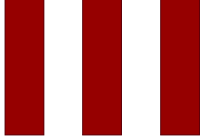
#### *Private or Alumni Donors or Gifts*

A few club sports teams have donor accounts through the [Missouri State Foundation](#). Each donor account exists under different policies regarding use of donation funds and gifts. The advisors of teams with donor accounts can work directly with the Missouri State Foundation to access and use donation funds and gifts.

#### *Corporate Sponsorships*

Club sports teams may work with businesses to establish a sponsorship. Corporate sponsorships are subject to OSE policies, and teams are encouraged to discuss corporate sponsorship plans with the OSE and Campus Recreation staff before entering into any sponsorship agreement. Policies related to corporate sponsorships can be found in the OSE Student Organizations Handbook.





### *Membership Fees or Dues*

Teams may charge membership fees or dues based on the operating needs of the team and/or as required by team national governing bodies. Teams are discouraged from requiring membership fees or dues for the purpose of being exclusive. Teams are encouraged to offer fee or due waivers for participants unable to pay team fees or dues. When possible, membership fees or dues should be the same for all participants. Membership fees or dues should be used or spent to benefit the entire team.

### *Fundraising*

Club sports teams may host fundraising events and programs to generate funds for team operations. Team treasurers will oversee fundraising events and programs. The OSE Student Organization Handbook offers specific policies for fundraising. In addition to the Student Organization Handbook, teams should refer to the Club Sports Fundraising Guidelines.

All funds, regardless of their source of acquisition, are subject to limitations set by Missouri State University, the OSE, Campus Recreation, team constitutions, and applicable law. Misuse of club sports team funds will result in sanctions or reported to law enforcement as appropriate. Questions regarding club sports funding sources can be directed to Recreational Sports staff.

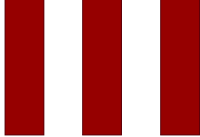
## **Financial Resources**

Club sports teams have a variety of financial resources available to them to manage team finances and expenses. Financial resources include, but are not limited to, bank accounts, money market accounts, credit unions, money transfers, mobile payment applications, cryptocurrency, checks, debit cards, and credit cards. Each individual club sports team is responsible for their own financial resources.

The information below is provided by the Office of Student Engagement (OSE) and Campus Recreation to help teams manage club sports financial resources.

### *Tax Exempt Status*

Club sports teams may be eligible for tax exempt status as a 501(c)(3) organization. Qualification for tax exempt status may depend on the nature of team activities. Tax exempt status is granted through state and federal governments, therefore, Missouri State University, the OSE and



Campus Recreation are not involved in the requirement or approval process. More information about tax exempt status and applying for tax exempt status can be found on the [Department of Revenue website](#).

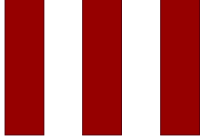
*Employer Identification Number (EIN)*

Employer Identification Numbers are used by the Internal Revenue Service to identify organizations, largely for tax purposes. Teams may be required to have an EIN. The OSE provides a step-by-step guide for establishing an EIN on its [website](#).

*Missouri State University Budget Number*

Club sports teams may receive a Missouri State University budget number for expenses related to the university. Budget number are monitored and issued by the Missouri State University Accounts Receivable Office. To request a budget number and obtain policies related to budget numbers, teams must contact the [Accounts Receivable Office](#).

Missouri State University, the OSE, and Campus Recreation are **not** responsible for monitoring or maintaining funds and fees related to team financial resources. Teams may not list Missouri State University, the OSE, Campus Recreation or their employees and representatives as owners or co-owners of team financial resources without the explicit permission of the department, employee, or representative. Missouri State University, the OSE, and Campus Recreation hold no stake in team financial resources; advisors are encouraged to oversee team financial resources.



## Risk Assessment

Each club sports team is categorized on the level of inherent risk in the sport. Club sports teams, advisors, and coaches are required to follow certain policies based on the determined risk level.

The risk associated with each sport is determined by the following criteria:

- Frequency of intentional contact
- Risk of physical harm and/or injury
- Amount of worn protective equipment
- Location of practice facilities<sup>4</sup>
- Amount of travel
- Use of animals
- Use of machinery and/or weaponry
- Exposure to the outdoors and/or elements

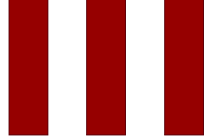
There are four categories of risk. Risk Level 1 suggests the highest level of risk and Risk Level 4 suggests the lowest.

Below is a brief description of each risk level<sup>5</sup>.

Risk Level 1	Risk Level 2	Risk Level 3	Risk Level 4
High frequency of intentional contact	Moderate frequency of intentional contact	Some frequency of intentional contact	Minimal frequency of intentional contact
High risk of physical harm and/or injury	Moderate risk of physical harm and/or injury	Some risk of physical harm and/or injury	Minimal risk of physical harm and/or injury
High amount of worn protective equipment Protective equipment for the head must be worn at all times when engaging in the sport	Moderate amount of worn protective equipment	Some amount of worn protective equipment	Minimal amount of worn protective equipment
Off-campus practice facilities	Off-campus practice facilities	Off-campus practice facilities	Off-campus practice facilities
Large amount of travel	Moderate amount of travel	Some amount of travel	Minimal amount of travel
Consistent use of animals	Frequent use of animals	Some use of animals	No use of animals
Consistent use of machinery and/or weaponry	Frequent use of machinery and/or weaponry	Some use of machinery and/or weaponry	No use of machinery and/or weaponry
Consistent exposure to the outdoors and/or elements	Frequent exposure to the outdoors and/or elements	Some exposure to the outdoors and/or elements	Minimal exposure to the outdoors and/or elements

<sup>4</sup> Off-campus practice facilities refers to any facility off of the central Missouri State University Springfield Campus, including Missouri State University locations outside of the central campus (e.g. campus locations in Downtown Springfield, Darr Agricultural Center, etc.). Facilities that are indirectly affiliated with Missouri State University (Hammons Field, Jordan Valley Ice Park, etc.) are also considered off-campus facilities.

<sup>5</sup> Any changes made by club sports teams to factors that affect the level of risk associated with the sport may cause changes to the assessed risk level, Campus Recreation staff reserves the right to move club sports teams between risk levels as deemed necessary and appropriate, and changes to the assessed risk level can occur at any time.



The risk associated with each club sport will be assessed annually. The risk level and approval of club sports teams is subject to change. When applying for annual renewal of club sports team status or when submitting a new club sports team for approval, the process of reviewing and ultimately approving, renewing, or denying teams largely depends on the level of risk in the sport. Club sports teams that are a Risk Level 1 may take up to a full academic semester to be approved, renewed, or denied. Approval, renewal, and denial of new or existing club sports teams are decided by Campus Recreation staff in conjunction with the Office of Student Engagement (OSE). Teams can appeal the approval, renewal, or denial of new or existing club sports. To appeal a decision, go to the “Club Misconduct and Sanctions” section of this manual.

### Team Categorization by Risk Level

Club Name	Risk Level
Archery	1
Basketball, Women's	2
Field Hockey	2
Fishing	2
Golf	2
Handball	3
Ice Hockey	1
Lacrosse, Men's	1
Lacrosse, Women's	2
Soccer, Men's	2
Soccer, Women's	2
Tennis	3
Ultimate Frisbee, Men's	3
Ultimate Frisbee, Women's	3
Volleyball, Men's	3
Volleyball, Women's	3
Water Ski	1



## Club Misconduct and Sanctions

All club sports teams, advisors, and coaches must abide by the policies in the Club Sports Manual and its associated documents in addition to individual team constitutions<sup>6</sup>. Further, all club sports teams, advisors, and coaches must act in accordance with the policies of Missouri State University, the Office of Student Engagement (OSE), and Campus Recreation.

### Misconduct

Misconduct may be defined as conduct or behavior that compromises the integrity of Missouri State University, the Office of Student Engagement (OSE), and/or Campus Recreation.

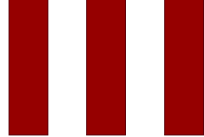
Misconduct includes, but is not limited to, the following behaviors:

- Violation of applicable law.
- Violation of Missouri State University, OSE, and/or Campus Recreation policies.
- Inappropriate or questionable behavior while traveling or participating in a club sports event/competition.
- Consumption of alcohol or use of drugs by teams, advisors, or coaches at any club event, competition, trip, or function.
- Sexual misconduct, sexual harassment, and/or sexual assault.
- Hazing in any form.
- Harassment and/or assault in any form.
- Inappropriate or questionable use of club sports team funds.
- Inappropriate or questionable use of personal and club sports team social media accounts.

Misconduct can be reported to Campus Recreation staff at any time, regardless of the reporter's relationship to a club sports team or the university. Misconduct can also be reported to one or more of the following Missouri State University offices, as appropriate: [Office of Student Engagement \(OSE\)](#), [Office of Student Conduct](#), and/or [Office of Human Resources](#). Reports involving criminal behavior and/or activity should be immediately reported to law enforcement.

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<sup>6</sup> Missouri State University policies, the Club Sports Manual, and/or Campus Recreation staff have the right to override processes written in individual club sports teams' constitutions.



## Anti-Hazing Policy

Hazing, in any form, is strictly prohibited. All club sports teams, advisors, and coaches are expected to be familiar with the most recent anti-hazing policy of Missouri State University as written in the Code of Student Rights and Responsibilities and reproduced below:

*Hazing, an act that endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation or admission into, affiliation with or as a condition of continued membership in a group or organization. The express or implied consent of the student will not be a defense to a violation of hazing. The willing participation or acquiescence of the student subject to the hazing activity is no defense and is still a violation of this policy.*

Any club sports teams, advisors, or coaches implicated in hazing will be subject to sanctions. Misconduct involving illegal behaviors will be reported to law enforcement. Missouri State University, OSE, and/or Campus Recreation reserve the right to investigate any and all claims of hazing and may use whatever means are deemed necessary to conduct an investigation and issue the appropriate sanctions according to Missouri State University policy and/or applicable law.

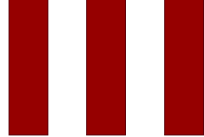
### Sanctions

Failure of club sports teams, advisors, and coaches to comply with policies will result in sanctions. Sanctions will be issued, as appropriate, by Campus Recreation. Criminal behaviors and/or activities will be reported to and overseen by law enforcement.

Missouri State University, the OSE, Campus Recreation, and/or law enforcement reserve the right to investigate any and all claims of misconduct and may use whatever means are deemed necessary to conduct an investigation and issue the appropriate sanctions according to Missouri State University policy and/or applicable law.

Sanctions may be specific to club sports teams, advisors, and/or coaches as deemed appropriate by Missouri State University policy. Sanctions can include, but are not limited to, the following:

- Loss of club sports team status.
- Loss of club funding, facility rental capabilities and related club sports team benefits.
- Removal of club officers, advisors, and/or coaches.
- Mandated compliance training and/or meetings with the appropriate Missouri State University offices.



*Note: Sanctions are subjective and issued based on the best interpretation of the misconduct, Missouri State University policies, and/or applicable laws.*

## **Probationary Periods**

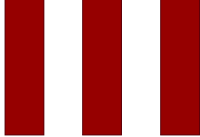
Probationary periods are set lengths of time offered to club sports teams to address, manage, or otherwise correct any misconduct or shortcomings of club sports teams, advisors, and/or coaches. Probationary periods should be seen as a “last resort” before initial or further sanctions are issued and/or the club sports team is dissolved. Campus Recreation staff will keep a record of the duration and reason for all offered probationary periods.

Probationary periods and/or the length of probationary periods are offered on a case-by-case basis by Campus Recreation staff. Probationary periods are not a right, and probationary periods will not be offered to all teams. Further, teams who have previously served or been offered probationary periods may or may not be offered additional probationary periods. Probationary periods apply to entire club sports teams even if the misconduct was committed by one or a few participants.

Campus Recreation staff does not need to justify the decision to offer or refuse probationary periods. Club sports teams, advisors, and coaches are subject to immediate dissolution or dismissal without a probationary period. Probationary periods may be offered before a sanction is issued, or probationary periods may be offered along with any sanctions deemed appropriate by Missouri State University, the OSE, or Campus Recreation.

After two consecutive semesters on probation, teams will no longer be eligible to participate in any practices, events, and/or competitions as a recognized club sports team.

Due to the team-specific nature of probationary periods, any questions, concerns, comments, or grievances regarding probationary periods should be directed to Campus Recreation staff.



## Appeals Request

The steps to appeal decisions regarding denial of club status, sanctions, and/or probationary periods are as follows:

1. The team president must write a letter to the Assistant Director Campus Recreation-Rec Sports with the following information:
  - a. Reason for the appeal
  - b. Evidence proving why the initial decision should be reconsidered
  - c. Changes that will be made by the club sports team to prevent a similar situation in the future

Appeal letters should be hand-delivered to the Assistant Director Campus Recreation-Rec Sports, the Club Sports Graduate Assistant, or an available Campus Recreation employee.

2. Upon receipt of the letter, the Assistant Director Campus Recreation-Rec Sports will contact the author of the letter to schedule a meeting to discuss the situation and letter.

In the event that the Assistant Director Campus Recreation-Recreational Sports position is vacant, the appeal will be heard by a Director within Campus Recreation. Any decision made by the presiding Director when acting as the Assistant Director Campus Recreation-Rec Sports is final.

3. A decision will be issued on the appeal within 3-5 business days. All appeal decisions are final.

For questions regarding the appeals process, contact the Assistant Director of Recreational Sports.



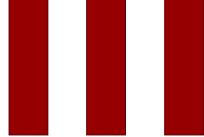


## **Missouri State University Non-Discrimination Policy Statement**

In concurrence with NIRSA-Campus Recreation governing body- to promote inclusivity and align with the Public Affairs mission of Missouri State University, Club Sports recognizes and celebrates diversity and seeks to promote an inclusive environment for all students. Please email [campusrecreation@missouristate.edu](mailto:campusrecreation@missouristate.edu) to discuss any accommodations necessary to participate in Club Sports and Campus Recreation personnel will assist and/or direct you to the appropriate Missouri State University resource.

Missouri State University is a community of people with respect for diversity. The university emphasizes the dignity and equality common to all persons and adheres to a strict non-discrimination policy regarding the treatment of individual faculty, staff, and students. In accord with federal law and applicable Missouri statutes, the university does not discriminate on the basis of race, color, national origin (including ancestry, or any other subcategory of national origin recognized by applicable law), religion, sex (including marital status, family status, pregnancy, sexual orientation, gender identity, gender expression, or any other subcategory of sex recognized by applicable law), age, disability, veteran status, genetic information, or any other basis protected by applicable law in employment or in any program or activity offered or sponsored by the university. Sex discrimination encompasses sexual harassment, which includes sexual violence, and is strictly prohibited by Title IX of the Education Amendments of 1972.

Note regarding transgender participants: While the Campus Recreation eligibility requirements are gender-specific and binary, students who are transgender or are nonbinary are encouraged to participate. Campus Recreation personnel are available to discuss options in order to select the available Club Sports teams. Please email [campusrecreation@missouristate.edu](mailto:campusrecreation@missouristate.edu) to make arrangements to meet with Assistant Director of Recreational Sports to discuss.



## Alterations and Ratifications

The Club Sports Manual and related documents exist to equally serve the interests of Missouri State University, the Office of Student Engagement (OSE), and Campus Recreation.

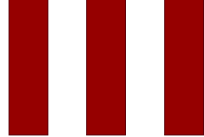
Campus Recreation staff welcomes any suggested adoptions, alterations, amendments, changes, and revisions to the Club Sports Manual and related documents.

To suggest an alteration to the Club Sports Manual, write a letter addressed to the Assistant Director of Campus Recreation-Recreational Sports. In the letter, quote the line(s) that could be altered, make the suggested alterations, and note the document in which the line(s) can be found. Multiple alteration recommendations can be made in a single letter. Letters can be mailed or hand-delivered to the Foster Recreation Center. Suggested alterations do not guarantee changes will be made to the document(s).

All suggested alterations will be compared to current Missouri State University, OSE, and Campus Recreation policies and documents to prevent conflicts in policies.

Once alterations have been cleared by the appropriate offices, the proposed alterations will be presented to the Club Sports Council. All proposed alterations require a 2/3 vote of approval from active, voting members of the Club Sports Council participating in the vote. Individuals may only propose any single alteration once per calendar year. The Club Sports Council will vote on proposed alterations in the spring semester. Campus Recreation staff reserves the right to update the Club Sports Manual as necessary to ensure it aligns with necessary policies. Updates made by Campus Recreation staff do not require a 2/3 approval vote by the Club Sports Council.

Any information in the Club Sports Manual and related documents that is out-of-date, incorrect, or otherwise inaccurate should be reported to Recreational Sports staff.



## Frequently Asked Questions

### **Does the Missouri State University Athletics Department monitor club sports?**

Club sports are not monitored by the Athletics Department. Club sports are considered student organizations at Missouri State University. Therefore, club sports teams are monitored by Campus Recreation and the Office of Student Engagement (OSE). Further, club sports teams, advisors, and coaches are not bound by National Collegiate Athletic Association (NCAA) rules and regulations.

### **What are the roles of Missouri State University Campus Recreation and the Office of Student Engagement (OSE) in organizing club sports teams?**

Campus Recreation and the OSE work together to offer as many club sports teams as possible. The OSE has the responsibility of monitoring club sports teams as student organizations. Therefore, actions such as obtaining club constitutions, allocating SOFAC funding, and updating BearLink profiles fall under the OSE. Campus Recreation aids in the organization of club sports teams. Actions such as enforcing policies, issuing sanctions, and advising teams are the responsibilities of Campus Recreation.

### **How do I create a club sports team?**

Club sports teams are student organizations, so the process of creating a new club sports team is the same as creating a new student organization. All student organizations are created through and approved by the OSE. More information about creating a new student organization can be found on the [OSE website](#) or by following the steps listed in the 2022-2023 Student Organization Handbook produced by the OSE.

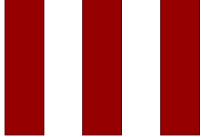
Please note that the nature of the sport in terms of risk of physical harm and risk of damage to practice and/or competition facilities will be considered when approving a new club sports team.

### **How are club sports teams funded?**

Most club sports teams are awarded annual travel, competition, and equipment funding through the Student Organization Funding Allocation Council (SOFAC) through the OSE. Teams also benefit from private/alumni donation funds or gifts, membership dues, and fundraising.

### **How do I become involved?**

All club sports teams are listed on BearLink. Search for the club you are interested and send an email off to their contact or contact Recreational Sports staff.



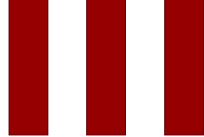
## Appendix A: Vehicle and Passenger Information

Mode of Transportation:	<input type="checkbox"/>	Bus/Train/Other Ground			<input type="checkbox"/>	Airplane	
	<input type="checkbox"/>	Rental Vehicle			<input type="checkbox"/>	Personal Vehicle	
	Make & Model:					Year:	
	Color:		Plate #:		State:		

<u>List of Driver and Passengers</u>					
Driver:		Phone:		M #:	
Passenger:		Phone:		M #:	
Passenger:		Phone:		M #:	
Passenger:		Phone:		M #:	
Passenger:		Phone:		M #:	

Mode of Transportation:	<input type="checkbox"/>	Bus/Train/Other Ground			<input type="checkbox"/>	Airplane	
	<input type="checkbox"/>	Rental Vehicle			<input type="checkbox"/>	Personal Vehicle	
	Make & Model:					Year:	
	Color:		Plate #:		State:		

<u>List of Driver and Passengers</u>					
Driver:		Phone:		M #:	
Passenger:		Phone:		M #:	
Passenger:		Phone:		M #:	
Passenger:		Phone:		M #:	



## **Appendix B: Fundraiser Guidelines**

Fundraising events and programs are beneficial for club sports teams to raise money for team operations. Many people and lots of planning go into successful fundraisers. The purpose of these guidelines is to provide information and policies related to club sports team fundraisers in one concise document. Teams are encouraged to read through all guidelines before hosting a fundraiser.

### **Who is eligible to host a fundraiser?**

All club sports teams may host fundraisers to raise money for team operations and expenses.

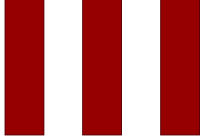
### **Who is responsible for planning fundraisers?**

The short answer: team treasurers. In reality, fundraising events and programs require participation from the entire team. Team treasurers are responsible for planning fundraising events and programs, and treasurers must be involved in every step before, during, and after fundraisers. Other executive officers and team participants can—and should—assist the team treasurer in generating ideas, planning, and hosting/participating in fundraisers.

### **How do teams start a fundraiser?**

There are three major beginning steps to take when planning a fundraiser. These three steps are the first of many steps necessary in fundraising:

1. Identify a purpose. The first thing to do when planning a fundraiser is to identify why a fundraiser is necessary. Is the team hoping to purchase new equipment? Are travel funds needed for an event or competition? Teams should identify the purpose for the fundraiser that everyone involved can rally behind.
2. Brainstorm events or programs. Team treasurers should lead the team in brainstorming creative ways to meet the goal identified in step 1. Perhaps an event, activity, merchandise sale, baked goods drive, or online campaign would work best for the team to meet fundraising goals. Note that, under Missouri law, activities such as BINGO, raffles, lotteries, and gambling are not allowed.
3. Reserve facility space. Teams may host fundraisers at off- or on-campus facilities. To host an event at an off-campus facility, teams should contact the facility directly to reserve space and inquire about policies. To host an event at an on-campus facility or outdoor space, teams should contact [Missouri State University Event and Meeting Services](#) to express interest in hosting an on



campus fundraiser. Event and Meeting Services will help teams reserve indoor and outdoor spaces, cater fundraising events, and advise teams on Missouri State University policies related to hosting on-campus fundraising events and programs.

**Do all club sports teams have to host a fundraiser?**

Fundraisers are not a required activity for club sports teams. Teams may earn operational money through a variety of sources; fundraising is just one possible source of funding. Although fundraisers are not required, club sports teams should remember that teams cannot rely on Student Organization Funding Allocation Council (SOFAC) funding alone.