

**The Ohio State University**  
**Recreational Sports**  
**SPORT CLUB HANDBOOK**  
**2023-2024**

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## Sport Club Introduction

Welcome to the 2023-2024 Sport Club year! Sport club members are part of a designated organization of competitive athletes at The Ohio State University. Participation in a sport club provides students with the opportunity to compete and participate on behalf of Student Life's Department of Recreational Sports. Our 60+ sport clubs participate in events locally, regionally and nationally, displaying the best of Ohio State's sportsmanship and leadership. The Competitive Sports Office provides the framework for these clubs to run their student organizations.

Ohio State has no position on the status of sport clubs, nor do they have any financial responsibility for them. Sport clubs are independent from the university and are not required to form corporations.

This manual provides an outline for sport club policies and procedures. Please direct specific questions to the Competitive Sports staff.

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## Recreational Sports

### Motto

Life in Motion

### Mission Statement

To engage the university community in physical and wellness activities by offering the finest collegiate recreation programs, services, staff, and facilities.

### Vision Statement

We will be global leaders in developing lives of balance, physical activity, and well-being.

### Values

- Advocate for lifelong movement and an active campus
- Build personal development opportunities
- Celebrate our proud and progressive heritage
- Deliver extraordinary service experiences
- Enrich through collaboration and diversity

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## Professional Staff

The competitive sports staff serves as the official representative of the Department of Recreational Sports in the supervision of the sport club program. In this role, the staff will:

- Communicate regularly with club representatives and advise on matters of: scheduling, participant eligibility, coaching, finance, equipment purchases, travel and safety and risk management.
- Assist with marketing and fundraising efforts.
- Assist with the continuing development of policies and procedures of the individual clubs.
- Assist with the allocation of facilities and funds.
- Refer all participants to training and leadership development opportunities.
- Sanction clubs and/or individuals when warranted.
- Enforce all policies and regulations as defined by the Department of Recreational Sports and The Ohio State University.

The Competitive Sports staff encourages club officers to seek advice, guidance and support from the staff. The staff is comprised of the following individuals:

**Domonique Dunn**

Assistant Director, Competitive Sports  
RPAC Recreational Sports Office Suite, Room B181  
Phone: 614-247-6263  
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## Student Staff

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The competitive sports staff serves as the official representative of the Department of Recreational Sports in the supervision of the sport club program. In this role, the staff will:

- Communicate regularly with club representatives and advise on matters of: fundraising, upcoming events, travel, safety and risk management.
- Serve as a liaison between club representatives and Competitive Sports Professional Staff.
- Collect sport club related documents and submit for further processing within the Office of Competitive Sports.
- Supervise home competition events.
- Enforce all policies and regulations as defined by the Department of Recreational Sports and The Ohio State University.

## Office Hours and Contact Information

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**Office Hours:** Monday through Thursday, 9 a.m. - 6 p.m.; Friday, 9 a.m.- 4 p.m.

**Phone:** 614-688-3879

**Room:** RPAC, Recreational Sports Office Suite, Room B147

**Email:** [Sportclubstaff@osu.edu](mailto:Sportclubstaff@osu.edu)

**Website:** <https://recsports.osu.edu/programs/competitive-sports/sport-clubs>

## Sport Club Overview

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### Article 1: Overview

The Sport Club Program at The Ohio State University is comprised of three different tiers: Scarlet, Gray, and Instructional. Each sport club is divided amongst the different tiers dependent upon the qualifications of each tier. All clubs and their members must abide by the requirements and standards stated under each tier, which you will find below.

All active sport clubs and club members must abide by The Ohio State University's [Student Code of Conduct in addition to The Student Organization Handbook](#):

Any Sport Club subjected to disciplinary actions from the Office of Student Conduct may also receive sanctions from the Competitive Sports Office.

### Article 2: Scarlet Tier Overview

- Must be team oriented. The minimum number needed should be equal the number needed to participate plus half.
- Must be competitive in nature. The primary purpose is to develop and display athletic ability in the context of competition.
- Must compete against other universities in a league either through the governing body (sanctioned league) or clubs at nearby institutions (nearby is defined as in a boarding state) a minimum of seven (7) competitions per academic year.
  - Must be an officiated/umpired sport (i.e. a sport involving certified and recognized individuals in uniform to actively enforce rules, hold participants accountable, and ensure safety of the competition)
- Must have a nationally recognized governing body.
- Cannot be a duplicate or have strong similarities of a current sport club.
- Coaching is strongly recommended by a certified coach(s).
- Strongly suggested that the sport be an Olympic sport, recognized internationally or by the NCAA.
- Hold practice sessions a minimum of twice a week with the primary practice goal of skill development and preparation for competition.
- The club must be physical and active in nature.
- Must be recognized as a sport club for three (3) consecutive years without any break.

\* Subject to Recreational Sports approval: Approval can be denied because of the following:

1. Activity involves high liability or risk factors
2. Does not properly represent the Ohio State University student body or is not otherwise in the best interest of the University or Recreational Sports
3. Not enough available resources (facility space, funding, and personnel)

### Requirements

- Meetings – Must attend three Presidents Meetings during the academic year
- Risk Manager – Clubs in this tier must have at least two (2) Risk Managers
- Coaches must attend mandatory meeting, pass background check and have first aid/CPR certification
- Must be able to financially support all club operations

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## Benefits:

1. Baseline testing
2. Paid athletic trainers at home events for High Risk clubs
3. First priority when it comes to reserving space
4. Use of university branding
5. Leadership development
6. Access to professional staff for guidance
7. Minimum \$1000 allocation
8. Additional funding opportunities for nationals or supplemental expenses

## Penalty for not meeting requirements:

1. Club probation within the program
2. Moved to a different tier within the sport club program
3. Removal from the sport club program

## Article 3: Gray Tier Overview

- Must have eight (8) or more active student members at practice on a routine basis.
- May need Recreational Sports space in order to compete or practice that cannot be obtained through other campus venues.
- May be either team or individual competition.
- Must compete against individual(s) and/or team(s) from a different higher education institution within collegiate recreation in a minimum of five (5) competitions per academic year.
- Must have a nationally recognized governing body.
- Cannot be a duplicate or have strong similarities of a current sport club.
- Coaching is strongly recommended by a certified coach(s).
- Strongly suggested that the sport be an Olympic sport, recognized internationally or by the NCAA.
- The primary goal of practice should be skill development and preparation for competition.
- The club must be physical and active in nature.

*\*Subject to Recreational Sports approval: Approval can be denied because of the following:*

1. *Activity involves high liability or risk factors*
2. *Does not properly represent the Ohio State University student body or is not otherwise in the best interest of the University or Recreational Sports*
3. *Not enough available resources (facility space, funding, and personnel)*

## Requirements

- Meetings – Must attend three Presidents Meetings during the academic year
- Risk Manager – Clubs in this tier must have at least one (1) Risk Manager
- Coaches must attend mandatory meeting, pass background check, and have first aid/CPR certification
- Must be able to financially support all club operations

# RECREATIONAL SPORTS

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## Benefits:

1. Second priority when it comes to reserving space
2. Use of university branding
3. Leadership development opportunities
4. Access to professional staff for guidance
5. Maximum \$1000 allocation
6. Additional funding opportunities for nationals or supplemental expenses

## Penalty for not meeting requirements:

1. Club probation within the program
2. Moved to a different tier within the sport club program
3. Removal from the sport club program

## Article 4: Instructional/Social Club Overview

- May need Recreational Sports space in order to compete or practice that cannot be obtained through other campus venues.
- Must have eight (8) or more active student members at practice on a routine basis.
- May or may not be competitive.
- Must be physical in nature.
- Cannot be a duplicate or have strong similarities of a current sport club.
- More instructional in nature.
- Main purpose is to provide instruction, participation and/or social opportunities for club members.
- No standard allocation; opportunities for one-time funding using a Supplemental Funding Request.

*\*Subject to Recreational Sports approval: Approval can be denied because of the following:*

1. *Activity involves high liability or risk factors*
2. *Does not properly represent the Ohio State University student body or is not otherwise in the best interest of the University or Recreational Sports*
3. *Not enough available resources (facility space, funding, and personnel)*

## Requirements

- Meetings – Must attend three Presidents Meetings during the academic year
- Risk Manager – Clubs in this tier must have at least one (1) Risk Manager
- Coaches must attend mandatory meeting, pass background check, and have first aid/CPR certification
- Must be able to financially support all club operations

## Benefits

1. Recreational Sports space
2. Third priority when it comes to reserving space
3. Leadership development
4. Access to professional staff for guidance

## Penalty for not meeting requirements:

1. Club probation within the program
2. Removal from the sport club program

## Article 5: Student Organization Registration

Presidents must register their clubs with [Student Organizations](#). Sport club organizations are not required to attend training sessions through the Student Organizations Office given they attend the appropriate presidents and treasurers training through the Competitive Sports Office. Registration for student organizations should take place by the fall semester deadline. The requirements to be a registered and active student organization are:

- Training for Primary Leader (president training), completed yearly
- Training for Ohio State Advisor (advisor certification), completed every two years
- Online organization information renewal completed which includes:
  - Names and contact information for three student leaders serving as officers (president, vice president, treasurer)
  - Ohio State faculty or staff advisor name and contact information (including OSU name.#)
  - Organization purpose statement and mailing address
  - An electronic copy of constitution in either PDF or Word format. Constitutions must include a non-discrimination policy consistent with Ohio State's policy, a listing of officer positions, and a method for both electing and removing officers
  - An electronic roster of names of members (minimum of five members required)
- Advisor approval of online registration and goals

## Article 6: How to become a sport club or move up within the tiers

Clubs who want to become a sport club must be a current registered student organization in good standing for at least two consecutive semesters. New clubs are eligible for placement in either the recreational or instructional level and must meet the qualifications that are listed in either Article 3 or 4. The Department of Recreational Sports reserves the right to deny any request if it does not meet the mission, vision, and values of the department or meet an athletic purpose.

Please be prepared to present the following to a panel consisting of a combination of:

- Competitive Sports Professional Staff (1)
- Competitive Sports Graduate Assistants (2)
- Competitive Sports Program Assistants (3 undergraduates)
- A representative from the Facility Scheduling Office (1 professional)
- A student representative from University Recreational Sports Committee (URSC) (1 student)
- A Sport Club Officer (1 student)

This formal presentation should demonstrate the following:

- The nature of the activity
- Membership roster and practice logs for a minimum of a year
- How will the space be utilized
- Benefits of being a sport club



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- Data to support the club's financial stability
- Coaching credentials if applicable
- Documentation from your league and national governing body that states you're a member in good standing

The committee will take the information presented into account. Please be aware that the Department of Recreational Sports has final approval/denial of all groups. Approval can be denied because of the following:

1. Activity involves high liability or risk factors
2. Does not properly represent the Ohio State University student body or is not otherwise in the best interest of the University or Recreational Sports
3. Not enough available resources (facility space, funding, and personnel)

The registration window for doing this is February 28, 2024 through April 7, 2024. This will be the only time applications will be accepted and that the committee will sit for presentations. All presentations will occur on reading day. All decisions will be made by April 25, 2024.

## Membership

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### Article 1: Overview

Membership to a sport club is open to all current students paying the dedicated fee. Membership is also open to current semester and annual Recreational Sports members.

Students who attend school at one of The Ohio State University regional campuses are eligible to participate with sport clubs on the Columbus campus, provided they have purchased a Recreational Sports Membership. It is up to the individual sport's governing body or league rules if those students are eligible to participate in league or tournament play.

Completion of registration forms on DoSportsEasy, including but not limited to the attestation statement, is required for participation in all sport club programs. Competing without completing these forms may result in the revocation of your eligibility from future participation in the Office of Student Life's Recreational Sports programming.

### Article 2: Faculty/Staff Advisors

Clubs must select a club faculty/staff advisor each year. The faculty/staff advisor must be any university employee except for undergraduate or graduate student employees. After this point, a club may use their advisor as they deem appropriate. The Competitive Sports staff will only contact the club's faculty/staff advisor in disciplinary or recognition matters. Club officers remain responsible for all communication to their faculty/staff advisor.

Faculty/staff advisors must complete online training every two years and in-person training every four years. Faculty/staff advisor training is 60 minutes in length and attendance for the full session length is required through the Student Organizations Office. Training completion is part of the registration requirements for all student organizations. Training sessions are an opportunity for faculty/staff advisors to learn about requirements, responsibilities and resources available to registered student organizations.

Faculty/staff advisors should NOT be listed on Sport Club bank accounts.

Any questions on faculty/staff advisors or training should be directed to the Coordinator of Student Organizations at the Ohio Union.

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## Article 3: Coaches/Instructors

The Department of Recreational Sports acknowledges that our sport clubs often benefit from the assistance and direction of coaches and instructors. While we realize that the majority of coaches are volunteers, their participation in the university sponsored club requires that they uphold our standards, policies, and regulations.

The Competitive Sports program does not require club coaches. Knowledgeable coaches are appreciated to help clubs compete and learn sport skills. Each sport club coach must complete a background check, coach form and required training before they begin practicing, instructing or coaching. Coaches should remember that all clubs exist for supporting student growth and leadership. Coaches should also understand their role on the team as sport experts and mentors of students and they have no voting privileges within the club whatsoever. Those selected as coaches must act in a supervisory role and abide by all Department of Recreational Sports, Student Life and university guidelines. These include, but are not limited to, sexual harassment and alcohol policies. Please contact the Competitive Sports Office if any questions, concerns, or issues arise.

Coaches should NOT be listed on Sport Club bank accounts.

Reference checks are recommended for all new coaches. All prospective coaches should use the following list of action items to become a recognized and official coach of a Sport Club:

1. Contact the Assistant Director, Competitive Sports via email at [dunn.804@osu.edu](mailto:dunn.804@osu.edu).
2. Complete a background check through Ohio State Human Resources
3. Attend a Coach's Meeting hosted by Ohio State Recreational Sports
4. Have a completed [Coach's Application and Agreement Form](#) on file with Recreational Sports

## Article 4: Background Check Information

The Competitive Sports Program requires all coaches to complete a background check to serve as a sport club coach. Any new coach who is listed on a sport club's roster as a coach must complete a background check prior to the start of coaching. Any coach who does not complete a background check will not be permitted to coach their respective sport club team until a check is cleared. Any coach that is found to have begun coaching before being officially "approved" can be subject to suspension or loss of membership status.

## Article 5: Coach Expectations

The Department of Recreational Sports discourages coaches/instructors from having personal relationships with their athletes. Our program allows for flexibility only if the sport in which they coach/instruct allows for all students to participate and do so equally (e.g., a martial arts club or club that does not hold tryouts). Furthermore, if club members feel that the player/coach relationship becomes inappropriate, leads to unfair participation decisions, or is causing team disturbance, the sport club program reserves the right to remove the coach, player, or both. This situation also could lend the player and/or coach subject to complaints such as sexual harassment. Any complaint by ANY member about coach/player relationships will be investigated through our department in conjunction with the Title IX Office.

At no time shall a coach or an advisor be on or in possession of the club's bank account information. Any club found in violation of this will be subject to sanctions including, but not limited to, losing sport club status and removal of sport club coach/instructor.

## Article 6: Coach/Instructor Removal:

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While acting as a coach or instructor of a sport club, all coaches and instructors are responsible for adhering to local, state and federal laws and all applicable policies, guidelines and procedures put in place by The Ohio State University, the Office of Student Life, and the Department of Recreational Sports.

The Department of Recreational Sports reserves the right to initiate a removal process of any coach or instructor at any time with or without cause or justification. Violations can include, but are not limited to, the following:

- Local, state and federal laws
- Competitive Sports, Recreational Sports and Ohio State policies, guidelines or procedures
- Recreational Sports facility policies
- Use of university property and programs for personal gain, i.e. revenue
- Failed background checks
- Failure to disclose legal information in compliance with university background check process

It is the right and obligation of the Department of Recreational Sports to protect the club and if, in the department's opinion, the coach or instructor is not meeting expectations deemed in the best interest of the club, the coach or instructor may be relieved of duties.

**Please note that these regulations and sanctions apply to student coaches and non-student coaches.** Recreational Sports reserves the right to suspend club privileges if club officers do not comply with this request.

## Article 7: Officers and Meetings

Each club must elect an executive board to manage club activities and events. At a minimum, each club must elect:

- President
- Vice President
- Treasurer
- Secretary

Each club may assign club specific duties to these officers or other positions as they see fit. The Competitive Sports Office will communicate directly with presidents and only with other officers as necessary. It is up to the club's officers to ensure that the Competitive Sports Office has the correct contact information on file for these individuals.

The Competitive Sports Office requires that certain officers attend meetings to participate and learn about program policies and procedures. Presidents must attend all meetings, but treasurers, risk managers and coaches only need to attend one meeting per year unless otherwise indicated.

## Article 8: Roles of the Officers

### Club President

- Communication: The importance of the club president communicating with their club members and with the Competitive Sports staff cannot be overemphasized. The president is the liaison between the club and the Competitive Sports Office.
- Read and understand the contents of the Sport Club Manual to ensure club compliance with Competitive Sports Office requirements.

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- Attend all the Sport Club meetings or send another club officer in your place.
- Evaluate coach/instructor at the end of the season.
- Inform club members of policies, procedures, expectations, emergency procedures and other regulations that must be followed
- Familiarize incoming officers with Sport Club Manual.
- Submit all registration applications.
- Maintain a complete and accurate list of memberships, officers, advisor and coaches: numbers, addresses, email addresses, etc.
- Submit membership list and completed release and waiver of liability agreement to the Competitive Sports Office.
- Hold regular meetings with club members.
- Submit semester and annual reports to Competitive Sports Office.
- Determine a storage location for equipment.
- Assist club treasurer in preparing the annual budget and keeping track of club financial status.
- Promote good sportsmanship on and off the field.
- Have an emergency action plan.
- Ensure that safety is addressed at all club practices, competitions or activities.
- Implement proper disciplinary action procedures when warranted.
- Assist and supervise fundraising projects.

## Club Vice President

- Serve as the club representative in the absence of the president.
- Schedule facilities for practice, games and/or special events.
- Make travel arrangements.
- Coordinate fundraising events.
- Notify the Competitive Sports Office staff of travel, fundraising and changes to club related events.
- Read and understand the contents of the Sport Club Manual.
- Make provisions for official, support personnel, equipment and site preparation for all activities.

## Club Treasurer

- Keep current financial records by documenting each expenditure and deposit.
- Make sure club monies are used properly.
- Ensure financial business is conducted in compliance with policies and procedures.
- Ensure that club members have paid membership dues.
- Assist with club fund raising activities.
- Be sure all checks have both the president and the treasurer's signatures on them.
- Have access to debit card.

## Club Secretary

- Keep records of all activities—document meeting minutes, game results and promotional and marketing ventures.
- Submit activities summary to Competitive Sports Office (game results, trip highlights, fundraising results, special events, etc.)

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- Remind club members of upcoming meetings, events and matches via call and/or email
- Develop and maintain newsletter items (i.e. press release, web site data)
- Notify the Competitive Sports Office staff of any changes in club schedule (games, trips, or practices), leadership, membership, etc.
- Check the club's mailbox weekly (RPAC B147)

## Risk Manager

- Be present at all club practices and competitions, and highly recommended for all other club events, fundraising activities, etc.
- Serve as a first responder during practice and/or competitions when an athletic trainer or a Department of Recreational Sports employee is not present
- Maintain current certifications including CPR, First Aid and AED
- Responsible for check-in and check-out of medical kit from Competitive Sports Office and keep medical kit fully stocked with supplies
- In the event of an injury, the risk manager is responsible for the submission of an Accident Report for any practice or competition where an Ohio State Competitive Sports Supervisor is not present
- Attend Risk Managers meetings provided by The Department of Recreational Sports prior to any club travel.

## **Article 9: Gender Participation**

Participants are eligible to play based on their gender identity so long as they comply with all Player Eligibility Guidelines within The Ohio State University Competitive Sports program. National Governing Bodies that regulate sport club competitions may have separate policies that may apply to gender that would also impact participation eligibility.

All athletes are eligible to participate within their respective sport as long as they comply within the rules of their National Governing Body and The Ohio State University Competitive Sports program.

## **Article 10: Bias and Inclusion Incident Policy and Action Plan**

**Inclusion Statement:** The Competitive Sports program celebrates a culture of open-mindedness, compassion, and inclusiveness among individuals and groups. We strive to create a community comprised of members from diverse cultures, backgrounds, and life experiences both on and off the field of competitive play.

**Bias Incident Policy:** If an incident of reported or observed bias occurs, the contest may be ended by the Competitive Sports Student Supervisor with no determination made by the supervisor of outcome, fault, or consequences for the bias incident. The contest at play will be declared a forfeit. The Competitive Sports program will gather information from the contest on site and report the incident to the Office of Institutional Equity. Any determination of the outcome of the contest will be made following the completion of the Incident Report and subsequent follow up process. Responses to bias incidents will be made on an individual case basis.

All Students participating in a Competitive Sports event are subject to this policy of bias response and to the Student Code of Conduct.

Under Section 3335-23-04 of the Student Code of Conduct, Prohibited conduct includes but is not limited to:

(B) Endangering health or safety.

(1) Endangering behavior: Taking or threatening action that endangers the safety, physical or mental health, or life of any person, or creates a reasonable fear of such action.

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## Article 11: Minor Policy

Current Sport Clubs are able to host events with minors so long as they follow the requirements outlined in the [University's Activities and Programs with Minor Participants Policy](#).

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## Injuries/Athletic Trainers

### Article 1: Athletic Trainers

The Competitive Sports Program will provide athletic trainers on-site for all home games for contact and collision clubs (High Risk Sport Clubs), or other events/activities deemed necessary.

### Article 2: Concussion Policy

Any participant displaying concussion-like symptoms, as identified by the Competitive Sports staff or athletic trainers, shall be removed from play immediately. Athletes will not be allowed to participate until a Medical Clearance Form has been completed and submitted to the Competitive Sports Office during normal business hours. Medical Clearance Forms will not be accepted on-site.

### Article 3: Clearance Policy

Any athlete who is diagnosed with a concussion or any other physical injury that requires an appointment or treatment by a medical provider must have a licensed health care provider of your choice complete the Medical Clearance Form.

Once an athlete sustains an injury which requires medical attention, the athlete will not be allowed to participate until the Medical Clearance Form provided by the Competitive Sports Office has been completed and returned to the Athletic Training Staff at Ohio State University Sports Medicine Department for review. All injuries should be reported to a coach immediately.

The Competitive Sports program requires that all athletes diagnosed with a concussion must also have exertion testing performed prior to full return to play status. These services can be performed by an approved licensed health care provider of your choice (Medical Doctor, Doctor of Osteopathy, Advanced Registered Nurse Practitioner, Physician's Assistant or Licensed Certified Athletic Trainer) trained in the evaluation and management of concussion injury. If the provider of your choice is unfamiliar with the 5-step exertion testing, they can refer the injured athlete to OSU Sports Medicine.

If a player has or appears to have a concussion or is displaying concussion-like symptoms, the student is ineligible for further competition in club sport and intramural programs until they provide the Competitive Sports Office a Medical Clearance Form signed by a medical doctor. Students that attempt to continue participation without receiving medical clearance may be ruled ineligible from registration and participation in all future Office of Student Life Recreational Sports programming.

### Article 4: Academic Accommodations

Please be aware that suffering a concussion can temporarily affect academic performance. The Office of Student Life Student Advocacy Center is available to all students who may need accommodations following a concussion. They will work to connect the participant with other resources, advise participants on how to manage their condition in relation to school, and offer whatever support they can provide. The Student Advocacy Center's phone number is 614-292-1111.

## Facility Space

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### Article 1: Overview

Each sport club in good standing may request Department of Recreational Sports' facility space free of charge for a club event. By fall semester reading day, club presidents will submit a request for the following year's practice space. The Competitive Sports Office works with the department's facility schedulers to allocate space. When conflicting requests occur, the club with a higher administrative compliance score (ACS) receives priority. The office will accept change requests, but these requests must come through the Competitive Sports Office. Competitive Sports staff aims to serve clubs by providing adequate time and space for each club to the best of their ability. To reserve space for special events, clubs must follow special event guidelines outlined below.

### Article 2: Facility Rules

The recreation facilities may not be used for personal gain by any member of the university community. Private instruction is restricted to that of approved programs and rental groups. A group must have a minimum of eight participants by five minutes past the scheduled starting time to claim and retain the reserved space. Two no shows without 48 hours prior notice given to the Department of Recreational Sports Scheduling Office will result in termination of the reservation for that current semester. For the climbing center, there must be a group of 10 participants to claim and retain the reserved space.

### Article 3: Misuse of Facilities

From time to time clubs make mistakes and misuse the facilities or abuse the privileges of the facilities. Violations can include but are not limited to the following:

- Hosting a scrimmage/practice, game, clinic, event, etc. without prior confirmation
- Allowing non-club participants to enter the facility without proper credentials
- Practicing with fewer than eight participants
- Failing to leave the facility in a timely manner following a scrimmage/practice, game, clinic, event, etc.
- Showing disrespect to a Recreational Sports employee
- Not being truthful in filling out the required Facility Request form
- Damaging to facilities and/or department equipment

Depending on the severity of the violation or incident, the following could occur:

#### First Offense

Minimum – Verbal/written warning

Maximum – Suspension of practice space for two weeks. No new events for the semester will be granted.

#### Second Offense

Minimum - Suspension of practice space for two weeks. No new events for the semester will be granted.

Maximum – Suspension of all space for the equivalent of one semester.

#### Third Offense

Minimum - Suspension of all space for the equivalent of one semester.

Maximum – Dropped as a sport club.



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## Special Events

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### Article 1: Overview

Ohio State sport clubs host special events throughout the year. These events range from scrimmages with local clubs/teams to multi-day tournaments sponsored by governing organizations.

### Article 2: Special Event- Defined

A sport club special event is any sport club event outside of regularly scheduled practices. Special events include the following:

- Intrasquad Scrimmages
- Games/Contests
- Tournaments
- Demonstration Nights
- Clinics
- Other events deemed by Competitive Sports Office

If there is a question of whether an event should be considered a special event, please contact the Competitive Sports Office.

### Article 3: Steps for Sport Club Special Event Approval

- Sport club submits [Sport Club Facility Request Form](#)
- Competitive Sports Office reviews packet and contacts club with any questions/clarification.
- Competitive Sports Office submits Facility Request to facility scheduling office
- Facility scheduling office checks availability of space and requests any additional information directly from the club.
- Facility scheduling office contacts appropriate recreational sports facility director for approval.
- Facility scheduling office sends club a facility confirmation.
- Club will be notified at this time of any additional charges, including rental and/or staffing charges.
- Once event is approved, club will meet with any necessary recreational sports staff members.
- Club will continue to follow the Special Event Timeline/Checklist until the completion of event

#### Timeline:

#### **Six months before event (at minimum)\*for events in McCorkle Aquatic Pavilion**

- Submit [Sport Club Facility Request Form](#) to Competitive Sports Office
  - Facility Request
  - Event Description
  - Budget

#### **One month before event**

- Submit Sport Club Special Event Request packet to Competitive Sports Office
- Contact the Special Event Coordinator regarding vendors
- Obtain approval from University Catering for food sales/distribution



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- Submit home contest schedule (one month prior to first home game)

## Two weeks before event

- Submit visiting team rosters to the Competitive Sports GA
- Meet with appropriate Recreational Sports staff members
- Meet with Competitive Sports GA if event is in RPAC, the McCorkle Aquatic Pavilion, Rec Sports outdoor facilities, or Jesse Owens Centers
- Meet with ARC GA if event is in Adventure Recreation Center
- Meet with Outdoor Facilities GA (if necessary)

## Day of event

- Turn in visiting team waivers/participant waivers to the Competitive Sports supervisor on duty
- Register/Check-In Participants
  - Registration form collected from each participant
  - Registration fees collected from each participant
  - Waiver collected for each participant
  - Credential issued for each participant

## Post-Event

- Notify the Competitive Sports supervisor on duty of results and spectator count
- Include results and final budget in End of Semester Report
- Complete the Post Event Report on DoSportsEasy

## Article 4: Home Contests/Games

Sport clubs should submit a complete contest/game schedule to the Competitive Sports Office at the beginning of each season.

For each contest/game on the schedule, clubs should submit the following:

- Submit a visiting team roster (two weeks prior to event)
- Sign visiting team waiver (can be submitted day of event)

For contests/games added after Home Contest Schedule is turned in, clubs should submit the following:

- Complete Facility Request Form (no later than three weeks prior in advance)
- Submit a visiting team roster (two weeks prior to event)
- Sign visiting team waiver (can be submitted day of event)

## Article 5: Change of Event Policy

In the event that a sport club is attempting to change their event once the staff has been scheduled by the Competitive Sports Office they will need to contact the GA on duty to ensure staff availability. The GA on duty will work with facilities staff to ensure that facility spaces are available. Additionally, they will work with Sports Medicine to ensure the availability of their staff. The GA on duty will have final say on changing event times for all sport club events after the weekend staff schedule has been sent out via email. (This includes but is not limited to cancellations or postponed events)

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## Article 6: Practice Scrimmages

Sport Clubs are allowed to host three practice scrimmages per semester with external groups. These scrimmages must be held during their regularly scheduled practice time. Clubs must contact the Competitive Sports Office at least two weeks prior to the day they wish to hold their scrimmage.

To host a scrimmage, clubs must submit the following:

- Submit a visiting team roster (two weeks prior to event)
- Sign visiting team waiver (can be submitted day of event). If clubs fail to notify the Competitive Sports Office of a scrimmage or submit required information, clubs will not be allowed to host scrimmages for the remainder of the year. Additionally, visiting teams may be required to purchase visitor passes to enter Department of Recreational Sports' facilities.

## Article 7: Scoreboard Operators

The Competitive Sports program does not supply scoreboard operators for any club event. If a club is in need of this service, they should seek volunteers to help with scorekeeping.

## Travel

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### Article 1: Overview

The Competitive Sports Office encourages clubs to travel to participate in tournaments and other competitions. Clubs traveling away from campus for competitions, events, tournaments, etc. must submit all travel information on DoSportsEasy. Trips without completed and approved DoSportsEasy event information will not count towards a club's ACS competition requirement and additional sanctions may be imposed.

### Article 2: Pre-Trip Report

Pre-Trip Reports are required for any club activity taking place away from campus. A club officer, preferably a risk manager, should complete travel information on DoSportsEasy five business days prior to travel.

The club is not allowed to depart for any trip that has not been approved by the Competitive Sports Office on DoSportsEasy. Any club traveling with unapproved athletes on DoSportsEasy are subject to disciplinary actions adjudicated by the Competitive Sports Office.

At no point should one driver drive more than four hours or 200 miles straight. If traveling over four hours or 200 miles, it is strongly recommended that there is a second certified driver in the vehicle to take over the driving duties.

The Department of Recreational Sports strongly suggests the Sport Clubs do not travel between the hours of 11pm and 5am.

### Article 3: Post-Trip Report

Clubs will be required to fill out a post trip report which is housed on DoSportsEasy. This report should be completed within two days of returning from competition.

### Article 4: Cars

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When traveling for sport club related activities, clubs should adhere to the following people to vehicle ratio:

- one car maximum of five people
- one SUV/mini-van maximum of seven people
- one 12-passenger van maximum of 12 people

**Article 5: Buses**

If traveling by bus, the company chosen by the university must carry \$20 million in liability insurance. Competitive Sports will not be able to reimburse clubs for bus travel if the company does not meet the university requirement of carrying a \$20 million liability insurance policy. The university will not allow any orders from charter bus companies who are not complying with the policy until the chosen vendor can provide proof of insurance in the amount of \$20 million.

The following companies currently meet these guidelines:

|   |   |  |
|---|---|--|
| <p>The Ohio State University<br/>         Transportation &amp; Parking Services<br/>         160 Bevis Hall<br/>         Columbus, OH 43210<br/>         (614) 292-9341 (Phone) (614) 292-1660 (fax)<br/> <a href="http://ttm.osu.edu/">http://ttm.osu.edu/</a><br/> <a href="mailto:tpinfo@osu.edu">tpinfo@osu.edu</a></p> | <p>Barons Bus Lines<br/>         12800 Brookpark Road<br/>         Cleveland, OH 44131<br/>         Phone: 440-570-3158<br/>         Fax: 440-886-0512<br/> <a href="http://www.baronsbus.com">http://www.baronsbus.com</a></p> | <p>Cardinal Transportation Ltd.<br/>         2845 Fisher Road<br/>         Columbus, OH 43204<br/>         Phone: (614) 274-2500<br/>         Fax: (614) 274-2600<br/> <a href="https://www.cardinaltrans.com/info@cardinaltransportationltd.com">https://www.cardinaltrans.com/info@cardinaltransportationltd.com</a></p> |
| <p>STM Driven<br/>         1203 W Ridgeway Ave<br/>         Waterloo, IA 50701<br/>         Phone: 319-433-0851<br/> <a href="http://www.shortstravel.com">http://www.shortstravel.com</a><br/>         Attn: Nick Gyllin <a href="mailto:NGyllin@STMDriven.com">NGyllin@STMDriven.com</a></p>                              |   |  |

**Article 6: Emergency Situations**

Inclement Weather and Tornadoes

A tornado warning is indicated by the sounding of emergency sirens for three minutes followed by seven minutes of silence. The warning siren signals that a tornado has been sighted or has appeared on radar in Franklin County. When the alarm is sounded, all members will be directed to take shelter immediately in a designated weather safety zone. The tornado shelters for each facility are listed below.

RPAC: The primary shelter area is in the main locker room. Overflow shelter areas include the bathrooms and stairwell across from the Sport Shop, and the hallway near the golf hitting stations.

ARC: Inside the OAC “drying/equipment” room and in the ARC locker rooms.

JORC: There is no safe shelter area at the Jesse Owens Recreation Centers. In case of a tornado warning, members should evacuate to the following locations:

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- Jesse Owens South: 11th Avenue parking garage, lowest level
- Jesse Owens North: Gerlach Hall/Drackett Tower basement

Members will be asked to stay inside and be alert to falling objects, while staying away from exterior windows and doors. Members have the right to leave under their own free will if they so choose.

## Snow Emergencies

All practices, travel and games will be permitted unless The Ohio State University has closed its doors, classes are not in session, or the Franklin County Sheriff's Office has declared a Level 2 Snow Emergency.

## Emergency Action Plan

In case of an accident or occurrence of an injury while traveling for a sport club activity, the following steps should be taken:

1. Secure the scene. Stabilize the patient and administer first-aid to the best of your abilities.
2. Contact the authorities: Ohio State police- 614-292-2121 for on campus or call 911 for off campus.
3. Select one club officer to be the contact person on scene for the authorities
  - Provide all pertinent information (do not editorialize)
  - Under no circumstances should a statement of fault or guilt be made
4. Contact your Competitive Sports professional staff liaison
5. Fill out [accident report form](#) located in the med kit.

## **Article 7: Travel Expectations**

Students are representatives of The Ohio State University and must adhere to the code of student conduct. The code applies to the on-campus conduct of all students and registered student organizations. The code also applies to the off campus conduct of students and registered student organizations in direct connection with:

- Academic course requirements or any credit-bearing experiences, such as internships, field trips, study abroad or student teaching;
- Any activity supporting pursuit of a degree, such as research at another institution or a professional practice assignment;
- Any activity sponsored, conducted or authorized by the university or by registered student organizations;
- Any activity that causes substantial destruction of property belonging to the university or members of the university community, or causes or threatens serious harm to the safety or security of members of the university community; or
- Any activity in which a police report has been filed, a summons or indictment has been issued or an arrest has occurred for a crime of violence.

Students' behavior at off-campus activities, regardless of scope or distance from campus, is reflective of the university, and students are therefore expected to:

- Maintain the safety and well-being of students as well as other individuals contacted in any capacity during the travel.
- Respect the security and protection of property belonging to individuals, or to other institutions and establishments.
- Create an environment and maintain practices that sustain the educational goals of the travel.
- Pledge obedience to all laws, all Ohio State policies, and policies of any facility or university where students may be at all times. Students traveling are personally responsible for their behavior and the consequences for that behavior.
- Follow The Ohio State University Student Code of Conduct. Anyone violating the Student Code of Conduct while traveling is subject to the sanctions enumerated in sections 3335-23-17 of the student code of conduct.

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Participants in activities involving student travel are responsible for their own behavior and any resulting consequences. The university shall not be liable for any loss, damage, injury or other consequence resulting from a participant's failure to comply with university rules and regulations, the direction of university employees, or applicable law.

Individuals detained by proper authority or incarcerated during travel should not expect assistance or remuneration from the university.

Individuals evicted from their place of lodging are personally responsible for obtaining and paying for their own alternative lodging. Any damages incurred at any lodging establishment are the complete and direct responsibility of the student(s) assigned to the damaged room(s).

## Article 8: International Travel Expectations

Clubs traveling internationally for competitions should contact Domonique Dunn, Assistant Director, Competitive Sports, no later than 12 weeks in advance of their anticipated travel to ensure university guidelines are followed.

## Club Discipline

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### Article 1: Overview

The Competitive Sports Office is committed to maintaining high standards for its sport clubs through the guidelines set forth by this manual and by each sport club's constitution. If any member of a sport club or outside source (meaning non-club member) believes a club is not upholding these standards, they may share this information with the Competitive Sports Office for review and further action, where necessary.

### Article 2: Administrative Compliance

Non-compliance with Sport Club policies includes but is not limited to:

- Failing to complete paperwork by required deadline.
- Individual(s) participating in club activities prior to completing DoSportsEasy registration
- Coach(es) volunteering with the club prior to completing all steps required for approval to coach
- Hosting or traveling to an unapproved or denied club event
- Use of unapproved drivers during club travel
- Failing to have Risk Manager present at required club activities

### Article 3: Acts of Misconduct

Acts of misconduct, defined as conduct or behavior that compromises the integrity of the sport club program, the Department of Recreational Sports or The Ohio State University, shall subject the coach, participant, and/or the entire club to disciplinary action. Allegations of misconduct against any sport club coach, participant, and/or entire club may be addressed with the Competitive Sports Office where appropriate.

Acts of misconduct includes but is not limited to the following behavior:

- Violation of any local, state or federal law, violation of the Code of Student Conduct, or any other university policy, rule, or regulation

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- Consumption of alcohol by any coach, participant, officer or affiliate of the club at any club event, competition, trip or function
- Harassment or sexual harassment
- Hazing of any form and/or violation of Collin's Law
- Sexual assault or misconduct
- Striking, attempting to strike, or otherwise physically abusing, harming or attempting to harm an official, opposing coach, spectator or athlete
- Inciting participants or spectators to violent or abusive action intentionally or with careless disregard for one's conduct
- Unsportsmanlike conduct or behavior while representing the sports club
- Misuse of club funds
- Any act of misconduct which negatively reflects upon the University or Sport Club Program

As appropriate, the Competitive Sport Office may make referrals to one or more of these Ohio State University offices for further review of the alleged misconduct: the Office of Student Conduct, the Office of Human Resources, and/or Office of Institutional Equity. Action by any of these University offices does not preclude the Competitive Sports Office from taking additional action consistent with these guidelines.

## **Article 4: Disciplinary Measures**

If it is determined by the Assistant Director of Competitive Sports that a club engaged in misconduct, as defined above, one or more of the following measures may be taken:

### *Warning*

Clubs may be warned after their first infraction with no additional disciplinary action taken. A meeting may be required with the Competitive Sports Office to remedy unwanted action.

### *Preliminary Suspension*

Clubs on preliminary suspension will lose access to their standard allocation, and be unable to participate in any practices, games, or community service events until the issue which resulted in preliminary suspension has been resolved.

### *Probation*

Clubs on probation will be subject to heightened disciplinary measures if further administrative non-compliance or misconduct occurs during their probation period. Once a club's probation expires, the disciplinary process begins again, and any subsequent offense is considered a first offense.

### *Loss of Club Privileges*

The privileges that a club may lose due to administrative non-compliance or misconduct include but are not limited to:

- Approval to host club events or travel to away events
- Ability to apply to Nationals or Supplemental Allocation
- Ability to apply to change tiers

Any loss of privileges will be for a defined time based on the severity and nature of the infraction. A club may be placed on probation following the restoration of privileges.

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## *Educational Opportunities*

The Competitive Sports Office may assign educational opportunities to the club and/or any participant, officer, or coach. These can include but are not limited to:

- Readings or articles related to the incident and/or behavior involved in the incident
- University trainings administered through BuckeyeLearn
- Creating and facilitating presentations for the club

## *Suspension*

Clubs are unable to operate during a suspension. Any allocation and/or facility reservations will be revoked. Any suspension will be for a defined time based on the severity and nature of the infraction. A club may be placed on probation following reinstatement.

## *Expulsion*

Clubs that are expelled will completely lose any funding and facility reservations from Rec Sports and no longer be recognized as a Sport Club. Any club that has been expelled will not be eligible for reinstatement for at least one year. Any disciplinary measure will be administered by the Competitive Sports Office and communicated to the club officers and advisor in writing.

In addition to any assessed penalty, the Competitive Sports Office may take any remedial action believed to be proper to deter any future misconduct. Students concerned about inappropriate club activity by another member, coach, advisor or team should contact the Competitive Sports Office for assistance. The Competitive Sports Office will work with clubs to mediate or take action against any issues or concerns.

Any Sport Club subjected to disciplinary actions from the Office of Student Conduct may also receive sanctions from the Competitive Sports Office.

## **Article 5: Appeals**

Clubs may appeal any disciplinary measure taken by the Competitive Sports Office, except Preliminary Suspension. Any appeals will be heard by the Associate Director of Programs. If this position is vacant, it will be heard by the Senior Associate Director of Administration and Programs. Their decision will be final.

The steps to appeal this decision are as follows:

1. Write a letter to the Associate Director of Programs
  - a. Included in this letter should be:
    - i. Identification Information ie Name, Club Name, Position on Club, etc.
    - ii. Why you are appealing
    - iii. Evidence to prove why this decision should be changed
    - iv. Changes that will be made by the club to prevent this from happening again if reinstated.
2. Set up a meeting with the Associate Director of Programs to discuss the situation. In your appeal, please include availability for the entirety of the week.

Please allow 3-5 business days after the meeting with the Associate Director of Programs for a decision to be rendered. All appeal decisions are final.

In the case of a club being removed via the Office of Student Conduct, the guidelines set forth through their sanctioning process will be enforced in conjunction with the Department of Recreational Sports.



## Article 6: Hazing

Ohio is one of 44 states that have an anti-hazing law. Individuals may be held criminally or civilly liable. The Ohio Revised Code provides:

### 2903.31 Hazing.

(A) As used in this section, “hazing” means doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person.

(B)(1) No person shall recklessly participate in the hazing of another.

(2) No administrator, employee, or faculty member of any primary, secondary, or post-secondary school or of any other educational institution, public or private, shall recklessly permit the hazing of any person.

(C) Whoever violates this section is guilty of hazing, a misdemeanor of the fourth degree.

### Hazing civil liability.

Any person who is subjected to hazing, as defined in division (A) of section 2903.31 of the Revised Code, may commence a civil action for injury or damages, including mental and physical pain and suffering that result from the hazing. The action may be brought against any participants in the hazing, any organization whose local or national directors, trustees, or officers authorized, requested, commanded, or tolerated the hazing, and any local or national director, trustee, or officer of the organization who authorized, requested, commanded, or tolerated the hazing. If the hazing involves students in a primary, secondary, or post-secondary school, university, college, or any other educational institution, an action may also be brought against any administrator, employee, or faculty member of the school, university, college, or other educational institution who knew or reasonably should have known of the hazing and who did not make reasonable attempts to prevent it and against the school, university, college, or other educational institution. If an administrator, employee, or faculty member is found liable in a civil action for hazing, then notwithstanding Chapter 2743.44 of the Revised Code, the school, university, college, or other educational institution that employed the administrator, employee, or faculty member may also be held liable.

The negligence or consent of the plaintiff or any assumption of the risk by the plaintiff is not a defense to an action brought pursuant to this section. In an action against a school, university, college, or other educational institution, it is an affirmative defense that the school, university, college, or other institution was actively enforcing a policy against hazing at the time the cause of action arose.

Under the Ohio State Code of Student Conduct, hazing constitutes “doing, requiring or encouraging any act, whether or not the act is voluntarily agreed upon, in conjunction with initiation or continued membership or participation in any group that causes or creates a substantial risk of causing mental or physical harm or humiliation. Such acts may include, but are not limited to, use of alcohol, creation of excessive fatigue, and paddling, punching or kicking in any form.”

Hazing may also constitute additional behaviors, including but not limited to:

- forced cleaning
- running errands/mental tasks
- forced interviews
- scavenger hunts
- mental and/or psychological abuse
- public or private displays of humiliation
- forced use of alcohol or drugs



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- being yelled at or cursed at by other members of the team or group
- sleep deprivation
- public nudity
- forced wear of embarrassing clothing
- depriving you of regular hygiene practices (brushing teeth, bathing)
- making you steal or destroy property
- "drop-offs" or "dumps" in unfamiliar locations
- lockups or being confined to small spaces
- being duct taped or some other physical restraints
- violence
- sexual assault
- beating
- kicking
- calisthenics
- creation of excessive fatigue
- any activity which seriously endangers the health or safety of another individual.
- providing alcohol to minors
- use of alcohol or drugs during the new member education/intake process or other membership events
- line-ups
- forced eating or drinking of items

## **Article 7: Sexual Assault**

Sexual Assault: A sexual assault is any form of non-consensual sexual activity. Sexual assault includes all unwanted sexual acts from intimidation to touching to various forms of penetration and rape.

Penetration (however slight) of the vaginal or anal cavities with any body part or object, or oral to genital contact when consent is not present.

Examples of sexual assault:

- Any sexual activity performed in the absence of consent or through coercion
- Forced oral, anal, or vaginal sex with any body part or object
- Unwanted rough or violent sexual activity
- Rape or attempted rape
- Keeping someone from protecting themselves from unwanted pregnancies or STIs
- Sexual contact with someone who is very drunk, drugged, unconscious or unable to give a clear and informed yes
- Threatening or pressuring someone into sexual activity

## **Article 8: Sexual Misconduct**

As defined in the University's Code of Student Conduct 3335-23-04 (C), sexual misconduct is: Physical contact or other non-physical conduct of a sexual nature in the absence of clear, knowing and voluntary consent, including but not limited to:

- Non-consensual sexual intercourse, defined as any sexual penetration (anal, oral, or vaginal), however slight, with anybody part or object by any person upon any person without consent.
- Non-consensual sexual contact, defined as any intentional sexual touching, with anybody part or object by any person upon any person without consent.

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- Sexual exploitation, defined as taking non-consensual, unjust or abusive sexual advantage of another. Examples include, but are not limited to, prostituting another student, non-consensual video or audiotaping of sexual activity, going beyond the boundaries of consent (such as knowingly allowing another to surreptitiously watch otherwise consensual sexual activity), engaging in non-consensual voyeurism and knowingly transmitting or exposing another person to a sexually transmitted infection (STI) without the knowledge of the person.
- Sexual harassment, as defined in applicable university policy.
- Indecent exposure, defined as the exposure of the private or intimate parts of the body in a lewd manner in public or in private premises when the accused may be readily observed.

For the purposes of this rule, consent shall be defined as the act of knowingly and affirmatively agreeing to engage in a sexual activity. Consent must be voluntary. An individual cannot consent who is substantially impaired by any drug or intoxicant; or who has been compelled by force, threat of force or deception; or who is unaware that the act is being committed; or whose ability to consent is impaired because of a mental or physical condition; or who is coerced by supervisory or disciplinary authority. Consent may be withdrawn at any time. Prior sexual activity or relationship does not, in and of itself, constitute consent.

**Sexual Violence:** Sexual violence is a broader term than sexual assault. The term encompasses sexual homicide, rape, incest, molestation, fondling, stalking, intimate partner violence and verbal harassment of a sexual nature. Sexual violence includes creating an environment that feels unsafe based on sexual messages or images. Sexual violence is a sexual act that is completed or attempted against a victim's will or when a victim is unable to consent due to age, illness, disability or the influence of alcohol or other drugs. The act may involve actual or threatened physical force, use of weapons, coercion, intimidation or pressure.

## Article 9: Sexual Harassment

**Sexual Harassment:** Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other physical or verbal conduct of a sexual nature when it meets any of the following:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic status.
- Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individual.
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile or offensive environment for working, learning, or living on campus.

## Article 10: Drugs and Alcohol

Below is a brief synopsis of the rules regarding drugs and alcohol. For the entire policy, visit: <http://student-life.osu.edu/pdfs/osu-policy-on-alcohol.pdf>

Under local, state and federal laws, it is a crime to do any of the following. For more information, see [www.com.ohio.gov/liqr/](http://www.com.ohio.gov/liqr/) and <http://www.justice.gov/dea/index.shtml>.

### A. Underage Drinking

1. Purchase, order, pay for, or share the cost of alcohol if you are under 21.
2. Possess alcohol if you are under 21.
3. Consume alcohol if you are under 21, unless it is provided by and consumed in the presence of your parent, legal guardian, or adult spouse.
4. Sell alcohol to, buy alcohol for or furnish alcohol to anyone under 21, even if you are the parent, legal guardian or adult spouse in your own home, apartment or residence hall room.

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5. Allow anyone under 21 who possess or consumes alcohol to remain in your home, apartment or residence hall room or in other property that you own or occupy.
- B. False Identification
1. Show or give false information about your name, age or other identification to purchase or obtain alcohol if you are under 21.
  2. Provide false information about the name, age or other identification of another person under 21 to purchase or obtain alcohol for that person.
- C. Open Containers
1. Have an open container of alcohol in your possession in any unlicensed public place.
  2. Have an open container of alcohol in your possession while driving or riding in or on a motor vehicle.
  3. Have an open container of alcohol in your possession while in or on a motor vehicle that is parked in or on a highway, street or other place open to the public for parking.
  4. Open containers are not allowed at any Ohio State tailgating events.
- D. Transportation
1. If you are under 21, you are considered to be driving under the influence if your blood alcohol level is .02 or higher and 0.08 at age 21. Refusing an alcohol test results in an immediate administrative license suspension.
  2. Consume alcohol while in a motor vehicle.
  3. Drive while under the influence of alcohol.
  4. Be in physical control of a vehicle while drinking or under the influence of alcohol.
- E. Disorderly Conduct
1. Engage in conduct that offends, inconveniences, annoys, or alarms others or that poses a risk of physical harm to yourself, to others or to property while you are voluntarily intoxicated.
- F. Alcohol Sales

Hold an event where alcohol is sold, or an event where alcohol is provided without charge but there is an entrance fee, cover charge or other fee, without an appropriate permit. Information on how to obtain a temporary liquor permit is available from the Ohio Division of Liquor Control by phone at 614- 644-2431 and on the web at <http://www.com.ohio.gov/liqr/>. You must also have permission to serve alcohol on campus from <http://legal.osu.edu/legaltopics.php>.

- G. Illicit Drugs
1. Selling or offering to sell any controlled substance or preparing or packaging any controlled substance for sale.
  2. Distributing any controlled substance.
  3. Knowingly obtaining, possessing or using a controlled substance.

## Sport Club Funding

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### Article 1: Overview

The Competitive Sports Office recognizes each club's need for funding. While fundraising should provide clubs the bulk of their operating funds, the office does provide three types of sport club allocations: Standard, Nationals, and Supplemental. To receive allocations, clubs submit requests.

### Article 2: Funding Requirements

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The Department of Recreational Sports' Competitive Sports staff will notify clubs regarding allocation amounts. Sport clubs may use this funding to administer or manage club activities. Standard club allocations occur once during an academic school year. To receive an allocation, clubs must retain good standing with the Competitive Sports Office and submit requests for reimbursement. Club reimbursements activities include:

- Tournament or Event Fees: Fees include any registration fee or cost for admittance or participation in club competition or event.
- Travel Costs: Travel costs for tournaments may include gas, lodging, or tickets (plane or train) to attend club competition or event. Travel costs do not include food, drink, or social functions.
- Officials or Staff Costs: These costs may include any officials or staff necessary to run club competition or event. This may also include a fee paid to coaches for their time and materials.
- Equipment: The club may use allocation funds to purchase sporting equipment necessary to participate in the sport.
- Uniforms: Uniforms include any team jerseys, shorts, warm-ups, or other team apparel.  
\*Reimbursement will not be provided for team apparel with unapproved logos, Please submit a copy or picture of the apparel with the Request of Reimbursement\*
- Facility Rental: The club may put funds toward the renting of facility space for either regular practice times (e.g., ice rink) or special events/competitions.
- Event Awards or Special Gifts: The club may purchase trophies, plaques, or other gifts for teams and/or club member recognition.
- Other: If clubs need to use allocation money for costs not specified above, the president or treasurer must obtain approval from the Competitive Sports Office.

To receive reimbursement funds, presidents or treasurers must complete a reimbursement form with the proof of payment and submit to the Competitive Sports Office. The allocation money cannot be used for social or food expenses. Presidents and treasurers should avoid turning in receipts with these items on them.

Acceptable proof of payment needs to include the following:

- Balance of zero
- Last 4 digit of credit/debit card (if paid by card),
- Itemized Receipt
- Bank/Credit Card Statement

### Article 3: Standard Allocations

Each club in good standing, within the Competitive and Recreational Tiers, will receive a standard allocation to manage club events. This allocation will vary depending on the Department of Recreational Sports budget. Allocations are determined based on ACS points performance from the previous year. The Competitive Sports Office will notify club presidents about their anticipated allocation before autumn semester. Upon notification, club presidents and treasurers may submit reimbursement forms to obtain money.

Clubs that do not spend their full standard allocation may not receive an allocation for the following academic year.

### Article 4: Nationals Allocations

Each Sport Club in good standing may receive a national's allocation to assist in the participation of club events. A Sport Club must be in good standing for the current year to receive an allocation toward a national event/tournament. Sport Clubs, who are on probation, are not guaranteed funding and application requests may be denied.

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The purpose of national's allocations is to help offset the cost of clubs attending nationals or a national event; thus, clubs may apply for funds to supplement their fundraising efforts to attend and participate. The Competitive Sports Office will allocate funds based on the following criteria:

- Trip Distance: The mileage traveled to reach the national event/tournament
- Trip Duration: The amount of days that the team will travel and compete in the national event/tournament
- Qualification: A team who qualifies for the national event/tournament through their national governing body. A team who does not qualify, but "buys" into the event will not receive any points
- Fundraising: Only fundraising which has been documented in DoSportsEasy will be counted toward this amount
  - Acceptable fundraisers (not limited to):
    - Percentage of food sales at restaurants
    - Cleaning up various facilities (Crew, [Schottenstein](#), Nationwide)
    - Donations from outside the team
  - Unacceptable fundraisers (not limited to):
    - Dues Collection
    - Tryout fees
    - Fundraisers involving alcohol or tobacco
- Administrative Compliance Score (ACS): The clubs ACS from the previous academic year will be utilized
- Sport Club Tier status
- The anticipated number of teams competing/participating during the national event/tournament
- Lodging and mode of transportation to the event/tournament

Clubs are not guaranteed additional funds, but the Competitive Sports Office will strive to provide any qualifying clubs additional funds. Funds will be received after the club submits the reimbursement form along with the respective receipts or proof of payment. Allocated funds may not be spent until the club has spent their full standard allocation.

Clubs may only submit one request for Nationals or Supplemental Funding allocations and may submit Nationals or Supplemental Funding requests in which include usage of the remaining balance of their Standard Allocation.

For events held between July 1 and December 31, submissions are due no later than December 1; for events held between January 1 and June 30, submissions are due no later than June 1.

## Article 5: Supplemental Funding Allocations

Each club in good standing may receive a supplemental funding allocation to bring additional opportunities to the club. Clubs may apply for supplemental funding to help offset the following costs:

- Hosting a club event/competition
- Purchasing new equipment
- Inviting guest clinicians or speakers
- Attending a conference or event
- Professional development opportunities

To apply, clubs will need to submit an application detailing how the requested opportunity will benefit the club, the costs associated with the request, and how they have attempted to fundraise for these efforts. Allocated funds may not be spent until the club has spent their full standard allocation.

Clubs may only submit one request for Nationals or Supplemental Funding allocations.

## Article 6: Fundraising

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The sport club program encourages all clubs to fundraise. There are numerous ways that this can be done through bake sales, car washes, Schottenstein Center clean ups, selling team apparel, etc. Clubs may also use local business such as restaurants or pizza chains where they get a percentage of food sales for that day. However, clubs may not use or receive money for alcohol related activities when fundraising. For example, clubs cannot have beer feast or all you can drink specials to raise funds. Clubs should not refer to or include pictures of alcoholic beverages or the name of alcohol distributors in regard to fundraising or anything else club related.

For best practices and fundraising ideas, utilize the [Fundraising Resources for Student Organizations](#) guide provided by Student Activities.

## Marketing and Trademark

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As a member of the sport club program at The Ohio State University, you are required to follow university guidelines concerning sponsorship, use of university trademarks and marketing requests.

### Article 1: Trademark and Licensing Services

Uniforms or competition required apparel is exempt from royalties for Sport Club Teams recognized through Student Life's Department of Recreational Sports at The Ohio State University.

All designs are required to be submitted to Trademark and Licensing for approval. Please allow at least four weeks in advance for all artwork to be approved.

Use of a licensed vendor is required unless prior authorization is given by Trademark and Licensing.

[Ohio State Sport Club Team Request Form](#) (Please allow at least four weeks in advance for all art work to be approved.)

Approved Vendor: BSN Sports

#### [Approved Vendors](#)

Requirements:

- Pre-approval by the Office of Trademark and Licensing Services for all custom designed products with the use of university protected word marks or logos.
- All requests should be submitted on a TLS Request for Use form with proposed product design. (Please allow at least four weeks in advance for all artwork to be approved.)
- Proposed artwork should accompany request form either via fax or email as listed.
- Use of Ohio State licensed manufacturer/vendor for all student organization and sport club requests.

Royalty Required:

- Sold to general public.
- Sold to members, family or friends.
- Sold to faculty, staff and students.
- Sold for fundraising within the department, school or student organization.
- Use of any university word marks or logos.

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In these instances, with use of university trademarks, the request would need to be fulfilled by a licensed company in The Ohio State Licensing Program with a royalty paid by the licensed company.

## Prohibited Use:

- Implying endorsement, approval or underwriting of any organization, product, activity, service or contract by The Ohio State University.
- Alcohol, tobacco, illegal substances, sexually explicit or religious graphics or descriptions or unauthorized use of other trademarks is prohibited in conjunction with the university's word marks or trademarks.
- University seal on letterhead, business cards or other identifying materials.
- Athletic identity mark is restricted from use by all university entities except the Department of Athletics.

The Ohio State University Trademark and Licensing Services

1100 Kinnear Road, Suite 210

Columbus, Ohio 43212-1152

<http://trademarklicensing.osu.edu/>

Phone: 614-292-1562

Fax: 614-292-2023

Email: [dertinger.5@osu.edu](mailto:dertinger.5@osu.edu)

## Article 2: Website Promotion/ Promotional Flyers

Sport clubs may promote their event on the Recreational Sports website, social media and flyers in the facilities by submitting detailed information about your event to the marketing department. They may also request flyer creation within the marketing department; however, the sport club is responsible for costs including copies. Please contact Student Life marketing for marketing requests. At minimum, two weeks' notice is necessary for promotional support and four weeks for design support. To submit a request, visit <https://slmarcomm.osu.edu/secure/request/>)

## Article 3: Ohio State Brand Guidelines

Sport clubs are asked to review guidelines for usage of their logos, which can be found here: <http://brand.osu.edu/> They can request their art files by contacting the Competitive Sports Office. Secondary art is available for download on the brand website.

[Official Team Logos/Artwork](#)

## Sport Club Benefits

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### Article 1: Recreational Sports Membership for Sport Club Coaches

Student Life Recreational Sports provides its sport club coaches with free membership privileges, with the expectation that each club coach attend the required coaches meeting and pass the required background check. These memberships are active during semesters when the sport club is actively operating. The Competitive Sports area views these memberships as a benefit to clubs and their coaches in compliance with the Competitive Sports Office. Sport Club coaches seeking Recreational Sports must return the [Coaches Membership Form](#) to the Competitive Office.



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This policy takes into account club compliance, competitive needs, and membership support to allocate Recreational Sports memberships to coaches. The Competitive Sports Office ultimately retains administration and determination of each allocated membership.

The policy provides memberships:

- 3 memberships: Three times the number of participants required to compete
- 3 memberships: Greater than 30 members (not included above)
- 2 memberships: Clubs in compliance and not meeting any of the above requirements
- 1 membership: Less than 15 participating members
- Additional memberships available upon request and review by the competitive sports staff. The need to access the RPAC, ARC, & JON should be in consideration (e.g., off campus clubs do not receive additional membership under this term)

The Competitive Sports Office reserves the right to allocate these additional memberships as needed to clubs. Each year, the competitive sports administrators will review clubs' requirements and compliance to determine the upcoming year's allotment. Please note that club coaches are not required but encouraged when possible. Clubs with so few members (less than 15) not only do not demonstrate a coaching need for more than one coach pass, but also risk falling out of compliance and good standing clubs with less than 15 student members are not in compliance).

## **Article 2: Parking Passes**

The Competitive Sports Office will not pay for parking passes for coaches, members, or guests. The Competitive Sports office will provide CampusParc a list of active Sport Club coaches, which will allow coaches to purchase parking passes.

## **Article 3: Storage Space**

All clubs may obtain equipment storage space located in the RPAC. Any club that needs space should contact the Competitive Sports Office. Only two (2) officers may gain access to these rooms and are responsible for their equipment. The Competitive Sports Office will monitor the storage space but is not responsible for a particular clubs' items. Coaches/Instructors will not be given storage space access.

## **Article 4: Participation Acknowledgement Letters**

The Competitive Sports Office understands that sport club athletes often must miss classes to attend tournaments and games. While Competitive Sports staff cannot officially excuse any athlete from a class or exam, the office will write participation acknowledgement letters to provide instructors. These letters will ask permission to be excused because of a school event. The Competitive Sports Office will not write letters post event, so please plan accordingly.

## **Article 5: Enrollment Form**

It is understood that clubs need to have their rosters verified by the registrar and the Competitive Sports Office. This verification must be done through the Competitive Sports Office. The registrar will no longer allow students to take the verification forms to their office. Please submit these forms filled out correctly (printed legibly, name and dot number, nine-digit BuckID number and signature when required). We require at least five business days to get the forms verified and stamped. Forms turned in with less than a five-day window may not get processed on time.

## **Article 6: Medical Kits**



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All clubs will be provided a medical kit to check out at the beginning of each academic year. The expectation is that all clubs have this medical kit with them anytime the club is practicing, traveling or participating in a competition. The Competitive Sports office will restock the kits when the club brings the kit in to the office during office hours.

The risk manager or the club's designee is expected to fill out an accident report form, linked to the QR code on the medical kit, any time that care is given or that there is an injury. These forms are to be turned in to the Competitive Sports Office as soon as possible after the injury/incident occurs. Failure to turn in required documentation will result in negative ACS points.

## Article 7: Communication Resources

Each club receives a sport club mailbox located in RPAC B147. Any sport club member may check the mailbox during office hours. To leave messages for other clubs, an officer must obtain permission from the office (e.g. marketing materials).

Club leaders will also receive access to a group email account titled with their club's name. Clubs may use this email to connect with new members; clubs will also receive important communication from the Competitive Sports Staff regarding administrative updates to the email address. Club leaders requesting access should contact [sportclubstaff@osu.edu](mailto:sportclubstaff@osu.edu) for assistance.

## Article 8: SFHP Credit

If students meet the criteria below and are actively engaged in an approved club sport in the approved semester of enrollment, they are eligible for SFHP credit. You will need to complete a signature form which can be obtained from Chuck Siebler in A134PE and returned to him by the deadline indicated on the form for permission to enroll.

1197Competitive Club Sports U 1

- Participation as a member of a competitive club sport team
- Prerequisite: Sophomore standing and a member of an OSU club sport. Repeatable to a maximum of four credit hours. This course is graded S/U.
- Please direct all inquiries to Jae Westfall (westfall.50) program manager, Sport Fitness and Health Program, Room A134PE in the PAES building.

## Article 9: EIN Number

Apply for the number by:

- Phone
  - Taxpayers can obtain an EIN immediately by calling the Business & Specialty Tax Line 800-829-4933. The hours of operation are 7 a.m. – 10 p.m. local time, Monday through Friday. An assistor takes the information, assigns the EIN and provides the number to an authorized individual over the telephone.
- Fax
  - Taxpayers can FAX the completed Form SS-4 application to their state FAX number (see-<http://www.irs.gov/index.html>, after ensuring that the Form SS-4 contains all of the required information. If it is determined that the entity needs a new EIN, one will be assigned using the appropriate procedures for the entity type. If the taxpayer's fax number is provided, a fax will be sent back with the EIN within four (4) business days.
- Online

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- This [Internet EIN](#) (I-EIN) application is another avenue for customers to apply for and obtain an employer identification number. Once all the necessary fields are completed on the online form, preliminary validation is performed, and the taxpayer will be alerted to information IRS needs that may not have been included. An EIN will be issued after the successful submission of the completed Form SS-4 online. *Please note that not all business entity types may use this method.*

How long will it take to get a Number?

You should apply for an EIN early enough to have your number when you need to file a return or make a deposit. You can get an EIN quickly by [applying online](#), or by calling the Toll-Free phone number 800-829-4933. If you prefer, you can fax a completed [Form SS-4](#) to the service center for your state, and they will respond with a return fax in about one week. If you do not include a return fax number, it will take about two weeks. If you apply by mail, send your completed [Form SS-4](#) (PDF) at least four to five weeks before you need your EIN to file a return or make a deposit.

If you don't have your EIN by the time a return is due, write "Applied for" and the date you applied in the space shown for the number. Do not use your social security number.

If you don't have your EIN by the time a deposit is due, send your payment to the service center address for your state. Make your check or money order payable to Internal Revenue Service and show your name (as shown on the SS-4), address, kind of tax, period covered and the date you applied for your EIN.

Misplaced Your EIN?

If you previously applied for and received an EIN for your business, but have since misplaced it, try any or all of the following actions to locate the number:

- Find the computer-generated notice that was issued by the IRS when you applied for your EIN. This notice is issued as a confirmation of your application for, and receipt of an EIN.
- If you used your EIN to open a bank account or apply for any type of state or local license, you should contact the bank or agency to secure your EIN.
- Ask the IRS to search for your EIN by calling the Business & Specialty Tax Line at 800-829-4933.

The hours of operation are 7 a.m. – 7 p.m. local time, Monday through Friday. An assistor will ask you for identifying information and provide the number to you over the telephone, as long as you are authorized to receive it. If you are not a person authorized to receive this information, a confirmation letter can be mailed to the taxpayer at the address of record.

## Article 10: Coca-Cola

The university has an exclusive relationship with Coca-Cola. All beverages served and sampled on university property must be Coca-Cola. If you are interested in having Coca-Cola products donated for a club event you can request product by filling out the Coca-Cola Request Form. This form can be found at <https://studentlife.osu.edu/coke>. Requests MUST be placed at least two weeks prior to your event, be open to Ohio State students, and be held on the Ohio State campus.

## Article 11: Catering Policy

Rec Sports has an exclusive catering contract with University Catering. Please contact their office directly at 614-688-3562 to coordinate all of your food and beverage needs.

## Sport Club Program Activities

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## **Article 1: Sport Club Community Service Events**

The Competitive Sports program will host a community service project for all clubs together. The office will provide additional details on the project during the first presidents' meeting. All clubs are encouraged to participate, and that level of participation will count toward each club's community service requirement.

The Competitive Sports Office will provide additional community service opportunities for clubs to participate. These additional opportunities are not required but encouraged and count toward community service points.

## **Article 2: Toys for Tots**

Each year, the Competitive Sports program collects toys for the United States Marines Corps Reserve Toys for Tots drive. This is done as a sport club community service project. Since starting the partnership in 2009, the clubs have collected well over 5,000 toys that are given to less fortunate children in the community. Information will be presented to the Sport Clubs throughout each Fall semester prior to the event.

## Administration

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### Section 1: Administration

#### Article 1: Overview

The Competitive Sports Office documents all club requirements to formulate an administrative compliance score (ACS). The office bases this score on several factors and the score determines club priority in funding, facility space, and overall club standing.

#### Article 2: Administrative Compliance Score (ACS)

Several factors influence the ACS and may vary slightly from year to year with new requirements. The 2023- 2024 academic year criteria include:

- Meetings
- Sport Club Forms
- Fundraising
- Community Service
- Social Media
- Activity
- Discipline

Scores are determine based on the criteria listed. Finalized scores will be sent to clubs no later than May 15, 2024. Clubs will have until June 1, 2024 to notify the Competitive Sports Office of any potential errors in scoring. Any adjustments will be communicated via email to the club.

A copy of the Administrative Compliance Score Checklist in on the next page.

## Sport Clubs Administrative Compliance System

### Form Submission – 14 points

- Projected Budget (1)
- End of Year Budget (3)
- Event Schedule – Fall (1)
- Event Schedule – Spring (1)
- Practice Schedule (1)
- End of Semester Report - Fall (3)
- End of Semester Report – Spring (3)

### Meeting Attendance: Presidents - 21 Points

- August 22 (3)
- September 20 (2)
- October 18 (2)
- November 15 (2)
- January 24 (2)
- February 28 (2)
- March 27 (2)
- Perfect Presidents Attendance (6)

### Meeting Attendance: Risk Managers – 6 points

- Fall Semester Session

### Community Service: 8 points

- Competitive – 1 point per .5 hours/member up to 4 hours
- Recreational - 2 point per .5 hours/member up to 2 hours
- Instructional/Social - 2 point per .5 hours/member up to 2 hours

*Must submit Community Service hours on DSE to receive credit*

### Fundraising: 7 points

- Competitive - 40%+ of Expenses
- Recreational - 30%+ of Expenses
- Instructional/Social - 10%+ of Expenses

*Must submit Fundraising Form on DSE to receive credit*

### Social Media: 4 points

- Monthly Member Highlight (Sept-Apr)
- Promote Future Event (1x)
- Recap Past Event (1x)

*Competitive/Recreational - All 3 boxes are needed for credit  
Instructional - need only Monthly Member Highlight for credit*

### Activity:

- Competitive – 1 point per event up to 7 points OR 7 points for nationals-level event
- Recreational - 1 point per event up to 5 points OR 5 points for nationals-level event

*No points awarded for unapproved trips*

### Discipline: 4 points

- Zero discipline infractions for entire academic year

