



PennState
Student Affairs

Campus Recreation



2021-2022 Club Sports Manual

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Changes from last year are indicated in a grey highlight.

Section 1. Club Sports Program Overview

Article 1. Mission

Penn State Campus Recreation provides a wide variety of recreation programs, spaces and services that foster meaningful connections and support positive choices for life long holistic well-being.

Article 2. Vision

We inspire a healthy, engaged, and inclusive Penn State Community.

Article 3. Values

Campus Recreation supports the overarching values of Penn State University and is committed to student centricity, integrity, inclusivity, excellence, collaboration, innovation, and consultation.

Article 4. Manual Updates, Changes, and Amendments

The Competitive Sports Offices reserves the right to change, update, or amend policies and procedures in this manual at any point during the year. Clubs will be notified of changes within a timely manner.

Article 5. Office Hours & Contact Information

130 Intramural Building | Monday-Friday 10:00AM-5:00PM
For break and summer hours, please visit Campus Recreation website.

Phone: 814-865-4136 | Fax: 814-863-2851 | clubsports@psu.edu

studentaffairs.psu.edu/campusrec | imleagues.com/PSU

 [Penn State Campus Recreation](https://www.facebook.com/PennStateCampusRecreation) |  [@PennStateCRec](https://twitter.com/PennStateCRec) |  [@pennstatecrec](https://www.instagram.com/pennstatecrec)  [@pennstatecompetitivesports](https://www.instagram.com/pennstatecompetitivesports)

 [Penn State Campus Recreation Twitch](https://www.twitch.tv/pennstatecampusrecreation) |  [Penn State Competitive Sports Discord](https://discord.gg/pennstatecompetitivesports)

Club Sports How-To Stream Channel - <https://web.microsoftstream.com/channel/27f88250-17ab-4e46-94ce-a4a0f3fa494b>
Club Sports Training Stream Channel - <https://web.microsoftstream.com/channel/08be30dd-9614-474d-a615-ae15aed30879>

Dexter Shorter
Associate Director of Programs
130D Intramural Building
Mds6127@psu.edu

Diane Baldwin
Competitive Sports Coordinator
130E Intramural Building
dls125@psu.edu

Kristen Sullivan
Assistant Director for Competitive Sports
130B Intramural Building
Kns5526@psu.edu

Sylvain Tchaptchet
Competitive Sports Coordinator
130F Intramural Building
spt5420@psu.edu

Section 2. Recognition & Eligibility

Article 1. Definition

Penn State Club Sports Program oversees student organizations whose primary mission is to further sport and physical activity on campus. These organizations are student-run and have the opportunity to develop skills in the areas of leadership as well as financial, organization, and time management. All club sport organizations compete under the purview of a national governing body with an emphasis on intercollegiate competition and incorporate the learning of sport-specific skills through instruction. Club sport organizations may select members through a tryout process.

Article 2. Recognition Criteria

All Club Sports Organizations, regardless of tier, must meet the following criteria:

1. The organization must meet the requirements of a Registered Student Organization, as defined by the Office of Student Activities.
2. The organization's primary activity must not duplicate that of an existing club sport organization.
3. The organization must offer an activity that falls within acceptable safety guidelines, using the Club Risk Assessment Tool, as determined by the Competitive Sports Staff, and the offices of Risk Management and Environmental Health and Safety.
4. The primary activity of the organization must involve physical activity and must involve competition.
5. The organization must have a minimum of 10 student members.
6. All organizational decisions must be made by full-time student, elected leaders.
7. No club may restrict its membership based on age, ancestry, color, disability or handicap, genetic information, national origin, race, religious creed, sex, sexual orientation, gender identity or veteran status.
8. Its sport has a governing body which it must join.
 - a. The Office of Competitive sports may evaluate unique situations on a case-by-case basis to make any final decisions.
9. Its primary purpose is to develop and display athletic ability in a competitive context.
10. There are a minimum of 10 colleges and universities against which it may compete within Pennsylvania, the six states which border Pennsylvania (Ohio, New York, New Jersey, Delaware, Maryland, and West Virginia), Virginia, and Washington, DC.

Article 3. Eligibility

1. All undergraduate and graduate students registered for at least one credit hour at The Pennsylvania State University's University Park campus are eligible to join a club.
 - a. Intercollegiate athletes are not eligible to participate in Club Sports. Please contact the Assistant Director of Competitive Sports with any specific questions.
 - b. Students enrolled at the World Campus are not considered University Park students unless they are also enrolled in at least one credit hour at the University Park campus.
2. Only currently enrolled full-time students at the University Park campus are permitted to hold leadership positions within each club.
 - a. Students who are currently studying abroad, completing internships, student teaching, etc. are not eligible to hold leadership positions within their club.

Article 4. Inclusivity

Penn State is committed to equal access to programs, facilities, admission and employment for all persons. It is the policy of the University to maintain an environment free of harassment and free of discrimination against any person because of age, race, color, ancestry, national origin, religion, creed, service in the uniformed services (as defined in state and federal law), veteran status, sex, sexual orientation, marital or family status, pregnancy, pregnancy-related conditions, physical or mental disability, gender, perceived gender, gender identity, gender expression, genetic information or political ideas. Discriminatory conduct and harassment, as well as sexual misconduct and relationship violence, violates the dignity of individuals, impedes the realization of the University's educational mission, and will not be tolerated. Gender-based and sexual harassment, including sexual violence, are forms of gender discrimination in that they deny or limit an individual's ability to participate in or benefit from University programs or activities. For more information regarding Penn State Policy AD85, please visit guru.psu.edu/policies/ad85.html

Please direct all inquiries regarding the non-discrimination policy to:

Affirmative Action Office
The Pennsylvania State University
328 Boucke Building
University Park, PA 16802
814-863-0471

Article 5. Photography/Videography

All individuals who participate in Club Sports programming are granting permission for Penn State University Student Affairs, or any other legitimate University entity, to take photos/video of them while participating. The aforementioned may be used in ways that include, but are not limited to: promotional materials, group projects, media coverage, or any other medium deemed appropriate by Student Affairs.

Section 3. Starting a New Club Sport

Article 1. Affiliation Process for Potential Club Sport Organizations

Any group of students with a collective interest in a sport or activity can start a new Club Sport. The process for doing so is outlined in the steps below. If you have any questions, comments, or concerns with the process, please feel free to contact the Competitive Sports Office for assistance. Please contact the Competitive Sports Office to discover when new clubs may be accepted.

1. To be eligible to submit a proposal to the Competitive Sports Office to start a new Club Sport, you must have been a Recognized Student Organization with the Office of Student Activities for at least one full academic year prior to the new Club Sport application timeline.
2. Students attempting to form a new club sport organization must submit a proposal to the Competitive Sports Office. The proposal must include all of the following:
 - a. A written statement justifying the potential organization and why it should be accepted as a club sport organization
 - b. A written statement explaining the differences between the potential club sport organization and any similar existing club sport organizations
 - c. A written statement describing the potential club sport organization's activities, and the space requirements for such activities
 - d. List of names, phone numbers, email addresses, and position of officers of possible student leaders for the potential club sport organization.
 - e. List of at least 10 colleges and universities against which it may compete within Pennsylvania, the six states which border Pennsylvania (Ohio, New York, New Jersey, Delaware, Maryland, and West Virginia), Virginia, and Washington, DC.
3. Upon receipt of all required documents, the Club Sports Council will review the proposal, providing any feedback necessary to the individual(s) making the request, and score the activity using the Risk Assessment Tool to determine if the activity meets acceptable risk management and safety standards of The Pennsylvania State University.
4. The individuals will receive notification as to the outcome of their request. If denied, the students will be notified as to why the activity does not meet the above-mentioned standards, such as risk, duplication of activity, etc. If approved, the students will be provided a constitution template in order to write a club constitution, will be notified of upcoming officer training sessions, and will receive a list of Annual Activation Requirements. The Club Sports Program will work with the Office of Student Activities to officially recognize the club as a Club Sport in their system.
5. Upon recognition the new club sport organization must complete all necessary Annual Activation Requirements. ***Club sport organizations may not engage in any organizational activity until all Club Sport Programs Annual Activation Requirements have been completed and the club is notified that it has achieved "active" status.***

Section 4. General Participation & Safety Guidelines

Article 1. Health/Safety/Medical Insurance

Health professionals recommend that all participants complete a physical exam or have a doctor's approval prior to beginning any exercise program.

Participation in club sport activities involves inherent risk. Possible injuries include, but are not limited to, contusions, muscle strains and sprains, broken bones, lacerations, cardiac malfunction, head, neck, and back injury, paralysis, drowning (in water activities), and death.

Participants in any Club Sports Program activity must carry valid health insurance coverage. Participants are fully responsible for any and all medical expenses that may be incurred as a result of participation in club sport activities. The Pennsylvania State University assumes no medical or financial responsibility for voluntary participation in club sport activities. Anyone participating in a club sport organization try-out, practice, event, demonstration, seminar, competition, etc. must sign an Assumption of Risk/Release of Claims/Participation Agreement prior to participating. Failure to ensure that all participants have fulfilled this requirement will subject the club to disciplinary measures.

Article 2. Hazing

Hazing is a serious behavior that Penn State has no tolerance for. Hazing of any kind will not be tolerated within the Club Sports Program or Penn State University.

What is Hazing?

When a person intentionally, knowingly or recklessly, for the purpose of initiating, admitting or affiliating a minor or student into or with an organization, or for the purpose of continuing or enhancing a minor or student's membership or status in an organization, causes, coerces or forces a minor or student to do any of the following:

1. Violate Federal, State, or Municipal law or University policy or procedure;
2. Consume any food, liquid, alcoholic liquid, drug or other substance which subjects the minor or student to a risk of emotional or physical harm;
3. Endure brutality of a physical nature, including whipping, beating, branding, calisthenics or exposure to the elements;
4. Endure brutality of a mental nature, including activity adversely affecting the mental health or dignity of the individual, sleep deprivation, exclusion from social contact or conduct that could result in extreme embarrassment;
5. Endure brutality of a sexual nature;
6. Endure any other activity that creates a reasonable likelihood of bodily injury to the minor or student.

Aggravated Hazing: when a person commits a violation of hazing that results in serious bodily injury or death to the minor or student; and

1. the person acts with reckless indifference to the health and safety of the minor or students; or
2. the person causes, coerces or forces the consumption of an alcoholic liquid or drug by the minor or student.

Organizational Hazing: when an organization intentionally, knowingly or recklessly promotes or facilitates a violation of hazing or aggravated Hazing.

Minor: Regardless of student status, a minor is any person under the age of eighteen (18).

Students: for purposes of this Policy only, an individual who attends or has applied to attend or has been admitted to the University.

Does the Penn State University have a hazing policy?

Yes, and all students, faculty, and staff of the institution must adhere to the policy.

Policy Statement

The Pennsylvania State University does not tolerate hazing. Hazing is prohibited for any University recognized or sanctioned organization, student, or other person associated with an organization operating under the sanction of or recognized by the University. Organizations or individuals found responsible for hazing under this Policy, whether occurring on or off campus, may be subject to disciplinary action by the University, and may also face criminal charges under state law, including The Timothy J. Piazza Antihazing Law, 18. Pa. C.S. § 2801, et seq.

For the purposes of this Policy, it shall not be a defense that the consent of the minor or student was sought or obtained or that the conduct was sanctioned or approved by the organization.

Are there consequences to hazing?

Yes, disciplinary actions for individuals or organizations can include, but are not limited to the following:

- Written warnings
- Probation
- Fines
- Loss of privileges
- Loss of recognition
- Mandatory training or education
- Loss of salary increase
- Administrative leave
- Suspension
- Expulsion
- Revocation of tenure
- Discontinued participation in youth programming allegation have been satisfactorily resolved and/or termination of employment

Such penalties shall be in addition to any other penalties imposed for violating state criminal law or any other University rule or policy.

Myths and Truths about Hazing:

Hazing does not promote:

- Respect for others
- Discipline
- Group resilience
- Community
- Improved performance

Hazing does promote:

- Embarrassment, shame, and disgrace
- Distrust and resentment
- Harassment and mistreatment
- False sense of power and misuse of authority
- Bodily harm and potential fatalities

What can we do to prevent hazing?

- Promote a positive culture that aims to build a true sense of community and connectedness among people
- Adopt an anti-hazing mindset by addressing, changing, and reporting any behaviors that may be related to hazing
- Consult with trusted staff and faculty members within the campus community if there is any doubt and questions about activities or the environment being created

Things to think about:

- Will alcohol be accessible and/or consumed by anyone, regardless of age?
- What will group members and new members be asked to do?
- Will any part of the activities or the event be physically or emotionally abusive?
- Will any part of the activities or the event present risks for injury or jeopardize someone's safety?
- Would you oppose to having the events/activities recorded or photographed to be used for public consumption?
- What would your parents/guardians, authority figure (police), or a university official say or think about the event or activities that are occurring?

Club sport organizations and club sport organization participants may not engage in hazing activities.

Article 3. PreventZone

PreventZone is a group of online modules which provide education surrounding hazing. All members of club sports must complete PreventZone Trainings in accordance with the deadlines communicated by the Competitive Sports Office. As new members join teams, officers should inform the new members of these requirements and they must complete them within 2 weeks. If members are found to be practicing or have participated in games without having completed the modules the club may be subject to discipline sanctions as outlined in Section 17.

Article 4. Alcohol/Drugs

Consumption of alcohol is prohibited during all team and individual Club Sport program activities (home or away, or at any time during travel), regardless of the age of the participants. For all other alcohol related incidents, please refer and adhere to the [Penn State Student Code of Conduct](#).

Non-prescribed drugs, performance enhancing drugs, or any other substances that might be dangerous or detrimental to the participant's health, or performance as a member of this organization are also prohibited.

Article 5. General Club Guidelines

All Club Sport Program participants have an obligation to refrain from actions and behavior that may jeopardize themselves or other Club Sports Program participants. The Club Sports Program reserves the right to remove participants from the program for actions/behavior that are deemed dangerous to themselves and/or other Club Sports Program participants.

The conduct of clubs and individual club participants shall be in compliance with all Pennsylvania State University rules and regulations, including [University codes of conduct](#) and the [University Off-Campus Misconduct Policy](#), the Policies and Rules for Student Organizations, and the policies for club sport organizations in this manual. Violations may subject the club sport organization to sanctions including, but not limited to, mandatory community service, fines, loss of use of facility space, mandatory attendance at educational workshops, probation, loss of privileges/suspension, loss of recognition, etc. Violations may also subject individual participants to sanctions including, but not limited to, loss of Club Sports Program participation privileges and/or referral to the Student Organization Conduct Committee and/or Office of Student Conduct.

Each club sport organization is responsible for the actions of its participants, guests, spectators, and fans at all club activities. Failure to prevent and/or control irresponsible acts and/or failure to discipline individuals who engage in irresponsible acts could result in the disciplinary measures described above.

Article 6. Impact of Covid-19

- Consider the safety of yourself and other people
- Honor and acknowledge the comfort level of your teammates, opponents, spectators, and guests
- If you or anyone else is feeling ill, please consider staying home and seeking the appropriate care that is needed
- Clean and disinfect equipment/uniforms after every use. Try not to share anything with other people
- At minimum, practice good hand hygiene always by thoroughly washing or sanitizing
- All club sport participants will be required to acknowledge recommendations surrounding domestic travel when they complete their online waiver via IMLeagues

Article 7. Compliance with Competitive Sports Meeting Requests

Club Sport officers/participants are expected to comply with requests by the Competitive Sports Staff to attend a meeting regarding a club issue or event. In addition, club coaches/instructors and faculty/staff advisors are expected to comply with Competitive Sports Staff requests to meet. Club officers should ensure that fellow officers, club members, coaches/instructors, and advisors are compliant.

Section 5. Meetings, Practices, & Events

Article 1. Meetings

1. Each club must have at least one meeting for general membership per semester.

Article 2. Practices

1. Requesting Athletic and Recreational facilities (gyms, indoor/outdoor turf, grass fields, classrooms, pool, etc.) for recurring practices requires the following:
 - a. Complete the Recurring Practice Request Form, available in the [“My Forms” section on IMLeagues.com/PSU](#), by the appropriate semester deadline.
 - b. Requests submitted after the semester deadlines may not be accommodated.
 - c. Scheduling is prioritized taking into consideration primary club needs for a given space, a club’s tier, its ACP points from the previous year, and whether a club is in or out of season. Scheduling is not conducted on a first come, first serve basis. All clubs which submit practice requests by the given semester deadline will be looked at equally.
2. Regular Practices Facility Use
 - a. At least one (1) Club Safety Officer for Risk Level II, III, and IV clubs must be present at all club practices.
 - i. Safety Officers may be required to provide identification to a facility or Club Sports Program supervisor.
 - b. Facility privileges may be withheld if club fails to adhere to Student Affairs, Campus Recreation, Intercollegiate Athletics, Club Sports Program, or facility policies and procedures; or if improper use of the facility occurs.
 - c. Due to limited and overcrowded facilities, club sport organizations shall be required to maintain a minimum of 10 active members in order to retain facilities.
 - d. The Club Sports Program reserves the right to deny facility privileges if requirements are not met.
3. Practices – All practices will be entered on a club’s IMLeagues.com site by the Competitive Sports Office.
 - a. Reporting – It is the responsibility of the officers to check off all club members who participated in a practice and change the status on the practice from “Not Complete” to “Practice – Won” on their clubs’ IMLeagues.com site. Practice reports must be completed on a weekly basis and will be due at 4:00PM Friday of every week for every practice from the previous 7 days (Friday-Thursday).
 - b. Occasionally, practices may be cancelled due to facility maintenance or use of facility space by another group/entity. The Competitive Sports Office will notify clubs via email and the Club’s IMLeagues.com site as soon as it becomes aware of the cancellation(s). Club officers are asked to understand that practice cancellations may occur and officers are responsible for communicating the cancelled dates to their club membership
 - c. The Club Sports Program reserves the right to cancel practices during inclement weather and extreme temperatures. Practices are not permitted when the temperature drops below 25°F or rises above 90°F. Additionally, indoor practices in non-air-conditioned areas will be canceled in extreme heat indices (above 90°F in the building).
 - d. Clubs who intend to cancel scheduled practices for any reason must notify their assigned professional staff before 4:00pm on the day of the canceled practice, or before 4:00pm on Friday for canceling any weekend practices. This does not include practices canceled by the University (see Section 5, Article 2, Item 3a). The Competitive Sports Office will then change the status of the practice on IMLeagues.com to “Cancelled.” Club officers are not to complete this step themselves. In “fee-based facilities” (ex. Natatorium, Multi Sport, Pegula Ice Arena, Sarni Tennis Center), if a practice cancellation is not made known to the Competitive Sports Office at least five business days in advance, or no notification is communicated at all, the club may incur the expense of the rental at the discretion of the respective facility. If a club cancels practice during their reservation due to weather concerns, they are to notify their assigned professional staff as soon as possible.
 - e. The Competitive Sports Office will be tracking incomplete practice reports and “no show” practices (where a club does not notify its assigned professional staff and fails to show up for practice) each semester.
 - f. “No Show” practices in which the club’s assigned professional staff was not notified and/or incomplete practice reports after the weekly deadline will result in the following:
 - i. First occurrence: warning for club.
 - ii. Second occurrence: loss of 1 practice the following week.
 - iii. Third occurrence: loss of 2 practices the following week and formal disciplinary sanction.
 - iv. Fourth occurrence: loss of 1 full week of practices and formal disciplinary sanction.
 - v. Fifth occurrence: loss of 1 month of practices and formal disciplinary sanction.
4. Weekly Limitations – Blue and White Tier Club Sports Organizations will be limited to a maximum of 8 hours of practice per week. Grey Tier Club Sports Organizations will be limited to a maximum of 6 hours of practice per week. Red Tier Club Sports Organizations will be limited to a maximum of 4 hours of practice per week. The reason for this practice hour limitation is to ensure students have ample time to dedicate to their academic commitments.

Article 3. Home Events

Requesting process for special events such as games, tournaments, seminars, demonstrations, etc. requires the following:

1. Club officers shall complete a Home Event Request Form available in the “My Forms” section on IMLeagues.com/PSU. Small and medium events require a minimum of 3 weeks’ notice. Large events require a minimum of 4 weeks’ notice. Events which are not submitted ahead of the deadlines listed above will not be approved.
 - a. Small = Hosting one or two teams that play a match. Held on one day.
 - b. Medium = Hosting two to four teams that play matches. Held on one or two days.
 - c. Large = Hosting five or more teams.
2. If notified of approval, the club president or appointed club officer may be required to meet with the Competitive Sports Staff and/or Facilities Staff to discuss event planning.
3. The Club Sports Program reserves the right to cancel an event due to inclement weather or field/facility deficiencies/concerns.
4. If an event is cancelled by the host club for non-weather-related reasons, the president or appointed club officer must notify the Competitive Sports Staff. If notification of cancellation is not made at least 24 hours prior to the start of their reservation, the host club may be required to pay personnel, event preparation, and/or other related charges.
5. No commitments to third parties shall be made by any club sport representatives prior to obtaining approval from the Competitive Sports Office. Examples include vendors, visiting teams, officials, hotels, etc.
6. If the event requires officials, referees, or guest speakers/instructors, a club officer must contact their assigned Competitive Sports Staff Member no later than 7 days prior to the event to complete/gather appropriate paperwork.
7. For Risk Level 4 clubs, events will be canceled if a club is unable to secure appropriate medical coverage.
 - a. Appropriate medical coverage may include ATC, EMT, Nurse Practitioners, lifeguards, etc.
 - b. The Competitive Sports Staff office must approve all appropriate medical coverage.
8. Once a home event is complete, it is the responsibility of the officers to fill out the Post-Home Event Form on IMLeagues. The deadline for this form is 5 days after the home event. Failure to complete this process by the deadline may result in disciplinary sanction and/or loss of the ability to host home events in the future.
9. Clubs are not permitted to host leagues and tournaments for other Penn State students who are not on the club’s roster, with the exception of pre-approved fundraisers. For clarification about what events will or will not be approved, please contact the Competitive Sports Office.
10. Clubs who are looking to host home events in collaboration with other departments are still required to complete a Home Event Request Form on IMLeagues.

Article 4. Community Service Events

The Club Sports Program requires clubs to participate in Community Service projects. Involvement in these unique opportunities can provide an excellent learning experience for a club and its members. While community service helps create a positive image of your club and the Club Sports Program, it also provides opportunities for members to become further connected with their communities.

All community service hours documented properly will count towards Tier Placement. The main goal of participating in the event will be to serve a community or philanthropic group. The club itself shall not receive any personal benefits for its involvement in the activity (including financial compensation, academic benefits, etc.). Any questions on whether an event may be considered community service can be directed to the Competitive Sports Office.

Community service totals are based upon a team’s average active roster size. This number is counted every month from September through April (excluding December) on a random business day of that month. That total number will be averaged. Clubs must complete an amount of community service hours that equals their average roster size multiplied by their required hours as laid out by their tier.

For example, a Blue Tier club has an average of 16 members throughout the year. The club must complete at least 160 hours of community service by graduation to meet this requirement.

Please note that hours for THON may not make up more than 50% of a club’s total required community service hours to meet this requirement.

Community Service vs. Charity

Community service requires club members to participate in an activity that is beneficial to other individuals and does not solely rely on financial contributions. Any activity that solely relies on financial donation will be considered **charity** and will not be counted as community service. The Competitive Sports office encourages clubs to participate in community service and make donations when possible. The tier system will only take community service into account.

Examples:

Community Service	Charity
Volunteering at a soup kitchen	Financial donations

Donating clothes to clothing drops	Organizations' online wish-list purchases
Donating food to food bank	Electronic Crowd funding Campaigns through University Development
Donating time at fundraising events	Funds raised through events

Request process for community service events requires the following:

1. A club officer shall complete a Pre-Community Service Form which is available in the "My Forms" section on IMLeagues.com/PSU.
 - a. In order to receive ACP (Administrative Compliance Program) points for an event, the form must be submitted at least 3 days prior to the event.
 - b. In order to receive credit for an event, the form must be submitted 24 hours prior to the event.
2. Once an event has been completed, a club officer shall complete a Post-Community Service Form which is available in the "My Forms" section on IMLeagues.com/PSU.
 - a. In order to receive ACP points for an event, the form must be submitted within 5 days following the event.
 - b. In order to receive credit for an event, the form must be submitted before the end of the Club Sports Year (the last day of the spring semester).
3. Follow instructions on the forms to calculate the number of hours a club will receive credit for.

For donation events, clubs should utilize this scale to receive hours:

1. Blood drives: 1 person = 2 hours
 - a. If a club member is not be eligible to donate blood, they can accompany a friend while the friend donates blood, and the club member can receive community service hours for their time spent in support of that friend. This club member will be held to the same blood donation timeline as someone who is eligible to donate blood (once every eight weeks).
1. Canned food drives: 6 items = 1 hour
2. Clothing donations: 1 supermarket/grocery plastic bag (12" x 7" x 22" = 1 hour)

Article 5. Seminars – Definition of Seminar, sport-specific, etc.

Seminars are a requirement for clubs to achieve a specific tier status. Seminars are opportunities for clubs to partner with offices and organizations on-and-off-campus, to learn about things outside of their sport. Clubs are encouraged to diversify their seminar offerings to participants. Any Seminars that are repeated throughout the academic year will only be counted once toward a club's tier requirement. Seminar content cannot be directly related to improving a participant's club sport performance or introduction/betterment of a skill directly related to the club sport. Seminars may be originated by the club or events happening on campus that the club attends.

1. Examples of partner organizations include, but are not limited to:
 - a. HealthWorks
 - b. University Health Services
 - c. Stress Less
 - d. LGBTQA Resource Center
 - e. Financial Literacy
 - f. Fitness & Wellbeing
 - g. Stand for State
2. Required Attendance:
 - a. 10 members or 25% of the club's average roster size, whichever is larger.
 - b. Members must attend the live session (either in-person or through a virtual platform) for their attendance to count toward their attendance requirement. Any members who watch a pre-recorded session will not count toward their club's attendance requirement.
3. Sanctions received by The Office of Student Conduct cannot count as Seminars.

Requesting process for Seminars requires the following:

1. A club officer shall complete a Seminar Request Form which is available in the "My Forms" section on IMLeagues.com/PSU.
 - a. To receive ACP points for an event, the form must be submitted at least 3 days prior to the event.
 - b. To receive credit for an event, the form must be submitted approved 24 hours prior to the event.
 - c. Competitive Sports can aid with finding a room for seminars to take place in Campus Recreation facilities.
2. Once an event has been completed, a club officer shall complete a Post-Seminar Form which is available in the "My Forms" section on IMLeagues.com/PSU.
 - a. To receive ACP points for an event, the form must be submitted within 5 days following the event.
 - b. To receive credit for an event, the form must be submitted before the end of the Club Sports Year (the last day of the spring semester).

Article 6. Leadership Series Meetings

1. Clubs are required to attend Leadership Series Meetings throughout the year.

2. Leadership Series Meetings are designed for continued leadership development within the Core Four Officers throughout the year.
 - a. Club officers are encouraged to partner with the offices from Leadership Series Meetings to conduct their Seminars
3. To receive credit for attendance, 2 of the 4 Core Four officers must be present

NOTE: A Leadership Series Meeting attended by an officer of multiple clubs can only be counted towards one of the club's tier requirements. *Example: One student, who is an officer of both Club Soccer and Club Swim attends a Leadership Series Meeting. The attendance for that Leadership Series Meeting can only count towards one of the two clubs, meaning that officer can only sign in on behalf of one of their two clubs.*

Article 7. Competition

1. Clubs are required to compete throughout the year.
2. Competitions are defined as any event the club is competing in including, but not limiting to, meets, shows, matches, games, tournaments, etc.
 - a. Example:
 - i. Penn State Club Baseball vs. Ohio State Club Baseball = 1 competition
 - ii. Two members from Penn State Club Track in the 800m race = 1 competition
 1. Includes all qualifying races as 1 competition
 - iii. Two members from Penn State Club Track in different events = 2 competitions
 1. Includes all qualifying races as 1 competition per person
 - iv. A tournament can count for multiple competitions
 1. Penn State Club Ice Hockey plays in a weekend tournament
 - a. Throughout that tournament, they play a total of 5 games
 - b. Each game is 1 competition = 5 total competitions for the tournament
3. Competition requirements differ based on tier. Clubs who have competed in their maximum number of competitions but have not achieved the amount required to advance a tier, may be considered for advancement on a case-by-case basis.

Article 8. Web Etiquette

The Competitive Sports Office will be monitoring content on the IMLeagues.com website and in the chat of virtual meetings/events. Any comments, pictures, postings or anything thereto deemed inappropriate by the Competitive Sports Office are subject to the following:

- Deletion of posted materials
- Removal from the virtual meeting/event
- Meeting with the Assistant Director of Competitive Sports
- Discipline sanctions outlined in Section 17 Article 1
- Referral of the offending individual and/or team captain to the Office of Student Conduct

NOTE: Meeting attendance may not count toward Tier requirements if members exhibit repetitive or egregious behaviors

There will be a zero-tolerance policy for anything that is demeaning, degrading, derogatory or sexually explicit in nature. This includes, but is not limited to, posted materials referring to topics such as race, gender, religion, age, sexual orientation, ethnicity or socioeconomic status, and social or political beliefs

Section 6. Benefits of Being a Club Sport

Article 1. Leadership Development Opportunities

Club sport organization members may run for elected positions within their respective club sport organizations. These leadership opportunities provide a unique opportunity for students to build character, develop their leadership skills, organize community service events, and collaborate with other University partners.

Article 2. Mailing address

Each club sport organization has a mailbox inside the Competitive Sports Office. Club sport organizations should use the Competitive Sports Office as a permanent mailing address. Your club address is:

*[Club sport organization name]
c/o Club Sports Program
130 Intramural Building
University Park, PA 16802*

Article 3. Storage

Club sport organizations may request equipment storage space as necessary. Storage space will be assigned on an as needed basis. To request storage space, please see a Competitive Sports Staff Member in the office. Any club members who store personal equipment in Campus Recreation facilities may be required to complete a release of liability waiver. Storage of personal equipment, purchased for personal use and not for use by the whole club, will be discussed on an individual basis.

Article 4. Programming Assistance

Each club will be assigned a designated Competitive Sports Professional Staff Member who are available for advice, problem solving, general assistance, mentoring, and direction.

Article 5. Club Websites

All club sport organizations have the option of creating and maintaining an organizational website on www.sites.psu.edu. These sites must be maintained solely by the club. Links to organizational websites as well as social media accounts can be listed under each club sport organization's information in the Club List section of the Campus Recreation website.

Article 6. Facility Use

Club sport organizations may request use of academic space, HUB meeting rooms, and indoor and outdoor athletic/recreational facilities for meetings, practices, and events. Most facilities are available free of charge, but some do have facility rental/staffing fees. Requesting space in Campus Recreation facilities must be done through the IMLeagues portal via the [Recurring Practice Request and Home Event Request forms](#), and must be approved by the Competitive Sports Office. Requesting space in non-Campus Recreation facilities (excluding athletics facilities) must be done by 25Live.

Article 7. Financial Support

Club sport organizations are eligible to apply for funding from the Club Sports Program in the form of annual Allocation (**Blue**, **White**, and **Grey** tier clubs). Red Tier clubs are not eligible for allocation funds. Additionally, club sport organizations must maintain and use an Associated Student Activities (ASA) account. Clubs are prohibited from operating off-campus bank accounts. Because club sport organizations receive funds allocated from Campus Recreation, they are not permitted to apply for additional funding through University Park Allocation Committee (UPAC). Club sport organizations are eligible to apply for additional funding through the Student Recreational Facilities/Equipment Fund each year.

Article 8. Equipment

Special event equipment such as tables, chairs, coolers, etc., may be provided when inventory is available. Additionally, clubs may rent equipment from a local vendor such as Best Event Rental. All equipment purchased with Allocation funds is considered University-owned. This includes items such as uniforms, warm-up apparel, sporting equipment, merchandise. This list is not exhaustive. All equipment that the University or Campus Recreation assume liability over and/or store is also considered University-owned, regardless of what financial account the items were purchased through. This includes trailers, boats, practice and competition equipment stored in Campus Recreation facilities. This list is not exhaustive. For more information on what equipment is considered University-owned, please reach out to your club's assigned professional staff.

Article 9. Personnel Scheduling

The Competitive Sports Office will schedule Supervisors when available for special events or practice drop-ins. Supervisors are a valuable resource for club development on and off the field. During practices and events, their responsibilities include monitoring activities, rosters, visiting team waivers, officials payment paperwork, and facility conditions to protect the safety of participants and spectators. These student Supervisors act as a liaison to guests to minimize conflicts.

The Competitive Sports Office will also assist in scheduling Athletic Trainers (ATCs) but cannot guarantee coverage.

Article 10. Field Preparation

The Competitive Sports Office will arrange for field lining for practices and special events when resources are available. In some cases, they may be able to provide your club with the resources to line the fields yourselves or create field boundaries.

Article 11. Faxing & Scanning

Club sport organization student officers may use the fax machine in the Intramural Building provided the transmission involves organization business. When having faxes sent to the Competitive Sports Office, please ask the sender to mark the fax as follows:

Attention: Club Name
c/o Competitive Sports Office
814-863-2851

Article 12. Absence Memos

The Club Sports Program offers a travel confirmation letter to club members who participate in an activity that is recognized by the Club Sports Program. This letter does not excuse academic absences, rather it provides a notification that the club member is participating in a Club Sports Program recognized activity. To receive absence letters, the officer who submits a Pre-Trip Form must indicate that they would like an absence memo to be created.

A completed Pre-trip form must be submitted by noon at least five (5) business days prior to the requested departure date of any trip in order to be permitted to travel.

The absence memo will be emailed to the officer who completed the Pre-Trip Form once the form is approved. It is their responsibility to distribute the absence memo to all club members who require a copy of the memo.

Article 13. Inventory

Any equipment or apparel purchased with allocation funds is the property of Penn State. All existing equipment and apparel will be inventoried by a staff member at the start of the academic year and upon the return of the equipment. A club officer must be present during the inventory process to ensure a proper count. All new merchandise will be added to the current inventory list. Equipment/apparel that is damaged or unaccounted for may result in disciplinary action or fees assessed to the club.

Article 14. Academic Eligibility

Club sport organizations may be required to submit proof of eligibility for each student listed on their roster. All eligibility forms must be dropped off to the Competitive Sports Office, as club sport officers are not permitted to drop forms to the Registrar directly. Competitive Sports student employees will take the eligibility form to the Registrar on behalf of the club. Eligibility forms take anywhere from 2-5 business days to process. The Competitive Sports Office cannot guarantee when eligibility form will be completed and ready for pick up. When the eligibility form is ready to be picked up, the Competitive Sports Office will reach out to a club officer. Eligibility forms can be picked up from the Competitive Sports Office Monday-Friday from 10am-5pm.

Section 7. Promotion & Publicity

The following guidelines have been developed in an effort to increase the visibility of the Club Sports Program and its student organizations.

Article 1. Club Sport Organizations are “Clubs”

A club sport organization should identify as a “club” as opposed to a “team”. This allows for distinction from varsity counterparts and emphasizes the mission of student organizations to be active in student life beyond their primary sport/recreation goals.

Article 2. Merchandise/Clothing

Many club sport organizations purchase some type of merchandise to sell and/or provide to the club's members. This merchandise may include t-shirts, hats, sport items, etc. **All merchandise and clothing must be pre-approved so the Competitive Sports Office can review any and all artwork and ensure it is compliant with University and Club Sports Program policies.**

Additionally, only University-licensed vendors have the legal right to produce apparel and merchandise that uses the University's name and logos or references to them.

University Licensing policies may be found at <https://licensing.psu.edu/>. Being familiar with approved vendors, logos/designs, and trademarked symbols is helpful when designing apparel for your club. Since the Department of Campus Recreation and the Club Sports Program may apply additional policies and restrictions on top of the University Licensing guidelines, it is very important that a club sport organization always consults with the Competitive Sports Office during the designing stages of their apparel and merchandise order.

To gain approval to proceed with a clothing/merchandise order, a representative from the club must consult with the Competitive Sports Office. Helpful information to provide in order to gain approval includes the type of apparel, the desired vendor, and the proposed artwork. The Competitive Sports Office can assist with vendor recommendations.

Exceptions may be granted on a case-by-case basis for a club to use a non-licensed vendor to produce specialty items, for example a uniform that one of the licensed vendors does not offer. This request must be made to the Competitive Sports Office who will then make the request to Licensing Department at the University. The club will be notified of the status once Licensing has been able to review the request thoroughly.

As a reminder, if apparel includes the name of a club's sport, the word “club” must appear either before or after the sport's name (i.e., Club Boxing, Dressage Club, Men's Club Basketball, etc.)

NOTE: Items that are purchased with allocation funds belong to Penn State and must be returned to the Competitive Sports Office for inventory and storage prior to spring commencement ceremony. Clubs are not permitted to sell any allocation purchased equipment/apparel, as those items must go to Lion Surplus.

Article 3. Printed Materials

All printed materials such as banners, posters, flyers, etc. must be approved by the Competitive Sports Office prior to production and distribution.

As a reminder, if any printed material includes the name of a club's sport, the word “club” must appear either before or after the sport's name (i.e., Club Boxing, Dressage Club, Men's Club Basketball, etc.)

Article 4. Daily Collegian

Club officers are encouraged to contact the Daily Collegian with event results and promotions for upcoming events.

WebbStaff@psu.collegian.com

News: 814.865.1828

Section 8. Change of Officers & Officer Training

Article 1. Change of Officer Form. During the spring semester, clubs will be required to submit a Change of Officer Form which lists the officers of the club for the subsequent year. Please note that, regardless of when a club chooses to elect new officers, no officer changes will be recognized until the end of the spring semester (for the following year).

Article 2. Core Four Officer Training. During the spring semester, each of the new core four officers (President, Treasurer, Vice President, and Secretary) will be required to attend at least one “Core Four Officer Training” Session.

Article 3. Position Specific Officer Training. Prior to **annual** activation, each officer will be required to complete online training specific to their officer position.

Article 4. Concussion Training. All Core Four Officers, Coaches/Instructors, and Safety Officers must complete both SportRisk Concussion Education & Awareness and Concussion Recognition & Response Training. The following is the process for completing those trainings:

1. Go to <http://www.sportrisk.com/webinar/employees>
 - a. Fill in the “First Name”, “Last Name”, “Email”, and “UserCode” fields
 - b. Use only your Penn State (@psu.edu) email address
 - c. Enter the code provided by the office to complete the Concussion Education & Awareness Course
 - d. Enter the code provided by the office to complete the Concussion Recognition & Response Training
2. Watch the videos for each training and complete the quizzes below the video
3. Prior to submission, ensure the following is selected:
 - a. What is your Program? – Select “Sport Club Participant”
 - b. What is your Role? – Select “Club Officer”, “Coach”, or “Safety Officer” depending upon your role.
 - c. What is your Sport? – Select your sport.
4. Click “Submit Survey” to complete the training.

Article 5. Safety Officer Training. All Safety Officers must complete the online Safety Officer Training. The training is available at this link: <https://web.microsoftstream.com/channel/08be30dd-9614-474d-a615-ae15aed30879>. Following their viewing of the video, Safety Officers must complete the quiz linked in the description box of their training video.

Section 9. Annual Web Launch & Activation

Article 1. Web Launch. Clubs' IMLeagues.com pages are reset annually on the Monday which follows Spring Commencement. The Competitive Sports Office will add the Core Four officers to the page and email those officers a launch letter outlining the club's assigned professional staff and summer important date information so the clubs may get a start on things like adding members to their roster, completing Participation Agreements, accruing community service for the following year, and completing other forms. Clubs' pages will only be reset at this time if all Core Four officers have completed the Core Four Officer Training Quiz. Clubs who have not met this requirement by that date will not be reset, and no accrual for the following year will be permitted until those trainings are complete. Clubs whose competition seasons extend into the summer will not be reset until after their last competition provided all incoming Core Four officers have completed the required trainings, but forms which are submitted following the Monday after Spring Commencement will count toward the following year.

Article 2. Activation. The following are requirements for club sport organizations to become activated each year. A club sport organization can only receive the benefits of, and access to practice space, Club Sport Program Allocation funds, and ASA funds if the club is activated.

1. All Core Four club officers must:
 - a. Attend the Core Four officer training during the previous spring semester
 - b. Complete their position specific training online at the beginning of the fall semester. This includes the video and associated quiz
 - c. Complete SportRisk Concussion Education & Awareness and Concussion Recognition & Response Training as outlined in Section 8, Article 4
 - d. Treasurers must complete the ASA Treasurer Training
2. All Risk Level III and IV club sport organizations must have a Club Sports approved coach/instructor. The following items must be completed and submitted to the Competitive Sports Office before the activation deadline. All coaches, regardless of risk level, must meet the following requirements:
 - a. Complete and submit a Coach/Instructor Information form
 - b. Complete and submit Coach/Instructor Agreement form
 - c. Complete the Participant Agreement (on IMLeagues if a student-coach or PDF version if a non-student coach)
 - d. Provide evidence of successful completion of a full or partial in-person Adult CPR/AED and Standard First Aid Course from an approved organization. Approved organizations include American Red Cross, American Heart Association, or Emergency Care & Safety Institute. If an individual has a certification from another organization, they may submit their certification into the Competitive Sports office for review. The Competitive Sports office reserves the right to deny certifications that are not up to our Risk Management Standards. The certifications can be brought into the Competitive Sports office or emailed to clubsports@psu.edu
 - e. Complete the online Jean Clery Act Training session every calendar year. These sessions are offered through the University's Compliance Office website. Annual Clery Act training information will be communicated by the Competitive Sports Office
 - f. Risk Level IV Coaches/Instructors must provide proof of certification in the techniques of their sport
 - g. Complete SportRisk Concussion Awareness and Concussion Recognition & Response Training as outlined in Section 8, Article 4
3. All Risk Level II, III, and IV club sport organizations must have two Safety Officers. Risk Level II clubs must have at least one Safety Officer's certifications must remain current throughout the entire academic year. That person will be referred to as the Lead Safety Officer. Risk Level III and IV clubs are required to have at least two Lead Safety Officers (see Appendix A, Article 6 for more information). The following items must be completed and submitted to the Competitive Sports Office before the activation deadline:
 - a. Complete Safety Officer Acceptance of Responsibility form
 - b. Provide evidence of successful completion of an in-person Adult CPR/AED and Standard First Aid Course from a university approved organization (American Red Cross, American Heart Association, or Emergency Care & Safety Institute) and only certifications from "in-person" or "blended learning" classes will be accepted.
 - c. Complete SportRisk Concussion Education & Awareness and Concussion Recognition & Response Training as outlined in Section 8, Article 4
 - d. Complete the Safety Officer training online at the beginning of the fall semester. This includes the video and associated quiz.
4. All clubs must have a Faculty/Staff Advisor. This Advisor cannot serve as the team's coach. The Advisor must fill out the "Faculty/Staff Advisor Information Form."
5. All clubs must submit updated versions of their constitution

6. Completed Participation Agreement/Waiver forms for all club sport organization members must be submitted through the IMLeagues.com/PSU portal. A club must have at least 10 approved Participation Agreements from full-time students on file with the Competitive Sports Office to be activated.

Below are the instructions for how to register through the website:

- a. Visit imleagues.com/PSU
- b. Click the orange **“LOGIN”** button on the top right of the page
- c. Once redirected to the Penn State Student Affairs Log In screen, click the blue **“PENN STATE ACCESS ACCOUNT”** button on the right side of the page.
- d. You may be asked to login to your Penn State Access Account via the WebAccess Portal. If so, complete that process
- e. You will then be redirected to the access page. Click the **“imleagues”** button to re-enter IMLeagues.com.
- f. If this is your first time on IMLeagues.com, you may be asked for some information to complete your registration. If so, complete that process and accept the terms and conditions.
- g. The landing page is your personal IMLeagues.com home page. To find a list of clubs to join, you may click on either the **“Penn State University”** button on the top left of the page next to the **“Home”** button, or the green **“Register”** button in the middle of the page.
- h. To toggle to the list of Club Sports Organizations, click the blue **“Club Sports”** button.
- i. On the main Club Sports page on IMLeagues.com, you will find a list of organizations. Once you’ve found the one you wish to join, click the green **“Join Team”** button next to that club’s name.
- j. Once you’ve either joined the team or submitted a request to join, you’ll be directed to the team’s page. From here you will see “You must complete the following forms.” To complete the waiver, click **“Club Sports Participation Agreement”**.
- k. Fill in all required fields as instructed. Once complete, click the green **“Submit For Review”** button at the bottom of the form and select your club from the drop-down menu. This step completes the registration process.

7. All clubs must re-register with the Office of Student Activities office through OrgCentral

8. All clubs must meet with their assigned professional staff

Article 3. Early Activation. Clubs who wish to become active prior to the end of Activation Week must fill out and complete the “Early Activation Request” form. The link for this form is sent in an email to all clubs at the end of the Spring Semester and they will be notified of their status through the summer months pending review. A club whose request is approved must fully complete the activation process prior to 3:00pm on each business day to begin practicing that evening. Any club which becomes active after 3:00PM on a business day will not be permitted to begin practicing until the next business day.

Article 4. Daily Deadlines. Clubs that have not completed activation by the end of Activation Week will be reviewed daily until the third Friday of the Fall Semester. Any club which becomes active prior to 12:00PM on a business day may begin practicing that evening. Any club which becomes active after 12:00PM on a business day will not be permitted to begin practicing until the next business day.

Article 5. Annual Deadline. After 5:00PM on the third Friday of the Fall Semester, any club which has not completed activation will be placed on Administrative Hold. At this point, such a club will stop earning ACP Points and Community Service hours. All practice requests for such a club will be canceled for the remainder of the semester. Should a club become active after the deadline, scheduling practices will be subject to facility availability. Clubs who wish to become active after 5:00PM on the third Friday of the Fall Semester must contact the Competitive Sports Office once activation is complete so that the office may review a club’s application.

Section 10. Tier System

Article 1. Purpose

The Pennsylvania State University recognizes a broad spectrum of club sport organizations. All clubs are unique and have different needs, and the goal of the Tier System is to meet these needs in a fair and logical manner.

The Tier System was designed for the following reasons:

1. To provide club sport organizations with tangible/measurable goals; and
2. To provide specific benefits to club sport organizations that are more successful in fulfilling their responsibilities; and
3. To allow for diverse needs and interests to be accommodated in a fair way; and
4. To provide a system for distributing limited facilities, funds, and resources in a logical manner.

Article 2. Tier Review & Assignment Process

1. All clubs will be evaluated on four categories during the year. These categories are community service, number of competitions, number of Seminars, and number of Leadership Series Meetings attended. The requirements of each tier are shown in the table below.

Tier Requirements				
	Blue	White	Grey	Red
Community Service	10 hrs/person	7 hrs/person	5 hrs/person	3 hrs/person
Competitions	12	6	3	1
Seminars	3	2	1	1
Leadership Series Meetings	2/4 officers at 4/7 meetings	2/4 officers at 3/7 meetings	2/4 officers at 2/7 meetings	2/4 officers at 2/7 meetings

2. The Competitive Sports Office will track a club's progress on an on-going basis based upon a club's submission of forms via the IMLeagues.com portal. Clubs will not receive credit for unreported events.
 - a. Clubs must meet the entire requirement of a tier to advance to that tier.
 - i. Example: A red tier club who meets all blue tier requirements may advance to the blue tier the next year.
 - b. Tier requirements may not be substituted for other requirements
 - i. Example: Additional Seminars cannot be counted as Leadership Series Meetings or vice versa.
3. Final tier assignments will be communicated to a club's officers during the summer.
4. All newly recognized club sport organizations will be placed in the Red Tier.
5. Club Sports Organizations may not remain in the Red Tier for more than 2 consecutive years. If a club has not made sufficient progress out of the Red Tier by the end of the 2nd year, it will no longer be categorized as a Club Sport under Campus Recreation.
6. The Competitive Sports office reserves the right to adjust tier requirements as deemed necessary due to events outside of the University's control.

Section 11. Risk Level Assignments & Requirements

Article 1. Procedure

To ensure the highest level of safety and lowest level of risk for club sport organizations and their participants, the Club Sports Program in conjunction with the Office of Risk Management have developed The Risk Assessment Tool to evaluate sport and physical activity and assign levels with corresponding requirements for club sport organizations to be placed into. The Risk Assessment Tool evaluates each club sport organization based on general sport criteria and statistics as well as factors specific to that organization, such as practice location and access to emergency facilities.

Groups are analyzed by a number of criteria including but not limited to:

- Force of impact between participants during activity
- Force of impact between participants and objects/projectiles during activity
- Severity of injuries sustained in the activity
- Type of location activity is conducted in/on
- Access to emergency personnel and emergency facilities

Based on a quantitative score using the above-mentioned criteria, club sport organizations will be placed into one of four acceptable risk levels. Requirements for each level are as follows:

Level One	7-11	<i>No requirements beyond waiver and insurance for participants</i>
Level Two	12-20	At least two student safety officers certified in Standard First Aid and Adult CPR/AED
Level Three	21-25	At least two student safety officers certified in Standard First Aid and Adult CPR/AED and coach/instructor certified in Standard First Aid and Adult CPR/AED
Level Four	26-30	At least two student safety officers certified in Standard First Aid and Adult CPR/AED and coach/instructor certified in Standard First Aid and Adult CPR/AED that also holds sport-specific certifications. Medical personnel required at events.
Unacceptable Risk	>30	Will not be accepted as a club sport organization under any circumstances

The complete Risk Assessment Tool and all of its components can be viewed at the Competitive Sports Office upon request. Current risk levels for each club sport organization may be found in Appendix C.

Section 12. Travel Policies & Procedures

Article 1. Pre- and Post-Trip Form Submission

1. A Pre-Trip Form must be submitted for any trip of more than 25 miles off-campus.
2. Club Sport Organizations planning to schedule and complete trips must have a completed Pre-Trip Form (which is submitted on IMLeagues.com) submitted to the Competitive Sports Office by noon at least seven (7) business days prior to the requested departure date to be eligible for ACP points.
 - a. A completed Pre-trip form must be submitted by noon at least five (5) business days prior to the requested departure date of any trip in order to be permitted to travel.
3. The Competitive Sports Office will notify the club sport organization of the status of the Pre-Trip Form via the website by noon the business day after the pre-trip deadline.
 - a. No travel arrangements may be made by the club sport organization without approval to do so by the Competitive Sports Office.
 - b. The notification from the Competitive Sports Office will provide instructions to the club sport organization on how to proceed with travel arrangements.
 - i. The Competitive Sports Office may instruct the club sport organization to make travel arrangements.
 - ii. The Competitive Sports Office may inform the club sport organization of travel arrangements that have been made, such as charter buses or rental vehicles.
 - iii. Final revisions of Pre-Trip Forms must be made by noon the business day after the club is notified by the Competitive Sports Office of the revisions needed.
 - iv. The Competitive sports office will notify the club of approval or denial of the trip in the notes section of the form no later than 5:00 p.m. one business day prior to their anticipated day of departure.
 1. Example: A club traveling on Friday must complete and submit a Pre-Trip form no later than 12:00 p.m. the Friday prior.
 - a. The Competitive Sports Office will notify the club of any revisions needed for their pre-trip form no later than 12:00 p.m. on Monday.
 - b. The Club must complete any revisions needed by 12:00 p.m. on Tuesday for final review.
 - c. The Competitive Sports Office will review the final submission and notify the club of approval or denial in the notes section of the form no later than one day prior to the clubs requested departure date.
4. Depending on the cancellation policy of the agencies, charges to the club for trip accommodations including, but not limited to lodging, vehicle rental(s), bus reservation(s), etc. may be applied if the trip is unapproved within one business day of the trip.
5. Club sport organizations must submit a Post-Trip form (online) at least two (2) business days after the return date to be eligible for ACP points. Post-Trip forms (online) must be submitted within five (5) business days after the return date.

Article 2. Transportation Options and Policies

1. Club sport organizations may request to rent commercial vehicles, use personal vehicles, or may have limited access to University fleet vehicles for club travel. Regardless of vehicle provider, Penn State, Division of Student Affairs, Campus Recreation, and Club Sports Program policies must be followed at all times.
 - a. When using Penn State Fleet vehicles, *Penn State Fleet Operations* policies and procedures must be followed.
 - i. 15 passenger van drivers must be Pennsylvania State University employees, hired for club-related purposes, and be at least 25 years old.
 - ii. All other Fleet vehicles may be driven by Penn State employees, hired for club-related purposes, who are at least 21 years old.
 - b. Per Division of Student Affairs policy, maximum capacity of a 15-passenger van (private vehicle, commercial rental or Penn State Fleet) may not exceed 10 people (including driver).
 - c. Clubs who wish to obtain a charter bus must contact their Competitive Sports assigned professional staff at least 14 days prior to their departure date. If this is not feasible due to a club's tournament qualification process, please contact the Competitive Sports Office.
 - d. Rental vehicle arrangements must be made by the Competitive Sports Office unless granted permission by a Competitive Sports assigned professional staff for the club to make arrangements on their own. Due to contractual agreements and discounts with Enterprise Rent-A-Car, it is imperative that a club does not make rental vehicle arrangements on their own.
 - e. Personal vehicle requirements:
 - i. The registered owner of a personal vehicle used for club sports travel must complete and submit a **Vehicle Authorization** form. This form must be typed, printed out, signed and dated, and brought into the Competitive Sports Office along with a copy of valid vehicle registration, a valid vehicle insurance card, and valid driver's licenses of all drivers.

- ii. The Pennsylvania State University/Club Sports Program does not provide insurance for the vehicle, its driver, or occupants and are not liable for personal injury or property damage, including damage to the vehicle, incurred in accidents during club sports travel.
 - iii. Both the vehicle owner and the driver should understand that they may be exposing themselves to personal liability in the event of an accident.
- 2. Club sport organizations may travel via commercial airlines. **Clubs requesting to fly must receive approval by the Competitive Sports Office before making any flight arrangement.** Upon approval clubs will receive additional information including forms required to make airline reservations. These forms must be submitted **at least two weeks** in advance when applicable. Clubs that wish to make airline reservations must be readily available for communication in the chance the Competitive Sports office needs additional information.
- 3. Club Sport organizations may travel internationally upon approval from the University. This process typically takes 90 days. For additional information about this process visit this link <https://studentaffairs.psu.edu/involvement-student-life/student-organizations/student-organization-policies-procedures/travel>
 - a. If a club is seriously interested in traveling internationally, they must first notify the Competitive Sports office prior to any meetings or communication with The Office of Student Activities.
- 4. Club sport organizations are **not** permitted to travel in personal vehicles, rental vehicles, or University fleet vehicles (unless driven by a professional driver assigned by the University) **between the hours of 12am and 5am**. This policy is to ensure the safety of all students traveling on the roads during times identified as having an elevated risk of accident/injury. Charter buses and vehicles with professional drivers, are typically exempt from this policy though bus companies may impose travel restrictions or relay drivers.
- 5. Clubs must change drivers every 6 hours when using personal vehicles, rental vehicles, or University fleet vehicles for travel. A driver may not resume until they have had at least a 6-hour break from driving. This may mean that clubs need to consider having multiple drivers over the age of 21 in each vehicle (rental vehicles) or multiple club members listed as approved “additional drivers” on personal vehicles.
- 6. Anyone transporting a University-owned trailer must be a Penn State employee. University employees can be full-time or part-time. Graduate students that are employed by the University are eligible to drive vehicles towing University-owned trailers. All University employees driving University-owned trailers must be 21 years or older. The person driving the University-owned trailer must be listed as a driver on the Pre-Trip Form. University-owned trailers are not permitted to be used for personal use by club officers, club members, or club affiliates.
- 7. All trailers must be in good working order in prior to being towed by Club sport organizations or University employees. Any trailers that need to be transported that are not in good working order should be transported by a University-contracted business. Items to be aware of before transporting trailers include working lights, presence of current license plate, properly inflated tires, equipment is properly secured to trailer, trailer is properly secured to tow vehicle.
- 8. University-owned trailers can be towed by a University-leased truck from a University sponsored commercial rental agency (ex. Enterprise or Budget), but must go through the proper process for renting. For information regarding rental vehicles, see Section 12 Article 2.
- 9. Undergraduate students are not permitted to drive University vehicles unless they are employees that are required to drive University vehicles as part of their job with the University.

NOTE: See Section 4, Article 6 for information regarding the impact of Covid-19 on travel.

Article 3. Lodging

Club Sport Organizations may choose to lodge at commercial hotels, private residences, or campgrounds. Regardless of type of lodging, specific contact information and location must be indicated on the Pre-Trip Form. If a club would like the Competitive Sports Office to reserve a room with a Purchasing Card, they must complete a “Hotel Reservation Request Form” on the IMLeagues.com site at least 7 business days prior to the start date of the reservation. If this is not feasible due to a club’s tournament qualification process, please contact the Competitive Sports Office.

- 1. The Competitive Sports Office must approve the number of rooms that the club will be incurring the cost for. As a general rule, the Club Sport Program will approve one room per four (4) males or females. If fewer males and/or females will be lodging, one room will be approved for males, and/or one for females. Exceptions to this policy may be granted on a case-by-case basis by the Competitive Sports Staff upon reasonable request from the traveling club’s officer board.
 - a. If more than two participants are sharing a room, the Competitive Sports Office will approve expenses for cost of roll-away cots, if sufficient funds are available.
- 2. The Competitive Sports Office is unable to make reservations through companies such as AirBNB or VRBO. For additional information on securing reservations similar to this, please contact the Competitive Sports Office.

Article 4. Meal Reimbursement Requests

Club sport organizations may reimburse club members for meals after the trip has occurred. Reimbursements will only be approved on the following conditions:

- 1. Members being reimbursed were listed on the approved travel roster for the event.
- 2. Receipts are itemized with exact/specific food and beverage items that were purchased and must be turned in to the ASA Office.

3. Receipt dates fall within the departure and return dates/times of the approved travel request/itinerary.

NOTE: Reimbursements for meals may only be done from a club's ASA account.

Article 5. Safety Officer Travel Requirements

A Safety Officer, who accepts responsibility to supervise the club while traveling, must accompany all Risk Level II, III, and IV club sport organizations on trips. Club sport organizations that are required to have safety officers to be activated, should plan in advance to have enough safety officers in the club in order to ensure that at least one will be on every competitive trip. Safety Officer requirements may be waived for certain trips. Coaches can count as Safety Officers as long as they complete all Safety Officer Requirements. Please contact your Competitive Sports assigned professional staff with specific questions.

Article 6. Inclement Weather Policies

The Competitive Sports Office reserves the right to postpone, cancel, or extend, any club sport organization trip due to inclement weather. While the goal of the Program is not to deny clubs the opportunity to travel, the safety and well-being of students, faculty, and staff will always be the priority. If logistics allow, clubs may be allowed to adjust travel arrangements to leave earlier or later to avoid potentially dangerous driving conditions. Cancellations will only be determined after thorough review of the weather and road conditions and when all other options have been exhausted. For cancelled trips, the club may be reimbursed by the Club Sports Program for expenses incurred that could not be refunded. Competitions are not permitted when the temperature drops below 25°F or rises above 90°F. Additionally, indoor competitions in non-air-conditioned areas will be canceled in extreme heat indices (above 90°F in the building). Exceptions may be made on a case-by-case basis.

Should a club sport organization encounter inclement weather while traveling, the club officers should make responsible decisions on whether to continue traveling or stop and stay somewhere. Whenever travel arrangements change, the Competitive Sports Office should be contacted immediately for notification and advice.

Article 7. Emergency Weather Policies

Thunder & Lightning: In the instance of any sudden severe weather such as thunder and/or lightening, Safety Officers should be prepared to stop all club activity immediately and seek shelter in the nearest available indoor facility. Activity should not resume until 30 minutes has passed without instance of thunder or lightening. Every instance of thunder or lightening resets the 30 minutes waiting period. For water-based clubs, direct boats to head for the nearest shore.

Wind: Safety Officers must be aware of weather conditions and how the venue is impacted by those conditions. If sudden winds come up, water-based clubs must return to the dock if the trip is safe or take the boat to the nearest shore and wait for the winds to calm. Try to minimize equipment damage but remember that each member is more valuable than the boat. Consider modifying, relocating, or cancelling the event if wind speeds at the site are 20-30mph. The event should be modified, relocated, or cancelled if winds exceed 30mph.

Fog: For water-based clubs, Safety Officers must ensure the visibility to shore is at least 100 yards. If fog sets in while the club is on the water, move slowly, and be prepared to stop quickly. Use of a sound making device (cox box, horn, or whistle) to advise other boats of your location as you take your boat to shore is advised, following the shore back to the dock.

Wakes and Waves: For water-based clubs, Safety Officers should pay close attention to rough water. Waves are generated by winds, tides, currents, or wakes from passing boats. Because shells are vulnerable to high waves, specific care is needed with approaching wakes. If approaching wake is higher than the gunwale, the shell should be turned parallel to the wake to avoid having part of the shell unsupported by the water. It is possible to split a shell under these conditions. Rowers should stop rowing and lean away from the approaching wake, with oars on the wake side lifted slightly. If the wakes are lower than the gunwale and widely spaced, continue to row without a course adjustment. Deep and closely spaced wakes that are lower than the gunwale may be taken at a 90-degree angle with the bow directly toward them. Turning in waves can be tricky; allow plenty of room, energy, and time.

Lights and Darkness: It is the Safety Officers' responsibility to know the times for sunrise and sunset. For water-based clubs, the greatest and most frequent danger while operating a vessel on the water is a collision caused by limited vision or carelessness. Great care should be taken when being on the water in darkness or near-darkness. Precautions for light and darkness are listed below:

- a. Take extra care to look and listen. Minimize conversation.
- b. Be careful not to get too close to shore or known hazards.
- c. Only occupy in familiar waters while boating at dusk, dawn, or in the dark.
- d. Have a 360°/all-around white light on the stern of each vessel when occupying the water between sundown and sunup. It should be visible enough to warn approaching vessels.
- e. The bow of every boat should have a red light on port side and green light on starboard side.
- f. All lights should meet Coast Guard minimum standards with no less than one nautical mile of visibility for bow lights and stern lights.
- g. Carry a sound making device.

Hot Weather: Hyperthermia occurs when there is an increase in body temperature, usually when the air temperature is above 76 degrees, and the victim is exposed to sun and heat in combination with a decrease in fluids. It may occur when sweat cannot easily evaporate; the body is being heated by the environment; or water loss from sweat and respiration is not replaced, and dehydration occurs. Two serious conditions may result:

- a. Heat exhaustion: signs are throbbing headache, nausea, cool skin, chills, sweaty, and pale pulse. Action: drink water, shade from sun, and treat for shock.
- b. Heat Stroke is life threatening; signs are behavior changes, unconsciousness, hot but not sweaty, flushed warm skin and rapid pulse. Action- douse with cool water, shade from sun, fan, ensure the airway is open, get medical assistance as soon as possible.

Cold Weather: Hypothermia occurs when a victim is subject to cold temperatures, cold water, ice, or snow. For water-based clubs, there is potential danger for hypothermia when the water temperature is below 80 degrees and very dangerous when the water temperature is below 50 degrees. Hypothermia can occur without the victim being in the water, rowing in extremely cold weather can cause symptoms. Symptoms include feeling cold, turn bluish and shivering, and followed by numbness, apathy, lethargy, disorientation, and loss of mental capacity. When air is below 40 degrees and/or water below 50 degrees, keep launch within 100 yards of all shells.

Article 8. Additional Policy Reminders for Travel

1. **No alcoholic beverages** or non-prescribed controlled substances may be present or consumed by club sport organization members while traveling or participating in club sponsored events, from departure to return, regardless of age.
2. University-approved club sport organization travel is limited to student members of the organization and their approved coaches/instructors or faculty/staff advisor. Any travel conducted by non-club members will not be supported as University-approved travel. Non-club members, regardless of student status, are never permitted to travel with a club sport organization without prior approval.
3. When taking personal vehicles or rental vehicles, the driver and member in the front passenger seat should remain awake and alert at all times. Passengers should keep drivers alert and watch for signs of drowsiness. Drivers should always adhere to posted speed limits and obey traffic laws.
4. When taking personal vehicles or rental vehicles it is the responsibility of the driver to ensure the following:
 - a. Each member has a seat to themselves and is wearing a seatbelt.
 - b. The windows of the vehicle are free from any obstructions such as clothing, equipment, or bags/luggage.
 - c. All bags/equipment are stored properly in the vehicles' trunk or under seats. Bags/equipment should not be held by passengers or resting on their laps.
 - d. Vehicle tire pressure is adequate based on the standards of that specific vehicle.
 - e. The vehicle is not "over-stuffed" with luggage/equipment/bags. All items should fit comfortably within the appropriate storage areas of the vehicle.
5. Coaches may be qualified drivers as long as they fill out and complete driver verification forms.

Section 13. Financial Accounts

Article 1. Types of Accounts

Each club sport organization has up to three accounts to deposit and/or withdraw club funds. **Club sport organizations MAY NOT hold funds in any external bank account.** Funds may be withheld if club sport organizations fail to adhere to the policies and procedures in this manual, or for infractions of Penn State policies and procedures.

Summary of Accounts and Funding; Definitions of funds included

1. **Allocation Account (Allocation):** Funds provided by the Club Sports Program, for the purpose of supplementing club sport organizations' self-generated funds.
 - a. **Needs-Based Budget Request:** Funds are allocated based upon each club's request via the Allocation Request Form. All clubs are required to submit this form regardless of tier.
 - a. Red Tier clubs do not receive allocation funds.
 - b. **Administrative Compliance Program (ACP):** ACP points area earned in accordance with the guidelines set forth in Appendix F. At the conclusion of the year, points are converted to a dollar amount which will be placed in a club's Allocation Account in the following year.
 - a. All clubs are eligible for ACP funds regardless of tier.
2. **Associated Student Activities (ASA):** Self-generated funds (dues, fundraising revenue, etc.). All funds generated by club sport organizations must be deposited into their ASA account. The ASA Office (240 HUB) manages all student organization financial accounts. The ASA Account also encapsulates funds clubs receive from the Office of University Development.
3. **Office of University Development (OUD):** Funds donated by individuals or businesses and interest earned from those donations. Donations to OUD accounts may be tax deductible.
 - a. Electronic OUD funds will be transferred to each organization's ASA accounts through the Office of University Development.
 - b. Non-electronic OUD funds (checks) must be collected through the Competitive Sports Office. These non-electronic funds will then be brought to the Office of University Development to be transferred to each organizations ASA account
 - c. Donations in in excess of \$5,000 (Electronic/Non-Electronic) will be held by the OUD office for 90 days before being disbursed to club accounts, per University policy.

FREQUENTLY ASKED QUESTIONS	ACCOUNTS		
	ALLOCATION	ASA	OUD
Where does the money come from?	Campus Recreation	Dues, fundraisers, etc.	Contributions from alumni, parents, etc.; interest on principle
Who must sign the Request for Funds?	1) Club Sport Organization Treasurer via a Financial Request form or 2) Competitive Sports Professional Staff Member	Club Treasurer	
Can funds be deposited into account by Club Sport Organization?	No	Yes (240 HUB)	
Do funds carry over from year to year?	No	Yes	
What can account funds be used for?	See specifications below	See specifications below	

Section 14. Allowable Club-Related Expenses by Account Type

Article 1. Allocation Account

A club's allocation account may be used for the following expenses:

1. Game uniforms which will remain with the club
2. Officiating expenses
3. Facility and equipment rentals
4. Emergency personnel staffing expenses (ex. ATC, EMT, lifeguards)
5. CPR/first aid certifications for required individuals (safety officers and coaches)
6. First aid supplies
7. Equipment/apparel purchases for items which will remain with the club
8. All personalized BSN/vendor-purchased items to be reimbursed by ASA account
9. Tournament/event entry and registration fees
10. Organizational membership dues
11. Copying and printing
12. Travel expenses
 - a. Hotels
 - b. Vehicle rental (includes fuel expenses for rental cars only)
 - c. Airline tickets

Article 2. ASA Account

A club's ASA account may be used for the following expenses:

1. Payments to coaches/instructors
2. Individual league membership dues
3. Equipment/apparel purchases for items which will remain with individuals
4. Awards (i.e., trophies, prizes, certificates, etc.)
5. Charitable donations
6. Fundraising supplies
7. Fuel and toll expense for personal vehicles
8. Meal/food reimbursements
9. Incidental lodging expenses (i.e., internet, dry cleaning, room service)
10. Any expenses that are listed for allocation account
11. Lodging expenses not covered by Allocation (AirBNB, VRBO, etc.)

Section 15. Process for Purchasing and Requesting Funds

Article 1. Purchasing (Credit) Card Order

1. Club Sports Treasurer must submit a Financial Request Form via IMLeagues.com.
 - a. **All applicable documentation (catalog, website printout, etc.) must accompany the form when submitted to the Competitive Sports Office. Electronic copies of these documents may be provided via email at clubsports@psu.edu.**
 - b. If a club does not have sufficient funds remaining in their allocation account to cover the total cost of an allocation-eligible expense, a Purchase Order from ASA must be submitted with the Financial Request Form or Hotel Request Form that demonstrates a club's ability to cover the cost.
 1. An ASA purchase order for a hotel or rental car reservation must be provided by 12:00PM 2 business days prior to departure or a reservation is subject to cancellation.
 - c. If an expense is not allocation-eligible, the Competitive Sports Office may choose to not purchase it for a club.
2. Competitive Sports Office will provide a response to the request on IMLeagues indicating status of request. If approved, the Competitive Sports Office will notify the club when the shipment arrives (if applicable).
3. For travel expenses paid for with the Purchasing Card (ex. hotels, flights, etc.), treasurers must submit a Financial Request Form before their trip, obtain receipts at the conclusion of the event, and remit them to the Competitive Sports Office within three (3) business days of their return. Failure to submit receipts for travel expenses where the P-Card is used could result in the loss of privilege to use the Card in the future.

Article 2. Reimbursement

All reimbursements must be done from a club's ASA account. This includes reimbursements for meals, hotels, gas, etc.

Article 3. Cash Advance

1. Cash advances are not permitted from Allocation funds. As a result, Treasurers must adhere to ASA guidelines when requesting a cash advance.
 - a. Advances from ASA
 - i. All cash advances come in the form of a check written to individual whose name the advance is in. That individual is responsible for cashing the check and collecting all receipts for purchases made with the advance.
 - ii. All receipts and or remaining funds, totaling the amount of the cash advance, must be submitted to the ASA Office.

Article 4. Payment to Vendor (Non-Referee/Official/Professional Service)

NOTE: Unless pre-approval is granted by the Club Sports assigned professional staff, student club members are the only individuals authorized to make purchases on behalf of the club.

1. An original vendor invoice/bill must accompany the Financial Request Form when submitted to the Competitive Sports Office. Please do not attach any "sticky notes" or anything with sticky substances or use highlighters on invoices/bills—they tend to erase information on receipts. Electronic copies of these documents may be provided via email at clubsports@psu.edu.
2. A Purchase Order from the club's ASA account is required for all personalized apparel/equipment purchases and may be required if a club does not have sufficient funds in their allocation account. This Purchase Order must be submitted before the payment is made.
3. The Competitive Sports Office will provide a response to the request on the Club Sports website indicating status of request. If approved, the response will indicate when the payment will be available and where it can be received.

Article 5. Payment to On-Campus Professional Service Providers/1099's (Instructors/Coaches)

1. Instructor/Referee Agreements must be completed by any instructor providing services in/at a facility on-campus.
2. All agreements must be signed by the University before any services can be rendered. Club Sport officers MUST make arrangements with the Competitive Sports Office as soon as they have a confirmed coach or instructor that needs to be paid so an agreement and/or other necessary paperwork to be drafted.
3. Payment requests for professional service providers submitted without an agreement/proper paperwork will be denied.

4. Club treasurers must contact their assigned professional staff to begin the agreement process. Once the assigned professional staff has filled out their section of the agreement, club treasurers must sign and date the agreement on behalf of the club.
5. Club treasurers must send the agreement to the coach/instructor to be signed and returned to the club. Coach/instructors must fill out a NEI (for non-Penn State employees) and a W-9 form.
6. The club must fill out a 1099 Request Form (from the ASA office) and submit it with the agreement, the NEI form, and the W-9 form to the ASA office, in order to request a purchase order.
7. The completed 1099 Request Form, agreement, NEI form, W-9 form, and purchase order must be taken to the HUB 209 office to be reviewed and signed by the University.
8. Contract review can take anywhere from 7-14 business days. Please plan accordingly to allow for additional time for contract processing.
9. **It is strictly prohibited to pay a professional service provider out of pocket. Not only will a reimbursement request be denied, but the payee will be reported to the University and asked to return the club funds as this is a violation of federal law.**

Article 6. Payment to Off-Campus Professional Service Providers (Instructors/Coaches)

1. For any Coach/instructor providing services off-campus, the coach/instructor must supply the club with an invoice for services rendered. Typically, this happens monthly or semesterly.
2. Coach/instructors must fill out a NEI (for non-Penn State employees) and a W-9 form.
3. The club must submit the invoice, the NEI, the W-9 form, and the 1099 Request Form (from the ASA office) to the ASA office.

Article 7. Purchase Order

1. In the event a club either does not have enough money in its Allocation account to fully cover an approved allocation eligible expense, or a club would like to book travel only via the Competitive Sports Office after it has spent all of its Allocation, the club must secure a purchase order.
2. Club sport organization Treasurer must submit a Purchase Order Request Form to the ASA Office.
 - a. **A written quote from vendor must accompany the form when submitted to the Competitive Sports Office.**

Article 8. Payment to Officials

1. Club Sport officers MUST submit a Financial Request Form with the estimated total amount to be paid for the entire event, prior to the event. Information for filling out this type of Financial Request Form is below:
 - a. Type of Request: Payment to Referee/Official (ArbiterPay)
 - b. Account preference: Allocation unless no Allocation funds
 - i. If no Allocation funds, select PO from ASA
 1. Must provide PO from ASA after submitting this form
 - c. Method of Receiving Payment: ArbiterPay Instant Payment
 - d. No invoice necessary
 - e. Type the total amount to be paid for the entire event
 - f. Type ArbiterPay for the Payable To section
 - g. No other information is necessary
2. This must be completed by 12:00PM 2 business days before a home competition begins.
 - a. **It is strictly prohibited to pay a professional service provider out of pocket. Not only will a reimbursement request be denied, but the payee will be reported to the University and asked to return the club funds as this is a violation of federal law.**

Article 9. Requesting Additional Funding

The Student Recreational Facilities and Equipment Fund, organized through the Student Activities, provides funds for capital maintenance, repair, and replacement to Recreational facilities and/or equipment owned or utilized by Recognized Student Organizations and/or the University and is available to the general student population at University Park. Application information will be emailed out during the spring academic semester for clubs to apply. Awarded funds will be eligible to use for the following fall semester.

Section 16. Fundraising, Donations, & Sponsorships

Article 1. Fundraising

Clubs are encouraged to engage in fundraising to supplement their funding. For information regarding fundraising ideas, contact your Competitive Sports assigned professional staff.

Article 2. Donations

1. All donations should be sent to the Competitive Sports Office (130 Intramural Building). **Checks should be made payable to “Penn State University” with the club sport organization name in the memo line of the check.**
2. Donations will be deposited into the club sport organization's ASA account.
3. Clubs will be sent an email with their own custom URL for receiving donations digitally.

Article 3. External Financial Support/Sponsorships

1. Club sport organizations are encouraged to seek outside financial support in order to meet their programming needs. Note that any sponsors that are direct competitors with Penn State University sponsors will not be approved.
2. A Competitive Sports Staff member must approve all sponsorship proposals prior to finalization.
3. No financial support shall be accepted that would associate the club sport organization, Campus Recreation, or The Pennsylvania State University with performance enhancing drugs, illicit drugs, tobacco products, or alcohol. This includes local establishments primarily represented as bars as opposed to restaurants.
4. Sponsor product, company names, colors, and logos are allowed on printed, materials, promotional materials, and/or uniforms, subject to prior approval by a Competitive Sports Staff member. Clubs interested in procuring sponsorships must schedule a meeting with a Competitive Sports Staff member to discuss the proposed sponsorships. NOTE: sponsorships with organizations whose primary focus is alcohol/drug related and/or are direct competitors of University corporate sponsors will not be permitted.
5. Fundraising accounts linked to an outside account are prohibited. Examples include accounts through GoFundMe, PayPal, Venmo, CashApp, etc. Please talk to the Competitive Sports Staff if you have a question about receiving online donations as options may exist within the University to accomplish this.

Section 17. Discipline

The Competitive Sports Office will form a Club Sports Council (CSC) which will be made up of a group of up to nine current club sports athletes. The role of CSC will include:

1. Provide a forum for clubs to discuss general concerns with the CSC and Club Sports Administration
2. Manage discretionary funding requests
3. Hold appeal hearings and make recommendations for corrective action to Club Sports Administration as needed as it relates to administrative non-compliance issues.
4. Review membership applications for new Club Sports teams / activities
5. Provide leadership, direction and guidance for Club Sports membership
6. Provide direction for the implementation of new policies and regulations

In its role as a petition body, the CSC will be charged with interpreting appeals based upon the following criteria:

Each club within Penn State Club Sports program is student run and under the administration and guidance of the Club Sports Administration and the CSC. Every club member, coach/instructor, and advisor are responsible for the knowledge of and adherence to the policies set forth by this manual. Each club may be accountable for the University Code of Conduct.

Article 1. Types of Non-Compliance

1. Administrative non-compliance

Any club that is administratively non-compliant with the activation requirements by activation deadline at the start of the fall academic semester will be subject to disciplinary action. Administrative non-compliance also applies to items not affiliated with activation. Non-compliant teams are defined as a team who do ANY of the following:

- a. Fail to complete re-registration with Office of Student Activities by the specified deadline
- b. Fail to complete Annual Activation by the specified deadline
- c. Fail to attend meetings or officer trainings and do not complete the training video/associated quiz by the specified deadline
- d. Falsify travel-related documents
- e. Mishandle injury reports
- f. Fail to fill out and/or submit accident/injury reports
- g. Fail to follow proper administrative policies, procedures and guidelines as outlined in the Club Sports Manual and as directed by Competitive Sports Staff, including situations not mentioned in the manual
 - i. Example: Covid-19 return-to-play guidelines that materialized after this manual was published
- h. Fail to complete any and all required paperwork including, but not limited to the following:
 - i. Advisor Form
 - ii. Constitution
 - iii. Practice Requests
 - iv. Practice Reports
 - v. Officer List
 - vi. Home Event Requests
 - vii. Travel Requests
 - viii. Safety Officer forms
 - ix. Verified Driver requirements
 - x. Club Sports Participation Agreement
 - xi. Allocation Request Form
 - xii. Injury report paperwork
 - xiii. Financial Request Forms
 - xiv. Mission Critical forms
- i. Fail to obtain approval for apparel/merchandise logos prior to production
- j. Fail to complete assigned educational modules including but not limited to PreventZone
- k. Fail to remit payment for purchases within a timely manner
- l. Purchase or receive apparel/merchandise without prior approval from the Competitive Sports Office
- m. Purchase or receive apparel/merchandise with unauthorized logos

NOTE: This list is not exhaustive. Infractions that are not listed above but warrant disciplinary sanctions are subject to review by the Competitive Sports Office on a case-by-case basis.

2. Behavioral non-compliance

Any behavioral violations by the club or individual of State Law, Federal Law, University Policy, or Club Sports Guidelines may result in a disciplinary hearing with Club Sports Council and Competitive Sports Office. Depending on the severity of the violation, the following may result immediately: probation, suspension, or expulsion, as well as referral to the Office of Student Conduct. In addition to the aforementioned repercussions, the Competitive Sports Office may take additional action according to the nature of the violation. Non-compliant teams are defined as a team who has done ANY of the following:

Level 1 Behavioral Non-Compliance:

- a. Travel without prior approval
- b. Practice without prior approval
- c. Spend more money than the club has available in both its allocation and ASA accounts
- d. Pay coaches, instructors, officials, etc. out of pocket
- e. Conduct which negatively reflects upon Penn State Campus Recreation/Club Sports
- f. Web etiquette
- g. Failure to complete the minimum requirement for red tier clubs
- h. Renting or lending equipment to outside groups or clubs without prior approval from Competitive Sports professional staff, regardless of if items are owned by the club or University

NOTE: This list is not exhaustive. Infractions that are not listed above but warrant disciplinary sanctions are subject to review by the Competitive Sports Office on a case-by-case basis.

Level 2 Behavioral Non-Compliance:

- a. Alcohol and/or drug use
- b. Hazing
- c. Assault of any type
- d. Destruction of property
- e. Misappropriation of funds
- f. Mishandle injuries
- g. Unauthorized use of University-owned equipment (see Section 6 Article 8 for more details)
- h. Conduct which severely reflects negatively upon Penn State Campus Recreation/Club Sports

NOTE: This list is not exhaustive. Infractions that are not listed above but warrant disciplinary sanctions are subject to review by the Competitive Sports Office on a case-by-case basis.

For any situations involving infractions of both Level 1 and Level 2 Behavioral Non-Compliance, the disciplinary sanction will be determined by the Competitive Sports Office and/or the Office of Student Conduct. Any club that is referred to the Office of Student Conduct may be placed on Initial Hold until the Student Conduct process is completed.

Article 2: Club Sports Sanctions (also see the Code of Conduct Procedures)

Should a club commit an infraction; the following measures may be taken:

1. Initial Hold: Clubs on initial hold will lose access to their allocation account, all practice* and game privileges, and will not be eligible to earn ACP funding until the issue which caused the initial hold is resolved. The Competitive Sports Office will inform all of the club's officers once that club has been placed on initial hold.
 - a. Administrative Non-Compliance
 - i. Any incident of administrative non-compliance will result in initial hold until the issue is corrected
 - ii. Following correction, the club will be notified of one of the following: full reinstatement, Probation, Partial Suspension, Full Suspension, or Expulsion
 - iii. The disciplinary sanction will be determined by the Competitive Sports Office
 - b. Behavioral Non-Compliance Levels 1 and 2

- i. Any incident of behavioral non-compliance will result in initial hold until an information gathering session and decision have been made
- ii. Following the information gathering session of the incident that caused the initial hold, the club may be subject to one of the following: full reinstatement, Probation, Partial Suspension, Full Suspension, or Expulsion
- iii. The disciplinary sanction will be determined by the Competitive Sports Office

* The definition of a practice is when at least 33% of the active roster is present and participating.

NOTE: A team may not remain on Initial Hold for more than 30 business days. If, after 30 business days, the team has not fulfilled a requirement to remove them from the Initial Hold, the Initial Hold will transition to a Full Suspension with the opportunity to appeal.

2. Probation: A disciplinary warning to the club that their behavior has fallen below the Competitive Sports Program's requirement for compliance. If a club commits another offense while on probation, they will be subject to further disciplinary actions based on the offense. The Competitive Sports Office will inform all of the club's officers once that club has been placed on probation. Any of the following will result in a club being placed on probation.

- a. Administrative Non-Compliance

- i. For a first offense (not currently on probation), a club will be placed on probation for one academic semester* beyond the semester in which the issues were resolved
- ii. For a second or third offense (a club is currently on probation), the term of the club's probation will be extended for one additional academic semester* beyond the previously stated end date
- iii. The disciplinary recommendation will be determined by the Club Sports Council
- iv. The disciplinary sanction will be determined by the Competitive Sports Office

- b. Behavioral Non-Compliance

- i. For a first offense, a club will be placed on probation for two academic semesters*
- ii. Level 1
 1. The disciplinary recommendation will be determined by the Club Sports Council
 2. The disciplinary sanction will be determined by the Competitive Sports Office
- iii. Level 2
 1. The disciplinary sanction will be determined by the Competitive Sports Office

*The Competitive Sports Program does not consider summer session to be an academic semester for the purposes of probation. Once a team's term of probation expires, the disciplinary process begins again, and any subsequent offense is considered a first offense.

3. Partial Suspension: Clubs on partial suspension will not be permitted to participate in club related activities in the areas in which they are suspended. Such a suspension will be related to the infraction. The Competitive Sports Office will inform all of the club's officers once that club has been placed on partial suspension. At the conclusion of the partial suspension period, the club will be placed on probation for up to two full academic semesters*. The full probationary term will be served by the club once the partial suspension ends. The following may result in partial suspension:

- a. Administrative Non-Compliance

- i. For all administrative non-compliant offenses, the club may be suspended from the related activity. The disciplinary sanction will be determined by the Competitive Sports Office or the Club Sports Council

- b. Behavioral Non-Compliance Level 1

- i. For a travel-related offense, a club may be placed on a travel suspension
- ii. For a home-event related offense, a club may be suspended from hosting home events
- iii. For a practice-related offense, a club may be suspended from practicing
- iv. For a first offense, a club may be placed on partial suspension
- v. The disciplinary recommendation will be determined by the Club Sports Council
- vi. The disciplinary sanction will be determined by the Competitive Sports Office

- c. Behavioral Non-Compliance Level 2

- i. The disciplinary sanction will be determined by the Competitive Sports Office

*The Competitive Sports Program does not consider summer session to be an academic semester for the purposes of probation. Once a team's term of probation expires, the disciplinary process begins again, and any subsequent offense is considered a first offense.

4. Full Suspension: Clubs on full suspension will lose access to their allocation account, Campus Recreation facilities and/or fields, and will no longer be eligible to earn ACP funding until the term associated with their suspension is complete. The Competitive Sports Office will inform all of the club's officers, as well as the advisor, once that club has been placed on full suspension. At the conclusion of the full suspension period, the club will be placed on probation for up to four full academic semesters*. The full probationary term will be served by the club once the full suspension ends. Any club that has been placed under full suspension will be demoted one tier for the following academic year. Any red tier club that is placed under full suspension will not be eligible for tier promotion for the following academic year. The following may result in full suspension:
 - a. Administrative Non-Compliance
 - i. The disciplinary sanction will be determined by the Competitive Sports Office or Club Sports Council
 - b. Behavioral Non-Compliance
 - i. Level 1
 1. The disciplinary recommendation will be determined by the Club Sports Council
 2. The disciplinary sanction will be determined by the Competitive Sports Office
 - ii. Level 2
 1. The disciplinary sanction will be determined by the Competitive Sports Office

*The Competitive Sports Program does not consider summer session to be an academic semester for the purposes of probation. Once a team's term of probation expires, the disciplinary process begins again, and any subsequent offense is considered a first offense.

5. Expulsion: Any club that is expelled from the Club Sports program will completely lose all allocation and ACP funds, lose all access to facilities and fields administered by Campus Recreation, and may be referred to the Office of Student Conduct and the Office of Student Activities for further information gathering. Penn State Campus Recreation will not recognize an expelled club as a club sport. Any club that has been expelled will not be eligible for reinstatement for a period of at least **one full academic year**. Any of the following will result in expulsion:
 - a. Administrative Non-Compliance
 - i. Teams who fail to meet the minimum red tier requirements in a given academic year
 - ii. Teams who remain in the red tier for two consecutive academic years and make insufficient progress to advance out of the red tier at the end of the second academic year
 - iii. The disciplinary recommendation will be determined by the Club Sports Council
 - iv. The disciplinary sanction will be determined by the Competitive Sports Office
 - b. Behavioral Non-Compliance
 - i. Any one offense in violation of State Law, Federal Law, University Policy, or Club Sports Policy that is deemed so egregious that it warrants immediate expulsion (ex. hazing, discrimination, alcohol or drug abuse, or malicious destruction of private property)
 - ii. Level 1
 1. The disciplinary recommendation will be determined by the Club Sports Council
 2. The disciplinary sanction will be determined by the Competitive Sports Office
 - iii. Level 2
 1. The disciplinary sanction will be determined by the Competitive Sports Office and/or Office of Student Conduct

Article 3. Member Conduct

As students of Penn State University, Club Sport Members have an obligation to conduct themselves and their organization in a manner that supports and reflects the University's mission as an educational institution. Club Sport Members are expected to act in a mature and responsible manner both on and off campus and especially while participating in club-related activities or in times they are perceived to be a member of a Club Sport. Inappropriate conduct or actions while participating in any Club Sport related activity, including misuse of equipment or facilities, would jeopardize the club's continued status as a recognized club sport. Furthermore, Club Sport Members who participate in any inappropriate activity that violates the Code of Conduct, University policies, campus regulations, or state or federal laws will be subject to conduct action by the Office of Student Conduct, Department of Campus Recreation, The Pennsylvania State University and/or appropriate legal authorities.

Article 4: Appeal Process

The Competitive Sports Office will make initial decisions regarding disciplinary actions. Results will be distributed in writing to the club officers within two business days of the Competitive Sports Office learning of the incident or realizing there is an issue that needs to be addressed. Following the initial hold sanction notification, the Competitive Sports Office will make a ruling for serious disciplinary actions. The initial ruling for these serious disciplinary actions will then be emailed to the club's Core Four officers within ten business days of the initial hold sanction notification.

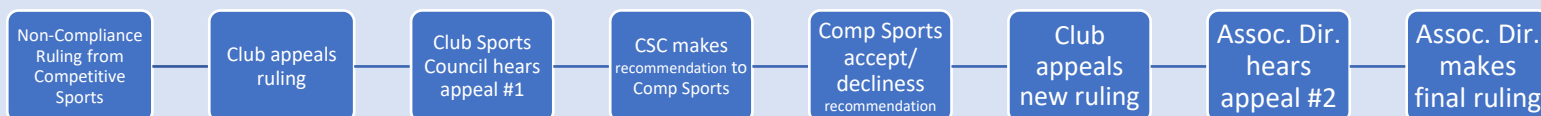
A club that wishes to appeal any disciplinary decision set forth by the Competitive Sports Office must do so within five business days of the initial ruling. Appeals must be made in writing and sent to the professional staff who directly oversees the club.

The Club Sports Council will hold an appeal hearing for Administrative Non-Compliance and Behavioral Non-Compliance Level 1 issues. The appeal hearing will take place within ten business days of the Competitive Sports Office's receipt of the appeal notification. The club will be invited to participate in the appeal hearing and can send up to five members to the hearing. The Club Sports Council will make a disciplinary sanction recommendation to the Competitive Sports Office and the Competitive Sports Office may either accept the recommended sanction as is or make adjustments. The result of the appeal hearing will be emailed to the club's Core Four officers within five business days of the appeal hearing.

The disciplinary sanction of the first appeal hearing or the initial disciplinary sanction of any Behavioral Non-Compliance Level 2 issue may be appealed within five business days of the ruling. Appeals must be made in writing and sent to the professional staff who directly oversees the club. The appeal hearing with the Associate Director for Programs will take place within ten business days of the Associate Director for Programs' receipt of the appeal notification. His/her disciplinary sanction ruling is final. The result of the appeal hearing will be emailed to the club's Core Four officers within five business days of the appeal hearing.

Appeal Process Maps

Administrative Non-Compliance and Behavioral Non-Compliance Level 1



Behavioral Non-Compliance Level 2



NOTE: The Competitive Sports Office works closely with the Office of Student Conduct. While the two disciplinary systems are different, the Competitive Sports Office and Office of Student Conduct may work together to determine actions for moving through the disciplinary process outlined above. Behaviors including but not limited to the behaviors outlined above may be referred to the Office of Student Conduct. For more information on the Office of Student Conduct policies and procedures, visit the Penn State website.

APPENDICIES

Appendix A. Position Descriptions

Each club must have the following elected officers who must be full-time Pennsylvania State University, University Park students. These positions are full, uninterrupted, academic year positions at University Park. These individuals must remain physically engaged on campus for fall and spring semesters during their tenure. It is recommended that students do not serve in the same Core Four position in other club sports organizations within the same academic year. *Example: President of Club Volleyball should not serve as the President of Club Quidditch at the same time.*

Article 1. President (Required for all club sport organizations)

The President is the chief officer for the club sport organization. S/he is the primary contact and coordinator of all club sport organization activities. As such, his/her duties include:

1. Ensure the club is re-registered with the Office of Student Activities by the deadline set by that office
2. Completing the Club Sports Officers' Training Session
3. Reading and understanding the Club Sports Manual
4. Completing SportRisk Concussion Education & Awareness and Concussion Recognition & Response Training
5. Maintaining a current list of email addresses and phone numbers for club officers and members
6. Conducting all club business meetings
7. Remaining knowledgeable of the club sport organization's financial status
8. Ensuring club sport organization is up to date on all requirements set by the Competitive Sports Office
9. Ensuring that all club members (or guardians) have signed the Participation Agreement Forms
10. Understanding the services available to the club sport organization from the Competitive Sports Office
11. Notifying the Competitive Sports Office of changes in leadership within the club sport organization
12. Periodically meeting with the club sport organization's Advisor
13. Promoting good sportsmanship
14. Implementing proper disciplinary action procedures when necessary
15. Holding monthly meetings with the club sport organization officers and semester meetings with the club sport organization members
16. Submitting semester practice requests by the designated deadlines
17. Checking the club sport organization mailbox at least once per week
18. Supervising fundraising projects
19. Submitting all forms for and coordinating all home events and seminars

Article 2. Vice President (Required for all club sport organizations)

The Vice President shall fill in for the President when necessary. Additional responsibilities shall be assigned by the club sport organization.

1. Completing the Club Sports Officers' Training Session
2. Completing SportRisk Concussion Education & Awareness and Concussion Recognition & Response Training
3. Submitting all forms for and coordinating all travel
4. Organizing Seminars for club tier requirements

Article 3. Treasurer (Required for all club sport organizations)

The Treasurer is the chief financial officer of the club sport organization. As such, his/her duties include:

1. Attending the Student Organizations Treasurers Training Session through the ASA office
2. Completing the Club Sports Officers' Training Session
3. Completing SportRisk Concussion Education & Awareness and Concussion Recognition & Response Training.
4. Understanding the policies and procedures for processing all financial requests
5. Understanding the policies and procedures for all club accounts including Allocation, ASA, Endowment, and OUD
6. Submitting Financial Request forms and accompanying invoices, receipts, and/or equipment purchase requests
7. Collecting member dues in a timely manner
8. Depositing all funds into the club's ASA or OUD accounts
9. Applying for the Student Recreational Facilities and Equipment funding if the club chooses to apply
10. Preparing and maintaining ledgers (income, encumbrances, and expenditures) for all accounts
11. Preparing and submitting Annual Allocation Request form by the spring deadline
12. Submitting all forms, coordinating all purchases, and financial transactions

Article 4. Secretary (Required for all club sport organizations)

The Secretary is the chief record keeper for the club sport organization. As such, his/her duties include:

1. Completing the Club Sports Officers' Training Session
2. Completing SportRisk Concussion Education & Awareness and Concussion Recognition & Response Training
3. Recording minutes of all club meetings
4. Notifying club members (via email and/or phone) of all upcoming meetings, events, etc.
5. Submitting all forms for and coordinating community service and requests for apparel, equipment and merchandise

Article 5. Advisor.

In addition to elected student positions, each club must have an **Advisor who is a full-time faculty or staff of Pennsylvania State University (University Park)**. The Advisor shall have the following responsibilities:

1. Completing the *Advisor Information* form
2. Assisting the organization's student leaders in adherence to University, and Club Sports policies and procedures
3. Assisting in the development and implementation of club sport organization goals and objectives
4. Being available to club sport leaders during the development of projects and programs and to provide guidance to help ensure that activities are well planned and reflect favorably on the University
5. Attending membership meetings and officer meetings when available
6. Assisting the officers in the selection and evaluation of coaches
7. Assisting with the documentation of pertinent information
8. Completing Penn State's Jean Clery Act Training online via the University's Compliance website/Learning Resources Network every calendar year

Article 6. Safety Officers.

Some club sport organizations (Risk Level II, III, and IV clubs) must have at least two student Safety Officers. Coaches may be safety officers as long as they submit all required paperwork.

*Club sport organizations who fall under Risk Level II must have at least one Lead Safety Officer.

*Club sport organizations who fall under Risk Levels III or IV must have at least two Lead Safety Officers.

Safety Officer responsibilities include:

1. Possessing valid CPR/AED, and Standard First Aid certifications from an approved organization
The Club Sports Program accepts certifications from the American Red Cross, American Heart Association, and Emergency Care and Safety Institute (ECSI) provided those courses are completed in an in-person or blended format. Any safety officer wishing to be certified by another organization must be granted approval by the Competitive Sports Office, who will review the organization's standards and make a decision
2. Completing SportRisk Concussion Education & Awareness and Concussion Recognition & Response Training
3. Attending club sport practices, competitions, and activities – home and away
4. Checking the safety of facilities and equipment before allowing members to participate
5. Attending to injured participants in a manner consistent with their level of first-aid training
6. Completing a University Incident/Accident Report Form for all accidents, regardless of severity and returning it to the Competitive Sports Office by 5pm the business day following the event. NOTE: Clubs who practice/compete in Campus Recreation facilities that have a Competitive Sports Staff Member present when an injury occurs are not required to complete the paper form, but they must complete the "Injury Report Form" on IMLeagues.com
7. Calling EMS when necessary

Definition of Lead Safety Officer: Club student who meets all Safety Officer requirements. CPR/FA/AED certifications must remain current throughout the entirety of the academic year (Aug. through May).

Article 7. Coach/Instructor.

Club sport organizations may choose or be required (based on risk level) to seek the assistance of a coach/instructor. Coaches/instructors should be experienced and knowledgeable in the sport or activity. Coaches/instructors may serve in a voluntary or paid capacity.

Approved coaches, volunteer or paid, are indemnified by The Pennsylvania State University against claims of liability; if the coach was acting in the capacity of a Club Sports Program coach, and following all University, Student Affairs, and Club Sports policies and procedures. The Department of Campus Recreation has an obligation to protect all clubs. As a result, the Assistant Director for Competitive Sports reserves the right to dismiss a Coach or Instructor who has acted outside the scope of his/her authority, violated university and/or Club Sports policy, violated state or federal laws and/or displayed conduct which is not in the best interest of the club, Club Sports program and/or

Penn State University. This includes conduct that is in direct contradiction of the Department of Campus Recreation Mission Statement.

Coaches who must enter a Campus Recreation secured facility must purchase a guest, faculty/staff, or community membership. This is limited up to two memberships at a discounted rate per club.

For a coach to be approved, the following must occur:

1. All non-student coaches are required to complete and pass a background check and submit their background check results to the Competitive Sports Office
2. Coach/Instructor must complete the online *Coach Information* form
3. The printed Coach/Instructor Information form must be signed by the club president
4. The printed Coach/Instructor Information form must be signed by the club's respective Competitive Sports Professional Staff member
5. Complete SportRisk Concussion Education & Awareness and Concussion Recognition & Response Training.
6. The coach/instructor must complete Penn State's Jean Clery Act Training session each calendar year; training is offered online through the University's Compliance website/Learning Resources Network

For a coach to be paid, the following must occur:

1. The Competitive Sports Office will draft contracts and other necessary paperwork for the club president and coach/instructor to complete and return
2. Unless currently employed by the University, coaches/instructors will not be University employees.
 - a. Non-University employee coaches are responsible for claiming their payments from Penn State if applicable. Payments cannot be direct deposited and will only come in the form of a check
 - b. University employee payments will be added to their University pay

Coach/instructor responsibilities shall include the following:

1. Possessing valid CPR/AED and First Aid certifications from an approved organization
2. Completing SportRisk Concussion Education & Awareness and Concussion Recognition & Response Training
3. Planning and conducting practices
4. Instructing participants on proper technique for the particular activity
5. Planning and implementing contest strategy
6. Ensuring safety of participants
7. Monitoring performance for the purpose of evaluating skill level for recognition, promotion, or selection of competitive team members
8. **Coach/Instructors cannot also serve as a University Advisor for the club**

Appendix B. Tier Assignments for 2021-2022

Blue	White	Grey	Red
Boxing	Baseball	Archery	Bowling
Cross Country	Basketball – Women	Badminton	
Dressage	Cheerleading	Basketball – Men	
Equestrian – English	Crew	Bass Fishing	
Equestrian – Western	Croquet	Cricket	
Field Hockey	Dodgeball	Cycling	
Figure Skating	Fencing	Kendo	
Gymnastics	Lacrosse – Women	Lacrosse – Men	
Ice Hockey – Men	Roller Hockey	Rifle	
Ice Hockey – Women	Ski	Soccer – Men	
Paintball	Softball	Team Handball – Men	
Powerlifting	Team Handball – Women	Wrestling	
Quidditch	Track & Field		
Racquetball	Water Polo – Men		
Sailing			
Soccer – Women			
Swim			
Taekwondo			
Tennis			
Triathlon			
Twirling			
Ultimate – Men			
Ultimate – Women			
Volleyball – Men			
Volleyball – Women			
Water Polo – Women			

Appendix C. Risk Level Assignments for 2021-2022

[illegible]

Appendix D. Allocation Funding Criteria, Formula, & Processes

The purpose of the following criteria and procedures is to assure that all club sport organizations receive equitable treatment in the allocation of Campus Recreation funds. The procedures are to be followed by club sport organizations in requesting Allocation Funds, and by the Competitive Sports Staff members in determining allocations. These procedures are intended to assure complete exchange of all relevant information between club sport organizations and the Competitive Sports Program in an orderly fashion.

Article 1. Procedures

1. Each club sport organization will prepare an Allocation Request Form to include income and expenses from the current year and projected income and expenses for the following year. An explanation and justification for the requested information is outlined below
2. The Competitive Sports Program will establish a deadline for submitting requests and will not consider forms turned in after the stated deadline
3. The Competitive Sports Staff will meet with members from the Club Sports Council to review all Allocation Request forms and may request additional information to answer questions about their form

Article 2. Budgets

1. Allocation Request Forms should be an accurate numerical representation of all a club's expenses and revenues. Revenues may include dues, donations, and financial gifts. Expenses should be broken down generally by account and include travel, equipment, instruction, facilities and officiating. This form should be itemized to the extent that the nature of all income and expenditures is clear
2. Current year forms shall include descriptions of all income (ACP, allocation, self-generated funds, and interest on ASA and OUD accounts) and expenditures in the club's Allocation and ASA accounts.
3. Allocation Request Forms shall include descriptions of all projected income (allocation, self-generated funds, and interest on ASA and OUD accounts) and projected expenditures in both allocation and ASA accounts
 - a. Request should be estimated as accurately as possible, based on a club's plans and projected reasonable expenses and revenue. No attempt should be made to underestimate or exaggerate requests

Article 3. Justification of Expenses

These areas should constitute the main body of a club's proposal and should be the initial area of consideration, keeping in mind at all times the goals of the club sport organization involved and of the overall Club Sports Program.

1. Travel
 - a. Travel is defined as the use by a club of facilities other than those customarily used
 - b. A club should justify its travel, for instance, as a way of obtaining competition on its own level of ability
 - c. Hence, a consideration in supporting travel is whether the same competition can be obtained closer to home
 - d. Clubs should attempt to combine matches in one geographical area to a single trip, for example, several competitors may be located in the Chicago area
 - e. Clubs should give financial support only for the minimum number or players needed to compete on the road, for example, the number to play, plus necessary substitutes
 - f. All expenses, including food, gas, and lodging, should be fully explained and should be based on the minimum number traveling as noted above
2. Equipment
 - a. Financial support should be given only for equipment which is retained for permanent club use and which is used only during club activities. This is to include individual equipment (e.g., uniforms) which is necessary for club activities, but which the individual member would not otherwise be expected to have
 - b. Expenses should be itemized and considered in relation to the club's current equipment and its necessary maintenance or replacement
3. Facilities and Officiating
 - a. A club requiring expenses for facilities or officiating should give a detailed explanation, such as the number of officials per match, the number of matches requiring officials, or the cost per match
4. Fundraising
 - a. In many cases, a club sport organization's Allocation Funds fall short of its needs. Therefore, clubs are expected to engage in fundraising activities. Accordingly, the following approach to fundraising has been established:

- i. In detailing the current year's financial activities, club sport organizations should list and explain any fundraising activities undertaken in the current academic year or projected to be undertaken prior to the completion of the current academic year.
- ii. In projecting the upcoming year, club sport organizations should list and explain any fundraising activities projected to take place between the end of the current academic year and the end of the upcoming academic year.

Article 4. Criteria

1. Allocation Request Forms should be written and reviewed based on the Allocation criteria, which include the following categories:
 - a. Explanation and justification of budgets; and
 - b. The nature of expenses; and
 - c. The performance of club's duties as outlined for each category
2. Club sport organizations must meet the following requirements to be eligible to receive Allocation funds.
 - a. Must have been a recognized club sport organization since at least January of the current academic year; and
 - b. Must be "Active" as defined under Annual Activation Requirements; and
 - c. Must be in the Blue, White, or Grey Tiers.

Article 5. Allocation

For each club sport that is eligible for Allocation funds and that submits an Allocation Request Form:

1. The Allocation request form is initially reviewed by members of the Competitive Sports Staff and Club Sports Council. The Club Sports Council may request additional information from Club Officers about their form
2. Upon receiving answers to any outlined questions, the Competitive Sports Staff will make suggestions as to recommended amounts for each club. If the club does not respond with answers within an expressed period of time, the Competitive Sports Staff will make a decision based on the knowledge they have of that club's operations
3. The Assistant Director may accept the recommendation or make changes as he/she sees fit.

Appendix E. Important Contact Information

Competitive Sports Office/Staff

Competitive Sports Office	130 Intramural Building	(814) 865-4136	clubsports@psu.edu
Dexter Shorter	130D Intramural Building	(814) 865-1650	mds6127@psu.edu
Kristen Sullivan	130B Intramural Building	(814) 867-5315	kns5526@psu.edu
Diane Baldwin	130E Intramural Building	(814) 867-1604	dls125@psu.edu
Sylvain Tchaptchet	130F Intramural Building	(814) 867-1601	spt5420@psu.edu

Student Organization Resources

ASA (Finance) Office	240 HUB	(814) 865-1947	ASAoffice@psu.edu
Student Activities Office	103 HUB	(814) 863-4624	studentorg@psu.edu
Events Management Office	125 HUB	(814) 865-7973	HUBevents@psu.edu

Appendix F. Administrative Compliance Program (ACP)

Additional Club Sports Funding is distributed according to each individual club's fulfillment of the Administrative Compliance Program (ACP) requirements. Points will be awarded to teams as outlined below.

Article 1. Officer Training

1. Every club is required to have an elected President, Vice President, Treasurer, and Secretary for their club. Each Officer Position must be held by a different club member. These positions will be referred to as the Core Four officers.
2. For the fall semester, all Core Four officers are required to complete the online training as part of their annual activation requirements. This training includes watching a position-specific video and successfully scoring 100% on the associated quiz.
3. Safety Officer training will be online. Training must be completed before the deadline in order for a club to receive ACP points.
4. For the following academic year, there will be a training in the spring semester of all Core Four officers who will serve the following year.

Point Breakdown: 15 points will be awarded for each President, Vice President, Treasurer, and Secretary, who complete their respective training at the regularly scheduled time. No points will be awarded for officers who make up sessions after the deadline.

Points for Safety Officer training will only be awarded if both Safety Officers complete the training by the stated deadline.

Article 2. Meeting Attendance

General Session

There will be a Club Sports General Session at the beginning of the fall semester for all Core Four officers. Attendance at all training sessions or a make-up session is required in order for a club to receive funding. All Core Four officers are required to attend one of the two in-person General Sessions. In the event that the training meeting cannot be attended, the officer(s) who miss the meeting must watch the recorded session and score 100% on the associated quiz in order to receive the funding that has been allocated to them. ACP Points will not be allocated to any club that must make up the meeting.

Point Breakdown: 10 points will be awarded for each club who has all Core Four officers complete the meeting prior to the deadline. No points will be awarded for make-up sessions.

Leadership Series Meetings

For Leadership Series Meetings, in order to receive credit for attending, two representatives of the Core Four (President, Vice President, Treasurer, and Secretary) must be in attendance. Please reference Section 10 for the number of mandatory sessions to attend based upon a club's tier.

Point Breakdown: 10 points will be awarded for each meeting attended, of which only the Leadership Series Meetings are optional depending on your tier requirements

Article 3. Documentation

Club Sports requires that all clubs complete and turn in various forms on IMLeagues. The deadlines for these forms will be provided.

These forms are extremely important for both record keeping and risk management/liability purposes. All forms are available on IMLeagues or the Campus Recreation Website and shall be submitted electronically through the IMLeagues Forms portal, via email, or in-person.

No incomplete forms will be accepted.

Points will be awarded for completing the following documentations by the listed ACP deadline:

1. Safety Officer Form: Copies of CPR and First Aid Certification Cards must be turned in with the Safety Officer form

Point Breakdown:

If a team has submitted certifications for both CPR/AED and First Aid for their two Safety Officers by the end of Activation Week: 10 Points

2. Practice Request: A Practice Request Form is required for Fall and Spring Semesters. If your club does not have a practice scheduled for a semester, you are still required to complete a form on IMLeagues. If a club is planning to practice in the Summer Semester, they must complete a Practice Request Form by the communicated deadline.

Point Breakdown:

Fall Semester – 10 points

Spring Semester – 10 points

Summer Semester – 10 points (for applicable clubs)

3. Allocation Request Form: Allocation Request Forms are required to be completed during the Spring Semester, These forms will be emailed to each club's treasurer and must be submitted to the Competitive Sports Office by the stated deadline in order to qualify for ACP points.

Point Breakdown:

Allocation Request Form – 10 points

4. Constitution: Each year, clubs must update their constitution as part of their activation checklist, this must be submitted to the club's assigned professional staff.

NOTE: In the event a portion of a club's constitution is in conflict with Club Sports Policy, Club Sports Policy will supersede the constitution.

Point Breakdown:

Constitution – 10 points

5. PreventZone: Each year, club participants must complete the required PreventZone modules. Completion by the ACP deadline will result in the club earning ACP points.

Point Breakdown:

PreventZone – 10 points

Article 4. Travel Forms

It is extremely important for risk management, liability, and record keeping purposes that the Competitive Sports Office is aware of every instance that a Club Team or a member of a Club Team travels for a Club related function. Clubs must adhere to the following travel form requirements:

1. Pre-Trip Form must be completed and submitted on IMLeagues seven (7) days prior to the departure date to be eligible for ACP Points.
2. If a club fails to have a Pre-Trip form completed and submitted by 12pm at least two (2) business days prior to their departure, the trip will not be approved, and the club will not be permitted to travel.
3. Following the trip, each club must report the results of the trip via the Post-Trip Form on the Club Sports Website within 5 days.
4. Only Pre-Trip forms that are turned in on time, and that have Post-Trip Forms submitted within the deadline will be considered complete as it relates to both ACP Points and compliance.

Point Breakdown:

Each set of Pre-Trip/Post-Trip forms completed and submitted by the ACP deadline, with recorded results: 5 Points

Article 5. Discipline

As students of Penn State University, club members have an obligation to conduct themselves and their organization in a manner compatible with the University's philosophy and function as an educational institution. Members of Club Sports are expected to act in a mature and responsible manner both on and off campus and especially while participating in club activities. Inappropriate conduct or actions while participating in any Club Sport related activity, including misuse of equipment or facilities, will jeopardize the club's continued status as a recognized club sport.

Furthermore, club members who participate in inappropriate activity that violates University policies, campus regulations, or state or federal laws will be subject to disciplinary action by the Department of Campus Recreation, Penn State University and/or appropriate legal authorities. A more detailed description of disciplinary actions and consequences is listed in the Club Sports Manual (See Section 17). Please refer to the manual for further information. Points will be awarded to those clubs that have no disciplinary violations.

Point Breakdown:

No disciplinary violations:	20 Points
One or more disciplinary violations:	0 Points

Article 6. Community Service

In order for the club to earn ACP for the activity, the team must:

1. Submit a Pre-Community Service Form no later than 3 days prior to the start of the event.
2. Submit a Post-Community Service Form within 5 business days of the conclusion of the event.

The Competitive Sports Office will verify the event and amount of time each club member spent at the event.

Point Breakdown:

Each set of Pre-/Post-Community Service Forms completed and submitted by the ACP deadline: 5 Points

NOTE: If a club does not meet the ACP deadlines (i.e., submits a Pre-Community Service Form fewer than 3 business days prior to the event and/or submits a Post-Community Service Form more than 5 days after the conclusion of the event), it will not receive ACP Points for the event, but it will receive credit for the hours for the purposes of meeting its Tier requirements.

Community service hours completed by a member of multiple clubs can only be counted towards one of the club's tier requirements. *Example: One student, who is a member of both Club Soccer and Club Swim completes a community service event. The hours that student earned for that community service event can only count towards one of the two clubs. This should be expressed on the Community Service Forms that are submitted on IMLeagues. If that student wanted to split the hours of the community service event across two clubs, a Pre and Post Community Service Form must be completed on behalf of each club.*

Article 7. Game Day Responsibilities

Prior to on-campus home events, clubs will be provided with the contact information for the Supervisor covering their event. On the day of a home event, the Club should communicate with the Supervisor regarding the status of the game (i.e. cancellations, time changes, etc.). To receive ACP Points, this must be done at least two hours prior to the scheduled competition time.

Point Breakdown:

For the first home event:	10 points
For each additional home event:	2 points
(Up to a MAX of 20 Points per year)	

Article 8. Awards

Teams will be awarded points for winning both team of the month and annual team awards.

Point Breakdown:

Club of the Month:	10 points
Community Service Award:	15 points
When it Rains it Pours Award:	15 points
Most Improved Club Award:	15 points
Coed Organizational Excellence Award:	15 points
Women's Organizational Excellence Award:	15 points
Men's Organizational Excellence Award:	15 points
Club of the Year:	25 points

Article 9. Supporter Points

Club teams shall be rewarded for attending other clubs' home events and providing support.

In order to qualify for these points, clubs must find the Competitive Sports Supervisor on duty at a home event and sign in.

Points are awarded based upon both average roster size and the number of club members who sign in.

Point Breakdown:

For clubs who average 20+ members:

- 1-4 club members attending another club's event: 5 points
- 5-10 club members attending another club's event: 7 points
- 11 or more club members attending another club's event: 10 points

For clubs who average fewer than 19 members:

- 1-2 club members attending another club's event: 5 points
- 3-6 club members attending another club's event: 7 points
- 7 or more club members attending another club's event: 10 points

(Up to a MAX of 70 Points per year)