

2008-2009
SPORT CLUB HANDBOOK

RECREATIONAL SPORTS DEPARTMENT
OLD DOMINION UNIVERSITY

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INTRODUCTION

Sport Club Program

Recreational Sports consists of five major program areas: Fitness & Wellness, Informal Recreation, Intramural Sports, Outdoor Adventure Program (OAP) and Sport Clubs. Sport Clubs are registered student organizations that exist to promote and develop interest in a particular sport or physical activity. The University recognizes Sport Clubs through the Recreational Sports Department.

The Sport Club program offers a unique blend of team and individual sports. Although most clubs are organized primarily for engaging in competition, a club may be instructional, recreational, competitive, or any combination of the three. Sport Clubs are strictly voluntary, and are designed to accept members at any and all levels of skill. Involvement in a Sport Club enhances students' college experience and contributes to the student's overall education. The Director of Recreational Sports administers the program, with assistance from the Assistant Director of Recreational Sports and other support staff.

Each club is formed, developed, governed, and administered by the student members of that particular club working in conjunction with the Recreational Sports staff. The key to success of this program is student leadership, interest, involvement and participation.

This handbook has been prepared to assist clubs in the administration of their programs. The student officers for each club are expected to become familiar with this handbook. Situations involving sport club business or any activities that are not covered in this handbook should be referred to and discussed with the Assistant Director of Recreational Sports. Information in this handbook is subject to change. New policies, procedures or changes/additions to existing policies or procedures made due to unforeseen circumstances during the 2008-2009 academic year shall be deemed official even though not printed in this publication. Clubs will be notified of policy changes via email and during the monthly Sport Club Council meetings.

Recognized Student Organizations: General Standards

1. Elected or appointed officers of such organizations must maintain a minimum semester and cumulative grade point average of 2.00. An organization may establish more rigorous standards for its officers if it desires. The Vice President for Student Affairs may, in the presence of extenuating circumstances, make exceptions to the 2.00 minimum semester average.

2. No recognized student organization may limit its membership based on race, color, creed, national origin, gender or sexual orientation. Membership requirements that restrict membership based on gender must be in full compliance with current university, state and federal laws and regulations.
3. Student organizations must be officially recognized in order to use University facilities and to obtain funds from the University.
4. Recognized student organizations must conform to University rules and regulations, applicable federal and state statutes, and applicable local ordinances. An organization's failure to conform to such rules, regulations, and statutes of ordinances may result in the imposition of sanctions upon the organization and the withdrawal of recognized status.
5. Student organizations must inform the University of all Affiliations and associations with any organization outside of the institution. All materials must state clearly the name of the organization and all of its affiliations on all the literature it distributes. Advertisements, regardless of the media used, must clearly state the student organization's affiliations as presented in its original application for recognition or as researched by the University.

Starting a New Club

The following guidelines will assist students who desire to form a new sport club:

- Meet with the Sport Club Graduate Assistant to discuss plans for establishing a sport club.
- Obtain the signature of 15 currently enrolled ODU students who are interested in forming the club. (NOTE: A minimum of 20 signatures is needed for competitive clubs.)
- Submit the following items to the Sport Club Graduate Assistant:
 - Written Constitution
 - List of Current Officers & Club Members
 - A Proposed Schedule of Activities
 - Expected Revenue & Expenses.
- The Graduate Assistant will submit the completed application packet to the Assistant Director of Recreational Sports. Within one week the Assistant Director, Graduate Assistant and student leaders of the organization will meet to discuss the plans for establishing club. Based on the outcome of this meeting, the Assistant Director will either request additional information, or will make a recommendation to the Director of Recreational Sports.

- The Director of Recreational Sports will have final approval for recognition of a sport club.
- All members of the club must sign a waiver form stating that they have read, understood and agree to abide by all rules and policies of this handbook.
- When using the University's name, sport clubs must ensure that the word "club" is always used in conjunction with activities, i.e., apparel, promotional materials, etc. Sponsorships of any kind are not permitted in the ODU Sport Club program. Sponsorships include agreements in which the club will receive financial benefits or in-kind services in return for the club promoting the sponsor. Clubs may receive donations from individuals or companies; however, these donations will not hold the club responsible to the donator. In addition, the words "Old Dominion University™" must be spelled out. All apparel and promotional materials must be approved by the Recreational Sports Department prior to printing.
- Clubs may NOT hold practices or games without first submitting to the Recreational Sports Department a signed waiver and insurance form for each club member. A parent or guardian must sign the waiver forms for participants under the age of 18.
- Provisional clubs are eligible to receive up to \$500.00 for club start-up expenses. Clubs may petition the Sport Club Council for additional funds once the club has been active for one semester.

All clubs must receive approval from the Recreational Sports Department before holding practices, games or any activity conducted as an Old Dominion University sport club either on or off campus.

Membership & Participation

Membership in an ODU Sport Club is open to all full-time staff, faculty, and currently enrolled students regardless of race, religion, gender, sexual orientation, ethnicity or national origin. All student members must be currently and continuously enrolled in a minimum of six credit hours. Intercollegiate athletes may NOT compete on a sport club in the same academic year that they are listed as a varsity player. However, they may be members of a sport club.

ODU I.D. Cards - Individuals desiring membership in a sport club must have a valid ODU I.D. card. In addition, the ID card must be in possession of the member during all club activities (practices, games, etc.). At various times during the year department staff will conduct random I.D. checks. Individuals who do not have their I.D. card may be prohibited from participating with the club until the card can be produced.

Forms - Individuals are not allowed to participate in sport club related activities until the Recreational Sports staff receives the following forms, these forms will be effective for the current academic year:

- Participation & Legal Release Form
- Sport Club Handbook Waiver Form

Eligibility for Participation in Leagues - Each sport club member is responsible for familiarizing themselves with eligibility rules and regulations, and abiding by these rules when entering league competition. The Assistant Director of Recreational Sports should be given a copy of all rules that govern each club's league involvement.

Certification of Eligibility - All sport clubs must abide by conference, regional, state, NIRSA or NCAA rules and regulations in competitions that have such guidelines. Clubs desiring to enter competition may be required to obtain certificates of eligibility from the University before entries are accepted. Rosters requiring certification of eligibility should be submitted to the Assistant Director of Recreational Sports. Please allow three weeks for the certification process to be completed.

ROLES & RESPONSIBILITIES

Sport Club Personnel

Students - Within all student organizations, the members have unlimited opportunity to become directly involved in the administration and supervision of their club. They collectively have the responsibility for: writing their club constitution and by-laws, determining their membership requirements, establishing their dues schedule, selecting their faculty advisor, establishing the duties of the officers, and selecting their volunteer coach.

Coach - Club coaches may be undergraduate students, graduate students, University employees, or individuals not affiliated with the University. It is the responsibility of each club to identify individuals to serve as volunteer coaches and to present these individuals to the Recreational Sports Department for approval. The involvement of the coach should be restricted to skill development and game strategy; the coach should not be involved in the management of the club.

Sport Club Graduate Assistant – Serves as the primary department contact for recognized sport clubs and will assist sport club officers in securing practice and game facilities, and will coordinate the registration process for all club members. He/she will serve as the advisor of the Sport Club Council, and will coordinate the process to recognize new clubs and reactive inactive clubs.

Assistant Director of Recreational Sports - will advise clubs that do not have Faculty Advisors and provide assistance to all club representatives in handling club business. This individual will monitor activities to ensure that all University procedures are being followed, assist clubs in implementing sound safety practices, and managing club funds in accordance with University fiscal policy.

Clubs will be granted as much freedom as possible to operate, provided that the clubs operate within the rules, regulations and guidelines established by the University.

Club Responsibilities

Each club must elect a slate of officers. The University requires clubs to elect a President, a Treasurer, and a Sport Club Council representative. Other officers that clubs may elect include: Vice-President, Secretary, and Parliamentarian. Sport Club officers can be removed at the discretion of the Recreational Sports Department.

Club President's Responsibilities - In addition to the duties outlined in the club constitution, each Sport Club president is responsible for the following:

- Attend and participate in an orientation session each year.
- Attend all Sport Club Presidents' meetings.
- Attend regularly scheduled meetings with the Sport Club Graduate Assistant to discuss club business, issues, and any upcoming events.
- Assure that all club members complete all required forms, and submit these forms to the department by the established deadlines.
- Develop and maintain an accurate membership roster at the beginning of each semester, and submit the roster to the department by the established deadline.
- Update the roster throughout the semester as necessary.
- Check the club's mailbox on a weekly basis. Club mailboxes are located in 1015 West 47th Street, room 104.
- Inform club members of policies, procedures, expectations, emergency procedures and other regulations that must be followed. Monitor all club events, ensuring that all policies and procedures are followed.
- Arrange facility reservations for club functions with the Sport Club Graduate Assistant.
- Assure that all club financial obligations are met in a timely manner.
- Submit a written report of any injury or incident that occurs at any club event to the Sport Club Graduate Assistant within 24 hours of the injury/incident.
- Train other officers, and future officers of the club.
- Compile and submit a fall semester report and an annual report to the Sport Club Graduate Assistant by the established deadlines.

Coaches

Sport club coaches are unpaid volunteers. Club coaches may be an Old Dominion University undergraduate or graduate student, part-time or full-time university employee, or a non-affiliated member of the community.

Procedures for Securing a Non-University Affiliated Volunteer Coach

1. Upon request, the Recreational Sports Department will advertise the coaching vacancy through the campus newspaper. If a club wishes to advertise in local newspapers, they must do so at their own expense. The Director of Recreational Sports must approve these advertisements prior to placement.
2. Old Dominion University will conduct a search and screening process for each sport club coaching position. A screening committee, consisting of department and club representatives, may be established to make a recommendation to the Recreational Sports Director, who must approve all appointments.
3. Once a coach has been approved by the Recreational Sports Director, they are required to read and sign all agreements and forms pertaining to their qualifications, coaching responsibilities, Recreational Sports Department and University policies and procedures, medical coverage, and an assumption of risk statement.
4. Each coach will be given a list of job related responsibilities, which they will be obligated to follow.
5. If at any time the coach does not act in the best interest of the club, as determined by the club officers or Recreational Sports Department staff, they will be relieved of their duties immediately.
6. Coaches will be appointed annually.
7. Returning coaches must ensure that all contact information is current on an annual basis.

Qualifications and Duties of Sport Club Coaches

1. Coaches must possess a high school diploma at the minimum; however, a Baccalaureate degree is preferred.
2. Coaches must have a minimum of two years experience either coaching or playing at the intercollegiate or club level.
3. Coaches must abide by all applicable policies and regulations of Old Dominion University and the Recreational Sports Department.
4. Coaches must provide their own medical insurance, and provide verification of such policy to the Recreational Sports Director. Coaches are also encouraged to purchase liability insurance.
5. The responsibilities and actions of the coach should be restricted to coaching and should not include management of the club. A Sport Club is first and foremost a student-organization; therefore, the club president (not the coach) must serve as the liaison between the club and the Recreational Sports staff. The philosophy and key to the success of the Sport Club program has been the continued emphasis on student leadership and participation.
6. The student members must handle club business matters with the coach serving in an advisory capacity. Club activities and events should be a team effort and not left solely to the coach or students.
7. Coaches should refrain from making appointments with the Director of Recreational Sports, or any other person to discuss club business without first informing the club President and the Assistant Director of Recreational Sports.
8. Coaches must help to ensure good sportsmanship at all times. Individuals must always conduct themselves in a manner that does not detract from the reputation of the University. This includes behavior in game situations, contact with other teams and interaction with event staff. When involved in off-campus events or when traveling, be aware that you are still representing the University.
9. The Recreational Sports staff has the right and obligation to protect the club, if, in the opinion of the staff, the coach is not working in the best interest of the club, they will be relieved of their duties by the Director of Recreational Sports.
10. Sport Club coaches must assume the following responsibilities
 - a) Teaching of skills specific to their sport.
 - b) Training and conditioning club participants.
 - c) Attendance at all practices, in addition to all home and away matches.
 - d) Determination at what level each club participant is capable of playing.
 - e) Responsible for not playing any club member who is not on the eligibility list supplied by the Recreational Sports Department.
 - f) Responsible for not allowing any injured club member to participate in a scheduled practice or game until they have been medically released to participate by a physician or athletic trainer.

g) Prohibit the use of alcohol or drugs at all times.

Assistant Coach - An approved head coach may appoint an assistant coach to carry out their duties in case of their absence. However, assistant coaches must possess all credentials listed previously for coaches, and abide by all rules and regulations of Old Dominion University and the Recreational Sports Department. The Director of Recreational Sports must approve of the assistant coach prior to their appointment.

POLICIES & PROCEDURES

Constitution & Bylaws

Every sport club is required to have a constitution approved by and on file with the Recreational Sports Department. The constitution should be periodically reviewed to insure viable operation of the club. The Recreational Sports Department has developed a Constitution Guide to assist clubs in preparing a constitution.

Bylaws and standing rules are easier to change than the constitution, and help to keep the constitution up-to-date with the direction of the club. Bylaws govern the internal operations of a club; standing rules are those adopted by a majority vote at a club meeting and usually pertain to meeting times and locations for the year. Standing rules are in order to the extent that they do not conflict with the constitution or the bylaws.

Standards of Conduct

The basic concept underlying the University's standards of conduct is that students, by enrolling in the University, assume an obligation to conduct themselves and their organizations in a manner compatible with the University's function as an educational institution. Individuals must always conduct themselves in a manner that does not detract from the reputation of the University. This includes behavior in game situations as well as contact with other teams and event staff. When involved in off-campus events or when traveling, be aware that you are still representing the University.

1. Sport clubs or individual members of sport clubs may face disciplinary action for inappropriate actions on or off campus, while participating in any club related activity.
2. Sport clubs or individual members may appeal disciplinary action taken by the Director of Recreational Sports to the Sport Club Council.
3. Misuse or abuse of facilities may result in revocation of club recognition and status. Clubs are financially responsible for any costs accrued due to their actions.

4. Vehicle parking is strictly prohibited on all outdoor practice/game fields. All participants and spectators must use designated parking lots.
5. ALCOHOLIC BEVERAGES ARE NOT PERMITTED AT ANY UNIVERSITY SPONSORED SPORT CLUB EVENT. IT IS THE CLUB'S RESPONSIBILITY TO INSURE THAT THIS IS ENFORCED NOT ONLY BY THE PLAYERS, BUT ALSO BY THE FANS/SPECTATORS. FAILURE TO COMPLY WILL RESULT IN IMMEDIATE SUSPENSION OF THE CLUB.

SPORT CLUB COUNCIL

The Sport Club Council exists to assist the Recreational Sports Staff in the administration of the Sport Club program. Responsibilities of the council include:

- Assisting with club budget allocations
- Serving as an appeals committee for disciplinary actions taken by the Director of Recreational Sports.
- Assisting with the planning of the annual Sport Club Banquet.

Each active club shall select one member to serve on the Council for one academic year. The academic year shall begin in the fall semester and end at the conclusion of the spring semester. NOTE: If necessary, the Council may be convened during the summer. Sport Clubs who become inactive anytime during the academic year shall lose their seat on the Sport Club Council. The Assistant Director of Recreational Sports will serve as the advisor of the Sport Club Council, and will convene council meetings when necessary.

Sport Club Council members must meet the following criteria:

- Must have been a member of the club they are to represent during the previous academic year.
- Must be in, and remain in good standing with the club.
- Must be in, and remain in good standing with the University.
- Must have and maintain a minimum GPA of 2.00

Due to the nature of the issues that the Sport Club Council will encounter, council members must adhere to strict guidelines regarding confidentiality. Council members may not discuss disciplinary matters outside of council meetings. Violation of this policy may result in disciplinary charges being brought against the council member and/or removed from the council.

Disciplinary Procedures

The Recreational Sports staff will investigate all club actions that may be deemed a disciplinary infraction. The staff will conduct an investigation and meet with club leadership to assess the situation. Upon completion of the investigation, if

the action is deemed to be a violation of, or non-compliance with University policies, campus regulations, Recreational Sports procedures, or Sport Club Standards of Conduct, loss of club status or other disciplinary action may be taken against the club involved. The discipline process has been developed to assist club leaders in correcting mistakes that have caused problems for the club and the University.

NOTE: As listed below, an academic year shall commence at the beginning of the fall term and conclude at the end of the spring term, or at the conclusion of the competition season for clubs that compete beyond the end of the spring term.

Minor Infractions - Are actions outside the policies and procedures of the Recreational Sports Department. Examples include, but are not limited to: a) unexcused absence from a regularly scheduled meeting with the Sport Club Student Coordinator; b) unexcused absence from Sport Club Presidents' meetings, c) unexcused absence from Sport Club Council meetings; d) failure to submit required forms by the designated deadline, and d) failure to return equipment by the designated deadline.

1. First Infraction – If the violation is the club's first during the current academic year, and the club is not under probation from violations committed the preceding year, the club will receive a documented verbal warning that will include:
 - a. The reason for the warning
 - b. Measures to be taken to correct the situation
 - c. The possible consequences the club will face if additional infractions occur.
2. Second Infraction – If the violation is the club's second during the current academic year, and the club is not under probation from violations committed the preceding year, the club will receive a written warning that will include the following:
 - a. The reason for the warning
 - b. Measures to be taken to correct the situation
 - c. The possible consequences the club will face if additional infractions occur.
3. Third Infraction - If the violation is the club's third during the current academic semester, and the club is not under probation from violations committed the preceding year, the club will be placed on probation for one semester or academic year. The club will receive written notification that will include the following:
 - a. The reason for the probation
 - b. The length of the probation period
 - c. The possible consequences the club will face if additional infractions occur.

4. Fourth Infraction - If the violation is the club's fourth during the current academic semester, or if the violation is the club's first while under probation from violations committed the preceding year, the club will be automatically suspended from all Sport Club program activities for one academic year. During this period, the following will occur:
 - a. The club's off-campus checking account will be frozen
 - b. The club's allocation from the University will be frozen and may be forfeited
 - c. Facility use privileges will be revoked
 - d. Equipment use privileges will be revoked

After the suspension period, the club will be put on probation for the following semester. During this probation semester, any minor infraction can lead to dissolution of the club.

Appeal Process - The club will have 3 business days upon receiving the written notification of a minor infraction to appeal any disciplinary action to the Director of Recreational Sports.

Major Infractions - Are any actions outside the policies and procedures, and standards of conduct established by the Recreational Sports Department and the University. Examples include, but are not limited to: a) Displaying conduct that is incompatible with the University's function as an educational institution and the purpose of the Sport Club program (i.e. unsportsmanlike conduct toward officials or opponents or disruptive behavior on trips); b) Misusing club funds and or abusive use of club funds; c) Allowing ineligible individuals to participate in club activities; d) Compromising the safety of club members while traveling; e) Transporting and/or consuming alcohol or illegal substances while on official club trips.

For all major infractions the club will be:

1. Instructed to cease all activity until such time as an investigation and meeting can be held to address the issues.
2. A registered letter will be sent to the club officers informing them of the major offense.
3. Officers will have 3 business days after receipt of the letter to schedule an appointment with the Assistant Director of Recreational Sports and the Sport Club Graduate Assistant to discuss the alleged infractions.
4. Based on the outcome of the investigation and meeting, the Assistant Director of Recreational Sports will determine whether additional penalties will be assessed.
5. The club will be notified in writing of the decision and will be advised of their right to appeal the decision.
6. If the infraction is egregious enough, the situation may be forwarded to Student Judicial Affairs.

Appeal Process - Any decision involving a major infraction may be appealed by following the procedures listed below:

1. A written notification from club officers appealing the suspension must be submitted to the Director of Recreational Sports within 5 business days after receiving notice of the major infraction violation.
2. After the written request has been received, the Assistant Director of Recreational Sports shall forward the request to the Sports Club Council and schedule a meeting as soon as possible.
3. The Council will hear the facts of the case and make a recommendation to the Director of Recreational Sports to either uphold or alter the disciplinary action towards the club.

Club Finances

Clubs are highly encouraged to open a private account at a local bank, with the Recreational Sports Department serving as custodian of all private accounts. The following guidelines will govern private accounts:

1. Prior to opening a private checking account the club must secure a Federal Tax Identification number from the Internal Revenue Service (IRS) at www.IRS.gov. Banks will no longer allow accounts to be opened without such a number.
2. All checking accounts must require two signatures, one of which MUST be either the Assistant Director of Recreational Sports or the Sport Club Graduate Assistant. The second signature must be the club president or treasurer.
3. All checks from a club checking account must be made payable to a person, business or organization. A check can never be made out to cash.
4. Original receipts or invoices for items purchased through club checking accounts must be submitted to the Recreational Sports Department.
5. Clubs are not allowed to have ATM cards, debit cards or charge cards.

Donations - Those desiring to donate funds to a sport club must contact the Recreational Sports Department to insure that the situation is handled in the proper manner.

Purchases - Sport clubs must obtain approval from the Recreational Sports Department prior to making purchases from both University funds and private sport club funds. The following information must be provided for a purchase to be considered: vendor name, address, phone number, fax number, Tax ID number and a copy of the pending order. NOTE: when using University funds the vendor must be licensed and registered with the Commonwealth of Virginia on the eVA system.

Equipment - It is the responsibility of each sport club to insure that all equipment utilized during club activities has been inspected and is high quality and in good operating condition.

Officials - It is the responsibility of each sport club to hire only certified officials for all home scrimmages and games. Certified officials will be defined as those individuals who have successfully completed the certifications for that particular sport in the Commonwealth of Virginia.

Allocated Funds - Although sport clubs are encouraged to support their programs through resources within the club, University allocated funds are available through the Recreational Sports Department via the budget allocation process.

1. Budget requests must be submitted to the Recreational Sports Department by the designated deadline. Clubs who fail to submit the budget request by the designated deadline, may not receive funds for the academic year.
2. A budget hearing will be held in the spring semester for the upcoming academic year. During this hearing club presidents' will defend their budget request to the Sport Club Council. The council will make allocation recommendations to the Recreational Sports staff, which in turn will make the final decision on the budget allocation. Each club president will receive a budget packet that will contain a copy of all requests received by the department.
3. Clubs may request funding for the following items:
 - a. Officiating expenses
 - b. Tournament/League entry fees
 - c. Supplies and equipment
 - d. Safety suppliesClubs may not request funding for the following items:
 - a. Lodging expenses
 - b. Meal expenses
 - c. Travel expenses
4. Clubs must receive approval from the Recreational Sports Department before University Allocated Funds and off-campus funds may be expended.
5. Requests for University Allocated Funds must be received by the Recreational Sports Department no less than 30 days prior to the needed date. Requests received less than 30 days will be evaluated on a case by case basis.
6. Requests for funds from the off-campus checking account must be accompanied by official documentation of the purchase. Such documentation includes, but is not limited to, an official quote on company letterhead, an official company order form, or original receipts.

Fund Disbursement Procedures

1. Requests involving University Allocated Funds must be submitted to the Recreational Sports Department no less than 30-days prior to the needed date.
2. All Requests, regardless of fund source, must be approved by the Recreational Sports Department before they can be processed.
3. Club members may not personally purchase items that were purchased for the club with University Allocated Funds.

Fund-Raising Procedures

1. The Recreational Sports Department must approve all fund-raising activities. Approval must be obtained by completing the Fund-Raising Approval Form at least two weeks in advance of the event.
2. Fund-raisers may not be in competition with items sold in the University Bookstore or vending machines.
3. Food may not be sold in the Webb Center under any circumstances, and sales anywhere else on campus must be in accordance with the University Vending Contract and the City Health Board regulations. Food sold must be prepackaged. Call Aramark (Dining Services) for information on what is permissible.
4. The organization must have their name on all advertising, including advertising at the site of the event, on the registration form, and all raffle tickets.

Hazing Policy

It is the responsibility of all student organizations to encourage an atmosphere of learning, social responsibility and respect for human dignity and to provide positive influence and constructive development for members and aspiring members. As such, these organizations are expected to utilize good judgment to determine the abilities of individual students as they relate to organizational activities and requirements. "Hazing" is an unproductive and hazardous custom that is incongruous with their responsibility and has no place in university life, either on or of campus. Hazing, as defined in this policy, is prohibited. Students and organizations that are found to have engaged in hazing may be disciplined in accordance with the University's disciplinary procedures.

The purpose of this policy is to define hazing and to provide guidelines with regard to hazing that student organizations and their members must follow

Facilities and Services

Facilities

1. Sport clubs may submit facility requests for the following club related activities: a) Practice; b) Competition; c) Instruction; d) Showering and dressing; e) Transacting club business; f) Storage of equipment.
2. All facility requests must be submitted on the appropriate form to the Sport Club Graduate Assistant by the designated deadline.
3. Dressing and showering arrangements for visiting teams must be made at least 7 days prior to the contest.
4. All sport club participants are required to follow rules and regulations regarding facility usage.
5. Unauthorized use of University facilities for practice or competition may result in disciplinary action.
6. Clubs may reserve space on-campus for meetings in Academic buildings, the library, and in the Webb University Center. To secure space in one of these facilities please follow the procedures listed below:

Space in an Academic Building: The following locations are available for club meetings:

- Batten Arts & Letters (BAL)
- Constant Hall
- Kaufman
- Mills Godwin Building (MGB)
- Technology Building

To request space in the above mentioned buildings, e-mail the following information to scheduling@odu.edu:

- Name of club
- Contact information (phone, address, e-mail)
- Event date
- Time
- Title of event
- Purpose
- Location requested

Request Process Timeline -Submit the request 10 days prior to the event. The request usually takes a minimum of 5 days to process.

Space in the Library –

To request space in the library, please call the Library Administration Office at 683-4141.

Space in the Webb University Center & Non-Athletic Outdoor Space - the following facilities are scheduled through the Webb Center:

Webb University Center
Bolling Square
Kaufman Mall
Monarch Gardens
49th Street Plaza
Elizabeth River Beach
Williamsburg Lawn
Soccer Field Picnic Area
Princess Anne Gardens

To request space in the above-mentioned facilities; submit a Webb Center or Athletic Outdoor Space Reservation Form to Event Management. Forms are available on-line at the web address listed below:

http://www.odu.edu/AO/student_serv/outdoor_space_request/webb_reservations.htm

Request Process Timeline - submit requests 10 days prior to event. The request usually takes a minimum of 5 days to process.

Equipment

1. All equipment purchased with university allocated funds, member dues, and/or donations is property of the University.
2. All university owned equipment will be issued to clubs at the beginning of each semester. Issued equipment must be returned to the Recreational Sports Department at the end of each semester. Failure to do so may result in disciplinary action.

All clubs must submit to the Recreational Sports Department a written list of individual names and addresses of club members who were issued University issued equipment. The club officers are to utilize this list to inventory equipment before returning it to the Recreational Sports Department at the end of each semester. Any equipment issued to a club that is lost or damaged beyond repair will be replaced by private funds of the club, or the cost will be absorbed out of the budget allocated to the club for the next semester or academic year.

Safety and Risk Management

Risk Management

To provide a safe and positive experience for all participants, all clubs must develop, implement and practice the following safety policies:

1. Old Dominion University requires all club members to have a medical insurance plan in effect in order to participate in any club related activity. Individual sport clubs may require additional medical insurance as criteria for membership.
2. Sport club officers, club members, coaches, and instructors should emphasize safety during all club-related activities.
3. Encourage all members to have a physical exam and to purchase personal medical insurance prior to participation. The national associations governing some sports offer supplemental accident and liability insurance for club members. Check to see if your activity provides or offers this type of insurance coverage.
4. Review the club's emergency procedure plan with the Assistant Director of Recreational Sports
5. Inspect fields and facilities prior to every practice, game, or special event. Report unsafe conditions to the Assistant Director of Recreational Sports. If at an off-campus site, report the condition to the proper managing authority. Do not use facilities or equipment if they appear to be unsafe.
6. At the beginning of every fall semester, at least two members of every club MUST submit proof of certification in First Aid and CPR. One of these individuals must be present for all practices, games, or special events.
7. Accident Reports - notification of all accident must be reported to the Sport Club Graduate Assistant immediately. A written accident report must be submitted to the Sport Club Graduate Assistant within 24 hours of the occurrence.
8. Incident Reports - notification of all incidents must be reported to the Sport Club Graduate Assistant immediately. A written incident report must be submitted to the Sport Club Graduate Assistant within 24 hours of the occurrence.

Swim Tests - members of all aquatic related clubs must pass a swim test each academic year prior to participating in any club practices or competitions. The test consists of treading water for five-minutes followed by swimming 8 lengths of the Rollins Hall pool using the following strokes: side stroke (2 laps), breast stroke (2 laps), and crawl stroke (4 laps). The Recreational Sports Department will maintain a list of all individuals who have successfully completed the annual swim test. These tests are valid for one calendar year from the date of the test.

Emergency Procedures

On-Campus Emergencies - When necessary, call the Old Dominion University Police for assistance with an injured participant. Please follow the procedures listed below:

1. Pick up a red emergency phone or call 3-4000 from an indoor emergency phone. When calling from an off-campus phone, dial 683-4000.
2. Inform the Police dispatcher of the area from which you are calling (specific building, Powhatan High School Field, ODU Football Practice, Field, ODU Field Hockey/Lacrosse Field, etc.).
3. To the best of your ability, explain the type of injury involved, and indicate if an ambulance is needed.
4. Upon arrival, the Old Dominion University police officer will decide what to do with the injured participant. When necessary, the officer will normally transport the injured participant to the hospital.
5. NOTE 1: All expenses incurred for treatment at the hospital are the responsibility of the injured participant.
6. NOTE 2: Prior to a contest, it is recommended that the above procedure be explained to the coach of the visiting team. He/she as team representative will determine whether or not to use the services offered.

Off-Campus Emergencies - If an emergency occurs at an off-campus location where emergency procedures are not in place by the host school, you should follow the following procedures:

1. If it is deemed necessary to have an injured participant seen and/or treated by a physician, they must be transported to the closest hospital Emergency Room by a qualified service, i.e., police or ambulance service.
2. Rely upon the recommendation of the attending physician as to whether the injured Old Dominion University club member should be transported back to campus, and what accommodations for travel should be used.
3. NOTE: All expenses incurred for treatment, transportation to the hospital, etc. are the responsibility of the injured participant
4. The Sport Club Graduate Assistant must be notified of all emergencies immediately. The Assistant Director of Recreational Sports should be contacted if the Graduate Assistant can not be reached. The ODU Police Department should be contacted if the Assistant Director of Recreational Sports can not be reached. A completed "Accident Report Form" must be submitted to the Recreational Sports Department on the next business day upon the clubs return to campus. A business day is Monday-Friday, except for University holidays.

General Information

1. All injured club members **MUST** present a signed medical release from the treating physician allowing him/her to resume participation after an injury.
2. Sport clubs are expected to abide by all national, state, and local health and safety regulations.
3. Club members must submit evidence that they are current on all required immunizations.

NO CLUB MEMBER MAY PARTICIPATE IN PRACTICE OR GAMES IF THEIR WAIVER FORM IS NOT ON FILE IN THE RECREATIONAL SPORTS OFFICE.

Blood Borne Pathogens

Each academic year the President and Vice President of each sport club are required to attend a Blood Borne Pathogen training session before the club can begin practice.

Treatment

1. You must wear protective gloves when treating any injuries involving blood, body fluids, non-intact skin, and mucous membranes (i.e., nose, eyes, mouth).
2. If gloves are not immediately available during an emergency involving blood, body fluids, non-intact skin, or mucous membranes, a bulky cloth or towel may be used until proper medical materials arrive. **DO NOT USE YOUR BARE HANDS!**
3. Mouth barriers are available in your training kits. During a respiratory or cardiac emergency these are to be used. No exceptions. (Only CPR certified employees should perform CPR).
4. Any participant with a bleeding wound must be removed from the activity, and the wound must be treated and covered before being allowed to return to the activity.
5. After treating any injury, you must wash your hands with soap and running water. If running water is not available, use towelettes as a temporary wash until you are able to wash your hands with soap and water.

Disposal

Any contaminated bandages, gloves, gauze pads, clothing, etc., must be placed in a red biohazard bag and disposed of properly in the container marked "Biohazard" located in the Recreational Sports Administrative Office. Any large contaminated items (towels, clothing, etc.) must be placed in a clear trash bag, sealed with tape then placed in a red biohazard bag.

Exposure

1. Any participant that has been directly exposed to blood, body fluids, or mucous membranes without the use of personal protective equipment must be encouraged to seek medical attention immediately.
2. The Assistant Director of Recreational Sports must be notified of any exposures within 24 hours of the exposure. The ODU Police Department should be contacted if the Assistant Director of Recreational Sports cannot be reached.
3. A completed Incident Report Form must be submitted to the Assistant Director of Recreational Sports on the next business day.

Travel and Specials Events

All student travel shall be in accordance with University guidelines, and the liability standards and motor vehicle laws of the Commonwealth of Virginia. Alcohol is prohibited in any vehicle used for club travel, regardless of whether the vehicle is a state, private or leased vehicle.

Club travel will be restricted to within a 600-mile radius of Old Dominion University. Travel in excess of 400 miles, but within 600 miles, will be approved if at least one of the following conditions are met:

1. The sport club will be participating in a tournament that includes multiple schools (multiple schools is defined as a minimum of 3).
2. The sport club will be participating in a championship event (i.e. conference, regional or national).

Clubs requesting to travel in excess of 600 miles must request a travel exemption in writing. After review by the Director of Recreational Sports, the exemption ***may*** be granted if the club is participating in a regional or national championship event.

All travel must be registered with and approved by the Recreational Sports Department at least 30 days prior to the date of departure. To register a trip you must submit the following items:

- Travel Form
- Complete trip itinerary, to include estimated time and location of departure and return.
- Proof of insurance coverage for all potential drivers (when private automobiles are used)
- List of all travelers
- Full cost of trip
- Name, address and phone number of overnight accommodations
- Contact information for coach and/or advisor traveling with the club.

The University does not provide insurance for privately owned or leased vehicles.

Sport club members with a poor driving record (three or more traffic tickets/accidents, etc.) are not permitted to drive on a club trip. All potential drivers are required to sign a waiver granting permission for the University officials to check their driving record with the Department of Motor Vehicles.

It is each club's responsibility to make sure that all private and leased vehicles used for sport club trips are in good operating condition.

Only ODU students, faculty, staff and authorized guests may participate in trips.

The club president, or his/her designee, must call the Sport Club Graduate Assistant upon leaving campus and upon returning to campus. The Assistant Director of Recreational Sports should be contacted in the Graduate Assistant can not be reached. The ODU Police Department should be contacted if the Assistant Director of Recreational Sports can not be reached.

Recreational Sports Vehicles

Clubs are allowed to use University owned and leased vehicles. Requests should be submitted to the Sport Club Graduate Assistant at least 30 days in advance. NOTE: The Outdoor Adventure Program (OAP) has priority usage of Recreational Sports vehicles. Clubs reservations may be bumped up to two-weeks from a trip if the vehicles are need for an OAP trip. In these cases, the Recreational Sports Department will work with the club to secure alternative means of transportation.

A University Gas Card will be issued to a club when a University owned or leased vehicle is utilized for a trip. This card is to be used to fill the University owned or leased vehicle only. It can not be used to put gas into private vehicles or vehicles leased independently by the club. Clubs will be financially responsible for the gas bill associated with Athletic Department vans. Clubs may be financially responsible for the gas bill associated with vans leased by the Recreational Sports Department.

Rental Vehicles

Vehicles may be rented from outside agencies for off-campus travel; however, the club will assume full responsibility for any and all damages to rented vehicles.

Public Relations

All promotional materials (including entry forms) require a stamp of approval from the Recreational Sports Department prior to printing and duplication. Club social

events are not sponsored by the Recreational Sports Department, and must not be advertised as part of the official activities.

All approved promotional materials must include the following information:

- Name of the organization
- Contact information
- All club affiliations with organizations/associations outside of the University
- The following statement: "This club is officially recognized by the Old Dominion University Recreational Sports Department"
- A Recreational Sports stamp of approval.

Mace and Crown - Clubs may advertise officially sanctioned activities in the Mace & Crown student newspaper. All advertisements must be approved by the Recreational Sports Department prior to being placed in the paper. The club is responsible for all expenses incurred for the advertisement.

Web Pages - Clubs may have web pages, however, all pages must be approved by the Recreational Sports Department in advance. Recognized sport clubs may have their approved web pages linked to the Recreational Sports Web page. For more information please contact the Sport Club Graduate Assistant.

Webb University Center Display Cases - The Webb Center has Display Cases that are available to recognized clubs and organizations for advertising or publicity. These cases can be reserved for two-week periods. A Display Case Policy and Application form must be submitted to the Event Management Office (Webb Center, room 1217). The club is responsible for placing items in the display case as well as promptly removing all items from the display case when the reservation period is over. All items for the display case must be submitted to the Assistant Director of Recreation for approval at least one week prior to posting.

Posting Publicity Materials in Recreational Sports Facilities - Recognized sport clubs in good standing may submit fliers, posters and publicity materials to the Recreational Sports Department for posting in Recreational Sports Facilities. Materials will be posted for a period of two-weeks. The Recreational Sports staff will post and remove the materials. All items for posting must be approved by the Assistant Director of Recreational Sports at least one week prior to posting.

Posting Publicity Materials on Campus - Recognized sport clubs in good standing may post fliers, posters, and publicity materials that have been approved by the Assistant Director of Recreational Sports on bulletin boards throughout campus once they have been stamped by the Recreational Sports Department AND the Office of Student Activities and Leadership. Clubs who post un-stamped posters may face disciplinary action by the Office of Student Activities and Leadership and the Recreational Sports Department.

NOTE: Materials may not be posted on trees, windows, walls, doors, or glass

panels either inside or outside University buildings.

Bulletin Boards – Are provided for the posting of signs, papers, posters, advertisements, etc., and are subject to the following regulations:

1. Assigned Bulletin Boards
 - a. The Vice President for Administration and Finance assigns bulletin boards for the exclusive use of academic departments.
 - b. Assigned bulletin boards are labeled and are the responsibility of the department to which they are assigned.
 - c. No materials may be posted on assigned bulletin boards without authorization from the department.
 - d. The department is responsible for removal of unauthorized material and for keeping posted materials updated.
2. General Bulletin Boards
 - a. General bulletin boards are posted in various campus locations and are available for the use and benefit of the campus community.
 - b. Material posted on general bulletin boards is subject to approval by the Vice President for Student Affairs or an authorized representative.

Areas designated for the posting of materials are designed to provide a means to advertise campus events, publicize services for students, and inform students, faculty and staff of interesting off-campus activities. All individuals and organizations posting notices are expected to design and display their materials in an inoffensive manner. Posted items must be educational or informative in nature. Items advocating an infraction of any law, ordinance, or official University regulation may not be displayed and are subject to removal by the Vice President for Student Affairs or an authorized representative.

Chalking Policy

Recognized student organizations may use chalk to advertise upcoming events by submitting a Chalking Request form to the Events Management Office (Webb Center, room 1217), and must comply with the following guidelines:

- Chalking may only be done in designated areas.
- The chalk may only advertise an event sponsored by a student organization on campus (i.e., no personal announcements such as “Happy Birthday” are allowed).
- Events may only be advertised two days prior to the event.
- Failure to follow the chalking guidelines will result in loss of chalking privileges.

The following locations are the only designated chalking areas. Locations not

listed are considered off limits:

- Webb Center: front sidewalk and back brick area.
- Sidewalk in front of Batten Arts and Letters (BAL)
- Sidewalk in front of the library
- Sidewalk in front of the Education and Kaufman buildings
- Sidewalk that follows the maglev track

Club Mail

Mailboxes for each club are provided in the Sport Club Office. The Sport Club office is located in the 47th Street Gym, 1015 West 47th Street, room 104. Any letters, phone messages, or notes regarding your club that come to the Recreational Sports Department will be placed in the Club's mailbox. Mailboxes should be checked at least once per week. The official mailing address for all ODU Sport Clubs is:

(Club Name)
Recreational Sports Department
Old Dominion University
1015 West 47th Street
Norfolk, VA 23529-0200

Appendix A
Constitution Guide

Sport Club Constitution Guide

The format below has been developed to be used as a guide in the development of a Constitution for your organization. It is not necessary to follow this form exactly, but it is important to include all areas that apply.

CONSTITUTION OF _____
(CLUB NAME)

ADOPTED _____
(DATE)

ARTICLE I - NAME

State the official name of the Sport Club organization

ARTICLE II - PURPOSE

State the reason for the formation of the club and the club's objectives

ARTICLE III - MEMBERSHIP

State which people are qualified for membership (assuring that no discrimination shall take place).

State what a member must do to be recognized as a full member.

State the rights and privileges granted to full members.

ARTICLE IV - MEETINGS

A. State how many meetings of the membership are to be held during the school year.

B. State procedures for calling regular and/or special meetings.

ARTICLE V - EXECUTIVE BOARD

State what officers will make up the club and what each officer's duties will be and when they are to be held.

State procedures for handling vacancies within the Executive Board.

ARTICLE VI - NOMINATIONS

State which officers will be selected by the membership, how long the terms of these officers will last, and how long the terms of these officers will last, and how many times a person may hold the same office.

State the nominating procedures and when they will take place.

State how nominees will present their qualifications and how and when elections will be held.

State procedures in case a runoff election is necessary.

ARTICLE VII - FUNDS

State procedures for the allocation of club funds (revenue and expenses)

ARTICLE VIII - COMMITTEES/DIVISIONS

State what standing and/or ad-hoc committees or what divisions will exist in the club and the function and composition of each.

ARTICLE IX - AFFILIATIONS

- A. State any affiliations with local, state, regional, or national organizations.
- B. State adherence of any rules by a sports governing body.

ARTICLE X - ADVISOR

State procedures for the qualifications and selection of a club Advisor and the function and duties of said person.

ARTICLE XI - COACH/MANAGER

State desired qualifications of coach/manager, procedures for selection of coach/manager, and duties and responsibilities of coach/manager.

ARTICLE XII - RATIFICATION

State how the Constitution will be approved by the membership.

ARTICLE XIII - AMMENDMENTS

State how an amendment will be presented, to whom it will be presented, and how it will be ratified.

ARTICLE XIV - BYLAWS

State procedures for the inclusion of any rules or regulations specific to the club.

Date of last revision must be

Appendix B

Forms

**OLD DOMINION UNIVERSITY
RECREATIONAL SPORTS DEPARTMENT**

SPORT CLUB BUDGET REQUEST FORM

SPORT CLUB _____ DATE: _____

CLUB PRESIDENT _____ PHONE # _____

EXPENSES	TOTAL	PRIORITY
MEMBERSHIP FEES	_____	_____
OFFICIALS	_____	_____
SUPPLIES (uniform, safety)	_____	_____
EQUIPMENT	_____	_____
OTHER	_____	_____
<i>SUB-TOTAL</i>	_____	

ANTICIPATED REVENUE

MEMBERSHIP DUES (charged to participants)	_____
FUNDRAISING	_____
ENTRY FEES	_____
<i>SUB-TOTAL</i>	_____

GRAND TOTAL _____

*Expenses minus Revenue

Club President

Date

OLD DOMINION UNIVERSITY
RECREATIONAL SPORTS DEPARTMENT

SPORT CLUB COACHING APPLICATION

PERSONAL INFORMATION:

Name: _____ Sport Club: _____

Address: _____

University ID Number or Social Security Number: _____

Phone Numbers: _____ Email Address: _____

EDUCATION:

High School: _____

Degree Received: _____

College: _____

Degree Received: _____

COACHING/PLAYING EXPERIENCE: (Include number of years)

High School: _____

College: _____

Other: _____

GOALS AND EXPECTATIONS OF COACHING THIS CLUB:

OVER

Old Dominion University Recreational Sports Department

PARTICIPATION AND LEGAL RELEASE FORM

(Please initial in each space)

I desire to participate in activities sponsored by the Old Dominion University Recreational Sports Department. ___ This participation is voluntary on my part. ___ I understand that participation in any type of recreational sports activity carries with it an inherent possibility of injury. This includes injury from contact with others and/or the playing environment, aggravation of pre-existing injuries and/or conditions, and effects of overexertion and heat injury. ___ I fully and freely assume all foreseeable risks of injury associated with the activities in which I have enrolled or will enroll, and do hereby release Old Dominion University, its employees, agents, contractors, successors and assigns, from any and all actions, claims, lawsuits, liabilities, causes of action or demands of whatever nature which might arise from my voluntary participation in these activities. ___ I certify that I have had a physical examination within the last year and am physically fit to participate in the activities for which I have enrolled. ___ I also certify that I have a medical insurance policy currently in effect, and that I will keep a medical insurance policy current during any club-related activity as a requirement for continued club membership and participation.

Insurance Carrier: _____ Policy #: _____
Please Print

I hereby certify that I have carefully read this form and fully understand its contents. If I did not fully understand the contents of this form, I have sought and obtained legal advice concerning its significance, and have gained an understanding of the meaning of the form before signing it. I also certify that I am over eighteen (18) years of age, and reaffirm all certifications made on this form.

NAME: _____ DATE OF BIRTH: _____

UIN: _____ CONTACT NUMBER: _____

DATE: _____ SPORT CLUB: _____

EMERGENCY CONTACT INFORMATION:

Emergency Contact Name: _____ Relationship: _____

Home Phone: _____ Work Phone: _____

I pledge to support the Honor System of Old Dominion University.

Signature: _____ Date: _____

Revised 6/04/JH

Old Dominion University
Recreational Sports Department

SPORTS CLUB FACILITY REQUEST FORM

Club: _____

Person Completing Report: _____

Address: _____

Semester _____ Year: _____

Please indicate your choice of facilities, days and times for the semester. Be as specific as possible. Note: Most facilities are not available until late afternoon.

1st Choice

Facility _____ Day(s) _____ Time(s) _____

Facility _____ Day(s) _____ Time(s) _____

Facility _____ Day(s) _____ Time(s) _____

2nd Choice

Facility _____ Day(s) _____ Time(s) _____

Facility _____ Day(s) _____ Time(s) _____

Facility _____ Day(s) _____ Time(s) _____

3rd Choice

Facility _____ Day(s) _____ Time(s) _____

Facility _____ Day(s) _____ Time(s) _____

Facility _____ Day(s) _____ Time(s) _____

Office Use Only: Approved _____ Denied _____

Comments: _____

Staff Initials: _____ Date: _____

Old Dominion University
Recreational Sports Department

SPORT CLUB EVENT AGREEMENT

Please complete and return to the Old Dominion University Recreational Sports Office to confirm the upcoming sport club event between the Old Dominion University _____ club and the _____ club:

Date of Agreement: _____

Date of Event: _____

Event Location: _____

Time: _____

Terms: _____

Additional Remarks: _____

Contact for Opposing Team

Email Address

ODU Sport Club President

Date

ODU Sport Club Graduate Assistant

Date

ODU Assistant Director, Recreational Sports

Date

ODU Director, Recreational Sports

Date

Please Return To: Old Dominion University
Recreational Sports Department
1015 W. 47th Street
Norfolk, VA 23529
Fax: (757) 683-3386

Old Dominion University
Recreational Sports Department
SPORT CLUB APPEAL FORM

Club: _____

Date: _____

President: _____

Contact Number: _____

UIN #: _____

Decision Being Appealed: _____

Appeal: _____

Signature of President _____

_____ Date

Disposition of Appeal: Approved _____

Denied _____

Reason for Denial: _____

Assistant Director of Recreational Sports _____

_____ Date

Director of Recreational Sports _____

_____ Date

OLD DOMINION UNIVERSITY
RECREATIONAL SPORTS DEPARTMENT

POST-EVENT DOCUMENTATION FORM

SPORT CLUB: _____ EVENT DATE: _____

TYPE OF EVENT: _____

PERSON MAKING REPORT: _____

CONTACT NUMBERS: _____

TRAVEL EVENT

LOCATION: _____

MILEAGE (Roundtrip): _____ # of members participating: _____

TYPE OF TRANSPORTATION: _____ # of vehicles: _____

EQUIPMENT USED: _____

HOME EVENT

LOCATION: _____

NUMBER OF MEMBERS PARTICIPATING: _____

EQUIPMENT USED: _____

DETAILS OF EVENTS: _____

COMMENTS OR PROBLEMS WITH EVENT: _____

WIN, TIE, OR LOSS and SCORE _____

SPORT CLUB PRESIDENT: _____

SPORT CLUBS COORDINATOR: _____

DATE and TIME RECEIVED: _____

**Old Dominion University
Sport Club Check Request**

PLEASE PRINT

Original receipts **MUST** accompany request & will be kept on file in the Recreational Sports Office.

Club: _____

Prepared by: _____
Name Title

Date: _____ Amount of Request _____

Payee: _____

Purpose: _____

Approval:

Signature, Club President Printed Name

Signature, Club Treasurer Printed Name

Check Prepared by: _____
Name Title

Date: _____ Check Number: _____

Received by: _____
Name Date

OFFICE USE ONLY

Date entered on balance sheet: _____

**Old Dominion University
Sport Club Deposit Form**

PLEASE PRINT

Club: _____

Prepared by: _____
Name Title

Date: _____ Amount of Deposit _____

CASH: _____

ITEM	X	QUANTITY	AMOUNT	NOTES
Coins	X			
\$1	X			
\$2	X			
\$5	X			
\$10	X			
\$20	X			
\$50	X			
\$100	X			

CHECKS: _____ (List each check separately)

CHECK #	NAME	AMOUNT

Continue on Reverse Side if necessary

