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Overview

A club sport & recreational organization is a registered student organization and exists to promote interest in a focus area and develop the skills of its members. These organizations may be instructional, recreational, competitive, or any combination.

**Instructional Organization:** exist to create interest in a sport or focus area and serves the purpose of teaching its members the rules and skills of the game. Some personal equipment may be required.

**Recreational Organization:** primarily for the purpose of continued participation in a sport or activity by eligible participants. They may schedule games or matches with other club teams and may belong to a National Governing Body.

**Competitive Organization:** play a competitive schedule against other schools and/or organizations. Teams or individuals may have the opportunity to compete for a league, regional, and/or national championship. Most, if not all, of the games/matches are officiated or judged. Individuals participate at their own risk.

The Club Sport & Recreational Organization program at Wittenberg University provides opportunities for students, faculty and staff to participate in a variety of sports and recreational activities. Since students develop and organize their own organizations, they have the opportunity to demonstrate and develop their leadership and decision making skills. Students organize each club or organization under the direction of the Director and of Student Activities.

This handbook serves as a guide for all club and organization members and officers in managing their organization. Any questions not outlined in this handbook should be directed to the Director of Student Activities.

**Organization Recognition and Eligibility**

Organization membership is open to current Wittenberg University students, faculty, and staff members only. Members must complete and submit an Assumption of Risk Waiver to the Office of Student Involvement. Additionally, officers will provide the Office of Student Involvement with a list of contact persons for each organization member.

To be officially recognized as a club sport & recreational organization, teams must complete all of the necessary registration materials as required by Student Senate, the Office of Student Involvement, and the Athletics and Recreation Policies.
Committee including: drafting and maintaining an organizational constitution, registering every academic year, attending budget hearings, treasurers workshops, and other education sessions as approved by Student Senate and the Office of Student Involvement. All information regarding these materials can be found in this handbook and on the Office of Student Involvement website.

Constitution
The organization constitution will serve as the organization's primary guiding document, and will be updated/revised on an annual basis to reflect any changes in the organization's procedures or philosophy. Content of the constitution will include, but is not limited to:

- The official name of the organization
- The purpose, goals, and objectives for the organization, and how they are aligned with the mission of the university
- Membership
  - Qualifications for membership
  - Requirements for recognition as a full member
  - Rights of full members
- Executive Leadership
  - Titles and duties of individual officers
  - Procedures for handling vacancies of club officers
  - Procedures for removing members from office
- Affiliations
  - List any local, state, regional, or national affiliations
- Advisors, Coaches, and Instructors
  - Determine the type of supervision required (advisor, coach, instructor, or a combination of all the above)
  - State qualifications and procedures for selection of an organization coach or advisor
- Amendments/Ratification
  - State how any changes to the constitution will be proposed, whom it will be proposed to, and how it will be ratified.
- Bylaws
  - The bylaws will support the constitution of the organization by defining specific rights, privileges, and obligations of each member.

Organization Responsibilities & Conduct

General
Each organization must maintain goals and objectives that are consistent with the educational mission of the university and organization.

Each club must annually submit for registration a review with the Office of Student Involvement. This review will be shared with Student Senate, and Athletic and Recreational Policies Committee.

Each organization must be represented at all mandatory educational sessions to be considered an active organization. These sessions include Presidents Meeting, Treasurers’ Workshop, and other sessions as communicated by Student Senate. Organizations failing to attend sessions will be deemed inactive until meeting with Office of Student Involvement staff.

Organizations must have an accurate organization roster on file in the Office of Student Involvement. The roster must be updated as new members are added.

Competitive games will be scheduled with competitors of similar ability.

Risk Management & Safety

Wittenberg University Club Sport & Recreational Organizations and individual organization members are fully responsible for abiding by local, state, and federal laws as well as the university Student Code of Conduct and Ethics during ALL organization activities.

Organizations must follow standards established by any state and national associations affiliated with their organization.

Each organization will have the opportunity, and is strongly encouraged to send at least two officers and all captains to CPR/First Aid training organized by the Office of Student Involvement. Certifications must be on file in the Office of Student Involvement. It is strongly encouraged that members certified in CPR/First-Aid are present at all organization function.

Qualified referees will be hired for all games when applicable.

Club and organization activities should be cancelled in cases of extreme or inclement weather (i.e. lightning, thunderstorms, snow/sleet), improper field conditions, and in accordance with any regional or national association standards.

Check playing field or practice area for any hazards (broken glass, holes, rocks, etc.) If found, report immediately to facility officials.

An Accident/Injury/Incident Report form must be submitted for all members who are injured during practices, competitions, or any club-related activities both on and off-campus. The form must be submitted to the Office of Student Involvement within 24 hours.
Liability & Insurance

- All organization members must sign the Affirmation and Liability Release form prior to engaging in any practices, games, or competitive actions.
- Copies of this form must be kept in possession of organization officers as well as on file in the Office of Student Involvement.
- Forms must be updated and maintained as new members join the organization.

Code of Conduct

Club and organization members are expected to respect the dignity of themselves and others both on and off campus. As a Wittenberg University student, individuals not only represent him/herself, but also the club or organization and the university as a whole. Members are expected to know and obey all city, state and federal laws and ordinances along with the Student Code of Conduct and Ethics, including policies pertaining to consumption and serving of alcohol (Programming with Alcohol Policy for student groups), disorderly conduct, and public nuisance. Violations of laws, ordinances, or University policies, whether on or off campus, will result in disciplinary action by the Dean of Student’s office.

Alcohol and Other Drug Use

- Alcohol use at any club sport or recreational organization sponsored event/program, both on and off campus, is strictly prohibited.
- Club sports and recreational organizations have the privilege to register events with alcohol in accordance with the Programming with Alcohol Policy for all registered student organizations.
- The use/distribution of drugs, except those used by persons to whom they are prescribed by a physical for medical purposes, is prohibited.

Disciplinary Action

If a club sport or recreational organization fails to abide by the policies and guidelines set forth by this handbook, the Office of Student Involvement, Wittenberg University Student Code of Conduct and Ethics, the organization will face disciplinary action by the Dean of Student’s Office. Sanctions may include but are not limited to:

- Fine
- Two Week Probation (Budget Freeze/Competition Freeze)
- 1 semester Probation (Budget/Practice, Competition Freeze)
- 1 year Probation (All club sport or recreational organization business and operations will cease)
- Loss of recognition as a Club Sport or Recreational Organization by the University
Equipment
- Equipment and uniforms purchased with allocated funds from Student Senate and the Office of Student Involvement are property of Wittenberg University.
- Organization Presidents must submit an annual equipment inventory to the Office of Student Involvement. This inventory must document type, location, condition, and lifespan of equipment.
- Each piece of equipment used by organization members should be routinely inspected to determine if it is in a safe working condition. This is the responsibility of the organization President.
- A first aid kit must be readily available at all organization games, practices, or events.
- Club sport equipment may be used only during the organization’s regular activity period. During other times equipment must be securely stored.
- All equipment not returned will be charged against the organization and/or individual members.
- The organization and/or individual members will be responsible for the replacement of any issued equipment which is lost or damaged.
- Organizations must take care in properly securing equipment. Organizations will be assessed for any equipment lost or stolen due to the organization’s negligence in properly securing equipment.

Travel, Transportation, Practice, and Event Itineraries
- A travel itinerary form is required for all on and off-campus events/competitions/practices. This form must be submitted to the Office of Student Involvement and organization advisor.
- The transportation and travel registration form must be filled out prior to any travel on behalf of the organization.
- All organizations and organization members are expected to uphold the image of the university and to act in a sportsmanlike manner when visiting other campuses or at competitions.

Personal Transportation
- In the rare case you choose to drive a personal vehicle, drivers are required to have up to date insurance and a valid driver's license.

Wittenberg Motor Pool/Off Campus Travel
- Wittenberg’s Motor Pool office allows registered student organizations to rent vehicles for official organization use.
Organizations must follow guidelines stated by Wittenberg University Motor Pool.

**Space & Facility Use**
- If the organization intends to use any facility space in the HPER Center and Athletic facilities, scheduling must be coordinated through the HPER Center.
- If the organization intends to use university buildings and greenspace (not under the Athletics Department), then scheduling should be done through the Coordinator of Scheduling in the Student Center.
- If the organization intends to utilize space outside of university control, they must follow the guidelines established by those facilities. Wittenberg students, coaches, and advisors are not authorized to sign contract on behalf of the organization.

**Finances**
- Organizations must attend and apply to budget hearings every spring through Student Senate. It is during this period that organizations request funding for the following academic year. Organizations are expected to follow funding guidelines as outlined by Student Senate. A full list of funding guidelines can be found on the Student Involvement website.
- If your organization is interested in charging dues, a meeting with the Director of Student Activities is required. Prior to charging dues, Organization President and Treasurer must meet with the Office of Student Involvement and their advisor to discuss implications of the charge. All dues must be billed through the university Bursar’s office and deposited into the organization’s account.
- Any equipment an organization is wishing to sell must receive approval from the Office of Student Involvement.
- Any fundraising or solicitation of sponsors must be discussed with the Office of Student Involvement.

**Documents to be Submitted**
- Each club is responsible for completing and submitting:
  o Assumption of Risk Waiver/Medical Information Form
  o Organization Registration
  o Membership Roster
  o Equipment Inventory
  o Travel & Transportation Itinerary
Officer Responsibilities
All organizations are self-governed and self-administered. The management of organizations is the responsibility of the organization officers. It is the responsibility of organization officers to effectively communicate with advisers, coaches, and university administrators. Each organization should identify specific responsibilities for its officers. The following is a list of suggested duties for each officer. It is not all inclusive, but should assist organizations in maintaining smooth operational practices. Each organization should identify officer responsibilities in their respective constitution. Organizations are responsible for seeing that their officers become certified in CPR and First Aid with at least 2 officer’s and all captain’s certifications being copied and on file with the Office of Student Involvement.

President
The President is elected by members of the organization and could include the following duties:

1. Serve as a liaison with the Office of Student Involvement, Student Senate, and university administration.
2. Complete procedures for annual registration process as publicized by Student Senate and the Office of Student Involvement.
3. Schedule and complete the Equipment Inventory with the Office of Student Involvement yearly.
4. Notify the Office of Student Involvement of any roster changes. NOTE: No organization member may practice or participate in organization activities until appropriate information has been submitted to and approved by the Office of Student Involvement. This includes, but is not limited to, Assumption of Risk & Liability form, CPR certification, Coach/Instructor Volunteer Agreement(s).
5. Participate in Budget Hearings through Student Senate. An organization must have a constitution on file in the Office of Student Involvement in order to receive funding from Student Senate.
6. Train incoming President in all duties and familiarize her/him with the Club Sport & Recreational Organization Manual policies and procedures before they begin their term.

7. Meet with the Office of Student Involvement for annual evaluation during the spring semester. This evaluation includes a risk management consultation, goal review, and equipment audit.

8. Submit all required paperwork to the Office of Student Involvement.

**Vice President**

1. Preside over organization meetings and business in the absence of the Club President.

2. Assist the Club President with the administrative duties.

**Treasurer**

The office of the treasurer is crucial to all organizations. The treasurer is responsible for keeping completed and updated financial records according to university financial policies and the laws of the State of Ohio.

1. Collect club dues.

2. Keep an accurate record of all club accounts. Keep receipts and document each expenditure and each deposit.

3. Know and follow college guidelines for all expenditures and transactions made by the club.

4. Assist the President in budget preparation and presentation for budget hearings. Know and follow guidelines for requesting funds from the Office of Student Involvement and Student Senate.

5. Submit financial report Office of Student Involvement and Student Senate.

6. Assist the President in preparing the annual audit information.

7. Work with the Office of Student Involvement to complete all club expenditures.

8. Insure that club sport money is used properly and that bills are paid in a timely fashion.

**Secretary**

1. Record minutes for organization meetings.

2. Conduct correspondence for the organization and provide written documentation of the organization’s activities to advisor and the Office of Student Involvement.

3. Maintain accurate organization roster in the Office of Student Involvement.
**Adviser & Coaches**

Each organization will have a faculty/staff member who will serve as the organization’s official adviser. The adviser must be a full-time current member of the Wittenberg University faculty or staff. The selection of this person is the responsibility of the organization and is subject to approval by the Office of Student Involvement.

Do to the skill level involved with many club sports and recreational organizations, many organizations need the assistance of an outside coach or instructor. Any organization wishing to use a coach or instructor not affiliated with the university must submit a written request to the Office of Student Involvement, which will include the prospective coach’s qualifications, experience, and pertinent certifications. The coach must submit the Volunteer Agreement to the Office of Student Involvement and Human Resources before involvement with the organization can occur. The prospective coach must also meet with a member of the Office of Student Involvement to discuss his/her participation with the organization. Should the Office of Student Involvement approve the prospective advisor, he/she will undergo a background check through human resources.

**Basic Function/Purpose of Coach/Instructor**

The Coach/Instructor will provide organized, safe instruction and training for various skill levels, and will monitor performance for the purposes of skill development for recognition or assignment of competitive entries. He/she shall be a positive role model for all organization participants.

**Essential Responsibilities**

- Teach techniques to develop and improve the skills of club members.
- Establish relevant exercises for skill improvement.
- Ensure facilities are free from hazards and equipment is in proper, working condition.
- Assist officers with the purchasing and maintenance of equipment.
- Assist the officers with the planning and implementation of practice schedules.
- Assist the officers with coordination of team travel and lodging.
- Assist the officers with the planning and organization of organization sponsored events.

**Desired Qualifications**

- Knowledge of the specific sport.
- Experience in coaching college age athletics. Certifications preferred.
- Knowledge of the rules, policies, and sport procedures.
- CPR/First-Aid certified.
The role of the organization coach/instructor is to coach and instruct members on the skill and strategy related to the activity. Day to day operations and governance of the organization will be the responsibility of the organization’s officers. Organization officers will serve as the liaisons between the organization and the Office of Student Involvement, Student Senate, and Athletic and Recreation Policies Committee.

Coaches and Instructors may not receive monetary compensation for their services.