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Club Sports Contact Information

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Disclaimer: Club Sports administrative staff reserve the right to modify this document throughout the course of the year. Administrators will seek assistance from the Club Sports Association (CSA) on policy revision and will be active in informing clubs of any changes that are made to this document.

INTRODUCTION

- **Club Sports Mission:** To support the Marshall Recreation Center, the Division of Student Affairs, and Marshall University in a holistic development of students by providing exceptional recreation, wellness, education, and leadership opportunities, and facilities that support and encourage a healthy lifestyle.

- **What is a Club Sport?** A club sport at Marshall University can be defined as any voluntarily organized group of Marshall students, faculty, or staff that wish to pursue competition in a specific sport involving physical skill. Club sports are often associated with their own sport governing bodies or leagues that help them to compete against other collegiate clubs or outside teams, but are not regulated by the National Collegiate Athletic Association (NCAA) or National Association of Intercollegiate Athletics (NAIA), and do not have varsity status. Each club participant is responsible for representing Marshall in a positive manner by adhering to all University and Campus Recreation policies outlined in this manual.

CREATING A NEW CLUB SPORT

- **How to Create:** All clubs must be registered with Marshall University. These requirements are established by Student Involvement & Leadership and the Recreation Center and include, but are not limited to, a list of officers and advisors and acknowledgement of policies.

Club sports are voluntary associations led by students, which are legally separate entities from Marshall University and the Recreation Center. Because they are voluntary associations, clubs may not use “Marshall University” or any other Marshall University trademark in their names other than to identify that the organization is located at Marshall University (i.e. “at Marshall University”). Clubs may not represent or imply that they speak for or in the name of Marshall University or the Recreation Center.

Those interested in forming a new Club sport must adhere to the following guidelines:

1. Meet with the Coordinator of Competitive Sports and Camps to go over club sports guidelines (no duplication of active club sports i.e. one club per sport, per gender)
2. Complete the “*Intent to Form*” application
3. If approved, the club is entitled to *Provisional Club* status for a specific time period

4. Register club on HerdLink
5. Recruit at least 7 currently enrolled club members
6. Recruit a faculty/staff advisor(s)
7. Create club constitution
 - a. The club is required to include in its bylaws or its constitution a provision clearly stating that Marshall University is not responsible for organization acts and liabilities
8. Select officers (President, Safety Officer, Secretary OR Treasurer)
9. Document potential competitors, either through a governing league or listing clubs at nearby universities
10. Submit in season dates, contest schedules, and practice requests
11. Complete the Organization Recognition Form via HerdLink
12. Attend mandatory monthly Club Sport Association (CSA) meetings/trainings

➤ **Benefits for Recognized Clubs and Organizations**

1. HerdLink organization management and event planning tools
2. Reserve campus space for fundraising, practices, contests, and other events
3. Sponsor events and other activities on campus
4. Promote via “Herd Happenings” and other campus outlets
5. Apply for Student Government funding
6. Participate in university events such as orientation, WOW, homecoming, organization fairs
7. Inclusion in appropriate university publications
8. Access to the Student Involvement Leadership Library
9. Additional marketing opportunities, access, and resources from the Recreation Center

ANNUAL REGISTRATION FOR CLUBS

- **How to Annually Register:** University recognition requests must be submitted annually. To access registration, log into www.marshall.edu/Herdlink with your MU username and password. Select the “Organizations” tap, then click “Register an Organization.” In order to complete the process, please have the following:

1. Club/Organization summary (250 words or less)
2. Description (detailed paragraph or more)
3. Social media accounts
4. Primary contact Information (either president or advisor)
5. Campus Address
 - a. 1 John Marshall Drive

- b. Huntington, WV 25755
- 6. Logo (optional)
- 7. Officer and Advisor Contact information
- 8. Constitution (to be uploaded)
- 9. Roster (to be uploaded)
- 10. Federal Employee Identification number (optional)

MEMBERSHIP AND CLUB OFFICERS

- **Marshall University Students:** Any member of the Marshall Recreation Center is eligible to join a club sport. However, each club sport must have at least 7 student members. Please keep in mind that different club sport governing bodies may have rules that prohibit non student members from competing. No club may restrict its membership on the basis of race, sex, gender, color, national origin, religion, political affiliation, disability, age, or sexual orientation.
- **Faculty/Staff:** Active faculty and staff members are eligible for participation as guests. Guests are allowed to practice and compete with the club, but may not vote in club business or hold any offices.
- **Intercollegiate Athletes:** Current student athletes are not eligible to participate in club sports. In order to be eligible, participants must not be listed on the active roster of a Marshall University varsity athletic team.
- **Membership and Official Roster:** Each organization must have at least 7 members that are currently enrolled students. (Faculty and staff may also join). All club sport participants are required to have an active membership with the Recreation Center.
- **Officers:** Only students may hold an office and vote on club matters. To further the academic mission of Marshall University and the goals of out-of-class learning, certain criteria are required for student leaders to be elected or appointed as officers of club sports. In order to be an officer, a student must meet the following requirements:
 1. Be enrolled as a student
 2. Have a minimum cumulative GPA of 2.2 (3.0 for graduate students)

Club sports whose officer(s) does/do not meet the minimum GPA requirements will have one month in which to replace him/her. The advisor will be notified by the Director of Student Involvement & Leadership. Subsequent changes must be updated on HerdLink within one-month period. Below are requirements and

recommendations for each officer. Groups are encouraged to separate duties to ensure no one person is over-tasked with leadership roles.

- **President** (*required*) - The President has responsibility for the oversight of the club and all officers. The President is the liaison between the club, advisor(s), Club Sports Administrative Staff, and other University or community contacts.
- **Vice President** (*optional*): The Vice President duties may vary, however, it is the responsibility of the Vice President to represent the club if the President is unable.
- **Treasurer** (*or Secretary, required*): The Treasurer has responsibility for the financial well-being of the club. This includes preparing semester budgets and reports, and keeping record of all internal and external transactions.
- **Secretary** (*or Treasurer, required*): The Secretary has the responsibility of recording and reporting the operations via important forms such as the Roster and Travel forms. They assist in disseminating information, recording minutes at meetings, recording practice and event attendance, etc. This role may also oversee marketing and promotion.
- **Safety Officer** (*required*): The Safety Officer has responsibility for the safety of members during competition, practices, travel, and team events. Each club sport must have one Safety Officer for every 10 members. The officer must hold a Sports Safety Certification that must be filed in the Competitive Sports Office. The Safety Officer must be present at every practice and home contest. The Recreation Center is able to certify one member from each club per year free of charge (typically \$30). Contact the Recreation Center to sign up for a class.
- **Advisors** (*required*): Each club is required to have an advisor that is a full time faculty/staff employee. An advisor will help provide direction and maintain continuity in club programming. It is strongly recommended that the designated faculty/staff advisor be informed often of what is going on with the club. Advisors are responsible for the guidance, conduct, and eligibility status of club members. In addition, the Advisor is responsible for, but not limited to, the following:
 1. Being familiar with the Code of Student Rights and Responsibilities as well as Marshall University, Recreation Center, and Club sport policies and procedures
 2. Serving as a mentor to all club members

3. Developing leaders by encouraging the growth of student initiative, responsibility, and leadership
4. Providing counsel of club funds and encouraging sound financial and business practices
5. Assisting with the annual budget
6. Approving of developmental plans and activities
7. Assisting with the club's election process

- **Coaches/Instructors (optional):** The Recreation Center and the Division of Student Affairs acknowledges that its club sports often benefits from the assistance and direction of coaches and instructors. If the club wishes to have the services of a coach/instructor, they should seek an experienced individual who possesses technical knowledge of the sport and knows how to avoid player injuries and resulting liability. Clubs are encouraged to solicit coaches based on their activity, experience, and leadership skills.

In the selection of coaches, they may or may not be affiliated with Marshall University, but they will be required to abide by all Marshall University and Recreation Center policies. Coaches should also understand that club sports are student-run organizations. Coaches/instructors are encouraged to refrain from decision making of the club management, as club officers should take on these responsibilities. All coaches/instructors must abide by the following rules:

1. Must follow all club sport policies and procedures, as well as Marshall University and Recreation Center procedures relative to the Club Sports Program
2. Participation as a coach/instructor is completely voluntary
3. Maintain current First Aid/CPR certification
4. Maintain a level of professionalism when dealing with any team issues: try-outs, practice, travel, playing time, and player/coach relationships

- **Coach/Instructor Compensation:** Club coaches are not required. However, if the club requires the services of a coach/instructor and would like to give them compensation they must be paid by the club through non-university funds. Club coaches/instructors are not considered to be employees of Marshall University and are not eligible for benefits or salary pay.

- **Advisor/Coach/Instructor Removal:** The Recreation Center and Marshall University reserves the right to evaluate the performance and the involvement of all advisors/coaches/instructors. The Recreation Center and Marshall University has an obligation to protect all clubs. As a result, the Club Sports Staff reserves the right to

dismiss a coach or advisor who has acted outside the scope of his/her authority, University and/or club policy, violated state or federal laws and/or displayed conduct which is not in the best interest of the club, the Club Sports Program, and/or Marshall University.

FINANCIAL OPERATIONS

- **Back Accounts:** The funding of activities is primarily the responsibility of members; however, do not use personal account(s) of members to manage group funds. The organizations may maintain funds in an off-campus account. The organization will need to acquire an Employer Identification Number (EIN) from the Internal Revenue Service (IRS). By having an EIN, this keeps the President, Treasurer/Secretary, or Advisor from being required to have someone's Social Security Number associated with the club's account. It is recommended that accounts require two signatures for all checks. All funds collected, donated, or received should be deposited in a checking account specifically for the club. Before opening a bank account, visit several banks to see which one best suits the organization's needs.

- **Potential Sources of Income:**
 1. **Dues** (the method of establishing and collecting dues should be set forth in the club constitution)
 2. **Donations**
 3. **Student Government allocations** (to apply for funding visit www.marshall.edu/sga)
 4. **Fundraising** (bake sales, car washes, product sales, and restaurant partnerships)

- **On Campus Fundraising Requests:** Clubs may solicit at reasonable times and places on University property, and under reasonable conditions imposed by University officials charged with control of the areas. To determine what conditions are reasonable to fundraise in, clubs must submit a fundraising form 48 hours in advance of any planned fundraiser. The Club Sports Staff will review the request and determine if the event is appropriate or if it will conflict with any other university events.

- **Tax Information:** All tax and legal matters relating to organizational activities are the sole responsibility of the club. Clubs are not authorized to use the University's Employer Identification Number (EIN), non-profit status, or tax exempt status. Clubs are responsible for understanding all requirements and obligations for filing reports to the IRS.

- **Employer Identification Number (EIN):** An EIN is merely a unique identifier to a club, similar to an individual's SSN. Applications for an EIN can be retrieved at irs.gov. Obtaining an EIN does not mean a registered club is a non-profit or has tax-exempt status.
- **Tax-Exempt Status:** A club is NOT considered tax-exempt by the IRS unless they apply for such status. The IRS has established eligibility criteria for varying kinds of non-profit organizations. IRS Publication 557 (irs.gov/pub/irs-pdf/p557.pdf) provides a description of the various types of 501(c) non-profit organizations.

RECREATION CENTER FACILITY RESERVATIONS PROCEDURES

- **Priority:** Please note that it is not guaranteed that every scheduling request will be approved due to other reservations. Within club sports, priority will be given to clubs that are "in-season" and have met the reservation guidelines. If conflict continues, priority may be given to clubs in best standing with the Club Sports Staff, which will be determined by code of conduct, attendance, and input from the Club Sports Staff.
- **Practice Schedules:** Each club sport must submit their practice schedule requests through HerdLink. Please note that the Multipurpose Turf Field is generally reserved for Intramurals on Mondays-Thursdays 6:30-11:00 PM. It is important that each club sport submit their requests as soon as possible. Fall proposed practice times will be due August 1st of each year. Spring proposed practice times will be due December 1st of each year. If a club wants to hold an additional practice outside of their normal schedule, the request must be made at least 48 hours prior to the start time.
- **Home Contest Schedules:** Home contest/event schedules must be submitted on HerdLink within the first two weeks after the first day of classes begin both semesters. Any additional home contest/event requests can still be made past this deadline, but it needs to be submitted at least two weeks prior to the contest and any facility requests may not be approved due to staff and space availability. It is encouraged that clubs create their schedules four to six months in advance.
- **Away Contest Schedules:** Away contest/event schedules must be submitted on HerdLink within the first two weeks after the first day of classes begin both semesters. Any additional away contest/event requests can still be made, but it needs to be made at least two weeks prior to the contest. Any club that submits after this deadline or that travels without notice will be subject to disciplinary action which could include loss in facility reservations, loss of funding, or suspension.

- **Meeting Rooms:** Any club wishing to reserve a meeting room in the Recreation Center are again encouraged to do so in advance. All requests can be made through Herd Link.
- **Home Football Game Days:** Clubs are allowed to host contests on home football game days, but the contest must be finished before noon. It is recommended that start times be no later than 9:00 AM.
- **Postponed or Cancelled Contests:** In the event that a home contest is cancelled, the Recreation Center must be notified immediately. If an event is postponed or rescheduled, the Club Sports Staff can assist in rescheduling, but must be notified within 48 hours of the schedule change being made.
- **Changes/Additions/Cancellations:** Any time a club reserves facility space, it must be used. If a club wishes to adjust the reservation or cancel, the Club Sports Staff must be notified at least 48 hours before the reservation takes place. Failure to use a reserved space hinders the club's ability to reserve space for future use. Clubs are responsible for setup and cleanup of all sites.
- **No Shows:**
 1. **Practices:** A club must be practicing by five minutes past the scheduled start time to claim and retain the reserved space. Two practice no shows without 48 hours of prior notice will result in the termination of the reservation for the rest of the semester. This will also affect practice times for the following semester.
 2. **Home Contests:** The hosting club must have enough participants to begin the contest within 15 minutes of the scheduled start time. A forfeit/no show without 48 hours or more of prior notice will result in the club paying for all costs to help run the event. These costs may include facility reservation and staffing. Two forfeits/no shows in one semester will result in termination in ALL reservations for the rest of the semester. This will also affect all reservations for the following semester.
- **Facility Usage Policy:** Alcohol, drugs/tobacco, and pets are not allowed on any of the facility spaces. When hosting other teams for contests, the sponsoring club assumes responsibility for their actions. Any damages done to fields, courts, or equipment need to be reported immediately to the Club Sports Staff. Damages may result in fines.

RISK MANAGEMENT PROCEDURES

- **Club Rosters:** All club members must have an active Recreation Center membership. In having an active membership, each club member has an active waiver on file permitting him/her to participate in all club sport practices and home contests. Please note, that different club sport governing bodies may have rules prohibiting non student members from competing.
- **Waivers:** When hosting an event at Marshall University, all opponents must sign a waiver allowing them to participate. The waiver can be found on the club sports website.
- **Safety Officer:** The Safety Officer is a mandatory position within each club and has responsibility for the safety of members during practice, travel, contests, and other club events. Each club must have one Safety Officer for every 10 members. The Safety Officer must hold a current Sports Safety Certification that must be filed with the Recreation Center. Campus Recreation will provide one member from each club with one free Sports Safety certification class each year. For additional safety officers, the cost of the certification will be \$30.
- **First Aid Kits:** At the beginning of each semester, each club will be given a first aid kit from the Recreation Center. The Safety Officer will be responsible for bringing the kit to every club practice and contest. Any club that damages or does not return the kit at the end of the semester will be subject to a \$25 fine. The kit contains a concussion protocol sheet, accident forms, incident forms, and, of course, first aid supplies such as band aids, gauze, etc.
- **Accidents:** All injuries or accidents sustained during club practices or away contests need to be documented by the Safety Officer. The Building Manager on duty will assist in completing any documentation. In this way, the Recreation Center is able to assist the injured participant and can file the report.
- **Incidents:** All incidents during club practices or away contests involving behavioral problems, such as fighting, from club participants or spectators need to be documented by the Safety Officer. The Building Manager on duty will assist in completing any documentation. In this way, the Recreation Center is able to help dissolve the issue and can file the report.
- **Supervisors:** While each practice will be unsupervised for each club, each contest will require a Club Sports Supervisor to be in attendance. The supervisor will primarily be responsible for administering waivers to visitors, responding to any accidents/incidents that may occur, and ensuring that both teams are adhering to facility policies.

EMERGENCY ACTION PLANS

➤ **Emergency Contact Information**

- Marshall University Safety (for on campus): 304-696-4357(HELP)
- Cabell County EMS (for off campus): 304-526-8484
- Huntington Police Department (for off campus): 304-696-4470

➤ **Code Yellow: Minor Medical Emergency**

Minor medical emergencies are non-life threatening injuries or illnesses.

Examples are:

- Bloody nose
- Sprained ankle
- Bone or joint injuries that do not involve protruding bones through the skin
- Minor bleeding and open wounds
- First and second degree burns not on face or neck

Action Plan (to be completed by Safety Officer or Club Sports Supervisor):

1. Stop activity and direct away participants and/or spectators
2. Give care
3. Supervisor completes the necessary form and sends it to the Campus Recreation Office
4. Campus Recreation Office follows up with injured participant

➤ **Code Blue: Major Medical Emergency**

Major medical emergencies are injuries or illnesses that are acute and pose an immediate risk to a person's life or long term health. These emergencies will require immediate professional medical assistance. EMS will always be called when a Code Blue is announced. The first responder will relay as much detail regarding the injury and victim as is evident to the caller. Code Blue includes but is not limited to the following situations:

- Shortness of breath
- No breath or pulse
- Chest or upper-abdominal pain
- Unconsciousness
- Seizure
- Possible spinal or neck injury
- Disorientation
- Bleeding that cannot be controlled
- Severe or persistent vomiting

- Coughing or vomiting blood
- Major injury or trauma
- Feeling of impending doom (symptom of a heart attack)
- Sudden vision changes or loss of vision
- Suicidal or homicidal feelings
- Serious head injuries
- Poisoning
- Gunshot wounds
- Anaphylactic shock

Action Plan (to be completed by Safety Officer or Club Sports Supervisor):

1. Stop activity and direct away participants and/or spectators
2. Call EMS
3. First responder (Safety Officer or Club Sports Supervisor) gives care until assistance takes over
4. Supervisor completes the necessary form and sends it to the Campus Recreation Office
5. Campus Recreation Office follows up with injured participant

➤ **Code Violet: Violence**

A Code Violet will be called at any point when a physical or verbal altercation has occurred and is not easily contained by staff members in the immediate area.

These instances could include:

- Threatening language or behavior
- Excessive swearing or verbal abuse
- Any aggressive physical contact

If the situation is in your area, please follow these guidelines:

- Communications is a fundamental part of dealing with any disruptive situation.
- Body Language
- Maintain appropriate and safe personal space from the aggressor. More than an arm's length away.
- Maintain eye contact
- Tilt head slightly forward to show concern
- Slightly nod head to show support
- Pay attention to aggressor's gestures, posture, facial expressions
- Verbal Communication
- Identify yourself
- Use aggressors name
- Maintain a calm voice
- Do not threaten the aggressor and enforce the limits you place
- Understand cultural and ethnic and gender differences

- Listen to rate, tone and volume of subject's speech
- Avoid using the word "you" instead use phrases with "I"
- "I sense..."
- "I understand..."
- "I would like to know..."
- Use the word "we"
- "Why don't we..."
- Use LEAPS (Listen, Empathize, Ask, Paraphrase, Summarize)
- If you feel you cannot calm someone down
- Ask "would you rather talk to someone else?"

Action Plan (to be completed by Safety Officer or Club Sports Supervisor):

1. Stop activity and direct away participants and/or spectators
2. Do not become physically involved in incident
3. If situation cannot be contained, contact MU Safety (if on campus) or Huntington Police Department (if off campus)
4. Gather as much information as possible about those involved
5. Supervisor completes the necessary form and sends it to the Campus Recreation Office

Active Shooter Action Plan:

1. Run
 - Have an escape route planned
 - Leave your belongings behind
 - Keep your hands visible
2. Hide
 - Hide in an area out of the shooter's view
 - Block entry to your hiding place and lock the doors
 - Silence your cell phone and/or pager
3. Fight
 - As a last resort and only when your life is in imminent danger
 - Attempt to incapacitate the shooter
 - Act with physical aggression and throw items at the active shooter

➤ **Weather**

1. Lightning:
Practice or games will be delayed or suspended due to lightning and may resume 30 minutes after the last visible lightning strike. During delays, all

participants and spectators will be asked to move indoors or to nearby vehicles.

2. Extreme Weather:

For other weather conditions, it is at the discretion of the Club Sports Supervisor to decide if conditions are playable.

POLICIES AND GUIDELINES

- **Membership Selection/ Non-Discrimination Policy:** Every student organization recognized by Marshall University is expected to select its membership upon the basis of individual merit without regard to race, sex, gender, color, national origin, religion, political affiliation, disability, age, or sexual orientation.
- **Hazing Policy:** Hazing is prohibited. Hazing means to cause any action or situation which recklessly or intentionally endangers the mental or physical health or safety of another person or persons or causes another person or persons to destroy or remove public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in, any organization operating under the sanction of or recognized as an organization by an institution of higher education. The term includes, but is not limited to, any brutality of a physical nature, such as whipping, beating, branding, forced consumption of any food, liquor, drug or other substance, or any other forced physical activity which could adversely affect the physical health and safety of the individual or individuals, and includes any activity which would subject the individual or individuals to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual or individuals, or any willful destruction or removal of public or private property: Further, the implied or expressed consent or willingness of a person or persons to hazing shall not be a defense.

If hazing is suspected, please contact MUPD (304) 696-HELP, Student Affairs (304) 696-6422, fill out a confidential hazing submission form at www.marshall.edu/student-activities/hazing-prevention/hazing-submission.

Students should be aware that Marshall University's Anti-Hazing Policies are in accordance with West Virginia State Law:

Any person or persons who causes hazing is guilty of a misdemeanor, and, upon conviction thereof, shall be fined not less than one hundred dollars nor more than one thousand dollars, or confined in a county or regional jail, not more than nine months, or both fined and imprisoned: Provided, that if the act would otherwise be

deemed a felony as defined in this code, the person committing such act may be found guilty of such felony and be subject to penalties provided for such felony.

- **Alcohol Policy:** Consumption of alcohol or partaking of drugs or any other controlled substances while representing Marshall University as a Club Sport is not allowed. Events include practices, home and away games, and this applies to any member, coach, volunteer, or advisor. At no time shall any club participants use University money to purchase or transport alcohol, drugs, or tobacco. Club members are prohibited from the consumption of alcohol 6 hours prior to participating in any club activity and shall not participate under the influence of any substance. If the game is an away event, members are prohibited from the consumption of alcohol 24 hours prior to the departure and return of the trip. *Note: If operating a University or rental vehicle, club members are prohibited from consumption of alcohol at least 24 hours prior to departure.*

Marshall University has established policies and guidelines governing the sale, possession, and consumption of alcoholic beverages on the University campus that are consistent with West Virginia state law. State law prohibits the sale and consumption of all alcoholic beverages to persons under the age of twenty-one (21). Accordingly, possession and/or consumption of alcoholic beverages by underage persons is not permitted on property owned or controlled by the University.

- **Sexual Misconduct Policy:** Any act of sexual misconduct as defined under Marshall University Board of Governors Policy No. GA-16 constitutes a violation of University policy. Sexual misconduct can be committed by men or women, and it can occur between people of the same or different sex. The University is committed to fostering a campus environment that both promotes and expedites prompt reporting of sexual misconduct and timely and fair adjudication of sexual misconduct cases. Sexual Misconduct is defined as any act of a sexual nature perpetrated against an individual without effective consent or when an individual is unable to freely give consent. Sexual harassment is a form of discrimination that includes verbal, written, or physical behavior of a sexual nature, directed at someone, or against a particular group, because of that person's or group's sex, or based on gender stereotypes, when that behavior is unwelcome. Sexual intimidation involves: (1) threatening to commit a sexual act upon another person, (2) stalking, (3) cyber-stalking, or (4) engaging in indecent exposure.
<http://www.marshall.edu/board/files/policies/MUBOG%20GA-16%20Student%20Sexual%20Misconduct%20Policy.pdf>

- **Social Media Policy:** In order to maintain a consistent and positive public image of Marshall University and all related activities, both Students Affairs and Club Sports

Offices encourage club sports to be mindful of the information being displayed on social media accounts. Social media are defined as media designed to be disseminated through social interaction, created using highly accessible and scalable publishing techniques online. Examples include but are not limited to: LinkedIn, Facebook, Twitter, YouTube, Flickr, iTunes U, Second Life, Snap Chat. Emails and online forums can also be included in these guidelines. Should inappropriate information be found on any club sport social media account, the club will be subject to disciplinary action.

- **Group Responsibility Policy:** The Code of Student Rights and Responsibilities (http://www.marshall.edu/student-conduct/files/2300_Student_Conduct.pdf) applies to the behavior of recognized student organizations both on and off campus. Marshall University has established the following group responsibility policy to define organizations' responsibility for the actions of their members. This policy pertains, but is not limited, to incidents involving hazing, discrimination, vandalism, theft, alcohol or substance abuse, dishonesty, disorderly conduct, violence, misuse of organization or University funds and any other violations of the Code of Student Rights and Responsibilities.

Upon registration or application for recognition, by the University, each student organization becomes responsible for acting in accordance with the provisions of the Code of Student Rights and Responsibilities, and all other applicable University and community policies and standards. Official University action will be taken when the behavior of the members of a student organization is in violation of community standards and interferes with the University's educational purpose, or with its duty to protect individual health, welfare, and property.

Student organizations may be held responsible for the acts of individual members. The degree to which an organization is responsible for the activity of its members is not necessarily dependent upon the number of members engaging in the activity, but depends upon whether the activity is related to the organization as described in the following four categories:

1. When a member of an organization is violating local, state, or federal law or present, by failing to discourage such activity, or by implicitly condoning the behavior;
2. When the acts grow out of or are directly related to the student organization's activities or an environment created by the organizations;
3. When the acts are those of guests of an organization, or persons authorized/permitted to represent themselves as connected with the organization;
4. When an organization places prospective members in a subordinated status prior to achieving full membership, or imposes any kind of probationary period prior to full membership, and hazing occurs.

In addition to the group being held liable, members and officers may be cited and held responsible as individuals for their roles in any violations of the Code.

CLUB SPORTS ASSOCIATION

- **Mandatory Attendance:** The Club Sports Association (CSA) is the student advisory board responsible for interacting directly with the Club Sports Administrative Staff and acts as an action committee representing all club sports. Each club elects one person (usually the president) to serve as a representative to the council, who is required to attend all meetings. Clubs not in attendance will be given discipline points. The CSA meets approximately every month in the Recreation Center and primarily discusses club policies and procedures, discipline, schedules, any club updates, and other pertinent concerns. The CSA is advised by the Coordinator of Competitive Sports. The CSA is meant to be a leadership opportunity for club members to be further involved in the Club Sports Program, but also allows for much needed communication and organization between club sports and the administrative staff.

MARKETING & RECRUITMENT OPPORTUNITIES

- **Recreation Center Marketing Requests:** Campus Recreation offers the opportunity for each club to submit two marketing requests each semester. To submit a marketing request in the Recreation Center, contact the Club Sports Staff. So long as the club is in compliance, Campus Recreation can help promote the club through the following methods:
 1. Flyers/Posters (to be displayed in the Recreation Center and around campus)
 2. Screen Ads (can be displayed on screen throughout campus and/or in the Recreation Center)
 3. Social Media (includes Marshall Rec Facebook, Twitter, and Instagram posts)
 4. Radio Ad (to be heard over the Recreation Center radio)
 5. Press Release (to be posted in the university student newspaper)
- **Recreation Center Competitive Sports Display Case:** As another way to promote club sports, Campus Recreation will have a display case for clubs to post any club information or updates. The case will be shared with Intramural Sports and be located adjacent to the locker rooms in the Recreation Center.
- **HerdLink:** Effortlessly promote organization events to the Marshall University community within [www. Marshall.edu/HerdLink](http://www.Marshall.edu/HerdLink). Easily track RSVPs and promote events with centralized calendars, social media integrations, and the involvement-finder app.

- **Herd Happenings:** The weekly e-newsletter designed to inform all students about events taking place in the Marshall University community. For submission guidelines and requirements visit www.marshall.edu/HerdHappenings. Submit items to mymuannouncemnts@marshall.edu.
- **Tabling:** To reserve a table in the Student Center or other campus locations, fill out a request with Facilities Scheduling's 25Live website.
- **Banners:** The Campus Activities Board and Marshall Artists Series have blanket permission to post banners on the Memorial Student Center campus side balcony. Other groups may request permission for posting banners through the Student Involvement and Leadership office.
- **Posting on Bulletin Boards:**
 1. Student bulletin boards are reserved for use by recognized student organizations, Marshall Artists Series, Campus Activities Board, and University offices. Any poster which fulfills the following requirements may be considered approved and then posted for the specified period of time.
 - a. The name of the recognized student organization sponsoring the poster must be clearly visible.
 - b. The date of the event advertised or a date at which the poster is considered to have fulfilled the function must be included. Any poster not fulfilling these requirements will be removed from the bulletin board by a member of the staff.
 - c. Legitimate posters are to be removed the day following the event by the person or persons who put up the poster. Failure to comply with regulations will result in loss of posting privileges.
 2. In residence halls, permission must be received from the Resident Director of the hall, and the rules and regulations of that hall must be observed.
 3. Departmental boards are clearly marked and no material is to be posted thereon except at the direction of the chair of the department.
 4. In order to maintain the natural beauty of the campus and to preserve the quality of the buildings, trees, and shrubs, there shall be no posting of notices on any buildings, poles, benches. Posting on trees is acceptable only if string or tape is used (no tacks or nails).
 5. Posting is not permitted on woodwork, doors, windows, walls, or painted surfaces.

6. In accordance with the State Fire Marshall's regulations, all posting within thirty (30) inches from any light fixture must be of fireproof materials. For this reason, no poster, promotional materials, or decorations may be suspended from any light fixture.
7. There shall be no signs or promotional materials stretched across the corridors of buildings, on the outside of buildings, or between structures unless by special permission, arranged through the Student Affairs Office.
8. Special provisions can be made for displaying posters during Student Government elections or other all-campus referenda through the Student Affairs Office.
9. Courtesy and respect for the freedom of expression by others dictate that posters are not to be marked on, destroyed, or removed. Anyone discovered defacing posters will be subject to disciplinary action under the Student Code of Rights and Responsibilities.
10. Off campus groups must receive permission from the Student Affairs Office before posting any signs or posters on campus. If approval is not received, such material will be removed.

OTHER GUIDELINES

- **Equipment and Storage Spaces:** All club sports equipment purchased with Marshall University allocated funds should be stored in university facilities whenever possible. The Club Sports Staff can assist in finding appropriate storage space, but cannot guarantee that space will be available. When clubs find storage space, it is assumed that the equipment will not be damaged or lost. The Club Sports Staff will monitor storage spaces, but is not responsible for each club's equipment. Each club needs to regularly check their own equipment and make any updates when needed.
- **Promotional Items, Logos, and Club Uniforms/Apparel:** The use of promotional items to promote club or organization events are a great way to brand your organization. Marshall University has a list of approved vendors that may be used to purchase promotional items. All promotional items and merchandise that contain the Marshall University name, logo, or word mark must be produced through one of these approved vendors. To see if the vendor is a Marshall University approved vendor, call the University Communications Department at (304) 696-3958 or visit www.marshall.edu/UComm. All club sport team names, uniform apparel, team shirts, and use of Marshall University logos must be approved through the Club Sports Staff.

- **Officials for Home Contests:** Oftentimes, clubs hosting events are responsible for providing the officials for the staff. Clubs have the authority to select their own officiating staff, but are encouraged to contact the Competitive Sports Office for help when needed. There are various officiating associations in or near Huntington that would be able to officiate certain sports. Additionally, Marshall Intramurals has their own student officiating staff that would be willing to assist. For contracting intramural officials, the standard fee will be \$15/hour/official.
- **Missed Classes and Excuse Letters:** It is understood that club sport athletes often must miss classes in order to attend club contests or events. If needed, excuse letters can be provided to instructors. These letters will ask permission to be excused from class due to a university event. To receive a letter, the Club Sports Office must be notified at least three business days in advance. Letters will not be written after the event occurred.

AWARDS

- **Club Sport of the Year:** In order to run for Club Sport of the Year, a nomination must be sent to the Club Sports Staff on behalf of the club. At a CSA monthly meeting, the club will have the opportunity to explain to the association why their club is deserving. Each club will then vote on which should win. The CSA votes will be heavily considered, but the final decision will be made by the Club Sports Staff. Other factors that will be considered for this award will be the club's success throughout the year, recruitment efforts, and any discipline points accumulated throughout the year. The winning club will put on display in the Competitive Sports Display Case.
- **Club President of the Year:** In order to run for Club President of the Year, the club president must nominate himself/herself or be nominated by their club. At a CSA monthly meeting, the president's club will have the opportunity to explain to the association why their president is deserving. Each club will then vote on who should win. The CSA votes will be heavily considered, but the final decision will be made by the Club Sports Staff. Other factors that will be considered for this award will be the club's success throughout the year, recruitment efforts, and any discipline points accumulated throughout the year. The winning president will put on display in the Competitive Sports Display Case.