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Section 1. Club Sports Program Overview

Article 1. Mission
The Penn State University Club Sports Program, administered by the Department of Campus Recreation, is dedicated to the mission of providing and developing leadership opportunities for students interested in a sport or activity. As part of the Division of Student Affairs, Club Sports is committed to improving the quality of life for students, as well as encouraging healthy lifestyle choices. Each club is student-run and establishes an organizational framework, leadership, and schedule to meet the needs of their membership. Club sport organizations meet regularly for practices, demonstrations, clinics, seminars, social activities, and may compete in regional and national championships.

Article 2. Motto
“For the students, by the students”

Article 3. Office Hours & Contact Information
130 Intramural Building | Monday-Friday 8:00AM-5:00PM | 814-865-4136 | psucsp@gmail.com

sites.psu.edu/clubsports/

Penn State Club Sports Program | @psucubsports | @pennstateclubssports

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Section 2. Recognition and Eligibility

Article 1. Definition
The Penn State University Club Sports Program oversees student organizations whose primary mission is to further sport and physical activity on campus. These organizations are student-run and have the opportunity to develop skills in the areas of leadership and financial, organizational, and time management. All club sport organizations should compete under the purview of a national governing body, with an emphasis on intercollegiate competition, and incorporate the learning of sport-specific skills through instruction. Club sport organizations may select members through a tryout process.

Article 2. Recognition Criteria
A student organization must meet all of the following criteria to be recognized as a club sport organization:
1. The organization must meet the requirements of a registered student organization, as defined by the Office of Student Activities.
2. The organization must meet the definition of a club sport.
3. The organization’s primary activity must not duplicate that of an existing club sport organization.
4. The organization must offer an activity that falls within acceptable safety guidelines, using the ROW Assessment Tool, as determined by the Competitive Sports Staff, and the offices of Risk Management and Environmental Health and Safety.
5. The primary activity of the organization must involve physical activity and may involve competition.
6. The organization must have a minimum of 10 student members.
7. All organizational decisions must be made by full-time student, elected leaders.
8. No club may restrict its membership on the basis of race, sex, sexual orientation, religion, color, national or ethnic origin, age, disability, or military service.

Article 3. Eligibility
1. All undergraduate and graduate students registered for at least one credit hour at The Pennsylvania State University’s University Park campus are eligible to join a club.
   a. Intercollegiate athletes are not eligible to participate in Club Sports. Please contact the Senior Assistant Director of Competitive Sports with any specific questions.
   b. Students enrolled at the World Campus are not considered University Park students unless they are also enrolled in at least one credit hour at the University Park campus.
2. Only currently enrolled full-time students of the University Park campus are permitted to hold leadership positions within each club.
Section 3. Starting a New Club Sport

Article 1. Petitioning Process for Potential Club Sport Organizations
Any group of students with a collective interest in a sport or activity has the ability to start a new Club Sport. The process for doing so is outlined in the steps below. If you have any questions, comments, or concerns with the process, please feel free to contact the Competitive Sports Office for assistance.

1. Students attempting to form a new club sport organization must submit a proposal to the Competitive Sports Office. The proposal must include all of the following:
   a. A written statement justifying the potential organization and why it should be accepted as a club sport organization.
   b. A written statement explaining the differences between the potential club sport organization and any similar existing club sport organizations.
   c. A written statement describing the potential club sport organization’s activities, and the space requirements for such activities.
   d. List of names, phone numbers, email addresses, and position of officers of possible student leaders for the potential club sport organization.

2. Upon receipt of all required documents, the Competitive Sports Staff will review the proposal, providing any feedback necessary to the individual(s) making the request, and score the activity using the ROW Assessment Tool to determine if the activity meets acceptable risk management and safety standards of The Pennsylvania State University.

3. The individuals will receive notification as to the outcome of their request. If denied, the students will be notified as to why the activity does not meet the above mentioned standards, such as risk, duplication of activity, etc. If approved, the students will be provided a constitution template in order to write a constitution. They will be notified of upcoming officer training sessions, and requirements for annual activation. The Club Sports Program will work with the Office of Student Activities to officially recognize the club as a student organization of The Pennsylvania State University with all the benefits and responsibilities that come with this recognition.

4. Upon recognition the new club sport organization must complete all necessary Annual Activation Requirements. *Club sport organizations may not engage in any organizational activity until all Club Sport Programs Annual Activation Requirements have been completed and the club is notified that it has achieved “active” status.*
Section 4. General Participation and Safety Guidelines

Article 1. Health/Safety/Medical Insurance
Health professionals recommend that all participants complete a physical exam or have a doctor’s approval prior to beginning any exercise program.

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

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

Article 2. Hazing
Club sport organizations and club sport organization participants may not engage in hazing activities. Hazing is defined as any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student or that willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in any recognized student organization.

Article 3. Alcohol/Drugs
Consumption of alcohol is prohibited during all Club Sport Program activities, including the activities of individual club sport organizations, regardless of the age of the participants. Non-prescribed drugs, performance enhancing drugs, or any other substances that might be dangerous or detrimental to the participant’s health, or performance as a member of this organization are also prohibited.

Article 4. General Club Guidelines
All Club Sport Program participants have an obligation to refrain from actions and behavior that may jeopardize themselves or other Club Sports Program participants. The Club Sports Program reserves the right to remove participants from the program for actions/behavior that are deemed dangerous to themselves and/or other Club Sports Program participants.

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

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

Article 5. Compliance with Club Sports Program Office Requests
Club officers/participants are expected to comply with requests by the Competitive Sports Staff to attend a meeting regarding a club issue or event. In addition, club coaches/instructors and faculty/staff advisors are expected to comply with Competitive Sports Staff requests to meet as well. Club officers should ensure that fellow officers, club members, coaches/instructors, and advisors are compliant.
Section 5. Meetings, Practices, and Events

Article 1. Meetings
1. Each club should have at least one meeting for general membership per semester.

Article 2. Practices
1. Requesting Athletic and Recreational facilities (gyms, indoor/outdoor turf, grass fields, classrooms, pool, etc...) for recurring practices requires the following:
   a. Complete the Recurring Practice Request Form, available under Officer Log In section, on Club Sports website, by the appropriate semester deadline.
   b. Requests submitted after the semester deadlines may not be accommodated.
   c. Scheduling is prioritized taking into consideration primary club needs for a given space and classification level. Scheduling is not conducted on a first come, first serve basis. All clubs which submit practice requests by the given semester deadline will be looked at equally.
2. Regular Practices Facility Use
   a. Club Safety Officers for Risk Level II, III, and IV clubs must be present at all club practices.
      i. Safety Officers may be required to provide identification to a facility or Club Sports Program supervisor.
   b. Facility privileges may be withheld if club fails to adhere to Student Affairs, Campus Recreation, Intercollegiate Athletics, Club Sports Program, or facility policies and procedures; or if improper use of the facility occurs.
   c. Due to limited and overcrowded facilities, club sport organizations shall be required to maintain a minimum of 10 active members in order to retain facilities.
   d. The Club Sports Program reserves the right to deny facility privileges if requirements are not met.
3. Practice Cancellations
   a. Occasionally, practices may be cancelled due to facility maintenance or use of facility space by another group/entity. The Competitive Sports Office will notify clubs via email and the Club Sports Website as soon as it becomes aware of the cancellation(s). Club officers are asked to understand that practice cancellations may occur and are responsible for communicating the cancelled dates to their club membership.
   b. The Club Sports Program reserves the right to cancel practices during inclement weather and extreme temperatures. Practices are not permitted when the temperature drops below 32°F or rises above 90°F. Additionally, indoor practices in non-air conditioned areas will be canceled in extreme heat indices (above 90°F in the building).
   c. If a club sport organization chooses to cancel practice on their own for any reason, they should notify the Competitive Sports Office as soon as possible as a courtesy to the facility. In “fee-based facilities” (e.g. Natatorium, Multi Sport, Pegula Ice Arena, Sarni Tennis Center), if a practice cancellation is not made known to the Club Sports Program Office at least five business days in advance, or no notification is communicated at all, the club may incur the expense of the rental at the discretion of the respective facility.
4. Weekly Limitations – Club Sports Organizations will be limited to a maximum of 8 hours of practice per week.

Article 3. Special Events
Requesting process for special events such as games, tournaments, seminars, demonstrations, etc.:
1. Club officer shall complete a Special Event Request Form available under the Officer Log In section, on the Club Sports website. Smaller event requests, such as single games, demonstrations, clinics, etc., should be made at least two weeks prior to the desired event date. Larger event requests, such as tournaments and championships, should be made at least 60 days prior and discussed with a Competitive Sports Staff member. Requests may be made at any time but become increasingly difficult to accommodate if made within the above stated recommended deadlines.
2. Status of requests is available on the Club Sports website under “Submitted Forms”.
3. If notified of approval, the club president or appointed club officer may be required to meet with the Competitive Sports Staff to discuss event planning.
4. The Club Sports Program reserves the right to cancel an event due to inclement weather or field/facility deficiencies/concerns.
5. If an event is cancelled by the host club, the president or appointed club officer must notify the Competitive Sports Staff. If notification of cancellation is not made in a timely manner, as determined by the Competitive Sports Staff, the host club may be required to pay personnel, event preparation, and/or other related charges.
6. No commitments to third parties shall be made by any club sport representatives prior to obtaining approval from the Competitive Sports Office.
7. If the event requires officials, referees, or guest speakers/instructors, a club officer must meet with a Competitive Sports Staff Member no later than 7 days prior to the event to complete appropriate paperwork.
Section 6. Benefits of Being a Club Sport

Article 1. Leadership Development Opportunities:
Club sport organization members may run for elected positions within their respective club sport organizations.

Article 2. Mailing address
Each club sport organization has a mailbox inside the Competitive Sports Office. Club sport organizations should use the Competitive Sports Office as a permanent mailing address. Your club address is:

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

Article 3. Storage
Club sport organizations may request equipment storage space as necessary. Storage space will be assigned on an as needed basis. To request storage space, please see a Competitive Sports Staff Member in the office. Storage of personal equipment, purchased for personal use and not for use by the whole club, will be discussed on an individual basis.

Article 4. Programming Assistance
Competitive Sports Staff Members are available for advice, problem solving, general assistance, mentoring, and direction.

Article 5. Club Websites
All club sport organizations have the option of creating and maintaining an organizational website on www.sites.psu.edu. Links to organizational websites as well as social media accounts will be listed under each club sport organization’s information on the “Our Clubs” section Club Sports Program website.

Article 6. Facility Use
Club sport organizations may request use of academic space, HUB meeting rooms, and indoor and outdoor athletic/recreational facilities for practices and events. Most facilities are available free of charge, but some do have facility rental fees. Requesting this space must be done through the Club Sports website and must be approved by the Competitive Sports Office.

Article 7. Financial Support
Club sport organizations are eligible to apply for funding from the Club Sports Program in the form of annual Allocation (A, B, and C level clubs) and Championship Funding (for A and B level clubs). Additionally, club sport organizations must maintain and use for all Club business an Associated Student Activities (ASA) account.

Article 8. Equipment Usage
Special event equipment such as tables, chairs, coolers, etc., may be provided when inventory is available. Additionally, clubs may rent equipment from a local vendor such as Best Event Rental.

Article 9. Personnel Scheduling
The Competitive Sports Office will schedule Supervisors when available for special events or practices. Supervisors are a valuable resource for club development on and off the field. During practices and events, their responsibilities include monitoring activities and facility conditions to protect the safety of participants and spectators. These student supervisors act as a liaison to guests to minimize conflicts.

The Competitive Sports Office will also assist in scheduling Emergency Medical Technicians (EMT’s) and Athletic Trainers.

Article 10. Field Preparation
The Competitive Sports Office will arrange for field lining for practices and special events when resources are available. In some cases they may be able to provide your club with the resources to line the fields yourselves.

Article 11. Faxing
Club sport organization student officers may use the fax machine in the Intramural Building provided the transmission involves organization business. When having faxes sent to the Competitive Sports Office, please ask the sender to mark the fax as follows:

Attention: Club Name  
c/o Competitive Sports Office
Article 12. Absence Memos
The Club Sports Program offers a travel confirmation letter to club members who participate in an activity that is recognized by the Club Sports Program. This letter does not excuse academic absences, rather it provides a notification that the club member is participating in a Club Sports Program recognized activity. To receive absence letters, you must have an officer fill out the Absence Memo Request form on the Club Sports Website.

The club will receive confirmation that the memos are ready for pick up only once the trip has been “approved”. Club members are responsible for distributing the letters to their instructors.

NOTE: You should list the instructors name exactly as it to appear. The Competitive Sports Office will only print what is sent to us and will not assume that an instructor’s title is “Dr.” or “Professor” unless it is written that way in the email sent.

Article 13. Weight Room Use
The Club Sports Program will provide a limited number of open hours to all full-time student members of active club sport organizations in the Intramural Building Weight Room each week. Strength and Conditioning Staff members will also assist members and clubs with workout schedules and provide feedback. Club officers need to provide a list of rostered members, who they wish to have access to the weight room, to the Competitive Sports Office. Detailed information regarding the list process, hours, and procedures will be emailed out at the beginning of each semester.

Article 14. Access to Athletic Training Services
The Club Sports Program will offer appointment-only athletic training services to in-season clubs. Recognized club member may schedule appointments at the Competitive Sports Office with the trainer, who will be housed in 52 White Building. This service is free of charge for eligible club members. Additionally, clubs may hire athletic trainers for on-campus events.
Section 7. Promotion and Publicity

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

Article 1. Club Sport Organizations are “Clubs”
A club sport organization should identify as a “club” as opposed to a “team.” This allows for distinction from varsity counterparts and emphasizes the mission of student organizations to be active in student life beyond their primary sport/recreation goals.

Article 2. Merchandise/Clothing
Many club sport organizations purchase some type of merchandise to sell and/or provide to the club's members. This merchandise may include t-shirts, hats, sport items, etc. All merchandise and clothing must be pre-approved so the Competitive Sports Office can review any and all artwork and ensure it is compliant with University and Club Sports Program policies.

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

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

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

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

Article 3. Printed Materials
All printed materials such as banners, posters, flyers, etc. must be approved by the Competitive Sports Office prior to production and distribution.

Article 4. Daily Collegian
Club officers are encouraged to contact the Daily Collegian with event results and promotions for upcoming events.
Section 8. Annual Activation

Article 1. Procedures The following are requirements for club sport organizations to become activated each year. A club sport organization can only receive the benefits of, and access to practice space, Club Sport Program Allocation funds, and ASA funds if the club is activated.

1. All club officers must attend the specific officer training session for their position at the start of each academic year.

2. The following paper forms must be completed and submitted to the Competitive Sports Office:
   a. For all officers: “Officer Acceptance of Responsibility.” Available at Officer Training.
   b. For safety officers: “Safety Officer Acceptance of Responsibility.” Available online.
   c. For paid/volunteer coaches: “Coach/Instructor Information.” Required for all Risk Level III and IV club sport organizations. Available online.
   d. For Advisors: “Advisor Information.” Available online.

3. All Risk Level III and IV club sport organizations must have a Club Sports approved coach/instructor.
   a. Coaches/Instructors must provide evidence of successful completion of CPR/AED and Standard First Aid from an approved organization.
   b. Coaches/Instructors must complete and submit a Coach/Instructor Information form (see requirement #2).
   c. Coaches/Instructors must complete the online Jean Clery Act Training session every calendar year. These sessions are offered through the University’s Compliance Office website. Annual Clery Act training information will be communicated by the Competitive Sports Office.

4. All Risk Level II, III, and IV club sport organizations must have at least two fully certified and Competitive Sports Office approved Safety Officers.
   a. Safety Officers must provide evidence of successful completion of Adult CPR/AED and Standard First Aid from a university approved organization (American Red Cross, American Heart Association, or Emergency Care & Safety Institute) and only certifications from “in-person” or “blended learning” classes will be accepted.
   b. Safety Officers must sign a Safety Officer Acceptance of Responsibility form. Available online.

5. Completed Participation Agreement/Waiver forms for all club sport organization members must be submitted through the Campus Recreation Website (Fusion), http://pennstatecampusrec.org/. A club must have at least 10 approved Participation Agreements from full-time students on file with the Competitive Sports Office to be activated.
   a. Below are the instructions for how to register through the website:
      i. Visit http://pennstatecampusrec.org/
      ii. Click “Sign In” at the top right
      iii. On the box that appears in the middle of the screen, click “Penn State Access Account Login” and use your Penn State Credentials to login
      iv. Upon logging in, click the “Register” tab along the gray tabs at the top of the page
      v. Under the words “register”, ensure the “Currently Viewing” semester is the current semester
      vi. On the left side of the screen click on the Program Category: “Club Sports” then search for the organization which you are joining (clubs are listed alphabetical by sport)
      vii. Select the club you are joining and under the “Program Offerings” section on the club page, click the navy box that says “Add to Cart” (this will re-direct you to the 2017-18 Club Sports Program Waiver/Participation Agreement)
      viii. Read and understand the waiver/participation agreement and click the navy box “Accept Now & Register” at the bottom of the page
      ix. Verify that you are registering for the correct club sport organization, read the “Next Step” section, and click the navy box “Next: Add to Cart”
      x. A price point of $0.00 will appear, but you are not asked to enter in any payment information. Click the navy box “Checkout”, followed by the navy box “Continue” that will appear to complete your registration.
      xi. To complete your registration, notify your club’s leadership that you have submitted your waiver by emailing a club officer with your First & Last Name, PSU Email address, and Cell Phone number.
Section 9. Summer Activation

Article 1. Procedure
Should a club sport organization choose to remain active during the summer months, the organization must adhere to the following:

1. Maintain two officers who have attended an Officer Training session, who will continue to actively participate in club sport organization’s activities during the summer months and be responsible for all of the organization’s activities.


3. Maintain an approved Coach/Instructor who will continue to actively participate in club sport organization’s activities during the summer months required for Risk Level III and IV clubs.

4. Ensure that ALL CLUB MEMBERS who participate during the summer months complete and submit a Participation Agreement for the current academic year.

5. Keep the Club Sports Program office updated with any changes to facility use or active status.
Section 10. Classification System

Article 1. Purpose
The Pennsylvania State University recognizes a broad spectrum of club sport organizations. Some club sport organizations have long histories, high memberships, and extensive programming, while other clubs are casually organized, have few members, and enjoy the more social aspects of club sports. All clubs are unique and have different needs, and the goal of the Classification System is to meet these needs in a fair and logical manner.

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

Article 2. Classification Process
1. Every club must submit a Classification Request form by the given deadline set by the Club Sports Program office during the spring semester. This request is based on the organization’s current academic year accomplishments and statistics and is used to determine a fair classification level for the upcoming academic year.
2. The Competitive Sports Staff reviews all classification forms, verifying the information in each category (see Classification requirements in the Appendix B). The Competitive Sports Staff primarily uses the Special Events and Travel sections of the Club Sports website to verify that activities occurred. Additional information to verify an activity in Classification may be asked for.
   a. Clubs will not receive credit for any event that was not submitted through the Club Sports website.
3. The Competitive Sports Staff will recommend to the Club Sports Program Coordinator an appropriate assignment for each club sport organization.
4. Final Classification assignments will be published on the Club Sports Program website and written notification will be placed in each club sport organization’s mailbox by the start of Fall semester.
5. Club sport organizations that do not meet the minimum requirements of a Classification level “C”, and club sport organizations that fail to submit Classification Status reports, will be Unclassified.
   a. Unclassified club sport organizations shall have one year to meet the minimum requirements of Classification Level “C”.
   b. Unclassified club sport organizations that do not meet Classification Level “C” requirements by the next Classification Review will be removed from the Club Sports Program, and must go through the formal petitioning process to be re-recognized.
6. All newly recognized club sport organizations will be assigned the Classification status of “C”, until the following Classification review.

NOTE: Classifications are being replaced by Tiers for the 2018-19 academic year. Please refer to Appendix B for requirements, and Appendix C for Classifications for the 2017-18 academic year.
Section 11. Risk Level Assignments and Requirements

Article 1. Procedure
To ensure the highest level of safety and lowest level of risk for club sport organizations and their participants, the Club Sports Program in conjunction with the Office of Risk Management have developed a risk assessment tool, known as the ROW Assessment Tool, to evaluate sport and physical activity and assign levels with corresponding requirements for club sport organizations to be placed into. The ROW Tool evaluates each club sport organization based on general sport criteria and statistics as well as factors specific to that organization, such as practice location and access to emergency facilities.

Groups are analyzed by a number of criteria including but not limited to:
- Force of impact between participants during activity
- Force of impact between participants and objects/projectiles during activity
- Severity of injuries sustained in the activity
- Type of location activity is conducted in/on
- Access to emergency personnel and emergency facilities

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

<table>
<thead>
<tr>
<th>Level</th>
<th>Score</th>
<th>Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level One</td>
<td>12-27</td>
<td>No requirements beyond waiver and insurance for participants</td>
</tr>
<tr>
<td>Level Two</td>
<td>28-44</td>
<td>At least two student safety officers certified in Standard First Aid and Adult CPR/AED</td>
</tr>
<tr>
<td>Level Three</td>
<td>45-55</td>
<td>At least two student safety officers certified in Standard First Aid and Adult CPR/AED and coach/instructor certified in Standard First Aid and Adult CPR/AED</td>
</tr>
<tr>
<td>Level Four</td>
<td>56-65</td>
<td>At least two student safety officers certified in Standard First Aid and Adult CPR/AED and coach/instructor certified in Standard First Aid and Adult CPR/AED that also holds sport-specific certifications. Medical personnel required at events.</td>
</tr>
<tr>
<td>Unacceptable Risk</td>
<td>&gt;65</td>
<td>Will not be accepted as a club sport organization under any circumstances</td>
</tr>
</tbody>
</table>

The complete ROW Assessment Tool and all of its components can be viewed at the Club Sports Program office upon request. Current risk levels for each club sport organization may be found in Appendix D.
Section 12. Travel Policies and Procedures

Article 1. Pre- and Post-Trip Form Submission

1. Club Sport Organizations planning to schedule trips must have a Pre-Trip Form (which is submitted online) approved by the Competitive Sports Office at least 5 business days prior to the requested departure date to be eligible for ACP points. Pre-trip form must be approved at least two (2) business days prior to the requested departure date of any trip in order to be permitted to travel.
   a. The Competitive Sports Office will notify the club sport organization of the status of the Travel Request via the website.
      i. No travel arrangements may be made by the club sport organization without approval to do so by the Club Sports Program Office.
   ii. The notification from the Club Sports Program Office will provide instructions to the club sport organization on how to proceed with travel arrangements.
      1. The Competitive Sports Office may instruct the club sport organization to make travel arrangements.
      2. The Competitive Sports Office may inform the club sport organization of travel arrangements that have been made, such as charter buses or rental vehicles.

2. Club sport organizations must submit a Post Trip form (online) at least two (2) business days after the return date to be eligible for ACP points. Post Trip forms (online) must be submitted five (5) business days after the return date. For charter buses and airline flights, please see the Competitive Sports Coordinators for more information.

3. A Pre-Trip Form must be submitted for any trip that exceeds 25 miles from State College, PA.

Article 2. Transportation Options and Policies

1. Club sport organizations may request to rent commercial vehicles, use personal vehicles, or may have limited access to University fleet vehicles for club travel. Regardless of vehicle provider, Penn State University, Intercollegiate Athletic Department, and Club Sports Program policies must be followed at all times.
   a. When using PSU Fleet vehicles, PSU Fleet Operations policies and procedures must be followed.
      i. 15 passenger van drivers must be Pennsylvania State University employees, hired for club-related purposes, and be at least 25 years old.
      ii. All other Fleet vehicles may be driven by Penn State University employees, hired for club-related purposes, who are at least 21 years old.
   b. Per Division of Student Affairs policy, maximum capacity of a 15 passenger van (private vehicle, commercial rental or PSU Fleet) may not exceed 10 people (including driver).
   c. Rental vehicle arrangements must be made by the Club Sports Program office unless granted permission by a Club Sports Program Coordinator for the club to make arrangements on their own. Due to contractual agreements and discounts with Enterprise Rent-A-Car, it is imperative that a club does not make rental vehicle arrangements on their own.
      i. The registered owner of a personal vehicle used for club sports travel must complete and submit a Vehicle Authorization form. This form should be printed out, signed and dated, and brought into the Club Sports Program office along with a copy of valid vehicle registration, a valid vehicle insurance card, and valid driver’s licenses of all drivers.
      ii. The Pennsylvania State University/Club Sports Program does not provide insurance for the vehicle, its driver, or occupants and are not liable for personal injury or property damage, including damage to the vehicle, incurred in accidents during club sports travel.
      iii. Both the vehicle owner and the driver should understand that they may be exposing themselves to personal liability in the event of an accident.

2. Club sport organizations may travel via commercial airlines. Clubs requesting to fly must receive approval by the Club Sports Program office before making any flight arrangement. A Competitive Sports Staff member will review air transportation arrangement options with the club.

3. A map of the trip route must be emailed to psucsp@gmail.com before the trip can receive final approval. This map should be generated using an online website (e.g. Google Maps, MapQuest, etc.) and the link can be copied and pasted in the email.

4. Any trip that requires the club sport organization to travel greater than 300 miles (one way) necessitates a club officer meeting with a Competitive Sports Staff member prior to the trip to discuss additional safety precautions and travel logistics.

5. Club sport organizations are not permitted to travel in personal vehicles, rental vehicles, or University fleet vehicles (unless driven by a professional driver assigned by the University) between the hours of 12am and 6am. This policy is to ensure the safety of all students traveling on the roads during times identified as having an elevated risk of accident/injury. Charter buses and vehicles with professional drivers, are typically exempt from this policy though bus companies may impose travel restrictions or relay drivers.

6. Clubs must change drivers every 6 hours when using personal vehicles, rental vehicles, or University fleet vehicles for travel. A driver may not resume until he/she has had at least a 6 hour break from driving. This may mean that clubs need to
consider having multiple drivers over the age of 21 in each vehicle (rental vehicles) or multiple club members listed as approved “additional drivers” on personal vehicles.

**Article 3. Lodging**
Club Sport Organizations may choose to lodge at commercial hotels, private residences, or camp grounds. Regardless of type of lodging, specific contact information and location must be indicated on the Travel Itinerary.

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

2. The Club Sports Program prohibits males and females from sharing hotel rooms.

**Article 4. Meal Reimbursement Requests**
Club sport organizations may reimburse club members for meals after the trip has occurred. Reimbursements will only be approved on the following conditions:

1. Members being reimbursed were listed on the approved travel roster for the event

2. Receipts are itemized with exact/specific food and beverage items that were purchased and must be turned in to the Club Sports Program office 10 days after returning from trip

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

**Article 5. Safety Officer Travel Requirements**
A Safety Officer, who accepts responsibility to supervise the club while traveling, must accompany all Risk Level II, III, and IV club sport organizations on trips. Club sport organizations that are required to have safety officers to be activated, should plan in advance to have enough safety officers in the club in order to ensure that at least one will be on every competitive trip. Safety officer requirements may be exempt for trips that do not involve physical activity, for example, THON canning trips.

**Article 6. Inclement Weather Policies**
The Club Sports Program reserves the right to postpone or cancel any club sport organization trip due to inclement weather. While the goal of the Program is not to deny clubs the opportunity to travel, the safety and well-being of students, faculty, and staff will always be the priority. If logistics allow, clubs may be allowed to adjust travel arrangements to leave earlier or later to avoid potentially dangerous driving conditions. Cancellations will only be determined after thorough review of the weather and road conditions and when all other options have been exhausted. For cancelled trips, the club may be reimbursed by the Club Sports Program for expenses incurred that could not be refunded.

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

**Article 7. Emergency Weather Policies**
In the instance of any sudden severe weather such as thunder and/or lightening, Safety Officers should be prepared to stop all club activity immediately and seek shelter in the nearest available indoor facility. Activity should not resume until 30 minutes has passed without instance of thunder or lightening. Every instance of thunder or lightening resets the 30 minutes waiting period.

**Article 8. Additional Policy Reminders for Travel**

1. **No alcoholic beverages** or non-prescribed controlled substances may be present or consumed by club sport organization members while traveling or participating in club sponsored events, from departure to return, regardless of age.

2. Club sport organization travel is limited to full-time students of the organization and their approved coaches/instructors or faculty/staff advisor. Generally, only full-time students directly participating in the competition or activity are permitted to travel. Unless granted an exception by a Club Sports Program Coordinator, club officers should ensure that non-participating club members are not on the travel roster. Non-club members, regardless of student status, are never permitted to travel with a club sport organization.

3. When taking personal vehicles or rental vehicles, the driver and member in the front passenger seat should remain awake and alert at all times. Passengers should keep drivers alert and watch for signs of drowsiness. Drivers should always adhere to posted speed limits and obey traffic laws.

4. When taking personal vehicles or rental vehicles it is the responsibility of the driver to ensure the following:
   a. Each member has a seat to themselves and is wearing a seatbelt.
b. The windows of the vehicle are free from any obstructions such as clothing, equipment, or bags/luggage.

c. All bags/equipment are stored properly in the vehicles trunk or under seats. Bags/equipment should not be held by passengers or resting on their laps.

d. Vehicle tire pressure is adequate based on the standards of that specific vehicle.

e. The vehicle is not “over-stuffed” with luggage/equipment/bags. All items should fit comfortably within the appropriate storage areas of the vehicle.


Section 13. Financial Accounts

Article 1. Types of Accounts
Each club sport organization has up to four accounts to deposit and/or withdraw club funds. Club sport organizations MAY NOT hold funds in any external bank account. Funds may be withheld if club sport organizations fail to adhere to the policies and procedures in this manual, or for infractions of Penn State University policies and procedures.

Summary of Accounts and Funding
1. **Championship Funding**: Funds provided by the Club Sports Program for the purpose of supporting travel to regional and/or national competition and purchasing necessary safety equipment. Championship funds are available on a grant/as needed basis.

2. **Club Sports Program Allocation Account (Allocation)**: Funds provided by the Club Sports Program, for the purpose of supplementing club sport organizations’ self generated funds. Allocation funds are available on a budgeted annual basis and requested via the annual Allocation Request form.
   a. **Administrative Compliance Program (ACP)**: ACP points area earned in accordance with the guidelines set forth in Appendix F. At the conclusion of the year, points are converted to a dollar amount which will be placed in a club’s Allocation Account in the following year.

3. **Associated Student Activities (ASA)**: Self-generated funds (dues, fundraising revenue, etc.). All funds generated by club sport organizations must be deposited into their ASA account. The ASA Office (240 HUB) manages all student organization financial accounts. The ASA Account also encapsulates funds clubs receive from the Office of University Development.

4. **Office of University Development (OUD)**: Funds donated by individuals or businesses, and interest earned from those donations. Donations to OUD accounts are tax deductible. OUD funds must be deposited in the Club Sports Program office. OUD funds will then be transferred to each organization’s ASA account (donations in excess of $5,000 will be held by the OUD office for 6 months before being disbursed to club accounts per University policy)

<table>
<thead>
<tr>
<th>FREQUENTLY ASKED QUESTIONS</th>
<th>ACCOUNTS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>CHAMPION-SHIP FUND</td>
</tr>
<tr>
<td>Where does the money come from?</td>
<td>Club Sports Program</td>
</tr>
<tr>
<td>How long does it take to get the funds?</td>
<td>1 Month</td>
</tr>
<tr>
<td>Can Funds be Deposited Into Account by Club Sport Organization?</td>
<td>No</td>
</tr>
<tr>
<td>Do Funds Carry Over From Year to Year?</td>
<td>No</td>
</tr>
<tr>
<td>What can account funds be used for?</td>
<td>Travel to regional and/or national competition</td>
</tr>
</tbody>
</table>
# Section 14. Allowable Club-Related Expenses by Account Type

## TRAVEL

<table>
<thead>
<tr>
<th></th>
<th>CHAMPIONSHIP FUNDS</th>
<th>ALLOCATION</th>
<th>ASA</th>
<th>OUD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tournament/ Event Entry Fees/ Registration Fees</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Hotels During Travel</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Vehicle Rental</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Gas/toll expenses incurred during travel outside of the State College area</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Gas expenses incurred traveling to club activities in the State College area</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Bus Rental</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Airline Tickets</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Meal/Food Reimbursement</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

**Notes:**
- All expenditures must be pre-approved by Club Sports Coordinator, regardless of amount or type of expenditure.
- All expenditures must be pre-approved by the Competitive Sports Staff, regardless of amount or type of expenditure.
- All expenditures must be pre-approved by the Competitive Sports Staff via Financial Request, regardless of amount or type of expenditure.

## PAYMENTS TO INDIVIDUALS

<table>
<thead>
<tr>
<th></th>
<th>No</th>
<th>No</th>
<th>No</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lump Sum Payments to Coaches/Instructors</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>1099 payments to Coaches/Instructors</td>
<td>No</td>
<td>No</td>
<td>*Yes – For approved coaches/instructors who have completed contracts</td>
<td>No</td>
</tr>
<tr>
<td>Officials/Guest Instructors/ Professional Services</td>
<td>No</td>
<td>Yes (with supporting contract and forms provided by the Competitive Sports Office PRIOR TO EVENT)</td>
<td>Yes (with supporting contract and forms provided by the Competitive Sports Office PRIOR TO EVENT)</td>
<td>Yes (with supporting contract and forms provided by the Competitive Sports Office PRIOR TO EVENT)</td>
</tr>
</tbody>
</table>

**Notes:**
- *Yes – For approved coaches/instructors who have completed contracts

## MEMBERSHIP FEES

<table>
<thead>
<tr>
<th></th>
<th>No</th>
<th>Yes</th>
<th>Yes</th>
<th>Yes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Group Organizational Membership Dues</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Individual Organizational Membership Dues</td>
<td>No</td>
<td>No</td>
<td>*Yes (must have pre-approval from Competitive Sports Office)</td>
<td>No</td>
</tr>
</tbody>
</table>
### Equipment

<table>
<thead>
<tr>
<th>CHAMPIONSHIP FUNDS</th>
<th>ALLOCATION</th>
<th>ASA</th>
<th>OUD</th>
</tr>
</thead>
<tbody>
<tr>
<td>All expenditures must be pre-approved by Club Sports Coordinator, regardless of amount or type of expenditure. All expenditures must be pre-approved by the Competitive Sports Staff, regardless of amount or type of expenditure.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Club Equipment Purchases</th>
<th>Yes (must be necessary safety equipment pre-approved by the Competitive Sports Office)</th>
<th>Yes</th>
<th>Yes</th>
</tr>
</thead>
</table>
| Individual Equipment Purchases | No | No | *

| Equipment Rental | No | Yes | Yes | Yes |

### Risk Management

<table>
<thead>
<tr>
<th>First Aid/CPR/AED/Certifications for Safety Officers and Coaches/Instructors</th>
<th>No</th>
<th>Yes</th>
<th>Yes</th>
<th>Yes</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Aid Supplies</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
</tbody>
</table>

### Other

<table>
<thead>
<tr>
<th>Alcohol</th>
<th>No</th>
<th>No</th>
<th>No</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apparel (kept by individuals)</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Apparel (retained by club)</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Awards/Trophies/Prizes/Certificates</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Charitable Donations</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Copying/Printing</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Facility Rental</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Fundraising Supplies</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>
## CHAMPIONSHIP FUNDS
All expenditures must be pre-approved by Club Sports Coordinator, regardless of amount or type of expenditure. All expenditures must be pre-approved by the Competitive Sports Staff, regardless of amount or type of expenditure.

## ALLOCATION
Subject to review (prior to incurring expense) by Club Sports Coordinator via Financial Request.

## ASA
Subject to review (prior to incurring expense) by Club Sports Coordinator via Financial Request.

## OUD
Subject to review (prior to incurring expense) by Club Sports Coordinator via Financial Request.

<table>
<thead>
<tr>
<th>Item</th>
<th>CHAMPIONSHIP FUNDS</th>
<th>ALLOCATION</th>
<th>ASA</th>
<th>OUD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Misc. Supplies</td>
<td>No</td>
<td>Subject to review (prior to incurring expense) by Club Sports Coordinator via Financial Request.</td>
<td>Subject to review (prior to incurring expense) by Club Sports Coordinator via Financial Request.</td>
<td>Subject to review (prior to incurring expense) by Club Sports Coordinator via Financial Request.</td>
</tr>
<tr>
<td>Personal Items/Individual Items/Gifts</td>
<td>No</td>
<td>No</td>
<td>*Yes - Subject to review (prior to incurring expense) by Club Sports Coordinator</td>
<td>No</td>
</tr>
<tr>
<td>Phone Expenses</td>
<td>No</td>
<td>*Yes - Subject to review (prior to incurring expense) by Club Sports Coordinator via Financial Request.</td>
<td>*Yes - Subject to review (prior to incurring expense) by Club Sports Coordinator via Financial Request.</td>
<td>No</td>
</tr>
<tr>
<td>Website Maintenance</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Postage</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Social Expenses (food, soda, etc.)</td>
<td>No</td>
<td>No</td>
<td>*Yes - Subject to review (prior to incurring expense) by Club Sports Coordinator</td>
<td>No</td>
</tr>
<tr>
<td>Social Expenses (Facility Rental)</td>
<td>No</td>
<td>No</td>
<td>*Yes - Subject to review (prior to incurring expense) by Club Sports Coordinator</td>
<td>No</td>
</tr>
</tbody>
</table>
Section 15. Process for Requesting Funds

Article 1. Purchasing (Credit) Card Order
   a. Form must be submitted via the Club Sports website.
   b. Website will provide a printout of information and instruct Treasurer to submit printout to the Competitive Sports Office.
   c. All applicable documentation (catalog, website printout, etc.) must accompany the printout when submitted to the Competitive Sports Office.
2. Competitive Sports Office will provide a response to the request on the Club Sports website indicating status of request. If approved, the Competitive Sports Office will notify the club when the shipment arrives.
3. For travel expenses paid for with the Purchasing Card (e.g. hotels, flights, etc...) treasurers must obtain receipts at the conclusion of the event and remit them to the Competitive Sports Office within three (3) business days of their return. Failure to submit receipts for travel expenses where the P-Card is used could result in the loss of privilege to use the Card in the future.

Article 2. Reimbursement
NOTE: Unless pre-approval is granted by the Competitive Sports Office, student club members are the only individuals authorized to make purchases on behalf of the club.
   a. Form must be submitted via the Club Sports website.
   b. Website will provide a printout of information and instruct Treasurer to submit printout to the Competitive Sports Office.
   c. All original receipts must accompany the printout when submitted to the Competitive Sports Office. Please do not attach any “sticky notes” or anything with sticky substances, or use highlighters on receipts – they tend to erase information on receipts.
   d. For reimbursement of gas/toll expenses incurred during travel outside of the State College area:
      i. Financial request must be submitted to the Competitive Sports Office within ten (10) business days of return from trip.
      1. The trip/event name, dates of travel, and the name of the vehicle owner must be written in the expense description. It is not necessary to write the number of gallons purchased. Rather, quantity should be marked with “1”.
      ii. Reimbursement for one (1) gas purchase will be allowed in the State College area.
      1. State College area purchases must be made within 24 hours of departure or return from trip.
   e. For reimbursement of any item purchased by an individual, the original receipt must be turned in along with a financial request within 10 business days of the purchase.
2. The Competitive Sports Office will provide a response to the request on the Club Sports website indicating status of request. If approved, the response will indicate when the reimbursement will be available and where it can be received.

Article 3. Cash Advance
   a. Form must be submitted via the Club Sports website.
   b. Website will provide a printout of information and instruct Treasurer to submit printout to the Competitive Sports Office.
   c. All applicable documentation must accompany the printout when submitted to the Competitive Sports Office. If no documentation is available, a thorough description of what the cash advance will be used for must be included on the request.
2. The Competitive Sports Office will provide a response to the request on the Club Sports website indicating status of request. If approved, the response will indicate when the funds will be available and where they can be picked up.
   a. Advances from ASA
      i. All cash advances come in the form of a check written to individual whose name the advance is in. That individual is responsible for cashing the check and collecting all receipts for purchases made with the advance.
      ii. All receipts and or remaining funds, totaling the amount of the cash advance, must be submitted to the Club Sports Program office no later than the Tuesday following return from the trip, by 5pm.
Article 4. Payment to Vendor (Non-Referee/Official/Professional Service)

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

   a. Form must be submitted via the Club Sports website.
   b. Website will provide a printout of information and instruct Treasurer to submit printout to the Competitive Sports Office.
   c. An original vendor invoice/bill must accompany the printout when submitted to the Competitive Sports Office. Please do not attach any “sticky notes” or anything with sticky substances, or use highlighters on invoices/bills – they tend to erase information on receipts.

2. The Competitive Sports Office will provide a response to the request on the Club Sports website indicating status of request. If approved, the response will indicate when the payment will be available and where it can be received.

Article 5. Payment to Professional Service Providers/1099’s (Referees/Guest Instructors/Coaches)

1. Club sport organization officers MUST make arrangements with the Competitive Sports Office prior to the event for a contract and/or other necessary paperwork to be drafted.
   a. Payment requests for professional service providers submitted without a contract/proper paperwork will be denied.
   b. Proper paperwork includes having the service provider fill out a University agreement, 1099, NEI, and W9 forms with the Club Sports Program Office prior to the event.
   c. It is strictly prohibited to pay a professional service provider out of pocket. Not only will a reimbursement request be denied, but the payee will be reported to the University and asked to return the club funds as this is a violation of federal law.

2. Club treasurer does not need to submit a financial request but must sign and date the contract on behalf of the club.

Article 6. ASA Transfer

   a. Form must be submitted via the Club Sports website.
   b. Website will provide a printout of information and instruct Treasurer to submit printout to the Competitive Sports Office.
   c. Must put who the money is to be transferred to in Item Description.
   d. An original invoice/bill must accompany the printout when submitted to the Competitive Sports Office. Please do not attach any “sticky notes” or anything with sticky substances, or use highlighters on invoices/bills – they tend to erase information on receipts.

2. Competitive Sports Office will provide a response to the request on the Club Sports website indicating status of request. If approved, the response will indicate when the transfer will be completed.

Article 7. Purchase Order

   a. Form must be submitted via the Club Sports website.
   b. Website will provide a printout of information and instruct Treasurer to submit printout to the Competitive Sports Office.
   c. A written quote from vendor must accompany the printout when submitted to the Competitive Sports Office.

2. Competitive Sports Office will provide a response to the request on the Club Sports website indicating status of request. If approved, the response will indicate the purchase order will be available and where it can be received.
Section 16. Fundraising, Donations, and Sponsorships

Article 1. Fundraising
A Competitive Sports Staff member must approve all fund raising projects in advance. If the event is on or near campus you must submit a Special Event Request Form and if the fundraiser is off campus you must submit a trip request.

Article 2. Donations
1. Club sport organizations may not actively solicit financial donations unless they have PRIOR approval from a Competitive Sports Staff member.
2. All donations should be sent to the Competitive Sports Office (130 Intramural Building). Checks should be made payable to “Penn State University” with the club sport organization name in the memo line of the check.
3. Donations will be deposited into the club sport organization’s Office of University Development (OUD) account and then transferred to the organization’s ASA account.

Article 3. External Financial Support/Sponsorships
1. Club sport organizations are encouraged to seek outside financial support in order to meet their programming needs.
2. A Competitive Sports Staff member must approve all sponsorship proposals prior to finalization.
3. No financial support shall be accepted that would associate the club sport organization, the Club Sport Program, or The Pennsylvania State University with performance enhancing drugs, illicit drugs, tobacco products, or alcohol. This includes local establishments primarily represented as bars as opposed to restaurants.
4. Sponsor product or company names, colors and logos are allowed on printed or promotional materials, subject to approval by a Competitive Sports Staff member.
5. Fundraising accounts linked to an outside account are prohibited. Examples include accounts through GoFundMe, PayPal, etc. Please talk to the Competitive Sports Staff if you have a question about receiving online donations as options may exist within the University to accomplish this.
Section 17. Discipline

The Competitive Sports Office will form a Club Sports Executive Council (CSEC) which will be made up of seven current club sports athletes. The role of CSEC will include:

1. Provide a forum for clubs to discuss general concerns with the CSEC and Club Sports Administration
2. Manage discretionary funding requests
3. Conduct appeal hearings and make disciplinary recommendations to Club Sports Administration as needed
4. Review membership applications for new Club Sports teams / activities
5. Provide leadership, direction and guidance for Club Sports membership
6. Provide direction for the implementation of new policies and regulations

In its role as an appeal body, the CSEC will be charged with interpreting appeals based upon the following disciplinary criteria:

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

Article 1. Administrative Non-Compliance
Any team that is non-compliant with the Administrative Compliance Program at the start of an academic semester may be subject to disciplinary action. Non-compliant teams are defined as a team which does any of the following:

Level 1 Offenses
1. Failing to complete Club Sports Activation.
2. Failing to attend meetings or officer training without arranging a make-up session by the initial suspension deadline.
3. Failing to complete required paperwork:
   a. Advisor Form
   b. Constitution
   c. Safety Officer Forms
   d. Practice Schedules
   e. Officer List
   f. Travel Forms
   g. Allocation
4. Failing to complete the minimum requirements for red-tier clubs as stated in Section 8.

Level 2 Offenses
1. Traveling without prior approval
2. Falsifying travel-related documents
3. Spend more money than the club has available in both its allocation and ASA accounts.
4. Paying coaches, instructors, officials, etc. out of pocket

Article 2. Behavioral Non-Compliance
Any violations by the club or individual of State Law, Federal Law, University Policy, or Club Sports Policy will result in referral to the Office of Student Conduct. Additionally, the club and/or individual may face a sanction from the Competitive Sports Office. Examples of behavioral non-compliance include, but are not limited to:

1. Alcohol and/or drug use
2. Hazing
3. Discriminatory practices
4. Destruction of property
5. Misappropriation of funds

Article 3: Club Sports Sanctions
Should a club commit an infraction; the following measures will be taken:
INITIAL SUSPENSION: Clubs on initial suspension may lose access to their accounts, all practice* and game privileges, and may not be eligible for Championship Funding until the issue which caused the suspension is resolved. The Competitive Sports Office will inform all of the club’s officers, as well as the advisor, once that club has been placed on initial suspension.

Any incident of administrative or behavioral non-compliance may result in a notice and initial suspension until the issue is resolved. Upon conclusion of the investigation of the incident that caused the initial suspension, a club may be subject to one of the following: Probation, Partial Suspension, Full Suspension or Expulsion.

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

NOTE: A team may not remain on initial suspension for more than six weeks. Doing so may result in expulsion.

For a first level 1 offense of Administrative Non-Compliance, a club will receive a formal written notice.

PROBATION: Any club on probation will no longer be eligible for Championship Funding. The Competitive Sports Office will inform all officers of the club of this status.

Any of the following may result in probation:

1. Administrative non-compliance
   a. For a second level 1 offense (not currently on probation), a club will be placed on probation for one academic semester* beyond the semester in which the issue was resolved.
   b. For a first level 2 offense (not currently on probation), a club will be placed on probation for one academic semester* beyond the semester in which the issue was resolved.

2. Behavioral non-compliance
   a. For a first offense, a club will be placed on probation for four academic semesters*.

*The Penn State University Club Sports Program does not consider summer session to be an academic semester for the purposes of probation.

Once a team’s term of probation expires, the disciplinary process begins again, and any subsequent offense is considered a first offense.

PARTIAL SUSPENSION: Clubs on partial suspension will not be permitted to participate in club related activities in the areas in which they are suspended. Such a suspension will be related to the infraction (i.e., a club whose partial suspension was related to travel may be prohibited from traveling during the term of its partial suspension). The Competitive Sports Office will inform all of the club’s officers, as well as the advisor, once that club has been placed on partial suspension. At the conclusion of the partial suspension period, the club will be placed on probation based upon the number of offenses and/or the type of offense.

The following may result in partial suspension:

1. Administrative non-compliance
   a. For a travel-related offense, a team may be placed on a travel suspension.

2. Behavioral non-compliance
   a. For a first offense, a club may be placed on partial suspension for a term determined by Club Sports Administration.

FULL SUSPENSION: Clubs on full suspension will lose access to their ASA account, campus recreation facilities and/or fields and will no longer be eligible for funding until the term associated with their suspension is complete. The Competitive Sports Office will inform all of the club’s officers, as well as the advisor, once that club has been placed on full suspension. At the conclusion of the full suspension period, the club will be placed on probation based upon the number of offenses and/or the type of offense.

Any club that has been placed under full suspension will be demoted one tier for the following academic year.

The following may result in full suspension:

1. Administrative non-compliance
   a. For a level 1 or level 2 offense while a team is on probation, a club shall be placed on full suspension for the rest of the current semester plus one additional semester.
2. Behavioral non-compliance
   a. For a first offense, a club may be placed on full suspension for a term determined by Club Sports Administration and the Club Sport Executive Council.

**EXPULSION:** Any club that is expelled from the Club Sports program will completely lose all funding and access to facilities and fields administered by Campus Recreation, and may be referred to the Office of Student Conduct for further investigation. Penn State University Campus Recreation will not recognize an expelled club as a club sport. Allocation funds will be returned to the Club Sport Executive Council for re-distribution to the remaining clubs through incentive funding. Any club that has been expelled will not be eligible for reinstatement for a period of at least one full academic year.

Any of the following may result in expulsion:

1. Administrative non-compliance
   a. Teams who fail to complete minimum Grey Tier requirements in a given year.
   b. Teams who remain in the Grey Tier for two consecutive years and make insufficient progress to advance out of the Grey Tier shall be expelled from the Club Sports Program at the end of the second year.

2. Behavioral non-compliance
   a. For a second offense while a club is on probation.
   b. Any one offense in violation of State Law, Federal Law, University Policy, the Student Code of Conduct or Club Sports Policy that is deemed so egregious that it warrants immediate expulsion.

**Article 4. Member Conduct**

As students of Penn State University, Club Sport Members have an obligation to conduct themselves and their organization in a manner that supports and reflects the University’s mission as an educational institution.

Club Sport Members are expected to act in a mature and responsible manner both on and off campus and especially while participating in club activities.

Inappropriate conduct or actions while participating in any Club Sport related activity, including misuse of equipment or facilities, would jeopardize the club’s continued status as a recognized club sport.

Furthermore, Club Sport Members who participate in inappropriate activity that violates the Student Code of Conduct, University policies, campus regulations, or state or federal laws will be subject to disciplinary action by the Office of Student Conduct, Department of Campus Recreation, Penn State University and/or appropriate legal authorities.

**Article 5: Appeal Process**

A club that wishes to appeal any disciplinary decision set forth by the Competitive Sports Office must do so within one week of the initial ruling. Appeals must be made in writing and sent to the Senior Assistant Director for Competitive Sports. An appeal hearing will be scheduled with the CSEC within five business days.

Following the initial appeal hearing, the CSEC will then make a disciplinary recommendation to the Competitive Sports Office. The Office may either accept the recommendation as is or make adjustments. The result of the appeal will then be emailed to a club’s officers within two business days.

The CSEC’s decision may then be appealed within one week of its receipt by a club’s officers. Appeals must be made in writing and sent to the Senior Assistant Director for Competitive Sports. An appeal hearing will be set, and the Senior Associate Director for Programs will hear the appeal. His/her decision is final.
Appendix A. Position Descriptions

Each club should have the following elected officers who must be full-time Pennsylvania State University, University Park students:

Article 1. President (Required for all club sport organizations)
The President is the chief officer for the club sport organization. S/he is the primary contact and coordinator of all club sport organization activities. As such, his/her duties include:
1. Attending the Club Sports Officers’ Training Session
2. Reading and understanding the Club Sports Program Manual
3. Completing an Officer Acceptance of Responsibility Form
4. Maintaining a current list of email addresses and phone number for club officers and members
5. Conducting all club business meetings
6. Remaining knowledgeable of the club sport organization’s financial status
7. Ensuring club sport organization is up to date on all requirements set by the Club Sport Program Office
8. Ensuring that all club members (or guardians) have signed the Participation Agreement Forms
9. Understanding the services available to the club sport organization from the Club Sport Program Office
10. Notifying the Club Sport Program Office of changes in leadership within the club sport organization
11. Periodically meeting with the club sport organization’s Advisor
12. Promoting good sportsmanship
13. Implementing proper disciplinary action procedures when necessary
14. Holding monthly meetings with the club sport organization officers and semester meetings with the club sport organization members
15. Seeking approval for all travel, special events, and fundraising plans
16. Submitting semester facility requests by the designated deadlines
17. Checking the club sport organization mailbox at least once per week
18. Supervising fundraising projects

Article 2. Vice President
The Vice President shall fill in for the President when necessary. Additional responsibilities shall be assigned by the club sport organization.
1. Attending the Club Sports Officers’ Training Session
2. Completing an Officer Acceptance of Responsibility Form

Article 3. Treasurer (Required for all club sport organizations)
The Treasurer is the chief financial officer of the club sport organization. As such, his/her duties include:
1. Attending the Club Sports Treasurers Training Session
2. Completing an Officer Acceptance of Responsibility Form
3. Understanding the policies and procedures for processing all financial requests
4. Understanding the policies and procedures for all club accounts including Allocation, ASA, Championship, Endowment, and OUD
5. Submitting Financial Request forms and accompanying invoices, receipts, and/or equipment purchase requests
6. Collecting member dues in a timely manner
7. Depositing all funds into the club’s ASA or OUD accounts
8. Preparing and maintaining ledgers (income, encumbrances, and expenditures) for all accounts
9. Preparing and submitting Annual Allocation Request form by the spring deadline

Article 4. Secretary
The Secretary is the chief record keeper for the club sport organization. As such, his/her duties include:
1. Attending the Club Sports Officers’ Training Session
2. Completing an Officer Acceptance of Responsibility Form
3. Recording minutes of all club meetings
4. Notifying club members (via email and/or phone) of all upcoming meetings, events, etc.

Note: Other titles may be substituted provided the function is similar. This list is not comprehensive. Responsibilities may be distributed differently depending on the availability, expertise and interest of the Club Sport officers. The President is ultimately responsible for ensuring that all duties are completed.
Article 5. Advisor.
In addition to elected student positions, each club must have an Advisor who is a full-time faculty or staff of Pennsylvania State University (University Park). The Advisor shall have the following responsibilities:
1. Completing the Advisor Information form
2. Assisting the organization’s student leaders in adherence to University, Athletic Department, and Club Sports Program policies and procedures
3. Assisting in the development and implementation of club sport organization goals and objectives
4. Being available to club sport leaders during the development of projects and programs and to provide guidance to help ensure that activities are well planned and reflect favorably on the University
5. Attending semester membership meetings and officer meetings when available
6. Assisting the officers in the selection and evaluation of coaches
7. Assisting with the documentation of pertinent information
8. Completing Penn State’s Jean Clery Act Training online via the University’s Compliance website/Learning Resources Network every calendar year.

NOTE: Beginning in 2018-2019, the Competitive Sports Office will serve as the advisor for all club sports organizations.

Some club sport organizations (Risk Level II, III, and IV clubs) must have at least two student Safety Officers. Safety Officer responsibilities include:
1. Possessing valid CPR/AED, and Standard First Aid certifications from an approved organization
   The Club Sports Program accepts certifications from the American Red Cross, American Heart Association, and Emergency Care and Safety Institute (ECSI). Any safety officer wishing to be certified by another organization must be granted approval by the Club Sports Program Coordinator who will review the organization’s standards and make a decision.
2. Attending club sport practices, competitions, and activities – home and away
3. Checking the safety of facilities and equipment before allowing members to participate
4. Attending to injured participants in a manner consistent with the information outlined in the responding to injuries session
5. Completing a University Incident/Accident Report form for all accidents, regardless of severity and returning it to the Club Sports Program Office as soon as possible following the event
6. Calling 911 when necessary

Article 7. Coach/Instructor.
Club sport organizations may choose or be required (based on risk level) to seek the assistance of a coach/instructor. Coaches/instructors should be experienced and knowledgeable in the sport or activity. Coaches/instructors may serve in a voluntary or paid capacity.

The officers of each club sport organization are responsible for working with the Competitive Sports Office to fill any coaching positions on an annual basis. The officers’ role is to recommend individuals to fill coaching positions, and the Club Sports Program Coordinator role is to consider the officers’ input and make a final decision on all coaching appointments, both paid and volunteer.

Approved coaches, volunteer or paid, are indemnified by The Pennsylvania State University against claims of liability; if the coach was acting in the capacity of a Club Sports Program coach, and following all University, Student Affairs, and Club Sports policies and procedures.

In order for a coach to be approved, the following must occur:
1. Coach/Instructor must complete the online Coach Information form
2. The printed Coach/Instructor Information form must be signed by the club president
3. The printed Coach/Instructor Information form must be signed by a Club Sports Program Coordinator
4. The coach/instructor must complete Penn State’s Jean Clery Act Training session each calendar year; training is offered online through the University’s Compliance website/Learning Resources Network

In order for a coach to be paid, the following must occur:
1. The Club Sports Program Office will draft contracts and other necessary paperwork for the club president and coach/instructor to complete and return.
2. The club treasurer must submit a financial request for payment to the coach/instructor each time the club wishes to pay a portion of the agreed upon total amount on the contract.
   a. Coaches/instructors will not be University employees and are responsible for claiming their payments from Penn State if applicable. Payments cannot be direct deposited and will only come in the form of a check.

Coach/instructor responsibilities shall include the following:
1. Possessing valid CPR/AED and First Aid certifications from an approved organization
2. Planning and conducting field/court practices
3. Instructing participants on proper technique for the particular activity
4. Planning and implementing contest strategy
5. Ensuring safety of participants
6. Monitoring performance for the purpose of evaluating skill level for recognition, promotion, or selection of competitive team members
7. **Coach/Instructors cannot double as a University Advisor for the club.**
## Appendix B. Responsibilities by Classification/Tier Level

### Classification Requirements (for 2017-2018)

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<tr>
<th></th>
<th>A</th>
<th>B</th>
<th>C</th>
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<tbody>
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<td>Community Service</td>
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<td>5 hrs/person*</td>
<td>3 hrs/person*</td>
</tr>
<tr>
<td>Competitions</td>
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<td>6</td>
<td>2</td>
</tr>
<tr>
<td>Clinics/Demos</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>Leadership Series</td>
<td>2/4 officers at 4/4 meetings</td>
<td>2/4 officers at 3/4 meetings</td>
<td>2/4 officers at 2/4 meetings</td>
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<tr>
<td>Meetings</td>
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<td></td>
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<tr>
<td>Socials</td>
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<td>2</td>
<td>1</td>
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### Tier Requirements & Benefits (for 2018-2019)

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<tr>
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<th>Blue</th>
<th>White</th>
<th>Grey</th>
<th>Recreational</th>
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<td>10 hrs/person*</td>
<td>5 hrs/person*</td>
<td>5 hrs/person*</td>
</tr>
<tr>
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<td>6</td>
<td>3</td>
<td>0</td>
</tr>
<tr>
<td>Clinics/Demos</td>
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<td>2</td>
<td>1</td>
<td>1</td>
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<tr>
<td>Leadership Series</td>
<td>2/4 officers at 4/4 meetings</td>
<td>2/4 officers at 3/4 meetings</td>
<td>2/4 officers at 2/4 meetings</td>
<td>2/4 officers at 2/4 meetings</td>
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<tr>
<td>Meetings</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Socials</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td>1</td>
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</tbody>
</table>

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

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

Please note that hours for THON may not make up more than 50% of a club’s total required community service hours to meet this requirement.
## Appendix C. Classification Assignments for 2017-2018

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>Unclassified</th>
</tr>
</thead>
<tbody>
<tr>
<td>Archery</td>
<td>Basketball – Men</td>
<td>Badminton</td>
<td>Aikido</td>
</tr>
<tr>
<td>Baseball</td>
<td>Basketball – Women</td>
<td>Billiards</td>
<td>Kendo</td>
</tr>
<tr>
<td>Bass Fishing</td>
<td>Bowling</td>
<td>Cricket</td>
<td>Olympic Weightlifting</td>
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<tr>
<td>Boxing</td>
<td>Croquet</td>
<td>Disc Golf</td>
<td>Snowboard</td>
</tr>
<tr>
<td>Cheerleading</td>
<td>Cycling</td>
<td>Floor Hockey</td>
<td></td>
</tr>
<tr>
<td>Crew</td>
<td>Golf</td>
<td>Ice Hockey – Men</td>
<td></td>
</tr>
<tr>
<td>Cross Country</td>
<td>Gymnastics</td>
<td>Judo</td>
<td></td>
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<tr>
<td>Dodgeball</td>
<td>Lacrosse – Men</td>
<td>Kickball</td>
<td></td>
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<tr>
<td>Dressage</td>
<td>Tang Soo Do</td>
<td>Korean Karate</td>
<td></td>
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<tr>
<td>Equestrian – English</td>
<td>Sailing</td>
<td>Paintball</td>
<td></td>
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<tr>
<td>Equestrian – Western</td>
<td>Ski – Alpine Racing</td>
<td>Roller Hockey</td>
<td></td>
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<tr>
<td>Fencing</td>
<td>Soccer – Men</td>
<td>Shotokan Karate Do</td>
<td></td>
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<tr>
<td>Field Hockey</td>
<td>Soccer – Women</td>
<td>Ski – Recreational</td>
<td></td>
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<tr>
<td>Figure Skating</td>
<td>Softball</td>
<td>Squash</td>
<td></td>
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<tr>
<td>Ice Hockey – Women</td>
<td>Trap &amp; Skeet</td>
<td>Table Tennis</td>
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<tr>
<td>Indoor Winter Guard</td>
<td>Ultimate Frisbee – Men</td>
<td>Taiji</td>
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<tr>
<td>Karate</td>
<td>Volleyball – Men</td>
<td>Tennis</td>
<td></td>
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<tr>
<td>Lacrosse – Women</td>
<td>Water Polo – Men</td>
<td>Yoga</td>
<td></td>
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<tr>
<td>Powerlifting</td>
<td>Water Polo – Women</td>
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<tr>
<td>Quidditch</td>
<td></td>
<td>Wrestling</td>
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<tr>
<td>Racquetball</td>
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<tr>
<td>Rifle</td>
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<td>Swim</td>
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<tr>
<td>Synchro Swim</td>
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<tr>
<td>Taekwondo</td>
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<tr>
<td>Team Handball</td>
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<tr>
<td>Track &amp; Field</td>
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<tr>
<td>Triathlon</td>
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<tr>
<td>Twirling</td>
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<tr>
<td>Ultimate Frisbee – Women</td>
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<tr>
<td>Volleyball – Women</td>
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### Appendix D. Risk Level Assignments for 2017-2018

<table>
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<tr>
<th>Risk Level 1 Clubs</th>
<th>Risk Level 2 Clubs</th>
<th>Risk Level 3 Clubs</th>
<th>Risk Level 4 Clubs</th>
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<td>Cross Country</td>
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<td>Crew</td>
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<tr>
<td>Disc Golf</td>
<td>Cycling</td>
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<td>Equestrian - English</td>
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<td>Golf</td>
<td>Dodgeball</td>
<td>Karate</td>
<td>Equestrian – Western</td>
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<td>Table Tennis</td>
<td>Field Hockey</td>
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<td>Dressage</td>
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<tr>
<td>Taiji</td>
<td>Figure Skating</td>
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<td>Fencing</td>
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<td>Yoga</td>
<td>Floor Hockey</td>
<td>Tang Soo Do</td>
<td>Gymnastics</td>
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<tr>
<td>Indoor Winter Guard</td>
<td>Roller Hockey</td>
<td>Ice Hockey – Men</td>
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<tr>
<td>Juggling</td>
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<td>Sailing</td>
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<td>Twirling</td>
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<td>Ultimate Frisbee - Men</td>
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<td>Volleyball - Women</td>
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Appendix E. Allocation Funding Criteria, Formula, and Processes

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

Article 1. Procedures
1. Each club sport organization will prepare an Allocation Request form to include a budget from the current year and a proposed budget for the following year. An explanation and justification for the proposed budget is outlined below.
2. The Club Sports Program will establish a deadline for submitting proposals and will not consider forms turned in after the stated deadline.
3. The Competitive Sports Staff will review all Allocation Request forms and may request to meet with club officers to answer questions about their form.

Article 2. Budgets
1. Budgets should be accurate numerical summaries of all a club's expenses versus all its revenues, together with their balance. Revenues may range from dues to gifts and projects. Expenses should be broken down generally into travel, equipment, instruction, facilities and officiating. Budgets should be itemized to the extent that the nature of all income and expenditures is clear.
2. Current year budgets shall include descriptions of all income (allocation, self-generated funds, and interest on ASA and OUD accounts), expenditures, and balances in the club's Allocation, ASA, and OUD accounts.
3. Budget Proposals shall include descriptions of all projected income (allocation, self-generated funds, and interest on ASA and OUD accounts), projected expenditures, and projected carry-over balances in ASA and OUD accounts.
   a. Proposed needs should be estimated as accurately as possible, based on a club's plans and projected reasonable expenses and revenue. No attempt should be made to underestimate or exaggerate requests.

Article 3. Justification of Expenses
These areas should constitute the main body of a club's proposal and should be the initial area of consideration, keeping in mind at all times the goals of the club sport organization involved and of the overall Club Sports Program.
1. Travel
   a. Travel is defined as the use by a club of facilities other than those customarily used.
   b. A club should justify its travel, for instance, as a way of obtaining competition on its own level of ability. Hence, a consideration in supporting travel is whether the same competition can be obtained closer to home.
   c. Clubs should attempt to combine matches in one geographical area to a single trip, for example, several competitors may be located in the Chicago area.
   d. Clubs should give financial support only for the minimum number of players needed to compete on the road, for example, the number to play, plus necessary substitutes.
   e. All expenses, including food, gas, and lodging, should be fully explained and should be based on the minimum number traveling as noted above.
2. Equipment
   a. Financial support should be given only for equipment which is retained for permanent club use and which is used only during club activities. This is to include individual equipment (e.g., uniforms) which is necessary for club activities, but which the individual member would not otherwise be expected to have.
   b. Expenses should be itemized and considered in relation to the club's current equipment and its necessary maintenance or replacement.
3. Facilities and Officiating
   a. A club requiring expenses for facilities or officiating should give a detailed explanation, such as the number of officials per match, the number of matches requiring officials, or the cost per match.
4. Fundraising
   a. In many cases, a club sport organization's Allocation Funds fall short of its needs. Therefore clubs are expected to engage in fundraising activities. Specific expectations are listed in Classification Responsibilities section. Accordingly, the following approach to fundraising has been established:
i. In detailing the current year’s financial activities, club sport organizations should list and explain any fundraising activities undertaken in the current academic year, or projected to be undertaken prior to the completion of the current academic year.

ii. In projecting the upcoming year, club sport organizations should list and explain any fundraising activities projected to take place between the end of the current academic year and the end of the upcoming academic year.

Article 4. Criteria
1. Proposals should be written and reviewed on the basis of the Allocation criteria, which include the following categories:
   a. Explanation and justification of budgets; and
   b. The nature of expenses; and
   c. The performance of club’s duties as outlined for each category.

2. Club sport organizations must meet the following requirements to be eligible to receive Allocation funds.
   a. Must have been a recognized club sport organization since at least January of the current academic year; and
   b. Must be “Active” as defined under Annual Activation Requirements; and
   c. Must have a minimum Classification of “C.”

Article 5. Allocation
For each club sport that is eligible for Allocation funds and that submits an Allocation Proposal:
1. The Allocation request form is initially reviewed by at least one Competitive Sports Program Staff member who makes an allotment recommendation for each club (if reviewed by more than one, an average of the recommendations is calculated).

2. The Competitive Sports Staff reviews all forms and the recommendations of the initial review. The director may accept the recommendation or change it after meeting with the staff member(s) to discuss it. Each club now has a Club Allotment (CA) figure.
# Appendix E. Important Contact Information

## Club Sports Program Office/Staff

<table>
<thead>
<tr>
<th>Role</th>
<th>Office Location</th>
<th>Phone Number</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Competitive Sports Office</td>
<td>130 Intramural Building</td>
<td>(814) 865-9202</td>
<td><a href="mailto:psucsp@gmail.com">psucsp@gmail.com</a></td>
</tr>
<tr>
<td>Nick Brigati</td>
<td>130D Intramural Building</td>
<td>(814) 865-1650</td>
<td><a href="mailto:ncb29@psu.edu">ncb29@psu.edu</a></td>
</tr>
<tr>
<td>Diane Baldwin</td>
<td>130E Intramural Building</td>
<td>(814) 867-1640</td>
<td><a href="mailto:dls125@psu.edu">dls125@psu.edu</a></td>
</tr>
<tr>
<td>Cybbi Barton</td>
<td>130B Intramural Building</td>
<td>(814) 867-5315</td>
<td><a href="mailto:ceb69@psu.edu">ceb69@psu.edu</a></td>
</tr>
<tr>
<td>Justin Frear</td>
<td>130F Intramural Building</td>
<td>(814) 867-2087</td>
<td><a href="mailto:jrf281@psu.edu">jrf281@psu.edu</a></td>
</tr>
<tr>
<td>Michael Potter</td>
<td>130C Intramural Building</td>
<td>(814) 865-2472</td>
<td><a href="mailto:mpp17@psu.edu">mpp17@psu.edu</a></td>
</tr>
</tbody>
</table>

## Student Organization Resources

<table>
<thead>
<tr>
<th>Role</th>
<th>Office Location</th>
<th>Phone Number</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASA (Finance) Office</td>
<td>240 HUB</td>
<td>(814) 865-1947</td>
<td><a href="mailto:ASAoffice@psu.edu">ASAoffice@psu.edu</a></td>
</tr>
<tr>
<td>Student Activities Office</td>
<td>103 HUB</td>
<td>(814) 863-4624</td>
<td><a href="mailto:studentorg@psu.edu">studentorg@psu.edu</a></td>
</tr>
<tr>
<td>Events Management Office</td>
<td>125 HUB</td>
<td>(814) 865-7973</td>
<td><a href="mailto:HUBevents@psu.edu">HUBevents@psu.edu</a></td>
</tr>
</tbody>
</table>
Appendix F. Administrative Compliance Program (ACP)

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

Article 1. Officer Training
1. Every club is required to have an elected President, Vice President, and Treasurer for their club. Each Officer Position must be held by a different club member.
2. There will be a training session at the beginning of each semester for officers (For the 2018-19 academic year, there will be a training in the spring semester of 2018 for officers who will serve in the following year and no additional officer training).
3. Attendance at all training sessions or a make-up session is required in order for a club to receive Club Sports Funding.
4. In the event that the training meeting cannot be attended, a one-on-one meeting must be scheduled with the Competitive Sports Office in order to receive the funding that has been allocated to them by Club Sports.
   a. ACP Points will not be allocated to any club that must schedule a one-on-one meeting.
   b. For the 2018-19 academic year, failure to have all Training Sessions completed by the end of the 2018 Spring Semester will result in the club forfeiting 50% of their Club Sports Funding allocation.

Point Breakdown: 15 points will be awarded for each President, Vice President, Treasurer, Travel Coordinator, and Merchandise Coordinator who attends their respective training at the regularly scheduled time. No points will be awarded for officers that attend make up sessions.

Article 2. Meeting Attendance
For the Leadership Series, in order to receive credit for attending, two representatives of allowed positions (President, Vice President, Treasurer, and Secretary) must be in attendance. Please reference Appendix B for the number of mandatory sessions to attend based upon a club’s classification.

Additionally, an allocation and classification meeting will be held during Spring Semester. Two representatives from each club are required to attend this meeting.

Beginning in 2018-19, there will be two General Session meetings during the year (at the beginning of each semester). These must be attended by two representatives from each club. For Fall General Session, the two representatives must be two officers.

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

Article 3. Documentation
Club Sports requires that all clubs complete and turn in various forms on the Club Sports Website. The deadlines for these forms will be provided.

These forms are extremely important for both record keeping and risk management/liability purposes. All forms are available on the Club Sports Website and shall be submitted electronically on that site.

No incomplete forms will be accepted.

Points will be awarded for completing the following documentations by the listed ACP deadline:
1. Safety Officer Form: Copies of CPR and First Aid Certification Cards must be turned in with the Safety Officer form

Point Breakdown:
If a team has submitted certifications for both CPR/AED and First Aid for their two Safety Officers by September 1:
10 Points

2. Practice Schedules: A Practice Schedule is required for Summer, Fall, and Spring Semesters. If your club does not have an practice scheduled for a semester, you are still required to complete a form on the Club Sports Website.
Point Breakdown:
Fall Semester (July 24) – 10 points
Spring Semester (November 17) – 10 points
Summer Semester (April 12) – 10 points (for the following year)

3. Allocation and Classification Forms: Allocation and Classification Forms are required at the conclusion of the Spring Semester, These forms will be handed out at the meeting and turned into the office by the announced deadline.

Point Breakdown:
Allocation Form (April 27) – 10 points
Classification Form (April 27) – 10 points

4. Constitution: Each year, clubs must update their constitution as part of their activation checklist, this must be submitted via email to psucsp@gmail.com

Point Breakdown:
Spring Semester (April 27) – 7 points (for the following Fall)

Article 4. Travel Forms
It is extremely important for risk management, liability, and record keeping purposes that the Competitive Sports Office is aware of every instance that a Club Team or a member of a Club Team travels for a Club related function. Clubs must adhere to the following travel form requirements:
1. Pre-Trip Form must be approved on the Club Sports Website five (5) business days prior to the departure date to be eligible for ACP Points.
2. If a club fails to have a Pre-Trip form approved at least two (2) business day prior to their departure, the trip will not be approved, and the club team will not be permitted to travel.
3. Following the trip, each club must report the results of the trip via the Post-Trip Form on the Club Sports Website within 5 business days.
4. Only Pre-Trip forms that are turned in on time, and that have Post-Trip Forms submitted will be considered complete as it relates to both ACP Points and compliance.

Point Breakdown:
Each Pre-Trip Form completed and approved on time, with recorded results: 5 Points

Article 5. Discipline
As students of Penn State University, club members have an obligation to conduct themselves and their organization in a manner compatible with the University’s philosophy and function as an educational institution. Members of Club Sports are expected to act in a mature and responsible manner both on and off campus and especially while participating in club activities. Inappropriate conduct or actions while participating in any Club Sport related activity, including misuse of equipment or facilities, will jeopardize the club’s continued status as a recognized club sport.

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

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

Article 6. Community Service
The Club Sports Program encourages clubs to participate in Community Service projects. Involvement in these unique opportunities can provide an excellent learning experience for a club and its members

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Community service helps create a positive image of your club and the Club Sports Program. Registration forms for special events and community service projects are available in the Competitive Sports Office.

All community service hours documented properly will count towards Tier Placement. The main goal of participating in the event will be to serve a community or philanthropic group. The Club itself shall not receive any personal benefits for its involvement in the activity; this decision will be up to the discretion of the Club Sports Administration.

For donation events, clubs should utilize this scale to receive hours:
1. Blood drives: 1 person = 2 hours
2. Canned food drives: 6 items = 1 hour
3. Clothing donations: 1 person = 1 hour

In order for the club to receive credit for the activity, the team must:
1. Register the Community Service Event via the Special Event Form on the Club Sports Website no later than 3 business day prior to the start of the event.
2. Report results within 5 business days of the conclusion of the event.

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

Point Breakdown:
Community Service: 5 Points for every 20 hours committed to an event (Up to a MAX of 40 Points per year)

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

Article 7. Game Day Responsibilities
On the day of a home event, the Club communicates with the Supervisor covering the event regarding the status of the game (i.e. cancellations, time changes, etc.). This must be done at least two hours prior to the scheduled competition time.

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

Article 8. Awards
Teams will be awarded points for winning both team of the month and annual team awards.

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

Article 9. Supporter Points
Club teams shall be rewarded for attending other clubs’ home events and providing support.

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

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

Point Breakdown:
For clubs who average 20+ members:
1-4 club members attending another club’s event: 1 point
5-10 club members attending another club’s event: 2 points
11 or more club members attending another club’s event: 3 points

For clubs who average fewer than 19 members:
1-2 club members attending another club’s event: 1 point
3-6 club members attending another club’s event: 2 points
7 or more club members attending another club’s event: 3 points

(Up to a MAX of 20 Points per year)