



CLUB SPORTS MANUAL

2024-2025

*Any recent changes and/or additions to the Club Sports Manual will be highlighted in yellow.
Any items requiring updates and/or clarifications will be highlighted in red.*

Updated 01/03/2025

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Emergency Contact Information

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Section 1: General Program Information

Introduction

The Youngstown State University Club Sports program is sponsored by the Department of Campus Recreation under the Division of Student Experience. The department's mission is to provide students with a variety of fitness and wellness experiences that promote character development, team skills, and professional development. Club Sports are student governed, operated, and initiated for students by students. The Club Sports Staff – consisting of both the Coordinator and the Graduate Assistant of Competitive Sports and Youth Programs, Supervisor(s), and Monitor(s) – are administrators of Campus Recreation with the intention of providing guidance and to serve as a liaison to the program. Club Sports are held to the same standards and rules of all officially recognized student groups and organizations on the Youngstown State University campus, as well as to programs developed by the Department of Campus Recreation.

This manual is designed to inform the Club Sports Staff, Club Sports Council (CSC), Club Sports Officers (Officers), and members of the policies, procedures and expectations that must be adhered to in order to be an officially recognized club under the Department of Campus Recreation. Situations that arise and are not covered within this manual should be addressed and communicated to the Coordinator of Competitive Sports and Youth Programs. **Policies and procedures are subject to an annual review and due to circumstances, may change within the current academic year and will be considered official despite not being printed within the published manual.**

*Club Sports Officers are required to remain informed and understand the policies and procedures laid out within this manual. *

Objective of Club Sports

Club Sports are organized sporting activities that operate during the fall and spring semesters with the intention of providing students with opportunities to participate in competitive intercollegiate competitions. Clubs function as a team and the policies, objectives, and direction of the club are the responsibility of the club members and Officers. The role of the Club Sports Staff is advisory in nature in order to preserve leadership and professional development.

Definition of a Club Sport

Club Sports are defined as a registered student organization affiliated with Youngstown State University. Clubs participate in non-varsity intercollegiate competitions to develop the skills and

interest of a specific sport or physical activity. Club Sports are completely voluntary in nature, and the department is committed to providing equal opportunity for all undergraduate and graduate students to participate.

Criteria Used to Recognize a Club Sport

Interested student organizations must meet the following minimum criteria before applying for Club Sport status:

- Officers must schedule an initial meeting with Josiah Horst– Coordinator of Competitive Sports and Youth Programs and Lindsey Linard – Graduate Assistant of Competitive Sports and Youth Programs.
- Be a competitive organization (ability to compete in at least one competition/tournament per academic year or involved in league play) or a performative organization with the ability to showcase a performance before a substantial audience.
- (Optional but recommended) Associated with a national governing body.
 - This criterion is recommended as it assists clubs with scheduling competitions
- Conduct regularly scheduled practices and meetings.
- Maintain at least 6 participants, including at least 6 functioning Officers. Functioning officers should include at least a President, Vice President, Secretary, Treasurer, and 2 Safety Officers.
 - Officers cannot hold more than one role (ex. The president cannot also be a safety officer)
 - The Safety Officer is to hold a current certification in CPR & First Aid by the American Red Cross or equivalent. At least one Safety Officer is expected to attend all club practices and/or matches.

Club Sports Council and Executive Board

All newly formed clubs may be included among the CSC on a one-year probationary period to properly assess their needs. If a club wishes to join the CSC they must present a proposal during a Council meeting. All clubs represented at this designated meeting must assign one member per club to dignify the respective club's vote. Votes will be counted via Club Sports Staff. Clubs

added to the CSC herein will be determined by the Council's vote. In the event of a tie, the Executive Board will contribute their votes.

During Council meetings, Club Sports Staff and Officers will have a chance to unite on a minimum of a semesterly basis. They will discuss topics such as fundraising, community service, professional development, and other subjects as they relate to the Club Sports program. Furthermore, clubs will have opportunities to shout out other clubs, as well as share announcements and provide updates. This may include, but is not limited to special events, achievements, and upcoming matches.

All Club Sports must be represented at the semesterly Council meetings. At least two officers from each club must be in attendance. Any club's entire Administration Officer is welcome to attend Council meetings if desired. The times, dates, and locations of these meetings will be announced at least 1 month in advance.

The CSC Executive Board is an initiative to promote student autonomy within Campus Recreation programs. The Executive Board will be comprised of an elected President, Vice President, Secretary, and Treasurer. Executive Board members must be a current Club Officer to be nominated and/or elected. Additionally, the objectives of the Executive Board will include, but are not limited to assisting with Club Sports promotion, planning the Club Sports Awards banquet, managing the CSC weekly newsletter, helping to determine disciplinary action, and are the voice of the Council.

The final CSC meeting shall be attended by each club's incoming Officer Administration. This is intended to promote communication within the clubs and Club Sports Staff, as well as elect a new Executive Board for the incoming academic school year. Those considering joining the Executive Board must either be nominated by a previous Executive Board member and/or nominate oneself by providing a brief proposal. All elections will be counted by vote.

Members and Duties of the Executive Board

The CSC Executive Board comprises the following members:

Graduate Assistant of Competitive Sports and Youth Programs

- Acts as the Chief of Staff of the Executive Board and oversees their activities
- Creates agendas and lead Board meetings
- Responsible for project management

- If for some reason there is no present Graduate Assistant, the role of Chief of Staff will be taken over by the Coordinator of Competitive Sports and Youth Programs

President:

- Grand representation of the CSC Executive Board
- Oversees all club presidents and advises club leadership as needed
- Keeps track of Club Sports compliance
- Work on ideas for leadership and professional development skills
- Plans and sends out the weekly club sports newsletter

Vice President:

- Oversees all club vice presidents and ensures clubs are upholding their constitutions
- Assists the President in ensuring that clubs fulfill compliance, as well as any other mandates from club sports management
- Research and share community service ideas for clubs
- Manages club social media pages; works with Club Sports Monitors and Supervisors for content of pages

Secretary:

- Oversees all club secretaries and ensures they are adequately keeping their clubs in the loop on all club sports matters
- Researches and disseminates campus involvement opportunities to club sports
- Oversees new-member onboarding processes among clubs
- Regularly updates club sports databases and records
- Take minutes during executive board meetings

Treasurer:

- Oversees all club treasurers and ensures they are adequately managing and documenting club finances
- Relays fundraising ideas and opportunities to clubs
- Keeps up to date with the SGA funding processes and assists clubs in applications as needed
- Assist in financial, budgeting, and logistical aspects of planning club sports events

Administrative Duties:

- Attend all Club Sport Council meetings
- Attend all Executive Board meetings
- A cumulative total of 5 office hours per week
- Other tasks as assigned by the Coordinator or the Graduate Assistant of Competitive Sports and Youth Programs

Application Process for a New Club Sport

Prospective clubs start as Registered Student Organizations (RSO) and should contact the Coordinator of Student Involvement Caleb Queen to establish themselves as RSOs and initiate discussions on becoming a club sport. The following steps outline the path to becoming a fully-fledged club sport:

1. Meet with the Coordinator of Competitive Sports and Youth Programs. Multiple meetings may be scheduled.
 - Be prepared to discuss desired practice and competition schedules.
 - General plan for practices and desired practice location(s)
 - Contacts and associated fees of external practice sites, if applicable
 - Necessary equipment, projected annual expenses, structure of dues on the foundation of a 3-year plan.
 - Names, Banner ID (Y#), YSU email, and phone numbers of officers

- **Officers must be enrolled in 9 credit units as an undergraduate and 6 as a graduate student must maintain academic good standing**
- Bring a list of requirements for joining the eligible national association, leagues or other governing body associated with the sport or activity.
- Provide a list of area and regional competitors, or an alternative plan for fulfilling the competition requirement through performance.

2. Prepare a proposal to be presented to the Club Sports Council, comprising:

- Official name and logo for the club.
- Introduction to the officer administration of the club.
- Club justification: purpose and benefits to the community.
- Current number of members and recruitment plan.
- Practice plan: spaces, frequency, and equipment.
- Funding plan: estimated funds needed for equipment, league fees, etc. Include details of membership dues.
- Competition/performance plan – which leagues or national governing bodies the club intends to join.
- Examples or assistance with preparing a proposal is available upon request.

3. Present proposal to the Club Sports Council.

- 10 – 15-minute presentation window.
- Questions and Answers by the CSC.
- Vote – majority; each club represented has only one vote.
- In the event of a tie, the Executive Board will contribute their votes.
- Club Sports Staff will count and determine all votes.

4. Submit the following information to Campus Groups through the Student Activities portal (For questions about Campus Groups registration please contact Caleb Queen in the Student Activities Office at mcqueen@ysu.edu)
 - Club constitution and bylaws.
 - At least 6 functioning Officers (including 2 Safety Officers).
 - Complete roster of potential club members (must have six total, including Officers and Safety Officers, to be registered).
 - Potential practice/meeting schedule.
 - Annual budget and expenses.
5. Create a bank account with PNC.
 - Two Officers must be listed as authorized users – one must be the Treasurer.
 - Complete PNC application for the Coordinator of Competitive Sports and Youth Programs and the Director of Campus Recreation to have access to new account, who will monitor account activity, assist with problem solving and perform audits as needed.
 - Club Officers, specifically Treasurers, are responsible for tracking deposits, expenditures, and reimbursements related to the respective club's account.

Provisional Period for New Clubs

All newly officiated clubs enter a one-semester provisional period, during which they are exempt from their obligations to fulfill compliance activities. This provisional period's objective is to ensure that the club sport management can assist with recruitment, onboarding administrative work, settling into a regular practice schedule, and procuring starting funds. The Coordinator of Competitive Sports and Youth Programs reserves the right to extend this provisional period and/or stipulate specific objectives for new clubs to complete within this period on a case-by-case basis.

Renewal of Annual Club Sport Status

For clubs to remain active and entitled to the privileges and rights awarded to recognized student organizations each club is required to re-register in Campus Groups each year. Failure to do so by the end of September each year will result in the revocation of campus recognition.

Maintaining Club Sports Status

- Student interest is demonstrated with a minimum of 6 active members – 6 of which may be Officers.
- An updated and active constitution and by-laws is on file with the department of Student Activities via Campus Groups and provided to the Club Sports staff.
- The club remains in compliance of all University, Campus Recreation, and Club Sports guidelines, policies, rules, and regulations.
- Meet attendance requirements for all retreats, summits, and/or trainings as mandated by the Coordinator of Competitive Sports and Youth Programs
 - Send at least 2 officers (all of whom cannot be Safety Officers) to the Fall CSC Retreat
 - Send at least 2 officers (all of whom cannot be Safety Officers) to the Spring CSC Retreat
 - Send at least 2 officers to the Fall Student Leadership Summit
 - Send at least 2 officers to the Spring Student Leadership Summit
 - Attendance requirements may be amended by the Coordinator of Competitive Sports and Youth Programs
- The club's activities and purpose align and continue to be consistent with the Department of Campus Recreation's philosophies and goals.
- The club participates in at least one competitive activity each academic year such as intercollegiate competition, league play, and/or tournaments. Alternatively, the club participates in at least one performative activity each academic year.
- Each club must participate in at least one community service activity per academic year.

- Each club must engage in at least one fundraising event per semester.
- Each club must engage in at least one campus involvement per semester.
- All University equipment distributed to the club must be maintained, accounted for, stored adequately on Fusion throughout the year and returned upon the conclusion of the season.
- Each club must be associated with a national governing body.
- All participants must have current and approved participation forms and waivers on file via Campus Groups.
- Authenticate respective club rosters monthly.
- Set a specific amount dedicated to membership dues. More information can be found on Page 23, Section 7 under “Funding Sources.”

Section 2: Membership Eligibility

Member Participation Requirements

Club Sports membership is open to all registered undergraduate and graduate students regardless of race, national origin, disability, sexual orientation, and/or gender identity/expression. Any club found violating these standards endorsed by the university and Club Sports program will face repercussions by the Department of Campus Recreation and Student Conduct. Interested participants must comply with the membership requirements determined by the individual club.

- 1) Must be registered for classes in the semester of participation: one class for non-officers is sufficient. Officers must have 9-credit hours as undergraduate; 6-credit hours as a graduate.
- 2) Must be registered for the specific club by an officer in Campus Groups.
 - a. All forms and/or waivers necessary for membership must be signed by the participant.
- 3) Pay semester or annual dues outlined by the club prior to the fourth day of club participation or make other financial arrangements with the club's Treasurer.
 - a. All financial transactions within a club must be documented by the respective Treasurers
- 4) Read and understand the expectations outlined by the club pertaining to practice, competition and fundraising participation.
- 5) Clubs with a high volume of members may host tryouts to determine tournament or competition play. However, clubs must provide a detailed outline of performance and grading criteria, as well as a notification formally submitted to the Coordinator of Competitive Sports and Youth Programs.
 - a. A club may have a tier system that categorizes its members, based on the preference and/or interest level of a participant.
- 6) Clubs that choose to host tryouts must provide recreation opportunities for participation for non-competitive members.

Waivers

Each member of a Club Sport must have completed and approved participation waivers on file. These forms can be found on Campus Groups and include:

- *Acknowledgement, Assumption of Risk, Waiver and Indemnification*
 - *Must be completed annually*
- *Authorization for Emergency Medical Treatment*
 - *Must be completed semesterly*
- *Off-Campus Travel & Assumption of Risk*
 - *Must be completed before each travel trip*
- *Participation Waiver Form and Photo Release*
 - *Must be completed annually*
- *Concussion Training*
 - *Must be completed annually*

A club member who has not had these forms approved by the Club Sports Administration will not be permitted to practice and/or compete with the club.

Temporary waivers may be used by clubs if they wish to have a try-out period to determine the annual roster of the club. Once try-outs have concluded, all club members must complete the participation waivers listed above.

Participation of Transgender Athletes in Club Sports

Each individual person has a gender identity with which, is our own internal understanding of our gender; the spectrum encompasses male, female, both or neither. Each person also expresses their gender identity to varying degrees through one's dress, hairstyle, preferred pronoun and/or name.

Transgender is a term used as an umbrella to describe an individual whose gender identity or expression does not match their assigned sex at birth. For example, a male to female or MTF is male assigned at birth but identifies as a girl or woman. A female to male or FTM is female assigned at birth but identifies as a boy or man. The Department of Club Sports is committed to providing equal opportunities for students to participate in club sports in alignment with the

individuals preferred gender identity, expression, pronoun and name. In order to provide the most comfortable, enjoyable opportunity for the student and to comply with competitions and national governing bodies the following procedures will be taken to assist each student.

This policy will be in conjunction with each club's national governing body. If these policies differ from those of a club's national governing body, the club should defer to their governing body's policies and inform the Club Sports Coordinator of the differences.

Participation in Sex-Separated Sports Teams

Transgender student athletes that are undergoing hormone treatment.

- A FTM student who is taking medically prescribed hormones related to a gender transition may not participate on a female team once testosterone dosages have begun.
- A FTM student who is taking medically prescribed hormone treatments related to gender transition may participate on a men's team. However, must request a medical exception through the sport's National Governing Body as testosterone is typically a banned substance.
- A MTF student who is taking medically prescribed hormone treatments related to gender transition must fulfill one year of hormone treatment prior to competing on a women's team, however, may compete for the men's team at any time.
- In any case of gender transition students must be under the care and directive of a physician and the National Governing Body must receive regular reports indicating the student's eligibility to compete.

A. Transgender student athletes NOT undergoing hormone treatment.

- Any transgender student that is not currently undergoing hormone treatment may participate in sex separated sports with their assigned sex group at birth.
- A FTM student not taking hormone treatments may participate on either a men or women's team.
- A MTF student not taking hormone treatments may not participate on a women's team.

Student Responsibility

In an effort to avoid challenges or disruptions to transgender students participating during the sports season a student that is currently taking medication associated with gender transition, plans to initiate hormone treatments or has completed the process should submit a formal request in writing to participate to the Coordinator of Competitive Sports and Youth Programs upon matriculation or when the decision to begin hormonal treatments has taken place.

The formal request submitted should include a formal letter from the student's physician indicating the intent to transition or transition status if the process has already been initiated. Within the content of the letter should also include the student's prescribed hormonal treatment and the documentation of testosterone levels if relevant.

University Responsibility and Role

All conversations between involved parties, as well as necessary documentation shall be kept confidential unless the student submits a written request. This includes a student's individual transgender identity, medical information; physician information provided with adherence to these guidelines will adhere to local, state and federal laws pertaining to confidentiality. In accordance with the Family Education Privacy Acts and written consent from the student, the information may be shared with those that have a legitimate need to know information pertaining to the student's transgender identity and will be determined on a case-by-case basis.

- The student will meet with the Coordinator of Competitive Sports and Youth Programs to review eligibility requirements and approval procedures for transgender participation.
- The student will also separately meet with the Coordinator of Competitive Sports and Youth Programs for discussions on travel.
- The Coordinator of Competitive Sports and Youth Programs will notify the national governing body of the student's request to participate. The national governing body will assign a facilitator to assist the Coordinator of Competitive Sports and Youth Programs in the process.

Section 3: Club Sports Officer Administration

Roles and Responsibilities

The responsibilities provided within this manual should be treated as guidelines and not a complete list of the responsibilities of Club Sports Officers. Each club is required to have 4 Officers and 2 Safety Officers. The communication and relationship between the club and Club Sports Staff falls upon the responsibility of the Club Sports Officer Administration. Each member of the Officer Administration will be required to schedule a meeting with their respective representative in the Club Sports Council Executive Board (e.g. every treasurer must meet 1-1 with the executive board's treasurer) within the first month of the Fall semester and first month of the Spring semester. In addition, there must be at least 2 club representatives present for the monthly Club Sports Council meetings; clubs may not send only their Safety Officers. The roles of each Officer will be individually set within each club. However, each club is responsible for electing, delegating, or appointing a representative to fulfill the minimum expectations listed below:

- President
 - Official speaker and primary representative for the club.
 - Serves as the liaison between the club and Club Sports management.
 - Monitors club activities to ensure that university and department policies and procedures are adhered to.
 - Monitors morale among members, as well as overall developments pertaining to the club
 - Leads all club leadership and general body meetings
 - Directs planning of compliance activities and recruitment efforts; pushes for fulfillment of compliance items
 - Registers the club with the Office of Student Activities and confirm club continuation with the Coordinator of Competitive Sports and Youth Programs prior to the Fall semester.
 - Prepares an Officer Administration transition plan, as well as an updated constitution and by-laws for the Coordinator of Competitive Sports and Youth Programs by April 15th each academic year.

- Vice President
 - Enforces delegation and execution of duties through effective communication with officers and members.
 - Pushes for fulfillment of compliance items
 - Liaison between general body and club leadership
 - Ensures members adhere to club bylaws and constitutions, as well as any other guidelines set by governing bodies
 - Supervises promotional and recruitment efforts through the club's social media channels
 - Acts as an interim president when club president is absent
- Treasurer
 - Keep accurate and documented records of club expenditures, communications, events, and conflicts.
 - Supervises all financial processes of the club, including:
 - collection of fees and membership dues
 - managing revenue from fundraisers
 - tracking club spendings
 - processing reimbursements
 - Manage the club bank account and its funds
 - Collect and monitor statements from the bank
- Secretary
 - Primary point of contact for other universities/colleges and external organizations involved in club affairs, especially travel
 - Ensure that each active member has a waiver and emergency contact on file in Campus Groups

- Takes minutes during club leadership or general body meetings
- Dissemination of club-wide notifications and reminders
- Ensures club's online (i.e., campus groups) and social media presence
- Safety Officer(s)
 - Maintain a valid CPR and First Aid or BLS certification
 - At least one must be present at every club practice and competition
 - Act as the first line of emergency response
 - In the event of an emergency or injury, a report must be submitted via Maxient within 24 hours of the incident.
 - Plans and implements injury prevention and supplemental training plans
 - Monitors conditions of practice grounds and equipment
 - Advocate for physical and mental health among members

Officer Elections

All clubs must have at least 6 functioning Officers. The roles of these Officers shall be determined by each club. It is strongly suggested to determine the incoming Officer Administration via election, where each elected Officer was voted for by the majority of the club members. Elections should begin after Spring Break of the academic school year. Results from elections will be due April 1st, along with the transition plan provided by the club sports staff. The new Officer Administration must represent their respective club during the final CSC meeting.

***Officers are administrators and representatives of their individual clubs. Therefore, if the club fails to adhere to national governing body, university or department rules and regulations the Officer Administration will serve as representatives within the conduct process. ***

Equipment Check-In/Out

Clubs may check-out equipment at the beginning of each Fall/Spring semester through Fusion. The student who checked out the equipment is responsible for the cleanliness, inventory, and

quality of the item(s). The student is also responsible for returning the equipment at the end of each Fall/Spring semester. The Club Sports Administration will assess each item prior to check-out and again upon check-in. **Late fees and/or assessments for damages may apply.**

Off-Campus Practices

Applies to Archery, Bass Fishing, Bowling, Brazilian Jiu Jitsu, Clay Target, and ESports as of 8/1/24

Clubs whose practices are deemed “off-campus” must submit a detailed practice plan to the Club Sports Administration. Some mandatory practice information includes, but is not limited to, the name of facility, routes, roster per practice, etc. If the club has a contract with the practice site, they must include it in the plan. The Club Sports Administration reserves the right to tour the practice facility.

National Governing Body

All Club Sports must be affiliated with a national governing body of their choice. This ensures that the club has an established season, competitive schedule, recognized liability guidelines, and standards specific to their sport. Clubs operating without a national governing body require prior approval from the Coordinator of Competitive Sports and Youth Programs and need to include an explanation in their constitution and by-laws.

Rosters on Campus Groups

Clubs must ensure that their rosters are as up to date as possible. Rosters can help maintain accurate headcounts at practices. Club sports administrators can and should use data based on rosters to improve club sports programming. New additions and changes to the roster must be promptly communicated immediately to the Secretary of the club sports council executive board.

Home Events

All home events require at least one (1) visiting team, and must have a safety officer and Club Sports Staff or student staff member present. Campus Police on duty must be present if the club is accepting cash payments for admission, registration, etc. An athletic trainer or Club Sports Staff member must be present for sports that present a significant risk of injury. The current list of clubs that require an athletic trainer to be present at home events can be found here: [Club Tiers for Athletic Training.docx](#)

The home event process starts with the submission of the “Home Event Request Form” found in “Club Sports” on Campus Groups at <https://cglink.me/2uR/s36>. Home event requests must be made four (4) weeks (28 days) in advance of the requested date.

Post-Game Reports

Club sports leadership should submit all post-game reports to club sports management and share them on club social media pages and around campus communities. Club sports management will see to it that club games and results are promoted on the YSU Club Sports social media pages.

Team Accounts

Whether it is social media, email, or a bank account, it is important to transfer names on accounts, as well as change passwords, when Club Officers transition outward/graduate. The formal transfer of accounts should be a component of any club’s transition plan.

All social media and email account login information should be shared with the Club Sports Coordinator for the purpose of security and moderation. Club Sports staff will not create posts on individual club accounts without prior notification and/or approval from the club’s officer in charge of social media. Posts that violate Club Sports, Campus Rec, or YSU policies must be taken down. If not removed quickly, they will be removed by club sports staff.

Section 4: Club Conduct

Club members are responsible for maintaining and upholding the standards and philosophies established by the university and Department of Campus Recreation. As a university recognized student organization, club activities are a representation of the university, and department participants should maintain a sense of pride, maturity and responsibility both on and off campus. Youngstown State University's Student Code of Conduct applies to all Department of Campus Recreation programs. Inappropriate actions or conduct by Club Sports will result in disciplinary measures with the individual and club sent to Student Conduct.

Club Sports Hazing

The Youngstown State University and the Department of Campus Recreation do not condone or permit any type of hazing activity. Hazing can be defined as any action or situation, with or without the consent of the participants, which recklessly, intentionally, or unintentionally endangers the mental, physical, or academic health or safety of a student.

*If you feel that you have been subjected to or witnessed any form of hazing, please report it to the Coordinator of Competitive Sports and Youth Programs at 330-941-2239. The Club Sports program is committed to creating a safe and secure space for students and will ensure that the appropriate steps are taken to assist the student physically, psychologically and emotionally.

Club Sport Alcohol & Illicit Drug Use

The presence and consumption of alcohol and/or illegal drugs is not permitted during any club sanctioned event or activity unless prior approval is received from the Coordinator of Competitive Sports and Youth Programs. Club sport activities include games, practices, fundraising events, travel and activities taking place prior to, during or after a club activity. This also, applies to any activity that can reasonably be perceived as a club activity.

Sexual Harassment and Discrimination

Youngstown State University and the Department of Campus Recreation is committed to preventing and eliminating discrimination and harassment race, color, national origin, pregnancy, sex, age, disability, creed, religion, sexual orientation, gender identity, gender expression, veteran status, political affiliation, or political philosophy.

The university and Department of Campus Recreation strictly prohibits sexual harassment in the Club Sport Program. Sexual harassment is any interaction between individuals of the opposite or

same-sex that is characterized by unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct sexual in nature.

Maxient Reports

Maxient Reports will be submitted by Club Sports Staff and will be used to record injuries and incidents during Club Sport events. These reports are confidential – only those who should know this information will be involved. Some examples of injuries include, but are not limited to: cuts, bruises, and sprains. Some examples of incidents include, but are not limited to: physical fights, verbal altercations, violating University and/or departmental policies.

[LINK TO MAXIENT REPORT](#)

Removal of Officers

If a club's officers voice disdain towards a particular officer, then a mediation will be scheduled ahead of any decisions. If a pattern of issues becomes evident, then appropriate action will be taken. Based on circumstance, the removal of an officer may occur suddenly. The removal will be effective immediately. Clubs will be given time elect a new officer into the role if they so choose. The removed officer will be given a chance to appeal the ruling. It is at the discretion of the Coordinator of Competitive Sports and Youth Programs to remove any officer if necessary.

Section 5: Risk Management, Safety and Insurance

Safety Protocols

In order to provide a positive experience for all club members it is essential to consider and anticipate situations to prevent accidents and injuries. It is strongly recommended that each club implements and follows the following safety procedures.

- During all club sanctioned events coaches, Officers and members should emphasize safety during activities as a priority.
- Facilities and fields should be inspected prior to practice or competition and any safety hazards or concerns should be immediately communicated to the Coordinator of Competitive Sports and Youth Programs and activity suspended until there is a remedy that will maintain the safety of all participants. In the instance that the event is being hosted off of YSU property the designated site contact should be notified of the issue immediately.
- 2 members per club – the Safety Officers – must be First Aid/CPR/AED certified and at least 1 of those that are certified must be present at every practice and competition. Campus Recreation will cover the cost of training one Safety Officer per club per semester at no cost to the club.
- Injury reports: When traveling, Club Sport Officers are required to submit an incident and/or accident report via Maxient within 24 hours of an occurrence. (see pg. 21)
- In the event of an emergency or natural disaster at any location, Officers must abide by instructions and cooperate with authoritative personnel to mitigate risk to all participants.
- If there is an emergency situation or safety question that arises contact the Coordinator of Competitive Sports and Youth Programs at 330-941-2239 (Business hours) or 205-910-7334 (Evenings/Weekends, emergency only).

Medical Basics

Club sports members participate in chosen activities at their own risk. It is encouraged that members possess individual medical and health insurance and carry insurance cards in an accessible place to every club event. Youngstown State University and Department of Campus Recreation do not provide medical coverage for club sports athletes.

It is the responsibility of club members to ensure that they are physically capable of participating in club sports programs. Members should consult their physicians for any potential physical restrictions or limitations. A non-contact sport is one that has minimal or no physical contact between opposing players and has a low risk for bodily harm. A contact sport is a sport that involves hitting and/or striking and carries a high risk for bodily harm. Members are encouraged to choose activities that are appropriate for their skill level and physical capabilities.

Participation in any activity comes with inherent risks that may be unavoidable despite care taken to avoid injuries. Risks range from small injuries such as, bruises, scratches and sprains to more severe imminent injuries such as, broken bones, paralysis or even death.

To mitigate potential injuries, it is encouraged that members maintain an appropriate level of physical fitness and readiness to participate in the activity. It is required for contact sports that all participants wear appropriate clothing, footwear and protective equipment.

General Medical Emergency Procedures

1. Prior to an event check with the host club to determine emergency procedures in the event of an injury.
2. Stay with injured party and send one member to report incident to nearest campus recreation staff.
3. If the injury requires emergency assistance contact YSU Campus Police at 330-941-3527 and inform the emergency personnel of the participant's name, nature of injury, and location of the incident.
4. If the injury requires further examination or treatment by a physician it is advised that the injured party be transported to the local emergency room by a qualified emergency transport service. All expenses accrued for the transport and treatment are the responsibility of the participant.
5. Upon the decision to transfer the participant to the emergency room one member of the club should meet the emergency transport service and direct them to the injured party at which, time they should inform the medical team of pertinent information and pass off the members emergency contact/medical information form.
6. When emergency transport services are utilized contact the Coordinator of Competitive Sports and Youth Programs at 330-941-2239 (Business hours) or 205-910-7334 (Evenings/Weekends).

7. The Safety Manager must submit an injury report within 24 hours of the incident.
8. It is required that all clubs have someone that is certified in CPR present at all club sanctioned events.
9. If one is not first aid certified do not attempt to move or treat the injured party. Keep the victim still and do not leave them alone.

Head Injuries/Concussions

Should a participant endure a head injury of any kind, the injured party **must** be removed from the field of play immediately and will not be permitted to return to play until cleared by a certified health professional and documentation of clearance provided to the Coordinator of Competitive Sports and Youth Programs. If an athletic trainer or EMT is present, then the injured athlete must be directed to and assessed by the professional team. If there is no medical professional on site, then the Safety Manager or coach should assess the athlete and assist them to medical attention.

Each club's safety officers must also complete the concussion training found here

Return to Play

The only individuals who may diagnose and/or permit an athlete to return to play are certified medical professionals. Participants who seek initial medical attention are required to schedule a second appointment and provide a follow-up clearance document, signed by a certified medical professional.

Temperature and Weather

Clubs may practice/compete outside at their own discretion. Please be mindful of temperature and weather as the elements will affect your body, equipment, and health, as well as change the level of play. Your club may continue as long as the elements do not impede play. If the weather is bad enough, the Club Sports Administration and/or referees will call practices and/or competitions.

According to Athletics, snow removal via brooms is the only accepted method. Shovels are not permitted as they may damage the turf. Your cooperation is appreciated in advance.

Emergency Action Plan (EAP)

Natural disasters, inclement weather, active shooter, power outage, etc. Please refer to the addendum section for facility-specific EAPs.

Section 6: Travel Procedures

Travel for a club sanctioned event is a privilege that all club sports are eligible to be approved for. In order to be approved for club travel, one Officer must submit a travel request and itinerary form at a minimum of 4 weeks (28 days) prior to departure. This Officer will be designated as the Trip Leader for that event. Failure to do so will result in potential denial of the trip. All approved and authorized trips will be submitted through the Youngstown State University service, SAP Concur.

Process for Planning Travel

1. Submit a travel justification form four weeks (28 days) prior to departure. The form can be found on CampusGroups at: <https://cglink.me/2uR/s23>.
2. Complete the requested itinerary information in the student travel authorization form a minimum of two weeks (14 days) prior to departure. This form can be found on CampusGroups at: <https://cglink.me/2uR/s28>.
 - a. General information – club name, dates of travel, purpose of trip, and coordinating Officer (Trip Leader).
 - The Trip Leader will be responsible for the club's travel logistics. This may include, but are not limited to: preparing the trip itinerary, maintaining receipts while away, and reserving rentals and/or lodging. **It is important to note that the name on the receipt is who will get reimbursed on SAP Concur.**
 - b. Transportation information – mode of transport and list of drivers
 - All students intending to drive (rental or personal vehicles) must submit a completed Motor Vehicle Record (MVR) form to the Environmental Health and Safety Office. Additionally, all intended drivers must complete the safe driving course sponsored by Youngstown State University. Once you have submitted MVRs and completed the safe driving course, intended drivers will be recognized as authorized drivers.
 - c. Lodging Accommodations – type of lodging and location
 - Location and contact information are required for the event of an emergency. This includes personal residences.

d. Travel roster – list of names and Banner ID numbers (Y#)

- Members that will be traveling must have an emergency contact/medical information form on file as well as, a signed participation waiver. To submit this information, each club member must complete the Student Travel Waiver and Assumption of Risk Form & Emergency Medical Treatment Form found on CampusGroups at: <https://cglink.me/2uR/s110>. This form must be completed on a semesterly basis. Any student that does not have an up-to-date submission is not authorized to travel.

e. Costs – funding source and SGA appropriation amounts.

- If an individual student needs to be reimbursed via check request, then the student must have a travel request submitted into SAP Concur prior to travel.
3. Upon submission and approval of the **student travel authorization form** one Officer must arrange to meet with the Coordinator of Competitive Sports and Youth Programs for the week of intended travel to ensure that all necessary documentation and guidelines are adhered to.
 4. Failure to complete the **travel authorization** form in full may delay the approval process.
 - Any unapproved club travel will not be eligible for compensation and may result in additional penalties such as, suspension of club travel privileges or a conduct hearing.
 5. When traveling be sure to keep all original itemized receipts. If Student Government Funding is being used receipts must be submitted to the Coordinator of Competitive Sports and Youth Programs within one week of returning.

It is important that participants are aware that the university does not assume responsibility or liability for the use of personal vehicles. The driver/owner of the vehicle assumes the liability of the vehicle and passengers. **Therefore, all drivers must be a licensed driver and automobile insurance coverage.**

- Drivers should be alert and aware of their surroundings to ensure the safety of all passengers. Therefore, drivers must implement driving balance with a 15 minute break for every 3 hours of driving and should not exceed more than 9 hours of driving in a given day. Determining a driving rotation prior to departure is suggested.

Responsibility of club members traveling include but, are not limited to:

- Monitoring club conduct and ensuring that drivers are driving in a safe manner. Failure to abide by university and department conduct policies will result in the student and/or club being directed to Student Conduct.

Off-Campus Accidents and/or Emergency Procedures

In the event of an accident and/or emergency, the following procedure should be followed:

- Call 911. If you are still within campus limits, call Campus Police at 330-941-2239.
- Seek medical attention if required.
- Contact the Coordinator of Competitive Sports and Youth Programs immediately.
- A report must be submitted through Maxient. (see pg. 21)
- Retain all documents provided to you.

Documentation for Reimbursable Items

In order for the club or individual member to be reimbursed, travel requests must be accompanied with the following types of documentation **within one (1) week** of returning from travel. Furthermore, if there are multiple individuals who would require a reimbursement check, then each individual must have had a travel request in SAP Concur prior to travel in order to receive the reimbursement.

- Hotels: itemized receipt indicating proof of payment method and payer name.
- Rental Vehicle: detailed rental contract with itemized charges and proof of payment.
- Fuel: for personal vehicle use a detailed map highlighting route driven.
- Entry fees: receipt of payment with pay to and payer's name.
 - Reimbursements will be paid out to the Trip Leader and/or the individual who submitted the travel request prior to the trip.
 - The name on the receipt will be who the reimbursement will be paid out to.

- If no invoice is provided, a copy of the front and back of the processed check from PNC must be acquired.
- Clubs should not pay in cash except as a last resort or if it is the only payment accepted. If cash is used for payment, an itemized receipt must be acquired in order to reimburse the expense.

Transportation

Clubs must travel via vehicle rental. Club Sports reserves rentals through Enterprise. Clubs must request needing a rental in the Travel Authorization Form. Large multi-passenger (+12) vans may not exceed 9 students at any time, and extra caution must be used when driving them. All rental drivers must have an updated Motor Vehicle Report (MVR) on file.

Please note that the way a student travels to the competition must be the same upon return. For example, if a student travels with the club, but wants to drive back with their significant other, that is not permitted. Exceptions may be made at the discretion of the Coordinator but must be approved prior to departure.

Travel Folder

Once all items of the Travel Packet have been authorized by the Coordinator, a folder will be created that includes emergency contact information, travel rosters, and the packet. Please ensure the folder is picked up prior to departure.

Upon return from travel, the travel packet must be returned to the club sports coordinator WITH ALL RECEIPTS and the post-game report within one (1) week of the competition. Failure to do so may result in disciplinary action, loss of funding, etc.

Section 7: Banking, Funding and Business Practices

Each club should set financial expenditure projections and revenue goals yearly. Clubs should maintain an accurate record of expenses and budget plan that can be made available to club members at any time. Budget planning worksheets are made available online. Anticipated costs should include but are not limited to official's fees, entry fees, lodging, equipment purchases, and team apparel. Clubs should develop a plan for revenue generation that is approved by the members.

Bank Accounts

Every club is required to have a PNC club bank account with two Officers authorized on the account, one of which must be the Treasurer. It is the responsibility of the Club Sports Officers to ensure that expenses do not exceed the club's revenue and that a reserve account is being built. No club funds should be utilized without approval from the club membership. Funds from these bank accounts are only to be used for club-related purchases.

Any club revenue (fundraisers, dues, donations, sponsorships etc.) and club reimbursements are considered the property of the club and funds must be deposited into the club bank account.

Funding Sources

- Student Government Association (SGA) funds are available for event specific finances. To be eligible for funding clubs must be a university recognized student organization and have sent two Officers to the Leadership Summit/Retreat during the semester in which, funds are being applied for. Event appropriation applications are accepted year-round and must be submitted at minimum four weeks in advance of the event taking place. Applications can be found on the SGA webpage.
 - Please show proof of payment (i.e. receipt) within 30 days of event to begin the reimbursement process.
- Clubs are required to collect a minimum of \$1/semester in membership dues to offset costs of operation. However, based upon the financial needs of each club, dues can be adjusted with documentation and explanation to members about the amended fee. Clubs should provide new members with a three-day trial period prior to requesting membership dues.

- Fundraising is required of all clubs. Each club must submit a written fundraiser notification to the Coordinator of Competitive Sports and Youth Programs prior to initiation.
- In the event that the Department of Campus Recreation provides clubs access to funds for expenditures compliance, fundraising efforts and fiscal responsibility will be utilized as criteria to determine appropriations.
- Club Sports and other student organizations are unable to use crowdfunding services (i.e. GoFundMe) as fundraisers.

Payment Practices

Clubs should never pay officials with cash, unless a formal, written receipt is acquired with payment. Cash payments cannot be reimbursed without a receipt. It is highly recommended that clubs pay officials with a check or via digital methods such as Zelle with their PNC bank account.

When traveling, all expenses that are to be reimbursed should be paid for with the club's PNC debit card. Only the trip leader should make personal payments, as they are the only person that can be reimbursed directly.

Section 8: Coaches

Clubs are encouraged to recruit and secure the services of a coach. If the club chooses to do so, it is the club team's responsibility to find an appropriate coach to recommend to the Coordinator of Competitive Sports and Youth Programs. A coach **may not** be a player but can be a member of the faculty/staff or unassociated with the university. Coaches who are alumni of a club must be one (1) calendar year removed from the club before being eligible to coach that club. Every coach or volunteer must complete a background check and sign the coach's agreement prior to initiating their coach duties.

All coaches must be volunteers and cannot be compensated for their time or expenses that are incurred as part of their role with the club.

The Graduate Assistant Intern of Competitive Sports is responsible for keeping a record of all coaches working with club sports. Respective club sports are responsible for informing and updating the Graduate Assistant Intern of their coach's contact information.

Coach Duties

- 1) To be highly knowledgeable of their specific sport skills and rules.
- 2) To abide by all rules, regulations and procedures implemented by the university, Department of Club Sports and national governing bodies.
- 3) The primary role of the coach is to provide instruction. All business matters and club operation should be the role of the players.
- 4) To promote safety and sportsmanlike conduct at all club sanctioned events.
- 5) Provide safe and organized instruction to all members no matter skill or experience level.
- 6) To conduct oneself in a way that reflects positively on YSU.

Required Coaching Paperwork

Volunteer coaches must complete the following paperwork:

- All forms found on [*Human Resources Volunteer Forms*](#).
- *Club Sports Coaching Agreement*, which can be found on the Club Sports website.

In order to be eligible to begin coaching on the first day of practice, coaches should submit paperwork a minimum of fifteen (15) days prior to the club's first practice or competition of the semester.

Clubs may design and implement their own specific coaching contract with their coach (unpaid) **in addition** to these required forms. This specific coaching contract does not replace the documentation mandated by YSU and/or Campus Recreation and must be approved by the Club the sports Coordinator.

Section 9: Miscellaneous

Additional Information

- The Club or Club Sports program may revoke the coach agreement at any time without cause of justification at their discretion. It is the right and obligation of the Club Sports program to protect the club and if in the opinion of the administrative staff that the coach is not acting in the best interests of the club they will be relieved of their coaching duties.
- Coaches must be recommended by the club sports team and must submit a new Coach's Agreement form yearly to continue coaching duties. Annual continuation of coach status is not automatic.
- An annual Club Sports Banquet will be scheduled after Spring Break. This event is intended to celebrate and recognize the achievements of the Club Sports program throughout the academic school year. Details of the banquet will be shared as necessary.
- It is expected that all Club Sports conduct themselves in a professional manner. This expectation extends past club-related functions. This includes, but is not limited to, community service locations, fundraisers, volunteer opportunities, campus-sponsored events, off-campus competitions and/or events, and online.
- Club Officers will utilize platforms such as email, Campus Groups, and the YSU App to share information and maintain contact.
- Any summer reservations requested by a Club Sport will be based on facility availability, student eligibility, and post-season competitive schedule (acknowledged by national governing body).

- If a club plans on having school-age children on campus (i.e. to practice, tournament), then all members of the club must complete **Minors on Campus** training per Youngstown State University. This does not apply to off-campus or co-hosted club events.

Section 10: Addendums

Pandemic Accommodations

In the case of an official pandemic (i.e. COVID-19), Club Sports will follow any and all policies and/or guidelines set forth by Youngstown State University, the state of Ohio, and government officials. We will make decisions in the best interests of students, faculty, and staff in accordance with the EOHS office policies.

NEW COMPLIANCE AND ACCOUNTABILITY POLICY

Effective 01/09/2025

Compliance

Each club will be required to complete the following events throughout the duration of the school year. These requirements are meant to help the clubs and provide a structure for things that all clubs should be doing to operate in a healthy manner. (building friendships among members, raising funds to operate, giving back to the community)

All compliance events must be reported to the Club Sports Coordinator and Graduate Assistant within one (1) week of the event in order to receive credit for completing the requirement. Failure to report compliance events may result in the club incurring strikes or not receiving credit for the event.

Fundraising:

Each club must hold one (1) fundraiser each semester (fall & spring). Clubs must notify the Club Sports Coordinator and Graduate Assistant of the planned fundraiser a minimum of 2 weeks prior to the fundraiser so that the Club Sports staff can help promote the fundraiser and ensure it falls within the allowed guidelines.

Clubs must notify Club Sports Staff within one (1) week after the fundraiser to confirm that it took place and how much was raised. Failure to report a fundraiser in this timeframe may result in the club not receiving credit towards the semester's compliance requirement.

Campus Involvement:

Each club must attend one (1) campus event each semester (fall & spring). Clubs must have a minimum of 33% of its rostered members in attendance in order for the event to count towards this requirement.

Clubs must send proof of attendance (team pictures, etc) to the Club Sports Staff within one (1) week of the event. Failure to report within this timeframe may result in the club not receiving credit towards the semester's compliance requirement.

Community Service:

Each Club must participate in one (1) community service event each academic year (June-May). This event may be organized by the club or by another organization, but 33% of the rostered members of the club must be in attendance.

Clubs must send proof of completion (team pictures, etc) to the Club Sports staff within one (1) week of the event. Failure to report within this timeframe may result in the club not receiving credit towards the semester's compliance requirement.

Infractions and Discipline

Each club starts the academic year (June-May) with 0 strikes. Strikes are awarded to clubs if they commit various infractions. Clubs will be notified by email of any strikes earned and may appeal any strikes in a meeting with the Club Sports Coordinator and Graduate Assistant.

The following are examples of infractions that may cause a club strikes. This list is not comprehensive, and strikes may be incurred for infractions not listed at the discretion of the Club Sports Coordinator and Graduate assistant.

1 Strike Offenses:

- Not responding to email or survey when response is requested
- Missing Member at council meeting/Leadership summit (2 missing members equals 2 strikes)
- Missing SGA appropriation meeting
- Failure to communicate a canceled event/travel
- Missed deadline to report compliance, return travel folder, etc.

2 Strike Offenses:

- No safety officer present at practice
- Practicing on campus without approval

3 strike offenses:

- Unauthorized member travels
- Unauthorized Driver
- Failure to report incident

At Club Sports staff discretion:

- Hazing of members
- Illegal club conduct
- Missed Required Compliance

Every 3 strikes a club earns will be accompanied by disciplinary action to be determined by the Coordinator and Graduate Assistant. Potential discipline includes suspensions from practice, home competition, and/or travel, loss of eligibility for SGA funding, loss of place on club sports council. Disciplinary action will elevate each time it is necessary for a club within the academic year. (E.g. if three strikes incur a one-week suspension, six strikes may incur a two-week suspension)

All disciplinary action will also require the officers of the club to meet with the Club Sports Coordinator and Graduate Assistant to discuss the infractions and create a plan to avoid repeat offenses.

Disciplinary action may also be taken to Student Conduct if any infractions elevate to that level or break university policies.

Logo and Marketing Policy

The Youngstown State University “Y” logo (hereby referred to as the block “Y”) may not be used to represent any student organization affiliated with the Club Sports program (hereby referred to as a “club sport” or “club/s”), sponsored by the Department of Campus Recreation. This policy is intended to differentiate a club sport from a varsity athletic sport for purposes that include, but are not limited to marketing, student conduct, and monetary donations. This policy is to be applied with jerseys, club merchandise, equipment, digital and tangible advertising, and anything else pertinent to the Club Sports program.

The following logos, icons, and marketing tools are acceptable with the Club Sports program. Some items have specific requirements. Items indicated with an asterisk (*) are mandatory:

- Campus Recreation official logo*
- “YSU” or “Youngstown State University” or “Youngstown State” or “Penguins”
- Pete the Penguin
 - Pete the Penguin must be shown as is. This means Pete the Penguin, as an icon and mascot, cannot be altered in any capacity. Pete the Penguin may be shown in full color or black and white.

Existing club apparel (jerseys, uniforms, merchandise, etc.) and equipment that were purchased and/or in use before the implementation of this policy will be grandfathered into the current policy and, therefore, will be deemed acceptable. Any apparel purchased must follow this policy to the furthest extent. Clubs will be able to use club apparel and equipment until they are no longer in functional use. A process regarding ordering new jerseys will be addressed on an individual (per club) basis.

Apparel that has been grandfathered into the current policy may not be used at any home contest and/or special event, but instead at away contests and/or special events. Alternative options (i.e. patches) will be distributed to clubs whose national governing bodies mandate specific jersey requirements, and adequate proof must be shown. Apparel that requires an alternative option must be given to the Club Sports Administration in order to ensure the apparel possesses a durable and professional aesthetic, approved by the Department of Campus Recreation. Club sports must note that utilizing the grandfather clause may result in longer resolutions (if needed).

This policy is not intended to cause financial hardships on any club sport or students as individuals. This policy is intended to emphasize the Club Sports program as a whole. Clubs are

responsible for the maintenance of their club's apparel. The Club Sports Administration will assess apparel at the end of each semester. Any and all questions can be directed to the Club Sports Administration.

Emergency Action Plan (EAP)

YSU Police: (330) 941-3527

Beede Field, Cafaro Field, Farmers Field, Harrison Field, Softball Field

Weather Related Incidents, Active Shooter: If there is a life-threatening emergency, while you are outside, there are several safety precautions that you need to consider for the different circumstances.

- **Tornado:** Lie flat on the ground in a depression, cover the back of your head and neck with your hands. Do not seek cover in an automobile or under a tree. Do not try to outrun the tornado. If there is a building nearby, try to go inside and seek shelter at the lowest level in a closet or bathroom.
- **Earthquake:** Go to an open area where there are no trees, powerlines or buildings. Cover your head and beware of falling objects.
- **Gas Leak:** If you smell gas outside the building or area you are in, contact the YSU Police immediately at (330) 941 3527. Do not create sparks by turning on or off lights or igniting any flames.

If you are located on Farmers National Field, Softball Complex or Beede Field: Proceed to the west doors of Stambaugh Stadium. The first floor of the stadium is a suitable tornado shelter.

- i. **Alternate Shelter:** Any substantial shelter made of brick or block near the Farmers or softball fields stands.

If you are located on Harrison Field or shotput field: Proceed to the west door of Bliss Hall (near kiln). The basement is a suitable tornado shelter.

- ii. **Alternate Shelter:** Go to the lowest level of the parking deck.

Andrews Student Recreation & Wellness Center, Beeghly Center, Stambaugh Stadium, Tennis Courts, WATTS Center, Cafaro Field, Harrison Commons

Weather Related Incidents, Active Shooter, Power Outages: If there is a life-threatening emergency where you are suggested not to leave the building there are several safety precautions that you need to consider for the different circumstances. Do not use elevators as an escape route or place of shelter.

- **Tornado:** Do not attempt to flee the building. Stay indoors and go to the lowest level of the building. Seek shelter in a bathroom, closet or interior hall. Kneel face down with your hands over your head or under a table/desk to protect yourself from falling objects. Do not go near windows or any unsecured object. Avoid areas that have a large roof span.
- **Power Outages:** The power will be restored so remain calm. Do not try to use a flame for light. The University has generators that will provide limited temporary power to some areas of campus.
 - If people are trapped in the elevator, contact the YSU police at (330) 941-3527. If you are stuck in the elevator, use the in-car emergency phone to call for help. Do not try to pry to doors open.
- **Earthquake:** Remain calm and stay inside the building. Find cover under a sturdy object such as a desk or a door frame. Stay away from the windows and any other objects that could fall on you. When the earthquake is over, refrain from using cell phones, lighters or matches. This can cause an explosion if natural gas is present in the immediate area.
- **Flood:** Floods can occur at any time of the year. If buildings become flooded, contact facilities at (330) 941-3239.
- **Gas Leak:** If you smell gas inside the building contact the YSU Police immediately at (330) 941 3527. Do not create sparks by turning on or off lights or ignite any flames.
- **Active Shooter:** Proceed to a room that can be locked/barricaded and close all the windows. Turn off the lights and get everyone down on the floor where no one can be seen. Call 911 to make them aware of the situation and remain in place until the police or campus administrator give you the “all clear”. Do not respond to any unfamiliar voices until you can verify the source.
 - If an active shooter enters the area you are in, try to remain calm. Call 911, if possible, and make them aware of the shooter’s location. If you can’t speak, leave

the line open so the dispatcher can listen to what's taking place. Do not try to overpower the shooter unless there is no other option. If the shooter leaves the area, try to proceed to a safer location and do not touch anything the shooter was near.

Building Evacuation: If you need to evacuate the building due to any dangerous or life-threatening situations such as a fire, an explosion, a suspected explosive device, a hazardous material release, air contamination, active shooter, etc., you should be aware of the proper procedures. By law, if you hear the sound of the fire alarm going off, you need to evacuate the building immediately. If any of these events were to occur, it is imperative that you do not use elevators as your escape route. Elevators become inoperable during the loss of power and can increase the risk of inhaling smoke during a fire. Stay at least two hundred feet away from the building and do not return back to the building until approval has been given by police or first responders.

In the case of an **active shooter**, if you decide to flee the scene, do not carry anything with you, move fast, keep your hands visible, listen to the instructions of any police officer you encounter and do not attempt to remove injured people.

These EAP plans are specific for Club Sports and do not include other specific events that could possibly occur such as dealing with suicidal persons, human trafficking, sexual assault, terrorism, hostage situations, civil disturbance, bomb threats, suspicious package or mail, etc.

If you would like more information or an in depth look at the different EAP's, please refer to the specific EAP manual's

Section 11: Signatures

By signing this page, we agree that we have read this manual and will honor the policies and procedures laid out above, and that failure to do so will result in discipline as explained.

Please sign and return to Club Sports Coordinator.

CLUB NAME:

President:

Print _____

Sign _____ Date _____

Vice President:

Print _____

Sign _____ Date _____

Treasurer:

Print _____

Sign _____ Date _____

Secretary:

Print _____

Sign _____ Date _____

Safety Officer #1

Print _____

Sign _____ Date _____

Safety Officer #2

Print _____

Sign _____ Date _____