



Sport Club Handbook

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Introduction Welcome!

We are glad you have taken a step to become a student leader on campus. The Sport Club program at NKU continues to grow, both in terms of new clubs and membership in our existing clubs. Student leaders like you play a major role in this growth. We know leading a club is time consuming and can be a lot of work. With this in mind, we have worked hard to make this manual user-friendly. Please take the time to review the information presented. It is the foundation that you will need in order to stay organized.

This resource can help you maintain accurate record keeping, financial accounting and equipment inventories. Plus, we'll show you how to do the fun stuff like reserving a room or field for a meeting/practice or steps to take when purchasing equipment for your club!

You will have many opportunities to grow and learn this year. Campus Recreation will have answers to a lot of your questions and likewise, you'll have answers to many of our questions. It works when we work together!

Campus Recreation is dedicated to helping you and your club members have a positive and successful sport club experience. Best of luck to you and your club this year!

Sincerely,
Sport Club Staff

Important Phone Numbers

Department of Campus Recreation - HC 101

Front Office	572-1964	
CRC Facility Rentals	572-6024	Pat McGrath/ mcgrathp2@nku.edu
IM Field Complex Facility Rentals	572-1346	Kate Dennis / dennise1@nku.edu

Office of Student Engagement – SU 303

Student Organizations	572-6498	AJ Miller / millera5@nku.edu
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Department of Public Safety –

Emergency (non-campus phone or off campus)	859-572-7777
On Campus (campus phone)	7777
Non-emergency	859-572-5500

Introduction to Sport Clubs

The Northern Kentucky University Sport Club Program is made up of those student organizations that meet the requirements posted in this manual (Recognition of a Sport Club). The Department of Campus Recreation provides professional administration to the program. As an officially recognized student organization, all sport clubs are subject to those rules and regulations established by the University, detailed in the Code of Student Rights and Responsibilities and this manual. Sport Clubs are administered by the Department of Campus Recreation.

The success of your club depends on student leadership, participation and organization. The day-to-day operations are organized and managed by student leaders within the club. The Sport Club Handbook serves as a resource for officers in the daily management and operation of clubs. The handbook also contains policies and guidelines pertaining to the Department of Campus Recreation. Please contact the Assistant Director at (859) 572-5728 or woodj10@nku.edu should you have questions not addressed in this manual.

Purpose and Authority of the Sport Club Staff

The Sport Club staff serves as the official representative of the Division of Campus Recreation in the supervision of the Sport Club Program. A close relationship is maintained between the personnel of the Office of Dean of Students, the Office of Student Engagement, and Campus Recreation to help provide assistance to the student organizations recognized as sport clubs.

It is in the best interest of clubs to communicate frequently with the Sport Club Staff to remain informed of policies and meetings that pertain to the Sport Club Program. The chain of communication between the Sport Club Staff and the sport club members will be through the Sport Club President. If the president is not available, then we will communicate with the Vice President of the club. In the event of a problem or question, sport club members should contact

the sport club president and if the president is not sure of the answer or needs assistance, then he/she will contact the Sport Club Staff. Club officers may be included in the communication chain as a courtesy to help keep more officers informed.

Club Organization & Responsibilities

Sport Clubs Affiliation Policy

Sport – An activity involving physical exertion and skill that is governed by a set of rules or customs and often undertaken competitively.

Game – An activity providing entertainment or amusement; a pastime.

Sport Clubs shall be defined as a group that meets regularly to pursue an interest in team or individual sport activity. Sport Clubs can be competitive, recreational and/or instructional in nature.

To be eligible for consideration as a recognized Sport Club at NKU, a potential club shall meet the following requirements:

1. Fit definition of Sport Club; AND
2. Offer an activity that does not duplicate an existing Sport Club.

For more information on sport clubs and/or the recognition process, please contact the Sport Club Staff.

Sport Club Dates & Communication

All of the important dates and times of meetings will be sent out via email to the president of each Sport Club. Important dates will include Sport Club Council meetings, CPR/First Aid Certification dates and deadlines, Sport Club events, paperwork deadlines, as well as other general information.

Re-Activate or Start a New Club

Starting a new club can be a lot of fun. In order to start a new club, you must have the following:

1. Identify a sport that is not currently offered as a Sport Club.
2. 5 NKU students that are interested and are eligible to be part of a club
3. 5 Club officers that are interested in taking a leadership role and are eligible to be part of a club.
4. A club constitution and Student Engagement registration fee of \$35 – Meet w/ the Office of Student Engagement SU303.
5. Contact a member of the Sport Club Staff to schedule a meeting to discuss the steps in starting a new club.

The success of a new club depends on the amount of organization and energy you are willing to dedicate. Your enthusiasm will make the difference! The key to starting a new club is identifying a core group of leaders to help share the load. Don't try to do it all by yourself. By the time the club gets going, you'll be burned out. Good luck!

NCAA Compliance

INTERCOLLEGIATE ATHLETES

Active intercollegiate athletes and red-shirts are not eligible to participate in a sport or related sport in which they intend to compete in at the varsity, junior varsity or freshman level during the same academic year.

CRITERIA DETERMINING ACTIVE INTERCOLLEGIATE STATUS

- Member of a varsity, junior varsity or freshman intercollegiate team
- Suited up for an intercollegiate contest
- Participated in an intercollegiate contest
- Practiced with an intercollegiate team after the last cut
- Red-shirted for an intercollegiate team
- If an active intercollegiate athlete or red-shirt's season of competition is in the Fall semester, they are not eligible for Intramural Sports participation in their same sport or a related sport until the following Fall semester. If the season of competition is the Spring semester, they are ineligible for Intramural Sports participation in their same sport until the following Spring semester. Team Managers are advised to seek clarification of this policy when they wish to have an intercollegiate athlete or a red-shirt participate on their team.

NCAA ELIGIBILITY

If you are a club sport participant at NKU, and may be interested in participating in the same sport for the NKU Athletic Department, please note the following: Your participation on the club sport team will ***use one of your four seasons of NCAA eligibility*** (examples include: soccer, tennis, basketball and volleyball).

Club Constitution

Every sport club is required to have a constitution submitted to the Office of Student Engagement, as well as to the Sport Club Staff in charge of sport clubs each year they are in existence. Constitutions are important in laying the foundations for a club's existence. Because the constitution is important in the maintenance and operation of a sport club, it should be reviewed and updated on a regular basis by the club's membership. The constitution should only include the fundamental framework of the club. It should be made difficult to amend in order to maintain the original intent for organizing the club. By-laws and standing rules help in keeping the constitution

contemporary with the direction of the club. By-laws are established to govern its internal operation. Standing rules are those rules that may be adopted or rescinded by a majority vote at any club meeting. They usually entail details such as the meeting times for the year and location, etc. and should not conflict with the constitution and by-laws. **Your constitution needs to be submitted to the Sport Club staff at the beginning of every academic year and anytime there are changes made to the document.**

Read and Follow Your Club Constitution

Your club exists today because students came together some time in the past and wrote a constitution. The University recognizes your club because of that constitution. You can change it, but you must follow it. Your club constitution contains all sorts of useful information. The duties of your officers, membership eligibility, how and when to hold elections should all be included in your constitution.

Sport Club Status

As recognized Student Organizations, Sport Clubs are subject to all rights and responsibilities stated in the Student Organization Handbook and the Sport Club Manual. The Sport Club Staff member serves as the University Administrator overseeing the day-to-day operation and management of the program and its clubs.

Active v. In-Active

The “Active” status is given to those clubs that re-register with the Office of Student Engagement and Sport Club Program each fall semester, submit officer update forms after elections, maintain a level of club activity (regular meetings, participate in SCC, host or travel to events), maintain a minimum of at least 5 members & officers (at least 5) and submit a constitution. “In-Active” status is designated to those clubs that have not re-registered by the fall deadline, have ceased club activity, fall below the minimum number of members or officers or request the “In-Active” status. “In-Active” clubs are not eligible to use or receive funds, use reserved space or reserve any future facilities, practice or compete. “In-Active” clubs wishing to become “Active” should contact the Sport Club Staff.

The NKU Logo & Name

Sport Clubs may **NOT** use the NKU Athletics name and/or logo in the name of the organization. This includes “Norse” and any other trademark. ***All application of any New Club logo must be submitted to Campus Recreation for review.*** This includes any apparel or publication. Any replica of a Sport Club Logo will need approval from the Department of Campus Recreation and University Communications. This includes any t-shirt ideas, warm-ups, jerseys, etc. Clubs can use NKU or Northern Kentucky University for logo designs.

The use of the NKU name in conjunction with off campus bank accounts is strictly prohibited. Your club is prohibited from using both “Northern Kentucky University” and “NKU” in the any part of your off campus bank account.

Publicity

Public relations are an important means of informing the University community of your club’s activities as well as attracting new members to your club. The University has numerous resources for your club’s use:

1. Below is a link that each club can take advantage of and use if they are looking to get the word out about an event, tryout, etc. related to your club. Marcomm will use the information you provide for the slide and develop new graphics and share it on all digital signage they control around campus. This could be a tremendous asset to spreading the word about your club or getting more members to join.
<http://marcomm.nku.edu/digital-signage.html>
2. Digital Slides in the Rec – Submit the information you want posted to woodj10@nku.edu
3. University Posting - Registered student organizations with the Office of Student Engagement and University departments of Northern Kentucky University are eligible to post materials on campus. Posting must be in accordance with AR-II-5.0-5. This document may be accessed on line through the Student Union Web Address:
<http://studentunion.nku.edu/index.php>
4. Registered student organizations may also advertise by chalking walkways. The Chalking policy should be reviewed before chalking and can be found on the Student Union website:
<http://studentunion.nku.edu/index.php>
5. Word of mouth

The Campus Recreation Department can help you with your publicity efforts. Other departments may have students willing to work on special projects as part of a term project. You can contact the appropriate department (art or marketing, for example) to inquire about the availability of the students. Any published material should be legible, eye-catching and informative. A well-organized publicity campaign will draw interest to your club.

All flyers must meet the approval of the Department of Campus Recreation before they are posted!

Non-Discrimination Guidelines for Student Organizations

Northern Kentucky University believes that student organizations play a vital role in every student’s education. Therefore, every student shall have the right to participate in the student organization of his or her choice regardless of race, color, religion, sex, sexual orientation, national origin, handicap, age or ancestry.

Northern Kentucky University encourages students to join and actively participate in all registered student organizations. Additionally, NKU encourages students to recruit new members for their organizations and to create new organizations when needs are not met by existing groups.

A criterion for registration as an organization on NKU's campus is the requirement that the organization shall have a policy that every student shall have the right to actively participate in that student organization regardless of race, color, religion, sex, national origin, sexual orientation, handicap, age, or ancestry and shall have equal opportunities for membership in all registered student organizations.

The exception shall be the recognized social fraternities and sororities whose right to remain single sex organizations is guaranteed under Title IX of the Education Amendments of 1972. Every other provision of this statement applies to those organizations as it does to all student organizations.

Therefore, no student organization shall refuse membership to a student on the basis of race, color, religion, national origin, handicap, sexual orientation, age or ancestry. Nor shall any student organization discharge a member without just cause or otherwise illegally discriminate against that person with respect to privileges and promotions within that student organization.

Furthermore, no student organization shall limit or classify its members on the basis of race, color, religion, sex, sexual orientation, national origin, handicap, age, or ancestry.

No student organization shall have any subordinate members or subordinate organizations affiliated with it that are discriminatory on the basis of race, color, religion, sex, sexual orientation, national origin, age, handicap or ancestry. Every member of every organization shall be a full member entitled to all of the rights and privileges of said membership. Those organizations with an initiation period for new members must have this initiation period approved by the University. The existence of said initiation period and organizational policy and procedures must not violate any University policy.

Furthermore, no student organization shall limit or classify its members on the basis of race, color, religion, sex, sexual orientation, national origin, handicap, age, or ancestry.

No student organization shall have any subordinate members or subordinate organizations affiliated with it that are discriminatory on the basis of race, color, religion, sex, sexual orientation, national origin, age, handicap or ancestry. Every member of every organization shall be a full member entitled to all of the rights and privileges of said membership. Those organizations with an initiation period for new members must have this initiation period approved by the University. The existence of said initiation period and organizational policy and procedures must not violate any University policy.

Further, no student organization shall print, publish, cause to be printed or published any material that is discriminatory on the basis of race, color, religion, sex, sexual orientation, national origin, handicap, age, or ancestry. Nor shall any student organization conduct any activities that tend to harass, embarrass or generally disturb any person on the basis of race, color, religion, sex, sexual orientation, national origin, handicap, age, or ancestry.

Any violation of this statement by any student organization shall result in disciplinary action. Students may file a complaint with the Student Engagement Office, the Affirmative Action Coordinator of the University, a representative of Student Government Association, or a member

and of the Faculty or the Dean of Students. Penalties for violations of this policy may result in suspension or probation of the organization and loss of privileges associated with registered student organizations.

Required Officer Positions & Electing Officers

All clubs must have five (5) officer positions filled at all times: President, Vice President, Secretary, Treasurer, and Safety Officer. These are the recommended position titles, but they may be changed if approved by the Sport Club Staff. If an officer chooses to forfeit their position it is the executive committee's responsibility to find a replacement for the vacant position within (5) business days.

Note: Officers can only hold 1 officer position at a time.

Every club constitution should address how officers are to be selected. Most clubs hold elections in spring semester. Clubs can take nominations one meeting and elect officers, through secret or open ballot, at the next meeting. Remember you must follow your club constitution.

Club Officers Role

It takes a lot of time, organization and commitment to effectively administer a sport club. Too often the President is stuck doing all the "work." One characteristic of good leadership is the ability to motivate and empower your membership. You have great leaders in your club right now! Some are more willing to accept responsibility than others. The sure way to know which ones to look to are the ones that run for office, ask if they can help, or always have ideas about what the club should do. **Utilize these people!** Here is a list of duties broken-up by officer title. Adapt them to fit your needs. Below are examples of how to divvy up certain roles amongst the 5 officers. Each responsibility should be spelled out in your constitution.

President: Responsible for all club actions and functions. Oversee and help other officers. Responsible for making sure that new officers are trained properly to successfully do their job.

Vice President: Acts in place of President in the President's absence. Schedules meetings, practices and competitions. Coordinates fundraising and sponsorship efforts.

Secretary: Maintains membership paperwork, rosters, end of semester reports and club meetings. Handles all official correspondence.

Treasurer: Responsible for creating budget reports and requests. Handles all fiscal transactions including processing of expenditures, and the deposit of revenue. Should maintain an on-going and accurate summary of club account.

Safety Officer: Responsible for getting 2 club members American Red Cross CPR/AED and First Aid Certified. The Department of Campus Recreation will offer at least 1 free class per semester for sport club officers and members to get certified. If you do not take this free opportunity up, then your club will have to pay for this certification out of your club budget. The Safety Officer is also responsible for composing and implementing the club's Emergency Action Plan

It will be the responsibility of the club officers to make sure that ALL club members have an opportunity to read and review the current version of the Sport club Handbook. Clubs are responsible for knowing and implementing all policies, procedures, and regulations as specified or referenced in the Sports Club Handbook and the Code of Student Rights. Club officers are also responsible for the accurateness of their club roster. Roster must be updated as soon as a team member has a change in status to avoid any problems later.

Officer Check-In Meetings

Each Club President will be required to have a meeting once a semester to discuss the progress of the club. This is also a great time to bring forward any issues or complications that may be happening within your club. The semester can get hectic so this is a great opportunity to have a set time to come together with all of your officers and advisors to look closely at how your club is managing.

The Club Member's Role

Within the sport club's activity program, members have an unlimited number of opportunities to become directly involved in the administration and supervision of their club. Within the requirements set by the Sport Club Handbook and Code of Student Rights, club members collectively have the responsibility for the following: the writing of their club constitution and by-laws, the determination of their membership requirements, the establishment of their dues and schedule, the selection of their club advisor, the establishment of the duties of their officers, the selection of their coach(s), and the development and administration of their club budget.

The chain of communication between the Sport Club Staff and the sport club members will be through the Sport Club President. If the president is not available, the Sport Club staff member will communicate with the Vice President of the club. In the event of a problem or question, sport club members should contact the sport club president and if the president is not sure of the answer or needs assistance, then he/she will contact the Assistant Director responsible for the Sport Club program.

Identify a Faculty or Staff Advisor

Clubs are required to have an Advisor. Full time faculty/staff members make the best candidates. The primary role of the club's advisor is to act as the first point of approval of all activities of the club (budget, expenditures, fund-raising, purchasing, schedules, and travel). The advisor shall be responsible for ensuring that the activities and undertakings of the club are sound and reflect favorably on Northern Kentucky University. The foremost goal is to allow the club to be self-organized and self-governed, but the advisor is to guide and counsel club members where it is appropriate or necessary.

Advisors are intended to help with the guidance, conduct, and eligibility status of club members. In addition, it is recommended to help with the following:

1. Is encouraged to work closely with the officers and to offer input in to the organization's decision-making process.
2. Lends his/her experience, judgment and knowledge, and assists the club members in the development of the club.
3. Helps maintain continuity in club programming and provides knowledge of University policies and procedures.
4. Should attend club meetings and be available to counsel club leaders and members as much as possible.

Register a Coach

If a sport desires, members may seek the assistance of a coach. All potential club coaches will need to have a background check done before they are approved to become a sport club coach. Each coach will also be responsible to fill out and sign the Role & Responsibilities form/contract at the beginning of each academic year. It is highly recommended that all coaches selected by a club have coaching certifications and/or endorsements recognized by the national sanctioning body of that sport. The sport club office reserves the right to deny the approval or dismiss a coach from their position.

Coaches are encouraged to provide guidance in terms of practice schedule and game strategies. Club operations remain the responsibility of the club President and club officers. Coaches may not participate in competition unless they are NKU students and approved through the sanctioning body policy. The Coach position is primarily a voluntary position and does not allow an individual to promote private enterprise for personal gain. If a club desires to have a paid coaching position, a contract must be drawn and approved by club officers and the Department of Campus Recreation. Coaches may receive a CR Tag to access the Campus Recreation facilities only during practice times. **All documents MUST be completed before they may coach/train with the team and have access to the facilities.** No club should have more than 3 coaches.

Member Eligibility

Currently enrolled Northern Kentucky University students who have paid student fees are eligible to participate in the Sport Club Program. Furthermore, Northern Kentucky University Faculty & Staff members may participate in the Sport Club program, but cannot participate in competitions as a part of the club. Club funds can only be spent on the student members, therefore no faculty/staff members may benefit from any club funds. **All Sport Club participants must have a valid NKU All-Card and completed the NKU Informed Consent Form.** The NKU Informed Consent Form is located on the Club Sports page in MyEngagement.

Campus Recreation maintains a membership database for each club. Only those individuals listed in the database are considered club members. Only official club members may participate in club activities, including but not limited to: practice, travel and fundraisers and other events. Below is a break down of the eligibility requirements:

1. Currently enrolled (with at least 1 credit hour) NKU students are eligible to participate in the Sport Club Program.
2. NKU Faculty & Staff members may participate in the Sport Club program, but cannot participate in competitions as a member of the club.
3. NKU Faculty & Staff members may participate in the Sport Club program, but cannot use any club funds given by the university or raised by the club.

Eligibility Checks

Random eligibility checks will be conducted for the entire roster of each active Sport Club. If any member of the club's roster does not meet the member eligibility requirements mentioned in the above section, the President and the individual club member will be notified via e-mail that they are no longer an active member of the club. This means that they are not to participate in practice, travel, fundraisers, or other events related to the club. Allowing an in-active club member to participate in club events will result in disciplinary action for the club as a whole.

Monetary/Equipment won by Sport Clubs

All proceeds or equipment acquired while participating as an NKU sport club becomes the property of the NKU Campus Recreation Department with funds to be distributed to the club sport program or individual clubs at the discretion of the Director of Campus Recreation.

Sport Club Awards

The Office of Student Engagement hosts the Gold and White Gala each spring semester. This event highlights students and organizations who have been successful in advancing our community by exemplifying what it means to be engaged. Awards will be given by several Student Affairs departments to recognize the breadth of engagement at NKU. Sport Clubs gives out three awards each year: Sport Club of the Year, Fundraising Award and the Newcomer Club of the Year. These winners will be selected by the Sport Club Staff.

Event Hosting Guidelines

If your club is planning to host an event (competition, tournament, fundraiser, etc), in order for your event to be approved, your club must meet with the Sport Club Staff at least 10 business days in advance of your event. For large events (tournaments, etc.) your club should meet with the Sport Club Staff at least 20 business days in advance of your event. There is a form to fill out on the Club Sport portal on MyEngagement for hosting an event. This must be done so within the guidelines listed above of either 10 or 20 business days.

Your club is responsible for the behavior and conduct of the visiting team. Invite those teams that you know to be of high quality on and off the field!

Enterprise Vehicle Rental

Northern Kentucky University has a relationship with Enterprise Car Rental. The Contract ID # is XZ38332. If your sport club is interested in reserving a vehicle, please contact the Sport Club Staff.

Running a Meeting

The number one rule about a meeting is: Make sure you have something important to discuss. Your club members will not want to attend a meeting if they think it is a waste of time. You'll know if they think that way, because no one will be at your next meeting! Make sure you have an agenda and **STICK TO IT!** The agenda should be made available to everyone. If cost is a consideration, write it on the board or email a copy of the agenda to everyone before the meeting. Keep the meeting on topic. **Start on time and end on time.** We know people like to hang out and talk, plan for it. Add "social time" to the end of the agenda. That way your members will at least recognize that they will have a designated time to talk about whatever.

Running a Practice

What is the focus of today's practice? Will you work on a specific skill? Will you scrimmage or drill? Who's running practice? How many people do you expect? Here are a few things you need to remember and consider.

1. **Communicate.** Let your club members know what you have planned for practice today.
2. **Allow for social time.** Just like a meeting, your club members will like to hang out and talk about what happened today in class. The warm up session is a good way to accommodate this into practice.
3. **Warm-up.** The American Council of Sports Medicine, 2nd edition, advocates 15-20 minutes gradually progressing to target activity levels involving large muscles groups. Remember, **warm up then stretch.** Warm muscles stretch better than cold. You can reduce the chance of injury by stretching after a few minutes of light exercise. We can help you identify stretching techniques and exercises that you can use.
4. **Set a goal.** What do you want to do today in practice? Name the specific skill, element or activity that you want the group to perform at a higher level.
5. **Have Options.** Now you know what you want to work on, how do you do it? You might have examples of drills from your high school coach or friends. Remember that people learn differently, so have a couple of versions of the same drill. One may work better than the other.
6. **Give people the opportunity to learn.** It's OK to mess-up in practice. Especially when learning a new skill. Create an environment that is positive and conducive to learning, i.e. supportive.
7. **Cool down.** 10 to 15 minutes of light exercise and stretching will help you bring everybody together. You can go over important information and take care of any other club business at this time.
8. **Communicate.** End practice by giving the members the date and time of your next club function: practice, meeting, competition, or community service project.

Only Club members may participate at club practices. All Sport Club members must have a valid NKU ID card and be prepared to present it. Sport Club coaches must have a form of photo identification and their CR Tag when in Campus Recreation facilities.

If your club wants to host a joint practice with another university in our facilities, this must be requested to the Sport Club Staff five (5) business days in advance. A visiting team waiver must be filled out and we must provide a roster to the check-in desk for access. The other university members must show a picture identification card to verify who they are with the roster that was provided to the facility staff.

Finance

Keep Track of Your Budget

All clubs have a Treasurer. This officer, or some other designee, should be charged with handling the fiscal responsibility for the club. **IT IS THE CLUB'S RESPONSIBILITY TO MONITOR THE BUDGET.**

Open a Bank Account

Local Bank Account

When opening a local bank account, do **not** use "Northern Kentucky University" or "NKU" in your account name. For example, the swim club cannot open a local bank account called "NKU Swim Club". An example of a correct account name would be "Norse Swim Club". For questions, contact the Sport Club Staff.

If your club has an off-campus bank account, it is highly suggested that you need 2 signatures to withdrawal any funds from the account. It is also highly suggested that if your club has an off-campus bank account, that your club advisor have access to your club account.

What you need to open a savings/checking account

- Typed written purpose of the club, when was the organization established, each officers duties & responsibilities, previous meeting minutes.
- Each person on the account (2 to 3 club members) must bring a valid driver's license
- Typed document must be signed by the members on the account
- EIN #

Federal Tax ID #/EIN #

TIN stands for "Taxpayer Identification Number". It is an identification number used by the IRS. There are 5 different types of TINs:

<https://sa.www4.irs.gov/modiein/individual/index.jsp>

1. SSN - Social Security Number
2. EIN - Employer Identification Number
3. ITIN - Individual Taxpayer Identification Number
4. ATIN - Taxpayer Identification Number for Pending U.S. Adoptions
5. PTIN - Preparer Taxpayer Identification Number

An EIN is also known as a "Federal Tax ID Number" or "Federal Tax Identification Number". Now these are the same thing: an EIN and a Federal Tax ID Number are synonymous, although, officially, EIN is used more often by the IRS. Sometimes it will be referred to as a "Federal Employer Identification Number" too. And rarely, you may find the acronym FEIN, although is not commonly seen and the IRS does not refer to it is the FEIN. The IRS does note that the EIN is also known as a Federal Tax ID Number, but not an FEIN.

Hopefully this helps! So in short, they are not the same, but rather an EIN is a type of TIN that is used to identify a business entity (LLC, Corporation, Limited Partnership, etc).

Budget Allotments

Each club will have to give a presentation showcasing and highlighting their year in review. The Sport Club Council will hear all presentations and review all material with the Sport Club Staff.

Once a club has and given a presentation, the SCC will give a recommendation of a budget allotment for each club to the Sport Club Staff. The Sport Club Staff will review the SCC recommendations and write a final recommendation of club allotments.

Once a club has been awarded an amount of funds, Sport Club Staff will send an email to the club president to report their funding amount. **Allocations are designed to provide a fraction of the club's operating budget. It is very important for your club to show that your club members put effort and time into raising money for your club. Clubs that have low member dues and low fundraising will not receive substantial funds from the Department of Campus Recreation.**

***Budget allocations for each year must be spent by the last day of classes for that academic year.**

Legacy Funding

Sport Clubs are eligible to request travel funding from the Legacy Fund with the Office of Student Engagement. Sport Clubs are eligible for funding one time per academic year (July 1-June30). A sport club can be funded a maximum of \$1500 total for travel expenses for Student Travel

Assistance. Additionally, only 70% of the total trip shall be funded at the cap of \$1,500 (i.e. trips where the total cost is below \$1,500 should only be funded at 70% of the trip – no trip should be funded in total)

Officiating

The securing and compensating of officials for athletic contests is the responsibility of the individual club. Officials cannot be paid with university allocated funds.

Fundraising

All sport clubs are **required** to do 1 fundraiser per semester. Revenue from fundraisers and member dues should be the majority of your club's income. If a club does not hold a fundraiser each semester, this may affect the club budget allocation for the next year. **To make certain that clubs work independently to raise funds for their own club and not rely heavily on funds allocated by the SCC, the Budget Allocation Process is weighted heavily on club fundraising efforts and membership dues.**

Fundraisers are also a good way to create social interaction among club members as well as create awareness about the club. Ideas for fundraisers include: BB&T concessions, trash pick-up, restaurant sponsors, etc. Be creative! Talk to other clubs and find out what works well for them. Meet with a Sport Club staff member if you plan to utilize a commercial sponsor in relation to the fundraising activity.

The Division of Student Affairs and the Department of Campus Recreation do not feel that alcohol or tobacco products are appropriate sponsors for Sport Club sponsored activities or programs. Use of such sponsors for Sport Club fund-raising activities is strictly prohibited.

To be successful in your fundraising efforts, it is crucial that you be organized. Some possible suggestions for organizing are:

1. Form a committee involving several members of your club.
2. Plan early.
3. Select the correct season and time for the fundraising event. Be aware of conflicting events and take weather into account. (Off-season when your club is not competing is the best time for fundraisers)
4. Select the proper location.
5. Set goals.
6. Publicize.
7. Design a budget.
8. Use a checklist.
9. Evaluate event to make improvements for the next event.

Sport Club Council [SCC]

The Sport Club Council will be selected by the Campus Recreation Sport Club staff. Sport Club Council meetings will cover important upcoming events, deadlines, and other miscellaneous information.

Organization and Purpose

Through the Sport Club Council (SCC) budget allocation process, the Department of Campus Recreation has a limited amount of funds available for sport club use. The amount of funds available each year is solely dependant on the fiscal well-being of the department and University. The budget allocation system has been established to ensure the fair and appropriate allocation of funds for each club. **To make certain that clubs work independently to raise funds for their own club and not rely heavily on funds allocated by the SCC, the Budget Allocation Process is weighted heavily on club fundraising efforts and membership dues.**

The Sport Club Council is comprised of leaders from the Sport Club Program and express their needs and concerns. This structure provides a unique opportunity for involvement and development of student leadership. Also, it provides communication between the clubs and the administration. The primary objective of the Sport Club Council is to provide the means for exchange of ideas and information regarding University policies and procedures and mutual improvement.

The University recognizes the Sport Club Council as an official governing body. The purpose of the SCC is:

1. To review all existing Sport Club policies and procedures and express the collective viewpoint on said policies and procedures in the interests of all member sports.
2. To govern the allocation of funds allotted to sports clubs.
3. To act as a liaison between the members of the SCC and University Administration and its organizations.
4. To represent and support all club members in matters involving conflict with campus or community organizations.
5. To monitor all sports clubs and provide explanation of University policies and procedures and to assure that these guidelines are followed.
6. To act as a conduct board governing all indiscretions and violation of policies and procedures. To incur penalties, including monetary penalties and membership penalties up to, and including, loss of funding and expulsion of sport clubs or their participants from the sport club program.
7. To resolve conflicts between sports clubs in an attempt to insure unity in the SCC.
8. To encourage and support the establishment of new sports clubs in an attempt to provide interested students, faculty and staff with the opportunities to participate in an organized sports activity program.
9. To assist in new club trainings as a means to provide leadership development for new club officers and members.

Insurance, Liability & Safety

Member Registration

Each club member is required to register on MyEngagement <https://nku.campuslabs.com/engage/organization/recsports>. Each club member must be signed up under the Club Sports umbrella as well as be signed up under your specific Sport Club on MyEngagement. This registration will not be complete and approved until all of the forms are completed correctly. The Department of Campus Recreation recommends that all Sport Club members have current Medical insurance and receive a physical before participating in any Sport Club event. New members will not be able to participate in any club activity until they have registered for the specific club on MyEngagement.

CPR & First Aid Guidelines

As part of our Risk Management plan, all clubs are required to have a club members CPR, First-Aid and AED certified member by the American Red Cross or American Heart at any event off campus. It is the responsibility of the Safety Officer to make sure this guideline is being upheld. Campus Recreation will provide 2 free certifications for each club. A sign-up link will be emailed to the Sport Club President's and it is their responsibility to get members to sign-up and attend. Each club is required to have 2 active club members certified in CPR, First-Aid and AED and have their certification cards on file with Campus Recreation.

Visiting Teams

All members of the visiting team(s) during a home game / tournament hosted by your club must fill out a **Visiting Team Waiver** before the competition begins. This form is online that you can print out and take to the competition. If your club hosts a competition and fails to have the visiting team complete these forms, your club will be In Active. You can get this visiting team waiver under Documents on MyEngagement <https://nku.campuslabs.com/engage/organization/recsports>. If the link is not working, please email Jill Wood, woodj10@nku.edu and she can email you a copy.

Spectators

Spectators are welcome at club-related activities. If your event is held in the Campus Recreation Center or at the IM Complex, all spectators must sign a spectator waiver before entering. Additionally, all spectators and visiting team members must comply with any access policies that have been put in place for their game/event.

Risk Management

As more than half of all sports and recreation injuries can be prevented, prevention is of the utmost importance. Managing risk is the process of planning, organizing, leading and controlling the activities and resources of a program or organization in order to minimize adverse effects of risk on people, property, operations, reputation and financial resources. IN SHORT: It is the process of assessing your risk exposure – then developing & implementing action plans to minimize its impact.

Sport Club Safety Requirements

1. Participants are responsible for discussing with their family doctor any known physical problems that may limit participation in the Sport Clubs program. This must be accomplished prior to participation.
2. Participants are responsible for proper conditioning as a prerequisite for participation.
3. It is required that one certified member be at each away practices and/or competitions. Proof of certification must be filed with the Department of Campus Recreation.
4. Campus Recreation will have a Certified Athletic Trainer available at most home competitions.
5. Sport Club officers are expected to survey the fields and facilities prior to every practice, game, or special event. Unsafe conditions must be reported to the Sport Club staff.
6. An “Injury Report” form should be completed and turned in within 24 hours, or the next business day, with the Department of Campus Recreation. Form is located on MyEngagement <https://nku.campuslabs.com/engage/organization/recsports>

Emergency Action Plan

An Emergency Response Plan outlines who does what and what is to be done in the event of an emergency. An Emergency Response Plan (ERP) or Emergency Action Plan (EAP) can be defined as a predetermined plan to deal with an emergency in an organized and efficient manner. Each club is required to develop their own plans to identify the main steps and tasks that need to be performed in the event of an emergency. Communication before, during and after an emergency is key to the success of the designated emergency response plan.

Facility Reservation & Usage

Members of the Sport Club Program are eligible to use designated facilities that fall under the management of Campus Recreation. Recognized Sport Clubs are eligible to use designated Campus Recreation facilities free of charge for sporting events/competitions, practices and club meetings. Clubs are prohibited from holding ‘informal’ practices in Campus Recreation facilities. If it is determined that a club has met on a space otherwise designated for open recreation, the club will be subject to disciplinary action. Campus Recreation reserves the right to cancel facility reservations.

At the beginning of each semester, forms will be emailed out to request practice and competition facility space for the upcoming semester. The goal is for each club to get 2 practices per week on the facility schedule that each last 1 and a half to 2 hours long. Clubs need to be flexible and understanding with their availability for practice times. Weeknights from 8-11pm and weekends are going to be more available for Sport Clubs to gain practice space. Once the schedule is out, additional facility space may be requested through the Sport Club Staff. Additional space should be requested at least two weeks in advance.

Sport Club Facility Reservation Policy

Areas that can be reserved:

- Campus Rec Center
 - Main Gym (4) Courts
 - Auxiliary Gym
 - MAC Court
 - Racquetball Courts
 - Pool
 - Track
 - Multipurpose/Studio Space
 - Bouldering Wall
 - Courtyard
- IM Field Complex
 - Field 1
 - Field 2
- Sand Volleyball Complex
- Outdoor Basketball Courts

Canceling Reservations

Clubs should contact the Sport Club Professional Staff via email or text if practice is canceled. If a club has to cancel a weekend home event, they must inform the Sport Club Office ASAP. If possible, the space will be made available to other club requests. Event cancellations within one week of the event may negatively impact future event requests. **If a club no call/no shows a practice time, that club will lose privileges for further practices determined by the Sport Club staff.** Multiple no call/no show offenses will lead to permanent loss of practice time and space.

Facility Charges

If a club plans to host an event that meets any of the following criteria, a rental fee may apply.

- The event is cosponsored with any organization other than another Sport Club or Campus Recreation program area.
- The event is generating money that will go anywhere other than a Sport Club account. The Student Organization Rate will be charged for these rentals. Other fees may apply depending on event setup needs.

During normal operating hours there will be no charge for facility reservations. Outside normal facility operating hours at the Rec Center, groups will pay a \$20 per hour staffing cost.

Travel

Competition / Event Registration

All club competitions/events are required to be registered on MyEngagement <https://nku.campuslabs.com/engage/organization/recsports>. Under forms there will be a Pre-Trip and Post-Trip form that must be completed by the Sport Club President in order to have your event approved. All events need to be registered at least 5 Business days prior to the date of the event (regardless if the competition is on or off campus). Once your club event is registered, you will hear back from the Sport Club staff if your event is approved or denied. If your event is approved, once the event is completed your club must input the results of the event on the Post-Trip form. If your club competes without authorization from the Sport Club staff, your club will be subject to be In-Active.

Travel using University Funds

Purpose

While travel experiences offer valuable learning opportunities, they also present potential risks and safety concerns. These guidelines have been adopted to address these potential risks, increase safety, and set forth a consistent set of standards to be followed in connection with Northern Kentucky University sponsored activities and events involving student organization travel.

Definitions

The following definitions apply for purposes of these guidelines:

- Travel Activity(ies): Northern Kentucky University sponsored activities and events involving student travel governed by these guidelines.
- Travel Coordinator: the representative of a registered student organization responsible for organizing the Travel Activity, obtaining approval for the Travel Activity, and coordinating student participating in the Travel Activity.
- Student Organization: The Northern Kentucky University student organization that is (1) registered with Student Engagement, (2) the Travel Coordinator represents, and (3) is responsible for maintain documentation related to the Travel Activity.
- Northern Kentucky University defines a Registered Student Organization (RSO) as a group of five or more students actively enrolled at NKU who share a common purpose or interest. A RSO is entirely operated and organized by actively enrolled students with the exception of a required NKU faculty or staff advisor. RSOs may also be members of other university-based communities that impose additional standards of conduct. RSOs shall not unlawfully discriminate on the basis of race, age, color, religion, national origin, sexual orientation, gender, veteran status, or disability

Required Guidelines

Section 1: Applicable Forms

- 1.1 All forms can be found in myEngagement in the Student Engagement Branch Forms.
- 1.2 Student Travel Registration: <https://myengagement.nku.edu/submitter/form/start/197149>
- 1.3 Travel Waiver and Driver Authorization Form:
<https://myengagement.nku.edu/submitter/form/start/193541>

Section 2: Registration and Approval

2.1 Designate a Travel Coordinator

- A. Student organization member that will serve as the group representative for the travel activity. This student will work directly with the Specialist in the Student Engagement Office or the Assistant Director for Intramural Sports in Campus Recreation on all travel
- B. Attend one specialized training session offered periodically by the Office of Student Engagement.
- C. Submit Travel Registration on behalf of Student Organization and all travelers.

2.2 Complete the Travel Registration Form

- A. Travel Registration form can be found on MyEngagement in the Student Engagement Portal
- B. Must be submitted at least 10 business days (two weeks) before first day of proposed travel and be approved prior to purchasing airline tickets or registration
- C. Must include
 - For ALL Travelers (Excel upload)
 - Name
 - Phone Number
 - Email
 - Emergency contact with phone number
 - Indication of having a signed Travel Waiver/Student Driver Authorization in the academic year if driving Enterprise rental vehicles
 - For Student Organization
 - Student organization advisor contact information
 - Notice of whether or not the advisor is traveling with the group
 - Specific Travel Plans
 - Travel destination
 - Modes of transportation
 - Lodging plans
 - Purpose of trip
 - Travel and stay itinerary
 - Including who will be driving and anticipated driving schedule

2.3 Travel Activity Approval Process

- A. Sport Club Staff will review the registration and communicate with the Travel Coordinator if additional information is needed. Please track the progress of your submission by logging into MyEngagement and accessing the “my submissions” section. Responding to campus partners’ requests will be necessary for approval.

- B. You will be informed of the decision via MyEngagement message (which may go to your NKU email dependent on personal notification settings) on the submission page.
 - C. At the time your Travel Registration form is approved, the Assistant Director for Intramural and Club Sports will be your on-call contact for your trip. This staff member should be contacted with any issues that arise.
- 2.4 Finalize Travel Arrangements with the Assistant Director for Intramural and Club Sports
- A. Schedule an appointment with the Assistant Director for Intramural and Club Sports to make the following arrangements
 - a. Register for the tournament
 - b. Book lodging
 - c. Book transportation
- 2.5 Report changes
- A. Changes can be made up to the day before travel and should be directly emailed to the contact on-call
 - d. Changes in travel roster
 - e. Itinerary changes
 - f. Flight or mode of transportation changes
 - g. Cancellation of trip
 - h. Any additional relevant changes or additions
- 2.6 Post Travel
- A. Report any incidents using the Incident Report Form found on MyEngagement
 - B. Complete any paperwork for financial processes and turn in receipts
- ALL POST TRAVEL FORMS SHOULD BE COMPLETED NO MORE THAN 5 BUSINESS DAYS AFTER RETURN TO CAMPUS**

Section 3: Acceptable Modes of Transportation and Lodging

- 3.1 Transportation – multiple modes are possible per trip
- A. Enterprise rental car
 - Must be 21 years of age or older to reserve a car.
 - If travel is greater than 500 miles one way, we encourage groups to fly
 - Students **MUST** reserve and pay for a rental vehicle with a university credit card. Students are not allowed to rent vehicles with their personal credit card
 - Rental of 15 passenger vans is not permitted
 - B. Air
 - C. Bus
 - D. Public Transportation
 - E. Train
 - F. Uber, Lyft, or Taxi
 - G. Personal Vehicle
 - Organizations driving personal vehicles greater than 500 miles need to develop a detailed travel plan in coordination with the Office of Campus Recreation. Refer to section for 4.1 for student driving times.

- If a student chooses to use a personal vehicle for a Northern Kentucky University event or business, the student must be aware that there is no coverage for the student under Northern Kentucky University's auto liability policy. Any injuries/damages to a third party, including their passengers, would only be covered by the student's personal auto liability policy. Students must maintain liability insurance on their vehicles, which meets the minimum statutory requirement for their state of residency, and provide the university with a copy of their insurance card.
- If an employee (professional staff) chooses to use a personal vehicle for university business, the personal auto liability policy covering the vehicle is primary. Employees must maintain insurance on their vehicles which meets the minimum statutory requirement for their state of residency. The university's auto policy may cover their party liability damages in excess of the coverage available under the employee's personal auto liability policy.

3.2 Lodging

- A. Hotel
- B. Air B&B
 - Air B&B is only allowed if the reservation is for private lodging (designated as entire home) and not a shared or common residential space.
 - Must include address, contact information of host, and confirmation from host that host knows that college students will be staying in space.
- C. Family/private home
- D. Camping
- E. Rented Facility
- F. Other University or Campus accommodations (hosted conferences or competitions)
- G. Coaches, advisors, or non-current organization members are required to have their own bedroom/sleeping space and should not share a bedroom/sleeping space with students. The university funding does not fund travel for these individuals.
- H. The number of individuals housed in a room should be no more than the room is equipped to accommodate.
- I. Damage to property, hotel or hotel incidentals are the responsibility of the students registered in that room/house.

Section 4: Safety and Expectations When Driving

4.1 Restrictions on student driving times

- A. Students may drive no more than four consecutive hours, and then must take a break from driving for at least 30 minutes
- B. Students are not permitted to drive more than 10 hours per 24-hour period
- C. No students may drive between the hours of 12am and 4am
- D. Another traveler who is sitting in the front seat must be awake with the driver at all times
- E. Use of alcohol or other controlled substances by any student, available to drive or not, during the travel is strictly prohibited

4.2 All students who drive must complete and submit a Student Driver Authorization Form (as a part of the travel waiver)

- A. All drivers must have a valid United States driver's license, free of any suspension or revocation from the individual state of issuance. The driver must have at least one year of driving experience
- B. Should not have had any major accidents within the last 12 months, no more than one moving violations within the last year from the date of travel and no citations for DUI/DWI or reckless driving

4.3 Damages to property or vehicles

- A. Any payment for damages to or by vehicles not covered under Enterprise insurance is the sole responsibility of the department, organization or program sponsoring the trip –
- B. Students must report any accidents or damages to vehicles or property to the Student Affairs contact on call and must complete an incident report upon return to campus
- C. Students should take photos of any damages to rental vehicles before they are returned to the rental car facility and submit the photos with the incident report
- D. If the accident involves another moving vehicle or pedestrian, immediately call the police and file a report. Obtain the police information and report number
- E. Students are expected to cooperate fully with NKU and the university's insurance carrier following any accident

Drivers 21 and old	Deductible covered by the insurance agreement with Enterprise
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4.4 Moving, traffic, parking tickets and toll violations

- A. The student driving the car at the time of the ticket, or renter of the car is responsible to pay any fines or fees associated with the ticket or unpaid tolls
- B. Any payment for parking or traffic tickets or toll violations is the sole responsibility of the student and will not be reimbursed by Campus Recreation
- C. Students must report any moving violations, traffic, or parking tickets to the Student Engagement office or Campus Recreation immediately upon returning to campus and must complete an incident report

4.5 Use of cell phones or other devices by the driver is not allowed

- A. No TEXTING and DRIVING
- B. This includes talking on a cell phone using Bluetooth device, using talk-to-text or similar technology, or using the phone for directions. A passenger should be responsible for navigation and any necessary device usage
- C. Each vehicle must have written/printed directions to the destination in the car at all times

Section 5: General Expectations for all travelers

5.1 Behavior should align with the University Code of Student Rights and Responsibilities

- a. Alcohol use by students under the age of 21 is strictly prohibited

- b. Use of any recreational or other drugs besides those prescribed by a doctor is strictly prohibited

5.2 Unused airfare booked for student organization travel should be transferred to other group members or used for student organization business and not used for personal travel in the future

5.3 Students are expected to attend all scheduled activities when traveling with student organization

5.4 The sponsoring student organization will be responsible for any damages to any transportation, lodging, or activity spaces or materials during the planned travel activity

5.5 When traveling with groups, students are considered ambassadors of Northern Kentucky University and are responsible for following all rules and regulations in the University Code of Student Rights and Responsibilities

5.6 No minors under the age of 18 may travel with student organizations without parental permission forms. If you need parental consent forms, please contact AJ Miller in the Office of Student Engagement to obtain the forms. Minors need to disclose their age to the student organization.

5.7 If students miss class(es) for student organization travel, those students are responsible for missed classes assignments and all communication with professors. Note that professors are not required to excuse absences for student organization travel, but may do so at their discretion.

Section 6: Procedure in Case of Emergencies

6.1 Incident Reporting

A. Car Accident

- If medical attention is needed, make sure student gets medical attention as soon as possible. Dial 911
- Students must report any accidents or damages to vehicles or property to the Assistant Director for Intramural and Club Sports on call and the number provided by Enterprise immediately and must complete an incident report upon return to campus
- Students should take photos of any damages to rental vehicle before they are returned to the rental car facility
- If the accident involves another moving vehicle or pedestrian, call the police and file a report. Obtain the police information and report number
- Students are expected to cooperate fully with Northern Kentucky University and all insurance carriers following any accident

B. Illness or Serious Injury

- If medical attention is needed, make sure student gets medical attention as soon as possible. Dial 911

- Inform Assistant Director for Intramural and Club Sports on call and group advisor immediately and complete and submit Incident Report Form upon returning to campus if injury or illness is more than minor

6.2 If there is another serious incident, contact the Assistant Director for Intramural and Club Sports on call and complete and submit an Incident Report Form upon group's return to campus. Such incidents may include:

- Crimes committed by or against someone participating in the Travel Activity
- Recurring alcohol or drug abuse by one or more students
- Somebody participating in the Travel activity goes missing
- Natural disasters affecting those participating in the Travel Activity
- Political unrest affecting those participating in the Travel Activity
- Any incident requiring emergency medical response or involvement of law enforcement
- Missed flights, busses, or other transportation problems
- Cancellation of or other serious problems with lodging
- Any incident involving significant violation of University policy
- Any incident that could require the use of significant University resources
- Any other crisis involving the immediate well-being of those participating in the Travel Activity

Section 7: Funding for Student Organization Travel

7.1 All Travel Activities should adhere to all the guidelines listed above.

7.2 Groups that receive travel money from university funding must also adhere to those guidelines

6.3 Failure to follow these guidelines could result in a loss of travel privileges and/or funding

Hotel Receipt Policy

If your club has reserved a hotel room for an out of town event, it is the person's responsibility that holds the hotel reservation to return all receipts to HC 264 within 5 business days of returning from your event. *If you do not return the receipts to the Sport Club Staff within 5 business days after returning from your trip, your club could become In-Active.*

Conduct, Discipline, and Due Process

Conduct & Behavior

All Sport Clubs and its members assume an obligation to conduct themselves and their organizations in a manner compatible with the University's function as an educational institution. Individual's behavior in game situations and particularly with game officials, the misuse of equipment and facilities (including not using reserved space and/or neglect in following facility use procedures; i.e. leaving debris or equipment in a facility) as well as **inappropriate conduct and**

actions while participating in any Sport Club related activity will jeopardize the club's continued status as a member of the Sport Club Program. All Sport Club members shall be held to the standards set forth in the NKU Code of Students Rights & Responsibilities.

<https://inside.nku.edu/scra/information/students/rights-responsibilities.html>

Alcohol Policy

The policy is very easy to understand. Alcohol is prohibited at any and all Sport Club functions both on and off campus. This includes but is not limited to: practice, meetings, competition, travel, conferences, and club socials and banquets. The only exception is if a competition is at a venue that sells alcohol. In this case the sport club shall not handle or sell any alcohol and the venue will take full responsibility of carding, selling, controlling all alcohol sales.

Violation of this policy:

1. Is considered a Major Infraction.
2. Will result in the initiation of the discipline process.
3. Individuals involved may be referred to the Dean of Students office for a hearing.
4. Will result in an automatic and immediate suspension of all club activities indefinitely.

Clubs found “responsible” in respect to the violation might face consequences including but not limited to, probation, loss of practice time, loss of SCC allocated funds, loss of Good Standing status, or elimination from the Sport Club Program.

The use or distribution of drugs, except those prescribed by a physician for medical purposes is prohibited at Sport Club sponsored events both on and off campus. The NKU community is expected to comply with the laws of the state of Kentucky and Campbell County as well as University regulations. Consult the Code of Student's Rights & Responsibilities, the Student Conduct, Rights & Advocacy Office or the Department of Public Safety at NKU for further explanation.

Hazing

Sport Clubs are subject to all local, state and national laws pertaining to hazing of members. Refer to the Code of Student's Rights & Responsibilities, for further explanation.

Discipline & Due Process

Violation of, or noncompliance with the University policies, campus regulations, Sport Club Council (SCC) procedures or Student Organization procedures & standards of conduct may result in revocation of SCC recognition or other disciplinary action. The discipline process has been developed to assist club leaders in correcting the mistakes that may cause problems for the club and the University. Situations and conduct that violate the Code of Student's Rights & Responsibilities or State and Federal law may be turned over to the Student Conduct, Rights & Advocacy Office.

Campus Recreation Programs

The Sport Club staff has jurisdiction over all Sport Club Program Policy (this manual as approved) and Campus Recreation policy and may render decisions related to such. The Sport Club staff will notify club officers and begin to investigate violations. Upon completion of the investigation the Associate Director of Recreational Programs will consult with the Director of Campus Recreation and then make a decision. Clubs found responsible for violation of the Code of Student Rights & Responsibilities / Sport Club Handbook / Campus Recreation policy may receive one or more of the following disciplinary sanctions (The Sport Club staff reserves the right to suspend individuals from Sport Club activity).

1. Disciplinary warning: An official written notification that the sport club's behavior is in violation of university regulations or standards, and clarifies expected behavior for the future. Further misconduct may be treated with more serious sanctions.
2. Disciplinary probation: Probation allows the sport club to remain enrolled and be an active member of the University and Campus Recreation Sport Club Program, however, it places a severe warning that if the sport club has one more violation of the Code, regardless of the severity of the violation, that the sport club may be suspended indefinitely. The Code Officer will determine the time frame of the probation.
3. Loss of privileges: including but not limited to restrictions from specific university areas, participation in activities, voting rights, or ability to travel and compete. The time frame for the imposed loss of privilege(s) will be determined by the Code Officer.
4. Educational/Developmental activity: Requirement of participation in an educational or developmental activity which may include but is not limited to mandatory counseling, mandatory attendance at a workshop for alcohol, drug, or anger management, writing an essay, letter of apology, organizing an activity on campus, or attending a specific class.
5. Restitution for damages: Reimbursement for damages caused by the sport club's actions to the University and/or individuals.
6. University service: Service to the University for a specific amount of hours to be served within a specified time frame.
7. Restriction: A restriction upon a sport club's privileges for a minimum of one semester. This restriction may include, for example, denial of the right to represent the university in any way, denial of the use of facilities, denial of parking privileges, denial of participation in extracurricular activities, or restriction of organizational privileges.
8. Indefinite Suspension of Activity: Involves exclusion from all or specified privileges or activities of the Sport Club Program and cancellation of all scheduled competition for at least the next two full semesters (fall and spring) and ordinarily carries with it conditions which must be met for reinstatement. Reinstatement after an indefinite suspension requires that: the club applies to the Sport Club staff at the close of the imposed period; the Associate

Director determines whether the Sport Club has met the conditions imposed and is otherwise eligible for reinstatement. The Sport Club is still considered a registered Student Organization.

Appeals Process

Sport Clubs have the opportunity to appeal sanctions imposed by the Sport Club staff to the Director of Campus Recreation. The club has (5) business days to provide the Sport Club staff with a written notification that they wish to appeal the decision.

If the situation involves alleged criminal acts or a violation of the student code, it may be referred to the Student Conduct, Rights & Advocacy Office for processing. A detailed description of the process may be found in the Code of Student Rights & Responsibilities.

DISCLAIMER

All policies are subject to change without prior written notice. The Campus Recreation Professional Staff has the right to make adjustments to any of these policies at any given time.