



**RECREATIONAL SPORTS AND  
FITNESS SERVICES**

<http://www.recsports.msu.edu>

**CLUB HANDBOOK**

(Revised 12/19/17)

*A Division of Student Affairs and Services  
MSU is an Affirmative Action/Equal Opportunity Employer*

## Table of Contents

<b>Frequently Asked Questions</b>	<b>3</b>
<b>Club Responsibilities</b>	<b>4</b>
<b>Officer Responsibilities</b>	<b>5</b>
<b>Code of Conduct</b>	<b>6</b>
<b>Hazing</b>	<b>6-7</b>
<b>Club Sport Eligibility &amp; Membership</b>	<b>7</b>
<b>Fundraising</b>	<b>8</b>
<b>Sponsorship</b>	<b>9</b>
<b>Development Account</b>	<b>9</b>
<b>Agency Account</b>	<b>10</b>
<b>Club Travel</b>	<b>10</b>
<b>Excuse Letters</b>	<b>11</b>
<b>University Licensing – Club Merchandise and Apparel</b>	<b>11</b>
<b>Facilities/Schedules/Maintenance &amp; Keys</b>	<b>13</b>
<b>Requesting Facilities</b>	<b>13</b>
<b>Lightning Detection System</b>	<b>14</b>
<b>Schedules and Special Events &amp; Fees</b>	<b>14</b>
<b>Hosting Youth Events On Campus</b>	<b>15</b>
<b>Coaching/Instructor Policies</b>	<b>15</b>
<b>Safety: CPR &amp; First Aid</b>	<b>16</b>
<b>Liability Waivers</b>	<b>16</b>
<b>Athletic Trainers</b>	<b>16</b>
<b>Risk Management</b>	<b>17</b>
<b>Guidelines for Food Service</b>	<b>17</b>
<b>Additional University Resources (Funding, Sport Psych Consult, etc.)</b>	<b>18</b>
<b>Club Sports Vehicle Use Policy</b>	<b>19</b>

## Frequently Asked Questions (FAQ's)

### ***1. What is our club's mailing address?***

“Club Name”

Intramural Sports Circle  
308 W. Circle Dr. Rm. 121  
East Lansing, MI 48824

### ***2. What is the difference between a Club Sport and a Registered Student Organization (RSO) at Michigan State University?***

Club Sports at MSU are required to be Registered Student Organizations before being eligible to be a Club Sport. In addition to the resources available to RSO's, Club Sports receive the following:

- Access to some administrative assistance through the Club Sports Director
- Access to the Recreational Sports and Fitness Services Department's Development Account (the ability to receive tax-deductible donations)
- Advertised on the Recreational Sports and Fitness Services website
- Discounts on facility rental when hosting tournaments/competitions

### ***3. What qualifies a group to be a Club Sport?***

- Competitive
- Pay Dues
- Team Travel
- Member of National Governing Body
- Clubs consist of 100% MSU Affiliates
- Level of risk involved in sport
- Facility needs (and availability of facility space)
- History within our department
- Compliance to club rules and regulations

### ***4. What is our Development Account and how do we find out the balance?***

Club Sports have access to the Rec Sport's Development Account. This allows clubs to receive tax deductible donations. Reimbursement from this account must follow all of the laws and rules set forth by Michigan State University and the IRS. The easiest way to use this money is to have us pay an invoice for you or get reimbursed. Always meet with the Club Sports Director *before* assuming you can get reimbursed for an expense. *Never assume anything regarding* the Development Account. To find out your balance, contact the Club Sports Director.

### ***5. How do we get approval to use MSU's logos on publications/uniforms/etc?***

All publication and apparel designs **MUST** be approved through University Licensing to ensure they adhere to University logo regulations. Go to [www.licensing.msu.edu](http://www.licensing.msu.edu) to read up on Graphics Standards, to find a list of licensed vendors as well as contact information.

### ***6. How do we get funding from the University?***

RSO's are eligible to receive up to \$4500 in a calendar year through the Associated Students of MSU (ASMSU). Find out more in the RSO Student Handbook: <http://studentlife.msu.edu/publications/student-organization-handbook-3> under “University Services and Resources.”

## **Club Responsibilities**

Michigan State University Club Sports must follow all policies and procedures set by the University, the Department of Student Life, and the Department of Recreational Sports and Fitness Services.

The following is a checklist of the responsibilities each club must fulfill:

1. Before the first practice:
  - Registered Student Organization through Student Life. Forward the confirmation e-mail from Student Life to the Club Sports Director once received.
  - Register as a Club Sport through the Rec Sports Department (<http://recsports.msu.edu/Club%20Sports/index.html> “Register a Club”)
  - Liability Form for all club members (including tryouts) – filled out either before or at the first practice **BEFORE** practice/tryouts begin. **No one** is to participate without having submitted a completed liability form. These are available on the Rec Sports website: <http://recsports.msu.edu/Club%20Sports/index.html>
  - Facility Request Form (all officers will receive this in an e-mail from the Club Sports Director before fall semester starts each year)
  - Coach/Instructor Forms for all coaches/instructors
    - Current coaches (must have Coach/Instructor form on file) must purchase a Rec Sports Access ID through IM West. Call 517-355-5257 to make an appointment.
  - Have an **updated** club Constitution on file in the Club Sports Office **and** the Department of Student Life. Confirm with Club Sports Director that new officers have reviewed Constitution.
2. Submit the following forms at the **BEGINNING OF EACH SEMESTER**
  - Updated club rosters, including names and partial PID of teammates (A4\*\*\*\*394)
  - Competition/Travel schedule (home and away)
3. Throughout the season
  - Before travel, fill out on-line travel form. **No one** is to travel without turning in this form: <http://recsports.msu.edu/Club%20Sports/index.html>

**Please ensure that ALL forms/responsibilities are COMPLETED in their entirety.**

1. *At least* one individual from each club must be assigned to attend the Club Sports Meeting each semester. Ideally, a more senior officer and a newer/upcoming officer will attend.
2. Someone from each club must check the club’s mailbox in 121 IM Circle throughout the semester.
3. Clubs are not allowed to have non-MSU members. Membership must consist of 100% currently enrolled MSU student/faculty/staff (some clubs only allow undergraduate students, depends on the governing body).
4. All Club Sports are required to have at least 10 members to keep their affiliation with the Club Sport Program or the minimum number required to fill a team.

5. All publication and apparel designs **MUST** be checked through University Licensing to ensure they adhere to University logo regulations. Go to [www.licensing.msu.edu](http://www.licensing.msu.edu) to find contact information, a list of licensed vendors and to learn more about Graphics Standards. See **“University Licensing – Club Merchandise and Apparel”** below for more detailed information on Licensing requirements.
6. Clubs must ensure that contact information located on the Rec Sports webpage is up-to-date and accurate. Changes to the club contact information should be forwarded to the Director of Club Sports ASAP.

### **Officer Responsibilities**

Club Sport Officers are an extremely vital part of the success of the club. Generally, Club Sports have four officers including a President, Vice-President, Treasurer, and Secretary. Each club must have a minimum of four officers (President, Vice President, Treasurer, and Secretary) as required of all student organizations, but may have others as necessary. Though policies and procedures are set by the Department of Student Life and the Recreational Sports and Fitness Services Department at Michigan State University, Club Sports are student-directed. The specific responsibilities of each club officer are determined by the clubs, but here are some guidelines that your club may follow if you need some.

All officers have the responsibility for seeing that the club abides by all University policies and procedures. These include, but are not limited to: scheduling, financing, advertising, and sponsoring events.

- A. President’s Responsibilities
  1. Preside over club meetings and conduct club business
  2. Promote fundraising events
  3. Delegate responsibility as necessary
  4. Approve the club budget
  5. Approve all club spending
  6. Keep strong positive relationships going between club members
  7. Develop and encourage new leadership in first and second year students
  8. Designate a representative for Club Sport meetings
- B. Vice-President’s Responsibilities
  1. Take over in the President’s absence
  2. Assist the President with the responsibilities listed above
  3. Submit schedule, on-line travel forms and liability waivers to the Club Sports Director
- C. Treasurer’s Responsibilities
  1. Keep an account ledger up to date and legible (preferably on a spreadsheet or banking computer program)
  2. Make sure that money is handled properly and deposited immediately
  3. Prepare the club’s annual budget
- D. Secretary’s Responsibilities
  1. Record and circulate minutes of all club meetings
  2. Circulate publicity information about the club

3. Report new officer elections to the Club Sports Office before end of Spring Semester (as soon as elections are held, clubs can register with the Club Sports office, even if it's the prior academic year)
4. Make sure club constitution is up to date and on file
5. Check mailbox (Rm. 121 IM Circle) regularly
6. Keep up the membership roster
7. Submit information you feel should be kept in the club's file in the Club Sports Office. This file represents the "life" of the club and should include pertinent items for future club leaders, including contracts which should not be entered into without direction from the Club Sports Director

Your club may have other officer positions as needed. Other positions clubs have had include Officer-at-Large positions for Sponsorship, Public Relations, Web Master, Recruiting or Travel. It is also a good idea to have one or two individuals serve as the representatives for the General Sessions. Keep in mind that all club officers must carry at least six credits (half-time) per semester (summer not included).

### **Code of Conduct**

Michigan State University has a standard of student conduct that applies to all members of Club Sports regardless of student status. Please refer to Student Conduct and Conflict Resolution for more information: <http://studentlife.msu.edu/sccr>. Accordingly, the Club Sport Program has a standard of conduct for all clubs affiliated with the Club Sport Program. Students in the Club Sport Program assume an obligation to conduct themselves in a manner compatible with the University's function as an educational institution. When members participate in an event they accept the responsibility of representing the University in a way that will not detract from the reputation of the institution, will demonstrate ethical conduct, and will display sportsmanship before, during, and after the event.

### **Participants shall not:**

- Consume alcohol while traveling, competing, or spectating
- Use drugs, except for prescribed medical purposes, while traveling, competing, socializing, and/or using facilities where they are considered representatives of the Institution.
- Strike, attempt to strike, or abuse an official, opposing player, spectator, or coach.
- Intentionally engage in or incite participants and/or spectators to engage in abusive or violent behavior.
- Use obscene gestures, profanity, or disrespectful language.
- Violate any tournament, Michigan State University, host institution, or Club Sport Program rules or policies.

Violations of these standards will result in disciplinary action by the Recreational Sports and Fitness Services Department Director.

### **Hazing**

"Hazing is any act committed against a student who is trying to join a group that is humiliating, demeaning or endangers the student's health and safety. It can occur regardless of consent or willingness to participate. If you choose not to take part but knew what was going on, you are part of the problem. It's called passive participation. Even the creation of an environment that promotes or allows hazing can be considered hazing." – Adapted from Florida State University, <http://hazing.fsu.edu>

Michigan Law: P.A. 111 and P.A. 112 of 2004 prohibit and penalize hazing in the state of Michigan. Hazing is defined as an intentional, knowing or reckless act by a person who acted alone or with others that was directed against an individual and that person knew or should have known would endanger the physical health or safety of the individual, and that was done for the purpose of affiliation with, participation in, or maintaining membership in any organization.

Hazing violations according to the law:

- If physical injury, the person is guilty of misdemeanor and can be jailed and fined.
- If impairment of bodily function, the person is guilty of felony and can be sent to prison (5 years) and fined (\$2500).
- If death occurs, the person is guilty of felony and can be sent to prison (15 years) and fined (\$10,000).

SUMMARY: Don't single out freshmen, rookies or any subset of your team. Any activity you have them do should be done by everyone else on the team. Teach, educate, work alongside your new members rather than embarrass and ostracize them. Hazing is a serious issue. Make your club experience fun, not dangerous. Consider community service as a bonding exercise that can bring your team together. Check out [www.servicelearning.msu.edu](http://www.servicelearning.msu.edu) and get your team involved in some serious team building by donating time and volunteering to make the world a better place (and becoming a more cohesive team at the same time!).

### **Club Sport Eligibility Policy**

Michigan State University Club Sport Program is open to all registered students, faculty, or staff. Some clubs may have more strict eligibility criteria, including restrictions based on their national governing organization. Incoming students accepted on a team may not begin practicing with the team until they have paid dues, completed AOP and their MSU ID scans them as a valid student. Under no circumstance should minors (children under 18 years old) be allowed to participate in a Club Sport.

For those clubs whose league requirements insist that an eligibility check is done on club members, please follow these steps that are required from the Registrar's Office. This check will be done with accuracy and is confidential if the following procedures are followed:

1. Allow a minimum of 1 week (5 working days) for processing
  - 1) They cannot assist you if you haven't completed your RSO paperwork so get that done in AUGUST!
2. Supply information provided by the event/tournament committee of your league
3. Each request must contain the following information when submitted:
  - 1) Clearly printed name
  - 2) Student signature
  - 3) Student ID number

Michigan State University Club Sports Program also requires that all Club Sports have at least 10 members or the minimum number of players required to field a team, whichever number is higher. It is imperative that the Club Sport Administration be efficient in allocating the limited time and facilities available for Club Sports. If your club cannot maintain this minimum membership, either

there is not enough interest in the University community, or your club is not working hard enough to recruit. If the club cannot meet the minimum membership criteria, it may be dropped from the Club Sport Program.

### **Fundraising, Sponsorship, and Donations**

The importance of fundraising for Club Sports cannot be stressed enough. Clubs must generate their own funds.

Fundraising recommendations:

1. Fundraising should not be left up to one club member, but should be planned by a fundraising committee and conducted by the entire club.
2. Set up a budget for all fundraising events and estimate possible expenses. Keep all receipts and record all transactions. You can also approach businesses for sponsorships, prize donations, and discounted services to offset the costs of the activity. Recall the Code of Conduct when selecting businesses to approach.
3. Establish a realistic time schedule that allows ample time for planning, meetings, resource gathering, etc., and always include deadlines. Your time schedule should allow for the event to take place in the proper season, i.e., don't try to squeeze in a car wash at the beginning of December.
4. If you need facility space, make sure you reserve the space that will meet the needs of the activity prior to planning the event. You do not want to conflict with another campus activity or try to fit too many people into a small facility.
5. Publicize the event. You can contact radio, TV, newspapers with Press releases, or advertise on your own. Social media outlets have proven to be very effective. Make sure all publicity is approved by the Club Sport Director ahead of time.
6. Evaluate the fundraising event from the time you begin planning to the end of the project. Keeping these notes on hand will make it easier to plan activities in the future.

*Note:* **Fundraising cannot include sponsorship from tobacco companies.** If you are planning to get sponsorship from an alcohol company, you must speak to the Club Sports Director. The University has an alcohol policy by which all student organizations must abide.

### **Fundraising ideas:**

The Club Sports Office occasionally gets requests for groups interested in fundraising and that information is passed on when it becomes available. The following events are just suggestions.

Sponsorships	Selling candy	Raffles
Arena Cleanups	Dance-a-thons	Row-a-thons
Sports Camps/Clinics	Campus Concessions	Donations
Bake sales	Ticket sales to competitions	Car washes
Tournaments (golf, softball, etc.)	Can Drive	Pizza Kit Sales

### **Authorization for Fundraising Raffles**

There are specific procedures in place for groups planning a raffle. Please see the Student Organization Handbook: <http://studentlife.msu.edu/publications/student-organization-handbook-3> under "Types of Activities" and then "Guidelines for Organizing a Raffle" within the document (page 5).



Many clubs request funds through the ASMSU Funding Board. Information can be found in the RSO Handbook: <http://studentlife.msu.edu/publications/student-organization-handbook-3> under “University Services and Resources.”

### **Sponsorship**

Often Club Sports will seek the aid of off-campus organizations or companies in sponsoring the club or an event. There are University policies and regulations, which govern a private firm or organization sponsoring a student organization or an activity on campus (or off-campus when the club is a RSO). Additionally, policies exist governing the type of printed materials that can be posted and what can appear on them. Contact the Club Sports Director for more information.

### **Club Sport Development Account**

Club Sports have the privilege of depositing donations into a tax-free development account managed by the MSU Development Office. If you would like to spend money into the Development Account, you must meet with the Club Sports Director to ensure you are processing paperwork correctly. Money in this account must be handled like any other donation to the university, whose details are laid out in the MSU Manual of Business Procedures. Below are some details common to club:

- Clubs have a web link to their Development Account page through University Development. This is an easy way for people to donate using a credit/debit card.
- Check or money order donations must be made payable to “**Michigan State University**” indicating the *name of the club in the memo* section of the check. Be sure that the donor’s name and mailing address are submitted with the donation. Submit donations to 201 IM West, where the Rec Sports clerical staff will process your donation.
- Donors receive a letter from the MSU Development Office verifying receipt of the donation as tax deductible. While donors receive a generic letter from University Development, it is better for them to receive thank you notes from the club directly. Find out if you have received on-line donations with the Club Sports Director. *Remember: all donations through the Development Account are made to MSU, NOT your club.* If the donor’s intent was for the money to go directly to your club, we will deposit it there. However, those funds are not to be referred to as yours, they are MSU’s. There are many rules and regulations regarding use of the Development that can be found in MSU’s Manual of Business Procedures. If you have any questions about the use of this account, contact the Club Sports Director. Here are some reoccurring club questions answered regarding the Development Account:
- The easiest way to use this money is to have us pay an invoice for you or get reimbursed.
  - When requesting reimbursement for an item (uniforms, parts, supplies, etc.), you need to provide proof of payment, such as a receipt showing a zero balance, a copy of the check, the payee’s name on your bank statement highlighted, or the credit card charge confirmation.
- Only donations are allowed in the Development Account. If you have \$300 in the Development Account and a \$500 invoice to pay, you are not allowed to add \$200 from your off campus account to make up the different. See the Club Sports Director if you are in this type of situation.
- If you obtain space or need assistance from IPF, make sure you have enough money in your development account to cover the expense. Also be sure you provide IPF with your proper accounting information (which is an account number RN031056 and your sub-account number) so we are billed accurately.

- Most clubs have a RSO account (starts with “AR”) for events which is NOT subject to the same rules as a Development Account. However, one cannot receive tax deductible donations into a RSO (“AR”) account. This is what all RSOs have access to, the Rec Sports Development Account is a university account, hence allowing clubs to receive a tax deductible donations.
- **YOU MUST SPEAK WITH THE CLUB SPORTS DIRECTOR IN ADVANCE OF ANY PURCHASES THAT ARE OUTSIDE OF CLUB REIMBURSEMENT AND CLUB INVOICES.** There are many guidelines in MSU’s Manual of Business Procedures that must be followed, *never assume something is covered and easily reimbursable.* Below are instructions to hopefully alleviate some common misperceptions that our Club Sports encounter but this list is a small sample of of the University’s procedures regarding use of a Development (Advancement) Account:
  - No reimbursement for travel is allowed *unless you submit a Travel Authorization form prior to leaving for the event.* That form is **in addition to** the on-line travel form. You *must* contact the Club Sports Director *at least two weeks before* travel if you hope to get reimbursed for any travel expenses (including reimbursement for hotel, vehicles, gas, etc). There are very specific procedures that must be followed before this type of reimbursement can occur. Here are just a few examples of restrictions for clubs requesting reimbursement for travel:
    - If you rent a vehicle on your own any insurance you purchase is not reimbursable
    - 12-15 passenger vans are not allowed by MSU so there is no reimbursement for 12-15 passenger vans from this account.
    - You must fill the gas tank prior to returning a rental vehicle or you will not be able to get reimbursed (basically, don’t return it on empty and pay the rental agency to refuel – this violates university fuel service option rules).
  - If you plan to spend more than \$10,000 with a vendor, you must go through MSU Purchasing to use the Development Account (they will need 3 quotes from 3 different vendors and will go with the lowest bid, unless you can explain to them why one company may be better to use than the others).
  - If you want to purchase something that is > \$2,500 but < \$10,000, we would first need a quote from the vendor that gets submitted with a requisition to Purchasing to request a purchase order.
  - When getting reimbursed for lodging and travel, it is much easier to reimburse the club rather than issue individual reimbursements.
  - Taxable services (paying for officials, etc.) cannot be reimbursed; we would need to pay these for you directly as long as you have sufficient funds in your development account.
  - 
  - If you plan to pay coaches by using the Development Account or Endowment money (all Endowment expenses must be approved by the Rec Sports Director in advance), then coaches must complete a Professional Services Contract form before they are hired. For more information on this, please speak with the Club Sports Director.

### **RSO Agency Account (“AR” account)**

Any club planning on hosting an event on campus should open an AR account (through the Dept. of Student Life). It costs \$5/month to keep money in this account but allows your club to host events on campus. This fee is being subsidized by ASMSU in 2016-17.

## **Club Travel**

**On-Line Travel Form** - This form is *required* for all club travel, regardless of form of transportation. The Travel Form holds important travel information in case of an emergency situation and must be completed **before** the travel date. You must essentially have your travel itinerary complete before being able to fill out this form. Here is the information needed to completely fill out the on-line Travel Form:

Club Name, President name and contact info

Destination (where are you going?)

Tournament Name

Competition Date & Time

Departure (date/time you're leaving from and returning to East Lansing)

How are you traveling?

Personal Car –

- How many cars, who's driving and who are the passengers in each vehicle?
- Each vehicle should have at least 2 drivers
- A maximum of 3 hours of uninterrupted driving is allowed per driver. After 3 hours, switch drivers or take at least a 15 minute break before the same driver can drive again.
- The person sitting in the front passenger seat must stay awake when the vehicle is in motion.

Rental Car – information on rental company and how many cars?

Plane – flight number, airline, etc.

Bus – information on the bus company (use this government regulated bus safety site

before renting a bus: <https://www.fmcsa.dot.gov/safety/look-you-book/look-you-book>)

Lodging (information on hotel/motel/private residence)

Copy and paste roster of all traveling (including coaches) into a box at the end of the form

The travel form is located here:

<http://recsports.msu.edu/Club%20Sports/index.html>

Basic Driving policies

- ❖ **NO ALCOHOL OR DRUGS ARE PERMITTED DURING CLUB TRAVEL.**
- ❖ No cell phone use while driving. **THIS INCLUDES TEXTING!!!!**
- ❖ A maximum of 3 hours uninterrupted driving is allowed per driver. After 3 hours, switch drivers or take at least a 15 minute break before the same driver can drive again.
- ❖ Seat belts must be worn at all times by everyone while the vehicle is in motion. If seat belts are either nonworking or not available for a seat, that seat cannot be used.
- ❖ Avoid driving between midnight and 5:00am

## **Excuse Letters**

Making decisions in the best interest of your team's safety is a critical component of effective leadership. If your club has a long drive ahead, plan to leave early. Driving through the night not only increases accident risks for your team, but may also affect your team's performance if they don't get enough rest the night before a tournament. The Club Sports Director is able to write an Excuse Letter for your team. While each professor at MSU has their own excuse policy, a letter from the Club Sports Director lends legitimacy to your teammates request for an excuse. If your team plans

on missing several classes in one semester, the letter may be less useful so be smart in the tournaments you choose to attend and try to avoid missing too many classes. *Please request letter at least one week in advance of your travel date.* The sooner your teammates can get these to professors, the better! Here's the information needed when requesting an excuse letter:

- Name of competition
- Date/time of competition
- Date/time you're leaving East Lansing and returning to East Lansing
- How are you traveling (driving airport, taking bus, individual cars, etc)
- Anything else you think a professor would want to know
- Include PIDs of the players and please block off 4 numbers, for example:
  - Sparty Spartan A4\*\*\*\*123

Please send the PIDs in an e-mail without formatting, making it easier to copy and paste the list into a Word document.

### **University Licensing – Club Merchandise and Apparel**

MSU Club Sports are welcome to use licensed trademarks of Michigan State University (the Block "S," Spartan Helmet, etc...) or create their own designs/logos for jerseys and club merchandise/apparel. However, it is essential that you clear your design through University Licensing. Go to ([www.licensing.msu.edu](http://www.licensing.msu.edu)) to read up on Graphics Standards, to find a list of licensed vendors as well as contact information. The below information was designed by the Licensing Office with all RSOs in mind, and intended to help clarify what is and is not allowed. Contact Licensing for final approval on any design you are considering for print!

## **REGISTERED STUDENT ORGANIZATION IDENTITY GUIDELINES**

There are more than 850 student organizations at Michigan State University. The following guidelines have been created to assist groups in knowing the allowable ways to affiliate with the university.

Student groups are able to affiliate with Michigan State University in so much as:

1. The student group identifies as a student-based organization not to be confused with a University department, program or initiative;
2. The student group identity conforms to the guidelines herein and does not infringe on Michigan State University registered marks, athletic brand or intellectual property.

### **STUDENT ORGANIZATION NAMES**

Student organizations should include the word "club" or similar identifier in the naming of the organization. This will identify the club as a student-based organization and not a university department or office. Examples include Club, Society, Association, and Chapter. Examples of current groups at Michigan State include Academic Competition Club, Advertising Association and Black Student Alliance.

Further, to enhance affiliation with MSU, organizations should include the words "at Michigan State University" along with or as part of their organization's name. Acceptable alternatives include "at Michigan State" or "at MSU." For example "Accounting Club at Michigan State University."

Student organizations may use the word "Spartans" or "Spartan" in their name, but it must be done in a way that does not construe or imply the university has taken an official position. For examples "Spartan Republican Club" is permissible but "Spartans for Nixon" would not be permissible.

### **STUDENT ORGANIZATION LOGOS AND VISUAL IDENTITY**

Student organizations may identify with Michigan State University in two ways.

Option 1: Use the approved design framework, which includes the Spartan helmet combined with the organization name and specified font.

Option 2: Create a unique visual identity that does not incorporate any other registered marks of Michigan State University (Spartan helmet, Block "S", Michigan State University word mark, Sparty)

**OPTION 1:** Use the approved design framework, which includes the Spartan helmet.



Graphic embellishments are not permissible in this format.

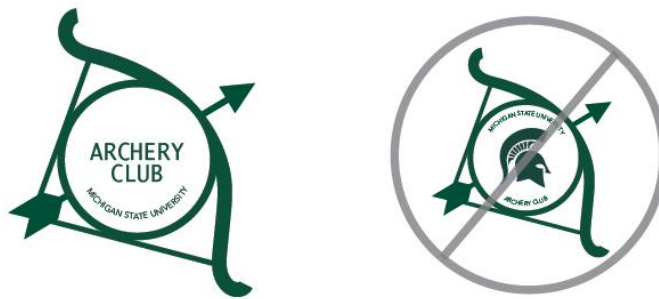


Does not include "at Michigan State" or appropriate affiliation.

**OPTION 1 (cont.):** 'Club Name' at Michigan State University/Michigan State/MSU should appear adjacent to the Spartan helmet using the following specifications. The Spartan helmet logo or other registered mark of Michigan State University **MAY NOT** be combined with any other graphic elements to form a new logo, other than stated here.



**OPTION 2:** Create a unique visual identity that does not incorporate any other registered marks of Michigan State University (Spartan helmet, Block "S", Michigan State University word mark, Sparty)  
Examples of alternate identity graphics:



### **Facilities, Schedules, Maintenance, and Keys**

Recreational Sports and Fitness Services provides numerous facilities for use by Club Sports. These facilities may be used for practice, competition, or special events and may or may not require rental fees. Please remember that any time your club uses Rec Sports facilities each club member must present his or her MSU ID to the designated facility monitor. Practice spaces are *not* to be used for special events/games. Anytime you want to bring an outside team to campus, this must get prior approval.

There is no guarantee that the Club Sport Program will be able to provide your club with all of the facility time you request. Please realize that most facilities are shared with other clubs, IM Sports Programs, the Department of Kinesiology, other Registered Student Organizations (RSO's) and the Department of Intercollegiate Athletics. It may not be possible to practice at the times you request. Facility use is a privilege of being affiliated with the Club Sports Program and failure to comply with policies will result in a reduction of facility time for your club.

### **Requesting Facilities**

Clubs must submit a Facility Request Form before the start of each semester. *This form is for semester long reservations only.* If you need space for tryout or events, contact the Club Sports Director. Facilities are allocated based on need, but clubs that have had specific times are given priority for those same times if there is a conflict. Changes may be made during the school year by submitting another facility request form, but there is rarely an opportunity for a club to change practice times during the year, unless it can find another club to trade times. Each club is responsible for returning the facility utilized to its original state.

Available facilities include IM West, IM East, IM Circle, Demonstration Hall, Sailing Center and limited outdoor fields. Keep in mind that your time is assigned to *your club only*. You may **not** allow other groups to use your practice time unless you are using your time for competition. Any Club Sport allowing use of their assigned time will be subject to loss of all of their facility use indefinitely.

In general, clubs may begin practicing the second week of school (if classes start on a Wednesday, clubs begin practicing the following Monday, unless it's a holiday, then the following Tuesday). Clubs do not practice on University holidays unless it has been requested and approved through the Club Sports Director.

**Lightning Detection System**

The following outdoor spaces have a Lightning Detection System:

- WEST CAMPUS - Munn field, the track and Ralph Young field, the baseball and softball fields, the soccer field and the tennis courts
- EAST CAMPUS - IM East fields, Vet Med fields, the Fee Hall tennis courts, and hopefully you can hear it on Service Road, too.

Here's how it works:

- One 15 second blast of the horn means lightning is imminent. Stop all activity and seek shelter. Practices/games may resume only after three 5 second blasts of the horn have sounded.
- REPEAT: Once you've heard three 5 second blasts on the horn, you can then resume outside activity. If you do not hear three 5 second blasts on the horn, you cannot resume playing/practice, as lightning is still a threat.

MSU Sailing Center (off campus): Our Sailing Center has its own unique system of lightning detection. When at the site, please abide by the rules set forth by the Sailing Center (Rec Sports) Management.

**Schedules and Special Events**

All competitive clubs are required to submit competition schedules for MSU games/events. In order to coordinate events with other campus programs and be prepared for emergencies, the Club Sports Office must be informed of such club activities. Each club is responsible for returning the facility utilized to its original state.

**Fees and Special Events**

Clubs hosting events in IM facilities will be charged rental fees for exclusive use of that facility beyond a 2 hour reservation. Hosting clinics and camps excludes the 2 hour fee waiver. The fees are as follows:

Dem Hall Arena	\$40/hour
Dem Hall Ballroom	check with College of Music Facility Manager
Gymnasium	\$25/court/hour (\$50/whole gym/hour)
Turf Arena	\$30/hour
Sports Arena	\$30/hour
Pool	\$100/hour (minimum requirement of 2 hours and no 2 hour fee waiver) + \$25/hr per lifeguard. Event determines number of lifeguards needed.
Sailing Center	\$100/hour + \$25/hr staff. Event determines number of staff needed.
Forest Akers Trust Practice Complex (artificial turf on Munn Field):	
	\$50/hr facility rental (minimum requirement of 2 hours and no 2 hour fee waiver) + \$25/hr for facility supervisor 30 minutes before, during and up to 30 minutes after event. Event determines number of staff members needed.
Labor	\$25/hour per employee needed before and after facility's regularly scheduled



hours and possibly during event, depending on size and nature of event. Appropriate staffing determined by professional Rec Sports staff.

### **Hosting Youth Events On Campus**

MSU has established specific policies and procedures regarding any MSU group conducting youth programs on campus. If you plan to host an event like this on campus, *you must meet with the Club Sports Director in advance*. Here is the university policy:

[https://www.hr.msu.edu/policies-procedures/university-wide/youth\\_program\\_operation.html](https://www.hr.msu.edu/policies-procedures/university-wide/youth_program_operation.html)

### **Coaching/Instructor Policies**

Depending on the organization and type of club, coaches or instructors may or may not be necessary. Those clubs that compete on a regular basis should generally have a specific individual or individuals registered with the Club Sports Office. Club coaches may be paid, but it is recommended that clubs find volunteers to serve as coaches. If a coach/instructor is to be paid a hiring agreement is required between the club and the coach. Club officers should make it very clear what is expected of all coaches/instructors so there are no misunderstandings later.

It is highly recommended that all coaches/instructors be CPR and First Aid certified. Each club should seek out coaches who meet at least the minimum qualifications recommended by their National Governing Organization.

Rec Sports Access Passes can be purchased by the coach/instructor once their Coach/Instructor Form has been submitted to the Club Sports Director. For information on purchasing one of these passes, contact the Club Sports Director.

Coaches/instructors, whether paid or volunteer, are required to have a Coach/Instructor Form on file in the Club Sports Office. If you plan to pay coaches by using the Development Account or Endowment money (all Endowment expenses must be approved by the Rec Sports Director in advance), then coaches must complete a Professional Services Contract form before they are hired. For more information on this, please speak with the Club Sports Director.

Coaches requesting a W-2 can be paid through an Agency (AR) Account (see p.10) . Follow these instructions:

- Collect a W9 from the coach at the start of the season. Anyone can fill out a W9 with either an Employer Identification Number (EIN) or Social Security Number (SSN):  
<https://www.irs.gov/pub/irs-pdf/fw9.pdf>
  - Clubs only need to collect a W-2 on a coach once. After the initial form, the coach is set up as a vendor in the MSU system and this for is not required each year.
- Submit a term of agreement which includes the amount owed the coach
- Pay them from the AR account (the university will issue a 1099 at the end of the year)
  - Submit a check request
- A lump sum will be paid to the coach from this check request.
- If the team wants to space out payment then the same process must be repeated for each check.

### **Safety: CPR and First Aid**

Each individual participating in a club sport must take responsibility for his or her own health and safety. All individuals who intend to participate in vigorous sports should, for their own protection,



have a physical examination by a qualified medical professional before participating in any club activities.

As part of the responsibilities of club officers, all steps possible to ensure the safety and health of club members must be taken. Each club's officers are responsible to be certain that a current liability waiver (<http://recsports.msu.edu/Club%20Sports/index.html> "Liability Form") is signed by each club member and is on file with the Club Sports Office, that all appropriate safety and risk management policies are adhered to, that there are adequately qualified officials present, and that coaches or other responsible individuals are adequately trained for their assigned duties including CPR and First Aid.

In order to provide immediate medical attention to an injured member, it is recommended that **all** Club Sport coaches be required to be certified in Standard First Aid and Cardiopulmonary Resuscitation (CPR). If a club does not have a coach who is, it is recommended that two people from the club be certified. Classes can be found through a for-credit Kinesiology course, the American Red Cross and occasionally through the Rec Sports Department. See the Club Sports Director to learn about available classes.

### **Liability Waivers**

Prior to any activity in the Club Sport Program, each club member must fill out and submit a Liability Waiver to the Club Sports Office (<http://recsports.msu.edu/Club%20Sports/index.html> "Liability Form"). The waiver is an "Acknowledgment of Risk and Limited Release of Liability" form, essentially informing all participants that there are inherent risks in movement activities. The liability waiver is required once per year. Please make sure the form is read thoroughly, filled out and signed in ink by the participant before submitting the original documents to the Club Sports Office. Other facilities and/or governing bodies may require their own forms to be filled out by participants. It is each club's responsibility to determine if these additional forms are required. If necessary, be sure to submit forms in the designated time frame stipulated by each facility/organization.

If a member is found to be participating without a waiver, the club is subject to loss of facility time or allocation funds. Please make sure each person has completed a waiver because he/she is a liability risk to the club, the club officers, the Club Sports Program, and the University.

### **Certified Athletic Trainers**

During the 2016-2017 academic year, MSU hired a certified athletic trainer for Club and Intramural Sports. The athletic trainer is responsible for the prevention, evaluation, treatment, and rehabilitation of injuries. For game coverage, each club is responsible for scheduling the athletic trainer at a minimum of two weeks in advance. Any requests less than two weeks are required to pay \$30/hr to the Rec Sports Athletic Trainer. If the trainer is unable to cover the event, we will try to assist in finding a certified trainer and the costs are incurred by the club. If two club teams have home competitions on the same day, the athletic trainer will attend the sport that poses the higher risk in terms of injury. Rec Sports will not provide a trainer for Alumni scrimmages.

## **Risk Management**

Risk management is the process of managing your club's potential exposure to loss (either bodily injury or property damage.) It is best to prevent accidents and injuries before they happen; therefore, it is strongly recommended that each Club Sport implement the following safety practices:

- Cancel practices or move indoors if there are dangerous weather conditions, including but not limited to lightning, hail, flooding, snow, tornadoes, and ice.
- Make sure all club participants use appropriate protective gear during contact practice and competition.
- Making travel arrangements in advance and avoid driving between midnight – 5:00am.
- Have a first aid kit onsite during practice and competition.
- Club officers, coaches, and instructors should review the risks inherent in their sport with the membership and emphasize safety at all times.
- Review the club's emergency procedures with the Club Sports Director.
- Inspect facilities and equipment prior to each practice, game, or special event. Report unsafe conditions to the Rec Sports Office immediately, or if at an off-campus venue, report the condition to the proper managing authority.
- Have all club participants complete a physical before participating.
- Require each club member has health insurance.
- Concussion education for teammates and coaches.
- Require all club members participating in an aquatic activity verify that they can swim (i.e., Crew, Water Polo, etc.).

Each individual participating in a club sport must take responsibility for their health and safety. All individuals who intend to participate in vigorous sports should, for their own protection, have a physical examination by a qualified medical professional before participating in any club activities.

As part of the responsibilities of club officers, all steps possible to ensure the safety and health of club members must be taken. Each clubs' officers are responsible to be certain that a current liability waiver is signed by each club member and is on file with the Club Sports Office, that all appropriate safety and risk management policies are adhered to, that there are adequately qualified officials present, and that coaches or other responsible individuals are adequately trained for their assigned duties including CPR and First Aid. Officers also have the responsibility of notifying the Athletic Trainer of any home games/tournaments *at least two weeks in advance*. See section above "Certified Athletic Trainer" for contact information.

In order to provide immediate medical attention to an injured member, it is recommended that **all** club coaches/instructors be required to be certified in Standard First Aid and Cardiopulmonary Resuscitation (CPR). If a club does not have a coach/instructor who is, it is recommended that two people from the club must be certified.

*Any injuries that occur throughout the season, either at practice or at a competition, should be reported to the Athletic Trainer.*

## **Michigan State University Guidelines for Food Service at Events**

There are very specific guidelines surrounding food at events. An Activity Planning Form (APF) should be submitted to Student Life for any event/activity on campus. More information can be found in the Student Organization Handbook: <http://studentlife.msu.edu/publications/student->

[organization-handbook-3](#) Click on “University Policies and Regulations” and scroll down to “Food, Public Sale On Campus” (page 17).

### **Additional University Resources (Funding, Services, etc.)**

Michigan State University provides numerous services and resources for student organizations on campus, including your club! For additional information, please check out the Registered Student Organization (RSO) Handbook:

<http://studentlife.msu.edu/publications/student-organization-handbook-3>

*Applied Sport Psychology Consulting* – clubs have access to Applied Sport Psychology Consultants, people working on advanced degrees in Sport Psychology. If you have athletes who are experiencing athletic performance issues in the form of anxiety or other psychological/emotional difficulties due to your sport, you may refer them to see a Sport Psychology Consultant. Graduate students in applied sport psychology are supervised by Dr. Dan Gould. To meet with an applied sport psychology consultant contact Dr. Gould at [drgould@msu.edu](mailto:drgould@msu.edu) for availability. Due to the number of requests in certain seasons consultant availability may be limited. Applied sport psychology consultants provide mental skills training, team building, and leadership development. They do not provide therapy for mental disorders and are not licensed to diagnose more serious issues. In those cases students should seek assistance from MSU Counseling, Psychology, or Psychiatry clinics.

Student Services Building (SSB) Copy Center (Rm. 22) offers affordable, good quality and great service! You may pay with an AR account or check. These services and pricing are available for RSOs and not for individuals. .04 cent black and white copies. You can order on-line at: [www.copycenter.vps.msu.edu](http://www.copycenter.vps.msu.edu) or call at 517-353-5106.

Interested in team training? Are there individuals on your team who could benefit from one-on-one training with experts? Check out Spartan Performance: [www.spartanperformance.msu.edu](http://www.spartanperformance.msu.edu) They will negotiate team rates and have a qualified staff.

Hosting a tournament? Want help planning a large sporting event? The Greater Lansing Sports Authority will help you for free! They can negotiate pricing with area hotels, put together an on-line registration site, and more: [www.lansingsports.org](http://www.lansingsports.org)

# APPENDIX A

## Recreational Sports and Fitness Services at Michigan State University Club Sports Vehicle Use

### Rental Vehicle Requests

- ❖ Whenever a club travels off campus for an event they must submit an on-line travel form ([www.recsports.msu.edu](http://www.recsports.msu.edu)) regardless of mode of transportation being used.

### Number of required drivers

- ❖ Each vehicle should have at least 2 approved drivers.
- ❖ A maximum of 3 hours of uninterrupted driving is allowed per driver. After 3 hours you must switch drivers or take at least a 15 minute break before the same driver can drive again.
- ❖ The person sitting in the front passenger seat must stay awake when the vehicle is in motion.

### Basic Driving policies

- ❖ **NO ALCOHOL OR DRUGS ARE PERMITTED DURING CLUB TRAVEL. DRIVING WHILE UNDER THE INFLUENCE WILL RESULT IN THE LOSS OF FUTURE VEHICLE PRIVILEGES FOR THE CLUB AS WELL AS OTHER PUNISHMENTS.**
- ❖ No cell phone use while driving. THIS INCLUDES TEXTING!!!!
- ❖ Seat belts must be worn at all times by everyone while the vehicle is in motion. If seat belts are either nonworking or not available for a seat, that seat cannot be used.
- ❖ No smoking while in vehicles.
- ❖ All vehicles should remain locked when not in use.
- ❖ Clean out the vehicles before returning. Check for any trash and personal items.
- ❖ Avoid driving between midnight and 5:00am

### Moving and Parking Violations

- ❖ The driver of a vehicle is responsible for any traffic violations or fines, including parking violations s/he may incur while operating the rental vehicle.