Handbook
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Mission Statement

The Club Sport Program is dedicated to the mission of providing safe opportunities to students for engagement in a variety of sport activities, including activities that are competitive, recreational, and instructional in nature. Students are afforded leadership opportunities and experiences, as each club is organized, managed, and led by students. The program strives to contribute to the health, well-being, development, and education of students through involvement with club sport activity, while supporting those activities by providing use of Recreational Sports facilities and services.

Club Conduct Code

Montana State University expects all students, student organizations, and club sports to conduct themselves as honest, responsible and law abiding members of the academic community and respect the rights of other students, members of the faculty and staff and the public to use, enjoy and participate in the university programs and facilities. Student conduct that disrupts, invades or violates the personal and property rights of others is prohibited and may be subject to disciplinary action. Students are held to RSO policies set forth by the Office of Activities and Engagement found at http://www.montana.edu/engagement/organizations/policies.php

Proscribed Conduct

Any student found to have committed a violation of the student conduct code is subject to disciplinary sanctions outlined in the student conduct code. For a full list of offenses that constitute violations of the student conduct code and can lead to serious disciplinary action, including suspension or expulsion from the University, please visit http://www2.montana.edu/policy/student_conduct/

Criteria to Become a Recognized Club:

1. In order for the Office of Activities & Engagement (OAE) to register a student group, the following minimum standards must be met:
2. Have a clearly defined purpose/mission.
3. Submit an updated and complete registration application (link found at the top of this page) annually (RSO status is good until Sept. 30 of the following academic year). Completion of the application does not guarantee registration approval.
4. All executive positions (President, VP, etc.) must be held by currently enrolled MSU-Bozeman students. No non-students can hold these positions.
5. Minimum of 10 members is required, 80% of your overall membership MUST be currently enrolled students of MSU-Bozeman. Please note, however, that if your group is a club sport, your membership must be 100% students.

6. Your organization must have a designated staff or faculty advisor who is employed by MSU at least part-time.

7. The group may not exist to make a profit of any kind.

8. Comply with University policies and regulations pertaining to organizations, including contents of the Registered Student Organization Manual.

To be a member of the Club Sports Program, a student organization must meet all of the following guidelines:

1. Be a Recognized Student Organization of Montana State University, as determined by the process established by the Office of Activities and Engagement.

2. Have suitable on-campus, or documented off-campus, facilities in which the club can practice or train and the potential availability of such facilities including the impact of proposed club activities on the existing usage patterns by other Campus Recreation, club sports or intramural or University purposes.

3. Have the number of officers relative to their tier (President, Vice President, Treasurer, and Safety/Travel) willing to dedicate time and effort into effectively and efficiently running club operation.

4. Consist of 100% students, faculty and staff.

Upon the advice and consultation of other University officials and lawyers, the Recreational Sports and Fitness Department; the Club Sports Program retains the right to prohibit any sport or activity in which the risk of serious and/or fatal injury is deemed to be unacceptably high. Additional reasons for an organization not gaining or regaining admittance into Club Sport Program include but are not limited to:

1. Non-existent leadership or demonstration of ineffective student leadership.

2. Decline in student interest and support.

3. Demonstration of club mismanagement.

4. Inability to abide by Club Sport, Recreational Sports and Fitness and University policies and procedures.

5. Violation(s) of Recreational Sports and Fitness and/or University facility policies.
6. Inability of the Club Sport Program as part of the Recreational Sports and Fitness to benefit the club through staff expertise or facility space.

7. Purpose or goals no longer compatible with the goals and mission of Montana State University Recreational Sports and Fitness and Club Sport Program.

8. Lack of financial support for the club due to budget or other limitations.

9. Inadequate amount of suitable space for club activity.

**Continuation of Club Sports**

Each student organization recognized as a Montana State University Club Sport will be evaluated annually by the Club Sports Council and the administrative staff member in charge of the program. The organization must be in good standing with OAE, RSF, Office of Dean of Students, and must be in compliance with RSF Club Sport Policies and University Regulations. Evaluations may result in modifications or revocation of a Club Sport.

**Membership and Participation**

Membership and participation within a club sport must be free from discrimination based on race, gender, religion, color, sex, age, national origin or ancestry, marital status, parental status, sexual orientation, disability, or status as a disabled veteran.

**Eligibility for Participation**

Membership for Club Sports is open to students, faculty, and staff. **100% of the club members must be a registered Montana State University student, faculty or staff in good standing.** Students that are taking a semester off may participate in practice but are not on the roster and not eligible for traveling or competition. Community members may participate in the club as a guest member if allowed by the club and only for special occasions (tournaments, clinics etc.). For clubs conducting its practices in Recreational Sports facilities, students must be either full time students with a valid MSU student ID or a part time student who have paid the part time student RSF membership. Faculty and staff must possess a valid MSU ID card and either pay the staff/faculty membership fee or pay the daily use fee. Guests of a club member may participate but must pay the daily use fee and enter with a RSF member. Club advisors and coaches are given 1 pass per year for 1 coach. Additional coaches may purchase a gym pass for $50 a semester. This pass is only good for times when the team is practicing. Teams must apply for this with the Director of Club Sports.
**Sportsmanship**

All members of club sports are expected to uphold the highest level of sportsmanship on and off the playing area. Any report of unsportsmanlike or inappropriate behavior may be grounds for disciplinary action.

**Club Sport Council and Officers – positions, roles, expectations, meetings**

The Club Sport Council is a student group empowered by the Office of Recreational Sports and Fitness. It is composed of the president (or designee) of every club sport registered with the office of Recreational Sports and Fitness. Its job is to guarantee that every club observes the University’s policies and procedures and that the interests of the club are being met. Members are required to attend meetings as scheduled. This committee hears discipline cases, makes recommendations regarding principles and procedures and other club matters as they occur.

**Club Sports Council Meetings**

Club representatives will meet at a time that will be determined by the administration and majority vote of club representatives. CSC meetings will be presided over by the Club Sport Chairperson. All clubs must attend and participate in monthly meetings. The Chairperson, Vice-Chairperson, Secretary, and Treasurer shall be appointed by the Club Sport Council. The Chairperson and Vice-Chairperson will be a non-voting ex officio member.

**Chairperson of the Club Sport Council**

1. The Chairperson will lead meetings of the CSC
2. The Chairperson shall represent CSC in all official business
3. The Chairperson may call special meetings of the CSC
4. The Chairperson shall have any other duties as designated by the CSC and Director of Club Sports

**Vice-Chairperson of the Club Sport Council**

1. The Vice Chairperson shall in the absence of the chairperson assume all duties of the chairperson
2. The Vice-Chairperson shall make periodic audits of the CSC registered club members.
3. The Vice-Chairperson shall have any other duties designated by the CSC and Director of Club Sports.

**Secretary of the Club Sport Council**

1. The Secretary shall be responsible for taking of all CSC minutes.
2. Coordinates meetings.
3. Handles all communications of the CSC.
Treasurer of the Club Sport Council

1. Oversees allocation of funding for athletic trainers
2. Assists Director with reports and budgets

Accountability of Club Sport Officers and Members

Club officers and members are responsible for all policies and procedures outlined in the Club Sport Guidebook. It is the student’s responsibility to be familiar with its contents as they go about their business in administering the club. Failure to know is not an excuse for those not observing policies and procedures.

Clubs or individual members who fail to conduct themselves in an appropriate manner will be sanctioned. All cases of discipline will first be reviewed by the Director of Club Sports to determine appropriate actions. Clubs or its participants receiving sanctions may appeal the decision to the Director of Recreational Sports and Fitness. Organizations or individual students filing such appeals should be aware that the Director of Recreational Sports and Fitness might choose to levy a sanction greater than the one appealed. Extremely severe infractions will be referred to the Office of the Dean of Students.

Club Sports function as part of the Montana State University campus community and are representative of the University as they travel throughout the state, the region, and the nation. Consequently, they are held to a high level of conduct both as collective organizations and as individuals. The parameters of acceptable behavior have been established by the Department of Recreational Sports and Fitness, Office of Activities and Engagement, Montana State University and the governing bodies of each individual sport. Club officers need to be aware of these expectations and ensure their members adhere to all policies and procedures.

Suggested Responsibilities of Club Sport Executives

President

1. Serves as liaison between Rec Sports and its members
2. Operates the club in compliance with the policies outlined in the handbook
3. Informs the club members of the contents of the officer handbook
4. Submits a current roster of members, officers, and coach, and updates as needed
5. Meets all deadlines of the Club Sport Director
6. Submits an annual budget in accordance with the treasurer
7. Prepares and submits a semester report summarizing club activities
8. Submits a facility request form for scheduling practice facility space
9. Attends all required meetings
10. Completes and submits all accident/incident forms to club sport coordinator
Vice President

1. In the absence of the president shall assume all duties of the president
2. Attend CSC meetings if the president is not able to
3. Assists the president in informing members of the content of the club sport manual
4. Assists with making all deadlines
5. Updates all online forms (rosters, travel forms, etc.)

Treasurer

1. Maintain account records
2. Submit necessary paperwork in a timely manner
3. Complete reports
4. Maintain club budget

Safety Officer

1. Responsible for safety of organization members during practice, competition, fundraising, travel, etc.
2. Maintain first aid box
3. Monitor facility conditions
4. Complete and submit injury reports with President
5. Ensures that at least one CPR/First Aid/ AED certified club member is present at all club events.

Fundraising Chair

1. Responsible for registering fundraising events with the Club Sports office
2. Completion of pre and post paperwork
3. Planning, initiation, coordination of member involvement in fundraising opportunities

Risk Management

Safety Checks

The administration from RSF will be conducting safety checks (practices and games) on a random and continual basis to ensure that all safety measures are being met. During a safety check, each club must be compliant with the following items or the practice or game will be cancelled:

1. Safe field/court conditions
2. Safe equipment (appearance only)
3. Player eligibility (all those participating must have completed necessary paperwork and have current school IDs)
4. First Aid packs (present and stocked)
5. Certified CPR/1st Aid/AED member present

Emergency Response Plan

Each club must provide their own emergency response plan to the Club Sport Coordinator. See page 23 for examples.

Advertising and Recruiting

Flyers
Putting flyers on the background of university computers
  - Email kmadsen@montana.edu with the group that you’re affiliated with and the dates that you would like the flyer to be on the computer.
  - Include your flyer in jpg or png format no larger than 1024 px wide and 768 px high
Putting flyers in the fitness center
  - Flyers can be hung on the board outside the Director of Club Sport’s office or on the board next to the climbing wall.

Tabling
Clubs can table in the lobby of the fitness center. Reservations must be made ahead of time with the Director of Club Sports.

Runner Board
The OAE manages a runner board in the SUB Union Market and is available for clubs to use for advertising.

The electronic runner board in the Strand Union is situated above the entrance to the Union Market. If your group is sponsoring a campus event, perhaps a fundraiser, a lecture, or a sporting event – it is eligible to advertise on the Activities and Engagement Runner Board for free!
If you decide to take advantage of this advertising opportunity, here are the guidelines:

1. Limit your message length to 150 characters or less (including punctuation).
2. OAE must receive the request form 48 hours in advance of the date you would like your message to begin.
3. Messages may run for a maximum of two weeks only
4. OAE reserves the right not to run obscene or lewd messages or those advertising alcohol-related events.
5. Submit form: **CLICK HERE** to submit!

**OAE Poster Policy**

All **Registered Student Organizations** have access to the free poster delivery service through the Office of Activities and Engagement. Spring 2015 Weekly Deadline: Mondays at 4pm. Note: We will not hang posters during the summer months or during university breaks. We apologize for any inconvenience.
This guide is intended as a reference for student clubs navigating the use of the Montana State University name and logos in relationship to their registered student organization’s activities. Clubs should familiarize themselves with applicable policies, noted in the links below.

**LOGO USE**  All uses of the logos **MUST** adhere to brand standards, meaning the logos may not be stretched, obscured, modified or combined with other logos. Appropriate presentation of the MSU and Bobcat logo on various background colors are shown below.

![MSU Logo](image1)

In **ALL** situations, use the Bobcat logo as intended, without alteration or change. **DO NOT** stretch, obscure, or otherwise change the logo.

**CO-BRANDING**  Co-branding is defined as displaying the MSU or Bobcat logo adjacent to another organization’s logo. Co-branding with the MSU or Bobcat logo is not allowed.

**INTERNAL USE**  Registered student organizations have the ability to use the MSU name, Bobcat name and the MSU and/or Bobcat logo in conjunction with the internal promotion of their events and activities, such as posters and banners on campus.

**KEY UNIVERSITY POLICIES**

- **Use of University Name and Logos by Registered Student Organizations**
  www2.montana.edu/policy/use_of_university_name_and_logos.htm
- **Trademarks and Licensing Policy**
  www2.montana.edu/policy/Trademark%20and%20Licensing.htm

**CONTACT INFORMATION**
Julie Kipfer, Director of Marketing/Licensing Director
Montana State University, Office of University Communications
jkipfer@montana.edu  406-994-5737

**EXTERNAL LOGO USE GUIDELINES**

External use is defined as the presence of the university names and logos in competitive uniforms, jerseys, websites and social media. To allow for the external use of the MSU and Bobcat names and logos, the following guidelines apply.

**Uniforms/Jerseys**
- All uniform designs and color schemes **MUST** be submitted for review and approval prior to production.
- The design **MUST** include the words “MSU (insert name of Sporti Club”
- Images and/or logos of external sponsors are **NOT** allowed to appear on uniforms or apparel with the MSU or Bobcat logo.

**Organization’s Website or Social Media Accounts**

Registered Student Organizations may use the name and logos of the University in connection with an organization’s official website and/or social media accounts subject to the following restrictions:

- The Web page and content generated by the social media account may **NOT** include language or images that are offensive or otherwise reflect inappropriately on MSU’s name and logos.
- The name, logos or marks may **NOT** be used in conjunction with commercial advertising.

**Sale of Merchandise**

Registered student organizations may sell merchandise to members outside of their group as long as the following guidelines are met:

1. All designs **MUST** be approved in advance.
2. Items **MUST** be manufactured by a licensed vendor.
Facilities
The use of RSF facilities and equipment is a privilege and all clubs are expected to respect and be good stewards of the facilities and equipment. This includes, but is not limited to: supporting and envisioning division policies regarding use of facilities, cancellation of outdoor activities due to inclement weather and or field conditions, proper storage of university and club equipment.

No alcohol or tobacco products are permitted on RSF facilities. Clubs should be proactive in reminding visiting teams and spectators of this policy. Teams are responsible for cleaning up any trash and removing equipment and supplies from the playing area after each practice or game. Clubs must reserve space for all official activity. Space may be assigned at any of the recreation facilities. All requests MUST be made through the Intramural Sports/Club Sports office. Clubs are not guaranteed all the space they would like but they are guaranteed at least one practice date per week. No reservations may be made by calling Sports Facilities directly. Practicing on fields/holding competitions as an organization without a facility request can result in loss of facility privileges.

Non MSU Facilities
Clubs that choose to use facilities not managed by Rec Sports must communicate this with the club sports office. Clubs are not authorized to sign any agreement or contract without the approval of Club Sports.

Home Events
For all home events, a Home/Facility request must be submitted. The request must be submitted at least 1 week prior to the date of your event in order to receive consideration. Requests are considered on a first come, first serve basis.

Spectators
Spectators are welcome at club-related activities but do not have facility use privileges.

Holding Special Events
The Club Sport Director will be the initial central contact for all entities for all of the following entities on campus:

- Scheduling
- Parking/police/road closures on campus
- Catering
- Equipment rentals
- Security
- Clean up
- Campus facilities (power, dumpsters, grounds)
- Outdoor Request Form
All initial meetings will be set up by the Club Sport Director and they are to be cc’d on emails that may take place between the club and the other departments.

**Fundraising Opportunities**

See lists provided at the beginning of the semester with dates and approximate times for the school year. Clubs that sign up for snow removal will be put on a contract to provide a certain number of students to help for a predetermined amount of money. Clubs will be given a contract from Sport Facilities that lists the dates that your club is expected to help. This contract will be signed by the club president and sport facilities representative. Clubs must have a bank account prior to handing in paperwork for payment.
Example of contract

**Contracted Work Agreement**

**PARTIES:**

This Contract is entered into between Montana State University, Sports Facilities, herein referred to as “MSU Sports Facilities”, and Rugby at MSU, hereinafter referred to as the “Contractor”.

**Contractor Information:**

Name: 
Address: 
Phone #: 
Contact Person: 

**MSU Information:**

Name: Sports Facilities
Address: PO Box 173380, Bozeman, MT 59717
Phone#: 406-994-7117 Fax # 406-994-4400
Contact Person: Chris Hayden

For the 2013 Football Season Games as listed:

<table>
<thead>
<tr>
<th>Date</th>
<th>Opponent</th>
<th>Game Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aug 29</td>
<td>Monmouth</td>
<td>7:00 p.m.</td>
</tr>
<tr>
<td>Sept 14</td>
<td>Colorado Mesa</td>
<td>1:05 p.m.</td>
</tr>
<tr>
<td>Oct 5</td>
<td>Northern Arizona</td>
<td>2:05 p.m.</td>
</tr>
<tr>
<td>Oct 26</td>
<td>UC Davis</td>
<td>2:05 p.m.</td>
</tr>
<tr>
<td>Nov 16</td>
<td>Southern Utah</td>
<td>4:05 p.m.</td>
</tr>
<tr>
<td>Nov 23</td>
<td>Montana</td>
<td>12:05 p.m.</td>
</tr>
</tbody>
</table>

MSU Sports Facilities agrees to pay a total of $400.00 per game to the Contractor for cleaning of the East Side Seating, Canopy and Walk-through following all of the 2013 MSU home football games based on the following requirements:

- Contractor to provide a minimum of 12 workers for each shift.
- Contractor work shift will last until assigned section is cleaned and approved by Custodial Supervisor.
- Contractor will arrive at Stadium 3 hours after kickoff as stated in above schedule.
- Contractor will check in between the blockhouses on the north side of the stadium and meet with Custodial Supervisor.

MSU Sports Facilities agrees to provide all cleaning equipment including trash bags and rubber gloves to Contractor.

If Contractor fails to show up for an assigned shift or fails to provide the agreed upon number of workers, MSU Sports Facilities has the right to cancel all remaining shifts for Contractor.

_______________________________
President, Rugby at MSU                Date

_______________________________
Sports Facilities Director                 Date

_______________________________
Sports Facilities Operations Dir.          Date
To receive money from working clubs must submit an invoice in a timely manner. Listed below is an example of an invoice.

<table>
<thead>
<tr>
<th>Description:</th>
<th>Total Hours</th>
<th>Rate</th>
<th>Amount Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 29 Football Game</td>
<td>2.5</td>
<td>$8.50</td>
<td>$21.25</td>
</tr>
<tr>
<td>Worker #1</td>
<td>2.5</td>
<td>$8.50</td>
<td>$17.00</td>
</tr>
<tr>
<td>Worker #2</td>
<td>2.0</td>
<td>$8.50</td>
<td>$19.13</td>
</tr>
<tr>
<td>Worker #3</td>
<td>2.25</td>
<td>$8.50</td>
<td>$17.00</td>
</tr>
<tr>
<td>Worker #4</td>
<td>2.0</td>
<td>$8.50</td>
<td>$21.25</td>
</tr>
<tr>
<td>Worker #5</td>
<td>2.5</td>
<td>$8.50</td>
<td>$21.25</td>
</tr>
</tbody>
</table>

Total Due $95.63
Travel

Eligibility
All club members wishing to travel to participate in club activities must be eligible for club sport participation, be included on the Club Roster registered with the Club Sport Director and completed the appropriate paperwork.

Paperwork
Travel paperwork should be completed at least 10 days prior to traveling at http://www.montana.edu/engagement/organizations/travel.php.
For those students wanting documentation for their classes please request this from the club sport director no more than 5 days in advance. Documentation will be provided within 24 hours of request. This will not excuse absences but will verify that you will be traveling with your club.

Vehicles
Enterprise - Clubs that wish to use Enterprise for their travel must contact the Office of Activities and Engagement at 994-6902 at least 10 days prior to needing a vehicle. Clubs are not allowed to schedule their own arrangement with Enterprise. All payment will go through the OAE office.

Personal Vehicles – Clubs that wish to use their personal vehicles for travel must fill out the appropriate paperwork and provide documentation of insurance prior to using the vehicle. Drivers are responsible and required to have proper licensing for the vehicle they are driving. CDL drivers must provide their original medical examination card to the Club Sport director. Students that will be using their own vehicles must sign off on acknowledgement of driver responsibilities at least 24 hours prior to departure.

Driver Responsibilities per the MSU Student Travel Policy

Each driver must agree that he/she will:

- Have a valid U.S. driver's license
- Use seatbelts or other available occupant restraints and require all occupants to do likewise in accordance with state laws. (The number of passengers may not exceed the number of seatbelts)
- Operate the university vehicle in accordance with university regulations, know and observe all applicable traffic laws, ordinances and regulations, and use safe driving practices at all times
- Assume all responsibility for any and all fines or traffic violations associated with his/her use of a university vehicle
- Not drive under the influence of drugs or alcohol or while tired
- Not transport unauthorized passengers such as hitchhikers, family members, or friends
- File a travel itinerary with the Rec Sports office if taking an out of town trip
- Turn off the vehicle, remove the keys and lock the vehicle when it is left unattended
- Drive the vehicle at speeds appropriate for the road conditions
- Before leaving the parking area, inspect the vehicle for safety concerns, checking tires, wipers, lights, and other safety equipment for observable defects. Report any defects immediately to Enterprise to determine if the vehicle is safe to operate
- Immediately report all accidents/incidents to the prescribed authority

**Hotel Reservations**

When making hotel reservations with costs to be reimbursed using University funding, third party services may be used, but keep in mind you are paying in advance.

**Travel Expectations**

1. While traveling, Club Sports members are, as at all other times, expected to conduct themselves in an appropriate manner as stated in the Student Code of Conduct.
2. The purpose of travel is to participate in club activity.
3. Clubs are encouraged not to travel at late hours or very early hours when it may be harder to stay alert.
4. Drivers are required to know, obey, and uphold all traffic laws. Drivers are personally responsible for any traffic violations. Students will not be reimbursed by their club or the club sport director for any violations.

**“High-Risk” Trips**

Trips deemed to be “high-risk” by university lawyers, officials, Recreational Sports and/or Club Sports Program administrative staff may require the attendance of a University full-time faculty or staff member as a chaperone to the trip, or may be disallowed completely. “High-risk” trips include those in which the propensity to display inappropriate behavior is at a higher-level than standard trips. Because the nature of such trips subject club members to bad decision-making or dangerous elements, a chaperone is required.

**Alcohol/Tobacco**

Club Sports are prohibited from consuming and/or possessing alcohol at any sanctioned club events. Alcohol is prohibited at all Recreation Sport facilities including on property owned (boats, vehicles, etc.) or rented (other facility rentals) by the University. Further, clubs cannot sponsor, host, endorse or promote any activities in which alcohol consumption is the prominent activity. This includes, but is not limited to:
A. Hosting an event in which alcohol consumption is the prominent activity (including parties, etc.) Exception: fundraisers at a licensed vendor (Bridger Brewing holding an event for your club).

B. Promoting an event in which alcohol consumption is the prominent activity (including fundraisers, parties, etc.).

C. Allowing club members, visiting club members, and club event spectators to possess or consume alcohol while at RSF facilities or site of competition/event, including events held off-campus and at other institutions unless the alcohol is provided by a licensed vendor that can provide the necessary insurance.

D. Allowing club members or visiting club members to participate in competition/event while intoxicated.

E. Suggesting to potential and/or current members that the club hosts parties, campfires, meetings, or other events in which alcohol is consumed.

Sport clubs are also subject to the guidelines set forth by the University Alcohol Policy. The University Alcohol Policy can be found at http://www2.montana.edu/policy/security_report/alcohol_drug_policies.html

**Social Networking Sites**

Club Sports are encouraged to promote themselves via social networking sites such as Facebook, Twitter and YouTube. When creating a group/website to promote a club and disseminate club information, the official club name must be used as the group name (________ Club at Montana State University or MSU). Any pictures, events, and/or discussions on the group page must uphold the proper images of the club, Recreational Sports and Fitness, and the University, and must not include inappropriate language, express any negative attitudes towards individuals/staff, or display any inappropriate behavior by club members as noted. Club websites MAY NOT be used to promote parties, socials in which alcohol will be consumed, or anything of that nature Any information found on group pages are subject to all the policies outlined in this guidebook. Group pages must be kept current and up-to-date. It may be more beneficial for clubs to utilize pages instead of groups on social networking sites.

**Definitions**

A. Suspension

Suspension of a Club Sport includes the loss of the club’s ability to use allocated facility space for practice or for a special event, and to represent Montana State University in competition or any sort of travel. A club’s suspension means immediate cease in club activity, until the suspension is lifted.
B. Probation
   A club that is put on probation is subject to suspension with or without warning in the event of a second Club Sport Program, Recreational Sports and Fitness or University policy violation.

C. Warning
   A warning is issued to a club as stated in the Club Sport Policies and Procedures. A club that has received a warning may be suspended for a second violation without being subject to probation.

Assessment of Penalties

1. Expectations
   Club Sports that portray a negative image during participation on or off campus will receive no less than a warning for improper behavior. Depending on the severity of the incident(s), a club in violation may be suspended from the Club Sport Program without warning, as a direct result of improper behavior.

2. Eligibility
   a. Clubs using an ineligible participant will receive no less than a warning. If the problem persists, or more than one ineligible participant is discovered, the club may be suspended from the Club Sport Program.
   b. Clubs that do not have officers that meet the eligibility requirements set forth by the Office of Activities and Engagement or the Club Sport Program will not be able to complete registration for either office, and will not be considered an official club.

3. Registration
   Office of Activities and Engagement
   Potential clubs that do not complete the recognition process by the deadlines set forth by the Office of Activities and Engagement will lose status as a club sport within the Club Sport Program. Loss of status can include loss of reserved facility space (recurring or special event), loss of all funding for the entire academic year, loss of travel privileges, loss of ability to represent Montana State University in competition or any other travel, and loss of all other benefits of the Club Sport Program.

4. Facilities
   Violations of individual facility policies are subject to the penalties set forth by the facility’s governing program area, as well as penalties set forth by the Club Sport Program. Failure to utilize facility during scheduled recurring practice time without prior notification of the Club Sport Staff can result in the loss of scheduled practice time. Severe violations as determined by facility staff, in conjunction with the Club Sport Program, will result in the loss of the privilege to reserve facility space for hosting special events. Facility violations may also result in suspension from the Club Sport Program and loss of all facility use including previously scheduled facility reservations.

5. Travel
   A. Travel Eligibility
   A club that allows an individual(s) that does not meet travel eligibility requirements to travel with the club will be suspended from travel for a period of two (2) weeks.
second offense will result in a travel suspension for up to 6 months. All suspensions will occur regardless of previously scheduled out-of-town competitions that may be scheduled during the suspension period. No reimbursements will be provided to the club for missed competitions.

B. Travel Paperwork
A club that does not turn in the proper paperwork required for a trip, by the given deadlines before and after traveling will be suspended from travel for a period of two (2) weeks. A second offense will result in a travel suspension for up to 6 months. All suspensions occur regardless of previously scheduled out-of-town competitions that may be scheduled during the suspension period. No reimbursements will be provided to the club for missed competitions.

C. Travel Expectations
Upon review by the Director of Club Sport of violation(s) of the Travel Expectations, violating clubs may be suspended from travel or suspended from the Club Sport Program. All suspensions will occur regardless of previously scheduled out-of-town competitions that may be scheduled during the suspension period. No reimbursements will be provided to the club for missed competitions.

D. “High-Risk” Trips
Club Sport that violate the Club Sport Program “High-Risk” Trips Policy will be suspended indefinitely from the Club Sport Program (time-period determined by Club Sport Program, Recreational Sports, and/or University administrators). Severe violations may result in forwarding of the case and supporting evidence to the Montana State University Office of Student Rights and Responsibilities for further sanctioning.

6. Alcohol/Tobacco
Club Sports that violate the Club Sport Program Alcohol Policy will be suspended indefinitely from the Club Sport Program (time-period determined by Club Sport Program, Recreational Sports, and/or University administrators). Severe violations may result in forwarding of the case and supporting evidence to the Montana State University Office of Dean of Students for further sanctioning.

7. Social Networking Sites
Club Sport that violate the Club Sport Program Social Networking Sites Policy will be suspended indefinitely from the Club Sport Program (time-period determined by Club Sport Program, Recreational Sports and/or University administrators). Severe violations may result in forwarding of the case and supporting evidence to Montana State University Office of Student Rights and Responsibilities for further sanctioning.

8. Monthly Club Sport Program Meetings
A club that misses two meetings in one semester may be suspended for the remainder of the semester. A club that misses three meetings throughout the entire year will be suspended for the remainder of the school year, including summer.

9. Recognized Student Organization Handbook
All violations of the policies set forth in the RSO Handbook are subject to penalty as determined by the Office of Activities and Engagement. Violating clubs may also be subject to suspension from the Club Sport Program.

10. Appeals
Clubs or individual members who fail to conduct themselves in an appropriate manner will be sanctioned. All cases of discipline will first be reviewed by the Director of Club Sports to
determine appropriate actions. Clubs or its participants receiving sanctions may appeal the decision to the Director of Recreational Sports and Fitness. Organizations or individual students filing such appeals should be aware that the Director of Recreational Sports might choose to levy a sanction greater than the one appealed. Extremely severe infractions will be referred to the Office of Student Success.
Emergency Action Plan

An emergency action plan is a written outline detailing how Sport Club members are to respond in an emergency.

Our goal is to BE PROACTIVE, NOT REACTIVE! The Sport Club members and coaches/instructors need to take every precaution to prevent accidents and injuries, however accidents do happen. In the event of an Emergency at a Sport Club event, the Sport Club will take the following steps:

Action Plan Roles

1. **Initial Responder** renders immediate first aid and controls situation, this is the individual on the team who has the highest level of medical training.
   a. Emergencies are often charged with emotion and confusion. Someone needs to take charge. This person needs to be competent and have a sound knowledge of CPR & First Aid. The “Person in Charge” should display confidence to keep others calm and collected.
2. **Call Person** is the individual appointed by the initial responder to call Police Services or 911. (dependant on location of the Sport Club event)
3. **Sport Club Officer or designee in absence** will aid in crowd control and provide a completed incident report to the Sport Clubs Coordinator within 24 hours of returning to campus or within 24 hours of the incident if on campus.

During a Sport Club Event

Life Threatening Medical Emergency

1. In the event of a medical emergency or injury, the **Initial Responder** will give immediate first aid while assigning a **Call Person**. Do not move a seriously injured person unless there is a life-threatening situation. (For on-campus emergencies our police services response time is minimal. For off campus events the response time may be a little longer but remember, it is in your best interest to wait for a higher standard of care so the patient is only moved one time.)
2. When instructed by the **Initial Responder**, if on-campus the **Call Person** will contact Police Services by dialing 911 from any University phone or 664-2143 from a cell phone. Please note there is a university blue intercom phone on the southwest corner of the tennis courts on Redwood Circle. If the incident occurs off-campus please call 911 for dispatch. While on the phone, give your name, location, telephone number and as much information as possible regarding the nature of the illness or injury, whether the victim is conscious, etc. Police Services will automatically have an ambulance respond along with their response, to ensure timeliness. Do not hang up the phone until all information is rendered.
3. The **Call Person** is also responsible for meeting Police Services to direct them to the emergency.
4. **Sport Club Officers or Designee** is to aid the **Initial Responder** in what is needed. (i.e. patient care and crowd control)
5. A **Sport Club Officer** will call the SCC at 707 664-2771 as soon as possible. If a voice message is received please leave a detailed message including: the name(s) of injured participant(s) and a number, description of the incident, what hospital the participant will be located in and a phone number where you can be reached.
6. A **Sport Club Officer** is to complete an Incident Report Form and submit it to the Sport Club Coordinator within 24 hours of returning to campus or within 24 hours of the incident if on campus.
Non-Life-Threatening Moderately Serious Injuries

1. If the injury is not life threatening but the injured party cannot walk (i.e. an ankle or knee injury, suspected broken bones), the **Initial Responder** will give immediate first aid while assigning a **Call Person**.

2. If on-campus, the call person will dial 644-2143, allowing Police Services to determine whether Emergency Medical Services (EMS) should be activated or not. The **Initial Responder** should continue first aid until Police Services arrives. Police Services will help arrange transportation to hospital if necessary.

3. If off-campus, be sure to recommend the injured party seek further medical attention, and coordinate transportation.

4. A **Sport Club Officer** is to complete an Incident Report Form and submit it to the Sport Club Coordinator within 24 hours of returning to campus or within 24 hours of the incident if on campus.

Non-Life-Threatening Less Serious Injuries

1. If the injury is not life threatening and the injured party can walk on their own, the **Initial Responder** will give immediate first aid.

2. If, in the opinion of the **Initial Responder**, the injured person should seek further medical attention (even though the injured person may not), an Incident Form must be completed and submitted to the Sport Club Coordinator.

3. If the **Initial Responder** determines that the injury is not serious enough to warrant further medical attention, it must be logged on the Minor Injury Log.

**Note:** If the injured party refuses assistance or transportation to medical help, be sure to note this on the Incident Report Form. The injured person must sign the form indicating their release of liability.

DURING TRAVEL TO AND FROM A SPORT CLUB EVENT

Life Threatening Medical Emergency

1. In the event of a medical emergency or injury during travel, the **Initial Responder** will give immediate first aid while assigning a **Call Person**. Do not move a seriously injured person unless there is a life-threatening situation.

2. When instructed by the **Initial Responder**, the **Call Person** will contact Emergency Medical Services (EMS) 911. While on the phone, give your name, location, telephone number and as much information as possible regarding the nature of the illness or injury, whether the victim is conscious, etc. Do not hang up the phone until all information is rendered.

3. The **Call Person** is also responsible for watching for EMS to arrive and direct them to the emergency.

4. **Sport Club Officers or Designee** is to aid the **Initial Responder** in what is needed. (i.e. patient care and crowd control).

5. A **Sport Club Officer** will call the SCC at 707 664 2771 as soon as possible. If a voice message is received please leave a detailed message including: description of the incident, the name(s) of injured participant(s) and a number, what hospital they will be located and a phone number where you can be reached.

6. A **Sport Club Officer** is to complete an Incident Report Form and submit it to the Sport Club Coordinator within 24 hours of returning to campus or within 24 hours of the incident if on campus.
Non-Life-Threatening Injuries

1. If an injury that is not life threatening occurs during travel, the initial responder will give immediate first aid while assigning a call person if further medical attention is needed.

2. Call person will contact EMS 911 when instructed by the initial responder. The initial responder should continue first aid until EMS arrives.

3. Recommend the injured party seek further medical attention, and coordinate transportation.

4. A Sport Club Officer is to complete an Incident Report Form and submit it to the Sport Club Coordinator within 24 hours of returning to campus or within 24 hours of the incident if on campus.

First Aid Kit Protocol

Each Sport Club is responsible for securing and maintaining a first aid kit and be present during all Sport Club events. All Sport Club events taking place in the Recreation Center do not need first aid kits. The Recreation Center provides onsite emergency supplies at the Front Desk. Please be aware that the Recreation Center will not provide tape, bandages, etc. if it is not an emergency. The Sport Club will provide items that are used on a regular basis.

Each year Sport Clubs are required to submit an inventory of what is included in their First Aid Kits. The required items are outlined in the Charter and Charter Renewal packets.

First Aid Procedures

1. Gloves must be worn when dealing with any injury where blood and or body fluids are present.

2. If you experience direct contact with another person’s body fluids, wash immediately and report the incident to the Sport Club Coordinator as soon as possible.

3. Report all injuries and incidents on the Incident Report Form and hand in to the Sport Club Coordinator within 24 hours of returning to campus or within 24 hours of the incident if on campus.

4. When completing an Injury Report, always fill out completely and in pen, as these are legal documents.

5. For insect bites and stings, inquire if the victim is allergic. For first time victims, keep them under observation for a minimum of 10 minutes and observe for any allergic reactions. If they do show signs of being allergic, call 911 immediately.

Bloodborne Pathogens

As a member of a Sport Club, it is possible that you may be exposed to blood borne pathogens while participating in a Sport Club event. Examples of some life threatening pathogens are HIV and hepatitis. Blood borne pathogens can be transmitted in a variety of ways through body fluids: blood, urine, vomit and feces.

“Universal Precautions” are procedures for infection control that TREATS body fluids as if they are capable of transmitting blood borne diseases. You need to be aware of the situations in which you can be infected by blood borne pathogens while treating a fellow member for first aid or just cleaning up after an injury or illness. Be sure to use a barrier before coming in contact with any body fluids. The use of latex gloves and pocket masks are essential items to protect yourself when providing care. Also, be aware of body fluid spills on floors, decks, cement and even grass areas. Be sure to use a biohazard kit when dealing with spilled fluids. After performing first aid with the presence of biohazards, be sure to place all infected material (including
gloves, towels, etc.) in a biohazard bag and turn in to the biology department biohazard waste container located in Darwin soon as possible. Immediately wash hands and exposed areas thoroughly with soap and water, even if you used gloves.

All injuries resulting in blood exposure during a practice, instruction or competition must be treated immediately to minimize exposure to others.

Biohazards
In the event of a fecal, blood, or vomit contamination, the following procedures must be followed:

- Clear and close the effected immediate area.
- Notify a Sport Club officer.
- With gloves, remove the feces, blood, fluid or vomit and place in a sealed (tied off) biohazard bag. Dispose of bag in designated area (located in Darwin) as soon as possible, not in to a regular trashcan.
- Clean up the effected area with bleach and water solution or a designated power or spray solidifier mix found in a biohazard clean up kits (found in the Recreation Center).
- Any persons exposed to a biohazard should remove any contaminated clothing and wash thoroughly as soon as possible.

INCIDENT DOCUMENTATION
A minimum of four Incident Report Forms and two Minor Incident Logs must be available at all Sport Club activities. Incident Report Forms and Minor Incident Logs are available in the Sport Clubs Office. It is recommended to keep these forms in your first aid kit for easy accessibility at all events. These forms will be filled out for any incident that involves a Sport Club member, coach, advisor or visiting team involved in a Sport Clubs event. Please note, if you open your first aid kit, you should provide documentation as to what happened, the exceptions, regular athletic tapings (i.e. daily ankle wrap) and blister treatment. For a band-aid, a minor log should be completed.

MINOR INCIDENT LOG
This log should be used for any injury that occurs in a Sport Club activity that is determined not serious enough to warrant further medical attention. If the injury “could” have been serious but the participant “got lucky”, please fill out an Incident Report Form and check the near miss box. Once a minor incident log is completely full, please submit to the Sport Clubs Coordinator’s mailbox. The remainder of minor incident logs will be handed to the SCC at the end of each semester.

INCIDENT REPORT FORM
This form is to be used for any injury that occurs in a Sport Club event that you determine is serious enough that the injured person should seek further medical attention (even though injured person may not). This form must be submitted to the Sport Club Coordinator’s mailbox Coordinator within 24 hours of returning to campus or within 24 hours of the incident if on campus.