



MONTANA STATE
CLUB SPORTS

Handbook

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Frequently Asked Questions

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Mission Statement

The Club Sports 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 Rec Sports facilities and services.

How to Become an MSU Club Sport:

1. Be a Recognized Student Organization of Montana State University, as determined by the process established by the Office of Student Engagement (OSE).
2. Be a member or demonstrate potential membership in a national, regional, or state governing body, association, or otherwise sanctioned league for the sport.
3. 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.
4. Have three at least officers (President, Vice President, Treasurer, and Safety/Travel) willing to dedicate time and effort into effectively and efficiently running club operation.
5. Consist of 100% students, faculty and staff.

Upon the advice and consultation of other University officials and lawyers, the Recreational Sports and Fitness Department (RSF); 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 Being an MSU Club Sport

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 the RSF, Office of Dean of Students, and must be following 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 Club Sports 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 Sports Coaches – each club is given 1 pass per year for 1 coach that is comped. Additional coaches may purchase a gym pass for \$50 a semester. To complete this process coaches must come in during business hours and get the pass from our Member Services window.

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 meets will be presided over by the Club Sport Chairperson. All clubs must attend and participate in monthly meetings. The Chairperson and Vice-Chairperson 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 Manager 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 be responsible for taking of all CSC minutes.
4. The Vice-Chairperson shall be responsible for all official correspondence of the CSC.
5. The Vice-Chairperson shall have any other duties designated by the CSC and Manager of Club Sports.

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/Officers

President

1. Serves as liaison between RSF 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

Club Sports Tier System

The Club Sports Tier System was put in place to organize the clubs into groups with other similar sized club sports. The tiers provide the program with structure for membership, travel, budget, how much money a club can receive, volunteer hours, and league play. During the spring club budget process clubs apply for funding and a tier placement. Our tiers are as follows:

- Varsity Tier
- Tier 2
- Tier 3
- Tier 4

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

Concussions – RSF recommends that any club member that potentially has concussion sit out of all club practices or games until fully cleared by a medical professional.

Emergency Response Plan – Each club should provide their own emergency response plan to the Club Sport Coordinator. See page 21 for examples.

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.

Coaches

Coaches that do not pay student fees must have a gym membership to come in for club practices. Each club is given 1 pass per year for 1 coach that is comped. Additional coaches

may purchase a gym pass for \$50 a semester. To complete this process coaches must come in during business hours and get the pass from our Member Services window.

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 form must be submitted. The form must be submitted at least 1 weeks prior to the date of your event 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 central contact for all entities for all 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.

Club Sports Marketing

RSF Marketing

The RSF Department will host a primary website that lists all clubs and their contact information. The department will also market all clubs at tabling events around campus.

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.

Sponsorships

Club Sports are encouraged to solicit and garner sponsorships from businesses and family members to help with club finances. Please be careful with what you sell and that you can deliver what is discussed.

Use of the Bobcat Logo and Name on Club Gear

Club Sports have the privilege of requesting to use the logo and name for use on club gear. The following criteria and request process must be followed:

- Club Sport must be currently registered with the MSU Office of Student Engagement and meet all criteria for being a registered student organization before pursuing this option.
- Must be a registered Club Sport for two consecutive years.
- Club Sport must be actively competing at a national or regional level.
- If your club has met the above criteria a request letter is required stating the following:
 - Why your club wishes to use the “MSU” or “Bobcat” name? Please describe your club activities thoroughly.
 - Outline how utilizing the “MSU” or “Bobcat” name will benefit your club (sponsorships, competition, etc.).
 - In what way(s) do you plan to use the name? Jerseys, website, transportation, advertising and promotions, etc.?
 - Please list the names, titles and/or roles of all coaches, trainers, or advisors working or associated with your group.
 - Provide: Names of all club leaders, their mailing addresses, email addresses, as well and the website address of any club webpages and/or Facebook page addresses.
 - Note - This letter must come from club leadership AND be co-signed by club advisor.

- Send this letter to the Manager of Club Sports for review and potential acceptance. Please allow 2-3 weeks for the review process.

Club Sports Funding

Funding Purpose & Source

Club Sport funding at MSU is in place to support registered Club Sports to assist them in meeting their club goals and foster positive student development. Up to \$75,000 will be reserved from the Student Organization Fee and given to the Club Sports Funding Board to allocate to registered Club Sports.

General Club Sports Funding Application Process

The club funding application process will happen every spring semester for funds allocated for the upcoming school year. The process and corresponding dates with it will be discussed and heavily outlined at the February Club Sports Council meeting every year.

Club Sports Funding Board

The Club Sports Funding Board will determine, by application, the tier level of each of the Club Sports. After the tier level for a club has been determined, the CSFB will then allocate money to the club based on their budget in the application process. The CSFB shall be comprised of seven total members (one chair and six voting members). The board will be advised by the Manager of Club Sports, who will not have any voting rights. Four voting members will represent a quorum and must be present to make funding decisions and tier level placements. The CSFB Chair will serve as a tie-breaker if necessary.

Club Sports Post Season Travel Fund

The Club Sports Funding Board saves some money for post season travel awards. If clubs qualify for post season competitions (regionals, nationals) they may apply for an award. The application process is our MSU Club Sports website. The process for voting on an award typically takes 3-4 weeks.

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.

Club Sports Travel

1. 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.

2. Paperwork

- a. Travel paperwork should be completed at <http://www.montana.edu/engagement/organizations/travel.php>.
- b. 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.

3. Vehicles

- a. Enterprise - Clubs that wish to use Enterprise for their travel must contact the Office of Student 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 OSE office.
- b. 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.**

4. Driver Responsibilities per the MSU Student Travel Policy

- a. Each driver must agree that he/she will:
 - i. Have a valid U.S. driver's license
 - ii. 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)
 - iii. Operate the university vehicle in accordance with university regulations, know and observe all applicable traffic laws, ordinances and regulations, and use safe driving practices always
 - iv. Assume all responsibility for any and all fines or traffic violations associated with his/her use of a university vehicle
 - v. Not drive under the influence of drugs or alcohol or while tired
 - vi. Not transport unauthorized passengers such as hitchhikers, family members, or friends
 - vii. File a travel itinerary with the Rec Sports office if taking an out of town trip
 - viii. Turn of the vehicle, remove the keys and lock the vehicle when it is left unattended
 - ix. Drive the vehicle at speeds appropriate for the road conditions

- x. 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
- xi. Immediately report all accidents/incidents to the prescribed authority

5. Hotel Reservations

- a. 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.

6. Travel Expectations

- a. While traveling, Club Sports members are, as at all other times, expected to conduct themselves in an appropriate manner as stated in Article II.
- b. The purpose of travel is to participate in club activity.
- c. Clubs are encouraged not to travel at late hours or very early hours when it may be harder to stay alert.
- d. 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.

7. “High-Risk” Trips

- a. 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.

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 Student 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/

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

Definitions of Club Sports Penalties

1. Suspension
 - a. 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.
2. Probation
 - a. 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.
3. Warning
 - a. 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
 - a. 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 Student 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
 - a. Potential clubs that do not complete the recognition process by the deadlines set forth by the Office of Student 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

- a. 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. A 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

- a. 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

- a. 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. 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

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

10. Appeals

- a. 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 Club Sports members are to respond in an emergency.

Our goal is to **BE PROACTIVE, NOT REACTIVE!** The Club Sports 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 Club Sports event, the Club Sport 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 MSU Police or 911. (dependent on location of the Club Sport event)
3. **Club Sport Officer or designee in absence** will aid in crowd control

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 911 from any University phone or from a cell phone. If the incident occurs off-campus please call 911 for dispatch.
 - a. 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 meeting MSU Police to direct them to the emergency.
4. **Club Sports Officers or Designee** is to aid the **Initial Responder** in what is needed. (i.e. patient care and crowd control)
5. A Club **Sports Officer** will call the Club Sports Director at 406-994-6313 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 in and a phone number where you can be reached.
6. A Club Sports Club Officer is to complete an Incident Report Form and submit it to the Club Sports Director within 24 hours of returning to campus or within 24 hours of the incident if on campus.

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. **Club Sports Club Officers or the Designee** is to aid the **Initial Responder** in what is needed. (i.e. patient care and crowd control).
5. A **Club Sports Officer** will call 406-994-5000 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 **Club Sports Club Officer** is to complete an Incident Report Form and submit it to the Sport Club Sports Director 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 Club Sports events. All Club Sport events taking place in Hosaeus Fitness Center do not need first aid kits. The Fitness Center provides onsite emergency supplies at the Front Desk. Please be aware that the Fitness Center will not provide tape, bandages, etc. if it is not an emergency.

INCIDENT DOCUMENTATION

Incident Report Forms are available on the MSU Club Sports website. 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 Club Sports member, coach, advisor or visiting team involved in a Club Sports 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.

INCIDENT REPORT FORM

This form is to be used for any injury that occurs in a Club Sport 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 Club Sports Director's mailbox within 24 hours of returning to campus or within 24 hours of the incident if on campus.

Example of contract

Contracted Work Agreement

PARTIES:

This Contract is entered 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:

Aug 29	Monmouth	Game Time:	7:00 p.m.
Sept 14	Colorado Mesa	Game Time:	1:05 p.m.
Oct. 5	Northern Arizona	Game Time	2:05 p.m.
Oct 26	UC Davis	Game Time	2:05 p.m.
Nov 16	Southern Utah	Game Time	4:05 p.m.
Nov 23	Montana	Game Time	12:05 p.m.

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.

Sports Facilities Director Date

Sports Facilities Operations Dir. Date

President, Rugby at MSU Date

To receive money from working clubs must submit an invoice in a timely manner. Listed below is an example of an invoice:

Invoice Date:

Invoice #

To: MSU Sports
 Facilities Dept. 101
 Brick Breeden Fieldhouse
 Bozeman, MT 59717

From:

Description:	Total Hours	Rate	Amount Due
August 29 Football Game			
Worker #1	2.5	\$ 8.50	\$ 21.25
Worker #2	2.0	\$ 8.50	\$ 17.00
Worker #3	2.25	\$ 8.50	\$ 19.13
Worker #4	2.0	\$ 8.50	\$ 17.00
Worker #5	2.5	\$ 8.50	\$ 21.25
			\$
			Total Due 95.63