



OLD DOMINION UNIVERSITY
SPORT CLUBS HANDBOOK

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Rules and Policies

ELIGIBILITY AND STANDARDS FOR CLUBS AND ORGANIZATIONS

GENERAL STANDARDS

Recognized student organizations must conform to university rules and regulations, applicable federal and state statutes, and applicable local ordinances. An organization's failure to conform to such rules, regulations, statutes, and ordinances may result in the imposition of sanctions upon the organization and the withdrawal of recognized status.

No recognized student organization may limit its membership based on race, color, creed, or national origin. Membership requirements that restrict membership based on gender must be in full compliance with current University, State, and Federal laws and regulations.

Student organizations must be officially recognized to use University owned, leased, or rented facilities and to obtain funds from the University.

Student organizations must inform the University of all affiliations and associations with any organization outside the University. All materials must clearly state the name of the organization and all its affiliations on all the literature it distributes. All written material distributed by student organizations must list all affiliations and associations a student organization has with any organization outside the University, this includes league affiliations. Advertisements, regardless of the media used, must clearly state the student organization's affiliations as presented in its original application for recognition or as researched by the University.

Student organizations are required to re-register every fall semester by the end of the second week of the fall semester.

INDIVIDUAL CLUB MEMBERSHIP & PARTICIPATION

Membership in an Old Dominion University recognized sport club is open to ODU students who are currently and continuously enrolled in a minimum of 6 credit hours at ODU and provide the documentation listed below.

INDIVIDUAL DOCUMENTATION AND REQUIREMENTS

Individuals are not allowed to participate in sport club related activities until they have completed all the bullet pointed steps of the registration process as outlined below. Once these processes are completed, they'll be eligible to participate fully:

New ODU Sport Club Members:

- **Acknowledgement of Risk/Consent to Treat for each sport club you join.**
 - *Members under 18 years of age must have their form signed by their parent or legal guardian.*
- **Submit a copy of the member's current health insurance card.**
 - *Those covered by military must bring their military ID card to the RecWell office for verification.*

- **Submit a completed ODU Sport Club Pre-Participation Physical using the approved form.**
- **Complete the Sport Club Member Training**
- **Pay required club dues via PayPal**
 - https://paypal.me/ODUSportClubs?country.x=US&locale.x=en_US
- **Complete the baseline concussion test (online)**
 - This process is not able to be automated. A test will be sent to your ODU email when your dues payment is verified.
 - Students that are joining the ODU Swim Club or ODU Rowing Club, will not be required to complete a baseline concussion test. Students will be required to pass a swim test.
- **ODU Swim Test**
 - To take a swim test, please make an appointment with the Coordinator of Sport Clubs and/or Graduate Assistant of Sport Clubs.
 - The swim test entails a 200-meter swim (backstroke or freestyle) and 2 minutes of treading water.
 - If a student does not pass the swim test, the student will not be allowed to join the swim/rowing club. The student will be allowed to make another swim test appointment.

Returning ODU Sport Club Members:

- **Acknowledgement of Risk/Consent to Treat for each sport club you join.**
 - *Members under 18 years of age must have their form signed by their parent or legal guardian.*
- **Submit a copy of the member's current health insurance card.**
 - *Those covered by military must bring their military ID card to the RecWell office for verification.*
- **Submit a completed ODU Sport Club Pre-Participation Physical using the approved form.**
- **Complete the Sport Club Member Training**
- **Pay required club dues via PayPal**
 - https://paypal.me/ODUSportClubs?country.x=US&locale.x=en_US

INELIGIBLE GROUPS

Intercollegiate athletes may **NOT** compete on a sport club in the same academic year that they are listed as a varsity player. However, they may be members of a sport club.

NOTE: individuals enrolled in the English Language Center (ELC), members of ODU Research Foundation programs and faculty/staff are not eligible for club membership.

Eastern Virginia Medical School (EVMS) Students

EVMS Students are allowed to join and participate in sport club practices and activities. However, if a EVMS student wants to join a club that is part of a league, there may be some constraints when it comes to league competitions. Sport clubs that are a part of a sport affiliation must comply with their league regulations. If a club is affiliated with a governing body, EVMS students are allowed to

join the club, but leagues may prohibit students from participating in league competition due to their age, number of years in school, etc.

If an EVMS student joins a sport club that is not part of a league, they are allowed to participate in all club activities.

IDENTIFICATION

Sport Club Members must provide a valid student ID card or IMLeagues member QR code to check-in at all practices and competitions.

CONCUSSION TESTING

Concussion testing is required for high impact sports as defined in the Concussion Management section below. Swim & Rowing Club do not have to take the baseline concussion test (only the swim test).

If a member sustains a concussion outside of team activity, they must notify staff and begin the protocol.

Once a player is cleared after a concussion, they'll be required to retake the baseline concussion test to establish a new baseline.

LEAGUE ELIGIBILITY

ELIGIBILITY FOR PARTICIPATION IN LEAGUES

Each sport club member is responsible for familiarizing themselves with league eligibility rules and regulations and abiding by these rules when entering league competition.

The Assistant Director of Sport Programs and Coordinator of Sport Programs must be provided with a copy of all rules that govern each club's league involvement.

CERTIFICATION OF ELIGIBILITY

All sport clubs must abide by conference, regional, state, NIRSA, or NCAA rules and regulations in competitions that have such guidelines.

Clubs desiring to enter competition may be required to obtain certificates of eligibility from the University before entries are accepted.

Rosters requiring certification of eligibility should be submitted to the Assistant Director of Sport Programs and Coordinator of Sport Programs 2 weeks in advance of the deadline.

CLUB ROLES & RESPONSIBILITIES

MEMBERS

The people making up the organization are considered members. Students will only be considered members if they complete the required documentation and processes listed above.

Within all student organizations, the members have unlimited opportunity to become directly involved in the administration and supervision of their club. They collectively have the responsibility for writing their club constitution and by-laws, establishing their dues schedule, establishing the duties of the officers, and recommending a volunteer coach.

NOTE: All coaches must be approved by the University.

CLUB OFFICERS

Each club must elect a slate of officers on an annual basis. Officers are the leadership of the club for a given year. Officers will be the primary points of contact for the team related to communication from ODU and from external parties. Officers must be willing and able to lead effectively, manage conflict, and exercise authority properly.

Clubs are encouraged to elect officers no later than March 15 of each year (this date may vary). This will give new officers an opportunity to shadow current officers. The University recommends that clubs elect the following officers; however, additional officers may be elected at the discretion of the club:

- **President – mandatory position**
- Vice-President
- Secretary
- **Treasurer – mandatory position**

Elected or appointed officers must maintain a minimum semester and cumulative grade point average of 2.0. An organization may establish a more rigorous standard for its officers if it so desires.

NOTE: Sport Club officers can be removed at the discretion of the Recreation & Wellness Department.

CLUB OFFICER'S RESPONSIBILITIES

In addition to the duties outlined in the club constitution, each Sport Club president is responsible for the following:

- Attend and participate in an orientation session each year.
- Attend all monthly Sport Club Officers' meetings.
- Attend regularly scheduled meetings with the designated Sport Club staff member.
- Assure that all club members have been cleared by Recreation & Wellness BEFORE being allowed to participate in club activities (practices and games).
- Inform club members of policies, procedures, expectations, emergency procedures and other regulations that must be followed.
- Monitor all club events, ensuring that all policies and procedures are followed.
- Responsible for checking in club members on IMLeagues for away competitions and practices when an ODU Sport Club Manager is not present.
- Arrange facility reservations for club functions with the Sport Club Graduate Assistant.

- Ensure that Event Registration forms are submitted at least 30-days prior to the event, and that Post Event Documentation forms are submitted no more than 7 business days after the event.
- Assure that all club financial obligations are met in a timely manner.
- Submit a written report of any injury or incident that occurs at any club event to the Sport Club Graduate Assistant within 24 hours of the injury/incident.
- Train other officers, and future officers of the club.
- Compile and submit a fall semester report and an annual report to the Sport Club Graduate Assistant by the established deadlines.

SPORT CLUB EXECUTIVE BOARD

This student governing board works with the Sport Club staff on the management of the sport club program. Responsibilities include, but are not limited to, budget allocation, conduct review appeals hearings, assignment of tier classifications, and serving as representatives/ambassadors for the Sport Club program.

Sport Club Executive Board members must meet the following criteria:

- Must have been a member of the club they are to represent during the previous academic year.
- Must be in and remain in good standing with the club.
- Must be in and remain in good standing with the University.
- Must have and maintain a minimum semester & cumulative **GPA of 2.00**

Due to the nature of the issues that the Sport Club Executive Board will encounter, board members must adhere to strict guidelines regarding confidentiality. Violation of this policy will result in disciplinary charges being brought against the Board member and/or removal from the Board.

Sport Club Executive Board Roles:

- **(1) Treasurer Chair** - Oversee financial transactions and fundraising efforts going in and out of the executive board. Their duties include record-keeping and planning/budgeting for sport club events.
- **(2) Marketing/ Social Media Chair** - Able to produce content for ODU Sport Clubs social media accounts (Facebook, Instagram, Twitter, etc.). Design and implementing social media strategies to showcase all sport clubs. Engage with students on all social media platforms. Being on top of the latest social media trends.
- **(2) Events/Fundraising Chair** - Plan ODU Sport Club events with attention to financial and time constraints. Events include sport club banquet, officers kick off meetings, tabling events, etc. Developing and executing fundraising strategies. Willing to partner with outside departments to promote clubs.

FACILITIES AND PRACTICES

FACILITIES

Clubs are permitted to utilize on-campus or off-campus facilities based on need and availability for practice or competition.

All facilities should look the same when you leave as when you arrive. This means that trash is thrown away, equipment that has been moved has been moved to its original position, and that all facets of the space are in working order.

ON-CAMPUS FACILITIES

Facilities on-campus are shared spaces. Teams must always abide by directions from student and professional staff. Failure to do so may result in the loss of practice time or major sanction against the club.

OFF-CAMPUS FACILITIES

Clubs are actively representing the University when they are on or off campus. Policies, directives, and expectations provided by off-campus facilities are expected to be followed. Agreements with off-campus facilities may be facilitated by Recreation & Wellness. Teams that facilitate their own use of an off-campus facility are responsible for that agreement unless otherwise noted.

PRACTICES

Each sport club will be permitted to practice throughout the academic year. Teams are permitted 2-3 practices per week depending on space availability and approval.

Practice times and locations will be set at the beginning of the semester and remain consistent throughout the semester.

PRACTICE OVERSIGHT

Unless otherwise stated, practices will be overseen by student staff working for Recreation & Wellness. These staff members have full authority over the facilities and teams and are expected to enforce all applicable policies. Their authority supersedes the club, up to and including the ending of practice, removal/denial of participants, and other necessary measures.

Concerns with staff behavior or actions should be addressed with professional staff or the graduate assistant.

UNSANCTIONED PRACTICES

Teams are not permitted to run practices that are not approved. Misrepresenting use of a facility to staff or others, as a “practice” will be considered a major infraction and will result in loss practice time. Old Dominion University Recreation & Wellness is **NOT** responsible for any injuries and/or incidents during unsanctioned practices.

COMPETITIONS AND TRAVEL

TEAM EVENT FORM

Teams must complete the Event form on IMLeagues to be approved to host or travel to a competition.

- **Home Games:** 30 days prior to the event to ensure space availability.
- **Away Games:** 20 days prior to initial travel day.

If a team is notified of a competition after the above deadlines, a good faith effort will be made to ensure that teams can play.

Failure to complete this process will make the game an unsanctioned game result in a major infraction against the club.

Recreation & Wellness has the right to deny travel or participation.

During away competitions, all clubs and their members are expected to conduct themselves appropriately and in accordance with university policies. Any misconduct by a club or individual member may result in disciplinary action, including suspension or permanent removal from the ODU Sport Club Program.

NOTE: The University does not provide insurance for privately owned or leased vehicles.

It is each club's responsibility to make sure that all private and leased vehicles used for sport club trips are in good operating condition.

LOCATIONS

Competitions can take place on or off campus and may involve travel by the club.

DRIVER TRAINING AND APPROVAL

All students that intend on driving a personal, rented, or University vehicle must complete the driver background check and training and provide the certificates of completion to Recreation & Wellness professional staff prior to the departure. To become an approved driver, a student must submit an "ODU Driver Authorization Form" and meet the ODU driver standards.

Teams are encouraged to have several approved drivers to ensure they can travel safely and in compliance with the policy. There is no cost to the player or the team for the background check.

NOTE: The University does not provide insurance for privately owned or leased vehicles.

It is each club's responsibility to make sure that all private and leased vehicles used for sport club trips are in good operating condition.

NOTE: Simply viewing the training videos will not meet the standard of being an approved driver.

CLUB BUDGETING AND FINANCES

BUDGETING

Clubs must generate and maintain a budget for all operations. This budget should be prepared by club leadership.

BUDGET SUBMISSION RULES AND EXPECTATIONS

Each semester, clubs will be asked to submit a complete budget to Recreation & Wellness, showing how money will be used during the next semester. This should include the funding source for a specific item. Budgets should be made only considering two expense options, allocated funds and off-campus accounts. These two sources have different rules and limitations related to them.

Budgets must be submitted by these deadlines: November 15 for spring and April 1 for fall.

Clubs who fail to submit the budget request by the designated deadline, may only receive a portion of their request, or nothing at all.

After submission, clubs must present their anticipated budget to the Sport Club Executive Board and professional staff. Final decisions on the disbursement of allocated funds will be made by the Sport Club Executive Board with consultation from ODU professional staff.

ALLOCATED FUNDS

Although sport clubs are required to support their programs through resources within the club, University allocated funds are available through the Recreation & Wellness Department via the budget allocation process.

Allocated funds are spent through a University-backed credit card that is restricted to certain vendors and specific types of purchases. As a result, allocated funds are viewed as public funds/University dollars, and thus have some limitations.

USING ALLOCATED FUNDS

Clubs **MAY** request ALLOCATED FUNDS for the following items:

- Officiating expenses (if paid to a registered association)
- Tournament/League entry fees
- Supplies, equipment, and uniforms
- Safety supplies

Clubs **MAY NOT** request ALLOCATED FUNDS for the following items:

- Lodging expenses
 - *The university will not cover lodging expenses for student governed clubs.*
- Meal expenses
 - *The university will not cover any individual meal expenses for student organizations.*
- Travel expenses
 - *Travel expenses must be covered by the club (hotel, gas, etc.)*
 - *In rare circumstances funds can be allocated for club travel.*
- Uniforms that will be personal property of the club member
 - *The university will not cover personal property.*

Allocated funds cannot be used for reimbursement.

OFF-CAMPUS ACCOUNTS

Clubs will have a private account at a local bank, with the Recreation & Wellness Department serving as custodian of all accounts. These accounts will have a debit card and check book. The following guidelines will govern private accounts:

- At no point will a team or player be provided with the card, blank checks, account numbers, or pertinent information to make alterations to the accounts.
- Statements will be provided to teams on a monthly basis.
- Teams will have access to view accounts via Langley Federal Portal.

Prior to opening a private checking account, the Assistant Director of Recreation & Wellness will secure a Federal Tax Identification number from the Internal Revenue Service (IRS).

The off-campus account will accrue money that is collected from three different sources:

- Club Dues
- Fundraising
- Donations

CLUB DUES

All dues collected from club members will be deposited into the club's designated off-campus account to be used for club-related expenses. All payments must be made through the ODU Sport Clubs PayPal account. When submitting a payment, each member must include their full name and the name of their club in the PayPal notes section. If someone is paying on behalf of a club member, the payee must clearly indicate the full name of the member and the associated club in the notes.

If any PayPal payment is unclaimed due to missing club member and/or club name information, the payment will be held for 30 days. After that period, unclaimed funds will be transferred to the ODU Sport Club Executive Account.

FUNDRAISING

Clubs can run fundraising events throughout the year to enhance the financial position of the club. Recreation & Wellness must approve all fundraising activities. The form should be completed via IMLeagues.com at least 7 days in advance of the fundraising event.

- Fund raisers may not be in direct competition with other campus goods and services.
- Food may not be sold in the Webb Center under any circumstances.
 - Sales anywhere else on campus must be in accordance with the University Vending Contract and the City Health Board regulations.
 - Food sold must be prepackaged. Call Aramark (Dining Services) for information on what is permissible.
- Fund raisers may **NOT** involve any nudity, drugs, and alcohol. ODU Sport Clubs are NOT allowed to partner with any alcohol and/or tobacco companies.
- The organization must have their name on all advertising, including advertising at the site of the event, on the registration form, and all raffle tickets.

The post-fundraising documentation must be submitted to the Recreation & Wellness Department no more than 7-days after the completion of the event.

DONATIONS

Individuals or groups that desire to donate funds to a sport club can do so by contacting ODU Recreation & Wellness.

PURCHASES AND EXPENSES

Clubs must receive approval from the Recreation & Wellness Department before University Allocated Funds and off-campus funds may be expended. The only exception to this rule is if a club member or other individual is being reimbursed for a purchase, they made on their own on behalf of the club. Before a club member makes a purchase, they must make sure that their off-campus account can afford the reimbursement.

Requests for University Allocated Funds must be received by the Recreation & Wellness Department no less than 14 days prior to the needed date. Requests received less than 14 days will be evaluated on a case-by-case basis.

Requests for funds from the off campus checking account must be accompanied by official documentation of the purchase. Such documentation includes, but is not limited to, an invoice, an official quote on company letterhead, an official company order form, or original receipts.

All purchases and payment requests require the signature the club President or Treasurer.

All checks from a club checking account must be made payable to a person, business, or organization. A check can never be made out to cash.

Clubs are not allowed to have credit cards.

The following information must be provided for a purchase to be considered:

- Club Name
- Name of Person Completing Form
- Title with Club
- Current Date
- Funding Source (Allocated Funds or Off-Campus Account Funds)
- Payee
- Purpose of Payment
- Payment Amount
- Attach Receipt/Invoice

NOTE: when using University funds, the vendor must be licensed and registered with the Commonwealth of Virginia on the eVA system and must have a current W9 on file with the University.

CONTRACT VENDORS

Certain companies have contracts with ODU for equipment, apparel, and services. These contracts are strictly enforced when it comes to using allocated funds. If off-campus funds are being used, contract vendors are still preferred because they are licensed to use logos and word marks, plus

there is some familiarity with the service and quality. Additionally, some contracted vendors may provide discounts to clubs for items even if the contract is through ODU at large.

Some contract vendors may not offer products specific to your sport and you are welcome to use other vendors to meet those needs.

For example: ODU has a uniform and apparel contract with Under Armour. When purchasing Under Armour products, there is a 50% discount on almost all items. While it's possible for a club to use their off-campus account to buy uniforms from a large brand that is an Under Armour competitor, it usually doesn't make financial sense to do so.

OWNERSHIP OF PURCHASE

All equipment, apparel, and uniforms that is purchased with allocated funds, off-campus funds, or is a donation, is property of Old Dominion University.

Examples of exceptions below:

- Items purchased with personal funds when there is no intent to seek reimbursement.
 - Example 1: Each baseball player pays \$20 extra dollars per person to their off-campus account for hats on a yearly basis.
 - Example 2: Each ice hockey player purchases their own jerseys by paying an additional amount to their off-campus account.
 - Example 3: A player from women's volleyball purchases warm ups for the entire team and is separately paid by all members that receive warm ups.

REIMBURSEMENTS

Club members and coaches are entitled to receive reimbursements for expenses and payments they make on behalf of the club. These funds will come from the clubs off-campus account. These will be made in a form of a check written to the specific player or coach.

****Allocated funds cannot be used for reimbursement. Reimbursements can only come from off-campus account funds****

These reimbursements must be submitted via IMLeagues.com by the President or Treasurer.

Once a reimbursement check has been issued, the recipient has 30 days to pick up and cash the check. If the check is not collected and cashed within that time frame, it will be considered void, a replacement check will not be issued, and the reimbursement will be forfeited.

OFFICIALS AND REFEREES

It is the responsibility of each sport club to hire only certified officials for all home scrimmages and games. Certified officials will be defined as those individuals who have successfully completed the certifications for that particular sport in the Commonwealth of Virginia. Some clubs may also attempt to utilize intramural officials (basketball), but this will be evaluated on a case-by-case basis.

FUND DISBURSEMENT PROCEDURES

Requests involving University Allocated Funds must be submitted to the Recreation & Wellness Department no less than 30-days prior to the needed date.

All Requests, regardless of fund source, must be approved by the Recreation & Wellness Department before they can be processed.

Club members may not personally purchase items that were purchased for the club with University Allocated Funds or the club's off-campus account.

INACTIVE CLUBS

If a club remains inactive for one academic year due to low or no student participation, it may be removed from the ODU Sport Club Program. To remain in good standing, each club must:

- Hold regular practices,
- Maintain a minimum of 10 active members or the minimum required to compete in their sport — whichever is greater, and
- Participate in more than one competition or event per academic year relevant to their sport.

Failure to meet these requirements will result in removal from the Sport Club Program. All university-owned equipment and uniforms must be returned upon removal.

Additionally, if a club is inactive for a semester or academic year, it will not be eligible to receive allocated university funds during that period of inactivity.

Clubs that remain inactive for greater than 4 academic years may have their off-campus account liquidated to the Sport Club Executive Board Fund.

REACTIVATION CLUBS AND FUNDING

Clubs who reactivate after being inactive for less than one academic year are eligible to receive up to \$500 during their first active year.

Clubs who reactivate after being inactive for more than one academic year must complete the new organization registration process through the Office of Student Engagement and Traditions. After the club has been successfully operating for at least one year, they may reapply for membership in the Sport Club Federation. The club will be eligible to receive up to \$500 during their first year in the Sport Club Federation.

FINANCIAL OBLIGATIONS, AGREEMENTS, AND CONTRACTS

Regardless of whether they receive University financial support, recognized sport clubs are solely responsible for their financial obligations. **The University will not be liable for debts or contracts made by a sport club.** Any obligation incurred by a sport club with a merchant, vendor, individual, or others must be incurred in good faith and with the knowledge that the club will be able to pay such obligation promptly. Under no circumstances may the club use the name of the University in securing credit. The club's sole responsibility for its obligations must be made clear to the creditor.

BRANDING RULES AND REGULATIONS

BRAND STANDARDS

UNIFORMS AND APPAREL

Uniforms and apparel of all sport clubs must be in compliance with ODU regulations as well as brand standards. This means that vendors must be licensed by ODU to lawfully print the ODU logos and word marks. This holds true regardless of funding source.

APPROVAL OR DENIAL

ODU has a right to approve or deny student organizations pertaining to the use of logos, word marks, and other copyrighted or trademarked content. Final drafts can be made in concert with ODU Recreation & Wellness and ODU Licensing.

If a club does not follow ODU licensing guidelines, the club will not be allowed to wear their uniforms to ODU Sport Club activities (home/away competitions, fundraisers, etc.).

LICENSED VENDORS

If your club is attempting to purchase items from a vendor that isn't licensed with ODU, email licensing@odu.edu and copy Recreation & Wellness professional staff as well as the vendor.

LOGO AND WORD MARK USE

PERMITTED LOGOS

Clubs are permitted to use 2 ODU logos.

<p>The “ODU” word logo can be used by itself or in conjunction with the name of the club underneath. The name of the club underneath must distinguish it from varsity athletics, even if there is no corresponding varsity sport.</p> <p>The similar logo that includes the crown atop the logo is NO LONGER PERMITTED.</p>	<p>The “Shield” logo MUST include the name of the club underneath to distinguish it from varsity athletics, even if there is no corresponding varsity sport.</p> <ul style="list-style-type: none">For example: Women’s Volleyball Club must be spelled out fully rather than just “women’s volleyball” or “volleyball”.
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VIOLATION

Intentional avoidance of the branding and licensing standards will result in a major violation against the club.

EQUIPMENT

It is the responsibility of each sport club to ensure that all equipment utilized during club activities has been inspected and is high quality and in good operating condition.

All equipment is property of the University no matter the method of purchase.

CLUB OPERATIONS

Constitution & Bylaws

Every sport club is required to have a university approved constitution on file with the Recreation & Wellness Department. The constitution should be periodically reviewed to insure viable operation of the club.

Bylaws and standing rules are easier to change than the constitution and help to keep the constitution up to date with the direction of the club. Bylaws govern the internal operations of a club; standing rules are those adopted by a majority vote at a club meeting and usually pertain to meeting times and locations for the year. Standing rules are in order to the extent that they do not conflict with the constitution or the bylaws.

COACHES

Sport club coaches **are unpaid volunteers**. Club coaches may be an Old Dominion University undergraduate or graduate student, a part-time or full-time university employee, or a non-affiliated member of the community.

All applicants will be subject to a criminal and sexual offender background check. This includes individuals attempting to coach who are residents or gained applicable work experience overseas/outside of the U.S.

Once a coach has been approved, they are required to read and sign all agreements and forms pertaining to their qualifications, coaching responsibilities, Recreation & Wellness Department and University policies and procedures, and an acknowledgement of risk statement.

NOTE: Coaches are not covered by the University's liability insurance policy and are encouraged to secure such insurance on their own.

Clubs are responsible for providing each coach with a list of job-related responsibilities, which they will be obligated to follow.

If at any time the coach does not act in the best interest of the club, as determined by the University, they will be relieved of their duties immediately.

Returning coaches must sign a Coaches Agreement on an annual basis.

QUALIFICATIONS AND EXPECTATIONS OF COACHES

- Coaches must possess a high school diploma at the minimum; however, a Baccalaureate degree is preferred.
- Coaches must have a minimum of two years of experience either coaching or playing at the intercollegiate or club level.
- Coaches must abide by all applicable policies and regulations of Old Dominion University and the Recreation & Wellness Department.
- Coaches must provide their own medical insurance and provide verification of such policy to the Recreation & Wellness Director. Coaches are also encouraged to purchase liability insurance.
- The responsibilities and actions of the coach are restricted to coaching and should not include management of the club. A Sport Club is primarily a student-organization; therefore, the club president (not the coach) must serve as the liaison between the club and the Recreation & Wellness staff. The philosophy and key to the success of the Sport Club program has been the continued emphasis on student leadership and participation.
- The student members must handle club business matters with the coach serving in an advisory capacity. Club activities and events should be a team effort and not left solely to the coach or students.
- Coaches should refrain from making appointments with Recreation & Wellness professional staff or any other person to discuss club business without first informing the club President, the Assistant Director of Sport Programs, and Coordinator of Sport Programs.
- Coaches must help to ensure good sportsmanship at all times. Individuals must always conduct themselves in a manner that does not detract from the reputation of the University. This includes behavior in game situations, contact with other teams and interaction with event staff. When involved in off-campus events or when traveling, be aware that you are still representing the University.
- The Recreation & Wellness staff has the right and obligation to protect the club, if, in the opinion of the staff, the coach is not working in the best interest of the club, and they will be relieved of their duties by the Assistant Director of Sport Programs, and Coordinator of Sport Programs.

COACH RESPONSIBILITIES

- Teaching of skills specific to their sport.

- Training and conditioning club participants.
- Attendance at all practices, in addition to all home and away matches.
- Determination at what level each club participant is capable of playing.
- Not playing any club member who is not on the eligibility list supplied by the Recreation & Wellness Department.
- Not allowing any injured club member to participate in a scheduled practice or game until they have been medically released to participate by a physician or athletic trainer.
- Prohibit the use of alcohol or drugs at club events and by underage individuals.

SPORT CLUB GRADUATE ASSISTANT/COORDINATOR OF SPORT PROGRAMS

Serves as the primary department contact for recognized sport clubs, will assist club officers in securing practice and game facilities, and will monitor the Sport Club registration process for all club members. This individual will work with the President of the Sport Club Executive Board on the monthly officers' meetings. Will process and track Sport Club team activities and record for the purposes of tier placement and budget points. In addition, the Sport Club Graduate Assistant will guide non-member clubs through the Sport Club Federation application process.

ASSISTANT DIRECTOR OF SPORT PROGRAMS/COORDINATOR OF SPORT PROGRAMS

Will advise and assist all club representatives in handling club business. This individual will monitor activities to ensure that all University policies and procedures are being followed, assist clubs in implementing sound safety practices, and managing club funds in accordance with university fiscal policies. This individual will serve as advisor to the Sport Club Executive Board.

Clubs will be granted as much freedom as possible to operate within the rules, regulations and guidelines established by the University.

CLUB RESPONSIBILITIES

In addition, each club MUST have at least two safety officers who possess current First Aid, CPR and AED certification. One of these individuals must be present for all practices and games (home and away).

STARTING A NEW ORGANIZATION

All new organizations are started through the Office of Student Engagement & Traditions. For more information on starting a new organization, please visit the SET website at <https://www.odu.edu/set>. Click on the "Student Organizations" tab; then click on "Start a new organization."

HOW TO BECOME A RECOGNIZED SPORT CLUB

STARTING A NEW ORGANIZATION

All new organizations are started through the Office of Student Engagement & Traditions. For more information on starting a new organization, please visit the SET website at

<https://www.odu.edu/set>. Click on the “Student Organizations” tab; then click on “Start a new organization.”

All clubs must be successfully operating for at least 1 academic year to be eligible for membership in the Sport Club Federation.

HOW TO BECOME A RECOGNIZED SPORT CLUB

- All clubs must be successfully operating for at least 1 academic year to be eligible for membership in the Sport Club Federation, meaning that they hold regular practices, maintain at least 10 active members or the minimum number of members required to complete – whichever is greater, and have competed in more than one event per year relevant to their sport.
- Submit a completed Sport Club Federation application to the Recreation & Wellness Department.
- The Sport Club Executive Board will review the application and a meeting will be arranged between the Board and the club officers.
- Once approved by the Board, the application will be submitted to the Associate Director for Recreation & Wellness Programs for final approval.
- **When using the University’s name, sport clubs must ensure that the word “club” is always used in conjunction with activities, i.e., apparel, promotional materials, etc. Only approved logos can be used, and they must contain the trademark symbol™.**
- Anytime an ODU logo or the words “Old Dominion University”, “ODU”, or “Monarchs” is used the trademark symbol must be used.
- **All apparel and promotional materials must be approved by the Recreation & Wellness Department prior to printing.**
- Sponsorships of any kind are not permitted in the ODU Sport Club program. Sponsorships include agreements in which the club will receive financial benefits or in-kind services in return for the club promoting the sponsor. Clubs may receive donations from individuals or companies; however, these donations will not hold the club responsible to the donor.
- Provisional clubs are eligible to receive up to \$500.00 for club start-up expenses. Clubs may petition the Sport Club Executive Board for additional funds once the club has been active for one semester.

All clubs must receive approval from the Recreation & Wellness Department before holding practices, games or any activity conducted as an Old Dominion University sport club either on or off campus.

Once approved by the Board, the application will be submitted to the Associate Director for Recreation & Wellness Programs for final approval.

Sponsorships of any kind are not permitted in the ODU Sport Club program. Sponsorships include agreements in which the club will receive financial benefits or in-kind services in return for the club promoting the sponsor. Clubs may receive donations from individuals or companies; however, these donations will not hold the club responsible to the donor.

Clubs may petition the Sport Club Executive Board for additional funds once the club has been active for one semester.

POLICIES, PROCEDURES & EXPECTATIONS

Standards of Conduct and Accountability

The basic concept underlying the University's standards of conduct is that students, by enrolling in the University, assume an obligation to conduct themselves and their organizations in a manner compatible with the University's function as an educational institution. Individuals must always conduct themselves in a manner that does not detract from the reputation of the University. This includes behavior in game situations as well as contact with other teams and event staff. When involved in off-campus events or when traveling, be aware that you are still representing the University.

Student organizations may be held accountable for the actions of individual members who violates University policies when the conduct of individual members can reasonably be associated with the group.

The Dean of Students, or their designee, could implement an interim suspension on a student organization when the group's continued activity on campus constitutes a danger to the health, safety or welfare of the University community. In addition, the Dean of Students, or their designee, could freeze a student organization's activities on campus during an investigation into allegations of misconduct.

Sport clubs or individual members of sport clubs may face disciplinary action for inappropriate actions on or off campus, while participating in any club related activity.

Sport clubs or individual members may appeal disciplinary action taken by the Assistant Director of Sport Programs, Coordinator of Sport Programs to the Sport Club Executive Board.

Misuse or abuse of facilities may result in revocation of club recognition and status. Clubs are financially responsible for any costs accrued due to their actions.

Vehicle parking is strictly prohibited on all outdoor practice/game fields. All participants and spectators must use designated parking lots.

ALCOHOLIC BEVERAGES ARE NOT PERMITTED AT ANY UNIVERSITY SPONSORED SPORT CLUB EVENT. IT IS THE CLUB'S RESPONSIBILITY TO ENSURE THAT THIS IS ENFORCED NOT ONLY BY THE PLAYERS, BUT ALSO BY THE FANS/SPECTATORS. FAILURE TO COMPLY WILL RESULT IN IMMEDIATE SUSPENSION OF THE CLUB.

Proscribed Behavior for Students & Student Organizations

It is the responsibility of all student organizations to encourage an atmosphere of learning, social responsibility, and respect for human dignity and to provide positive influence and constructive development for members and aspiring members. As such, these organizations are expected to utilize good judgment to determine the abilities of individual students as they relate to organizational activities and requirements. Hazing and certain unproductive and hazardous customs sometimes associated with the process of initiation that are incongruous with this

responsibility are prohibited. Students or organizations found to have engaged in these behaviors may be disciplined in accordance with the University's disciplinary procedures. For the purpose of this policy, a "student organization" whether or not the organization is recognized by the Student Government Association, is defined as an organization classified as departmental interest, general fraternity, general sorority, honorary, political, professional, religious, service, special governing board, special interest, athletic or any other organization with student membership.

Intentional, knowing or reckless acts taken toward any student, occurring either on or off campus, by students, or by a student organization or any of its members, or by any student perceived to be members of the organization, or by former members, which a reasonable person would perceive as humiliating, physically uncomfortable, or which results in bodily injury or public ridicule, are prohibited.

The Chief Student Affairs Officer is delegated the authority to discipline students and/or organizations which violate the provisions of paragraph B. The Chief Student Affairs Officer may delegate all or part of this authority to such other persons as deemed appropriate.

The discipline applied in violation of paragraph B may include summary dismissal from the University for serious or repeated breaches of the standards set forth in paragraph B above. The Chief Student Affairs Officer is delegated the authority to determine appropriate discipline in every case.

Violations of paragraph B causing bodily injury shall be reported to the Commonwealth's Attorney of the appropriate jurisdiction.

Hazing

University Statement against Hazing

It is the responsibility for all student organizations to encourage an atmosphere of learning, social responsibility, and respect for human dignity. "Hazing" is an unproductive and hazardous custom that has no place in our university life, either on or off campus.

Description and Examples of Hazing

Hazing refers to any action taken, or situation created, intentionally, whether on or off campus to produce mental or physical discomfort, embarrassment, harassment or ridicule. Consent to hazing is never a defense to a violation of this policy and allowing yourself to be hazed is also a violation of this policy.

Examples of Hazing include, but not be limited to forcing, requiring, or expecting pledges, associate members, prospective members, new or members, or members of university organizations to participate in any of the following actions or activities:

- Requiring persons to consume alcohol or drugs, liquid, food, or other substances.

- All forms of physical activity which are used to harass, or which are not part of an organized athletic or ROTC/military context and not specifically directed toward constructive work.
- Nudity.
- Requiring exposure to uncomfortable elements or any strong odor that could make an individual feel ill or uncomfortable.
- Intentionally or recklessly requiring that a person do or submit to any act that will alter physical appearance (e.g., branding; tattooing; using makeup, paint, or markers on a person; or shaving the head or body);
- Forcing, coercing, someone to wear apparel that is conspicuous and not within community norms or which are not part of an organized athletic or ROTC/military context.
- Carrying any item (shields, paddles, bricks, hammers, etc.) that serve no constructive purpose or that are designed to punish or embarrass the carrier.
- Requiring activities that disrupt a person's normal schedule. A normal schedule includes the opportunity for sufficient eating and rest, course requirements (class, labs, practicums, and internships), time required for study outside of scheduled class hours, and reasonable time for personal hygiene.
- Timed quests, treasure hunts, or scavenger hunts, or any activity which requires members to search for various items around a location in a specified amount of time.
- Hitting or pretending to hit an individual, paddling in any form.
- Misuse, theft, damage, or destruction of property.
- Spray painting or pelting with any substance.
- Verbal Harassment
- Any violation of the Code of Student Conduct such as threatening, physical restraint or abuse (being held down, tied up, taped), kidnapping, transporting, or abandoning a person.
- Any violation of the University's Discrimination Policy such as sexual violence, targeting on the basis of their actual or perceived race, sex, color, national origin, religion, age, veteran status, sexual orientation, gender identity, pregnancy, genetic information, political affiliation, marital status, disability, or other legally protected status.
- Interrogating individuals in an intimidating or threatening manner.
- Requiring a person to perform acts of servitude or perform personal errands for others.
- Deceiving new members prior to their gaining membership in an attempt to convince them that they will not be initiated or will be hurt.
- Blindfolding and parading individuals in public areas, blindfolding and transporting in a motor vehicle, or privately conducting blindfolding activities that serve no constructive purpose.
- Binding or restricting any person's arms or legs that would prohibit them from moving on their own;
- Engaging in activity that compels an individual or group to remain in a certain place or transporting anyone without their knowledgeable consent (e.g., taking a person on a road trip to an unknown destination, or kidnapping);
- Requiring a pledge or associate period of unusual length (more than 10-12 weeks) for reasons other than achieving academic requirements.

SANCTIONS FOR VIOLATIONS

Organizations found in violation of this policy and/or Virginia Law may face sanctions ranging from a warning to a loss of status as recognized student organization. Individuals found to be in violation of this policy may face sanction ranging from a warning to a dismissal.

Disciplinary Procedures

The Recreation & Wellness staff will gather information on all club actions that may be deemed non-compliant with university policies and will meet with club leadership to assess the situation. Upon completion of the investigation, if the action is deemed to be a violation of, or non-compliance with university policies, campus regulations, Recreation & Wellness procedures, or Sport Club Standards of Conduct, loss of club status or other disciplinary action may be taken against the club involved. The discipline process has been developed to assist club leaders in correcting mistakes that have caused problems for the club and the University.

NOTE: As listed below, an academic year shall commence at the beginning of the fall term and conclude at the end of the spring term, or at the conclusion of the competition season for clubs that compete beyond the end of the spring term.

Minor Infractions

Any actions outside the policies and procedures of the Recreation & Wellness Department. Examples include but are not limited to:

- unexcused absence from a regularly scheduled meeting with a Sport Club staff member;
- unexcused absence from Sport Club Officers' meetings;
- failure to submit required forms by the designated deadline, d) failure to communicate practice cancellations to sport club graduate assistant,
- failure to return equipment by the designated deadline.

First Infraction

If the violation is the club's first during the current academic year, and the club is not under probation from violations committed the preceding year, the club will receive a written warning that will include the following:

- The reason for the warning
- Measures to be taken to correct the situation
- The possible consequences the club will face if additional infractions occur.

Second Infraction

If the violation is the club's second during the current academic semester, and the club is not under probation from violations committed the preceding year, the club will be placed on probation for one semester or academic year. The club will receive written notification that will include the following:

- The reason for the probation
- The length of the probation period
- Meet with the Assistant Director of Sport Programs, Coordinator of Sport Programs, the Graduate Assistant, and the Executive Board
- The possible consequences the club will face if additional infractions occur.

Third Infraction

If the violation is the club's third during the current academic semester, or if the violation is the club's first while under probation from violations committed the preceding year, the club will be automatically suspended from all Sport Club program activities for one academic year. During this period, the following will occur:

- The club's off-campus checking account will be frozen
- The club's allocation from the University will be frozen and may be forfeited
- Facility use privileges will be revoked
- Equipment use privileges will be revoked
- Meet with the Associate Director of Recreation & Wellness Programs, the Assistant Director of Sport Programs, Coordinator of Sport Programs, the Graduate Assistant, and the Executive Board
- After the suspension period, the club will be put on probation for the following semester. During this probation semester, any minor infraction can lead to dissolution of the club.

MINOR INFRACTION APPEAL PROCESS

The club will have five business days upon receiving the written notification of a minor infraction to appeal any disciplinary action to the Assistant Director of Sport Programs, and Coordinator of Sport Programs.

MAJOR INFRACTIONS

Any actions outside the policies and procedures, and standards of conduct established by the Recreation & Wellness Department and the University.

Examples include, but are not limited to:

- Displaying conduct that is incompatible with the University's function as an educational institution and the purpose of the Sport Club program (i.e. unsportsmanlike conduct toward officials or opponents or disruptive behavior on trips)
- Misusing club funds and or abusive use of club funds
- Allowing ineligible individuals to participate in club activities
- Compromising the safety of club members while traveling
- Transporting and/or consuming alcohol or illegal substances while on official club trips

For all major infractions:

The club will be instructed to cease all activity until an incident review can be conducted.

Written notification (email) will be sent to the club officers informing them of the major offense. Officers will have five business days after receipt of the notification to schedule an appointment

with the Assistant Director of Sport Programs, Coordinator of Sport Programs, and the Sport Club Graduate Assistant to discuss the alleged conduct violation(s).

Based on the outcome of the incident review, a meeting will be called between the club officers, the Assistant Director of Sport Programs and Coordinator of Sport Programs to determine what sanctions, if any, will be assessed.

The club will be notified in writing of the decision and will be advised of their right to appeal the decision.

If the infraction is egregious enough, the situation may be forwarded to Student Conduct Office.

MAJOR INFRACTION APPEAL PROCESS

Any decision involving a major infraction may be appealed by following the procedures listed below:

A written notification from the club officers appealing the decision must be submitted to the Assistant Director of Sport Programs and Coordinator of Sport Programs within five business days after receiving notice of the decision. The written notification will be submitted to the Sport Club Executive Board.

The Assistant Director of Sport Programs and Coordinator of Sport Programs will meet with the club officers, and the Sport Club staff within five business days of receipt of the appeal.

The Assistant Director of Sport Programs, Coordinator of Sport Programs, Graduate Assistant, and Sport Club Executive Board will meet with the club officers and the Recreation & Wellness staff within five business days of receipt of the appeal.

Within five business days of the last appeal meeting, the Executive Board will issue a final decision on the matter.

BEING A GOOD NEIGHBOR

It is important for members of the Sport Club Community to be “good neighbors”. Many of your games and practices are held at various locations in the Hampton Road community. What does it mean to be a good neighbor, and how can we successfully fill this role?

Introduce yourself - This is the first step in building a relationship with your neighbors. Saying hello will go a long way and will help grow the relationship through the year.

Keep your neighbors informed - Contact your neighbors before engaging in an activity that will affect your neighbors such as throwing a party or getting a dog.

Know City Ordinances and Neighborhood Expectations - Know the local ordinances of the city and the expectations of the neighbors. Each neighborhood has a different culture and expectation for its residents. Talk to your neighbors to better understand the feel of the neighborhood.

Be the Helping Hand - Acts of kindness and neighborly gestures contribute to a positive neighborhood environment. Helpful acts build and further the relationship between you and your neighbors.

Parking Etiquette - When parking, be sure not to block anyone's access through the street or to anyone's driveway. Do not over-rev your engine in the morning or late at night. Park in front of your home and not your neighbors.

Cut the Grass – When renting a house, you may be responsible for the upkeep of the house's exterior. Mow your lawn regularly and keep trees, bushes and flowers trimmed appropriately. Put yard equipment away as soon as you are finished.

Manage the Trash - Keep your yard free of trash and litter. Only put out trash on the day of its collection.

Control your dog - When walking your dog, keep it on a leash and make sure to clean up after it. Noisy dogs may become a source of contention between you and your neighbors.

Volunteer for Community Service Projects – Help out with local schools, youth leagues, Food Banks, Habitat for Humanity projects.

TIER & BUDGET POINT SYSTEM

The tier and budget point system are put in place to provide a structure in large part to determine budget allocation and certain privileges. The tier system should define what clubs' sports should be doing on a year-to-year basis while the budget points are how we define a value to the activity of the club.

There are three tiers and a probation category. Sport clubs will be given a rating of Platinum (highest), Navy, White, or Probation (lowest) based off each category, and each rating is assigned a value. Those values are then averaged, and the teams are ranked highest to lowest by the average. The top 20% of clubs will be able to tap into 50% of the club sport budget, the middle 30% will be able to tap into 30% of the club sport budget, and the bottom 50% will be able to tap into 20% of the club sport budget.

Budget points are collected throughout the year by the clubs. Budget points do not have a definitive value but are how we further rank the clubs by their activity. Within the tiers, teams will be ranked according to how many budget points they may have acquired. Most Budget points attempt to quantify what the clubs are doing, but other ways (Ex. how much they may spend on hotels or referees) are how we support the clubs who spend more money than others.

The following charts explain what categories make up the ODU sport club tier system and how the activity of the clubs translate to budget points. (1. Tier, 2. BP)

Category	White	Navy	Platinum	How to Track
Competition	4 competitions	8 Competitions	12 Competitions	Travel, Facility Request, Event Registration,

				and Post Event Forms
Governing Body	Non Paying Member	Paying Member of a governing body	Paying Member of a governing body	Email Proof, and Expenditure Requests
Funds Raised	Participate in 1 fundraiser and raise back \$500	Participate in 3 fundraisers and raise back \$900	Participate in 5 fundraisers and raise back \$1400	Bank Statements
Avg. of Participating competitive Members	50% of members compete	70% of members compete	90% of members compete	Percentage off Competition Roster to Game Reports
"CS Hours"	Members attend at least 5 Club Sport events	Members attend at least 8 Club Sport events	Members attend at least 10 Club Sport events	Proof submitted to GA
Officer Meetings	Attend all necessary Meetings	Attend all necessary Meetings	Attend all necessary Meetings	Attendance Sheets
Leadership Development	2 club members attain LLS certification	3 club members attain LLS certification	4 club members attain LLS certification	Proof submitted to GA
Certified Coach		Must have a coach with relevant experience and certifications, must meet with CS staff	Must have a coach with relevant experience and certifications, must meet with CS staff	Proof submitted to GA
Safety Members	Must have 2 safety members	Must have 2 safety members	Must have 2 safety members	Proof submitted to GA
Budget & Semester Reports	Paperwork not turned in	Late Paperwork	Paperwork on time	Turn in dates

Activity	Points	How to Track
Meetings	1 point for every meeting attended	Attendance Sheets
Members	6 members = 1pt 7-20 members = 2pts 21-30 members = 3pts 31-40 members = 4pts 41-50 members = 5pts	Rosters

	50+ members = 6pts	
Fundraisers	1 point for each fundraiser, bonus if the club ran or organized it	Fundraiser and Post Fundraiser forms (need both)
LLS Members	1 point for each member	Proof emailed to GA
Tournaments	\$100-\$300 = 1pt \$301-\$500 = 2pts \$501-\$800 = 3pts \$801-\$1,000 = 4pts \$1,001 - \$1,500 = 5pts \$1,501-\$2,000 = 6pts	Expenditure Forms
Officials	\$100-\$300 = 1pt \$301-\$500 = 2pts \$501-\$800 = 3pts \$801-\$1,000 = 4pts \$1,001 - \$1,500 = 5pts \$1,501-\$2,000 = 6pts	Expenditure Forms
Active Semesters	1 point for every active semester, caps at 15	Archives
Regional/National Prominence	Conference Top 5 = 1pt Regional Tournament = 3pts Regional Tournament Top 5 = 5pts National Tournament = 7pts National Tournament Top 5 = 10pts National Champions = 15pts	Proof emailed to GA
“Man Hours”	1 point for every event of another team attended 10 points for every “away home game” and/or away game	Pictures and time sheet emailed to GA (minimum of an hour).
Competitions	1 point for every competition (12 max)	Forms
Late Forms	-1 point for every late form	Jot Forms
Missing Meetings	-1 point for every Missed Meeting	Attendance Sheets
Practice Appearance Infractions	-1 point for third strike	Managers Reports

SAFETY & RISK MANAGEMENT

Risk Management

To provide a safe and positive experience for all participants, all clubs must implement and practice the following safety policies:

Old Dominion University requires all sport club members to be enrolled in a medical insurance plan and submit a copy of their sports physical to participate in any club related activity. Individual sport clubs may require additional medical insurance as criteria for membership. This will be assessed on a yearly basis.

Sport club officers, club members, coaches, and instructors should emphasize safety during all club-related activities.

Review the on-site and off-site emergency action plans with the professional staff.

Inspect fields and facilities prior to every practice, game, or special event. Report unsafe conditions to the Assistant Director of Sport Programs and Coordinator of Sport Programs. If at an off-campus site, report the condition to the proper managing authority. Do not use facilities or equipment if they appear to be unsafe.

All clubs must have at least two Safety Officers who possess First Aid, CPR and AED certification. Their certification credentials must be on file with the Sport Club Graduate Assistant prior to the club's first day of practice. One of these individuals must be present for all practices, games, or special events.

Accident Reports - notification of all accident must be reported to the Sport Club Graduate Assistant immediately. A written accident report must be submitted to the Sport Club Graduate Assistant within 24 hours of the occurrence.

Incident Reports - notification of all incidents must be reported to the Sport Club Graduate Assistant immediately. A written incident report must be submitted to the Sport Club Graduate Assistant within 24 hours of the occurrence.

Swim Tests

Members of all aquatic related clubs must pass a swim test once prior to participating in any club practice or competition. The test consists of treading water for two-minutes followed by swimming 200 meters 8 lengths (4 laps) of the pool, using the following strokes: breaststroke, and/or free-style. The Recreation & Wellness Department will maintain a list of all individuals who have successfully completed the swim test.

Concussion Management

Members of high-concussion risk sports must complete the baseline neurocognitive testing prior to participating in club practices or games. If a member suffers a concussion, they must complete the post-injury neurocognitive testing, complete the "Return to Learn" and "Return to Play" protocols with the athletic training staff, and be cleared by a provider in ODU Student Health Services or their private physician before returning to practice. For more detailed information, please refer to the "ODU Sport Club Concussion Management Policy".

Medical experts have identified the following sports as having a high-concussion risk factor; therefore, members of these clubs must participate in the concussion management program:

- Baseball
- Basketball
- Equestrian
- Field Hockey

- Ice Hockey
- Lacrosse
- Rugby
- Soccer
- Softball
- Ultimate
- Volleyball
- Run

Return to Learn

The initial management of a concussion is relative physical and cognitive rest. When a student athlete presents with concussion symptoms that affect their ability to manage academic responsibilities, the following steps will be taken:

Notification of supervising physician of Student Health Services, reporting the student-athlete's health status and his/her request for academic accommodation.

Formal letter written from ODU Sport Clubs on behalf of the student-athlete, documenting his or her current health status and his/her request for academic accommodation.

Completion of the [Request for Extended Class Absence Notification](#) by the student-athlete.

*NOTE: The student -athlete must complete this form regardless of whether or not he/she needs to be physically excused from the classroom.

Hand delivery of letter and request form to Director of Student Outreach & Support and a member of CARE Team

Dean of Students

2008 Webb University Center

Norfolk, VA 23529

(757) 683-5715

CARE Team is notified of the student-athlete's case, and it is discussed at the CARE Team weekly meeting. The student-athlete's professors are contacted directly by CARE Team and informed that the individual may need accommodations to maintain their personal health and manage academic responsibilities. CARE Team will work with the student- athlete and faculty members to identify appropriate accommodations.

There is no specific return to learn stepwise progression, as each concussion is treated on a case-by-case basis in conjunction with the supervising physician and CARE Team. The student-athlete will continue to report to ODU Sport Club Professional staff to monitor symptoms using the graded symptom checklist and enter the return to play progression as tolerated. Upon final medical

clearance, the student-athlete should be seen preferably by the supervising physician, or another approved Student Health Services provider that is familiar with his/her case.

Return to Play

The initial management of a concussion is relative physical and cognitive rest. Once a concussed student-athlete is symptom -free, the student- athlete will complete a 10-minute stationary bike test, with a check-in at 5 minutes. If they complete this test with no recreation of symptoms, the individual will retake the IMPACT test and review the results with ODU Sport Clubs Staff. The return-to-play progression may be initiated in a stepwise progression. If at any point the student-athlete becomes symptomatic, or scores on clinical/cognitive measures decline, he/she should be returned to the previous level of activity in the progression. Athletes diagnosed with a concussion must not return to full participation until cleared by ODU Sport Club Athletic Training Services and either a designated healthcare provider at ODU Student Health Services or a physician of the patient's choice. A graded symptoms checklist is completed until the patient is cleared for participation. These checklists in addition to treatment notes completed by ODU Sport Club Athletic Training Services and the IMPACT test results must accompany the student-athlete to their appointment in order to be cleared to participate fully.

Emergency Procedures

Home Transportation Protocol

In the event of a critical incident the following people should be immediately notified in the order listed. To initiate notification, call the first person listed. If you speak directly with that staff member then they will take over in notifying others on the list. If you are unable to personally reach that staff member, leave a message. For incidents where the individual is transported by EMS, continue to the next Recreation and Wellness staff member listed until you are able to reach someone.

Grant Deppen (primary)

Assistant Director of Sport Programs
and E-Sports

(757)683-3024

SheAyre Gavin (secondary)

Sport and Youth Programs
Coordinator

(757)683-6749

NOTE 1: All expenses incurred for treatment at the hospital are the responsibility of the injured participant.

NOTE 2: Prior to a contest, it is recommended that the above procedure be explained to the coach of the visiting team. He/she as team representative will determine whether or not to use the services offered.

Off-Campus Emergencies - If an emergency occurs at an off-campus location where emergency procedures are not in place by the host school, you should follow the following procedures:

If it is deemed necessary to have an injured participant seen and/or treated by a physician, they must be transported to the closest hospital Emergency Room by a qualified service, i.e., police or ambulance service.

Rely upon the recommendation of athletic trainers, trained personnel (EMTs) and/or attending physician as to whether the injured Old Dominion University club member should be transported back to campus, and what accommodations for travel should be used.

NOTE: All expenses incurred for treatment, transportation to the hospital, etc. are the responsibility of the injured participant

The Sport Club Graduate Assistants must be notified of all emergencies immediately. The Assistant Director of Sport Programs and Coordinator of Sport Programs should be contacted if the Graduate Assistant cannot be reached. A completed "Accident Report Form" must be submitted to the Recreation & Wellness Department on the next business day upon the clubs return to campus. A business day is Monday-Friday, except for University holidays.

General Information

All injured club members MUST present a signed medical release from the treating physician allowing him/her to resume participation after an injury.

Sport clubs are expected to abide by all national, state, and local health and safety regulations.

Club members must submit evidence that they are current on all required immunizations.

NO CLUB MEMBER MAY PARTICIPATE IN PRACTICE OR GAMES IF THEY HAVE NOT COMPLETED THE REGISTRATION PROCESS.

BLOOD BOURNE PATHOGENS

Each academic year the President and Vice President of each sport club are required to attend a Blood Borne Pathogen training session before the club can begin practice.

Treatment

You must wear protective gloves when treating any injuries involving blood, body fluids, non-intact skin, and mucous membranes (i.e., nose, eyes, mouth).

If gloves are not immediately available during an emergency involving blood, body fluids, non-intact skin, or mucous membranes, a bulky cloth or towel may be used until proper medical materials arrive. **DO NOT USE YOUR BARE HANDS!**

Mouth barriers are available in your training kits. During a respiratory or cardiac emergency these are to be used. No exceptions. (Only CPR certified employees should perform CPR).

Any participant with a bleeding wound must be removed from the activity, and the wound must be treated and covered before being allowed to return to the activity.

After treating any injury, you must wash your hands with soap and running water. If running water is not available, use towelettes as a temporary wash until you are able to wash your hands with soap and water.

Disposal

Any contaminated bandages, gloves, gauze pads, clothing, etc., must be placed in a red biohazard bag and disposed of properly in the container marked “Biohazard” located in the Student Recreation Center Pro Shop. Any large, contaminated items (towels, clothing, etc.) must be placed in a clear trash bag, sealed with tape then placed in a red biohazard bag.

Exposure

Any participant that has been directly exposed to blood, body fluids, or mucous membranes without the use of personal protective equipment is encouraged to seek medical attention immediately.

The Assistant Director of Sport Programs and Coordinator of Sport Programs must be notified of any exposures within 24 hours of the exposure. The ODU Police Department should be contacted if the Assistant Director of Recreation & Wellness cannot be reached.

A completed Incident Report Form must be submitted to Assistant Director of Sport Programs and Coordinator of Sport Programs on the next business day.

FACILITIES AND SERVICES

Facilities

Sport clubs may submit facility requests for the following club related activities: a) Practice; b) Competition; c) Instruction; d) Showering and dressing; e) Transacting club business; f) Storage of equipment.

All facility requests must be submitted via the Sport Club Facility Request Form on MonarchLink by the designated deadline.

Dressing and showering arrangements for visiting teams must be made at least 7 business days prior to the contest.

All sport club participants are required to follow rules and regulations regarding facility usage.

Unauthorized use of university facilities for practice or competition may result in disciplinary action.

Clubs may reserve space on-campus for meetings in Academic buildings, the library, and in the Webb University Center. To secure space in one of these facilities please follow the procedures listed below:

Space in the Student Recreation Center & Non-Athletic Outdoor Space

The following locations are available for club functions:

- SRC Conference Rooms (1204 & 1207)
- SRC MAC Court
- SRC Basketball Courts
- SRC Studios
- Bolling Square
- Elizabeth River Beach
- Kaufman Mall
- Runte Quad
- Whitehurst Lawn
- Williamsburg Lawn

To request space for the above-mentioned facilities, please email the Coordinator of Sport & Youth Programs.

Space on Athletic Space

The following locations are available for club functions:

- Folkes-Stevens
- Powhatan Football Practice Fields
- Powhatan Stadium

Space in an Academic Building

The following locations are available for club meetings:

- Batten Arts & Letters (BAL)
- Constant Hall
- Kaufman
- Mills Godwin Building (MGB)
- Technology Building

To request space in the above-mentioned buildings, email the following information to scheduling@odu.edu:

- Name of club
- Contact information (phone, address, e-mail)

- Event date
- Time
- Title of event
- Purpose
- Location requested

Request Process Timeline -Submit the request 7 business days prior to the event. The request usually takes a minimum of 5 days to process.

Space in the Library

To request space in the library, please call the Library Administration Office at 683-4141.

Space in the Webb University Center

The following facilities are scheduled through the Webb Center:

- Webb University Center
- Monarch Gardens
- 49th
- Princess Anne Gardens

To request space in the above-mentioned facilities; submit a Webb Center. Forms are available online at www.odu.edu/AO/student_serv/outdoor_space_request/webb_reservations

Request Process Timeline - submit requests 7 business days prior to event. The request usually takes a minimum of 5 days to process.

EQUIPMENT

All equipment purchased with university allocated funds, member dues, and/or donations is property of the University.

All university owned equipment will be issued to clubs at the beginning of each semester. Issued equipment must be returned to the Recreation & Wellness Department at the end of each semester. Failure to do so may result in disciplinary action.

All clubs must submit to the Recreation & Wellness Department a written list of individual names and addresses of club members who were issued University issued equipment. The club officers are to utilize this list to inventory equipment before returning it to the Recreation & Wellness Department at the end of each semester. Any equipment issued to a club that is lost or damaged beyond repair will be replaced by private funds of the club, or the cost will be absorbed out of the budget allocated to the club for the next semester or academic year.

EVENTS & TRAVEL REGISTRATION

Event Registration Process

All club events must be registered with the Recreation & Wellness Department by way of an [Event Registration Form](#) at least 30 days prior to the event. Forms submitted within 30 days of the event must be accompanied by a [Sport Club Appeal](#) form.

Exception: Events occurring within the first 30 days of the fall semester do not need to be accompanied by an Appeal Form.

If an event has been approved and the date is changed, a new Event Registration Form is NOT required. Please send an email with the old date and new date to sportclubs@odu.edu.

Travel Registration Process

All student travel shall be in accordance with University guidelines, and the liability standards and motor vehicle laws of the Commonwealth of Virginia. Alcohol is prohibited in any vehicle used for club travel, regardless of whether the vehicle is a state, private or leased vehicle.

All travel must be registered with and approved by the Recreation & Wellness Department at least **7 business days prior to the date of departure**. To register a trip you must submit a completed [Sport Club Travel](#) form.

NOTE: The University does not provide insurance for privately owned or leased vehicles.

Sport club members with a poor driving record (three or more traffic tickets/accidents within a 12-month period, negative DMV points, or 1 or more DUIs) are not permitted to drive on a club trip. All potential drivers are required to agree to a Driver Background Check to be conducted by a national background investigation company at least once per academic year. The club may be responsible for the cost of the background report for all club drivers.

It is each club's responsibility to make sure that all private and leased vehicles used for sport club trips are in good operating condition.

Only ODU students, faculty, staff, and authorized guests may participate in trips.

The club president, or his/her designee, must call or text the Sport Club Graduate Assistant upon leaving campus and upon returning to campus. The Assistant Director of Recreation & Wellness should be contacted if the Graduate Assistant cannot be reached.

University Owned Sport Club Vehicles

Clubs are allowed to use the University owned sport club vehicles. **Requests should be submitted to the Sport Club Graduate Assistant at least 7 business days in advance.** All individuals who will drive these vehicles must complete a Recreation & Wellness driver training and have a clean driving background report.

Guidelines for Driving University Owned Sport Club Vehicles

Weather conditions should be evaluated, and travel should not occur when conditions are hazardous.

Trailers should be prohibited unless special permission is given. Towing is not allowed unless special permission is given.

Roof mounted loads are prohibited, unless prior permission is granted.

In case of an accident, driver must notify Recreation & Wellness immediately.

- **No more than 10 hours of continuous driving should be allowed in a given day.**
- **A driver must rest every 3 hours. Rest breaks should be a minimum of 30 minutes.**
- **No driver should drive more than 5 hours per day.**
- **Drivers should not drive between the hours of 12 am and 5 am without special permission.**
- **Drivers may not use cell phones, pagers, iPods, or similar devices while driving.**
- **All passengers must always wear seat belts.**
- **Passengers should only use seats that have seat belts provided.**
- **No alcohol or drugs may be consumed or transported in the vehicle.**
- **Children high school age and younger are NOT permitted in vans.**

Rental Vehicles

Vehicles may be rented from outside agencies for off-campus travel; however, the club will assume full responsibility for all damages to rented vehicles.

The use of 15-passenger vans is prohibited.

PUBLIC RELATIONS

All promotional materials (including entry forms) require a stamp of approval from the Recreation & Wellness Department prior to printing and duplication. Club social events are not sponsored by the Recreation & Wellness Department and must not be advertised as part of the official activities.

- All approved promotional materials must include the following information:
- Name of the organization
- Contact information
- All club affiliations with organizations/associations outside of the University
- The following statement: "This club is officially recognized by the Old Dominion University Recreation & Wellness Department"
- A Recreational Sports stamp of approval.

Table Tents - A “mini calendar/advertisement” that can be placed on tables throughout the Webb Center. All Table Tents must be approved by Recreation & Wellness prior to being submitted to Webb Center Event Management for placement.

Axis TV Ads - These slides are displayed on the television monitors in the Webb Center. Ads must be approved by Recreation & Wellness prior to being submitted to axistv@odu.edu. Submissions are limited to one PowerPoint slide at a time. No white backgrounds please, be sure to include all relevant information on the slide including a contact phone number or email address.

University Announcements -The Recreation & Wellness Department must approve items for University Announcements prior to posting. Email items for University Announcements to sportclubs@odu.edu at least 7 business days prior to the desired posting date.

Posters – Sport Clubs may create an advertisement post and submit the poster to the Sport Club GA and Sport Programs Coordinator for approval. Once it has been approval, the GA/ Coordinator of Sport Programs can advertise the poster.

Web Pages - Clubs may have web pages, however, all pages must be approved by the Recreation & Wellness Department in advance. Recognized sport clubs may have their approved web pages linked to the Recreation & Wellness Web page. For more information, please contact the Sport Club Graduate Assistant.

Clubs may obtain a WWW account by completing the WWW Account Request Form (PDF- <http://occs.odu.edu/forms/webacctreqgform.pdf>) and submitting it to Recreation & Wellness. You will receive an email once your WWW account has been established that will walk you through the next steps. Be sure to check out the ODUEdit Pro option – it is easy and ideal for novices and provides templates to assist you with your design.

Posting Publicity Materials in Recreation & Wellness Facilities - Recognized sport clubs in good standing may submit fliers, posters and publicity materials to the Recreation & Wellness Department. Materials will be posted for a period of two-weeks. The Recreation & Wellness staff will post and remove the materials. All items for posting must be approved by the Assistant Director of Recreation & Wellness at least one week prior to posting.

Posting Publicity Materials on Campus - Recognized sport clubs in good standing may post fliers, posters, and publicity materials that have been approved by the Assistant Director of Recreation & Wellness on bulletin boards throughout campus once they have been stamped by the Recreation & Wellness Department AND the Office of Student Activities and Leadership. Clubs who post un-stamped posters may face disciplinary action by the Office of Student Activities and Leadership and the Recreation & Wellness Department.

NOTE: Materials may not be posted on trees, windows, walls, doors, or glass panels either inside or outside University buildings.

Bulletin Boards – Are provided for the posting of signs, papers, posters, advertisements, etc., and are subject to the following regulations:

- Assigned Bulletin Boards
- The Vice President for Administration and Finance assigns bulletin boards for the exclusive use of academic departments.
- Assigned bulletin boards are labeled and are the responsibility of the Sport Club to which they are assigned.
- No materials may be posted on assigned bulletin boards without authorization from the department.
- The Sport Club is responsible for removal of unauthorized material and for keeping posted materials updated.
- General Bulletin Boards
- General bulletin boards are posted in various campus locations and are available for the use and benefit of the campus community.
- Material posted on general bulletin boards is subject to approval by the Vice President for Student Affairs or an authorized representative.

Areas designated for the posting of materials are designed to provide a means to advertise campus events, publicize services for students, and inform students, faculty, and staff of interesting off-campus activities. All individuals and organizations posting notices are expected to design and display their materials in an inoffensive manner. Posted items must be educational or informative in nature. Items advocating an infraction of any law, ordinance, or official University regulation may not be displayed and are subject to removal by the Executive Director of Student Affairs or an authorized representative.

Chalking Policy - Recognized student organizations may use chalk to advertise upcoming events by submitting a Chalking Request form to the Events Management Office (Webb Center, room 1217), and must comply with the following guidelines:

- Chalking may only be done in designated areas.

- The chalk may only advertise, and event sponsored by a student organization on campus (i.e., no personal announcements such as “Happy Birthday” are allowed).
- Events may only be advertised two days prior to the event.
- Failure to follow the chalking guidelines will result in loss of chalking privileges.

The following locations are the only designated chalking areas. Locations not listed are considered off limits:

- Webb Center: front sidewalk and back brick area.
- Sidewalk in front of Batten Arts and Letters (BAL)
- Sidewalk in front of the library
- Sidewalk in front of the Education and Kaufman buildings

CLUB MAIL

The official mailing address for all ODU Sport Clubs is:

- (Club Name)
 - c/o Old Dominion University
 - Recreation & Wellness Department
 - 4700 Powhatan Avenue, Suite 1207
 - Norfolk, VA 23529-0200

Appendix A

Page 1 of 2

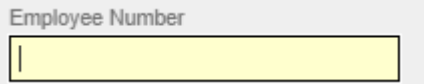
Date: _____

University Vehicle Use Policy Process (Revised 2023)

All university drivers must complete the steps below before driving a university vehicle or a personal vehicle on University business or during a University-related activity. Proper steps are listed below for complete completion of university requirements.

STEP 1: *(Completed by both supervisors/pro staff/GA's & student drivers)*

1. Go to the link here: [Risk Management Form page under Online Forms](#)
2. Click "ODU Driver Authorization Form" on the left hand side
3. On the page that follows, click the [Look up Employee/Student](#) button.

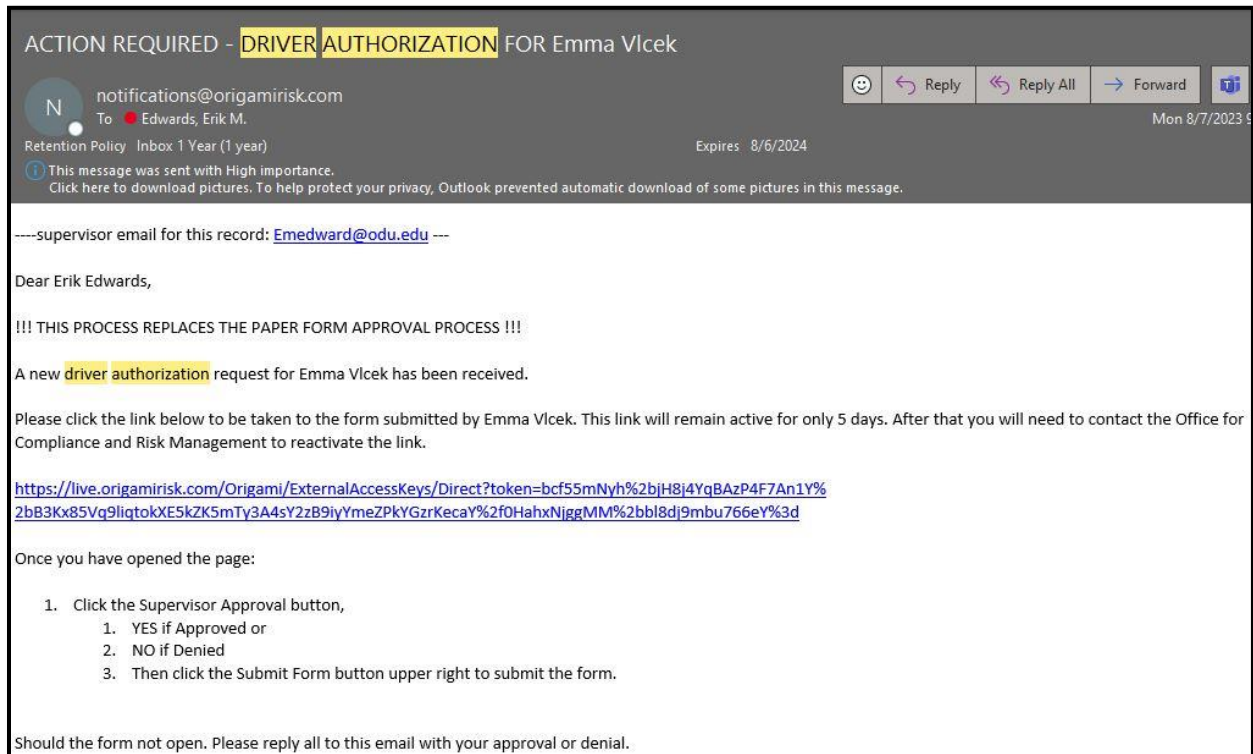
Enter your UIN in the Employee Number field  and click Search.

The system should display your UIN. Click the UIN number to prefill the form with information from the Banner system.

4. Fill in all the information, including cell phone, email, etc...
5. For "Drive ATV/Passenger Van/Bus, Med-to-Large Trucks? – Mark **"Yes"** (RecWell suburbans are classified as "Passenger Vans."
6. Vehicles Type: Check all three boxes
7. Supervisor: _____
8. Email: example@odu.edu
9. Input your driver's license
10. Input DOB
11. Click "Save Changes" at the top right of the screen to submit

STEP 2: *(Completed by supervisors)*

1. Supervisors will receive an email from notifications@origamirisk.com (see below)



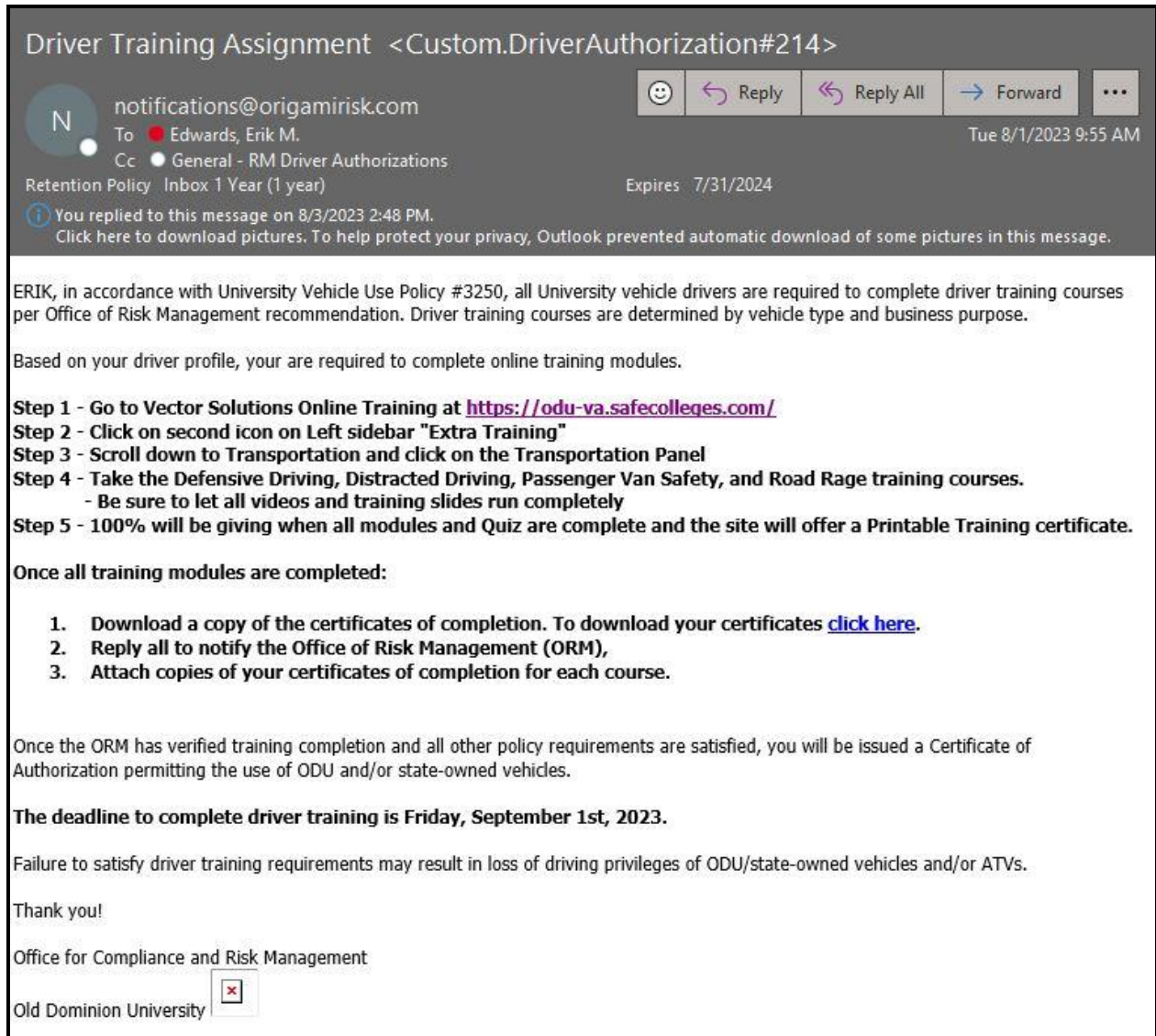
2. Supervisors should click the link in the email above. They will be taken to the page the student submitted. Check information and check “Yes” for Supervisor Approval

Risk Management Approved:	<input type="radio"/> Yes	<input type="radio"/> No
Supervisor Approval:	<input checked="" type="radio"/> Yes	<input type="radio"/> No

3. Click “Save Changes” at the top right hand of the page to submit (don’t forget to do this!)

STEP 3:

1. Once all the information above is completed and submitted, students will receive an email titled "Driver Training Assignment" from notifications@origamirisk.com (see below)



2. Students should follow the steps in the email and complete all required training videos and quizzes (listed below)
 - i. Defensive Driving
 - ii. Distracted Driving
 - iii. Passenger Van Safety
 - iv. Road Rage

Transportation



15-Passenger Van Safety

Defensive Driving

Distracted Driving

Road Rage

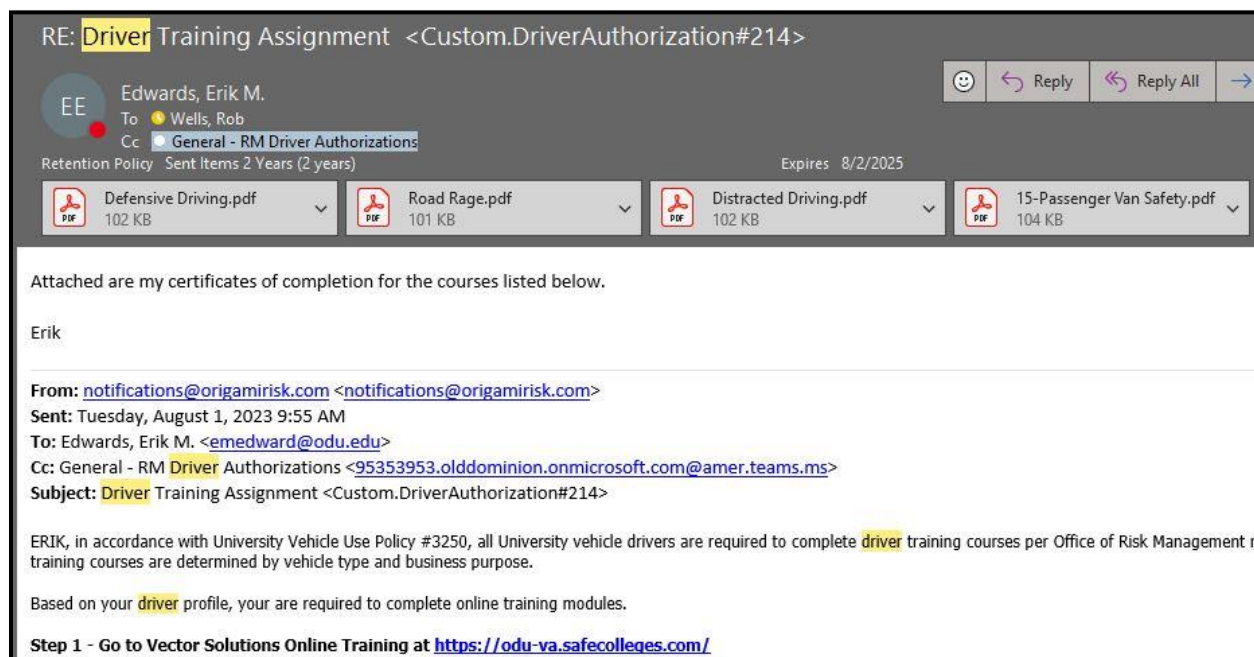
Van Safety

Winter Driving

3. Students should let videos run all the way through and complete the quizzes associated with each training (must get an 80% or better to pass)
4. Each course will provide an individual certificate of completion.

STEP 4:

1. Once all trainings are completed, download all 4 certificates, attach them to an email and send to the Office of Risk Management (“REPLY ALL” to the training email received earlier)





2. Once verified, the student will be issued a Certificate of Authorization permitting the use of ODU and/or state-owned vehicles.
3. Once the student receives their certificate from ORM, they should send that to their immediate supervisor to record. At this point, they are certified and eligible to drive.

Example of “Certificate of Authorization”:



Driver Certificate of Authorization
EDWARDS, ERIK
Valid: 8/17/2023 to 06/30/2024
Issued by ODU OCRM *Robert Weller*
01089372-214

 OLD DOMINION UNIVERSITY		Old Dominion University Sport Clubs		 OLD DOMINION UNIVERSITY
Budget Allocation Worksheet				
Submitted by: Sarah James		Email completed budget request to sportclubs@odu.edu by the deadline. If you have any questions, please email us as sportclubs@odu.edu		Due: 12/1/2024
Select Club from list:	W. Basketball			
Term: SPRING 2024				
League Entry <i>Include name of the league and registration fee</i>		What are you requesting?	Why are you requesting it?	Total Amount
Tournament Entry Fees <i>Include name, cost, and location of the tournaments you wish to attend this semester</i>		(1) Great Lakes Tournament (2) Mid-America Tournament (3) USA Women's Club Basketball Tournament	By competing in these three tournaments, we would have the opportunity to play against school from all over the country. This will allow our club players to gain basketball experience, which will develop their skills. Each tournament is \$200.	\$ 600.00
Officials Fees <i>Include name of the association, and cost per official/game/# of games.</i> NOTE: we do not pay individual officials, just associations. We are not responsible for outside contracts.		NCBBA League Officials	By joining the NCBBA league, they will staff our home competitions with officials. We plan on having three home games, which would cost \$300 per game. The official payment must be made out to the NCBBA league, and we would pay them after our season.	\$ 900.00
Equipment/Supplies <i>Include item(s) and quantity</i>		10 Women's Basketballs (\$350) 20 Cones (\$20) 10 Jump Ropes (\$50)	As of now, we only have men's basketballs. We are asking for 30 women's basketballs due to the number of players in our club. The cones are for basketball drills during practice. The cones will help the club organize drills, and create workout zone on the basketball court. The jump ropes can be used for warm up.	\$ 420.00
TOTAL				\$ 2,420.00