

Officer Handbook



*Miami University, 2014-2015
108 Recreational Sports Center
Office: 513-529-8179*

Miami Club Sports

With 50 dedicated teams, Miami Club Sports boasts one of the largest programs in the country. While some club sports have coaches, most are completely student-driven with advisement from coaches, advisors, and the Director of Club Sports. We offer a unique combination of community and commitment while we compete for national titles and develop real-world leadership skills. Clubs are self-managed through a team of student officers with positions ranging from president to safety officer. Miami Club Sports strive to redefine the student athlete by balancing academics, leadership, community, and athletic achievement.

Campus Visibility

This objective works to recognize the diverse achievements of each team and actively promote home events as well as the participation benefits of club sports. Our student marketing team maintains electronic and print media, campus partnerships, special events, merchandise, sponsorships, and assessment to provide the greatest range of publicity.

Community Involvement

This objective works to strengthen relationships at the team, university, city, state, and national levels with a focus on sport promotion, service projects, and team building. The community of sport extends to opponents, coaches, alumni, officials, parents, youth, and fans.

Professional Standards

This objective works to develop safe individuals and responsible organizations. From risk management to resource management, officers and staff work together to appropriate resources in the most effective manner possible and maintain high levels of sportsmanship.

Transformative Leadership

This objective works to provide opportunities for leadership development through officers, advisors, captains, and coaches. Leadership development programs and practical experiences are intended to benefit the participant beyond their Miami years.

Valued Results

This objective works to create the best climate conducive to the diverse goals and performance standards of each team. Annually our program produces multiple top 10 team and individual achievements and the majority of our teams finish in the top 25 of their sport.

Club Sport Criteria

The three basic criteria for a club sport are:

1. **Purpose:** the purpose of a club sport is to participate in a physical activity with the primary emphasis being competition and instruction.
2. **Governing Body:** a club sport has a conference, division or governing body that oversees the rules & regulations associated with the sport.
3. **Risk Management:** the nature of the sport and/or extensive travel associated requires additional oversight to decrease the risk of injury, liability, and incident.

New organizations seeking recognition are required to complete the Miami Recreation information forms prior to recognition by associated government. An organization will be required to meet all criteria listed to be considered a club sport. Extenuating circumstances in any of the categories may require club sport status with less than three of the criteria. A student organization can petition to become or withdraw from club sport status at any time. This petition will be reviewed by the Club Sports Director and Associated Student Government (ASG) for mutual approval. All new student organizations must have the approval of the Director of Club Sports prior to submitting their petition for recognition to ASG in order to become a club sport.

Individual Eligibility Requirements

Individual player eligibility is determined by each club's constitution and, if applicable the governing body of the sport. All club sports are open to Miami faculty, staff and students, including those at the branch campuses, although some governing bodies restrict faculty, staff, and/or branch campus students from participation in sanctioned events.

To be eligible to participate in a club sport, participants are required to fill out and submit a liability release form and emergency contact information as well as have up to date personal medical insurance. Regional campus students are currently not required by Miami to have insurance so officers must require regional campus students to provide proof of medical insurance prior to participation. It is suggested that all club participants have physicals prior to participation though this is not required.

In addition to this manual, club sport members are required to follow the policies listed in the club's constitution, the ASG constitution, and the Miami Student Code of Conduct during all activities on and off campus. Failure to follow the policies set forth in these documents can result in the removal of a member from the club without reimbursement of club dues.

Club sport officers should make every effort to resolve the conflict internally using their constitutional by-laws for guidance before contacting the Director of Club Sports to mediate. If a solution cannot be reached after contacting the Director of Club Sports, the club or the individual can choose to pursue further action with the Office of Ethics & Student Conflict Resolution.

Required Club Officers

Collective Responsibility of all Club Officers

1. Attend club sport trainings and file proper forms with the Club Sports Office (CSO).
2. Address and report any team or individual breach in university rules or policies.
3. Evaluate the coach/instructor at end of the season.
4. Communicate the club constitution and by-laws to members.
5. Communicate between advisors, coaches, members, and CSO.

A. President

1. Scheduling opponents, activities, and facilities.
2. Plan club meetings and practices.
3. Implement proper disciplinary action when warranted.
4. Promote good sportsmanship on and off the field.
5. Submit a funding application with the assistance of the club's treasurer.

B. Vice President

1. Coordinate fund raising events with the assistance of the club's treasurer.
2. Make travel arrangements and submit online travel notification to CSO.
3. Make provisions for officials, sport personnel, and site preparation.
4. Maintain current inventory of equipment.
5. Maintain an up to date constitution.

C. Treasurer

1. Oversee the club's finances by documenting each expenditure and deposit.
2. Submit a funding application with the assistance of the club's treasurer.
3. Work with the president to develop and plan a yearly budget.
4. Submit expenditures to accounts payable for processing.
5. Track payment of membership dues.

E. Safety Officer

1. Complete a safety and risk management plan.
2. File accident and injury reports with the CSO.
3. Complete online concussion training course.

F. Media Liaison

1. Update the club's website and social media as needed.
2. Send competition results and schedule changes to the CSO weekly.

Many teams also have positions for secretary, fundraising, alumni, and social. History has shown that successful teams are those that take advantage of all available resources, have strong student leadership, an active advisor, and active club members. It is the responsibility of each officer to train and familiarize incoming officers of their duties and responsibilities to the club and the offices they hold. New officers should consider taking part in the Emerging Leaders program that is offered throughout the year. The officer retreat is another option to build alliances with other club sport teams and learn beyond this manual.

Mandatory Meetings & Deadlines

Failure to attend meetings or meet deadlines will result in fines (up to \$100 per occurrence)

<u>Description of Event</u>	<u>Date / Deadline</u>	<u>Time</u>
President's Training	Monday, August 25	5p-7p
Club Sports Fair	Tuesday, August 26	4p-7p
Funding Application Training	Wednesday, August 27	5p-7p
Resource Fair & Media Day	Thursday, August 28	5p-7p
Officer Test & Student Activities Registration	Friday, August 29	5p
Safety & Risk Management Plan	Friday, Sept 6	5p
Funding Application Deadline	Wednesday, Sept 10	5p
Semester Report Deadline	Friday, December 5	5p
Officer Meeting	Tuesday, January 27	5-7p
Officer Meeting	Thursday, April 30	5-7p
Awards Banquet	Thursday, May 7	6-8p
Annual Report Deadline	Friday, May 8	5p

Home & Away Event Schedule	Submit prior to first activity
Coach / Instructor Agreement	Submit prior to first activity
Liability Release Form (a.k.a. Athlete Registration)	Complete online prior to first activity
Team Weekly Report	Complete online each Monday by 11a
Weekly Notes Email	Review each Tuesday
Personal Vehicle Notification	Complete prior to personal vehicle use
Accident, Injury or Incident Report	Submit within 48 hours of occurrence

Club Sport Staff Contacts

General Questions	Contact Mike at arnosmp@miamioh.edu
Event Planning & Travel Letters	Contact Alyssa at knightaj@miamioh.edu
Finance & Fundraising	Contact Abby at postleaf@miamioh.edu
Marketing & Recruitment	Contact Katie at taylo130@miamioh.edu
Advisory Council / Disciplinary Board	Contact Gabby at walshgl@miamioh.edu
First Aid Kit Refills	Contact Briggen at bownasmb@miamioh.edu

Advisors

Each club sport is required to have an advisor that is a full-time faculty or staff member of Miami University. Graduate students can be advisors, although not the sole advisor of the club. The advisor should be an individual who has a high interest level in the activity of the club and preferably some experience or expertise in the area of the activity. The advisor is asked to provide guidance, mature judgment, and continuity by assisting new officers during the transition process. The Club Sports Director will provide a temporary advisor for up to four weeks in the case of a sudden change of advisors, though the Club Sports Director is not eligible to be a full-time advisor due to a conflict of interest with the university funding allocation.

While encouraged to be actively involved in all affairs of the organization, advisors are minimally expected to:

- Attend periodic meetings, practices, activities, and competitions.
- Review and approve registration, budgets, travel plans, constitutions, and other forms.
- Help ensure the activities of the club reflect favorably on the university.
- Provide historical background and serve as a point of reference.
- Support participation for its contribution to educational and personal development.
- Assist members in balancing academics and extra-curricular activities.

Advisor involvement may encompass a number of other areas, including:

- Advise with regards to fundraising, sponsorship, and equipment purchases.
- Assist in transitioning new officers and developing the leadership skills of all members.
- Provide input into the recruitment, selection, and evaluation of members and coaches.
- Be aware that you may be consulted about personal concerns and are under no obligation in these instances.

An advisor agrees to operate as a good faith ambassador for the Club Sport Program, and when applicable, agrees to cooperate and share information with similar sport clubs. Advisors agree to abide by all policies of the Club Sport Program. Any failure to comply may be grounds for revocation of status with the club. If travel is part of the agreement, it should be noted in the constitution. Specifically, this should state whether there is any kind of payment and/or reimbursement of funds with regards to hotel, transportation, and food expense. These should also be noted in the constitution.

The Office of Student Activities & Leadership has also put together an advisor handbook detailing the roles, responsibilities, and liability associated with being an advisor.

Coaches

Due to the nature and structure of club sports it is necessary to clarify the coach's role in the development of the club sport athlete. It must be clear to all coaches that they are being selected by the club and not Miami University. Coaches must understand that club sports are directed by the students, therefore, he/she must acknowledge and respect the leadership positions of the officers and abide by all decisions made by the group. Recommendations by the coach are encouraged and should be considered by the officers, however final decisions rest with the officers, who will be held accountable.

All club sport coaches must sign the "Volunteer Coach / Instructor Agreement" prior to participation. A copy of this form can be found on the club sport web site. The club's constitution should outline the specific roles and responsibilities of the coach including expectations, evaluation, payment, reimbursement, and termination. A copy of these should be attached to the "Volunteer Coach / Instructor Agreement" and kept in the CSO.

A general job description is below and should be used as a guide when coaches and officers meet to discuss the details of the "Volunteer Coach / Instructor Agreement."

A stipend can be paid by the club to attain the services of a specific individual, provided the amount is mutually agreed upon by the individual, club officers, and Club Sports Director. Any financial agreement should be written in a contract and kept on file in the Club Sports Office. University funding does not cover coaches or advisors expenses. Additional fundraising should be done to supplement these costs. If club dues are used to pay coaches it should be noted in the constitution. Student coaches are not eligible for payment.

Basic Function/Purpose

The Club Coach/Instructor will provide organized, safe instruction and training for various skill levels, and will monitor performance for the purposes of skill development for recognition or assignment of competitive entries. He/she shall be a positive role model for all club participants.

Essential Responsibilities

- Teach techniques to develop and improve the skills of club members.
- Establish relevant exercises for skill improvement.
- Ensure facilities are free from hazards and equipment is in proper, working condition.
- Assist officers with the purchasing and maintenance of equipment.
- Assist the team in setting goals and selecting of activities that benefit the club's mission.
- Plan and implement practice schedules with the assistance of the club officers.
- Assist the officers with coordination of team travel and lodging.
- Assist the officers with the planning and organization of club sponsored events.

Desired Qualifications

- Knowledge of the specific sport.
- Experience in coaching college age athletics.
- Knowledge of the rules, policies, and sport procedures.

Facilities & Equipment

Facility Reservation for Practice, Events & Meetings

Facility reservations for Withrow Court, Phillips Hall, and all outdoor spaces including varsity practice facilities should be requested in May on the annual report. Reservations for the Recreational Sports Center (pool) and Goggin Ice Arena are handled by each area's main office. All reservations for facility space should be requested in May for the upcoming year. To reserve space in academic buildings go to <http://www.units.miamioh.edu/reg/roomscheduling/>. To reserve any practice or event spaces on campus contact the Director of Club Sports.

Equipment Inventory & Storage

Equipment is not to be stored during the off-season by club members. Equipment must be stored on university property and an accurate inventory kept with the CSO. Withrow Court has storage available for club use. If your inventory cannot be stored at Withrow Court the president and Director of Club Sports can agree on an alternate site. Equipment cannot be discarded or sold without the written authorization of the Director of Club Sports under the advisement of the Director of Purchasing.

General Facility Policies

1. There are to be no activities, including practice, on outdoor areas from November 1 to Spring Break unless approved, in writing, by the Director of Club Sports. In addition activity is restricted on outdoor areas when the ground is frozen, when it is raining or snowing, or when frost or lightning is present. Cook Field Turf is the only outdoor area that can be used during the winter or rain. Cook Field has restrooms available upon request.
2. The general rule for facility use is to leave the area in better condition than when you arrived. This would include locking doors, shutting off lights and disposing of trash. Failure to abide by this rule can result in fines or suspension of practice facilities.
3. Vehicles cannot be parked over the bridge or along the road at the Club Sport Fields (a.k.a. Ditmer Fields or Route 73 Club Fields) without written approval from the Director of Club Sports. Personal vehicles should not be driven on the field at any time. Overflow parking is also available in the Ditmer Lot.
4. The following are restricted at all facilities, both indoor and outdoor: alcohol, drugs, fire of any type, animals, concessions, merchandise sales, spray paint or taping of any sort without prior written approval.

A complete list of university policies and regulations related to facility use can be found in the Student Handbook (Part 5: Student Life, Chapter 5: Use of University Buildings and Facilities). Club officers should review and be familiar with these prior to using any facilities.

http://www.miamioh.edu/files/documents/secretary/Student_Handbook.pdf

Marketing, Publicity & Recruitment

Club Sport Website

The club sports website is located at <http://www.rec.miamioh.edu/clubsports/>. This can be used to get information about meetings and workshops, obtain and print forms, submit travel notifications and supervisor coverage requests, post pictures and highlights, and promote events. Contact information for all of the clubs, team website links, as well as links to additional resources can also be found at this site.

Tryouts & Recruitment

Club teams cannot hold tryouts until the day after the Club Sports Fair so that sufficient publicity can be given to all current and incoming students. Private or semi-private tryouts are prohibited. Club teams must publicize their tryouts (at minimum with the Club Sports Office). Club teams should follow their constitutional regulations in regards to tryouts and membership. Club teams cannot discriminate on the basis of sex, race, color, religion, national origin, disability, age, sexual orientation, or veteran's status. While it is sometimes necessary to limit the amount of members who travel or compete, it is not permissible to restrict any eligible person from participating in practices and other team activities. If a club chooses to restrict its membership it will become ineligible for university funding.

Club Sport Awards Banquet

The Director of Club Sports hosts an awards night at the end of the year to recognize the achievements of the club teams and outstanding individuals. All clubs are highly encouraged to submit nominations. Award plaques and honorable mention certificates are given in the following categories: Female & Male Athlete of the Year, Female & Male Scholar Athlete of the Year, Sport Club of the Year (Leadership, Growth, and Achievement), Outstanding Leader, Coach / Advisor of the Year, Senior, Rookie, Hall of Fame and Tradition of Excellence.

Printed & Electronic Materials

For a list of policies regarding the use of Miami logos and terminology refer to the Trademarks & Licensing site <http://www.miamioh.edu/ucm/trademarks-licensing/>. Some of the important points to highlight include:

1. The approved Miami Club Sports logo must appear on all print advertising, website, and apparel designs.
2. All print advertising, website and apparel designs must be approved by the Director of Club Sports.
3. Any artwork containing Miami logos or terminology must be approved by the university licensing manager prior to production.
4. Any artwork containing Miami logos or terminology must be printed by a licensed vendor.
5. The specific site for club sports is found at <http://www.miamioh.edu/ucm/trademarks-licensing/students-fac-staff/student-orgs/index.html>.
6. Team can incur fines and penalties for failure to comply with the university's logo and apparel policies.

Fundraising & Money Management

History has shown that sound fiscal management builds the foundation for a successful club. All club members should be in communication about the status of the club account. Treasurers should keep a ledger and an updated audit that lists all deposits and expenditures. Account expenditures and revenue can be tracked for accuracy on the Hub.

University Funding

Each year clubs will submit an annual budget to serve as the funding application for university student fee money. A committee comprised primarily of club sport members determines the funding allocation to each club. It is essential that clubs supplement their budget with dues, donations, sponsors, fundraising, and a variety of money management techniques. Training is offered at the beginning of each year and will include information on university funding procedures as well as information on fundraising, spending, tracking, and managing your university funds.

Alumni Support & Sponsorships

Many clubs enlist the help of former alumni, corporations, or family members to help support their club financially. The university has several regulations in contacting donors and receiving funds from family or alumni. If you wish to pursue any form of donation campaign please contact Michael Kumler (kumlerme@miamioh.edu) in the Advancement Office. The Advancement Office also has opportunities to set up online giving accounts.

Annual Participation Dues

Almost every club sport team charges annual membership dues. The average cost of dues is \$200 with ranges from \$50-\$1,500. Clubs should have their annual dues structure written into the club's constitution. There are several ways that dues can be collected. For more ideas on how to set up your dues structure please contact the Director of Club Sports.

Depositing and Spending Money

Each club sport has two university accounts, one for university funding (SD9 _ _ _) and one for dues, donations, and fundraising (9 _ _ _). All funds are required to be kept in these accounts. When submitting an expenditure request the treasurer will need to determine which account the funds should be removed from. In most cases the funds will be removed from both accounts as funding only provides a portion of the total budget. It is against university policy to set up any financial account outside the university or use funds collected from dues, donations or fundraising that have not been deposited into the team account.

Annual Audits

Each year clubs will submit an audit listing their exact expenditures for the year. This will be included on the annual report. Clubs will also be required to keep an accurate inventory. Failed audits or failure to complete an audit can result in financial probation and funding cuts. It is advised that officers track their income and expenses throughout the year to prepare for the audit at the end of the season.

Travel Policies

Use of rental vehicles through Enterprise, personal vehicles, airlines, or charter busses are all permitted. The suggested method of travel is Enterprise Rental Car Company when factoring efficiency, liability, and cost. Club officers should be familiar with the university policies prior to requesting vehicles: <http://www.units.miamioh.edu/businessservices/node/145>.

Rental Vehicles: Enterprise Rental Car Company

A contract with Enterprise Rental Car Company is in place for Miami University. When renting vehicles all club sport teams are required to use Enterprise due to the liability and insurance associated with the university's contract. Officers are reminded NOT to purchase any additional insurance on vehicles. Fifteen passenger vans are prohibited. Twelve passenger vans require an online vehicle training prior to renting and operating. Full details on reservation information can be found at <http://www.units.miamioh.edu/businessservices/node/145>.

Personal Vehicles

If you choose to travel by personal vehicle you are required to submit a "Vehicle Owner Acceptance of Responsibility" form located on the club sports web site. Personal vehicles cannot be used to tow trailers or other vehicles. Drivers are required to have up to date insurance and a valid driver's license.

Charter Bus

Charter bus companies must provide evidence of 10 million in liability insurance and name Miami as additionally insured. Contact the club sport office for an updated list of charter bus companies that meet the university's requirements for insurance and safety standards.

Off Campus Travel

Regardless of the method of travel a travel notification should be completed on the team's weekly report. Only eligible club members that have complete the athlete registration with club sports are permitted to travel. Non-Miami students and non-members of the club are prohibited from traveling with the club. Upon returning to campus (or immediately if the situation warrants) a club representative should report any accidents or injuries to the Director of Club Sports. An accident / injury report should be filled out for any injury or accident whether home or away. The "Student Driver Policies" on the business services web site pertain to all off-campus travel <http://www.units.miamioh.edu/businessservices/node/145>.

Class Attendance

All Miami Students, including club participants, are expected to attend every class for which he/she is registered. Students should inform instructors the first week of class their status as a club sport member and notify them of any possible absences due to team travel or competition. The Club Sport Staff will write letters detailing the travel and competition plans of the club including the approved attendance roster, but it is the student's responsibility to make up all work missed, and club participants must understand that club sport events are not automatically considered excused absences. The decision to excuse a student from a class or to accept missed or late work rests solely with the instructor of the course.

Eligibility Forms

Several governing bodies require the University Registrar sign either GPA or credit-hour requirements. These forms must first be submitted to the Director of Club Sports who will work with the Registrar for approval. Please allow 5-7 business days to complete this process.

Code of Conduct

Inappropriate conduct or actions, including misuse of facilities or equipment, while participating in any club related activity will jeopardize the status as a recognized club sport. Furthermore, club members who behave inappropriately or violate university policies, campus regulations, and state/federal laws will be subject to disciplinary action by the Director of Club Sports, Office of Ethics & Student Conflict Resolution and university administration.

All club sport participants are expected to abide by the policies and regulations of the university and by federal, state, and local laws. As a representative of the university, the participants' behaviors reflect on Miami's reputation. Club members are expected to display good sportsmanship and maintain a sense of fair play. Officials and opponents must be treated with the same respect and courtesy. Both on campus and off, club members must conduct themselves in socially acceptable ways, which reflect the highest standards. In addition to the policies set-forth in this manual, club sport officers will also be held accountable for insuring that their members abide by the Miami University Code of Student Conduct as set-forth in the Student Handbook. http://www.miamioh.edu/files/documents/secretary/Student_Handbook.pdf.

Use of Alcohol & Drugs

The university policies regarding the use of alcohol and/or drugs will be strictly enforced. There is to be no consumption of alcohol at the activity site and no alcohol present before the activity or consumed in transit to or from the activity site. This rule applies to overnight trips during which alcohol is prohibited. Club officers and members should be familiar with the conduct policies in the Student Handbook (Part 2: Code of Student Conduct, Section 109).

Hazing & Initiation

Hazing or initiation rites, which endanger individuals physically or emotionally, or humiliate in any way, are strictly forbidden. Miami club sports are considered student organizations and thus are required to adhere to all ASG constitutional by-laws and policies set-forth by the Student Activities Office. For additional information consult the Student Handbook (Part 2: Code of Student Conduct, Section 105A and 105B).

Harassment & Discrimination

Any individual who believes he or she is the victim of harassment or discrimination may report the behavior directly to the Office of Equity and Equal Opportunity (OEEO). Alternatively, the individual may report the behavior to any of the following individuals: a department chair, a dean, an administrative head of office, a director, the Senior Director of Human Resources, the Director of Academic Personnel Services, the Director of Intercollegiate Athletics, or Regional Campus Dean. Any individual designated in the preceding sentence that receives a report or has knowledge of harassment or discrimination must promptly inform the OEEO, which will conduct a preliminary assessment of the report.

The report should not be made to the same individual alleged to have violated this policy. An individual who believes that he or she has been harassed or discriminated against by someone listed in the preceding paragraph should make the report to someone else on the list.

Anonymous reports will be accepted; however, the University's options for investigating or resolving anonymous reports may be limited because of the unique challenges presented. There is no way to assess the reporter's veracity and no ability to obtain additional information from the reporter if the report is unclear or confusing. However, the OEEO will review and take appropriate action on all reports, including anonymous reports.

Disciplinary Action Procedures

If any infraction of a university policy or those outlined in this manual should occur the Director of Club Sports should be notified immediately. If the infraction is first brought to the attention of the Director of Club Sports the club president, advisor, and treasurer will be notified, in writing, of the allegations. The Director of Club Sports will then conduct an investigation with all appropriate parties reviewing written and verbal testimony of the alleged infractions before acting on the information provided by finding no fault, imposing a sanction(s), or referring the matter to the Office of Ethics & Student Conflict Resolution.

The club president, advisor, and treasurer will be notified, in writing, of any sanctions from the Director of Club Sports. Upon notification of the sanction, the club president will have 2 weeks to dispute or accept any sanction imposed by the Director of Club Sports. At this point the club officers should file a written appeal to the Director of Recreational Sports. Approval of sanctions will be implied if no appeal is filed. The ability of an organization to continue activity during an investigation period will be determined on a case by case basis.

The Director of Club Sports, the individuals or the club involved in the matter has the option of going directly to the Office of Ethics & Student Conflict Resolution. The Office of Ethics & Student Conflict Resolution will apply the Student Code of Conduct procedures. Sanctions imposed by the Office of Ethics & Student Conflict Resolution will be in conjunction with those from the Director of Club Sports or the Director of Recreational Sports.

The Director of Club Sports reserves the right to impose the sanctions for missed meetings or deadlines without first conducting an investigation. Sanctions for missed deadlines or meetings cannot exceed \$500 annually. Any imposition of disciplinary action against a team does not preclude additional disciplinary action directly against an individual or individuals on the team.

Potential Sanctions

Failure to meet deadlines or attend mandatory meetings	\$50 - \$100 per
Financial impropriety including but not limited to misuse of funds, overdrawn team accounts, off-campus bank accounts, failure to deposit dues or fundraising money	
Use of facilities during restricted times or dates or without a reservation	\$50 - \$250 per
Minor conduct violations	\$50 - \$250 per
Inappropriate conduct relating but not exclusive to	Probation
Multiple minor behavior infractions or code of conduct violations	
Use of illegal drugs or alcohol at university funded events	
Vandalism, theft, or inappropriate behavior during club activity	
Failure to register with the university	

Probation will depend on the severity of the offense and can include complete or partial loss of funding, loss of facilities, approved advisor required at all activities, design of educational presentations, written letter of apology, referral to the Office of Ethics & Student Conflict Resolution, fines not exceeding \$500, freeze on student account, and/or complete loss of status.

Administrative fines and sanctions beyond the funding committee can result from financial impropriety including but not limited to misuse of funds, overdrawn team accounts, off-campus bank accounts, failure to deposit dues or fundraising money, illegal spending of cash from dues or fundraising, and falsifying financial information. Fines are capped at \$250 while sanctions can range from team probation to suspension.

Risk Management Protocol

For participants to have a safe and positive experience it is essential to prepare for accidents and injuries before they occur. Each club should inspect the facilities and equipment prior to any activity, report unsafe conditions to the club sports office or facility manager, emphasize accepted safety techniques, and abide by local, state, and national health and safety standards.

Practice Supervision

All practices are required to have basic medical supplies, CPR and First Aid coverage. It is the responsibility of the club to determine whether the facility provides this coverage. If the facility does not provide this coverage either a club sport supervisor, one non-participating individual such as a coach, or two club participants certified in CPR and First Aid must be present. All teams have access to basic medical kits through the club sports office.

Event Supervision

For events involving other teams CPR and First Aid coverage cannot be provided by a participant or coach. Options for coverage include a club sport supervisor, EMT, or athletic trainer. A club sport supervisor is required for all on-campus events hosted by a club sport even if medical coverage is provided by another party. Club sport supervisors should be requested at least 10 days prior to the event on the club sport web site.

Accident & Injury Reports

Whenever an accident or injury occurs (defined as a participant requiring medical assistance beyond simple cuts and bruises) officers are required to submit an injury report to the Club Sports Office. This form can be found on the club sport web site. If emergency medical personnel are called contact the Club Sports Director immediately at 513-255-0057.

Safety Officer

Each club is required to designate one officer as the safety officer or create a separate position. The safety officer is responsible for collecting waiver forms, compiling emergency contact information, enforcing the team's safety and risk management plan located in the team's constitution, securing appropriate medical coverage for events and practices, submitting accident and injury reports, and overseeing insurance requirements for players and activities. Safety officers also must complete an approved online concussion management course.

Liability Release Form

A liability release form must be filled out by each participant each year. The release must be signed prior to participation for any activity, including tryouts. The liability release form includes emergency contact information. The emergency contact information should be collected and kept with the team at all times in case of emergency. Completion of this form makes the individual eligible for the NIRSA catastrophic injury insurance.

Personal & NIRSA Catastrophic Injury Insurance

All club members must have personal medical insurance coverage prior to attending Miami University. Club members are responsible for arranging their own personal insurance coverage and understanding the limits of their plan.

A catastrophic injury insurance policy from NIRSA (National Intramural and Recreational Sports Association) is purchased by the club sports office each year to cover major injuries. Club teams are charged one fee, based on their risk category and membership, for this policy. It is the responsibility of the safety officer to check that regional campus students have medical insurance coverage prior to participation.

Concussion Management Program

All club sport athletes are eligible to participate in the Miami Concussion Management program offered by the Department of Speech Pathology and Audiology. Participants will receive a baseline neurocognitive test in order to assess their non-injured cognitive functioning prior to season. The baseline test is good for the duration of athletic participation while at Miami and takes about 45 minutes to complete. In the event of a concussion, the baseline information can be used to make more reliable and safe return to play and academic recommendations and accommodations for academics. Athletes in contact sports can receive the test for free.

Should an injury occur the athlete is responsible to directly contact Kelly Knollman-Porter (Email: knollmkk@miamioh.edu; Office: 529-2504; Cell: 765-265-3640) within 48 hours of an injury to schedule a free follow-up evaluation. The cost of the tests is paid for by the club sports office and in most cases additional follow-up care is paid for the individual's insurance plan.

Supplemental Insurance

Approximately 25% of governing bodies offer some type of supplemental insurance. Many are included in conference dues and cover all activities including practices. Some policies have an additional expense. Any insurance policies purchased by teams or included through registration in a governing body should be kept on record in the club sports office.

First Aid Supplies

Basic first aid supplies are provided by the Club Sports Office. Each club has access to a medical kit containing first aid supplies and should have this with them at all times. If there is access to medical supplies at your facility (i.e. Recreational Sports Center) you are not required to keep an updated medical bag.

EMTs & Athletic Trainers

Athletic trainers are highly encouraged for all high risk sports and can be scheduled directly through the club sports office (using the Supervisor Coverage Request form). In most cases athletic trainers are free of charge. EMTs are scheduled at the discretion of the individual team, though some governing bodies require an EMT at certain events. This is the responsibility of the team to understand and make decisions accordingly. The team is required to obtain the EMT vendors insurance provisions to the team prior to an event. Generally EMTs are scheduled through Oxford Fire Department when needed.