



MIZZOU
CLUBSPORTS

MIZZOU CLUB SPORTS FEDERATION

Policies & Procedure Handbook

2021-2022

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INTRODUCTION

The University of Missouri and the Department of Recreation Services and Facilities Policies and Procedures Handbook is in place to ensure that all club sports are treated equitably. This is a supplement to any University of

Missouri student policies and procedures (outlined for student organizations in the Guidelines for Recognized Student Organizations). Policies and procedures of the University of Missouri and MizzouRec Services and Facilities supersede all club policies, procedures, constitutions, by-laws, etc. Additionally, all sections of the Policies and Procedures Handbook are subject to change at any time. Should changes take place, all club sport student organizations will be notified.

The University of Missouri Club Sports Program consists of recognized student organizations categorized as Club Sports that comprise the Mizzou Club Sports Federation (MCSF), and directly governed by the Club Sports student staff, the Club Sports Specialist, the Sports & Competition Assistant Director and the Mizzou Club Sports Federation (MCSF) Executive Committee (when active). All participants of Clubs Sports should be aware of risks involved within their interest area, and participation in a Club Sport is voluntary to all eligible students, faculty and staff of the University of Missouri. Membership and participation in a Club Sport is free from discrimination on the basis of race, color, national origin, ancestry, religion, sex, sexual orientation, gender identity, gender expression, age, disability or protected veteran status.

DEFINITION OF A CLUB SPORT

*Club Sports are student-led organizations that travel to compete against other collegiate club teams from around the region and nation. Some are highly competitive in nature and aim to provide both a rewarding experience and opportunity for **athletic excellence and personal growth**. All club sport teams at the University of Missouri are administered by MizzouRec and comprise the Mizzou Club Sports Federation, MCSF, which seeks to develop student leadership, promote student participation in various physical and athletic activities, promote healthy lifestyles, and create a community atmosphere between club sports teams.*

- *Medium to high-risk groups*
- *More complex structure*
- *Advisor Agreement required*
- *Has strong University support*
- *Highly competitive in nature and requires physical exertion*
- *Student led with oversight from MizzouRec Staff*
- *Additional requirements of Mizzou Club Sports Federation (MCSF)*
- *Utilize a unique brand separate from the University of Missouri Athletic Department approved by Licensing and Trademark*
- *Utilize MizzouRec facilities and properties for meeting space as well as practice/competition when applicable*
- *Funds are kept in external bank account (U.S. Bank)*
- *Risk Management training required (Includes officer on executive committee)*
- *Compete and represent the University of Missouri collegiately against other club teams*
- *Be an active member of a National/Regional Governing Body for their Collegiate Club Sport*

What is a competition? A competition is an event or contest in which Mizzou club members and club teams compete against external club members and teams from other educational institutions.

How does a Club Sport differ from Intramural Sports and Athletics? Intramural Sports are internal competitions held against other Mizzou students. Club Sports are external competitions between other academic institutions. Club Sports are not intercollegiate athletic or NCAA affiliated, Club Sports do not serve as the university varsity sport programs.

(MCSF) PURPOSE

The purpose of the Mizzou Club Sports Federation is to:

- Develop student leadership through involvement in public relations, organization, administration, budgeting and scheduling
- Promote student participation in various physical and athletic activities
- Promote healthy lifestyles
- Create relationships between Club Sports participants

While the MizzouRec Services and Facilities assists in the development and growth of the MCSF, the emphasis of the program is on student leadership and involvement of all club members. The existence of each club sport and the success of the MCSF are dependent upon student interest and commitment from all club members.

UNIVERSITY OF MISSOURI VALUES

The University of Missouri, as the state's major land-grant university, honors the public trust placed in it and accepts the associated accountability to the people of Missouri for its stewardship of that trust. Our duty is to acquire, create, transmit, and preserve knowledge, and to promote understanding.

We the students, faculty, and staff of MU hold [these values](#) to be the foundation of our identity as a community. We pledge ourselves to act, in the totality of our life together, in accordance with these values.

MIZZOUREC – MISSION, VISION, VALUES

Mission

MizzouRec strives to enhance the recreation experience of the extended university community through its programs, facilities, and other services provided.

Vision

Positively impacting the overall wellbeing of Mizzou students and offering them a place where they'll always belong.

Values

MizzouRec supports the values of MU Student Affairs by contributing to diversity & inclusion, mental health, student success, and to the organizational health of the institution.

CLUB SPORTS GENERAL CONTACT INFORMATION

To have something mailed to your Club, please use the following address info:

“Mizzou (Gender) Club _____”
 MizzouRec Services and Facilities
 213 Rothwell Gymnasium
 Columbia, MO 65211-4210

To send something to our Club Sports office:

University of Missouri
MizzouRec Services and Facilities
Attn: Club Sports Office
213 Rothwell Gymnasium
Columbia, MO 65211-4210

Additional Contact Information:

Club Sports Phone Number	573-882-4742
Club Sports Email	mizzouclubsports@missouri.edu
Department Website	www.mizzourec.com

CLUB SPORTS STAFF

PLEASE NOTE: ALWAYS CONTACT CLUB SPORTS SPECIALIST PRIOR TO CONTACTING ANY OTHER MIZZOUREC OR UNIVERSITY STAFF MEMBER

Ethan Cobb

Sports & Competition Assistant Director
Office: (573) 882-4742
Email: e.d.cobb@missouri.edu

Braedon Sims

Club Sports Specialist
Office: (573) 884-3166
Email: ablsbkf@missouri.edu

Erin McGinley

Athletic Trainer Mizzou Therapy Services
Missouri Orthopedic Institute
Email: mcginley@health.missouri.edu

SOCIAL MEDIA

Twitter: @MizClubSports

CLUB SPORTS OFFICE

MizzouRec Services and Facilities and MCSF have provided an office near Brewer Station, situated off the east side of Court 10 at the Student Recreation Complex for all members of club sport student organizations to use. Club mailboxes, computers and a copy/fax machine are available for club members free of charge to use for **club business**. As it is in a place of business, all club members must conduct themselves accordingly.

Office Guidelines

- Hours:

- 1:00pm-4:00pm (Mondays and Wednesdays), 12:00pm-4:00pm (Tuesdays and Thursdays)
 - A Club Sports staff member will be available during these times: Club Sports Specialist or Club Sports Business Manager
 - If you need to meet at a time outside this, please contact the Club Sports specialist, Braedon Sims, at blsbkf@missouri.edu or clubsports@mizzourec.com to set up a meeting time.
- Office is also available for use during facility operational hours. However, club staff may not be present to assist with office needs outside of the scheduled time.
- Please respect this space.
 - Desks are to be left clean of paper/office supplies are put away
 - Chairs are to be pushed in when not being used
 - No foul language
 - No food or snacks
 - All resources provided (pens, paper, stapler, etc.) are to remain in the office and should not be taken outside of this area
- Do not use office for any storage purposes
 - Contact Club Sports Specialist if club storage area is needed
 - Do not use as personal storage
- Priority goes to Club Sports staff attending to work based assignments
- Any paperwork submitted while a staff member is not present should be labeled with the appropriate club name if it is not provided already by the content of the paperwork
- Club meetings are not allowed in the office as it is a common workspace
 - If your club needs a meeting space please complete the **Meeting Room Reservation Request Form** on Engage.

CLUB SPORTS STUDENT STAFF

Primary Responsibilities

The Club Sports student staff are members of the MizzouRec Services and Facilities' Team Mizzou student staff. Their primary duties are to supervise club practices and home events located on University of Missouri property with some off campus events. They are there to ensure the compliance of all MizzouRec Services and Facilities, Mizzou Club Sports Program and University of Missouri policies and procedures as well as to assist club members, visitors and spectators in the case of emergencies.

NOTE: All Club Sport members, visiting teams, spectators, etc. are to adhere to any and all directives given by the Club Sports student staff on behalf of the Mizzou Club Sports Program and MizzouRec Services and Facilities Department. Failure to adhere to directives could result in potential sanctions against individuals and/or Club Sport involved.

MCSF EXECUTIVE COMMITTEE

The Mizzou Club Sports Federation Executive Committee, when active, acts as an advisory group to the MCSF program performing various tasks such as budget allocations and disciplinary sanctions. The Club Sports Specialist and/or Sports & Competition Assistant Director will serve as an advisor to the committee but will not have voting privileges. In the rare event that the Club Sports professional staff believes decisions made are detrimental to the MCSF and its members, they reserve the right to overrule any decision made by the MCSF Executive Committee. When there is no active MCSF Committee, these responsibilities fall back to Club Sports staff.

Potential Responsibilities

- Make recommendations on approval or denial of potential student organizations to become a Club Sport and an active member of the MCSF

- Review semi-annual budget requests for the following year and make final decisions concerning allocation amounts
- Review policy infractions and dispense disciplinary sanctions
- Review tier applications and place clubs in the appropriate tier level according to the tier level guidelines within this handbook
- Make recommendations regarding revisions to the MCSF Policies and Procedures Handbook
- Serve as liaisons between the club sport membership and the University
- Assist clubs in learning the policies and procedures of the MCSF
- Assist with the planning, facilitation, and assessment of the Club Sports Events (philanthropic, campus, recognition)
- Make recommendations, offer advice, and assist in the decision-making process on other matters when requested to do so by the Club Sports Specialist and Sports & Competition Assistant Director
- Review Extra Competition Day requests submitted by clubs
- Review Executive Fund requests submitted by clubs

Membership

- The MCSF Executive Committee may be comprised of a maximum 4-6 student Club Sport officers, the Club Sports Business Manager, and the Club Sports Specialist. Additionally, the Sports & Competition Assistant Director will contribute when applicable. The committee may be comprised of the following positions:
 - **Chair**
 - Filled by the Club Sports Business Manager; Oversee the MCSF Executive Committee; Prepare for and run all committee meetings; Serve as the spokesperson of the committee; Present on behalf of the MCSF as needed; Serve as the main point of contact for the MCSF Executive Committee
 - The Chair will not have voting rights but will serve as the deciding vote in the event of a tie
 - **Vice Chair**
 - Assist Chair in overseeing committee and preparing agenda items for discussion; keeps committee meeting minutes
 - Fulfills Chair duties if position is vacant
 - **Financial Chair**
 - Filled by the Club Sports Business Manager; Prepares all budget requests and tier applications for the MCSF Executive Committee; Prepare and present all figures for the Executive Committee Fund as needed
 - The Financial Chair will not have voting rights
 - **Philanthropy Chair**
 - Oversee the organizing of at least two program-wide philanthropic endeavors each academic year. One event will target the Mizzou community specifically. The other will target the city of Columbia community. Typically, one event is hosted in the fall and the other in the spring.
 - **Fundraising Chair**
 - Determine best practices for fundraising opportunities for club organizations outside of club dues and university allocations. This individual will help organizations move to a financially self-sufficient model.
 - **Club Relations Chair**
 - Oversees club behavior. Responsible for identifying conflicts within the clubs and addressing disciplinary concerns. Also responsible for reaching out to the clubs to identify areas of improvement within the program between the MCSF and individual clubs.
 - **Request and Review Chair**

- Assists with the reviewal assignments of Budget Requests, Tier Applications, Extra Competition Day Requests, Executive Committee Funds Requests, and Potential Club Requests
- Any current officer of a recognized club sport of the MCSF may apply for a position on the MCSF Executive Committee except when:
 - The member is individually or from a club sport currently on disciplinary probation by the MCSF, ORG or the University of Missouri Judicial Affairs Office
 - The member is from a club sport in Tier Level 5
- Only one officer of a club can serve on the MCSF Executive Committee at the same time
- Failure to attend MCSF Executive Committee meetings may result in removal from committee
- Terms of MCSF Executive Committee members will be limited to one year, with the option of an automatic reappointment, as described below.

Selection Committee

The Selection Committee shall have the task of selecting the new members of the MCSF Executive Committee for the following year running July 1st – June 30th. Selection is determined through an application process that is reviewed by the Club Sports Specialist, Sports & Competition Assistant Director and active executive committee members.

- **Selection Process**
 - Club officers interested in becoming a member of the MCSF Executive Committee will need to submit a 100–150-word essay explaining why they want to become a member as well as why they believe they would be an asset to the MCSF Executive Committee along with a resume by the pre-determined date to the MCSF Executive Committee mailbox in the Club Sports Office.
 - Final selections will be voted upon by the MCSF Executive Committee upon completion of all interviews.
 - A majority of the MCSF Executive Committee constitutes a quorum and a majority of the quorum rules in determining final selections.
 - Those candidates chosen to become the newest members of the MCSF Executive Committee will then be notified.
- **Auto Reappointment Process**
 - Current members of the MCSF Executive Committee may choose to utilize the auto reappointment process, in which they submit a request to maintain their seat on the MCSF Executive Committee for another year to the Club Sports Specialist by the pre-determined date set by the MCSF Executive Committee.
 - If the Club Sports Specialist approves this request, the member is allowed to maintain their seat on the MCSF Executive Committee. If not, the member may choose to reapply through the normal selection process.
 - Members that wish to be reappointed must maintain an officer position within their club. However, this position does not have to be President.
- **Chair Selection**
 - Once the members of the MCSF Executive Committee have been decided, each current member will have the opportunity to express interest in holding a specific chair position.
 - Current Committee members will submit their top three choices, listed in order of preference, to the Club Sports Specialist as well as a brief explanation of why they would like to fill the listed positions.
 - The Specialist and the Chair will then appoint the Committee members to specific positions based on member experience, level of interest, and who they feel is the best fit for each position.

ANNUAL CLUB SPORT REQUIREMENTS

Compliance:

Recognized student organizations must abide by all University polices and campus regulations and all applicable laws. All organizations must maintain a compliance clause in their constitution.

Club Sport Annual Requirements

The following are annual requirements for Club Sports in addition to the Student Org Annual Requirements:

- **Constitution:**
All recognized student organizations (or designee) must maintain a current copy of their constitution with the Office for Student Engagement through Engage. Any changes to the constitution need to be reviewed and approved by the Club Sports staff. The constitution should be reviewed on an annual basis and uploaded to their Engage portal by the second Friday of the Fall Semester. A constitution checklist can be found in the appendixes or can be emailed to you by Club Sport Specialist. Requests to update Constitutions within the academic may be approved on a case-by-case basis. Failure to act in accordance with the club's constitution may result in loss of funding, club suspension, and loss of Club Sports status.
- **Risk Management Manual (or Emergency Action Plan):**
The Risk Management Manual, or Emergency Action Plan, should cover how to manage risk as it pertains to your sport, practices, equipment, practice, location, etc. Examples include, but are not limited to, inclement weather, equipment storage and maintenance, safety and protective gear, managing risk off site, medical emergencies and first aid.
- **CPR/AED Certification by 2 active members (1 being the Risk Manager)**
- **Financial Responsibility:**
The University of Missouri requires financial responsibility from all student organizations and encourages groups to complete an independent audit on a periodic basis. The University reserves the right to require an audit when made aware of financial concerns or misuse of funds, however, the University assumes no responsibility or liability for lost funds or debts accrued by the student organization and its members. The Sports & Competition Assistant Director will be the contact person to assess if an audit is necessary. Fees for mandatory audits shall be paid by the student organization. Results are to be provided within 90 days from the time of notification by the University to the Center for Student Involvement in 2500 MU Student Center.
- **Registration/Updates:**
The registration process will be completed through the MizzouRec portal on Engage. Student Organizations that do not submit a completed registration from by the Friday before Labor Day will not be eligible to participate in the annual Club Sports Fair and will have reservations and travel suspended as well as allocations frozen. Organizations that are six months delinquent in filing an update with MCSF will be recommended to the SA Committee for removal of their status as a recognized organization. SA Committee shall consider this recommendation and if recognition is removed, reinstatement of recognition status will require an organization to follow the procedures outlined for beginning a new student organization.

MEMBERSHIP ELIGIBILITY

All guidelines governing the Club Sports Program are in place to protect the rights and safety of each participant and designed to provide fair and equal opportunity for all persons eligible to participate in club activities. Additionally, all club sports must abide by the University of Missouri, MCSF, state of Missouri and the club's appropriate governing body (when applicable) rules and regulations in competition that has such guidelines. **University, State, and MCSF policies and guidelines have priority over a club's governing body.**

General Membership

- All club sport organizations must be comprised of a minimum of ten (10) members with the majority of the membership being made up of students
 - Any club below 10 members will be required to meet with Executive Committee and explain how they plan to increase membership
- Members must have the following to be recognized as an official member and prior to participation:
 - Be listed on the club's official Engage roster
 - Completed the University Hold Harmless Form, Anti-Hazing Pledge and MOI Consent to treat on Engage

- Additional participation restrictions may apply due to conference and/or league affiliation and club constitutions.

Eligibility

- **MU Students**- All currently enrolled full and part time students at the University of Missouri are eligible to join a Club Sport. Those below full-time student status must purchase a student membership in order to be eligible to practice and compete. For competitions off-campus or in regional/national tournament, academic requirements are determined by leagues and/or governing bodies.
- **Intercollegiate Athletes**- Current Intercollegiate Athletes are not eligible to participate in their respective sport associated with MCSF. Former Intercollegiate Athletes are eligible to participate in accordance with the club's governing body policies.
- **Transgender Participation Policy** – Participants may join a Sport Club in accordance with their self-identified gender, regardless of any medical treatment. It is expected that this is done in good faith and is consistent with a player's expressed gender identity. Participants will be able to compete against other clubs in accordance with the policies set forth by the National Governing Body of the respective sport. Mizzou Club Sports seeks to provide opportunities for all students to participate in its sport programs, if an individual or team is unsure of how participants fit into the framework of any sports, please contact the Club Sports Specialist. If conflicts, procedural questions, or protests arise under these guidelines, a committee consisting of the Club Sports Specialist, the Sports & Competition Assistant Director, and other resources such as the Women's and Gender Resource Center, Office of Student Conduct, Office of Council, Risk Management, and Sport Club Council will be consulted for advice and resolution.
- **Non-University Affiliated People**- Non-University affiliates may not be members of a club sport. This includes competitions, practices, meetings, etc. Non-University affiliated people includes those not listed as current students, faculty and/or staff of the University of Missouri. University alumni that are not faculty and/or staff are not eligible to participate.

Recreation Facility Fee

This mandatory fee charged to all campus students enrolled in at least 7 credit hours for each of the Fall and Spring terms and at least 5 credit hours for the Summer term regardless of usage. The Recreation Facility fee allows students to use campus-based indoor and outdoor facilities as a self-service participant. Recreation facilities include an aquatic complex, basketball courts, a fitness center, racquetball courts, indoor and outdoor tracks, and tennis courts. Campus students who are enrolled in 6 hours or less for each of the Fall and Spring terms or 5 hours or less if it is the Summer term may opt to include the charge if they would like to access the recreation facilities.

- **Students not enrolled in the minimum hours (as outlined above) and wish to use MizzouRec property (Recreation Complex, Stankowski Field, Hinkson Field, and Epple Field) for any club activity (practice or event) must pay this fee. Club membership does not automatically allow all members to use these facilities.**
- **A portion of the recreation facility fee funds the Club Sports program**

Faculty/Staff Membership

- Faculty/Staff may become members of select club sports. When these clubs utilize the Mizzou Rec Complex, they are required to purchase a membership to the facility
- Recognized Faculty/Staff members may not hold an officer position within the club
- Recognized Faculty/Staff members may not vote on club matters

CLUB LEADERSHIP

Role of Officers

Club Sports are self-governed therefore the daily operation of all clubs is the responsibility of its officers. Each club is required to have the officer positions of president, vice-president, treasurer, risk manager, and a social media chair. The contribution of each officer is vital to the club's success, however it is the president who is ultimately responsible for ensuring the club functions smoothly and properly within Guidelines for Recognized Student Organizations, ORG and MCSF guidelines. Club members serving a sanction of University Disciplinary Probation for student conduct code violations may not serve as club officers and are required to step down should a sanction be levied during the officer's tenure.

Club Sports Officer Requirements and Guidelines:

- Be currently enrolled as a student at the University of Missouri
- Must be enrolled in a minimum of six class hours per semester during both Fall and Spring terms.
 - Doctor of Philosophy and Doctor of Education students who have completed their formal coursework for the degree, have passed their comprehensive or matriculation examination and are continuously enrolled in at least two hours of research in the fall and winter, or one hour in the summer semesters, also may hold office for a maximum of two years.
- Be popularly elected as stated in the club's constitution by the club's members
- Be responsible for representing the club's interest in all matters pertaining to club operations.
- Faculty/Staff are not eligible to hold an officer position within the club.
- Cannot serve as an officer while serving a sanction of University Disciplinary Probation

Officer Responsibilities

Use the below responsibilities as a general guide for the club's officer positions. Each club may alter the responsibilities of their officers as they see fit. However, each club is responsible for fulfilling each of the listed officer roles as well as filling the four officer positions with different club members. It is acceptable to have more than the four positions listed. For example, some clubs have additional positions such as secretary, travel chair, captain, etc. If you choose to have any other positions listed, please include their duties in your Constitution.

Club President

- Ensure each club member is familiar with and in compliance with the MCSF Handbook, the Guidelines for Recognized Student Organizations and the ORG Administrative Manual
- Ensure club is in compliance with all conference, league, or union rules governing eligibility, competition, and financial obligations
- Serve as the club contact with Club Sports Office as well as with potential members
- Represent club at all Club Sports meetings and functions.
- Ensure completion of all paperwork as required
- Provide Club Sports Staff with updated officer information
- Ensure club has an advisor and an updated constitution
- Hold regular elections of officers
- Train incoming club president on routine club and MCSF operations prior to assuming office
- Know club's financial status and ensure club meets financial obligations
- Keep the Club Sports Office and Advisor informed of all club activities
- Work with Club Sports Staff on club events, tournaments, fundraisers, and/or trips
- Know the location of all club equipment and maintain equipment inventory records
- Ensure fellow officers are completing duties and assignments
- Attend President officer workshop trainings (listed on Engage)
- Attend MCSF Meetings (listed on Engage)
- Attend the Org Admin Training within 6 months of being appointed President

Club Vice President

- Assist's club president with his/her responsibilities
- Actively recruit new members
- Preside over club meetings and business in club president's absence
- Responsible for completing all required paperwork with assistance from club president
- Keep club records current with Organization Resource Group and Club Sports Office
- Develop and circulate publicity regarding club activities
- Maintain a current roster of members with primary and emergency contact information
- Attend Vice President officer workshop trainings (listed on Engage)

Club Treasurer

- Responsible for all financial transactions including off-campus banking and allocations
- Maintain a positive U.S. Bank balance, failure to do so will result in removal by Sports & Competition Assistant Director
- Submitting budgets request form and allocation request form/fundraising reports/expense reports
- Work with club president on securing fundraising and sponsorships opportunities
- Attend Treasurer officer workshop trainings

Risk Manager

- Be First Aid/CPR/AED certified
- Ensure all equipment and field/activity areas are safe for members to utilize
- Know club's and MCSF Handbooks' emergency action plan (EAP)
- Verify all emergency contact information for each member is collected and available
- Check out all vehicles prior to each trip
- Ensure that no hazing or actions resembling hazing occurs. Report any hazing activity to Club Sport Specialist immediately
- Ensure that at least two members are CPR/AED/First Aid certified throughout the year
 - The Risk Manager must be one of those certified
 - Copies of certifications are to be submitted on Engage, to be verified and approved.
- Ensure that all club members:
 - Completed and submitted a Hold Harmless form, Anti-Hazing Pledges, MOI Consent to Treat forms on the MizzouRec's Engage umbrella
 - Are listed as a member of your Club Sport's Engage page (they will need to be invited and accept to be shown as a member of the roster)
 - If under 18, have their parent or guardian complete forms, upload and submit on Engage
- Attend Risk Manager officer workshop trainings

Social Media Chair

- Utilize social media platforms (Twitter, Facebook, Instagram) to market the club and the Club Sport brand in a positive manner
- Communicate via social media/email when club hosts home games/tournaments and when they are traveling off-campus
- Responsible for keeping social media pages up to date with the club's successes
- Send Sports & Competition Assistant Director updates or changes that need to be made on MizzouRec website
- Reach out to various campus resources to gain publicity for club
- Ensure club logos abide by Licensing and Trademark policies
- Ensure all merchandise utilize proper verbiage of "Mizzou Gender Club Sport"
- Secures all social media passwords and keeps Club Sports Business Manager up to date on any password changes

Officer Meetings

Officers of each club will attend mandatory meetings throughout the academic year with the given dates on the Club Sports Calendar. It is the responsibility of the club sport officers to be prepared for each meeting with necessary club information. These meetings include but are not limited to:

- Monthly MCSF Meetings
- New Club Orientation
- Presidents and Vice Presidents/ Treasurer/ Risk Manager Officer Trainings
- ORG Administration Training
- Pre-Event Planning Meetings

Officer Transition Periods

Officer transition periods are determined by the organizations active sport season. The MCSF program allows for officer transition to take place in March every year. Once new officers are voted/appointed, they should promptly submit the officer contact form through Engage.

Role of the Club Advisor

Guidelines for Recognized Student Organizations, ORG and MCSF policy requires that all club sport have a club advisor. They must be a current 75% Full Time Employee faculty or staff member of the University of Missouri and in all instances, the Club Advisor must be accepted by the membership of the club. Clubs must have an advisor to approve updates to their Engage portal profile. The club Advisor's responsibilities include:

- Approve the club's Engage annual portal update submission
- Provide expertise and mature judgment to the club sport officers
- Provide knowledge of and ensure compliance of the policies and procedures of the Guidelines for Recognized Student Organizations, ORG and MCSF by all club members
- Be available during the development of plans and programs for the club
- Help ensure that the activities and undertakings of the club are sound and reflect favorably on the University
- Counsel individual club sport members and officers as needed
- An advisor is required at all times to be considered a recognized club
- Advisors must complete the Advisor Agreement on an annual basis through Engage

Meetings with Advisors

It is recommended that club advisors attend officer and general club meetings on a regular basis as this puts him/her in a better position to understand and assist the members of the club sport. If meeting attendance is impossible then regular meetings with club sport officers are encouraged so that relevant information is passed on to the club advisor.

Role of the Club Coach/Instructor

Some club sports find it necessary to bring in individuals who are qualified to serve in the role as "coach" or "instructor." They serve to provide the club members with the knowledge they have gained in their particular sport or activity, in a safe manner.

****IMPORTANT: Coaches and instructors of Mizzou Club Sports must agree and adhere to the following policies prior to assuming a position of coach and/or instructor.***

Coaches and instructors of Mizzou Club Sports:

- May or may not be affiliated with the University of Missouri however being named as coach/instructor of a club sport does not make them employees of the University of Missouri
- Will adhere to the University of Missouri sexual harassment and alcohol policies regardless of employee status with the University of Missouri

- Will be aware of and follow all University, MizzouRec Services and Facilities, ORG and MCSF policies and procedures
- Need to complete and submit an MCSF Coach/Instructor Agreement for approval prior to working with a club sport every academic year
- May only utilize MizzouRec Services and Facilities' resources in order to promote interests associated with their club sport, the University of Missouri and/or the Mizzou Club Sports Federation
- Can secure an Instructor Pass each semester for club sport practicing inside the Student Recreation Complex on a regular basis so purchase of a membership will not be necessary
 - An MCSF Coach/Instructor Agreement must be on file in the Club Sports Office prior to obtaining an Instructor's Pass
 - The Instructor Pass will be applicable for only the designated practice time period and location listed on the Instructor Pass. The club must request coach/instructor facility access one week in advance to the first date access is needed.
 - The request will be sent to Membership after all paperwork has been completed. Membership will coordinate with the coach/instructor in regards to the process of obtaining a facility pass.
 - The Club Sports Specialist can make arrangements for access to the Student Recreation Complex for Coaches and Instructors of club sport not regularly practicing inside the facility
- Will leave club management and business matters to be handled by the student members but may serve as in an advisory capacity
- Will help club officers ensure good sportsmanship at all times. Individuals must conduct themselves in a manner that does not detract from the reputation of the University of Missouri.
- Will attend the Coaches/Instructors Meeting once a year with the Club Sports Specialist and Sports & Competition Assistant Director
- Cannot promise and/or give monetary rewards and/or scholarships to any member or prospective member
- Will not have access to or signing privileges on any financial accounts held by the club
 - This includes access to organization bank accounts
- May not enter into any contract and/or agreement with the club or on behalf of the club with the exception of the MCSF Coach/Instructor Agreement
 - Neither the Club Sports Specialist nor the Mizzou club sport have the authority to enter the University of Missouri or any of its departments and organizations into any binding agreements or contracts
 - The MizzouRec Services Business Office will assist club sport with possible contracts and agreements

Oversight of Coaches/Instructors

The Club Sports Office and MCSF Executive Committee have the obligation to protect the club sport and club members. While the hope is that everything works well between the coach/instructor and club members, the Club Sports Specialist and MCSF Executive Committee have the ability to remove any coach/instructor from their coaching/instructing responsibilities if found that they are not working in the best interests of the club sport and/or its club members. The same applies if found that they have broken any of the standards of the MCSF Coaches/Instructors Agreement. At any time though, the club sport itself has the ability to remove a coach/instructor for any reason should they decide to do so.

STANDARDS OF CONDUCT

https://www.umsystem.edu/ums/rules/collected_rules/programs/ch200/200.020_rules_of_procedures_in_student_conduct_matters

DISCIPLINE

The discipline process of the MCSF has been developed to encourage club sport officers and members to not participate in behaviors that violate University, MCSF and/or ORG policies and procedures, as well as to assist clubs in learning from and how to correct these behaviors. During the disciplinary process, the Club Sports Specialist will serve as a liaison and advisor to all those involved in the disciplinary process.

Potential Disciplinary Actions

Possible disciplinary sanctions that may be placed against a club sport organization and/or individual club sport member(s) include but are not limited to:

- Probation
- Frozen funds
- Fines
- Loss of funding
- Community service
- Alcohol Awareness classes
- Lowering tier level
- Loss of privilege to use Mizzou name/logos
- Loss of University recognition
- Loss of ability to reserve facilities
- Loss of competition privileges
- Loss of travel privileges

Participant/Team Conduct and Discipline Guide

This guide (Appendix A) serves as a guide for Club Sports athlete and team conduct issues, offenses, and disciplinary follow-up procedures. These include, but are not limited to:

- Basic Student Org/Club Sports Requirements
- Practices
- Home events
- Away events
- Travel procedures

Policies and Procedures for Student Organization Discipline

DISCIPLINARY PROCESS

An appeals process has also been established to ensure all Club Sports and members are treated fairly and reasonably. In order for a club to file an appeal the club must justify that the sanction was made on an error of evidence or the weight of the evidence does not support the sanction. Clubs may not appeal simply because they do not agree with the initial sanction.

- **Investigation of Infraction**
 - Once a violation of University, MCSF and/or ORG policies has been discovered, an investigation will be done by the Club Sports staff to uncover any additional information that may be relevant and/or have potential impact on possible disciplinary actions.
 - This will include a meeting with club sport officers as well as possible meeting(s) with additional club sport members and conversations without outside parties.
 - All information gathered will be provided to the MCSF Executive Committee for review. **If there is no active MCSF Executive Committee, the Club Sports staff may immediately determine what additional steps are required.**
- **MCSF Executive Committee Hearing**
 - **If there is an active MCSF Committee**, they will then meet with the club sport officers and/or individual club sport member(s) to:
 - Review all information provided
 - Hear all account(s) of the violation(s)

- Provide answers to any potential questions from the MCSF Executive Committee
 - Provide suggestions of possible sanctions viewed as fair by the club sport organization and/or individual club member(s).
- **Notification**
 - The MCSF Executive Committee and/or Club Sports staff will then deliberate on what, if any, sanctions may be placed against the club sport organization and/or individual club sport member(s).
 - Upon a decision, the MCSF Executive Committee and/or Club Sports staff will draft a notification letter explaining the decision and email it to the club sport officers and/or individual club sport member(s).
 - A hard copy will also be placed in the club sport organization's mailbox.
 - **Appeal 1 – MCSF Executive Committee Decision**
 - Club sport organizations and/or individual club sport member(s) may choose to appeal the decision to the Sports & Competition Assistant Director.
 - To appeal the decision, a typed appeal letter indicating the reasons for the appeal must be submitted to the Club Sports Specialist within one week from the date of the original notification letter.
 - The Club Sports Specialist will give the decision notification letter and appeal letter to the Sports & Competition Assistant Director for review.
 - By appealing the decision of the MCSF Executive Committee and/or Club Sports Specialist, the club sport organization and/or individual club sport member(s) acknowledge that the original decision may be:
 - Upheld without alternations, completely expunged, altered to lessen sanctions given or altered to increase and/or add additional sanctions to the original decision
 - **Assistant Director Appeal Hearing**
 - Following the review of the decision, and the appeal letter from the club sport organization's and/or individual club sport member(s), the Sports & Competition will then meet with the club sport officers and/or individual club sport member(s) and the MCSF Executive Committee Chair/Club Sports Specialist to:
 - Hear their account(s) of the violation(s)
 - Provide answers to any potential questions and
 - Provide suggestions of possible sanctions viewed as fair by the club sport organization and/or individual club sport member(s).
 - **Notification**
 - Once the hearing has been completed, the Sports & Competition Assistant Director will then deliberate on what, if any, adjustments to the appeal sanctions may take place.
 - Upon a decision, a letter will be drafted explaining the second appeal decision and email it to the club sport officers and/or individual sport club member(s).
 - A hard copy will also be placed in the club sport organization's mailbox.

EXCEPTION TO DISCIPLINARY PROCESS

- When a recommended sanction of revoking University recognition from a club sport organization is in question, the recommendation will be sent to the Office of Student Accountability
- Appeals of this type of sanction are handled through the Office of Student Accountability

Reservations and Facilities

Use of any facilities on the University of Missouri campus or owned by the University of Missouri, is a privilege to use, not a right to use by any recognized student organization of the University of Missouri.

Reservation Procedures

As a recognized student organization, the Club Sport student organizations have access to reserve classrooms, conference rooms, fields, courts, etc. without being charged although additional requirements such as lifeguards, may incur some fee. Free facility usage may not apply to all areas on the University of Missouri campus, but it does apply to the facilities maintained and operated by MizzouRec Services and Facilities with the exception of some Aquatic spaces.

Reservation Process

- All reservation requests must be made through Engage.
- Practice and Event space must be reserved no later than 14 business days prior to the scheduled event by having an approved submission of the Event Reservation Request form on Engage
 - **NOTE: For practices, you will have to do a new reservation form every semester, it does not automatically carry over to the next semester.**
- The Club Sports Specialist will work with the Events Coordinator to confirm availability and will contact club with reservation confirmation
- Clubs should refer to the Event Rentals calendar on mizzourec.com to ensure that the desired space and time has not already been previously booked by another organization prior to submitting a request
 - To check this availability please follow the following steps:
 - Go to <https://ems.missouri.edu/EMSApp/>
 - Find the day of the desired event date
 - Click on More Events next to this day
 - This will show all events scheduled (time and location)
 - If date and time is available, the club may submit the request form on Engage
- Clubs will receive an email from the Club Sports Specialist once official confirmation from the Events Coordinator is received
- Clubs are responsible for double-checking the email because it is not guaranteed every date will be available for the duration of the reservation
- Any changes to this request should be communicated to the Club Sports Specialist

Cancelations

- All cancelations must be communicated during business hours
- All cancelations made outside of the given deadline will be subject to a cancellation fee
 - Meetings
 - Two-hour notice – within Club Sports business hours
 - Practices
 - Two-hour notice or by 1pm the day scheduled
 - Whichever comes first
 - If clubs are not utilizing their reserved practice times and space and not communicating with Club Sports Specialist, practices will be suspended until club leadership has met with the Club Sports Specialist
 - Events
 - 48 hours' notice.

General Policies

Once your reservation is confirmed, it is the responsibility of the club officers to ensure that all of the following general policies are observed. If not adhered to by all club members, future reservation requests may be affected. Additional policies may apply to specific areas.

- Arrive prior to reservation start time to have doors unlocked if necessary
- Members must behave appropriately at all times
- Area must be cleaned and left as it was found before members leave
- Report broken and/or hazardous areas and/or equipment to Club Sports Staff or Facility Lead

- If reservation is no longer required, please notify the Club Sports Specialist as soon as possible or as stated above
- No alcohol and/or illegal substances at any time for any reason
- Shoes must be worn when walking throughout the Student Recreation Complex at all times
- All directives given by Club Sports Staff and Athletic Trainers must be adhered to, especially in the case of severe weather and field conditions

Student Recreation Complex Policies

- Membership to the Student Recreation Complex is required to be allowed entrance into the facility
- Students wishing to use any outdoor spaces must meet the minimum membership requirements for Club Sports
- Membership in a club sport organization does not grant or guarantee access into the facility
- Coaches/Instructors needing access into the facility can get an Instructor's Pass from the Club Sports Specialist (See Club Sports Roles and Responsibilities)

Meeting Room Policies

Available within the Student Recreation Complex are four meeting room areas.

- All Meeting Rooms Rules and Guidelines
 - All chairs, tables and projector screen are to be returned to original placing before club may leave
 - No loud music/noise
 - Lights are to be turned off when leaving
 - If requiring the use of the projector, please check A/V on the reservation from submitted.
 - Please communicate within reservation if Mac products will be used
 - **No food allowed**
 - To be used for club business only, not study groups or as a hangout

Outside Field Area Policies

- **All Field Areas.** The following rules apply when reserving outdoor field areas: (Additional rules may apply for specific areas)
 - Field use is only available through the reservation process. Clubs may not utilize these spaces without have a confirmed reservation through Event Management.
 - Do not drive on field/track areas at any time
 - No motor vehicles on the grass at any time
 - **Alcohol and drugs are prohibited. This goes for club members and spectators alike**
 - Dogs and pets are not allowed on turf fields. These animals are restricted to the perimeter of all grass fields. Supervision of pets and animals are consistent with the guidelines set forth by the city of Columbia.
 - Members must clean areas of trash prior to leaving
 - Use outdoor restrooms available, not the surrounding trees or wilderness areas
 - Water cooler available upon request
 - Do not start fires of any kind within park/complex areas
 - Reservations may be cancelled, delayed, or altered due to severe weather. This includes extreme heat/cold.
 - Activity will be delayed for 30 minutes for every lightning strike detected within 10 miles of the area
 - This delay period will restart for every lightning strike detected
 - Unless otherwise approved by Club Sports Specialist, delays lasting for more than one hour will result in a reservation cancelation and club activity will be prohibited

- Adhere to any directions given by the Club Sports Staff and Athletic Trainer, especially in cases of severe weather or field conditions
 - Activity will not be allowed under a Tornado/Severe Weather Warning issued by KOMU
 - Practices/Events may be limited to one hour if the heat index is between 95 and 105 degrees
 - Practices/Events may be canceled if the heat index is over 105 degrees
 - Do not line Stankowski Field with any item. (paint, tape, etc.)
 - If lines are required for an event/competition, please contact the Club Sports Specialist to make arrangements
- **Hinkson Creek Outdoor Park**
 - When reserving Hinkson Creek Outdoor Park, the following regulations apply along with the General Policies:
 - Do not go around road barriers when closed
 - If flowing water is on bridge, do not cross.
 - Please be cautious on rainy days as area does flood easily
 - Reservations may be canceled at the discretion of Club Sports staff in the event of significant rain fall due to the flooding of Hinkson Creek and personal safety.
 - Be respectful of other groups and/or if Intramural Sports programs are utilizing the fields
 - Contact a Club Sports Staff member or Club Sports Specialist with problems/concerns
 - Use only the fields designated to your club by the Club Sports Staff on duty
 - Parking is secured by gated access and is available during scheduled reservations only.
 - This gate will only be opened during the scheduled reservation.
 - It is the club's responsibility to ensure that all members that wish to have parking access are present and enter the parking space as a group.
 - Members that plan to arrive late or leave early should park outside of the gated area.
 - The circle drive at the end of the parking lot is to remain clear for emergency vehicle use only.
- **Mizzou Tennis Complex and Epple Park**
 - When reserving Epple Field or the Tennis Courts, the following regulations apply along with the General Policies:
 - Do not use the indoor facilities of the Mizzou Tennis Complex as this is reserved for Tennis Complex members.
 - All parking must be done at Reactor lot located on the other side of the creek next to the complex.
 - Restrooms are available at the outdoor field house except during the freezing period of Mid-October – Mid March.
 - Be respectful of the Mizzou Tennis Complex members and its managers
 - Contact a Club Sports Staff member or Club Sports Specialist with problems/concerns
- **Stankowski Outdoor Recreation Complex**
 - When reserving the Stankowski Recreation Complex, the following regulations apply along with the General Policies:
 - Equipment must be put away in a neat and organized fashion
 - Pick up and throw away any trash in the area being used
 - Removal of snow from field is prohibited
 - Locker rooms may be available upon request to University of Missouri club members only. This should be requested through the reservation form if needed.
 - Report any problems/damages to Club Sports Lead and/or Club Sports Specialist

- Stankowski Field Rules
 - The Following are Forbidden on the Field & Track
 - Tobacco Products of All Kinds
Sunflower Seeds & All Food
 - Gum & Gum Chewing
- Pets
- Roller Blades, Bicycles, Skateboards & Strollers
- Metal Spikes
- Glass bottles/containers of any kind
- Fence climbing or any activity that may damage the fence
- Sports and activities which require batting or throwing hard, unyielding equipment
 - Examples: Softball, Baseball, Cricket, Lacrosse, Golf, and Stickball
 - Exceptions are allowed when these activities are supervised under an approved club practice
 - Clubs participating in these activities outside of an approved, supervised practice will be asked to stop all activity
- Failure to Adhere to these Rules will Result in Loss of Privileges

HOSTING EVENTS ON CAMPUS (NON-MIZZOUREC PROPERTY)

The following regulations apply to events held on University property and other locations reserved or controlled by a student organization. Additional details and helpful information may be found in the Guidelines for Recognized Student Organizations.

<https://getinvolved.missouri.edu/manage-an-org/event-planning/>

COMPETITIONS

Club Sports Staff can assist with arranging travel plans as needed. It is necessary that clubs confirm that there are sufficient funds to cover all travel expenses prior to each club sponsored trip regardless if the trip is using University funding or not.

Competition Form Submission

A competition form submission must be completed at least 7 days prior to the competition day for all competitions- home or away. The club must receive approval from the Club Sports Office for every club-sanctioned trip prior to departure. To receive approval, the following must be submitted to the Club Sports Office for all club sport sanctioned competitions.

- **Prior to ALL competitions (including Home on-campus, Home off-campus, and Away):**
 - Competition Form
 - Hold Harmless Form, Anti Hazing Agreement and MOI Consent to treat on file **for every competing member**
 - Approval of the Competition Form
- **Prior to Home on-campus competitions (MizzouRec, Stankowski, Hinkson, Epple, Mizzou Tennis Complex):**
 - Items listed above
 - Meeting with Club Sports Specialist regarding Home on-campus competition details
 - This is the responsibility of the club to reach out to request a meeting at least 7 days from Home competition.
- **Prior to Home off-campus competitions (COSMO, Atkins, Washington Park Ice Rink, etc.):**
 - Items listed above
 - Submitted Drivers Agreement for each driver on Engage
 - Will need to upload copy of Driver's License and Auto Insurance

- Auto Insurance submitted for vehicle owners
- **Prior to Away competitions:**
 - Items listed above
 - Submitted Drivers Agreement for each driver on Engage
 - Will need to upload copy of Driver's License and Auto Insurance
 - Auto Insurance submitted for vehicle owners

Late or Incomplete Competition Information

- Clubs will not be allowed to use any allocations or be granted competition days for any offense and every offense after
- Multiple offenses can lead to the club being on probation and suspended from practices and competitions
- Competition days will not count
- **Non-Approved competitions**
 - Club sport sanctioned competitions held without all of the following items provided will not be funded using University funding, regardless if funding was allocated specifically for the trip as well as possible disciplinary actions may be placed against the club
 - Clubs may not receive competition days for unauthorized travel
 - Travel with incomplete information will be considered as unauthorized travel

Driver Regulations

All drivers must be approved by the Club Sports Specialist prior to departure and must meet the following minimum requirements. Approval is contingent upon the driver meeting the below minimum requirements. Club Sport sponsored trips taken with drivers not approved by the Club Sports Specialist will not be funded using University funding, regardless if funding was allocated specifically for the trip.

- Vans are limited to a 10-passenger maximum capacity.
 - Vehicles with a greater capacity have three times the roll over rate according to the National Highway Traffic Safety Administration
- Must be at least 18 years of age to drive personal vehicles and all vehicles smaller than a 10-Passenger van
- Copy of current Driver's License on file in Club Sports Office
- Signed Driver's Agreement on file in the Club Sports Office

Travel Regulations for Off-Site Competitions

Violations could result in disciplinary actions placed against the club.

- **Required Travel Regulations**
 - No driving between the hours of 12:00 AM (Midnight) and 6:00 AM
 - Exception for emergency situations, prior arrangements with the Club Sports, or travel by charter bus that includes a designated driver
 - No more passengers than the number of seat belts in the vehicle
 - Do not drink and drive
 - Ensure all passengers are seated and buckled prior to departure
 - Obey all traffic signals, signs and federal and state driving laws
 - No alcohol or illegal substances will be transported in vehicles
 - All accidents and incidents must be documented appropriately and turned in to the Club Sports Specialist within 1 day after the club returns to Columbia
 - All major accidents and incidents should be reported to the Club Sports Specialist immediately
 - This includes traffic accidents/incidents that occur while traveling to and from an event regarding club business, practice, or competition
 - Failure to communicate accidents and/or incidents during club travel may result in a loss of travel privileges for the club
- **Recommended Travel Regulations**

- No single driver should exceed 3 hours of consecutive driving
- No single driver should exceed 6 hours of driving in a 24-hour day
- It is recommended that a club should not exceed 18 hours of driving in a 24-hour day
- **Non-Members**
 - Because of the liability associated with driving, clubs are required to only travel with other University of Missouri club members
- **Charter Buses**
 - For trips farther than 400 miles from Columbia, MO, it is recommended that club organizations use chartered buses if fiscally possible
- **Rental Vehicles**
 - For trips within 400 miles of Columbia, MO, it is recommended that clubs use rental vehicles if fiscally possible
 - Vehicle rental regulations include:
 - Drivers must be at least 21 to drive rental vehicles
 - This age is based on Enterprise policies. If a club is using a company other than Enterprise, they should check with the rental company
 - The use of a trailer is highly discouraged
 - Check to see policy on towing trailers with individual rental companies
 - Enterprise does not allow towing for their vehicles
- **Personal Vehicles**
 - Unlike rented vehicles and charter buses, it is impossible to know the exact condition and maintenance history of each vehicle prior to departure
 - Should personal vehicles be used, the vehicle owner's personal liability insurance will be responsible for covering any and all liability that may result from the use of the vehicle for the proposed club sport sponsored trip
- **Airplane**
 - Clubs are allowed to travel by plane. If allocations are to be used, please contact the Club Sports Specialist prior to booking a flight.
- **Train**
 - Clubs may also travel by train if available. If allocations are to be used, please contact the Club Sports Specialist prior to purchasing train tickets.

EQUIPMENT USE AND STORAGE FACILITIES

Storage

All University of Missouri owned club sport equipment must be stored in University facilities or properties. Communicate to the Club Sports Specialist if additional storage space is needed.

Student Recreation Complex Storage

Even though the Student Recreation Complex is a large facility, storage space inside the Student Recreation Complex is limited. If a club sport wishes to house equipment in the facility, that sport club should contact the Club Sports Specialist to see if storage space is available. The type and size of equipment to be stored, as well as how many times the equipment will need to be accessed per week, should be provided to the Club Sports Specialist upon requesting storage space.

Inventory

Keeping an accurate inventory of equipment and purchases of the club is important in keeping costs down, minimizing theft risk, and ensuring that only safe equipment is used. The following must be adhered to:

- An equipment inventory record must be completed by the given date on the Club Sports Calendar each semester. The inventory record should include as much information about each piece of equipment as possible.
- At the designated time given the inventory record will be updated with the Club Sport Specialist, each club sport will make an appointment to meet with the Club Sports Specialist, at the beginning and end of each semester, to do a thorough visual review of all club sport equipment. This may require meeting outside the Student Recreation Complex at wherever the equipment is stored and serves to ensure that all equipment is safe and adequately maintained.
- The Risk Manager of each club is responsible for performing regular evaluations of club equipment and report any equipment deemed unsafe to the Club Sports Office immediately. This will be useful documentation for future replacement requests.
- Lost or stolen equipment should be reported immediately to the Club Sports Specialist. It is the club's responsibility for replacing any lost, stolen, or damaged equipment.
- Facility/storage space used by clubs are to be kept neat and organized at all times. Clubs are subject to fines if cleanliness standards are not met.

Purchasing/Acquiring Equipment

- Club sports are NOT allowed to purchase or acquire equipment that is not manufactured, certified or licensed by a national governing body or official manufacturer.
 - Home-made or make-shift equipment is NOT allowed to be purchased, created or home manufactured by club sport and their club sport members
 - Exceptions are allowed if equipment needed is not available through a licensed manufacturer at the Club Sport Specialist's approval
- Club equipment should be disposed of properly. Equipment purchased with allocations is considered to be University property and must go through University Surplus Property Management for disposal. The club must notify the Club Sports Specialist of any University property that needs to be thrown away or salvaged.

Donated Equipment

All used items donated to a club sport must be approved by the Club Sports Specialist before acceptance.

- Those desiring a tax deduction for a donated item (equipment, boat, etc.) must follow these procedures before the item can be accepted:
 - The donor indicates in writing his/her desire to donate the item
 - The value of the item (including any shipping costs) must be noted in the letter which is to be addressed to the Sports & Competition Assistant Director
 - If the Sports & Competition Assistant Director approves of the donation, a recommendation to accept the gift will be forwarded to the appropriate office
 - When approval is granted, the donor is notified and the item officially accepted
 - The donation is then listed on the club's inventory
 - All donated items become the property of The University of Missouri for use by the designated club
- Those donors who do not wish to make their donation tax deductible may simply give the item to the club sport after receiving approval from the Club Sports Specialist
 - The donor indicates in writing his/her desire to donate the item

Equipment Checkout

- Only officers are allowed to access club equipment
- These officers must communicate to the Specialist when they would like to access the club equipment outside regularly scheduled practice times.

RISK MANAGEMENT

Club Sports encompass risks to the members that participate in them. For this reason, it is important that each club sport organization take as many precautions as possible when it comes to the safety of its members, opponents, and spectators. Preventative actions are necessary no matter what activity is taking place. All steps taken are important in that each precaution helps maintain the safety of all involved at club sport sponsored events.

ATTENTION: The University of Missouri and MizzouRec Services and Facilities is not responsible for any property loss, injury or costs associated with injury incurred by participants while involved in any club sport in the Mizzou Club Sports Program.

List of Requirements

The following risk management rules are required by all Club Sports:

- Have updated Risk Management manual on file with the Club Sports Office
- Have a designated Risk Manager officer position
- Signed Hold Harmless and Anti-Hazing Agreements for all persons participating in club activities
 - This must be done prior to participation of any kind
 - All visiting clubs and individuals must sign the Visiting Hold Harmless prior to participation
- Signed Missouri Orthopaedic Institute consent to treat form
- Submit Accident/Incident reports for all injuries/incidents that take place during club events
- Contact the Club Sports Specialist as soon as possible following a serious injury/incident
- Have minimum of 2 members currently certified in First Aid and Adult CPR
- Inspect fields and facilities prior to all sponsored events
- Have club's official roster which includes emergency contact for each club member present at all club sports sponsored events
- Have a first aid kit present at all club sport sponsored events
 - All clubs are provided a first aid kit by Club Sports at their request.
 - It is the responsibility of the Risk Manager to work with the Club Sports Specialist to restock this kit when necessary.
- Adhere to any directions given by the Club Sports Staff especially in the case of severe weather and field conditions
- Knowledge of AED locations in SRC, Stankowski Field House, and Tennis Complex next to Epple Field. (AED must be brought out for practices/events at Hinkson Field)

List of Recommended Precautions

- Encourage all club members to have personal health insurance coverage
- Student Health Insurance is available through the Student Health Center
 - 573-882-7481
 - <http://studenthealth.missouri.edu>
 - **NOTE:** Not all policies include coverage of Club Sports and Intramural participation. Additional coverage may be necessary.
- The Mizzou Club Sports Federation can provide **secondary** insurance coverage for Club Sports student members.
 - The plans cover catastrophic injuries that occur during play or practice of a Club Sports game, contest or match. Participants are covered while traveling as defined in the applicable Basic and/or Catastrophic policy.
 - In the event of an injury, the Club Sports Insurance policy will cover expenses after the club member's primary insurance has paid. The secondary policy has a \$1000 deductible for the Basic accident insurance. The \$1000 may be paid by the individual or by the primary insurance carrier. Catastrophic insurance covers incidents over \$30,000.
 - Basic Accident Medical Insurance Plan Highlights

- A Medical/Dental benefit of \$30,000 per person per covered accidental injury. Benefits are payable for covered expenses which exceed the deductible and/or for expenses not recoverable from any other insurance policy, service contractor worker's compensation coverage. Benefits are payable for expenses incurred within TWO years from the date of injury.
 - Catastrophic Injury Insurance Plan Highlights
 - Lifetime Medical, Dental and Rehabilitation Benefits with a MAXIMUM of \$5,000,000. Monthly Benefits payable if totally or partially disabled. A Covered Accident Deductible (as selected by school), for medical, dental or rehabilitation expenses which must be incurred within TWO years from the date of injury. \$10,000 Accidental Death & Dismemberment Benefit. Benefits are payable for covered expenses which exceed the deductible and/or for expenses not recoverable from any other valid and collectible insurance or similar benefit program. Additional Benefits for Total Disability.
 - Club member must have a primary insurance provider for the MCSF secondary insurance coverage to take effect.
- Check to see if associated national governing body offers supplemental accident and liability insurance

MizzouRec Emergency Action Plans

- Club Sports using Recreation Services and Facilities indoor and outdoor facilities will follow the MizzouRec Services and Facilities' Emergency Action Plan (EAP) when implemented by Facility and Club Sports staff
- Club members should remain calm, follow instructions, act quickly and assist others in need when following the EAP
- Each member of Team Mizzou (MizzouRec Services student employees) has a role in following the EAP and will guide patrons to the correct assembly point via the safest and quickest way possible

Individual Club Sports Emergency Actions Plans

- Every club sport is encouraged to have an Emergency Action Plan.
- All Emergency Action Plans should be reviewed and updated once per year, generally in the Fall academic semester (Also known as Risk Management Manual)
- All club members should be familiar with the contents of their specific EAP
- Examples of the MizzouRec Services and Facilities' are available in the Club Sports Office
- Emergency Actions Plans should be able to answer questions such as:
 - What happens if there is an accident during club travel?
 - What happens if there is a minor injury: shallow lacerations, bruises, etc.?
 - What happens is there is a major injury: broken bone, head or breathing injury, etc.
 - What happens if a severe weather warning is issued?
- Suggested items to include are:
 - Emergency Contact Phone Numbers
 - Evacuation Plans
 - Location(s) of nearest first aid kits, AEDs, fire extinguishers, hospitals, etc.
- Campus and Area Contacts

▪ Police (Emergency), Fire, and Ambulance Services	911
▪ MU Police	573-882-7201
▪ Missouri Orthopaedic Institute	573-882-2663
▪ Columbia Regional Hospital	573-875-9000
▪ University Hospital & Clinics Emergency Response	573-882-4141
▪ Student Health Center	573-882-7481
▪ Environmental Health & Safety (EHS)	573-882-7018
▪ Poison Control	573-882-1000
▪ MU Counseling Center	573-882-6601
▪ University Auto Leasing Office	573-882-4511

Hold Harmless Forms and Anti-Hazing Pledges

- All club members and potential members are required to sign and submit Hold Harmless Forms and Anti-Hazing Pledges prior to participating in club sport sponsored tryouts, practices, and events
- The terms of both the Hold Harmless and Anti-Hazing Pledge must be signed and submitted at least once per academic year

MOI Consent to Treat

- All club members and potential members are required to sign and submit Hold Harmless Forms and Anti-Hazing Pledges prior to participating in club sport sponsored tryouts, practices, and events
- The terms of both the MOI Consent to Treat must be signed and submitted at least once per academic year

Accident/Incident Reports

- For liability purposes for the University as well as club members, accident and incident reports must be submitted to the Club Sports Office following all injuries and incidents
- Reports are due into the Club Sports Office by the end of the next business day.
- If Club Sports Leads/Frontlines are present, please notify them and they will complete the report
- If accident/incident occurs off-campus, paperwork must be submitted before athletes can seek treatment from athletic trainer
- **In the event of an accident/injury:**
 - Contact the Athletic Trainer on site if applicable
 - Provide First Aid/CPR to injured person(s) **if certified**
 - If an emergency, have someone contact 911. Do not hesitate to contact 911 if needed.
 - Contact the Sports & Competition Assistant Director as soon as possible if 911 is contacted
 - Complete Accident Report form by coming into the Club Sports Office as soon after the injury as possible and submit to the Club Sports Office by the end of the next business day
 - If out of town, submit by the end of the next business day after returning to Columbia
- **In the event of an incident:**
 - Report theft, vandalism and violence to the local police department or, if on the MU campus, make a report to the MUPD. Typically, Incident Reports will be used for anything other than an injury.
 - Should club members, opponents, spectators or others engage in a physical altercation, do not attempt to intervene. Call police if necessary.
 - Attempting to separate individuals could lead to further harm. Personal safety should always come first.
 - If an emergency and/or in all instances of the police being contacted, contact the Sports & Competition Assistant Director as soon as possible
 - Complete Incident Report Form for all instances of theft, vandalism, violence, unsafe facilities, etc. and submit to the Club Sports Office by the end of the next business day
 - If out of town, submit by the end of the next business day after returning to Columbia
- **Contacting Club Sports staff Following Serious Accident/Incident**
 - All club sport organizations must make the Club Sports Specialist and Sports & Competition Assistant Director aware of all serious injuries and/or incidents especially when any club members, opponents, and/or spectators are sent to the hospital or whenever the police have been called in to assist immediately
 - If Club Sports Staff are present, they will communicate to the Club Sports Specialist

- It is the responsibility of the Risk Manager to communicate any serious incidents/accidents to the Club Sports staff. In the event the Risk Manager is not available, it is the responsibility of the President to communicate.
- **First Aid/CPR and Sports Safety Certifications**
 - At least 2 clubs member must be certified at all times; one being the Club Risk Manager
 - At least 1 certified member must be present at club sport sponsored events
 - Copies of certification card must be on file in the Club Sports Office
 - Certification classes will be held at the Student Recreation Complex; dates and times will be provided by the Club Sports Specialist
 - Non-American Red Cross certifications may be reviewed and accepted on a case-by-case basis
 - No practice or events will be approved if proof of 2 certifications are not on file by the deadline given to report these certifications
- **Field/Facility Inspection**
 - Fields and facilities must be inspected prior to every club sport sponsored event
 - Hazards should be reported to the Club Sports staff member present, or if off campus or out of town, the area facilities manager
- **Emergency Contact Information**
 - Every club sport is required to have all club members' emergency contact information available at all club sports sponsored event
 - All information should be kept with club officers only and should not be given out to anyone except necessary medical staff, police officers and Club Sports Staff
 - This responsibility falls to the Risk Manager to collect, and store
- **First Aid Kits**
 - Every club sport may be provided a first aid kit at their request
 - At the end of each spring semester, all first aid kits must be returned to the Club Sports Office so they can be stored and restocked
 - Club officers can come to the Club Sports Office during open office hours throughout the semester to restock as needed
 - Should first aid kits be needed during the summer or during the Winter break, the club sport organization will need to make arrangements with the Club Sports Office to pick one up

CLUB FUNDING

All Club Sports operate a budget each year. Whether it is privately raised funds from dues or funding from the University, each club is accountable for every dollar earned and every dollar spent.

Funding Sources

Although club sports organizations are eligible to receive funding through the University via the MCSF, each club should strive to become financially independent. Funding for club sports typically come from the following sources:

- Membership dues
- Fundraising activities
- Student fee allocation from MCSF (through the budget allocation process).

Athletic scholarships are not awarded by MizzouRec Services and Facilities for Club Sport participation.

Misuse of Organization Funding

Regardless if funding was generated through fundraisers or through University funding, all organization funding should be used in order to achieve the organization's goals. Funds cannot be used for private or individual uses such as personal lunches and trips. The Club Treasurer should be aware of all income and expenses and must report the information to the Club President. Misuse of funding should be reported to the Club Sports Specialist

immediately. Club funds should always be used to benefit the club. Any use of funds that limits this benefit to a few individuals rather than the organization is considered a misuse of funds.

Membership Dues

Membership dues amounts vary depending on what the needs are for each organization. The amounts and deadlines are chosen by the club officers based on the number of members, what other forms of income are in place as well as variables such as competition schedules, travel expenditures, equipment needs, etc. Specifics involving the process of determining club dues amount, payment methods, and the reimbursement process should all be included in the club's constitution. Dues may not be collected on University property according to the University's Guidelines for Recognized Student Organizations policy.

Fundraising

Most all club sports participate in some form of fundraising whether it be selling t-shirts, hosting tournaments or sending out solicitation letters. Fundraising is mandatory to be eligible to receive funding from the University.

When fundraising, all club sports must stay in compliance with the following policies:

- Follow all Guidelines for Recognized Student Organizations policies
- Get prior approval from the Club Sports Specialist prior to hosting fundraiser
- Alcohol cannot be present at any club sport fundraiser
- Follow all applicable federal and state laws
- Fundraiser Report must be submitted within **one** of event completion with attached documentation (deposit receipt) proving revenue was collected for fundraising amounts to be counted towards total fundraising amounts for tier classification applications
- Only the profit of each fundraiser will count towards fundraising total

Pre-Approved Fundraising Events

Clubs must still ask permission before participating in these events. However, these events are typically approved through the program.

- Profit Sharing
- Merchandise and Apparel Sales
- Membership Dues
- Games and Tournaments
- Canning (asking for money without selling a tangible product or service) through the Student Union
 - Clubs must apply through Student Org and the event must be approved and staffed by a Student Union employee
 - Clubs may also apply through the city of Columbia to collect funds off-campus

Donations and Sponsorships

- **All Sponsorships must be approved by the Sports & Competition Assistant Director**
- Sponsors and sponsorships are a great way of fundraising for a club sport. Most businesses designate a portion of their budget specifically for sponsorships and donations.

MCSF Executive Committee Funds

- Clubs may apply for additional funds held through the Executive Committee. These funds are to be requested for unforeseen club expenses.
- These expenses include but are not limited to:
 - National championships
 - Equipment
 - Clubs that do not receive allocations may apply for these funds as long as they have maintained a good standing status with the University and MCSF and have been active for at least one academic semester.

- Can only be requested for regional/national competition per the discretion of the Club Sports professional staff
- The Club Sports general fund balance is subject to fluctuate throughout the year depending on the amount of club requests, amount awarded to clubs, and club penalties during the fiscal year
- All club penalties are deposited back into the Club Sports general fund account

Tax ID or Employee Identification Number (EIN)

- Every club has a Tax ID or EIN. These are similar to social security numbers, but instead they are for groups of individuals. It establishes your group as a separate business entity for the IRS. Contact US Bank to acquire this information for the Club account. New clubs should contact the Club Sports Business Manager for assistance in obtaining a Tax ID number.

Tax Exempt Status

- All student organizations are separate legal entities from the University of Missouri, and are therefore not eligible to claim the University's tax exempt status. Your group can apply for 501 (c) (3) tax exemption, but ORG does not recommend it. Many groups come to us each year and let us know that they would like to become non-profits. Very few actually benefit from completing the process. It requires a lengthy application and significant fee (\$450-\$850 depending on gross receipts) in addition to raising your profile with the IRS. Depending on each club's situation, the drawbacks can outweigh the benefits.
- Clubs that wish to file a tax exempt status should consult with the Sports & Competition Assistant Director
- This process is labor intensive and expensive but it can be beneficial to clubs that bring in \$10,000 or more a year

Cash

- The use of cash is strongly discouraged. Clubs should not accept cash as payment. They should not withdraw cash from their bank account. They should not pay for any services or items with cash. The reason for this is there is no paper trail with cash. Cash transactions cannot be tracked and can lead to complications when budgeting or handling a refund. In the rare instance where cash is being handled a receipt should always be written or recorded.

Budget Allocation Process

Clubs are required to submit a Budget Request to ensure that the clubs have a financial plan for the use of University funds. These requests are also used to ensure that University funds are managed and spent appropriately. All requests are to be submitted through Engage by the given deadline. Typed or handwritten requests will not be accepted.

- **Preparing/Submitting Budget Request**
 - Club sport officers review the budgetary needs of the club, create the budget request and then submit the Budget Request on the given deadline provided on the Club Sports Calendar
 - A 10% penalty will be taken off the total possible amount of allocation for all late requests
- **Review/Presentation**
 - The MCSF Executive Committee, **when active**, reviews the submitted documentation
 - The MCSF Executive Committee may require a club to formally present their budget requests and/or full organization budget (IE: Revenue and Expenditures) to the committee.
 - Budgets that do not include proper documentation or incorrect information will be denied. Details and reasoning for this decision will be communicated to the club. The club will then have the opportunity to correct the listed mistakes and submit for a Budget Appeal.
- **Allocation**

- The MCSF Executive Committee, **when active**, then allocates funding requested based on the total funding available and amount requested for all approved requests
- Any applicable reductions are then assessed to arrive at the final allocation figures (See below)
- **Appeals**
 - If the club sport officers wish to appeal their allocation, they must correct and submit their club's budget appeal by the given deadline on the Club Sports Calendar
- **Review**
 - The MCSF Executive Committee, **when active**, will then review the budget appeal and new documentation
- **Allocation**
 - The MCSF Executive Committee, **when active**, will then decide if additional funding will be allocated to those club sports who submitted appeals

General Budget Request Information

- Maximum allocation eligibility (tier cap) varies depending on tier level and fundraising totals
- Funding must be used for the purpose it was allocated for
- Reallocation of funding for purposes other than what the funding was originally approved for must be approved by the Sports & Competition Assistant Director
- Only clubs that are eligible to receive University funding should complete a Budget Request
 - Tier 5 clubs do not need to complete this
 - Please communicate with the Club Sports Specialist and the Business Manager to obtain clarification of your club's status and need for request
- Only University funds (allocations) need to be budgeted in the request. This request should not include financial plans for US Bank club funds.

Types of Budgeted Expenses

- **Travel Expenses**
 - Travel is when a club is planning to take a trip in order to attend a game, match, regatta, tournament, conference or an event that relates to the club's purpose
 - Appropriate items to request for travel include:
 - Registration fees, Vehicle Rentals or Mileage, Airfare and/or Lodging
 - MCSF will not fund for:
 - Expenses for advisors or instructors/coaches
 - Mileage on rental vehicles
 - Home games/practices
 - Meal expenses
- **General Expenses**
 - The general expense portion of the budget is used for resources that the club may need throughout the year
 - Appropriate items to request include:
 - National/League membership dues, Rentals, Supplies
 - MCSF will not fund for:
 - Food
 - Honorariums
 - Personalized items
 - No shorts, socks, leotards, etc. (sanitary issues)
 - Items not staying with club
 - Advertising and Copy Service/Printing (Exception: Club Banners)
 - Office supplies and Postage
 - Requests for space/fields able to be arranged by MizzouRec Services
 - Gifts and Scholarships

- First Aid Kits
 - Individual player or coach/instructor fees
 - Non-Essential Equipment
- **Tier Caps**
 - Tier caps are the maximum amount of funding a club is allocated per academic year.
 - Determined based on 2 criteria:
 - Tier level
 - Each tier level has an overall maximum tier cap
 - Tier Level 1-4 determined by total university allocations
 - Tier Level 5 = Not eligible for funding
 - Tier cap amounts are subject to change yearly depending on the number of clubs in each tier and the fundraised amount collected by each club
 - Total Fundraising Amount
 - Each club sport's tier cap shall not exceed the total amount the club fundraised throughout the previous calendar year and up to the overall maximum tier cap allowed per tier level
 - IE: Tier Level 1 club raised \$10,000 total. Funding cap will be \$7,500 as maximum tier cap is \$7,500.
 - IE: Tier Level 1 club raised \$6,000 total. Funding cap will be \$6,000.
 - The maximum tier cap amount is **not** the amount of funding the club sport is guaranteed to receive
 - Every fundraiser the club completes must have a corresponding Fundraiser Report through Engage online forms in the MizzouRec portal
 - The time period runs August 1st – May 31st to submit Fundraising Reports for the following academic Tier Level year
- **Budget Criteria**
 - Allocations will also be based upon the following criteria:
 - Penalties occurred during the academic year
 - Only when necessary, subjective determinations of funding may be based on:
 - Club's actual need
 - Inventory accountability
 - Attendance and responsibility to MCSF
 - Compliance with University policies
 - Fundraising efforts
 - Dues charged to members
 - Previous accomplishments/record
- **MCSF Executive Committee Priorities**
 - With limited funding available for all Club Sports the MCSF Executive Committee created guidelines and a priority to use when allocating funding
 - Priority List for Allocations (Most Important – Least Important)
 - Facility Rentals
 - Association Memberships/Dues
 - Entry Fees
 - Travel
 - Rule of 5 (5 people per room/car)
 - Non-Capital Items for Competition (IE: Balls, Chalk, Officials, etc.)
 - Items requested with excessive costs may be reduced or not funded entirely
 - IE: Asking for \$100 balls when \$30 balls will do
 - Previous semester's budgets will be considered
 - Individual Entry Fees
 - Allocated based on roster and competition numbers

Budget Request Documentation

- **Documentation to Be Submitted**

The following are the items that appear often in budget requests. Please note that not all items are required in every budget request. All Budget Requests are to be completed and submitted electronically through Engage.

- **Budget Request Form (MANDATORY)**
 - Must be submitted complete and typed, with documentation
 - Available online on the Engage MizzouRec Portal under Files
 - Submitted as an electronic document under Forms on Engage
- **Hotels/Lodging**
 - Acceptable Documentation
 - Hotel website printout with # of rooms, room rates and overall total
 - Previous year's hotel receipts/folios with # of rooms, room rates and overall total
- **Mileage**
 - Acceptable Documentation
 - Google Maps printout showing mileage
- **Vehicle Rentals**
 - Acceptable Documentation
 - Website printout with type of vehicles, destination, # of vehicles, vehicle rates, overall total
 - Quote from rental company with type of vehicle, destination, # of vehicles, vehicles rates, overall total
- **Registration Fees (Entry Fees)**
 - Acceptable Documentation
 - Flyer with date, place, fee amount
 - Email/Letter/Fax from a credible source, such as a tournament official or representative, with date, place, and fee amount
 - Previous year's tournament flyer with date, place and fee amount ONLY when no current tournament information has been posted
- **National/Local Organization Dues**
 - Acceptable Documentation
 - Letter/Email/Fax from organization official with organization name, and dues amount
 - Receipt showing payment of previous years dues
 - Must be for current year
- **Facility Rentals**
 - Acceptable Documentation
 - Quote/Email/Fax from facility with name and place of facility, # of times reserved, price per reservation, overall total
 - Past year's reservation with name and place of facility, # of times reserved, price per reservation, overall total

Budgeted Fund Penalties

- **Reduction/Penalty Policy (Appendix B)**

- Club sports can avoid having the following reductions assessed to their allocation by submitting the required forms on time, attending the required meetings and ensuring all members participating in club practices/competitions are on the official club roster in the Club Sports Office and have signed the University Hold Harmless form:

- All monies accrued from current allocation penalties will be placed back into the Club Sports general fund
- Reduction Penalties:
 - **Missed Meetings/Practices**
 - All missed meetings and late forms are a \$25 reduction per occurrence from the club's current allocation
 - Clubs that have a \$0 allocation balance will have activities suspended
 - All no show or late cancelation of practices will result in a \$22.30/hour fine
 - **Monthly Meeting / New Club Orientation / Officer Trainings**
 - First offense will be a \$25 penalty and warning. Second offense will be a \$25 penalty and practice suspension. Third offense will be a \$25 penalty and will be referred to the Executive Committee for possible dismissal from Club Sports.
 - **Forms**
 - Late Tier Applications will be a 10% reduction in the following year's allocation
 - Late Budget Requests will be a 10% reduction in the following semester's allocation
 - Late Fundraising Reports will be a 10% reduction on the fundraised amount being reported
 - Late Travel Forms will be a \$25 reduction from the club's current allocation
 - Clubs with no allocations that do not meet the above requirements will have all activities suspended.

Accessing Allocations

- **General Purchasing Guidelines**
 - The reimbursement process can take 3-4 weeks. Multiple club purchases in a small span of time can cause the club to run low on US Bank funds while waiting for reimbursements to process.
 - Be sure to allow adequate time between when requesting to purchase items from the Sports & Competition Assistant Director and when the item is needed
 - All purchases and reimbursements must be approved by the Sports & Competition Assistant Director
 - If reimbursement route is required, speak with Sports & Competition Assistant Director prior to making purchase or sending payment (See Reimbursements)
 - Keep receipts for all purchases as only original receipts will be accepted
 - All reimbursements requests and documents must be submitted to the Club Sports within 30 days of purchase
 - Multiple reimbursement requests for one trip is not allowed (I.E. reimbursing the club one week after the trip, then club member requests reimbursement 3 weeks after trip. Must be submitted at the same time)
 - Personal reimbursement will require individuals to give personal information, including their social security number, to the Business Office in order to set up a new account
 - All equipment purchases made from University accounts become the property of the University All equipment must be marked so as to identify it as University property
 - Marking should include Mizzou, or MU and Club name. IE: Soccer Balls: Mizzou Men's Club Soccer or MU Club Men's Soccer

Reimbursements

Reimbursement items are those for which a club sport has been approved funding but the club pays the money up-front and is reimbursed for expenses later with club allocations. Prior approval is still required before purchasing. This is to ensure items purchased are eligible for reimbursement later. For each of the following types of reimbursements the club will need to attach the necessary documents, which are also listed next to each type of reimbursement.

- **General**
 - CLUBS DO NOT REIMBURSE MEMBERS! Only the Business Office will reimburse allocated funds to club members directly.
 - Reimbursement from the club-to-club members leaves room for potential misuse of club funds. The club should consult the Sports & Competition Assistant Director if they feel there is a need for the club to reimburse one of its members directly.
 - Reimbursement can take a **MINIMUM of 3 weeks**. Plan ahead and budget accordingly.
 - A Competition Form must be submitted prior to club trip in order to be eligible for reimbursement. If the above form is not submitted, the club will not be reimbursed for any expenses incurred.
 - Students who work for the university will be direct deposited all reimbursements
- **Mileage**
 - Club members will be reimbursed for mileage at \$0.49 per mile when personal vehicles are involved in club travel
 - Since the reimbursement covers wear and tear, only the vehicle owners listed will receive mileage reimbursement
 - Mileage is intended to cover “wear and tear” on personal vehicles
 - Gas receipts are not necessary to reimburse for mileage
 - EXCEPTION: Boat gas reimbursements do require actual receipts
 - For reimbursement, a Travel Expense Form must be signed and initialed (see below).
- **Travel Expense Form**
 - A Travel Expense Form is to be completed by the Club Sports Business Manager
 - The club/individual(s) seeking reimbursement will then sign and initial the Travel Expense Form to show that they are in agreement with the amount to be reimbursed and the reason
 - Only items listed on the Travel Form will be eligible for reimbursement
- **Hotel Folio**
 - Always request an itemized hotel receipt (folio) upon check out and turn into the Club Sports Business Manager
 - When an individual is seeking lodging reimbursement, the hotel folio must be in their name
 - IE: Whoever will be paying for the room, their name needs to be on the hotel folio
 - “Zero” balance must be shown to indicate that payment has occurred and how it was paid for
 - When making reservations, check to see if a direct billing is possible (see below)
- **Direct Billing**
 - When possible, have the Business Office set up direct billing with a hotel or rental company
 - Direct billing allows the Business Office to pay the hotel or rental company directly
 - Allow at least one month prior to or as far in advance of the club trip to set up a direct billing
- **Air Travel**
 - The Business Office can purchase tickets using money allocated to the club
 - It is the responsibility of the club to ensure that they have enough funding available to cover the cost of the airfare
 - Contact the Sports & Competition Assistant Director if the club would like the Business Office to purchase airline tickets for the club
- **Bank Statement**
 - A bank statement is needed to show all proof of purchases (i.e., lodging, equipment, entry fees)
 - Only the club member’s name will need to appear on the statement
 - White or black out the account number
 - If the club member’s name does not appear on the statement, bring it in to the Club Sports Business Specialist and write the member’s name at the top. He/she will initial to acknowledge that the bank statement is the individual seeking reimbursement.

- **Contracts**

- Clubs and their club members should NEVER sign into any agreement. **Student Organizations do not have the authority to enter the University into a binding agreement.**
- Contracts are only necessary when renting a facility, other rental space, or equipment
- When renting equipment, please try to use A-1 Rentals, Lindsey Rentals, or US Rents It as the University has contracts set up with these companies
- Inform the facility/company ahead of time that a contract is necessary
- Contract must be in place before the event(s) has occurred
- The Business Office will complete the contract as well as obtain any necessary signatures
- If the usage time or total cost is unknown, the contract will be filled out “not to exceed ‘X’ amount”
- When renting equipment, a requisition must be completed by the Business Office and then Accounting will issue a Purchase Order
- When renting a facility or rental space, an agreement must be set up by the Business Office. The vendor will have to sign two copies of the agreement and both must be returned to the Business Office.
- The Sports & Competition Assistant Director will notify the Business Office when an agreement or requisition needs to be completed
- If you have any questions, please see the Sports & Competition Assistant Director or the Business Office

Bank Accounts

Club Sports are allowed to have one bank account at the US Bank located in the Student Center. In order to open an account, the organization must obtain a Tax Identification Number from the IRS. See Club Sports Business Manager for more information.

- **Bank Account Regulations**

- Organizations may not have more than one bank account
- Organizations may not have accounts at other financial institutions other than the US Bank at the Student Center
- The Club President and Club Treasurer must be signers on the account
 - These are the only members that are allowed to access US Bank club funds
 - Other members may not use the debit card, write checks, etc.
- During officer transition, current/prospective presidents and treasurers should meet with US Bank representatives to arrange account signee transfers
- An approval letter signed by the Sports & Competition Assistant Director is needed for all changes to the signers on the account

TIER LEVELS

When a club sport joins the MCSF, they are assigned a Tier Level for the time period of July 1st – June 30th of each academic year. Tier levels break clubs down primarily by membership size and activity level. Each Spring academic semester, clubs may apply for one of any of the tier levels that they qualify for (See Tier Application Process below).

Tier Level Requirements

The Tier Level Requirements are those minimum requirements that must be met in order to qualify for a specific tier level:

- **Tier Level 1**
 - **National Organization**

- Club must have a national organization available and be a current member of a national governing body associated with their sport
- IE: USA Rugby, US Lacrosse, NIRSA
- **National Championship**
 - Club must have a national championship or tournament available for the club sport to attend
 - IE: NIRSA National Collegiate Soccer Sport Club Championship
- **Local Organization**
 - Club must have a local organization available and be a current member of a local governing body associated with their sport
 - IE: Great Rivers Lacrosse Conference
- **Membership**
 - Minimum average of 10 active members on the official club roster in the Club Sports Office
- **Competition**
 - Club must have participated in at least 18 total days of actual competition between August 1st – May 31st of the current academic year
 - Travel days do not count towards total
 - Only the actual day of competition will be counted. Travel to and from events will not count towards days of competition
- **General**
 - Club must be in compliance with all MCSF policies and procedures including submitting required forms, information and attending all MCSF meetings and functions
- **Allocation Eligibility**
 - Maximum tier cap is \$4,000 for the fiscal year running July 1st – June 30th
 - Because of limited MCSF funding, tier caps are subject to change based on the number of clubs that are approved within each tier

	National Organization	Collegiate National Championship	Membership	Local Organization	Level of Competition	General	Allocation Eligibility
Tier 1	Yes	Yes	10 Active Members	Yes	18 Total Days	Must follow MCSF policies and procedures	up to \$4,000

- **Tier Level 2**
 - **National Organization**
 - Club must have a national organization available and be a current member of a national governing body associated with their sport
 - IE: USA Rugby, US Lacrosse, NIRSA
 - **Membership**
 - Minimum average of 10 active members on the official club roster in the Club Sports Office
 - **Competition**
 - Club must have participated in at least 12 total days between August 1st – May 31st of the current academic year. Travel days do not count towards total.
 - **General**
 - Club must be in compliance with all MCSF policies and procedures including submitting required forms, information and attending all MCSF meetings and functions
 - **Allocation Eligibility**
 - Maximum tier cap is \$2,000 for the fiscal year running July 1st – June 30th
 - Because of limited MCSF funding, tier caps are subject to change based on the number of clubs that are approved within each tier

	National Organization	Collegiate National Championship	Membership	Local Organization	Level of Competition	General	Allocation Eligibility
Tier 2	Yes	No	10 Active Members	No	12 Total Days	Must follow MCSF policies and procedures	up to \$2,000

- **Tier Level 3**

- **Membership**
 - Minimum average of 10 active members on the official club roster in the Club Sports Office
- **Competition**
 - Club must have participated in at least 8 total days of actual competition between August 1st – May 31st of the current academic year. Travel days do not count towards total.
- **General**
 - Club must be in compliance with all MCSF policies and procedures including submitting required forms, information and attending all MCSF meetings and functions
- **Allocation Eligibility**
 - Maximum tier cap is \$1,000 for the fiscal year running July 1st – June 30th.
 - Because of limited MCSF funding, tier caps are subject to change based on the number of clubs that are approved within each tier

	National Organization	Collegiate National Championship	Membership	Local Organization	Level of Competition	General	Allocation Eligibility
Tier 3	No	No	10 Active Members	No	8 Total Days	Must follow MCSF policies and procedures	up to \$1,000

- **Tier Level 4**

- **Membership**
 - Minimum average of 10 active members on the official club roster in the Club Sports Office
- **Competition/Participation**
 - Club must have participated in at least 5 competition days between August 1st – May 31st of the current academic year. Travel days do not count towards total.
- **General**
 - Club must be in compliance with all MCSF policies and procedures including submitting required forms, information and attending all MCSF meetings and functions
- **Allocation Eligibility**
 - Maximum tier cap is \$500 for the fiscal year running July 1st – June 30th.
 - Because of limited MCSF funding, tier caps are subject to change based on the number of clubs that are approved within each tier

	National Organization	Collegiate National Championship	Membership	Local Organization	Level of Competition	General	Allocation Eligibility
Tier 4	No	No	10 Active Members	No	5 Total Days	Must follow MCSF policies and procedures.	up to \$500

- **Tier Level 5**

Tier Level 5 represents those clubs new to the MCSF and still under probation (See Club Probationary Period below) as well as those that do not meet the minimum requirements for Tiers 1 – 4.

- **General**
 - Club must be in compliance with all MCSF policies and procedures including submitting required forms, information and attending all MCSF meetings and functions
- **Allocation Eligibility**
 - Not eligible for funding
- **Clubs should at least meet Tier 4 requirements to be considered active**
 - Clubs that do not meet Tier 4 status are to meet with Club Sports staff to develop an action plan for the following year to increase the clubs tier status
 - If any club remains a Tier 5 for two consecutive years, their status as a club sport will be reviewed, and possibly revoked

On-Campus vs. Off-Campus Expectations

Although the distinction between on and off-campus clubs will not impact the amount of funding they will receive, clubs will be broken up by where they practice/compete. There are different expectations for both types of clubs. On-Campus clubs are permitted to practice on MizzouRec property free of charge and thus, should have higher expectations than those clubs who are charged to practice/compete off-campus.

- On Campus
 - Roster checks at practice to ensure Hold Harmless forms are filled out
 - Storage spaces are kept clean and organized
 - Facility space is used efficiently during allotted practice time
 - Events are scheduled efficiently and clubs assist with setup and breakdown
- Off Campus
 - Semester long practice schedule is kept on file with Club Sports office
 - Semester long game schedule is kept on file with Club Sports office
 - Clubs maintain constant communication about operations off-campus

New Club Probationary Period

Every new club sport to the Mizzou Club Sports Federation is required to participate in a probationary period lasting no less than one semester beginning from the time they are recognized as a club sport student organization. During this probationary period these club sports are not eligible to receive University funding, however they can apply for a higher tier level (See Tier Application Process below).

This probationary period is mandatory to show that the club is functioning in an organized manner, following the club constitution and bylaws and that it has maintained or improved membership numbers. In short, each club must show that it can function smoothly without receiving financial aid from the University. Once the club has successfully completed the minimum probationary period, they will be eligible to request and receive University funding following the allocation policies and procedures of the Mizzou Club Sports Federation.

Transition from ORG to Club Sports

1. ORG shares any information received (via application process) from prospective organizations wishing to become Club Sports with Mizzou Club Sports Federation (MCSF)
 - ORG also shares information received from any high-risk organizations with RIM, Sports & Competition Assistant Director is copied
2. A risk review is conducted by RIM (this is an e-mail sent from ORG/Coordinator for Student Organizations to RIM – see attached “RE: Prospective Organization...” for an example)

3. ORG works with the organization, MCSF, and RIM to determine if the Club Sports category (which the organization has requested) is the best option for the organization
4. Findings from step 3 are shared with the organization and an application is completed or additional information is added to an already submitted application
 - If RIM and MCSF agree that the Club Sports category is not the most appropriate, ORG will encourage the organization to select “Recreational” or another applicable RSO category
 - The prospective organization has the right to submit their application as a Club Sport despite any recommendations/encouragement they have otherwise received
5. SA Committee makes a recommendation based on the above
 - The student’s application, in addition to RIM and MCSF’s recommendations, are shared with the committee. In the past, the committee has not recommended an organization for recognition as a Club Sport without explicit permission and vetting from MCSF and RIM.
 - Conditional approvals to recommend organizations have happened in the past. The organization is responsible for meeting all of these conditions before they can receive recognition.

Tier Application Process

Each Spring academic semester, all club sports must apply for a tier level by the given deadline on the Club Sports Calendar. Clubs will need to provide documented proof to show that they qualify for the tier level they are applying for. The process will be as follows:

- **Preparing/Submitting Tier Application** (See Documentation to Be Submitted below)
 - It is imperative that club officers preparing the Tier Application ask questions and have their application reviewed by a member of the MCSF Executive Committee or the Club Sports Office for missing documentation prior to submitting the application
- **Review**
 - The MCSF Executive Committee and/or Club Sports Staff will review the documentation provided
- **Placement**
 - Those clubs that qualify for the tier level they applied for will be placed in that tier level
 - Those clubs that do not qualify for the tier level they applied for, will be placed in the highest tier level that they do qualify for
 - Those clubs that do not submit an application or submit a late application will be placed in Tier Level 5
 - Clubs entering the MCSF after the submission deadline will automatically be placed in Tier Level 5 to begin their probationary period until the club becomes eligible to apply for a new Tier Level.
 - Club sports that have completed at least half of their year-long probation period will be allowed to submit a Tier Application during the next Spring semester given that their probation period ends prior to July 1st.
 - IE: Club Sport A’s probation period is February 1, 2016 – Fe. Club Sport A can submit a Tier Application during the Spring 2016 semester as their probation period ends prior to July 1st.
 - IE: Club Sport B’s probation period is November 1, 2015 – November 1, 2016. Club Sport B cannot submit a Tier Application until the Spring 2017 semester as their probation period ends after July 1st.
- **Notification**
 - Every club will be notified which tier level they have been placed in.

Tier Application Documentation

The following are the items that must be included to submit a complete Tier Application.

- **Tier Classification Summary Form**
 - Must be submitted complete and typed, with documentation

- Available on the MizzouRec Engage Portal
- **National Organization** (Applies to Tier Level 1 and Tier Level 2 Only)
 - Must be a current member
 - Acceptable forms of documentation
 - Membership Card
 - Confirmation email/letter from national governing body
 - Copy of a paid invoice of dues from national organization
- **National Championship** (Applies to Tier Level 1 Only)
 - Must show championship information (IE: Date, place, etc...)
 - Documentation provided is preferred to be for that year's championship, however previous year's championship information is acceptable ONLY if the prior is not available.
 - Acceptable forms of documentation
 - Website screenshot
 - Flyer
 - Email printout
- **Local Organization** (Applies to Tier Level 1 Only)
 - Must be a current member
 - Acceptable forms of documentation
 - Membership Card
 - Confirmation email/letter for local governing body
 - Copy of a paid invoice of dues from local organization
- **Membership**
 - Those on individual club Engage portal rosters will determine the official roster
 - Individuals need to be on Engage roster as well as have Hold-Harmless Agreement/Anti-Hazing Agreement submitted on Engage
- **Competition/Participation**
 - Clubs applying for Tier Levels 1, 2 and 3 must have completed the minimum number of days required by their tier level between August 1st – May 31st of the current academic year
 - Clubs applying for Tier Level 4 must have competed in at least 5 competitions between August 1st – May 31st of the current academic year
 - Travel days do not count towards total
 - Acceptable forms of documentation - Competition
 - League schedules from league website with dates and scores
 - Game schedules from opponent websites with dates and scores
 - Confirmation email/letter from Club Sports Office showing total days from submitted Travel Forms
 - Confirmations of reservations for home competitions
- **Extra Competition Day Request**
 - This form is used for clubs that have multiple events in one day or if an event was cancelled
 - Must be requested within the same month the event/game was held
 - At least 4 club members must attend event/game unless event restricts participation numbers to be below 4
 - Additional ways to achieve extra competition days include Philanthropy and Athletic Achievement
 - Philanthropy – If a team participates with 100% of their roster in a philanthropic event, they will be rewarded an Extra Competition Day
 - Athletic Achievement – If individuals or teams record a level of high athletic achievement that sets them above other Universities on the regional/national level, they may be rewarded an Extra Competition Day (case-by-case scenario)
- **Fundraising**

- The official fundraising total for each club sport on file in the Club Sports Office based on submitted Fundraising Reports during the August 1st – May 31st of the previous year will be used to determine the club sport's tier cap
- Fundraising can include player dues, donations, profit shares, fundraiser events, etc.

LOGOS AND MARKETING MATERIALS

Use of the University Names/Marks/Logos

In order for the University to maintain and protect its brand, all University departments and recognized student organizations are required to obtain prior approval to use any of the marks or names of the University in any commercial or non-commercial venture, including giveaways, fundraising activities and internal use. Recognized student organizations are also required to purchase emblematic merchandise from officially licensed vendors (licensees) of the University. Please visit the Licensing and Trademarks website at: for a list of licensees and licensed Columbia screen printers. Art approval forms, definitions for royalty waivers along with answers to many questions are located on the site.

For more information contact: MU Office of Licensing and Trademarks, 319 Jesse Hall, (573) 882-7256 or visit their website at <http://licensing.missouri.edu/>.

Club Names

Clubs will go by official names given by Licensing and Trademark...
"Mizzou Gender Club Sport" (Gender if applicable)

Merchandise

Only game wear is permitted to NOT include club on it. This includes any apparel only worn during in game or in competition play. Game wear includes and is limited to

- Jerseys
- Helmets
- Gloves
- Shorts
- Warm up gear (that is only worn before games)

Any other type of apparel/merchandise must include "Club".

MCSF Marketing and Logo approval process:

The following should be completed **prior** to production of clothing/marketing:

- Visit licensing.missouri.edu and select Guidelines for Student Organizations.
 - Approved vendors list: these vendors have approval to print Mizzou markings and approved logos. If you have a vendor that is not on the list, they will need to apply for a one-time licensing fee.
 - Guideline references with photos of generally approved University Markings: there are links to supplemental materials to help determine do's and don'ts when designing your apparel and logos
- Complete the Marketing and Logo Approval Request Form on the MizzouRec Engage portal under Forms→Marketing and Logo Approval Request. You will be required to upload an image of the design/logo as well as note what the purpose of the design/logo will be (i.e. fundraising, marketing, club apparel, other). Await for approval on Engage, then go to step 3.

- Have your vendor visit licensing.missouri.edu and submit a Product Request Form, which can be found on the under quick links. Once the vendor receives approval from licensing and trademarks, they are good to begin production of the item(s).

Please understand if these steps are not taken, legal actions could be taken by the University.

Flyers on Campus

- Recognized Student Orgs are allowed to post flyers on campus
- Clubs wishing to post flyers should first submit the flyer to the Marketing and Logo Request form on MCSF's Engage
- Once approved the club should contact Student Unions to communicate where they would like to post these flyers for general University space
- Clubs wishing to post in a specific University building should contact that building directly
- Only flyers approved by Club Sports and the University are acceptable to post

Posting Materials on University Property

(Campus policy approved by the Chancellor's Staff on June 10, 1982).

The purpose of this policy statement is to set forth the guidelines governing the posting of announcements of interest to the University community. It is expected that good taste, judgment and courtesy will be used in the use of University grounds and facilities. Limited space is available for this purpose. With regard to this need, the following guidelines are provided:

1. All posters, signs or other articles shall be placed on appropriate bulletin boards or areas designated for this purpose. The sponsoring organization must be identified on all posters and materials.
2. All exterior bulletin boards are considered free bulletin boards for appropriate use. However, priority of space will be given to University sponsored activities. Use of interior bulletin boards should be coordinated with the appropriate department or building coordinator, or items may be removed.
3. All posters, signs or other articles should be posted in a timely manner, i.e. one week prior to the event or the beginning of ticket sales. Items posted also should be removed by the person or group posting.
4. Bulletin boards in residence halls are provided only for official notices and announcements. All materials posted should be approved by the residence hall coordinator.
5. No posters, signs or other articles shall be pasted, nailed, taped, stapled or otherwise attached to any part of the interior or exterior (including windows and doors) of University buildings or light posts, telephone poles, trees, trash receptacles or automobile windshields, except as approved by Business Services. This includes residence halls, except as approved by the Office of Residential Life, and the Missouri Student Unions, except as approved by the Office of the Missouri Student Unions.
6. Chalking of sidewalks or buildings is not permitted.
7. Groups or individuals making use of bulletin boards are responsible for posting articles in accordance with these guidelines.
8. Violation of these regulations may be considered acts of vandalism and will be subject to appropriate agency.



Club Sports

Appendix A: Participant Conduct & Discipline Guide

This document serves as a guide for Club Sports athlete and team conduct issues, offenses, and disciplinary follow-up procedures. These include, but are not limited to:

- Basic Student Org/Club Sports requirements
- Practices
- Home events
- Away events
- Travel procedures

Listed below are offenses and the level of follow-up recommended for the incident that occurred. **All offenses/incidents are subject to review and final decisions will be made by Sports & Competition Professional Staff members.**

Level 1:

Type of Incidents/Offenses:

- Failure to fill out required forms on time
 - o Example: Competition Forms, Allocation Requests, Event Reservations
- Failure to inform Club Sports staff of a need to cancel practices at least 2 hours ahead of time
- Failure to have minimum of 10 people in attendance for a practice

Follow-up required:

- Club Sports Business Manager, Club Sports Specialist, and/or Sports & Competition Assistant Director will meet with club officer(s) to discuss policies and procedures
- Failure to submit required forms on time could result in non-approval for Competition Days, inability to seek reimbursement from allocations, inability to reserve requested space
- For clubs practicing with less than 10 members, a meeting with Sports & Competition staff will be necessary to conclude whether or not such practices are developmentally beneficial to club, as well as fiscally responsible for the Club Sports program.
- Multiple Level 1 offenses could result in allocation fines, affect ability to move up Tiers, loss of practice time

Level 2

Type of Incidents/Offenses:

- Ejections and negative sportsmanship reports from Club Sports Staff and/or representatives from host institution during away events
- Unapproved travel
- Traveling without required number of approved drivers
- Inappropriate social media presence
- Failure to adhere to guidelines included in club's constitution

Follow-up required:

- Club Officers will need to meet with Sports & Competition professional staff members to discuss the incident(s), and when active, the MCSF Executive Committee
- When there is an active MCSF Executive Committee, they will convene after meeting with the officers and make recommendations to Sports & Competition professional staff
- Level 2 individual offenses may result in suspension from practice and/or competition
- Level 2 team offenses may result in removal of reservations, temporary club suspension, loss of allocations, drop in Tier status
- Multiple Levels 2 offenses could result in a report being filed with [Student Accountability & Support](#).

Level 3**Type of Incidents/Offenses:**

- Ejections and negative sportsmanship reports from Club Sports Staff and/or representatives from host institution during away events due to comments and/or gestures made that fall in the category of Title IX offenses. Racist, homophobic, sexist, and other similar remarks will be classified as Level 3 offenses and handled appropriately. Additional reports may be filed to the [Office for Civil Rights & Title IX](#) and/or [Student Accountability & Support](#).
- Fighting of any kind. This can be a punch, swing, or strike that connects or does not connect. An additional report may be filed to [Student Accountability & Support](#).
- A non-Mizzou affiliate participating with the club
- Individuals participating with clubs without having filled out a Hold Harmless Waiver
- Use of alcohol and/or illegal drugs during club events and travel
- Damage of hotel property, host institution property
- Destruction of MizzouRec property

Follow-up required:

- Club Sports athletes and/or teams will be suspended immediately pending necessary investigations and meetings.
- A meeting with the Sports & Competition Assistant Director is always necessary for Level 3 offenses. If the situation is reported to the Office for Civil Rights & Title IX or Student Accountability & Support, the Sports & Competition staff will not unsuspend or meet with the offending participant/cub until their investigation ends.
- Level 3 offenses may result in MizzouRec Services & Facilities suspensions, temporary individual/club suspension, loss of allocation, loss of Club Sports status, probation



Appendix B: Club Sports Fine/Reallocation System

- Late Tier App- **10%** penalty from the next year's allocation
- Late Budget Request- **10%** penalty from the next year's allocation
- Late Fundraising Documentation- **10%** penalty from the next year's allocation
- Late Travel Form- **\$25** from current allocation
- Missed Practice- **\$22.30/hour** from current allocation
- Missed Meeting- **\$25** from current allocation