

2022-2023
NORTHWEST MISSOURI
STATE UNIVERSITY
SPORT CLUBS
POLICIES AND PROCEDURES MANUAL



This Manual has been developed to assist in
the Administration of Club Sports by
Sponsors, Leaders and Participants

Campus Recreation
Northwest Missouri State University
Student Recreation Center

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Maryville, MO 64468
660-562-1743

Coordinator of Intramural, Sport Clubs & Recreation

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<https://www.nwmissouri.edu/recreation/SportClubs/sportclubs.htm>

INTRODUCTION

Northwest Missouri State University is committed to providing opportunities for the campus community to participate in recreational sports and activities in fulfilling the special interests of students, faculty and staff to gain knowledge, skills, and to engage in social interaction in an organized setting.

The sport club program serves individual interests and is driven by the motivation of a group of individuals who want to pursue the same recreational activities and sports. These interests can be competitive, recreational, or instructional, as clubs may represent the university in external competition, or conduct intra-club activities such as a practice, instructional clinics, and organized social events. The success of sport clubs is dependent on student involvement, availability of facility space, advisors, educational opportunities and effective student leadership. All clubs are self-administered by elected officers and financially supported by membership dues, fund-raising efforts, donations and student activity fees. It is the responsibility of the club members to coordinate activities, instructional clinics, social events, marketing efforts, practices and transportation, community service efforts, schedule competitive events, advisors, complete membership documents, administer fund-raising events, and administer budgets. The quality of experience of each club is dependent upon effective leadership and active involvement of the members.

DEFINITION

A sport club is a group of students that voluntarily organize to further their common interests in recreational activities through participation and competition in a sport. Sport clubs are strictly voluntary.

The key to success of sport club programs is student leadership, interest, involvement, and participation. The club should be a learning experience for the members through their involvement in fund-raising, public relations, organization, administration, budgeting, and scheduling, as well as the development of skills in their sport. Involvement in a group and team setting enhances the students' overall education in developing collaboration and communication skills, while engaging in team-oriented activities in social environments.

PURPOSE

The purpose of the sport club program is to:

- Offer a sporting and competitive activity for any interested student, who has the desire to participate and develop skills in specific sports.
- Provide an opportunity for competition.
- Foster the development and growth of individuals through satisfying competitive club sport experiences.
- To utilize university facilities and equipment in activities geared toward orientation and learning of sport skills for implementation into a lifestyle conducive to health and wellness.
- To serve as a guiding force to perpetuate existing clubs and to remain dynamic in promoting new sport clubs.
- To provide a basis for fellowship among students, faculty and staff in common recreational activities and sport interests.

PHILOSOPHY OF THE SPORT CLUBS PROGRAM

All clubs served by campus recreation department are oriented toward the wellbeing of students. In every case, the purpose of any individual club is to join those members of the University community that share a common activity interest. A club's focus may be recreation, instructional, competitive or a combination of the types of the activities.

For each club, however, the scope of the clubs’ activities must be consistent with its constitution or guidelines.

CALENDAR DEADLINES

This table provides the calendar deadlines for completion of various tasks that are required by Campus Recreation. The officers of each club are responsible for making sure these tasks are completed by the given deadlines.

<u>Item</u>	<u>Deadline</u>
Org Fair	8/24
Sport Club Officer Meeting	8/25
Fall Funds Request w/line-item budget	9/23
Fall Facility Request	9/23
Practice Schedule Request	9/23
Practice Schedule	9/23
Game Schedule	10/12
Roster and Liability Forms/Travel	10/12
Sport Club Officer Meeting #2 in HF/ZOOM	10/12 or 10/13
(Budgets Awarded, Info Listed Above)	
Spring Sport Club Officer Meeting	1/22
Spring Funds Requests	1/22
Spring Facility Requests	2/11
Spring Practice Schedule	2/11
Spring Game Schedule	2/11
S. Roster & Liability Forms	2/11
Annual Report	5/1
Summer/Fall Contact Info	4/10

SOCIAL MEDIA GUIDELINES

All Northwest Missouri State University sport clubs are required to have active social media accounts that represent your club. A minimum of at least 1 active social media account is required to be eligible for funding. Examples of popular social media platforms used by clubs are: Facebook, Instagram, Snapchat, Twitch, Discord, and more. It is essential that clubs write down the login info and share with the

Coordinator of Intramural, Club Sports & Recreation to avoid potentially losing access to the account info in the future.

Clubs are expected to represent the university and campus recreation in an appropriate manner. No foul language, cyber bullying, harassment, or any other inappropriate behavior is permitted. Failure to follow the university's Code of Conduct will result in a meeting with the Coordinator of Intramural, Club Sports & Recreation.

CLUB TIER PROGRAM

The tier system is in place for a variety of reasons, including assisting the sport club administration with managing a dynamic sport clubs' program, as well as establishing clear expectations for individual clubs and clearly defining what the sport club's administration shall provide to each individual club and the general club membership. It is important to note that all clubs within the program receive priority access (compared to registered campus organizations) to department managed facilities, have access to department funding, and have access to department staff including the Coordinator of Intramural, Club Sports & Recreation and competitive sports staff regardless of tier classification. The Coordinator of Intramural, Club Sports & Recreation serve as the administrator of each club within the sport clubs' program. The Sport Clubs program uses a tier classification system to allocate the funds among all active clubs. The system consists of three tiers of club membership: Tier I, Tier II, Tier III.

A club tier classification is established by level of competition, level of involvement with the campus and department, affiliations with regional/national organizations, number of active student members, annual operating expenses by the club, ability to complete administrative requirements of the Campus Recreation Department. It is important to note that this system is not in place to serve as a status system or to designate which clubs are more or less important; regardless of tier all clubs shall be treated equitably. This system is in place to assist each club with self-selecting, based on the desire of the club's membership, the tier that they choose to be at and to clearly identify the expectations of the individual club. This system shall be formally reviewed each May

by the Coordinator of Intramural, Club Sports & Recreation. Evaluation and classification of each club will determine their tier placement for the following academic year. Club Presidents will be notified by August of their club's tier placement and budget allocation for the upcoming year. A club must reapply for Tier Classification each year. Please Note: Maximum budget allocations are subject to change from year to year based on funds allocation to the Campus Recreation Unit.

TIER I = UP TO \$4,000 PER YEAR (\$2,000 PER SEMESTER):

This tier is designated for clubs that are highly competitive or compete at the national level by means of being part of a regional conference and national governing body. These clubs require a high level of commitment from its members for competition preparation and travel.

Criteria:

- Must be a member of National or Regional Sports Association (example include USA Rugby, USA Cycling, USA Water Polo, College Squash Association, State Club Field Hockey League).
- Must be competing in an intercollegiate regional league or conference that schedules competitions for the club.
- Must have enough active members to field two full teams for their sport (for example: Club Soccer must have at least 22 active members, Basketball should have 10, and Rugby should have 30)
- Must hold organized club practices at least 2 times/week during competitive season.
- If a club practices less than 2 times/week they must provide an explanation as to why.
- Must have an advisor of some capacity working with club. Student coaches will qualify as student coaches.
- Must have at least 6 intercollegiate scheduled competitions (number of actual games). If less than 6 competitions must be able to justify why.
- Clubs must have an on-campus account.

- Club must be in good standing with Campus Recreation, the Office of Student Involvement and Northwest Missouri State University.

Annual Requirements:

- Must have an updated and accurate roster for the club at the beginning and end of each semester outlining the active members.
- Club Leaders must meet with Coordinator of Intramural, Club Sports & Recreation at the beginning and end of their competitive season.
- Team members are expected to pay dues annually in the amount determined by the club leaders
- Must designate a Safety Officer to complete online Concussion Training annually.
- Follow Northwest Sport Clubs rules/guidelines and submit all appropriate paperwork on time (as determined by Coordinator of Intramural, Club Sports & Recreation).
- Must have representation at each Sport Club Officer Meeting each semester (3 per semester).
- Must have a team website or method of sharing news/updates (i.e., FB page, website, etc.).

TIER II = UP TO \$2,000 (\$1000 PER SEMESTER):

This tier is designated for clubs that are moderately competitive and may or may not be competing at as part of a regional conference or league (i.e., may or may not be enrolled in a conference or league). This tier is also for moderately competitive clubs who, in generally, compete near the Northwest Missouri State University campus and/or the newer clubs that are in the growth and development stage.

Criteria:

- Clubs may or may not be affiliated with a conference or league in the region.
- Must be competitive in nature and competing against external institutions or traveling to competitions in the vicinity.

- Must have enough members to field one team for competitions (for example: Basketball must have at least 5 members, Squash must have at least 10 members to fill a ladder for competitions).
- Must have 3 intercollegiate scheduled competitions or events annually.
- Must practice one time/week or hold at least ten practices during the competitive season.
- Team's annual operating expenses meet or exceed \$1,000.00.
- Club must be in good standing with Campus Recreation, Office of Student Involvement, and Northwest Missouri State University

Annual Requirements:

- Must have an updated and accurate roster for the club
- Club Leaders must meet with Coordinator of Intramural, Club Sports & Recreation at the beginning of their competitive season.
- Club members are encouraged, but not required, to pay dues annually in the amount determined by the club leaders.
- Must designate a Safety Officer to complete Concussion Training annually.
- Follow Northwest Sport Clubs rules/guidelines and submit all appropriate paperwork on time.
- Must have representation at Sport Club Officer Meeting each semester.

TIER III = UP TO \$1,000.00 (\$500 PER SEMESTER):

This tier is designated for clubs that are recreational in nature and rely on unit-managed space. These clubs are generally less competitive or non-competitive in nature. These groups are focused on a particular sport or skill development.

Criteria:

- Must have a minimum of 5 active members.
- Must have at least one event during the academic year.

- Event may be an internal competitions, tournament, and conference or be an on-campus event/program to showcase your recreational sport and enrich the campus or Maryville community.
- Must have representation at Sport Club Officer Meetings.
- Follow Northwest Sport Clubs rules/guidelines and submit all appropriate paperwork on time.
- Clubs can apply for additional funding for competition-related expenses as part of a demonstrated effort to become more competitive and move into Tier II.
- Club must be in good standing with Campus Recreation, Office of Student Involvement, and Northwest Missouri State University.

Requirements:

- Must designate a Safety Officer to complete Concussion Training annually.
- Must have representation at Sport Club Officer Meeting each semester.
- Must successfully complete and submit required paperwork to Campus Recreation staff on time.

APPROVAL PROCESS

STARTING A NEW CLUB

Students must go through Office of Student Involvement (OSI) and get approved by Student Senate in order to start a new sport club or re-establish an existing club. Students may petition the university to add a new club at any time. It is the responsibility of those students interested in initiating a new club sport to meet with the Coordinator of Intramural, Club Sports & Recreation.

Requirements for Recognition by the Northwest Campus Recreation Department

- All Sport Clubs are to be chartered and approved as recognized campus organizations by the Associated Student

Government (These procedures are listed below and are also available in the OSI office and on the web).

- Undergraduate students, Graduate students are eligible for membership in sport clubs.
- FYI: Intercollegiate Competition for some clubs may be limited to full-time students depending on the club's conference or league
- Formation of a written constitution and bylaws in accordance with guidelines.
- Sufficient membership interested in the sport-at least 10 members must join to receive group sponsorship by the Campus Club Sports Department. If a competitive team field more than 10 people to participate at one time, then the sport club must have at least that many members (except for some clubs).
- Each member must be listed on the sport club membership roster
- Each member must have read and signed the liability waiver and informed consent document.
- The sport club membership roster and liability waiver and informed consent documents must always remain current. This duty is the responsibility of the sport club president or his or her sport club officer designee.
- Once the above has occurred the information will be submitted for approval and insurance then if this is approved the club will go before the student senate for a hearing and then invited to be approved by the full senate.

HOW TO CONSTRUCT-A-SPORT CLUB

Haven't found a sport club that serves your interest? Make your own!! Follow the checklist below to make your own sport club

Checklist:

1. Start with an idea/name for your Sport Club!

- Have you checked to make sure there is no other organization like this already formed? Contact: OSI@nwmissouri.edu

- Make the name something memorable that clearly describes the nature of the organization.

2. Register as NEWBIE Organization!

- Contact OSI@nwmissouri.edu for the form.
- Print form and turn it in at Campus Activities on the 2nd floor of the J.W. Jones Student Union in the Student Engagement Center.

* If you already have an Advisor, Exec Board and at least 10 members, you can go directly to Step #7 and register for Senate Recognition!

3. Stir up interest and get other involved!

NEWBIE status allows you to:

- Reserve rooms
- Post approved fliers
- Reserve info tables

2 x each while you organize!

NOTE: You may NOT fundraise or collect dues while in NEWBIE status.

4. Get an Advisor!

An Advisor MUST:

- Be WILLING
- Be full-time Northwest faculty or staff member
- Complete Federally mandated Risk Management Training
- Act as a budget custodian for on-campus banking

5. Elect/Appoint a President or Student Leader

Must be a full-time student (minimum of 12 Credit hours). This student should be the individual to complete the organization registration form in Presence (Bearcat Link).

6. Checklist

Before completing the organization's registration form be sure you're able to complete the checklist below.

- Organization Name
- Advisor - must be full-time Northwest faculty or staff member
- President or Student Leader
- Full Roster including S-numbers

- Organization's Constitution/By-Laws
- Sample organization and bylaws and a guide can be found on the Student Senate website
Here: <http://www.nwmissouri.edu/studentaffairs/ssenate/resources.htm>

7. Register your Organization in Presence (Bearcat Link)

- Log into Presence (Bearcat Link) using your email credentials
- Located towards the bottom the left margin you'll see the "register a new organization" button which is what will direct you to the registration form.
- Please fill in each area of the form to the best of your knowledge as the information requested is vital to your organization's presence on this campus.

8. Meet with Senate Org Affairs Committee

After completing the registration form, you will be sent an invitation to talk about your organization with the committee of Org Affairs.

9. Attend full Senate meeting for Formal Recognition

If the Org Affairs committee votes to approve your organization, you will be invited to a second meeting where you will present before the entire student senate.

YOU ARE NOT RECOGNIZED WITHOUT COMPLETING THIS STEP!

10. Set up an on-campus account through Cashiering

This will help you organization live beyond your years at Northwest!

Have your Advisor full out a FOAP

request: <http://www.nwmissouri.edu/services/controller/pdf/RequestFOAP.pdf>

11. Schedule Organizational Meetings, reserve Info Tables, hold events!

To reserve meeting or event space, or to request info tables, go to Astra

12. Go to Campus Activities for:

- Your organization mailbox
- Reserving bulletin board
- Sidewalk Chalk

- Flier Approval
- Event planning help
- Questions of any kind

13. Get Involved!

- Hold Events!
- Participate in Homecoming!
- Sidewalk chalk your events!
- Participate in Org Fairs!
- Post Fliers!
- Be Successful!

CLUB ADVISOR

Every club sport must have an advisor. The advisor is appointed by the club members. It is required that every advisor have a high level of interest in the activity and be at every meeting (this doesn't include practices or games) that the club has.

Individual clubs are responsible for recruiting and securing an advisor. Advisors must be employed as Northwest Missouri State University faculty or staff. Exceptions to this criterion may be granted on a case-by-case scenario by the campus recreation staff.

1. The advisor must be aware of all University, Club Sports, and other sport related policies and procedures.
2. Advisors typically volunteer in a personal capacity and not as employees who serve as club representatives or agents of the university. University employees who serve as club sports advisors are covered under the university's liability insurance.
3. Advisors serve to guide student organization members through the process of effectively operating an organization.
4. Advisors provide continuity to the program from year to year by assisting the new officers during the transition process. They can also provide helpful information about the organization's history and tradition.
5. Advisors can be beneficial to a club by giving advice based on experience and insight into university operations.

6. Advisors should encourage the development of leadership initiative and the ability to accept responsibility among all members and officers of the club.
7. Advisors help ensure that the activities and undertakings of the club are sound and reflect the favorably on the university.
8. Advisors can assist in the development and implementation of club sports goals and objectives by attending organizational meetings and consulting with the officers, coaches and campus recreation staff.
9. Advisors should be available to the club sports officers during the development of projects and programs to provide expertise and direction to help ensure that activities are well planned and reflect favorably on the university.
10. Advisors should be prepared to act as a confidant in both individual and organizational related matters.
11. Advisors should attempt to attend club meetings, practices, and competitions when convenient.

GETTING AN ADVISOR

Advisor - definition

ad·vis·or

n.

1. **One that advises, such as a person or firm that offers official or professional advice to clients.**
2. **An educator who advises students in academic and personal matters.**

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Who can be an Advisor?

In order to be recognized by Northwest's Student Senate, **an organization must have an Advisor of who is “a fulltime Faculty or Staff Member of Northwest Missouri State University” as this provides insurance coverage under Missouri’s legal expense fund.** This is the person that the University will communicate with regarding this organization, along with the student President (or

equivalent). Most of this communication will be conducted through Northwest emails.

What does being an Advisor entail?

Advising student organizations is what you make of it. Individuals asked to advise a student organization should be mindful of the following when agreeing to advise:

1. There is currently no University requirement for Advisors to be present for all organizational meetings or events, but...

- Please be mindful that your name will be listed as the official Advisor for the organization. **If there are decisions being made that affect the way your organization impacts the University and the larger Maryville community, you will need to be aware.**

- Ideally, we would like for only individuals who really want to be involved with student organizations to agree to advise them. **Absentee Advising does not help to build strong leaders and organizations.**

2. You may be required to be a signatory on the organization's account.

- If the organization does any money collection, it is highly suggested that they create an account ON CAMPUS with the University, rather than at an off-campus bank. The reason for this is longevity for the student organization. If a student leader's name is on the account and the student leader graduates or leaves Northwest, on campus accounts can be easily accessed and transferred within the organization to another leader. With off-campus accounts, when the student leader on the account leaves, there can be difficulty transferring the account to the new leadership.

- Banking on campus requires that there are two signatures on the account: 1 student leader (President or Treasurer) and one Advisor. **This does give you some responsibility for the funds of the organization.**

3. Students are still "in progress" and need some guidance.

- You should understand that if the students within the organization make poor choices which result in adjudication of the organization, you will be asked to be involved and **you may have some responsibility for the organization's actions.** Continual involvement with the organization is a way to mitigate this.

- **As the Advisor, you are the communicator of University Policies and Guidelines to the student organization.** While ignorance of these policies is no defense when they are violated, one of the main reasons for requiring Advisors is to maintain institutional integrity among student organizations.
5. You can greatly enrich the college experience of the students in your organization through your mentorship and guidance.
- Students who are connected to campus through student involvement are more likely to persist through graduation. Involved students are RETAINED students.
 - According to Astin's Theory of Involvement, the most important types of involvement for students are "academic involvement, **involvement with faculty**, and involvement with student peer groups" (Astin, 1996, p. 126).

What are my Resources as a student organization Advisor?

OSI is your primary resource for everything and anything that student organizations might need.

- Come by! OSI is in the Student Engagement Center on the 2nd floor of the J.W. Jones Student Union.
- Email Campus Recreation or Campus Activities!

Coord. of IM, Sport Clubs & Rec- jwatkins@nwmissouri.edu

Office of Student Involvement- osi@nwmissouri.edu

Student Orgs- orgs@nwmissouri.edu

Student Senate Org Affairs- senorg@nwmissouri.edu

Additional resources are listed elsewhere on this Campus Activities website you are currently on. If you find other helpful resources, please share them with us so we can add to our resource list.

MEMBERSHIP AND ELIGIBILITY

Membership in any club sport must be free from discrimination based on age, ancestry, color, disability, national origin, race, religious creed, sex, sexual orientation, or veteran status. Each club must complete and submit a team roster at the beginning of each academic year. Rosters will be official on Presence (Bearcat Link).

The roster should include the following completed information about each member of your club. This form can be found in the appendices section of this manual. The following information will be needed when filling out the form. Name, 919#, year in school, gender, major, phone number, email, and local address. Each member will also need to fill out a liability waiver and release form, participation agreement. If someone joins the club sport after that time, then these forms should be filled out prior to any practice or participation should be allowed. The medical insurance verification and health history forms should be kept readily available at any practice or competition in case of emergency should arise. For clubs that have not begun practice by Friday September 23rd please submit these forms for your club officers including a note of your first scheduled date of practice. These forms and your club roster will be due on the first business day after the first practice.

- Membership may consist of current student ONLY. For further stipulation see the Sport bylaws below.
- Current varsity athletes are not allowed to participate in the current sport they are competing in.
- High School students in grades nine and above are not eligible for participation in club events.
- Members may not use Sport Clubs to promote individual financial gain or private practice.
- Presidents of each Sport Clubs are responsible for checking the eligibility of their players.

BUDGETING AND FUNDRAISING

Establishing ON-CAMPUS Banking for your Student Organization

One of the first things you should do once your club or organization has been recognized by Student Senate is to establish ON-CAMPUS BANKING. Why? So, your organization will live past you! To establish an organizational account, have your Org Advisor fill out this form:

<http://www.nwmissouri.edu/services/controller/pdf/RequestFOAP.pdf>

Please submit the form to:

Denise Workman

Budget Analyst

dwork@nwmissouri.edu

660-562-1101

The individual that needs to sign the FOAP request form is the organization's advisor. The advisor would be the Custodian, Department Head and need to sign on the Authorized Account Signature line. If you need assistance filling out the form, contact Denise Workman.

Organization officials need to work with advisors to manage their account.

Budgeting and Tracking Expenditures

Student organizations should become familiar basic budgeting and financial management. There are three primary purposes for developing a budget:

- to put the group's plans into monetary terms
- to provide a means of allocating limited resources among the organization's activities
- to aid in tracking the organization's actual revenues and expenditures against its goals

If you need additional help setting up or tracking your student org budget, see your Advisor, or stop by Campus Activities and ask for assistance.

Need an infusion of funds for an event or endeavor?

Student Senate has funds that you can apply for! Fill out the Allocation Request at

(<http://www.nwmissouri.edu/studentaffairs/ssenate/forms/appropriation.htm>.)

Planning a campus-wide event open to all students? On a weekend?

Check with OSI to see what events they have for you to collaborate with as well as helping you plan your own event and what is all needed to ensure it is ran successfully.

HOW TO RESERVE ROOMS AND MEETING STRUCTURE

Rooms can be reserved on campus, at no charge to student organizations and departments. If you are not with a recognized student organization or Northwest department, please contact:

Mark Hendrix, University Events Scheduling Coordinator
660.562.1420

mhendrix@nwmissouri.edu

Astra is the room scheduling system utilized at Northwest Missouri State University. Below are links and instructions based on the facility you would like to reserve, which should answer most questions. If you experience issues or have additional questions, please contact:

Mark Hendrix, University Events Scheduling Coordinator
660.562.1420

mhendrix@nwmissouri.edu

Schedule an Event through Astra

<http://www.nwmissouri.edu/studentaffairs/auxiliary/schedule.htm#orm>

Astra Schedule Guide

<http://www.nwmissouri.edu/studentaffairs/auxiliary/pdf/ScheduleGuide.pdf>

Effective Meetings

Why do we have meetings?

- To give members a chance to discuss goals and objectives and keep updated on current events.
- A chance to communicate and keep the group cohesive.
- They allow a group to pull resources together for decision making.

What to do before a meeting:

- Define a purpose for the meeting.
- Create an agenda.
- Hand out the agenda and pass out any background material.
- Set a time and place for the meeting.

What to do during a meeting:

- Greet members.
- Be sure to start and end on time.
- Stick to the agenda and your purpose.
- Encourage everyone's participation and ideas.
- Keep the conversation topic constructive.
- Delegate responsibilities and establish due dates.
- Have someone record and keep meeting minutes.
- Summarize any decisions made.
- Set a time and date for the next meeting.

What to do after a meeting:

- Pass out minutes within 24 hours
- Discuss problems during the meeting with officers to ensure future improvements.
- Make sure people are carrying out their delegated responsibilities.
- Give recognition to those doing a good job.
- Prepare for the next meeting.

Adapted from:

http://leadership.uoregon.edu/resources/exercises_tips/skills/running_effective_meetings

Other tips on holding effective meetings:

http://humanresources.about.com/od/meetingmanagement/a/meetings_work.htm

http://www.askmen.com/money/career_100/114_career.html

EVENT PLANNING

OSI and Campus Recreation can help you with event planning! Use the tools below or come to the OSI on the 2nd floor of the J.W. Jones Student Union for ideas, tips & tricks and who to ask for what!

Event Planning

- When you choose a place for your event, try to consider everything that could go wrong.
- Have a secondary plan in case of bad weather.
- Reserve your venue/timeslot in advance.

- Assure that your location has all necessary lights and power sources.
- Ask if the location requires any sort of insurance policy or liability forms. When dealing with insurance issues, have all players involved sign a consent form on presence.
- If the event is on campus, make sure you go through the proper authorities in reserving the facility, especially if hosting a speaker.
- It might be helpful to make an accurate map of how to get to the event or service project, so that participating chapters will be able to make it on time.

Checklist

The OSI has prepared a blueprint for planning most any event! Use it, customize it for yourself and keep as a tool for your organization.

University Marketing and Communication has put together an event planning guide. The purpose of this guide is to assist students, faculty and staff with event planning at Northwest. Events are most successful when they are well organized and planned in advance. The events that you plan define the quality of your organization or department. They also have a direct reflection on the University and its public image.

The use of this guide will make your planning easier, less stressful and more successful. If you have questions regarding the "nuts and bolts" of planning an event, you may contact the **Office of University Marketing and Communication at ext. 1143.**

This guide can be found

here: <http://www.nwmissouri.edu/marketing/events/index.htm>

If you have needs for special rental equipment, please visit the Facility Services website at

<http://www.nwmissouri.edu/services/facility/special.htm>

Showing Movies on Campus

Can we show a movie on campus?

Movies are a great way to reach out to other students and community members, but most are copyrighted and cannot be legally shown in a public setting without the proper permission from the copyright. **It does not matter whether or not you charge attendance, collect donations**

or that the showing is free. The following are some brief guidelines that you should follow when considering whether or not you can show a movie as part of your planned activities.

Do I need To Obtain Public Performance Rights?

Yes...

- If the screening is **open** to the public, for example, if you are advertising it to the entire campus community as an event for others to attend.
- If the screening is in a location where access is not restricted.
- If the persons in attendance **are outside the normal circle** of family and acquaintances, such as showing a film to a club or organization or showing a film for class but inviting others to attend.

No...

- If privately viewing the film in your room with your friends.
- If an instructor is showing the film as an “integral part of a class session” and is supervised by an instructor in a classroom and attended only by students enrolled in a registered course.

More information on Copyright and Public Performing Rights is available from Swank Motion Pictures, Inc. at

<http://colleges.swankmp.com/Media/College/PDF/SwankCopyright.pdf>

Do I need a license for a movie released in the public domain?

No

Where can I get Public Performance Rights for a film?

There are a variety of ways to get public performance rights for a film.

Many titles are available from the following sources:

- SWANK Motion Pictures, Inc. www.swank.com
- Criterion Pictures, USA www.criterionpicusa.com
- Kino International www.kinolorber.com

Please contact the OSI with any questions about how to acquire Public Performance Rights or if you are unsure if you need Public Performance Rights for the film you are interested in showing.

PROMOTIONS/MEDIA

Add your events to the University Calendar

Submit your calendar requests to us and we'll add them to the calendar for you! Please be sure to include as much detail as possible, so we can help to promote your event.

Submit your events to:

<https://www.nwmissouri.edu/getinvolved/calendarform.htm>

Posters & Digital Signage

Promote your Student Organization or Event all over campus!

Get your postings approved by Campus Activities. Once you have our Stamp of Approval, there are Bulletin Boards all over campus to promote your event. (Please allow 42 hours, excluding weekends for approval.)

If you submit your postings electronically, we can get the Student Union Manager to post them digitally in the Union.

Make sure your posting includes:

1. Who (name of organization)
2. What (what is the event?)
3. When (when is the event?)
4. Where (where is the event?)
5. How to contact for more information (appropriate contact information)

Submit electronic fliers for approval to:

osi@nwmissouri.edu

Sidewalk Chalking

Want to write the story of your event's success ALL OVER CAMPUS?

Sign up to sidewalk chalk!

Up to 2 groups can chalk at the same time, but not in the same location.

FREE CHALK via the Office of Student Involvement.

Chalking forms are available on Presence (Bearcat Link) Sidewalk Chalking Form.

Campus Activities Bulletin Board

Need a bigger posting place? Reserve half off the large bulletin board on the 2nd floor of the Union for a week at a time. Postable side is the right-

hand side (46.5'' height x 52'' width). Go to the front desk of the OSI to sign up!

Hang a Banner!!

Get your banner approved through the Presence (Bearcat Link) Bulletin Board Applications. Banners must include the following:

1. Who (name of organization)
2. What (what is the event?)
3. When (when is the event?)
4. Where (where is the event?)
5. How to contact for more information (appropriate contact information)

Contact Nikki Bucy at 660.562.1430 or **nikkib@nwmissouri.edu** for more information.

Promotional Items

4Imprint is the current vendor contracted to provide Promotional Materials to Northwest Missouri State University. If your organization has a University account, **THIS IS THE VENDOR THAT MUST BE USED UNLESS** they do not carry (and won't) what you are looking for. For help ordering items from them with a University account, contact the **Office of Student Involvement** coordinator at 660.562.1226 or stop by the OSI (Office of Student Involvement is located on the 2nd floor at the J.W. Jones Student Union in the Student Engagement).

To see what they have available, check out their website:

http://www.4imprint.com/?mkid=14i_01_002&s_kwcid=TC|6256|4imprint||S|e|30496858922&qclid=CNvy78i607oCFYZaMgodXyoAPW

T-shirts

Student Body is the current vendor contracted to provide T-shirts, Sweatshirts and Polos to Northwest Missouri State University. If your organization has a University account, **THIS IS THE VENDOR THAT MUST BE USED UNLESS** they do not carry (and won't) what you are looking for. For help ordering items from them with a University account, contact the **Office of Student Involvement** coordinator at 660.562.1226 or stop by OSI (Office of Student Involvement is located

on the 2nd floor at the J.W. Jones Student Union in the Student Engagement).

Contact Student Body at 660.582.8889 or stop by at 221 W. 4th Street, Maryville, MO

Public Relations

Make sure and utilize the University Marketing and Communication resources available including the Social Media Guide which can be found

here: <http://www.nwmissouri.edu/marketing/socialmedia/index.htm>

Media

Need more attention?

Press Releases and News Stories

Contact Mark Hornickel with University Marketing and Communication at 660-562-1704 or email

mhorn@nwmissouri.edu.

The link to submit a news item to University Marketing and Communication is:

<http://www.nwmissouri.edu/media/submit.htm>

Other campus media resources:

- Northwest Media
- Alumni Magazine
- Bearcat Connection
- Foundation Focus
- Northwest Bearcats
- The Northwest Missourian
- KXCV-KRNW Radio
- KNWT-TV Channel 8 Maryville
- Framework Interactive
- X106 KZLX-FM

Media Off-Campus Media Outlets

Maryville Daily Forum

<http://www.maryvilledailyforum.com/submit-your-news/>

St. Joseph News-Press

<http://www.newspressnow.com/>

Philanthropy vs. Service/Volunteering

Philanthropy and Service (or Volunteering) are very different activities.

- If you are doing an activity in order to fundraise for a charitable organization, this is a Philanthropy activity.
- If you are simply volunteering your time to a service project, this is considered Volunteering or Community Service.
- These activities are tracked in separate ways.

Philanthropy:

The effort or inclination to increase the well-being of humankind, as by charitable aid or donations

Service Volunteer:

A person who performs a service willingly and without pay

Service Volunteer Opportunities:

GET Engaged Make a Difference

Go to Northwest Homepage

Drop down bar look under campus life tab

Click on “Student involvement”

Click on “Agencies”

<https://www.nwmissouri.edu/getinvolved/service/agencies.htm>

Reach out to the organization you want to partner with

Then log your groups service hours

NW Track Your Service:

Go to BearcatLink (Presence)

nwmissouri.presence.io

Click “Forms” at the top right

Click “Apply For Opportunity”

**NOTE: To request a copy of your community service hours (24 hours advance notice required)*

Contact:

Amy Nally

Director of Volunteer, Service Learning & Civic Engagement

anally@nwmissouri.edu

RISK MANAGEMENT

All sport clubs will follow the university safety guidelines while participating in club related activities on campus.

It is important to operate Sport Clubs in a manner that the utmost care is exercised in providing for the safety of the participants. Each sport club is responsible for seeking and maintaining a sponsor/advisor who actively participates in the supervision of the sport club during its activities. Each sport club is responsible for determining a set of written rules and regulations that must be always adhered to ensure the safety of its members. It is very important that extraordinary emphasis be placed on practicing responsible leadership and maximizing participant safety.

- The Officers of each Sport Club should determine the individual safety needs for its respective sport. These rules should be in writing, updated on an annual basis, and be based on published governing body rules where applicable.
- Purchase the safest and best equipment available. It will last longer and will provide for a safer club atmosphere. Equipment should be examined thoroughly prior to being stored or issued to club members. In addition, Sport Club Officers should make sure all personal and club equipment is checked again before its actual use. Equipment should also be checked frequently throughout the competitive and practice seasons.
- All club members and participants must sign liability waivers stating their awareness of the risk and inherent dangers of the activity that could lead to possible injury or loss of life. These forms can be found on Presence (Bearcat Link).
- Each Sport Club should have a written policy for medical emergency procedures that includes emergency telephone numbers and the step-by-step procedures to be followed. This information should be shared with all members of the Sport Club.
- Accident and Emergency Reports must be turned into the Coordinator of Intramural, Club Sports & Recreation at the earliest possible time after an incident, no later than 24 hours.

Accident and Emergency Reports should be available every time the club meets for any of its activities.

- Emergency contact information for members and insurance information should be available at every club activity. This information should be transported to all contests and practices home and away.
- If an individual should become injured and require professional care, the Student Health Center on the Northwest Missouri State University campus is available for services for Northwest students. Others, who may become injured or ill will have to be cared for by professional medical personnel at emergency care facilities available to the general public. Anyone needing emergency care should seek ambulance services by calling 911 and/or emergency medical care located at Mosaic 2016 S Main St.
- It is recommended that at least 1 Sport Club member seek training in first aid and CPR. It is also recommended that it be known which individuals of the club hold such certifications. It is recommended that the sponsor/advisor have training and current certification in first aid and CPR.
- A First Aid Kit should be available at the venue of all sport club practices and competitions. It is recommended to keep the kit stocked with fresh and necessary supplies.
- **No One is allowed to participate in Sport Club activities including practice and competitions unless they have a signed liability release form on file on Presence (Bearcat Link).**

EMERGENCY RESPONSE

Every incident requiring the rendering of professional medical aid should be reported to the Northwest Missouri State University Police and Campus Safety department by calling 660-562-1254. If the incident

is critical in nature and requires the immediate assistance of emergency personnel, assistance should be sought by calling 911 and requesting the proper assistance. These procedures should be written and accompany the sport club at all its activities. A good place to store this information is with the sport club participant's insurance information.

ACCIDENT REPORT FORMS

It is essential that each club take the responsibility to minimize the occurrence of accidents and injuries through sound risk management practices. It is important that individuals follow appropriate documentation procedures should an accident or injury occur. All accidents/injuries/incidents that occur to a club member during a club meeting, contest, practice or activity that pose concern to a club, its members or the university, should be reported on an Accident Report Form. Accident Report Forms are also available at the Student Recreation Center in the Coordinator of Intramural, Club Sports & Recreation office. It is recommended that supplies of these forms are available for easy access to all club activities. Reports should be turned in within 24 hours to the Coordinator of Intramural, Club Sports & Recreation, so that he/she is informed and may follow up with all involved parties, as necessary.

INSURANCE

Northwest Missouri State University does provide limited types of insurance for Sport Club members or any other individual affiliated or associated with a specific sport club. It is also recommended that all individuals affiliated or associated with Sport Club activities provide his or her own insurance.

TRAVEL

All clubs will follow the university's active travel guidelines for students/staff. If the university has banned outside travel for students or staff, the club may NOT travel and participate representing the university.

FUNDING AND INSURANCE ELIGIBILITY:

To be eligible for funding & insurance the sport club must complete all of the following:

1. Attend Sport club meetings (*Fall & Spring*)

2. Submit updated roster information- *by October 12th, 2022*
 3. Sign all necessary waivers (on Presence) - *by September 23rd, 2022*
 4. Submit proposed game and practice schedule- *by September 23rd, 2022*
 5. Submit an allocation request for sport club funding (line-item budget) - *by September 23rd, 2022*
 6. Provide a monthly update of what the club has accomplished- *by the final day of each month*
 7. Assure social media is up to date and is showcasing the club in a positive way- *1 post a month (minimum)*
 8. Have a Northwest employee as the club advisor
 9. Have yearly exec board elections (*November*)
 10. Update Presence (Bearcat Link) after each transition/update
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Sport Clubs Policies & Procedures 2022-2023