



RECREATION & WELLNESS

**2018-19
SPORT CLUB
HANDBOOK**



OLD DOMINION
UNIVERSITY

Table of Contents

Introduction	
Recognized Student Organizations	3
Becoming Recognized as part of the Sport Club Federation	5
Membership & Participation	6
Roles & Responsibilities	
Sport Club Personnel	7
Club Responsibilities	8
Coaches	8
Policies & Expectations	
Constitution & Bylaws	10
Standards of Conduct	10
Proscribed Behavior for Students & Student Organizations	11
Hazing	12
Being a Good Neighbor	13
Disciplinary Procedures	14
Club Finances	
General Information	16
Fund Disbursement Procedures	16
Fund-raising Procedures	16
Safety & Risk Management	
Risk Management	17
Swim Test	17
Concussion Management	17
Emergency Procedures	19
Home Transportation Protocol	19
Off-Campus	20
General Information	20
Blood Bourne Pathogens	20
Facilities & Services	
Facilities	21
Equipment	23
Event & Travel Registration	
Event Registration Process	23
Travel Registration Process	24
University Owned Sport Club Vehicles	24
Rental Vehicles	25
General Information	
Public Relations	25
Club Mail	27

NOTE: Information in this handbook is subject to change. Please contact the Recreation & Wellness Office for updated information.

INTRODUCTION

SPORT CLUB PROGRAM

Recreation & Wellness consists of five major program areas: Fitness & Wellness, Informal Recreation, Intramural/Extramural Sports, Outdoor Adventure Program (OAP) and Sport Clubs/Summer Camps. Sport Clubs are Recognized Student Organizations (RSOs) that exist to promote and develop interest in a particular sport or physical activity. The University recognizes Sport Clubs through the Office of Leadership & Student Involvement and the Recreation & Wellness Department.

The Sport Club program offers a unique blend of team and individual sports. Most clubs are organized to engage in competitions, with club teams from other colleges and universities. Sport Clubs are strictly voluntary, and are designed to accept members at any and all levels of skill. Involvement in a Sport Club enhances students' college experience and contributes to the student's overall education. The Director of Recreation & Wellness administers the program, with assistance from the Assistant Director of Recreation & Wellness, other support staff and the Sport Club Executive Board.

Each club is formed, developed, governed, and administered by the student members of that particular club working in conjunction with the Recreation & Wellness staff. The key to success of this program is student leadership, interest, involvement and participation.

This handbook has been prepared to assist clubs in the administration of their programs. The student officers for each club are expected to become familiar with this handbook. Situations involving sport club business or any activities that are not covered in this handbook should be referred to and discussed with the Assistant Director of Recreation & Wellness. Information in this handbook is subject to change. New policies, procedures or changes/additions to existing policies or procedures made due to unforeseen circumstances during the 2017-2018 academic year shall be deemed official even though not printed in this publication. Clubs will be notified of policy changes via MonarchLink and during regularly scheduled meetings between program staff and club officers.

RECOGNIZED STUDENT ORGANIZATIONS

GENERAL STANDARDS

1. Membership in an Old Dominion University recognized sport club is open to ODU students who are **currently and continuously enrolled in a minimum of six credit hours at ODU and have current health insurance**. Inter-collegiate athletes may NOT compete on a sport club in the same academic year that they are listed as a varsity player. However, they may be members of a sport club. NOTE: individuals enrolled in the English Language Center (ELC) and members of ODU Research Foundation programs are not eligible for club membership.
2. **Elected or appointed officers of such organizations must maintain a minimum semester and cumulative grade point average of 2.5**. An organization may establish a more rigorous standard for its officers if it so desires. The Dean of Students and Chief

Student Affairs Officer may, in the presence of extenuating circumstances, make exceptions to the 2.00 minimum semester average.

3. No recognized student organization may limit its membership based on race, color, creed, or national origin. Membership requirements that restrict membership based on gender must be in full compliance with current University, State, and Federal laws and regulations.
4. Student organizations must be officially recognized in order to use University facilities and to obtain funds from the University.
5. Recognized student organizations must conform to University rules and regulations, applicable federal and state statutes, and applicable local ordinances. An organization's failure to conform to such rules, regulations, statutes and ordinances may result in the imposition of sanctions upon the organization and the withdrawal of recognized status.
6. Student organizations may be held accountable for the actions of individual members who violate University policies when the conduct of individual members can reasonably be associated with the group. The Dean of Students and Chief Student Affairs Officer or his/her designee has the ability to implement an interim suspension on a student organization when the group's continued activity on campus constitutes a danger to the health, safety or welfare of the University community. In addition, the Dean of Students and Chief Student Affairs Officer or his/her designee has the ability to freeze a student organization's activities on campus during an investigation into allegations of misconduct.
7. Student organizations must inform the University of all Affiliations and associations with any organization outside the institution. All materials must state clearly the name of the organization and all of its affiliations on all the literature it distributes. All written material distributed by student organizations must list all affiliations and associations a student organization has with any organization outside the institution. Advertisements, regardless of the media used, must clearly state the student organization's affiliations as presented in its original application for recognition or as researched by the University.
8. Student organizations are required to re-register every fall semester by the end of the second week of the fall semester.
9. Organizations that qualify for funding must follow the policies, procedures and deadlines established by the University.

STARTING A NEW ORGANIZATION

All new organizations are started through the Office of Leadership and Student Involvement. For more information on starting a new organization, please visit the LSI website at <https://www.odu.edu/studentinvolvement>. Click on the "Student Organizations" tab; then click on "Start a new organization."

HOW TO BECOME A RECOGNIZED SPORT CLUB

- All clubs must be successfully operating for at least 1 academic year to be eligible for membership in the Sport Club Federation, meaning that they hold regular practices, maintain at least 10 active members or the minimum number of members required to complete – whichever is greater, and have competed in more than one event per year relevant to their sport.
- Submit a completed Sport Club Federation application to the Recreation & Wellness

Department.

- The Sport Club Executive Board will review the application and a meeting will be arranged between the Board and the club officers.
- Once approved by the Board, the application will be submitted to the Director of Recreation & Wellness for final approval.
- All members of the club must complete all necessary forms, submit proof of health insurance coverage, and be listed on the club's official roster. In addition, members of high concussion risk sport clubs must complete the ImPACT® Baseline Concussion assessment prior to participation in practice or competitions. Forms to be completed include:
 - Acknowledgement of Risk/Consent to Treat
 - ODU Sport Club Pre-Participation Physical with copy of health insurance card.
- When using the University's name, sport clubs must ensure that the word "club" is always used in conjunction with activities, i.e., apparel, promotional materials, etc. In addition, the words "Old Dominion University™" must be spelled out. **All apparel and promotional materials must be approved by the Recreation & Wellness Department prior to printing.**
- Sponsorships of any kind are not permitted in the ODU Sport Club program. Sponsorships include agreements in which the club will receive financial benefits or in-kind services in return for the club promoting the sponsor. Clubs may receive donations from individuals or companies; however, these donations will not hold the club responsible to the donor.
- Members may NOT participate in practices or games until they have submitting to the following documents to the Recreation & Wellness Department
 - Acknowledgement of Risk* - members under 18 must have form signed by their parent or legal guardian
 - ODU Sport Club Pre-Participation Physical
 - Copy of members current health insurance card
- Provisional clubs are eligible to receive up to \$500.00 for club start-up expenses. Clubs may petition the Sport Club Executive Board for additional funds once the club has been active for one semester.

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

MEMBERSHIP & PARTICIPATION

ODU I.D. Cards - Individuals desiring membership in a sport club must have a valid ODU I.D. card. In addition, the ID card must be in possession of the member during all club activities (practices, games, etc.). At various times during the year department staff will conduct random I.D. checks. Individuals who do not have their I.D. card may be prohibited from participating with the club until the card can be produced.

Registration - Individuals are not allowed to participate in sport club related activities until they have completed the registration process as outlined below:

- Register for the club on MonarchLink

- Complete and submit the following items via Monarch Link:
 - Acknowledgement of Risk
 - ODU Sport Club Pre-Participation Physical (due annually)
 - Upload valid Health/Medical insurance card
 - Driver's Background Approval form (Only if you will be an official driver for the club)
- Pay club dues to the Pro-Shop in the Student Recreation Center

Eligibility for Participation in Leagues - Each sport club member is responsible for familiarizing themselves with eligibility rules and regulations, and abiding by these rules when entering league competition. The Assistant Director of Recreation & Wellness must be provided with a copy of all rules that govern each club's league involvement.

Certification of Eligibility - All sport clubs must abide by conference, regional, state, NIRSA or NCAA rules and regulations in competitions that have such guidelines. Clubs desiring to enter competition may be required to obtain certificates of eligibility from the University before entries are accepted. Rosters requiring certification of eligibility should be submitted to the Assistant Director of Recreation & Wellness. Please allow one week for the certification process to be completed.

ROLES & RESPONSIBILITIES

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

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

Sport Club Executive Board members must meet the following criteria:

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

Due to the nature of the issues that the Sport Club Executive Board will encounter, board members must adhere to strict guidelines regarding confidentiality. Board members may not discuss disciplinary matters outside of Board meetings. Violation of this policy may result in disciplinary charges being brought against the Board member and/or removal from the Board.

Sport Club Graduate Assistant – Serves as the primary department contact for recognized sport

clubs, will assist club officers in securing practice and game facilities, and will monitor the Sport Club OrgSync registration process for all club members. This individual will work with the President of the Sport Club Executive Board on the monthly officers' meetings. In addition, the Sport Club Graduate Assistant will guide non-member clubs through the Sport Club Federation application process.

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

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

CLUB RESPONSIBILITIES

Each club must elect a slate of officers on an annual basis. **Clubs are encouraged to elect officers no later than March 15 of each year.** This will give new officers an opportunity to shadow current officers. The University recommends that clubs elect the following officers; however, additional officers may be elected at the discretion of the club:

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

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

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

Club President's Responsibilities

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

- Attend and participate in an orientation session each year.
- Attend all monthly Sport Club Officers' meetings.
- Attend regularly scheduled meetings with the designated Sport Club staff member.
- Assure that all club members are registered on MonarchLink and have submitted the Acknowledgement of Risk form and the ODU Sport Club Pre-Participation Physical form BEFORE being allowed to participate in club activities (practices and games).
- Inform club members of policies, procedures, expectations, emergency procedures and other regulations that must be followed.
- Monitor all club events, ensuring that all policies and procedures are followed.
- Arrange facility reservations for club functions with the Sport Club Graduate Assistant.
- Insure that Event Registration forms are submitted at least 30-days prior to the event, and that Post Event Documentation forms are submitted no more than 7-days after the

- event.
- Assure that all club financial obligations are met in a timely manner.
- Submit a written report of any injury or incident that occurs at any club event to the Sport Club Graduate Assistant within 24 hours of the injury/incident.
- Train other officers, and future officers of the club.
- Compile and submit a fall semester report and an annual report to the Sport Club Graduate Assistant by the established deadlines.

Coaches

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

Procedures for Securing a Non-University Affiliated Volunteer Coach

1. Upon request, the Recreation & Wellness Department will advertise the coaching vacancy through University Announcements and through various community avenues. If a club wishes to advertise in local newspapers, they must do so at their own expense. The Director of Recreation & Wellness must approve these advertisements prior to placement.
2. Old Dominion University will conduct a search and screening process for each sport club coaching position. A screening committee, consisting of department and club representatives, may be established to make a recommendation to the Recreation & Wellness Director, who must approve all appointments. NOTE: All applicants will be subject to a criminal and sexual offender background check.
3. Once the Recreation & Wellness Director has approved a coach, they are required to read and sign all agreements and forms pertaining to their qualifications, coaching responsibilities, Recreation & Wellness Department and University policies and procedures, and an acknowledgement of risk statement. NOTE: Coaches are not covered by the University's liability insurance policy and are encouraged to secure such insurance on their own.
4. Each club is responsible for providing each coach with a list of job related responsibilities, which they will be obligated to follow.
5. If at any time the coach does not act in the best interest of the club, as determined by the club officers or Recreation & Wellness Department staff, they will be relieved of their duties immediately.
6. Coaches will be appointed annually.
7. Returning coaches must sign a Coaches Agreement on an annual basis.

Qualifications and Duties of Sport Club Coaches

1. Coaches must possess a high school diploma at the minimum; however, a Baccalaureate degree is preferred.
2. Coaches must have a minimum of two years of experience either coaching or playing at the intercollegiate or club level.
3. Coaches must abide by all applicable policies and regulations of Old Dominion University and the Recreation & Wellness Department.
4. Coaches must provide their own medical insurance, and provide verification of such policy to the Recreation & Wellness Director. Coaches are also encouraged to purchase

- liability insurance.
5. The responsibilities and actions of the coach should be restricted to coaching and should not include management of the club. A Sport Club is primarily a student-organization; therefore, the club president (not the coach) must serve as the liaison between the club and the Recreation & Wellness staff. The philosophy and key to the success of the Sport Club program has been the continued emphasis on student leadership and participation.
 6. The student members must handle club business matters with the coach serving in an advisory capacity. Club activities and events should be a team effort and not left solely to the coach or students.
 7. Coaches should refrain from making appointments with the Director of Recreation & Wellness, or any other person to discuss club business without first informing the club President and the Assistant Director of Recreation & Wellness.
 8. Coaches must help to ensure good sportsmanship at all times. Individuals must always conduct themselves in a manner that does not detract from the reputation of the University. This includes behavior in game situations, contact with other teams and interaction with event staff. When involved in off-campus events or when traveling, be aware that you are still representing the University.
 9. The Recreation & Wellness staff has the right and obligation to protect the club, if, in the opinion of the staff, the coach is not working in the best interest of the club, and they will be relieved of their duties by the Director of Recreation & Wellness.
 10. Sport Club coaches must assume the following responsibilities
 - a) Teaching of skills specific to their sport.
 - b) Training and conditioning club participants.
 - c) Attendance at all practices, in addition to all home and away matches.
 - d) Determination at what level each club participant is capable of playing.
 - e) Not playing any club member who is not on the eligibility list supplied by the Recreation & Wellness Department.
 - f) Not allowing any injured club member to participate in a scheduled practice or game until they have been medically released to participate by a physician or athletic trainer.
 - g) Prohibit the use of alcohol or drugs at club events and by underage individuals.

Assistant Coach - An approved head coach may appoint an assistant coach to carry out their duties in case of their absence. However, assistant coaches must possess all credentials listed previously for coaches, and abide by all rules and regulations of Old Dominion University and the Recreation & Wellness Department. The Director of Recreation & Wellness must approve of the assistant coach prior to their appointment. Assistant coaches must sign a Coaching Agreement on an annual basis.

POLICIES, PROCEDURES & EXPECTATIONS

Constitution & Bylaws

Every sport club is required to have a University approved constitution on file with the Recreation & Wellness Department. The constitution should be periodically reviewed to insure viable operation of the club. The Office of Leadership & Student Involvement has developed a Constitution Guide to assist clubs in preparing a constitution.

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

Standards of Conduct

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

1. Sport clubs or individual members of sport clubs may face disciplinary action for inappropriate actions on or off campus, while participating in any club related activity.
2. Sport clubs or individual members may appeal disciplinary action taken by the Director of Recreation & Wellness to the Sport Club Executive Board.
3. Misuse or abuse of facilities may result in revocation of club recognition and status. Clubs are financially responsible for any costs accrued due to their actions.
4. Vehicle parking is strictly prohibited on all outdoor practice/game fields. All participants and spectators must use designated parking lots.
5. ALCOHOLIC BEVERAGES ARE NOT PERMITTED AT ANY UNIVERSITY SPONSORED SPORT CLUB EVENT. IT IS THE CLUB'S RESPONSIBILITY TO INSURE THAT THIS IS ENFORCED NOT ONLY BY THE PLAYERS, BUT ALSO BY THE FANS/SPECTATORS. FAILURE TO COMPLY WILL RESULT IN IMMEDIATE SUSPENSION OF THE CLUB.

Proscribed Behavior for Students & Student Organizations

- A. It is the responsibility of all student organizations to encourage an atmosphere of learning, social responsibility, and respect for human dignity and to provide positive influence and constructive development for members and aspiring members. As such, these organizations are expected to utilize good judgment to determine the abilities of individual students as they relate to organizational activities and requirements. Hazing and certain unproductive and hazardous customs sometimes associated with the process of initiation that are incongruous with this responsibility are prohibited. Students or organizations found to have engaged in these behaviors may be disciplined in accordance with the University's disciplinary procedures. For the purpose of this policy, a "student organization" whether or not the organization is recognized by the Student Government Association, is defined as an organization classified as departmental interest, general fraternity, general sorority, honorary, political, professional, religious, service, special governing board, special interest, athletic or any other organization with student membership.
- B. Intentional, knowing or reckless acts taken toward any student, occurring either on or off campus, by students, or by a student organization or any of its members, or by any student perceived to be members of the organization, or by former members, which a

reasonable person would perceive as humiliating, physically uncomfortable, or which results in bodily injury or public ridicule, are prohibited.

- C. The Chief Student Affairs Officer is delegated the authority to discipline students and/or organizations which violate the provisions of paragraph B. The Chief Student Affairs Officer may delegate all or part of this authority to such other persons as deemed appropriate.
- D. The discipline applied in violation of paragraph B may include summary dismissal from the University for serious or repeated breaches of the standards set forth in paragraph B above. The Chief Student Affairs Officer is delegated the authority to determine appropriate discipline in every case.
- E. Violations of paragraph B causing bodily injury shall be reported to the Commonwealth's Attorney of the appropriate jurisdiction.

Hazing

University Statement against Hazing

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

Description and Examples of Hazing

- A. Hazing refers to any action taken or situation created, intentionally, whether on or off campus to produce mental or physical discomfort, embarrassment, harassment or ridicule. Consent to hazing is never a defense to a violation of this policy and allowing yourself to be hazed is also a violation of this policy.**
- B. Examples of Hazing include, but not be limited to forcing, requiring, or expecting pledges, associate members, prospective members, new or members, or members of university organizations to participate in any of the following actions or activities:**
 - 1. Requiring persons to consume alcohol or drugs, liquid, food, or other substance;
 - 2. All forms of physical activity which are used to harass or which are not part of an organized athletic or ROTC/military context and not specifically directed toward constructive work;
 - 3. Nudity;
 - 4. Requiring exposure to uncomfortable elements or any strong odor that could make an individual feel ill or uncomfortable;
 - 5. Intentionally or recklessly requiring that a person do or submit to any act that will alter physical appearance (e.g., branding; tattooing; using makeup, paint, or markers on a person; or shaving the head or body);
 - 6. Forcing, coercing, someone to wear apparel that is conspicuous and not within community norms or which are not part of an organized athletic or ROTC/military context;
 - 7. Carrying any item (shields, paddles, bricks, hammers, etc.) that serve no constructive purpose or that are designed to punish or embarrass the carrier;
 - 8. Requiring activities that disrupt a person's normal schedule. A normal schedule includes the opportunity for sufficient eating and rest, course requirements (class, labs,

- practicums, and internships), time required for study outside of scheduled class hours, and reasonable time for personal hygiene;
9. Timed quests, treasure hunts, or scavenger hunts, or any activity which requires members to search for various items around a location in a specified amount of time;
 10. Hitting or pretending to hit an individual; paddling in any form;
 11. Misuse, theft, damage, or destruction of property;
 12. Spray painting or pelting with any substance;
 13. Verbal Harassment
 14. Any violation of the Code of Student Conduct such as threatening, physical restraint or abuse (being held down, tied up, taped), kidnapping, transporting, or abandoning a person;
 15. Any violation of the University's Discrimination Policy such as sexual violence, targeting on the basis of their actual or perceived race, sex, color, national origin, religion, age, veteran status, sexual orientation, gender identity, pregnancy, genetic information, political affiliation, marital status, disability, or other legally protected status.
 16. Interrogating individuals in an intimidating or threatening manner;
 17. Requiring a person to perform acts of servitude or perform personal errands for others;
 18. Deceiving new members prior to their gaining membership in an attempt to convince them that they will not be initiated or will be hurt;
 19. Blindfolding and parading individuals in public areas, blindfolding and transporting in a motor vehicle, or privately conducting blindfolding activities that serve no constructive purpose;
 20. Binding or restricting any persons arms or legs that would prohibit them from moving on their own;
 21. Engaging in activity that compels an individual or group to remain in a certain place or transporting anyone without their knowledgeable consent (e.g., taking a person on a road trip to an unknown destination, or kidnapping);
 22. Requiring a pledge or associate period of unusual length (more than 10-12 weeks) for reasons other than achieving academic requirements.

SANCTIONS FOR VIOLATIONS

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

Individuals found to be in violation of this policy may face sanction ranging from a warning to a dismissal.

Being a Good Neighbor

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

- **Introduce yourself** - This is the first step in building a relationship with your neighbors. Saying hello will go a long way and will help grow the relationship through the year.
- **Keep your neighbors informed** - Contact your neighbors before engaging in an activity that will affect your neighbors such as throwing a party or getting a dog.
- **Know City Ordinances and Neighborhood Expectations** - Know the local ordinances of the city and the expectations of the neighbors. Each neighborhood has a different

culture and expectation for its residents. Talk to your neighbors to better understand the feel of the neighborhood.

- **Be the Helping Hand** - Acts of kindness and neighborly gestures contribute to a positive neighborhood environment. Helpful acts build and further the relationship between you and your neighbors.
- **Parking Etiquette** - When parking, be sure not to block anyone's access through the street or to anyone's driveway. Do not over-rev your engine in the morning or late at night. Park in front of your home and not your neighbors.
- **Cut the Grass** – When renting a house, you may be responsible for the upkeep of the house's exterior. Mow your lawn regularly and keep trees, bushes and flowers trimmed appropriately. Put yard equipment away as soon as you are finished.
- **Manage the Trash** - Keep your yard free of trash and litter. Only put out trash on the day of its collection.
- **Control your dog** - When walking your dog, keep it on a leash and make sure to clean up after it. Noisy dogs may become a source of contention between you and your neighbors.
- **Volunteer for Community Service Projects** – Help out with local schools, youth leagues, Food Banks, Habitat for Humanity projects.

Disciplinary Procedures

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

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

Minor Infractions - Any actions outside the policies and procedures of the Recreation & Wellness Department. Examples include, but are not limited to: a) unexcused absence from a regularly scheduled meeting with a Sport Club staff member; b) unexcused absence from Sport Club Council meetings; c) failure to submit required forms by the designated deadline, and d) failure to return equipment by the designated deadline.

1. First Infraction – If the violation is the club's first during the current academic year, and the club is not under probation from violations committed the preceding year, the club will receive a documented verbal warning that will include:
 - a. The reason for the warning
 - b. Measures to be taken to correct the situation
 - c. The possible consequences the club will face if additional infractions occur.

2. Second Infraction – If the violation is the club’s second during the current academic year, and the club is not under probation from violations committed the preceding year, the club will receive a written warning that will include the following:
 - a. The reason for the warning
 - b. Measures to be taken to correct the situation
 - c. The possible consequences the club will face if additional infractions occur.

3. Third Infraction - If the violation is the club’s third during the current academic semester, and the club is not under probation from violations committed the preceding year, the club will be placed on probation for one semester or academic year. The club will receive written notification that will include the following:
 - a. The reason for the probation
 - b. The length of the probation period
 - c. The possible consequences the club will face if additional infractions occur.

4. Fourth Infraction - If the violation is the club’s fourth during the current academic semester, or if the violation is the club’s first while under probation from violations committed the preceding year, the club will be automatically suspended from all Sport Club program activities for one academic year. During this period, the following will occur:
 - a. The club’s off-campus checking account will be frozen
 - b. The club’s allocation from the University will be frozen and may be forfeited
 - c. Facility use privileges will be revoked
 - d. Equipment use privileges will be revoked

After the suspension period, the club will be put on probation for the following semester. During this probation semester, any minor infraction can lead to dissolution of the club.

Appeal Process - The club will have three business days upon receiving the written notification of a minor infraction to appeal any disciplinary action to the Director of Recreation & Wellness.

Major Infractions - Any actions outside the policies and procedures, and standards of conduct established by the Recreation & Wellness Department and the University. Examples include, but are not limited to: a) Displaying conduct that is incompatible with the University’s function as an educational institution and the purpose of the Sport Club program (i.e. unsportsmanlike conduct toward officials or opponents or disruptive behavior on trips); b) Misusing club funds and or abusive use of club funds; c) Allowing ineligible individuals to participate in club activities; d) Compromising the safety of club members while traveling; e) Transporting and/or consuming alcohol or illegal substances while on official club trips.

For all major infractions:

1. The club will be instructed to cease all activity until an incident review can be conducted.
2. Written notification (email) will be sent to the club officers informing them of the major offense. Officers will have three business days after receipt of the notification to schedule an appointment with the Assistant Director of Recreation & Wellness and the Sport Club Graduate Assistant to discuss the alleged conduct violation(s).

3. Based on the outcome of the incident review, a meeting will be called between the club officers, the Assistant Director of Recreation & Wellness to determine what sanctions, if any, will be assessed.
4. The club will be notified in writing of the decision and will be advised of their right to appeal the decision.
5. If the infraction is egregious enough, the situation may be forwarded to Student Conduct Office.

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

1. A written notification from the club officers appealing the decision must be submitted to the Director of Recreation & Wellness within five business days after receiving notice of the decision.
2. The Director of Recreation & Wellness will meet with the club officers and the Sport Club staff within five business days of receipt of the appeal.
3. Within three business days of the last appeal meeting, the Director will issue a decision.

Final Appeal – The Director's decision may be appealed by following the procedures listed below:

1. A written notification from the club officers appealing the Director's decision must be submitted to the Sport Club Executive Board within five business days after receiving notice of the decision.
2. The Sport Club Executive Board will meet with the club officers and the Recreation & Wellness staff within five business days of receipt of the appeal.
3. Within three business days of the last appeal meeting, the Executive Board will issue a final decision on the matter.

CLUB FINANCES

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

Clubs are highly encouraged to open a private account at a local bank, with the Recreation & Wellness Department serving as custodian of all private accounts. The following guidelines will govern private accounts:

1. Prior to opening a private checking account, the Assistant Director of Recreation & Wellness will secure a Federal Tax Identification number from the Internal Revenue Service (IRS).
2. All Payment requests require the signature the club President and the club Treasurer.
3. All checks from a club checking account must be made payable to a person, business or organization. A check can never be made out to cash.

4. Original receipts or invoices for items purchased through club checking accounts must be submitted to the Recreation & Wellness Department.
5. Clubs are not allowed to have credit cards.

Donations - Those desiring to donate funds to a sport club must contact the Recreation & Wellness Department to insure that the situation is handled in the proper manner.

Purchases - Sport clubs must obtain approval from the Recreation & Wellness Department prior to making purchases from both University funds and private sport club funds. The following information must be provided for a purchase to be considered: vendor name, address, phone number, fax number, Tax ID number and a copy of the pending order. NOTE: when using University funds the vendor must be licensed and registered with the Commonwealth of Virginia on the eVA system and must have a current W9 on file with the University.

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

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

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

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

1. Budget requests must be submitted to the Recreation & Wellness Department by the designated deadline in the beginning of the fall (for fall allocations) and the end of fall (for spring allocations). Clubs, who fail to submit the budget request by the designated deadline, may not receive funds for the academic year.
2. Clubs must appear before the Sport Club Executive Board in the beginning of fall semester to request funds for fall and the end of fall to request funds for spring. The Board will be responsible for making allocation decisions.
3. Clubs may request funding for the following items:
 - a. Officiating expenses
 - b. Tournament/League entry fees
 - c. Supplies, equipment and uniforms
 - d. Safety supplies

Clubs may not request funding for the following items:

- a. Lodging expenses
 - b. Meal expenses
 - c. Travel expenses
 - d. Uniforms that will be personal property of the club member
4. Clubs must receive approval from the Recreation & Wellness Department before University Allocated Funds and off-campus funds may be expended. The only exception to this rule is if a club member or other individual is being reimbursed for a purchase

- they made on their own on behalf of the club.
5. Requests for University Allocated Funds must be received by the Recreation & Wellness Department no less than 30 days prior to the needed date. Requests received less than 30 days will be evaluated on a case-by-case basis.
 6. Requests for funds from the off-campus checking account must be accompanied by official documentation of the purchase. Such documentation includes, but is not limited to, an invoice, an official quote on company letterhead, an official company order form, or original receipts.

INACTIVE CLUBS & FUNDING

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

FUND DISBURSEMENT PROCEDURES

1. Requests involving University Allocated Funds must be submitted to the Recreation & Wellness Department no less than 30-days prior to the needed date.
2. All Requests, regardless of fund source, must be approved by the Recreation & Wellness Department before they can be processed.
3. Club members may not personally purchase items that were purchased for the club with University Allocated Funds or the club's off-campus account.

FUND RAISING PROCEDURES

1. The Recreation & Wellness Department must approve all fund-raising activities. Approval must be obtained by completing the Fund-Raising Approval Form at least two weeks in advance of the event.
2. Fund-raisers may not be in competition with items sold in the University Bookstore or vending machines.
3. Food may not be sold in the Webb Center under any circumstances, and sales anywhere else on campus must be in accordance with the University Vending Contract and the City Health Board regulations. Food sold must be prepackaged. Call Aramark (Dining Services) for information on what is permissible.
4. The organization must have their name on all advertising, including advertising at the site of the event, on the registration form, and all raffle tickets.
5. The post fundraising documentation must be submitted to the Recreation & Wellness Department no more than 7-days after the completion of the event.

SAFETY & RISK MANAGEMENT

Risk Management

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

1. Old Dominion University requires all sport club members to be enrolled in a medical insurance plan and submit a copy of their sports physical in order to participate in any club related activity. Individual sport clubs may require additional medical insurance as criteria for membership. This will be assessed on a yearly basis.
2. Sport club officers, club members, coaches, and instructors should emphasize safety during all club-related activities.
3. Review the on-site and off-site emergency action plans with the athletic trainers.
4. Inspect fields and facilities prior to every practice, game, or special event. Report unsafe conditions to the Assistant Director of Recreation & Wellness. If at an off-campus site, report the condition to the proper managing authority. Do not use facilities or equipment if they appear to be unsafe.
5. All clubs must have at least two Safety Officers who possess First Aid, CPR and AED certification. Their certification credentials must be on file with the Sport Club Graduate Assistant prior to the club's first day of practice. One of these individuals must be present for all practices, games, or special events.
6. Accident Reports - notification of all accident must be reported to the Sport Club Graduate Assistant immediately. A written accident report must be submitted to the Sport Club Graduate Assistant within 24 hours of the occurrence.
7. Incident Reports - notification of all incidents must be reported to the Sport Club Graduate Assistant immediately. A written incident report must be submitted to the Sport Club Graduate Assistant within 24 hours of the occurrence.

Emergency Action Plans

Please see the Athletic Trainer's manual for a full list of Emergency Action Plans (EAPs). The Sport club manager will have site-specific EAPs on their person at every home sport club event. If clubs desire their own copies of EAPs, please contact the athletic trainers.

The following sites should have an EAP on file:

- ODU SRC Backfield
- ODU SRC Courts
- ODU LR Hill/Powhatan Practice Facility
- Lafayette Park (Rugby)
- Iceland Family Skating Rink (Ice Hockey)
- Virginia Beach Sportsplex (Home tournament site for soccer, rugby, ultimate)

Swim Tests

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

Concussion Management

Members of high-concussion risk sports must complete the baseline neurocognitive testing prior to participating in club practices or games. If a member suffers a concussion they must

complete the post- injury neurocognitive testing, complete the “Return to Learn” and “Return to Play” protocols with the athletic training staff, and be cleared by a provider in ODU Student Health Services or their private physician before returning to practice. For more detailed information, please refer to the “ODU Sport Club Concussion Management Policy”.

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

- Baseball
- Basketball
- Equestrian
- Field Hockey
- Ice Hockey
- Lacrosse
- Rugby
- Soccer
- Softball
- Ultimate
- Volleyball

Return to Learn

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

1. Notification of supervising physician, Dr. Robert Dunker of Student Health Services, reporting the student-athlete’s health status and his/her request for academic accommodation.
2. Formal letter written from ODU Sport Club Athletic Training Services on behalf of the student-athlete, documenting his or her current health status and his/her request for academic accommodation.
3. Completion of the [Request for Extended Class Absence Notification](#) by the student-athlete.
*NOTE: The student -athlete must complete this form regardless of whether or not he/she needs to be physically excused from the classroom.
4. Hand delivery of letter and request form to Director of Student Outreach & Support and a member of CARE Team

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

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

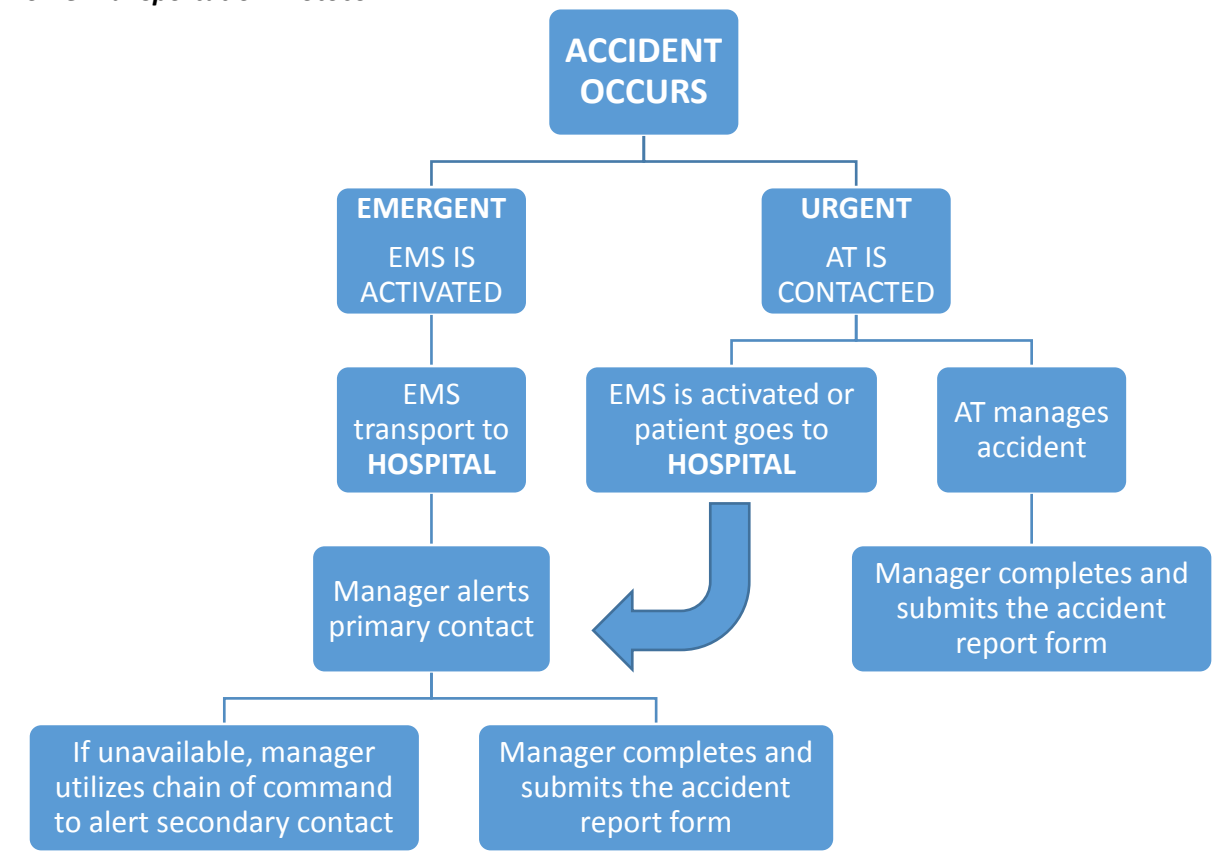
tolerated. Upon final medical clearance, the student-athlete should be seen preferably by the supervising physician, or another approved Student Health Services provider that is familiar with his/her case.

Return to Play

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

Emergency Procedures

Home Transportation Protocol



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

Jean Holt (primary)

Assistant Director of Sport Clubs and Summer Camps
757-513-9933

Coulson Thomas (secondary)

Associate Director-Operations
301-807-8337

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

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

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

1. If it is deemed necessary to have an injured participant seen and/or treated by a physician, they must be transported to the closest hospital Emergency Room by a qualified service, i.e., police or ambulance service.
2. Rely upon the recommendation of athletic trainers, trained personnel (EMTs) and/or attending physician as to whether the injured Old Dominion University club member should be transported back to campus, and what accommodations for travel should be used.
3. NOTE: All expenses incurred for treatment, transportation to the hospital, etc. are the responsibility of the injured participant
4. The Sport Club Graduate Assistants must be notified of all emergencies immediately. The Assistant Director of Recreation & Wellness should be contacted if the Graduate Assistant cannot be reached. A completed "Accident Report Form" must be submitted to the Recreation & Wellness Department on the next business day upon the clubs return to campus. A business day is Monday-Friday, except for University holidays.

General Information

1. All injured club members MUST present a signed medical release from the treating physician allowing him/her to resume participation after an injury.
2. Sport clubs are expected to abide by all national, state, and local health and safety regulations.
3. Club members must submit evidence that they are current on all required immunizations.

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

BLOOD BOURNE PATHOGENS

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

Treatment

1. You must wear protective gloves when treating any injuries involving blood, body fluids, non-intact skin, and mucous membranes (i.e., nose, eyes, mouth).
2. If gloves are not immediately available during an emergency involving blood, body fluids, non-intact skin, or mucous membranes, a bulky cloth or towel may be used until proper medical materials arrive. **DO NOT USE YOUR BARE HANDS!**
3. Mouth barriers are available in your training kits. During a respiratory or cardiac emergency these are to be used. No exceptions. (Only CPR certified employees should perform CPR).
4. Any participant with a bleeding wound must be removed from the activity, and the wound must be treated and covered before being allowed to return to the activity.
5. After treating any injury, you must wash your hands with soap and running water. If running water is not available, use towelettes as a temporary wash until you are able to wash your hands with soap and water.

Disposal

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

Exposure

1. Any participant that has been directly exposed to blood, body fluids, or mucous membranes without the use of personal protective equipment is encouraged to seek medical attention immediately.
2. The Assistant Director of Recreation & Wellness must be notified of any exposures within 24 hours of the exposure. The ODU Police Department should be contacted if the Assistant Director of Recreation & Wellness cannot be reached.
3. A completed Incident Report Form must be submitted to the Assistant Director of Recreation & Wellness on the next business day.

FACILITIES AND SERVICES

Facilities

1. Sport clubs may submit facility requests for the following club related activities: a) Practice; b) Competition; c) Instruction; d) Showering and dressing; e) Transacting club business; f) Storage of equipment.
2. All facility requests must be submitted via the Sport Club Facility Request Form on MonarchLink by the designated deadline.
3. Dressing and showering arrangements for visiting teams must be made at least 7 days prior to the contest.
4. All sport club participants are required to follow rules and regulations regarding facility usage.
5. Unauthorized use of University facilities for practice or competition may result in disciplinary action.
6. Clubs may reserve space on-campus for meetings in Academic buildings, the library, and

in the Webb University Center. To secure space in one of these facilities please follow the procedures listed below:

Space in the Student Recreation Center & Non-Athletic Outdoor Space: The following locations are available for club functions

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

To request space for the above mentioned facilities, please complete and submit a [Sport Club Facility Request](#) form.

Space on Athletic Space: The following locations are available for club functions

- Folkes-Stevens
- Powhatan Field Hockey/Lacrosse Field
- Powhatan Football Practice Fields
- Powhatan Stadium

Space in an Academic Building: The following locations are available for club meetings:

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

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

- Name of club
- Contact information (phone, address, e-mail)
- Event date
- Time
- Title of event
- Purpose
- Location requested

Request Process Timeline -Submit the request 10 days prior to the event. The request usually takes a minimum of 5 days to process.

Space in the Library –

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

Space in the Webb University Center - the following facilities are scheduled through the Webb Center:

- Webb University Center
- Monarch Gardens
- 49th Street Plaza
- Soccer Field Picnic Area
- Princess Anne Gardens

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

Request Process Timeline - submit requests 10 days prior to event. The request usually takes a minimum of 5 days to process.

EQUIPMENT

1. All equipment purchased with university allocated funds, member dues, and/or donations is property of the University.
2. All university owned equipment will be issued to clubs at the beginning of each semester. Issued equipment must be returned to the Recreation & Wellness Department at the end of each semester. Failure to do so may result in disciplinary action.

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

EVENTS & TRAVEL REGISTRATION

Event Registration Process

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

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

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

Travel Registration Process

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

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

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

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

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

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

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

University Owned Sport Club Vehicles

Clubs are allowed to use the University owned sport club vehicles. **Requests should be submitted to the Sport Club Graduate Assistant at least 10 days in advance.** All individuals who will drive these vehicles must complete a Recreation & Wellness driver training and have a clean driving background report.

Guidelines for Driving University Owned Sport Club Vehicles

1. Weather conditions should be evaluated and travel should not occur when conditions are hazardous.
2. Trailers should be prohibited unless special permission is given. Towing is not allowed unless special permission is given.
3. Roof mounted loads are prohibited, unless prior permission is granted.
4. In case of an accident, driver must notify Recreation & Wellness immediately.
5. **No more than 10 hours of continuous driving should be allowed in a given day.**
6. **A driver must rest every 3 hours. Rest breaks should be a minimum of 30 minutes.**
7. **No driver should drive more than 5 hours per day.**
8. **Drivers should not drive between the hours of 12 am and 5 am without special permission.**
9. Drivers may not use cell phones, pagers, iPods, or similar devices while driving.
10. All passengers must wear seat belts at all times.
11. Passengers should only use seats that have seat belts provided.
12. No alcohol or drugs may be consumed or transported in the vehicle.
13. Children high school age and younger are NOT permitted in vans.

Rental Vehicles

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

The use of 15-passenger vans is prohibited.

PUBLIC RELATIONS

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

All approved promotional materials must include the following information:

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

Mace and Crown – ODU’s campus newspaper is published every Wednesday. The Clubs may advertise officially sanctioned activities in the Mace & Crown student newspaper. All advertisements must be approved by the Recreation & Wellness Department prior to being placed in the paper. The club is responsible for all expenses incurred for the advertisement.

“There’s Always Something To Do at ODU” – This weekly ad runs in the Mace & Crown. Sport Clubs can advertise their events for free. All ads must be approved by Recreation & Wellness prior to being submitted to Student Activities & Leadership.

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

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

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

Posters – Sport Clubs may use the Sign Room to create posters for official club events. This room is located in the Office of Student Activities & Leadership (OSAL) suite (Webb Center Room 1071). For hours and more information, please contact OSAL at 683-3446.

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

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

Webb University Center Display Cases - The Webb Center has Display Cases that are available to recognized clubs and organizations for advertising or publicity. These cases can be reserved for two-week periods. A Display Case Policy and Application form must be submitted to the Event Management Office (Webb Center, room 1217). The club is responsible for placing items in the display case as well as promptly removing all items from the display case when the reservation period is over. All items for the display case must be submitted to the Assistant Director of Recreation & Wellness for approval at least one week prior to posting.

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

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

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

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

1. Assigned Bulletin Boards
 - a. The Vice President for Administration and Finance assigns bulletin boards for the exclusive use of academic departments.
 - b. Assigned bulletin boards are labeled and are the responsibility of the department to which they are assigned.
 - c. No materials may be posted on assigned bulletin boards without authorization from the department.
 - d. The department is responsible for removal of unauthorized material and for keeping posted materials updated.

2. General Bulletin Boards

- a. General bulletin boards are posted in various campus locations and are available for the use and benefit of the campus community.
- b. Material posted on general bulletin boards is subject to approval by the Vice President for Student Affairs or an authorized representative.

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

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

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

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

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

CLUB MAIL

The official mailing address for all ODU Sport Clubs is:

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