



Recreation & Wellness

Club Sports Officer Handbook 2024-2025

2024-2025 Purdue University Club Sports Officer Handbook

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Directory Information

Club Sports Administrative Office

Building & Mailing Address

France A. Córdoba Recreational Sports Center (CREC)

355 N. Martin Jischke Drive

West Lafayette, Indiana 47907

Phone: 765-494-3109

Fax: 765-496-1163

<http://www.purdue.edu/recwell>

Professional Staff

Jason Maynard, Senior Assistant Director-Sport Programs

Phone: 765-494-3117

E-mail: maynard4@purdue.edu

Alyssa McMullen, Assistant Director-Sport Programs

Phone: 765-494-3118

Email: ammcmull@purdue.edu

Keith Woolems, Assistant Director-Sport Programs

Phone: 765-496-3331

Email: kwoolems@purdue.edu

Paden Alie, Assistant Director-Sport Programs

Phone: 765-494-3121

Email: palie@purdue.edu

RECOGNIZED CLUB SPORTS

Archery
Badminton
Baseball
Basketball, Men's
Basketball, Women's
Crew
Cricket
Cycle
Fencing
Gymnastics
Ice Hockey
Judo
Karate
Kendo
Lacrosse, Men's
Lacrosse, Women's
Outing
Pickleball
Quadball
Rifle & Pistol

Rugby, Men's
Rugby, Women's
Running
Soccer, Men's
Soccer, Women's
Softball
Swim
Table Tennis
Tae Kwon Do
Tennis
Trap & Skeet
Triathlon
Ultimate Frisbee, Men's
Ultimate Frisbee, Women's
Volleyball, Men's
Volleyball, Women's
Water Polo, Men's
Water Polo, Women's

2023-2024 End of Year Award Recipients

The following clubs were recognized for their extraordinary accomplishments in various categories:

Club of the Year
Men's Volleyball

Awarded to the club that shows overall excellence in leadership, organization, club compliance, team fundraising, and community engagement efforts.

Mission, Vision, Values

Recreation & Wellness

Mission

Provide the Purdue community with recreational and wellness activities that contribute to learning and the pursuit of an active, healthy lifestyle.

Vision

We believe in the power of recreation and wellness to move the world forward. Our vision is to help Purdue students, faculty and staff pursue lifelong wellness through education, inspiration and social connection.

Values

Recreation & Wellness upholds and practices the following values:

Celebrate Differences

We will create a respectful environment that celebrates the intrinsic worth of each individual, facilitates an open exchange of ideas, nurtures creative expression, and accentuates cross cultural interaction.

Optimize Resources

We take full responsibility for the efficient and effective use of all our resources.

Remember Our Customer

We must anticipate our participants' needs, be mindful of their safety and pursue excellence in all we do.

Educate Always

We intentionally develop lifelong learners. Recreation plays a powerful role in transformative learning and enhances academic performance.

Collaborate

We believe in the synergistic benefits of working together. We strive to provide opportunities that will promote camaraderie and lifelong connections.

Club Sports

Mission

The Club Sports program is committed to be an integral part of accomplishing Recreation & Wellness 's mission. We exist to provide a competitive outlet and valuable educational opportunities to members of student organizations that focus on team and individual physical sports.

Vision

The Club Sports program will strive to provide a well-rounded Purdue experience for its student-athlete members striving to build community, grow their leadership skills, and continue or begin a competitive sporting activity in an intercollegiate setting.

Values

The Club Sports program upholds and practices the following values:

Chase Excellence

We believe in the importance of striving for excellence on and off the playing field. We intentionally develop sound character traits in individual student-athletes and the student organizations as a whole while supporting their athletic accomplishments.

Lead with Integrity

We take the Club Sports experience of our student-athletes seriously. We will foster a culture of responsible decision making, always demonstrating high levels of character.

United by a Shared Passion

We support our student-athletes in discovering, building, and strengthening their passion for their competitive sporting activity in an inclusive community that enhances their Purdue experience.

Better Together

The experience of our individual Club Sports is strengthened through the community built when the entire Club Sports program collaborates for the betterment of Boilermakers.

Student Run, Student Led

Our student organizations are led by students. We are committed to work with our student leaders to make responsible decisions for benefit of themselves and their clubs.

Club Sports Recognition

Club Sports are a proud component of Recreation & Wellness (RecWell) at Purdue. RecWell has been actively involved in providing assistance to the student organizations recognized as Club Sports since 1936. Through Club Sports, RecWell is committed to providing opportunities to student organizations focused on physical sport activities. The Club Sports program offers an assortment of team and individual sports. Club Sports may also be competitive or recreational in nature. Club Sports are governed by policies and regulations of both RecWell and Student Activities and Organizations (SAO). Clubs may be active during the academic school year and summer session. The academic school year rules, regulations, and procedures remain in effect AT ALL TIMES.

Club Sports Recognition Criteria

These criteria represent the minimum requirements a club must fulfill to either a) be considered for admittance into the Club Sports program at RecWell after completion of an application or b) maintain its status as a Club Sport at RecWell.

- 1) Be an active Registered Student Organization with Student Activities and Organizations (SAO) for at least 2 years.
- 2) The club is dedicated to a competitive sport. The sport must meet an athletic standard and its competitive nature will be subject to annual review by a Sport Programs administrator.

- 3) At least 80% of the club includes Purdue students.
- 4) The club is part of a national and/or international organization which organizes competitions and standardizes regulations and rules.
- 5) The club's BOSO account must be in good standing with a positive balance.
- 6) The club has infrastructure or a planned infrastructure to manage development and fundraising, leadership development, and club engagement to create transformative leaders.

New Clubs are preferred with the following criteria:

- 1) The club regularly uses RecWell managed spaces if applicable.

Recognition Benefits

RecWell is committed to providing the following benefits:

1. Professional administrative guidance
2. Financial support
3. Facility space for practice and competition
4. Website listing on the Club Sports website
 - a. The upkeep and maintenance of individual club websites is the responsibility of the individual clubs.
5. Clerical support:
 - Printing/copying as needed
 - Club mailboxes for incoming correspondence using the following address:
Purdue University Recreation & Wellness
ATTN: (your club name)
355 N. Martin Jischke Drive
West Lafayette, IN 47907

Maintaining Club Sports status

Each student organization recognized as a Purdue Club Sport by RecWell will be evaluated regularly by the Assistant Director – Sport Programs. The organization must be in good standing with RecWell, SAO, and must be in compliance with *Club Sport Officer Handbook* and *University Regulations*.

Each Club Sport will either be considered active or inactive. Active clubs must have 10 members, compete once per academic year, and have an officer board that includes a President, Treasurer, and Safety and Facility Officer. Inactive clubs will have their funds frozen, events (home or travel) will not be approved, and clubs will be charged for any practice space used back-dating to the first day of classes of that semester. Clubs not completing active club requirements by the deadline will remain inactive until the checklist is complete.

Clubs still considered inactive after the eighth week of the semester will be de-affiliated from the Club Sports program and will not be eligible to reapply for recognition until two full academic years (Fall & Spring) have passed. De-affiliated clubs must follow the same process as outlined on the [Become a Club Sport](#) page.

Once active, clubs will either be classified in one of the four tiers, as In Review, or as Introductory. For more information on the annual review of Club Sports Tier Classifications, see [Page 30](#).

Personnel

Student Activities and Organizations (SAO)

All student organizations must be registered with and approved by Student Activities and Organizations (SAO). In addition to following RecWell policies, all Club Sports must abide by the policies of SAO. A close association is

maintained between the personnel of SAO and RecWell in order to assist and supervise student organizations recognized as Club Sports.

Business Office for Student Organizations (BOSO)

The Business Office for Student Organizations (BOSO) is responsible for exercising financial supervision over all student organizations, including those recognized as Club Sports. All student organizations are required to handle their [Student Organization Financial Arrangements](#) through BOSO and in accordance with [Regulations & Procedures for Recognized Student Organizations](#). Any documents signed on behalf of the student organization, including contracts, are to be approved in advance by BOSO and may not be signed by any student.

Recreation & Wellness (RecWell)

Clubs recognized by Recreation & Wellness (RecWell) will be known as a Club Sport. Once a club's constitution has been approved by Student Activities and Organizations, they must follow the University policies and regulations for student organizations that are governed by SAO. In addition, they must abide by the policies, procedures, and rules of RecWell. The Assistant Director - Sport Programs oversees the Club Sports program and serves as the official representatives of the program. Clubs will have one point of contact for the Club Sports program, known as their Primary Contact. This individual will be the Assistant Director – Sport Programs, Sports Programs Intern, or Senior Assistant Director- Sport Programs. Clubs will receive notification at the beginning of each academic year as to who their Primary Contact is.

Club Sports Student Staff

Club Sports Student Staff are current Head Intramural Supervisors who offer additional support to the Club sports program. Their responsibilities range from supervising and scheduling staff for home events to providing administrative support in the Club Sports Office. They will also mentor individual clubs and serve as an additional point of contact for officers by supporting them in maintaining full compliance and motivating officers to accomplish club goals. The Assistant Director – Sport Program still maintains final decision-making power in programmatic decisions.

Club Officers

Club Sports are meant to be a learning experience for the members through their involvement in the organization, administration, budgeting, scheduling, fundraising, and community involvement, as well as their development of skills in their particular sport. The Club Sports program identifies the club officers designated by each club as the members directly responsible for upholding Club Sports policies & procedures. While all members have unlimited opportunities to become involved directly with the administration and/or supervision of their club, the Club Sports Office will work directly with the five officers designated to manage each club – President, Treasurer, Community Service, Fundraising, and Safety Officer.

Faculty/Staff Advisor

Each registered student organization at Purdue must have a Faculty/Staff advisor. Club members will choose their Faculty/Staff advisor. The Faculty/Staff advisor must be registered with SAO and BOSO. It is recommended that the designated Faculty/Staff advisor be informed of club activity. It is the responsibility of the officers to keep their advisor involved with club related activities.

Coaches

Clubs may utilize a volunteer or paid coach, but it is the club's responsibility to secure these services. The coach should restrict his or her contributions to those involving his or her skills and knowledge in the area of coaching and refrain from assisting in other areas of club management. All coaches must have a Coach's Contract on file with BOSO and submit a Club Sports Waiver, Release, and Hold Harmless Agreement. Clubs are not permitted to utilize the services of a coach without these forms being on file in the Club Sports Office.

Officer Descriptions and Responsibilities

Along with officer requirements as set forth by SAO, the Club Sports program requires a minimum of four officer positions to be held and each individual's current contact information to be on file at all times. Clubs may elect to have additional officer positions as deemed necessary by the club's members or constitution. To expand the leadership opportunities, each of the four officer positions must be held by four different club members. The positions are listed below and all officers must be students attending Purdue University at West Lafayette. A student placed on academic probation is not eligible to hold the President or Treasurer officer position for their club and may be required to resign from office. In addition to duties outlined in the club constitution and what responsibilities are assigned in the [Who's Responsible for What Worksheet](#), each Club Sport Officer is responsible for, but not limited to the following:

President

The President is responsible for oversight of the club and officers. They are expected to:

- Serve as a liaison between the club and the Club Sports program while operating in compliance with the club constitution, Club Sports Officer Handbook, and University Regulations.
- Set and make progress towards club goals.
- Ensure that all club documentation is submitted complete and on time.
- Ensure that fellow officers carry out their responsibilities.
- Other duties as assigned by the club's Primary Contact.

Treasurer

The Treasurer is responsible for the financial obligations of the club. They are expected to:

- Submit necessary documentation for payments and reimbursements.
- Create a club budget and maintain the club's budget tracking document.
- Maintain account records.
- Keep the club financial management in compliance with BOSO policies and procedures.
- Other duties as assigned by the club President or the club's Primary Contact.

Safety and Facility Officer (SFO)

The Safety Officer is responsible for the safety of the club members during competition, practices, travel and team events (fundraising, community service, etc.). They are also responsible for facility knowledge and policy enforcement. Throughout the Fall 2024 Semester, all members who are properly certified are eligible and encouraged to become SFO's. Clubs are encouraged to have multiple safety and facility officers.

SFO's are expected to:

- Obtain CPR/AED for Professional Rescuers, First Aid and BBP Certifications before the start of the upcoming semester.
- Ensure all club members have the necessary paperwork on file for participation eligibility.
- Maintain full inventory of the club's First Aid Kit.
- Enforce facility policies and procedures.
- Monitor facility conditions at RecWell facilities and at off-campus events.
- Complete and submit Injury Reports as necessary.
- Ensure that at least one SFO is present at all club events.
- Other duties as assigned by the club President or the club's Primary Contact.
- Act as the Trip Safety Leader during travel or assign another SFO to do so.

Trip Safety Leader

Clubs must designate a CPR/AED, First Aid and BBP certified Trip Safety Leader for each trip and list the name on the Travel Roster. It is strongly recommended that a Safety and Facility Officer serve as the club's Trip Safety Leader when traveling. If a SFO will not be in attendance, they are tasked with appointing a Trip Leader who is properly trained and certified. The Trip Safety Leader is responsible for ensuring that all drivers and club members act in an

appropriate and safe manner at all times while on the trip. However, it is the responsibility of each approved driver to ensure safety for each of their vehicle's passengers. It is also the responsibility of the Trip Safety Leader to monitor weather conditions while traveling and make changes to the itinerary as necessary.

Fundraising Officer

The Fundraising Officer should plan and initiate fundraising efforts and coordinate member involvement for their club. They are expected to:

- Seek out fundraising opportunities in an effort to meet the club's fundraising goal for the year.
- Initiate and plan fundraising events, registering fundraising events with a BoilerLink Activity Planning form as necessary.
- Complete a Fundraising Log after each event.
- Other duties as assigned by the club President or the club's Primary Contact.

Club Sports Council

The Club Sports Council is made up of student members from recognized Club Sports. Positions are filled at the discretion of the Assistant Director – Sport Programs. The Club Sports Council is **currently inactive** while the program is developed this year.

End of Year Awards

The Club Sports Council and Club Sports program recognizes that significant effort is required from club leaders and members in order for the organization to achieve success. This effort extends well beyond the playing area and the achievements do not go unnoticed. The dedication and commitment that members give is worth recognizing and the achievements worth celebrating.

Awards are announced each Spring semester and winners will have their name added to perpetual plaques on display within the Recreation & Wellness Administrative Suite. Current club awards include:

Club of the Year Award
Leader of the Year Award
Competitive Achievement Award
Boilermaker Spirit Award
Member of the Year Award

Eligibility & Process

- Requesting Club Sports organizations and officers must be in good standing and fully recognized; Clubs on probation, suspension, and those considered introductory clubs are not eligible.
- Criteria for nomination of the various awards will be announced in the Spring semester of each academic year.
- Completed nomination forms must be submitted by the announced deadline.
- Clubs nominated for an award will be notified to attend the Club Sports Awards.
- Clubs may be nominated for multiple or all awards.
- There is no limit to the number of consecutive years a club or individual can receive an award.

Membership and Participation

Membership and participation within a Club Sport must be free from discrimination based on race, religion, color, sex, age, national origin or ancestry, marital status, parental status, sexual orientation, gender identity and expression, disability, or status as a disabled veteran. Each club constitution must carry a statement to this effect.

Eligibility for Participation

Membership is open to students, faculty, and staff as outlined in the club's constitution. Students must be a registered Purdue student in good standing. There is no minimum credit hour requirement to participate. Non-Purdue affiliated members of the community may not participate in a club on a regular basis. Guests wishing to participate with a club on a limited basis must be approved by the club's Primary Contact and will be responsible for paying for a daily guest pass. All club members, guests, volunteers, or coaches of a Club Sport must have a Club Sports Waiver, Release, and Hold Harmless Agreement on file with the Club Sports Office to make them eligible to participate in any club-related activity. Releases must be complete, accurate, and on file with RecWell for every Club Sports participant. Release forms are good for the current academic year through the summer session.

Eligibility for Competition

Club Sports are responsible for competing in compliance with any regulations set forth by their conference, national governing body, etc. A Club Sport desiring to join a new conference or league must notify their Primary Contact.

Inclusive Participation

The Club Sports program supports and advocates for inclusion of all members, regardless of gender identity and expression. All members of the Club Sports program may participate in accordance with their expressed gender identity regardless of medical intervention and the sex indicated in official school records.

Competition at Another Institution

If a transgender or non-binary club member requires specific accommodation to ensure access to appropriate changing, showering, or bathroom facilities, the club's Primary Contact, and coach, in consultation with the member, should notify their counterparts at other schools prior to competition to ensure access to a comfortable and safe facility. This notification should maintain the club member's confidentiality. Under no circumstances will a club member's identity be disclosed without the student's expressed permission.

National Governing Bodies

There may be instances where additional eligibility guidelines are requested depending on a club's National Governing Body requirements for transgender members. If a member has questions about these additional eligibility guidelines, contact the club's Primary Contact.

Facility & Equipment Use guidelines

General Policies

Activity Use

The use of RecWell facilities and equipment is a privilege - all clubs are expected to respect and be good stewards of the facilities and equipment. This includes, but is not limited to: supporting and enforcing RecWell policies regarding use of facilities, cancellation of outdoor activities due to inclement weather and/or field conditions, proper storage of university and club equipment, etc. Clubs are also responsible for cleaning up any trash and

removing equipment and supplies from the playing area after each practice/game. Safety and Facility Officers are primarily in charge of knowing and enforcing RecWell policies, but all officers are responsible.

The Northwest Recreational Fields will be closed for Club Sports use from Thanksgiving Break until the end of Spring Break. Depending on the current weather conditions, this time frame may be modified by the Sport Programs Professional Staff. Conducting outdoor practice during this time subjects a club to disciplinary sanctions.

Alcohol & Tobacco

No alcohol or tobacco products are permitted within RecWell facilities. Clubs should be proactive in reminding visiting teams and spectators of this policy.

Equipment & Inventory

All equipment purchased for club use as an approved budgetary item from the RecWell or BOSO becomes the property of Purdue University and RecWell. Upon receiving equipment, the club becomes responsible for its maintenance and care. The club is also responsible for adding any new equipment to their inventory list and ensuring that the list is maintained with accurate and complete information. The University and RecWell remain the owners of the equipment, and RecWell may bill the club for lost or damaged equipment. Equipment should be stored in designated RecWell storage areas – NOT with individual club members. Storage space for club equipment may be provided upon a request, submitted to the club's Primary Contact.

The purchase of ammunition and firearms must be pre-approved by the club's Primary Contact and purchased through the University billing system.

Weapons

Specified equipment, including swords, sticks, firearms, archery bows, etc., related to club activities will be permitted upon permission from the Assistant Director – Sport Programs and/or the Campus Risk and Safety Committee. Equipment shall only be used for its intended purpose and handled appropriately when being transported. Damaged or unsafe equipment should be disposed of through the club's Primary Contact.

Storage Space & Key Lists

Dedicated storage areas with restricted access will be provided for clubs. Club presidents will establish access privileges for other members by submitting the Key List Addition Form as necessary. It is the President's responsibility to update their Key List as needed. All club owned equipment should be stored in these designated storage areas.

Visitor and Spectator Guidelines

Officers are responsible for sending visiting teams the Visiting Team Packet before hosting home events. The packet includes RecWell facility guidelines, a map of campus and RecWell entrances, parking procedures, and other important information as needed.

Space Utilization & Fees

Non-RecWell Facilities

Clubs that choose to use facilities not managed by RecWell, must communicate this with their Primary Contact. Non-RecWell practice space can be noted on the annual practice request, but games or events must be approved in advance by submitting a BoilerLink Activity planning form. Student members or officers are not authorized to sign any agreement or contract on behalf of the club or University but must submit the unsigned agreement or contract as a part of their BoilerLink Activity planning form.

Meeting Spaces

Recognized Club Sports may reserve designated meeting space in RecWell facilities for club meetings. Meeting spaces for Callouts will not be processed due to the demand on RecWell spaces during this time. Callouts may be held during regular practice times in reserved practice spaces or in other spaces on campus reserved through Space Management. Any Club Sports reservation requests should be submitted via the RecWell Facility Request Form. Requests should indicate group size, as well as, set-up and resources required. Standard amenities include tables and chairs while some spaces offer white boards and technology.

Practices

Allocated practice time is available for recognized Club Sports. Requests must be submitted via the Annual Practice Request Form by the announced deadline. Practice time is scheduled based on club need, availability and compliance. Clubs must maintain an attendance of six or more members in order to hold their reservation time. Practice reservations will only be available at reservation fees of non-Club Sports student organizations after three occurrences of falling below the minimum number. If a club exhibits a pattern of falling below the minimum number over a semester, they may be de-affiliated from the Club Sports program.

Home Events

Recognized Club Sports may reserve facility space outside of designated practice time to host visiting clubs or participants in match play, seminar, or tournament format. To receive Club Sports priority in scheduling RecWell facilities, clubs must submit their RecWell Facility Request Form for these events by the announced deadline in the Spring semester. Any Facility Requests submitted after the Spring deadline will be reviewed and processed as space is available and the regular student organization reservation fee would be charged. BoilerLink Activity Planning Forms must be submitted at least two weeks prior to the date of the event. Clubs hosting special events should meet with their Primary Contact at least two weeks in advance to begin the planning process. Clubs with requests for space or resources that fall outside the standard use parameters may incur charges.

Changes to Activity planning forms

Any changes to the RecWell Facility Request or BoilerLink Activity Planning form (game times, event schedule, etc.) must be communicated to the club's Primary Contact prior to the event. Failure to notify appropriate parties of changes to event schedules may result in a payment of staffing costs for the event or the cancellation of the event.

Event Budgets & Revenue Generation

If a club utilizes RecWell managed space, a final budget must be reported to the club's Primary Contact within five business days after an event. Clubs that generate a profit will incur a facility charge of 30% of the net profit or the [full facility rental charge](#), whichever is less. Clubs who do not submit a final event budget will be charged the full facility rental charge.

Events hosted at Purdue and run by club governing bodies are not exempt from this policy. It is the club's responsibility to ensure that governing bodies are aware of this policy and are able to provide accurate and timely information.

Merchandise Sales

All merchandise sales must be approved by the club's Primary Contact and included on the BoilerLink Activity planning form prior to the event.

Building Access & Privileges

Eligible Students, Faculty, Staff

Club members who utilize controlled RecWell facilities must possess a valid membership to gain access to the facilities. Club members who do not have a membership through their tuition and fees must purchase a daily guest pass to gain building access.

Visiting Teams & Officials

Visiting team members, coaches, and officials participating in recognized Club Sports events will have access into the facility for the purpose of their event. Arrangements for teams requiring locker room, shower access, or miscellaneous facility use should be made in advance with the club's Primary Contact.

Spectators

Non-member guests attending as spectators for Club Sports events will not be charged an entry fee to gain building access. Arrangements for Spectator access should also be made in advance and with the club's Primary Contact. Spectators will not be permitted to utilize RecWell fitness equipment without paying a guest fee. The collection of donations or admission fees by clubs for events is not permitted.

Club Coaches and Special Instructors

A maximum of two coach passes will be provided at no cost for RecWell club coaches who need facility access. The pass is valid for club practices and events only and expires at the end of the contract term. Additional coaches who are not eligible for a membership may pay the daily guest pass.

A maximum of three daily guest passes will be provided at no cost for invited Special Instructors. If the Special Instructors wish to attend more than three practices in a semester, they must pay for a daily guest pass.

Dependents

Under special circumstances, dependents of club members under age 16 that have a membership may be eligible for building access and club participation. Eligibility is based on purpose of involvement, club approval, and adherence to safety and facility guidelines. These case-by-case situations must be addressed with the club's Primary Contact prior to participation. Dependents are expected to adhere to membership guidelines and individuals under the age of 16 must be supervised by and in the company of a parent/guardian/adult chaperone at all times.

Travel

Travel Policies & Procedures

To travel on an approved University trip, a BoilerLink Activity Planning Form must be submitted at least two weeks prior to the trip. It must be indicated on the form that the event is a Club Sports Travel Event. Any Activity Planning Forms submitted under two weeks in advance will be denied unless approved by the Assistant Director of Sport Programs.

Travel Request

The Travel Request must be submitted 48 hours before trip departure through Fusion Club. Travel Forms are required for any travel outside of Tippecanoe County. The Travel Roster must include ALL individuals planning to travel with the club, all approved drivers and the Trip Safety Leader. Everyone traveling must have a Club Sports Waiver, Release and Hold Harmless Agreement, and when applicable, a Swim Acknowledgement Form on file at the Club Sports Office. Any special travel circumstances must be documented on the Travel Roster in advance. Any deviance from the approved Travel Roster during a club trip will be considered a violation of Club Sports policies.

Eligible Drivers (General Eligibility)

All drivers for all trips must be eligible and approved. One primary driver and one secondary driver are required for each vehicle. To become an approved Club Sports Driver for any vehicle (Rental or Personal), club members must:

- Submit an RM01 (RecWell) Form [here](#).
- Submit the approved RM01 form to their Fusion Club account.

Rental Vehicle Eligibility

- University Vehicles are no longer available to rent.
- Enterprise Vans (Reserved independently)
 1. Drivers may be 18 and older
 - 18-20 year-olds may only rent economy car-mid-size car only.
 - Vans can be rented by student 21 years old and older.
 2. Drivers will still need to be RM01 approved.
 3. Reservations must be made well in advance.
- Vehicle pickup and return hours vary by location.

Private Vehicle Eligibility

Clubs may choose to use personal vehicles to travel to club events. When using private/personal vehicles for club travel, each of the driver's personal auto insurance policies are in effect.

Travel Distance Policies

During club trips, safety is the number one priority. Accordingly, prior to travel, each trip will be reviewed based on several factors including distance, route, departure times, weather, number of drivers, etc. Trip approval does not eliminate the responsibility of club members to make sound decisions during the trip and reduce their amount of travel for a given day if conditions dictate.

All trips require a Safety Officer in attendance. The following travel distance requirements are for travel in regular motor vehicles. Travel by bus, train, or airplane has no mileage restriction, but are still subject to all other club travel policies and approval processes as well as policies set forth by the transportation companies.

- Trips in Tippecanoe country do not require a Travel Form. A Safety Officer is still required to attend.
- Trips outside of Tippecanoe county that are under 300 miles one way require a Travel form and an SFO in attendance.
- Trips exceeding 300 miles one way or with an estimated arrival time of midnight or later will receive further review by the club's Primary Contact and may require an over-night stay. A detailed travel itinerary may also be required. It is strongly encouraged for clubs to have 2 or more SFO's in attendance on trips over 300 miles away.
- In any event, trips will not exceed 500 miles one way in a 24 hour period unless approved by the Assistant Director- Sport Programs and Senior Assistant Director- Sport Programs. A detailed travel itinerary must be submitted at least two weeks prior to the trip. More information or examples of past approved itineraries may be requested to the Primary Contact. Clubs must have 2 SFO's in attendance.

All travel itineraries will be reviewed by the club's Primary Contact. Any trip deemed unsafe will require itinerary changes prior to approval.

Conduct

As noted in the Standards of Conduct section in this Handbook, all Club Sports members, coaches, and volunteers are expected to conduct themselves in a manner that supports the mission of the university and is in compliance with all policies in *the University Regulations* and *Club Sports Handbook*. In addition, Purdue Students are expected to follow all policies outlined in the *Code of Student Conduct*, found in the *University Regulations*.

Consuming or being under the influence of alcohol, drugs, and other substances during any club sanctioned or sponsored event is not permitted. This includes practices, home competitions, trips and/or away competitions (the entire duration of the trip), and special events. This is in effect for any club member, coach, volunteer, or advisor. In addition, alcohol is not permitted at club functions that may take place at a private residence. Any deviation of this policy will result in immediate sanctions from the Club Sports program, and further actions may be taken, including referral to the Office of Student Rights and Responsibilities (a division of the Office of Dean of Students) for possible university disciplinary action. Transporting alcohol in a university vehicle or private vehicle being used for official club travel is not permitted. Additional Club Sports alcohol policies can be found in the Standards of Conduct section of this Handbook (page 18).

Injuries

Before the start of any trip, check with the representative of the host institution to determine what arrangements have been made to assist in the handling of an injury. If the host school has made no arrangements, determine your own procedures to follow (i.e., telephone number of ambulance service, location of local hospital, etc.)

If necessary to have an injured participant seen and/or treated by a physician, have him or her transported to the emergency room of the local hospital. It is recommended that a qualified service (e.g., ambulance service) be used to transport the injured participant. All expenses incurred for treatment, transportation to hospital, etc., are the responsibility of the injured participant. Rely upon the recommendation of the attending physician as to whether the injured Purdue club member can be transported back to campus and what accommodations to use (e.g., University vehicles). All injuries requiring a hospital visit should be reported to the club's Primary Contact immediately. All injuries, whether or not they require a hospital visit, should be reported in an Injury Report found in each club's First Aid Kit and submitted to the club's Primary Contact. Please see the Concussion Management Plan section of this Handbook for more information regarding head injuries.

Transportation Services Guidelines

Accident Procedures

If an accident occurs use the following guidelines:

- 1) Notify area police immediately — before leaving the accident scene.
- 2) Provide assistance at the accident scene. **DO NOT RENDER FIRST AID UNLESS PROPERLY CERTIFIED.**
- 3) Exchange information with the other driver(s) i.e.: driver's name, phone number, license plate number, state, year; make, model, year, color of vehicle.
- 4) Do not accuse others or make any admission of responsibility for the accident.
- 5) All accidents are to be reported by the driver immediately to the Transportation Services Department and the club's Primary Contact (refer to emergency contact info).
- 6) If there is an injury, or you cannot drive the vehicle, notify Transportation Service immediately (765-494-2114), and follow the emergency repair procedure.
- 7) If the vehicle is drivable, continue your trip as planned once you have contacted the Transportation Service Department and the club's Primary Contact (refer to emergency contact info).

Standards of Conduct

The basic concept underlying the Purdue University 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 act in a manner that does not detract from the reputation of the University or the department. Club Sports members are expected to behave in a mature and responsible manner both on and off campus during all Club Sports-related activities, in accordance with the

Club Sports Handbook, University Regulations, and [the Regulations and Procedures for Recognized Student Organizations](#). Clubs and/or individual members may face disciplinary action for inappropriate actions or behavior either on or off campus while engaging in any Club Sports-related or community activities.

Alcohol, Drug, & Substance Policy

Alcohol, drugs, and other illegal substances are not a part of the Club Sports program. Substance use by any individual while participating in a Club Sports-related activity may result in disciplinary action by the appropriate University office. Consuming or being under the influence of alcohol, drugs, and other substances during any club sanctioned or sponsored event is not permitted. This includes practices, home competitions, trips and/or away competitions (the entire duration of the trip), and special events. This is in effect for any club member, coach, volunteer or advisor. At no time is alcohol permitted at a club function; at a private residence, etc. Any deviation of this policy will result in immediate sanctions from the Club Sports Program, and further actions may be taken.

If a club desires to serve alcohol at a banquet or event to attendees of legal drinking age, the following must occur:

- 1) Clubs must request permission from their Primary Contact at least ONE MONTH prior to the event.
- 2) Alcohol must be served by a licensed vendor such as; a caterer, restaurant, etc.
- 3) Under-age alcohol consumption will not be tolerated at any time.

Hazing

RecWell endorses [the anti-hazing policies set forth by the University](#). Hazing is not a part of the Club Sports program. Hazing means forcing or requiring another person, regardless of that person's consent, to perform an act that creates substantial risk of physical harm, substantially or seriously demeans or degrades any person, or interferes with any person's scholastic activities. Any Club Sports-sponsored event or activity that degrades, demeans, or causes any physical or mental distress towards its members will not be tolerated and disciplinary action may follow.

Disciplinary Sanctions

RecWell has a zero tolerance for Club Sports infractions that pose severe threat to the safety of club members or other individuals and expose Purdue University, RecWell, and/or Club Sports to serious risk and liability. Disciplinary incidences may be heard by either the Assistant Director – Sport Programs or the Office of Student Rights and Responsibilities depending on the severity of the offense. Examples of offenses that may be grounds for disciplinary action include, but are not limited to:

- Use of, transportation of, or participation under the influence of alcohol, drugs, or any illegal substances during club events.
- Hosting or traveling to an unapproved or denied club event.
- Use of unapproved drivers during club travel.
- Misuse of University vehicles.
- Lying to a University Official.
- Hazing
- Allowing ineligible player(s) to participate in Club Sports activities.
- Unsportsmanlike conduct towards officials, opponents and/or spectators.
- Misuse of club funds.
- Violating local, state or federal laws.
- Displaying conduct that is detrimental to or violates policies of the University, RecWell, Club Sports program, SAO, or the Student Code of Conduct.
- Behavior that is prohibited in the *Code of Student Conduct* within the *University Regulations*.

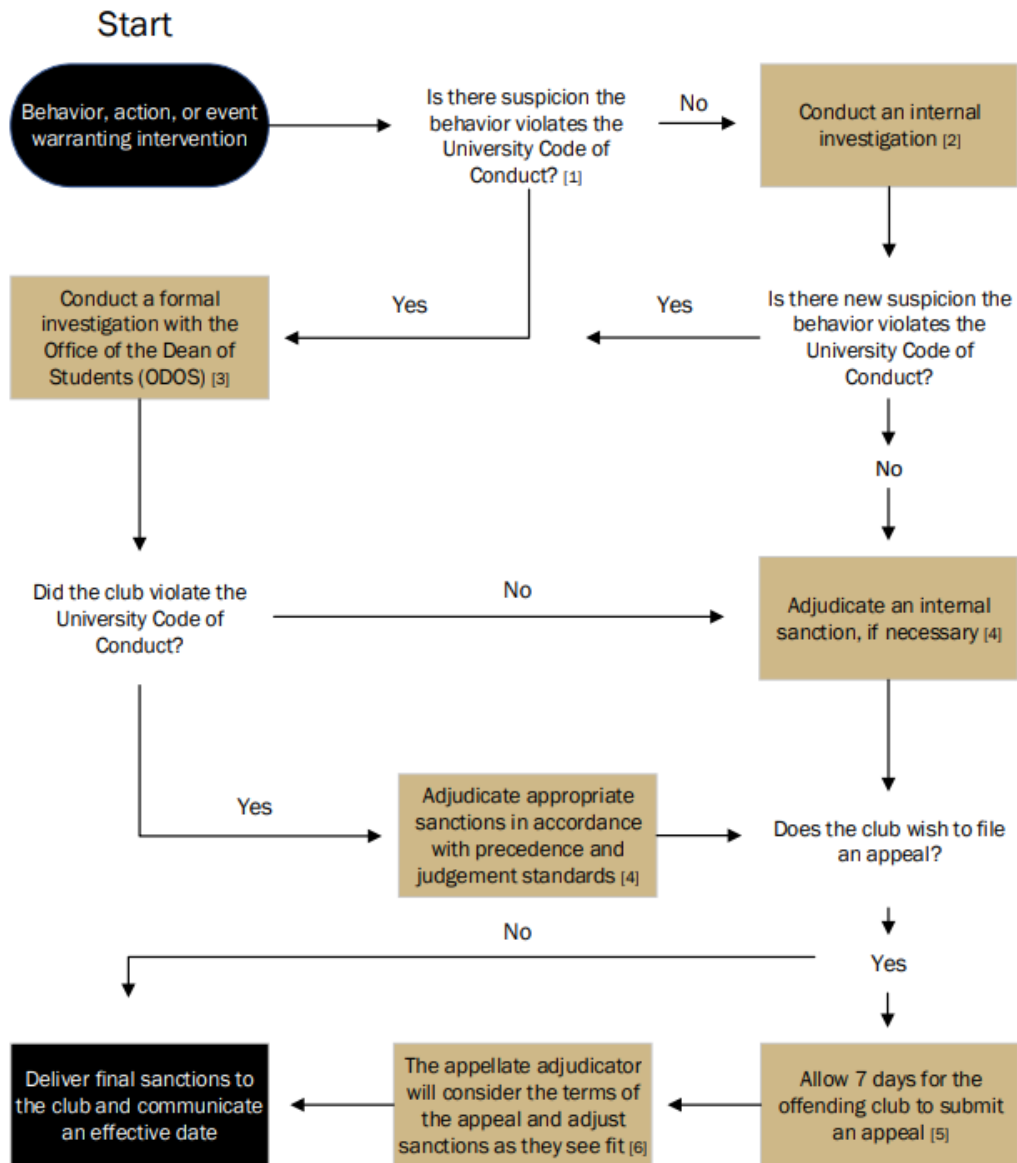
Clubs violating any University, [SAO](#), or Club Sports policies and procedures are subject to various consequences. These may include, but are not limited to:

- A verbal or written warning to the officers of the club.

- Loss of RecWell funding.
- Loss of travel privileges.
- Suspension of club activities or selected members for a prescribed period of time.
- Loss of Club Sports recognition.
- Educational efforts as deemed appropriate.

Professional Staff will follow the Discipline SOP when determining actions to be taken after a conduct issue.

Purdue University Recreation & Wellness Club Sports Discipline Standard Operating Procedure



Risk Management

Concussion Management Plan

Concussion management in sport is a rapidly evolving field. RecWell's Sport Programs Staff is committed to providing the most up-to-date care for any participant who has suffered a concussion in order to allow a safe return to sport and to prevent any long-term adverse consequences. The goal of this concussion policy is to guide clinical practices regarding the management of sport related concussions and to educate participants to the signs, symptoms, and risks.

- A concussion is a brain injury and may be caused by a bump, blow, or jolt to the head or body (whiplash). All concussions are serious injuries. Return to play prior to full recovery from a concussion may increase recovery time and/or increase the likelihood of prolonged brain damage or death. Therefore, it is of the utmost importance that a concussion be properly diagnosed and managed. A critical element of managing concussions is candid reporting by the participant of any concussion symptoms. Accordingly, participants are encouraged to be candid with team medical staff and fully disclose any symptoms that may be associated with concussion.

Return to Play Policy

If a certified athletic trainer is present, any participant who exhibits the signs or symptoms of a concussion will be removed from participation and undergo a sideline evaluation. The sideline evaluation will rely on the clinical judgment of the certified athletic trainer. If no certified athletic trainer is present, participants are required to self-report symptoms to the club's Safety Officer, remove him/herself from competition, and see a medical professional as soon as possible. **Any participant who is diagnosed by a medical provider (athletic trainer or physician) of having a concussion will not return to play or practice on the same day as the injury.** Once diagnosed with a concussion, the participant must be seen by a licensed physician trained in the evaluation and management of concussions and head injuries and receive written clearance to return to play before participating in any contests or practices.

Athletic Trainer Coverage

Based on the type, amount of and severity of injuries according to the National Athletic Trainer's Association and internal reviews from Purdue Recreation and Wellness, the following clubs will receive first priority scheduling for Athletic Trainer Coverage for Home Events located in Tippecanoe County: Gymnastics, Ice Hockey, Men's Lacrosse, Men's Rugby, Women's Rugby, Men's Soccer, and Women's Soccer. The following clubs will receive secondary priority scheduling: Women's Lacrosse, Men's Ultimate, Women's Ultimate, Men's Volleyball and Women's Volleyball.

Because Athletic Training resources may be limited at times, it is possible that not all clubs (first or second priority) will receive coverage. It is the responsibility of the individual clubs to be aware of and to communicate any Athletic Training requirements mandated by a National Governing Body, league, or event host to the club's Primary Contact. To ensure coverage, clubs are encouraged to request services as soon as possible. RecWell professional staff will determine approval of Athletic Training requests or Activity planning forms as they deem necessary. Any other club events requesting Athletic Training services will be scheduled dependent on the Athletic Trainer schedule and the size and scope of the event as the RecWell professional staff sees fit.

Events that were submitted in the Annual Event Request by priority clubs listed above will have Athletic Trainer fees covered. Any additional events added after the deadline will not be covered by RecWell. At that point, clubs will be responsible for covering the cost for an AT for that event.

PUSH Physical therapy services

Physical Therapy services are available at the France A. Cordova Recreational Sports Center (CoRec) in the Wellness Suite, room 2238. Physical Therapy is available with an appointment both by referral from a medical provider and without a referral via Direct Access. To schedule an appointment, call (765) 494-1839, or stop by the Wellness Suite at the CoRec. Hours of operation and services offered during the academic year are posted on the PUSH website.

There are charges for all Physical Therapy services and supplies. Physical Therapy is in network for all Purdue Student and Graduate Student insurance plans. PUSH PT is out of network for all other commercial insurers so our charges are kept low to be competitive with in-network costs. It is the patient's responsibility to verify their Physical Therapy or supply coverage prior therapy.

Certified Members & First Aid Kits

All Club Sports are required to have at least one individual certified in Adult CPR/AED, First Aid, and Bloodborne Pathogens (BBP) present at all practices, home events, and trips. This member will act as the Safety and Facility Officer (SFO). Clubs are encouraged to have multiple SFO's. For clubs whose practices and/or events are held at the CoRec and Aquatics Center or outdoors at the Northwest Recreation Fields, the certified RecWell staff members present will count towards this requirement. Club Safety Officers are responsible for signing up for certification classes as necessary. RecWell offers classes for these certifications at a minimal charge. If, however, the certified member holds a certification from another location they must submit their cards to their Primary Contact for record-keeping purposes.

Failure to comply with the Certified Member requirements may result in disciplinary actions for the club.

First Aid Kits can be restocked by submitting a First Aid Kit Restock Form. If an entire First Aid Kit is misplaced or damaged, Club Sports will replace one every two years per club. Outside of that, the First Aid Kit replacement is the responsibility of the club.

Emergency Response

When available, refer all emergency situations to the Club Sport Program Assistant, Club Sports Field Supervisor, or other RecWell staff and facilitate response for your club. If no staff is available, and it is determined emergency response is needed, then follow the procedures outlined below:

Emergency Requiring Medical Assistance

- 1) Call 911 and direct EMS to location.
 - a. Northwest Rec Fields – 1410 Cherry Lane
 - b. Lambert – 800 W. Stadium Ave.
 - c. If address is not listed, it is the club's responsibility to identify their event address
- 2) Perform CPR/AED/First Aid as necessary.
- 3) Send staff/participant to meet EMS at designated location.
- 4) Assist EMS as needed.
- 5) Complete Injury Report.
- 6) Notify club's Primary Contact.

Fight, Assault, Harassment

- 1) Call 911 and direct Police to location.
 - a. Northwest Rec Fields – 1410 Cherry Lane
 - b. Lambert – 800 W. Stadium Ave.
 - c. If address is not listed, it is the club's responsibility to identify their event address
- 2) Maintain crowd control, without becoming involved in the situation.

- 3) Send staff/participant to meet Police at designated location.
- 4) Assist Police as needed.

Purdue Alert

Purdue University uses the Purdue ALERT Emergency Notification System to notify the Purdue community of situations on campus that may be dangerous or hazardous. This includes an emergency siren system to alert when shelter need to be sought immediately (Shelter-in-Place or Safe Areas). All club officers and RecWell staff should be aware and in-tune with the warning system. The Purdue Alert system is used for:

- Tornado Warning
- Active shooter, building intruder, or civil disturbance
- Hazardous materials release

The Purdue ALERT siren sounds the same for all of these situations, so if you hear the siren, please refer to the Purdue homepage, www.purdue.edu for detailed information. Please note that regular testing occurs on the first Saturday of every month at 11am (except during home football games and periods of adverse weather).

The Purdue ALERT also includes an optional text message service. This voluntary service allows participants to receive alerts and warning directly to their cell phone. If you are interested in participating in this service, please sign up at <http://news.uns.purdue.edu/mail.html>.

For more information about the Purdue ALERT Emergency Notification System, please refer to http://www.purdue.edu/emergency_preparedness/warning_system.htm.

Severe Weather

Heat

- 1) Weather.com reads a Heat Index of 100F.
 - a. Issue heat advisory, alert participants to conditions.
 - b. Build in extra water breaks and rests.
- 2) Weather.com reads a Heat Index of 110F.
 - a. All activities must cease, may resume once Heat Index is below 110F.

Cold

- 1) All activities must cease when the wind chill reaches 20F.
- 2) Activities may resume if the wind chill rises above 20F.

Lightning and Thunder

- 1) As soon as thunder is heard or lightning is seen, evacuate your club from the area to a safe location inside a secure building.
- 2) Activity may resume 30 minutes after the last clap of thunder or flash of lightning.

Tornado Warning

- 1) When alarm sounds, evacuate club to a safe location inside.
 - a. CoRec - First floor locker rooms or Aquatic locker rooms.
 - b. TREC - TREC locker rooms.
 - c. Northwest Fields - Evacuate the facility and find shelter in a building with a lower level or interior first floor room with no windows.
 - i. The closest building is the Schwartz Tennis Center.
 - d. Lambert - Lowest level locker rooms.
- 2) Remain in a safe location until the warning has expired.

Active Shooter, Building Intruder, or Civil Disturbance Procedures

- 1) Do what you need to do to keep yourself safe.
 - a. Evacuate if safe to do so or if instructed to do so by Emergency Personnel.

- b. Take cover immediately – lock or barricade yourself and others inside a secure area and remain out of sight; turn off radio and silence cell phone.
 - c. Fight back and take down the shooter.
- 2) If safe to do so, call 911 and report suspect description and movement.
 - 3) Wait for Emergency Personnel for further information.

Hazardous Materials Release

- 1) Evacuate club to a safe location inside.
 - a. CoRec - First floor locker rooms or Aquatic locker rooms.
 - b. TREC - Locker rooms.
 - c. Northwest Fields - Evacuate the facility and shelter in a university or non-University building
 - d. Lambert - Lowest level locker rooms.
- 2) Call 911 to report the incident.
- 3) Wait for Emergency Personnel for further instructions.

Post Emergency Follow Up

In the event emergency response is needed, notify the club’s **Primary Contact** and additional emergency contacts as needed.

Emergency Contact Card

For any non-life-threatening situation involving a hospital visit, contact your club’s **Primary Contact** to report the incident. For any life-threatening emergency or significant incident, please contact your club’s **Primary Contact** immediately. If they cannot be reached, leave a message and continue down the call list, in order until you reach someone. Cell phone numbers should only be contacted in case of emergency.

1) Alyssa McMullen	Assistant Director – Sport Programs	Cell: 443-326-2383
2) Jason Maynard	Sr. Assistant Director – Sport Programs	Cell: 765-810-5420
3) Mitch Nettesheim	Sr. Associate Director – Recreation & Wellness	Cell: 803-748-6393
4) Purdue Police	Purdue University	Phone: 765-494-8221

Other Emergency Numbers

CREC Member Services
765-494-3110

Health coverage

The University’s General Liability Policy

At the University’s discretion, the policy provides protection to officers and members of Club Sports as long as they are acting within the scope of their duties. The Club Sport must be a recognized student organization and the activity involved must be approved by the University. Coverage applies to claims brought by third parties for bodily injury or property damage. No coverage is provided for claims arising out of autos or aircraft.

Medical/Dental Insurance

Per University Regulations, all international students are required to have medical insurance. RecWell strongly recommends that all domestic Club Sports members have medical and dental insurance before participating in any club related activity. Individual Club Sports may require medical and/or dental insurance and/or annual examinations of its members as a criterion for membership.

Student Medical Insurance

Members of Club Sports are eligible for the student medical insurance offered through the University. Club members who carry the insurance should always have their insurance card in their possession. The staff of the Student Health Center business office will assist insured students with appropriate claim forms.

Financial Support

Funding Sources & Limitations

Funding for Competitive Clubs

Available RecWell funds will be allocated by club compliance and budgetary need. Competitive clubs in Tiers 1-3 will be funded based on their Tier Classifications. Clubs in the recreational tier do not receive RecWell funding but are eligible to apply for Excellence & Development Funding. Regardless of classification, all clubs must remain compliant to receive the benefits associated with being a Club Sport.

BOSO Account

All clubs hold an individual club BOSO account. The funds generated by a club through dues or fundraising projects may be spent according to club needs and are governed by the regulations of BOSO. General financial procedures including receiving and dispersing of funds are to be made in accordance with [policies and procedures as prescribed by BOSO](#).

Fundraising

Financial support from RecWell is limited to monies allocated to individual Club Sports by RecWell. This allocation is not intended or able to completely fund the club's annual budget. Therefore, each club should generate additional money to fully support their club needs. If a club hosts a fundraising event or it requires travel outside of Tippecanoe County, a BoilerLink Activity planning form must be submitted and must be approved before taking place. A club may consult their Primary Contact if they are unsure if their fundraising event requires a BoilerLink Activity planning form.

Club Sports requesting to partner with off-campus organizations for fundraisers may submit [the University's Tax Exemption Certificate](#) to do so. If a company asks for the club's Tax ID number, they may use the University's Tax ID number 35-1052049.

RecWell also assists in a club's fundraising efforts by assisting in the engagement of Club Sports alumni and other individuals who may be potential donors to individual clubs. Clubs may participate in the Club Sports Alumni Newsletter sent out once a semester. Clubs may choose to send their own newsletter through the iModules platform using the University's alumni database for their club. A club may contact their Primary Contact for more information on communicating with their club's alumni.

Purdue Student Organizations, including Club Sports, are **unable** to fundraise through crowdfunding websites like GoFundMe or KickStarter. Student Organizations may apply to take part in Purdue's Crowdfunding website. A club may contact their Primary Contact for more information.

Purdue For Life Crowdfunding

Purdue For Life will conduct semesterly Club Sports campaigns that all clubs are encouraged to participate in. These will typically be one-month long campaigns at the beginning of the Fall and Spring semesters. An officer from each club is required to attend a training course to learn how to complete campaign submissions. Purdue For Life will also provide a Toolkit for clubs to market and promote this crowdfunding event.

Clubs who do not submit a Purdue For Life Campaign will not be considered for extra funding requests outside of Excellence and Development Funding.

Trademark & Licensing

As a RecWell Club Sport, the Office of Trademarks and Licensing has set certain privileges in regards to which Purdue trademarked items may be used in any and all Club Sports productions including but not limited to websites, t-shirts, uniforms, banners, etc. Clubs may view which trademarked items have been allotted to Club Sport for use when produced by a licensed vendor on the Be a Purdue Brand Champion website.

Club Administrative Compliance & Classification

Administrative Compliance

Miscellaneous Required Paperwork & Meetings

Presidents and Officers must attend the meetings required of their positions and submit an End of Semester Report each semester. If officers have a class or work conflict during when the Required Meetings are offered, excused absence requests must be submitted via email to the club's Primary Contact by noon of the day of the first meeting offering. If an officer does not notify their Primary Contact of their excused absence by that deadline, their absence will be considered unexcused. Unexcused absences will result in the club being placed on administrative probation. If a club's End of Semester Report is not submitted by the announced deadline, the club will also be placed on administrative probation.

Terms of administrative probation may include required full active club roster meetings, required officer meetings, required meetings with the club's Primary Contact, and required Fundraising and Community Service events.

Boilerlink

Activity Planning Forms

Activity Planning Forms (APF's) are required for any club activity other than recurring practices. Club officers must use boilerlink to complete an APF at least 2 weeks prior to any club home event, travel, fundraising effort, etc. APF's are reviewed by BOSO and Sport Programs staff.

Coaching Contracts

All coaches are required to complete a coaching contract through Docusign each academic year. Club officers must first submit a coaching request through Boilerlink with all applicable information regarding the prospective coach. BOSO will then draft a contract through Docusign to be completed by the coach each Academic Year, which will have to be approved by RecWell staff. No coaches are allowed to be involved in club activities without first completing this step.

Fusion Club

Roster and Practice/Tryout Management

Registration periods will be updated and reopened on August 1st of each academic year. Club officers are responsible for making sure that everyone in attendance at club activities are active members on their Fusion Club page. Any players that have not signed the waiver are not eligible to participate in any club events. After registration is open, clubs may also request that their Tryout and Practice times be posted to their club page. Officers should reach out to their Primary Contact with the dates they would like posted.

Driver Clearances

All drivers must complete the RM01 (RecWell) DocuSign on the [Risk Management website](#). Once the DocuSign is complete, members can apply for Driver Approval through Fusion Club by inputting their license information and attaching a copy of the completed DocuSign. Drivers will be approved by Sport Programs staff.

Travel Requests

Officers are responsible for completing travel forms at least 48 hours before any trip. Fusion Club will not allow any travel forms to be submitted within 48 hours of travel. The Travel Form requires that they list a complete travel roster and list 2 drivers per vehicle. Officers will also be able to list details such as location, mode of transportation, and a description of the event. Keep in mind, travel requests will not be approved without a valid corresponding APF.

Microsoft Teams - Classroom

All club officers will be added to a Microsoft Teams Classroom before the start of each Academic Year. Here, clubs will have access to resources such as event schedules, forms, deadlines, and calendar invites. All information can be found in the “General” channel.

Microsoft Teams will also house all trainings and quizzes to be completed by officers before the designated deadlines. Officers should stay up to date with the Classroom as important information, deadlines, and requirements, will be accessible there.

Classification

Tier Classification Standards

The following tier classification standards are designed to better facilitate a structured and comprehensive Club Sports program. As clubs grow and expand in size, fiscal responsibility, and competitive status, they will self-filter into higher achieving tiers. Regardless of their tier classification, all recognized Club Sports must have a minimum of 10 members and at least five different individuals occupying the five Club Sports officer positions.

Clubs will be placed in each of the four below-listed tiers based off their performance in each of the standards noted in the previous academic year. Competitive Clubs that fail to meet the Competitive Tier 3 standards will be placed in the Recreational Tier for the following academic year and will not receive a financial allocation. Any club that fails to meet any of the outlined tiers will have their Club Sports status considered In Review for the following academic year. In Review clubs will not receive a financial allocation and will have all club reservations (practice and home events) subject to the reservation fees of non-Club Sports student organizations. At the end of that academic year, if the In Review club still fails to meet any of the outlined tiers, they will be de-affiliated from the Club Sports program.

Engagement Points

Engagement is a new requirement that stands in place of the previous “Cross-club collaboration” requirement. This leaves clubs with more options and a somewhat open-ended requirement to engage with the Purdue community.

In place of “Allocation Points,” clubs now have the opportunity to earn engagement points. These apply to events such as cross club collaborations, extra meeting attendances, community service, etc. A complete list can be found in the Club Sports Teams Classroom. Different events will be worth a different amount of engagement points depending on factors such as time, cost, and level of engagement. This will be at the discretion of the Assistant Director of Sport Programs.

At the end of the Academic Year, engagement points will be used to determine priority when selecting practice spaces.

	Competitive Tier 1	Competitive Tier 2	Competitive Tier 3	Recreational Tier
Events or Competitions	Club competes in at least five home or travel events per academic year.	Club competes in at least three home or travel events per academic year.	Club competes in at least two home or travel events per academic year.	Club hosts or participates in one "club development" event per academic year. This may include an instructor workshop, attending or hosting an event or another activity at the discretion of the Assistant Director, Sport Programs.
Fundraising	Club fundraises at least 200% of their RecWell Allocation. Dues may count as these fundraised monies.	Club fundraises at least 150% of their RecWell Allocation. Dues may count as these fundraised monies.	Club fundraises at least 100% of their RecWell Allocation. Dues may count as these fundraised monies.	No Fundraising standard.
Fundraising Logs must be submitted for all fundraised monies and all dues must be deposited and reported in the club's BOSO statement to be considered.				
Engagement	Club earns at least 15 engagement points per academic year.	Club earns at least 10 engagement points per academic year.	Club earns at least 5 engagement points per academic year.	No Engagement standard.
In order for the event to be counted, at least 10% of the club's active members or 5 total members, whichever is less, must be present in the Engagement Form submission.				