

COMPETITIVE SPORTS PROGRAM
SPORT CLUB HANDBOOK
General Program Information



General Information

Sport Club Guidebook

This Sport Club Guidebook contains policies and guidelines to be followed by all clubs currently affiliated or those requesting to be affiliated with the Middle Tennessee State University Sport Club Program. This guidebook serves as a guide for club participants and officers in the daily management of their respective clubs. This guidebook should be used as a resource for all questions regarding conducting club business.

Sport Clubs are subject to discipline and even suspension from the Sport Club Program for not following the rules and regulations set forth in this guidebook. The Department of Campus Recreation and the Division of Student Affairs governs these policies and procedures. Violations of a serious nature may be sent to the university judicial board of the Vice President of Student Affairs.

What is a Sport Club?

A sport club is a registered student organization that has been formed for the purpose of competing and/or participating in a particular sport. Many sport clubs exist because of the desire to continue participation in a sport by students other than varsity athletes. Each club's level of competition or activity is unique, and is dependent on club leadership. Sport clubs are student-initiated, student-led and student-managed, providing an opportunity for the development of leadership and other life skills and to contribute to the overall college experience.

Sport Club Contact List

Competitive Sports Office	(615) 898-5068	Mt.sportclubs@gmail.com
Dan Payne, Competitive Sports Coordinator	(615) 898-5341	daniel.payne@mtsu.edu
William Nordquist, GA of Competitive Sports	(615) 898-5068	william.nordquist@mtsu.edu
Graham Stallings, GA of Competitive Sports	(615) 898-5068	gstallings@mtsu.edu

Middle Tennessee State University Campus Recreation Mission Statement

Campus Recreation's mission is to serve and educate the MTSU community with recreational opportunities to promote healthy lifestyles in a safe environment.

Middle Tennessee State University Sport Club Program Mission Statement

The Middle Tennessee State University Sport Club Program is dedicated to the mission of providing safe opportunities to students for engagement in a variety of sport activities, including activities that are competitive, recreational, and instructional in nature. Students are afforded leadership opportunities and experiences, as each club is organized, managed, and led by students. The program strives to contribute to the health, well-being, development, and education of students through involvement with sport club activity, while supporting those activities by providing use of Campus Recreation facilities and services.

Sport Club Office

The Sport Club Office, led by the Competitive Sports Coordinator, is designed to help clubs function appropriately. The following services are available through the Competitive Sports Office:

- Administrative assistance and guidance
- Practice and game facility reservations and supervision
- Budget tracking
- Photocopying
- Fundraising assistance
- Event hosting
- Travel reimbursement processing
- Community service assistance
- Budget proposal assistance
- Publicity, recruitment, and promotion

Competitive Sports Coordinator

The Department of Campus Recreation employs a full-time professional to supervise sport clubs and their activities within the Competitive Sports Program. The Competitive Sports Coordinator is responsible for supervising the Graduate Assistant and Supervisors to insure the clubs operate in a professional manner benefiting both the club participants and the University community as a whole. The Competitive Sports Coordinator serves as an advisor for clubs on day-to-day operation as well as special events. The Competitive Sports Coordinator works to insure that all rules and regulations are followed in accordance with the Competitive Sports Program, Department of Campus Recreation, and The Middle Tennessee State University guidelines. Finally, the Competitive Sports Coordinator serves as a liaison between the individual clubs and University administration.

Mailboxes

All things mailed to the club can be sent to the Competitive Sports Office. Make sure you come into the office periodically to check your clubs' mailbox. The mailing address for the Competitive Sports Office is

P.O. Box 556
Middle Tennessee State University
Murfreesboro, TN 37132

Sport Club Eligibility

General Participant Eligibility

- All current fee-paying Middle Tennessee State University students that meet the minimum accredited hours are eligible for participation in the Sport Club Program. This includes undergraduate, graduate, professional, full-time and part-time students. Minimum accredited hours for both undergraduate and graduate students are listed as follows:
Graduate- 3 hours
Undergraduate- 6 hours
- Students that are only taking online classes need to pay the Programs Fee (\$80) to be eligible for Sport Clubs. Students that take classes at MTSU have this fee included in their tuition.
- Alumni, faculty, and staff are not eligible for participation in the Sport Club Program

- Individuals that are not taking classes during the current semester are not eligible. This includes individuals that are not taking summer classes, regardless of status in the previous spring and/or upcoming fall semesters. Members participating with organizations that are competing in regional and/or national competitions that extend into the summer semester may request an exemption from this requirement from the Sport Club Office on an individual basis in order to continue participating during the club's established postseason period.
- Specific National, State and/or Local Governing Bodies may have eligibility requirements that are not consistent with the eligibility requirements of the MTSU Sport Club Program. Contact the governing body for specific eligibility requirements. When such requirements conflict with Sport Club Program or other University requirements, Sport Club Program and University requirements will take precedence.

Sport Club Officer Positions

Each club must have the following elected officers who meet the requirements listed under Officer Eligibility. Contact information for each officer must be kept up-to-date with the Competitive Sports Office.

Mandatory Positions. An individual cannot serve in multiple positions at one time. A club's Safety Officer must be CPR/First Aid/AED certified to serve in this capacity, as well as another member of the club.

- President
- Vice President
- Safety Officer 1
- Safety Officer 2

Additional (optional) Sport Club officer positions:

- Secretary
- Fundraising Chair
- Community Service Chair
- Publicity & Advertisement Manager
- Event Manager
- Recruitment Chair
- Historian
- Treasurer

Officer Eligibility

Officers in Sport Clubs must meet the minimum requirements for being an officer in a Registered Student Organization set forth by the Student Activities Center and requirements set forth by the Sport Club Program. Requirements include:

- Currently enrolled MTSU student
- Minimum 2.0 Grade Point Average
- Registered for a minimum of 6 credit hours
- Free of any obligation, including fees or payments to the University (excluding parking tickets)
- Must be in good-standing with the Competitive Sports Program, Department of Campus Recreation, and Middle Tennessee State University

Intramural Sports Participation Policy

Members of MTSU sport clubs will be allowed to participate in intramural competition in their related sports. However, for a single intramural team, a maximum of three (3) club players may appear on the team's roster except for Indoor and Outdoor Soccer in which 4 and 5 sport club athletes are allowed to be on the roster respectively. A person is deemed a club member if he/she participates in a club contest or practice following the designated try-out period, pays club dues, or appears on the team roster or waiver form. Once a person has been deemed a club member, he/she will be considered a club player with regard to intramural sports for twelve (12) consecutive months from the date that he/she last participates in a club contest or practice, last appears on the team roster, or the date of their most recent signed sport club waiver form, whichever is latest. Removal of the person from any club roster does NOT affect his/her intramural status as a club player. Intramural players who join a club team during the sport's IM season may be required to discontinue playing for their IM team in order to keep the IM team eligible under this rule.

Insurance and Medical Considerations

1. The university holds NO blanket insurance policy for sport club participants. Consequently, all club members are strongly encouraged to purchase some type of personal comprehensive accident-health insurance. An injured participant is responsible for all financial obligations incurred and any treatment necessitated by injury. Club officers should notify their members of this fact.
2. The University does not provide insurance for club members while traveling. Club members are responsible for their own auto insurance if traveling in a private vehicle. Passengers in private vehicles that are driven by club members are at the sole risk of the driver.
3. Sport Clubs at MTSU are responsible for their events and activities, as well as the actions or negligence of the organization membership.
4. Each participant is always responsible for his/her own well-being when participating with the group he/she is affiliated.
5. Each participant shares with the other members the concern and responsibilities of safety and agrees to follow safe procedures and to avoid any unnecessary, hazardous situations.
6. Participants are encouraged to discuss with the MTSU Student Health Center medical staff or with their family doctor any known physical problems which may limit participation in the club sports program. This should be handled before participation.
7. It is highly recommended that all participants in club sports receive a physical examination from a physician prior to participation.
8. Participants are encouraged to wear proper dress and appropriate protective equipment. If the participant chooses not to use such equipment, the participant must realize that he/she is doing so at his/her own risk.
9. Participants are responsible for proper conditioning as a prerequisite for participation.
10. Arrangements will be made to have proper supervision at home club contests to be held on campus that have been properly scheduled through the Competitive Sports Office.

Registration

Newly Recognized Student Organizations Registration

- 1.) Fill out a provisional registration form found at <https://mtsu.edu/sos/register-org.php> and turn into the Office of Student Organizations and Services.
- 2.) Go to MyMT and register a new organization with the required items below.
 - The MTSU emails of at least 5 active members

- Name, Phone, and MTSU email of your officers (President, Vice President, Treasurer)
 - Contact Information for your Faculty Advisor (Note: The Competitive Sports Coordinator cannot be listed as a club's Faculty Advisor)
 - An electronic copy of your constitution
 - A profile photo for your organization
- 3.) Meet with the Competitive Sports Coordinator expressing interest to become a club.
 - 4.) If accepted as a sport club by the Competitive Sports Coordinator, the club must apply for an EIN number via the IRS website <https://www.irs.gov/businesses/small-businesses-self-employed/apply-for-an-employer-identification-number-ein-online>.
 - 5.) President must then come to all President Meetings at the beginning and end of each semester.

Requirements & Expectations

Requirements

Club requirements

- Notice of Club Standing: At the beginning of every semester we must get an email from the club president acknowledging that you are or are not participating for the semester. If you are participating you need to provide practice schedule, game schedule, and budgets that go along with the beginning of your season.
- Budgets: If you are a standing club and are competing and need funding from MTSU Campus Recreation then you must submit a budget proposal of which you will receive at the meeting at the beginning of the semester.
- Meetings: At the beginning of every semester we have a meeting with all club presidents and vice presidents to go over all pertinent info. We will have a CPR/First Aid/AED training for anyone who is a club officer. We will have a meeting with coaches at the beginning of the semester as well. You are required to attend these meetings as needed if you are participating in the semester.
- Games and Practice Schedule: You are required to submit a game and practice schedule at the beginning of the semester. If games are added after initial submission of game schedule, we need at least a one week notice and must be able to accommodate field space.
- Travel: If you are traveling and plan to spend allocation money, you must submit a roster, and travel itinerary. In addition, we need a reimbursement form after your travel with all receipts to be reimbursed from your allocation money.

Image and Perception

Sport Clubs, as with any organization, need to be aware of the image they may portray to the general public, campus community, potential and current members. In addition to representing themselves, sport clubs represent the entire Competitive Sports Program, Department of Campus Recreation, Student Activities Center, Division of Student Affairs, and Middle Tennessee State University. Common sense and good taste should be employed when a club or its members share information about the club via websites, message boards, or any other social media. Sport clubs that are discovered to be engaging in inappropriate behavior or are representing the club in poor taste will be sanctioned. Examples of this type of behavior include, but are not limited to, lewd acts, alcohol consumption, hazing, sexually explicit images, or a general disregard for a standard of decency.

Hazing

There is no place for hazing at MTSU. The university is committed to developing and nurturing a community devoted to honesty and integrity, respect for diversity, engagement in the community and commitment to nonviolence. Campus Recreation and Sport Clubs is committed to the university's mission and values. All students are expected to treat each other with dignity and respect, regardless of their membership classification or level of seniority within an organization or group.

Hazing is any action or any situation created intentionally that causes embarrassment, harassment or ridicule and risks emotional and/or physical harm to members of a group or team, whether new or not, regardless of the person's willingness to participate. Sport clubs should focus on making their organization as welcoming as possible.

Hazing can often times be difficult to identify. If you're not sure whether or not something happening to you or to someone else is hazing, ask yourself these questions:

- Would I feel comfortable participating in this activity if my parents were watching?
- Would we get in trouble if a school/college administrator walked by and saw us?
- Am I being asked to keep these activities a secret?
- Am I doing anything illegal?
- Does participation in this activity violate my values or those of this organization?
- Is this causing emotional or physical distress or stress to myself or to others?
- Am I going to be able to get a job if I have to put a criminal arrest on my application?

If a sport club is found to be in violation of the hazing policy, they may be subject to disciplinary actions including but not limited to club probation, officer suspension/termination, loss of allocation money, and/or club termination.

Club Expectations

- In all club-sponsored activities, club members must assume full responsibility for following local, state, and federal laws.
- Each club must maintain goals and objectives that are consistent with the educational mission of the university.
- Each club must review and update its constitution annually.
- Each club is responsible for completing and submitting proper forms.
- Each club is responsible for assuring representation at Competitive Sports Program meetings and mandatory workshops.
- Each club is responsible for abiding by the guidelines, policies and procedures set forth in the Sport Club Manual.

Students

Club officers and members are responsible for all policies and procedures outlined in the Sport Club Manual. It is the clubs responsibility to be familiar with its contents. Failure to know is not an excuse for those not observing policies and procedures.

Sport Clubs function as part of the Middle Tennessee State University campus community and are representatives of the University as they travel throughout the state, the region, and the nation. Consequently, they are held to a high level of conduct both as collective organizations and as individuals. The parameters of acceptable behavior have been established by the Competitive Sports Program, Department of Campus Recreation, Student Activities Center, The Middle Tennessee State University and the governing bodies of each individual sport. Club officers need to be aware of these expectations and ensure their members adhere to all policies and procedures.

Advisor

Every sport club must have a full-time faculty or full-time MTSU staff member to serve as their advisor in order to be a fully recognized sport club by the university. The Competitive Sports Coordinator cannot be listed as a club's advisor.

Advisor Responsibilities

- Serve as an information source, provide guidance and leadership.
- Be knowledgeable of the guidelines and procedures for sport clubs and ensure that the student leaders of the organization are also informed of these policies.
- Assist members and officers in organization and in planning projects.
- Offer assistance in developing and overseeing the club budget.
- Periodically attend club meetings and activities.
- Provide support and advice on generation of funds.
- Provide support and advice during fund-raising events.
- Ensure club abides by University policies and procedures.

Coaches/Instructors

If desired, it is the responsibility of the sport club to secure the services of a coach/instructor for their club.

If a club chooses to financially compensate a coach/instructor, it is the sole decision and responsibility of that club to fulfill such request, however the Competitive Sports Administrative Staff must be informed beforehand, but it is not the responsibility of the Competitive Sports Program to financially compensate any coach/instructor. Sport Clubs who choose to enter into contracts with coaches/instructors are strongly advised to seek legal counsel with regard to contract terms, liability, etc. Middle Tennessee State University, MTSU Campus Recreation, and the MTSU Competitive Sports Program are not responsible for damages or other issues arising out of contractual arrangements. In the event that the club wants to remove a coach, they are able to at any point in time. The Club Captains and Executive Board must have a majority vote for removal of the Coach. The Club or Competitive Sports Program can remove a coach for any reason at any time.

Coach/Instructor Requirements

- Coaches/instructors should preferably be experienced within the specific area of instruction and possess the necessary certifications and licenses, if they are required.
- Coaches are required to fulfill a background check and sign a Coach's Agreement in order to coach or instruct clubs at practice or games.

Coach/Instructor Responsibilities

- The Coach/Instructor should restrict their contributions to coaching and/or instruction and should refrain from activities involved in the club's management. A sport club is first and foremost a student organization and, as such, the student representatives (not the coach/instructor) should serve as the liaison between the club and the sport club staff, the University, and all non-University agencies. The philosophy and key to the success of the Sport Club Program has been the continued emphasis placed on student leadership and participation.
- The Coach/Instructor must be aware of and follow all University and Sport Club policies and procedures.
- It is recommended that all coaches/instructors purchase medical and liability insurance, as they are not covered by the University.
- Coaches should not, under any circumstances allow hazing to take place within the club, nor should they allow an environment of hazing to exist.

Sport Club Funding

Off-Campus Banking Accounts

A club may open an off-campus bank account however; Middle Tennessee State University, the Department of Campus Recreation, and the Competitive Sports Program have no responsibility and supervision of student organization off-campus bank accounts. Said accounts will be able to house the funds raised by membership dues, fundraisers, or any other money the club receives. These self-generated funds are non-Allocated funds (non-student fee money). The club is responsible for all oversight and operation of an off-campus account. The club is responsible for spending these funds in a manner that represents MTSU in a positive light and is safe to the club.

Budget Requests

Budget requests must be sent to the Competitive Sports Office no later than the scheduled President's Meeting date at the beginning of each semester or before the final President's Meeting in the Spring for Summer allocation. Budget requests need to be reasonable and be presented in the format that is provided at <https://www.mtsu.edu/camprec/clubs/forms.php>.

Equipment & Inventory

Purchases

All item purchases need to be approved and inventoried by the Competitive Sports Coordinator if the club is planning to be reimbursed. If a club wishes to be reimbursed for any purchases, original receipts need to be used. These receipts need to be turned in with a completed reimbursement form that can be found at <https://www.mtsu.edu/camprec/clubs/forms.php>. If needing a receipt for a trainer or official, we have one formatted that clubs can use at <https://www.mtsu.edu/camprec/clubs/forms.php>.

List of what can be reimbursed:

- Governing Organization Dues/Fees
- Officials/Athletic Trainer
- Equipment/Uniforms (must stay with university)
- Travel (transportation, gas, lodging, tourney fees)

List of what cannot be reimbursed:

- Facility Space Usage
- Facility Rental
- Food and Drink
- Personal Equipment/Uniforms
- Individual Player Dues/Coaching Fees
- Parking/Speeding Tickets

Facilities & Requests

Sport Club Practices, Facility Reservations & Hosting an Event

The following is a list of MTSU Campus Recreation facilities:

- Sport Club Complex (off Main St.)
- MTSU Campus Recreation Building

If the club is seeking use of the MTSU Campus Recreation Building for practices, events, tournaments, or games, the club needs to turn in a Facility Reservation Form to the Competitive Sports Coordinator.

Sport Club Practices

Practice Requests

Sport Clubs can request facility space for practices on a recurring basis through the Competitive Sports Program. All Sport Club Practice Requests that are properly turned in by the deadline to the Competitive Sports Office will be used by the Coordinator to create a practice schedule for each facility, each semester. Practice schedules are made at the beginning of each semester - Fall, Spring and Summer - and continue throughout that term.

In all facilities, a limit may be placed on the number of regular weekly or monthly practice sessions scheduled in order to accommodate as many groups as possible with a practice schedule of reasonable frequency. Clubs must make use of their allotted practice space once it is scheduled to them. If clubs wish to discontinue regular practices, club representatives must contact the Competitive Sports Office.

Practice Cancellations and Conflicts

Practices at the Sport Club Complex can be cancelled at any time at the discretion of the Competitive Sports Staff. If possible, the Competitive Sports Coordinator will try to provide practice space in the Campus Recreation building if space is available.

This is a “no argument” policy. If a coach argues the decision, a one week practice suspension could be handed to the club.



All club participants will be required to create an account on **IMLeagues.com**.

To create an IMLeagues account: ****Note**** IMLeagues offers a **live support button** in the bottom right corner of all pages, please use this button if you encounter any difficulties.

1. Go to www.imleagues.com/TrinColl/Registration

OR

Go to www.imleagues.com and click **Create Account**

2. Select “Middle Tennessee State University” and fill out the information. You will be sent an activation email to officially activate your account

How to sign up for a club sport:

1. Log in to your **IMLeagues.com** account.
2. **Click onto the Club page in the top banner section** (located right below the name of the school)
3. **You can easily access your club home page by going to: TBD**
4. The current teams will be displayed, click on the team you wish to join.
5. Fill out all required forms

FOR CLUB OFFICERS/MANAGERS:

Once you have joined the club, you will need to be setup as a captain. Please contact your school administrator for this. Then, once you are setup as a captain, you can invite members to your club by clicking the “Invite Members” link on the club page. Any invited members must accept the invitation to be joined to your club.

1. If they’ve already registered on IMLeagues: search for their name, and invite them
2. If they haven’t yet registered on IMLeagues: scroll down to the “Invite by Email Address” box, and input their email address.