



**Policies and Procedures for
Club Sport Organizations
2006-2007**

Club Sport Overview

Overview

The Club Sports Program at Penn State University, University Park provides a variety of opportunities for PSU students, faculty, staff, and community members to learn a new sport, make friends, keep fit, and compete against other university clubs or varsity teams. Club sport organizations meet regularly for practices, demonstrations, seminars, social activities, and compete in regional and national championships.

Definition

Club sport organizations at Pennsylvania State University, University Park shall be defined as participation based student organizations whose members meet regularly to pursue an interest in sport or physical activity.

Recognition Criteria

A student organization must meet the following criteria to be recognized as a club sport organization:

1. The organization must meet the requirements of a recognized student organization, as defined by the Office of Student Activities*; and
2. The organization must meet the definition of a club sport; and
3. The organization's primary activity must not duplicate that of an existing club sport organization; and
4. The organization must offer an activity that falls within acceptable safety guidelines, as determined by the Director of Club Sports, and the offices of Risk Management and Environmental Health and Safety; and
5. The organization must offer activities for which approved space is available; and
6. The primary activity of the organization must involve physical activity and may involve competition; and
7. The organization must have a minimum of 10 full-time student members; and
8. Full-time Pennsylvania State University, University Park students must comprise at least 51% of the membership of the organization; and
9. Full-time Pennsylvania State University, University Park students must fill the leadership roles within the organization; and
10. Only full-time Pennsylvania State University, University Park students may compete on behalf of University Park Club Sport organizations; and
 - a. Exemptions to this rule may be made if a student is completing her/her final semester prior to graduation, and requires less than 12 credits (undergraduate) or 9 credits (graduate) for graduation.
11. All organizational decisions must be made by full-time elected student leaders; and
12. Membership in the organization must be open to all Pennsylvania State University, University Park students, faculty, staff, and community members may be granted membership if permitted by the organization's constitution.

- a. *The organization's membership may be exclusively men, exclusively women, or mixed.*
- b. *The organization may not exclude any Pennsylvania State University, University Park students on any basis other than gender or disciplinary cause.*

13. *The Club Sports Office may make exceptions to some requirements.

Petitioning Process for Potential Club Sport Organizations

1. Groups attempting to be recognized as a Club Sport organization must submit a proposal to the Club Sports Coordinator. The proposal must include:
 - a. A written statement justifying the potential organization and why it should be accepted as a Club Sport organization; and
 - b. A written statement explaining the differences between the potential Club Sport organization and any similar existing Club Sport organizations; and
 - c. A written statement describing the potential Club Sport organization's activities, and the space requirements for such activities; and
 - d. A written constitution for the potential Club Sport organization that meets the requirements of the Club Sports Advisory Council; and
 - e. Written listing (names, phone numbers, email addresses, and position of officers) of possible student leaders for the potential club sport organization.
2. Upon receipt of all required documents, the Coordinator of Club Sports shall provide the proposal to the Club Sports Advisory Council (CSAC) Recognition Chair.
3. Upon receipt of a proposal, the CSAC Recognition Chair shall:
 - a. Review the proposal for completeness; and the constitution for adherence to the Policies and Procedures for Club Sport Organizations and for consistency with the Constitutional Template for Club Sport Organizations.
 - i. Communicate with the petitioning groups on any necessary changes.
 - ii. Review revised proposal and/or constitution. Repeat step 3a as necessary until proposal and constitution are acceptable.
 - b. Upon receipt of the complete and acceptable petition and constitution, the Recognition Chair may:
 - i. Convene an activity group committee to review the petition prior to presenting it to the entire CSAC. The activity group committee would review the petitioning group's activity for uniqueness among existing club sport organizations; and for legitimacy as a recognizable activity. The activity group committee will present their findings to the entire CSAC.
 - ii. The present the proposal to the entire CSAC for discussion and vote.
 - a. The petitioning groups will be notified of the date of review by the CSAC, and asked to attend.
 - b. The petitioning group must receive at least 48 hours notice of the meeting.
 - c. A quorum of the CSAC must be present to hear the petition.

- d. The petitioning group will be given no more than 5 minutes to present information to the CSAC.
 - e. The CSAC will take no more than 5 minutes to ask questions of the petitioning group.
 - f. The CSAC shall deliberate and vote on the petition immediately following discussion.
 - g. The CSAC must base its decision on the recognition requirements for Club Sport organizations.
 - h. A two-thirds affirmative vote of the quorum is required to recommend recognition a Club Sport organization.
 - i. The CSAC Recognition Chair must submit a written recommendation for approval or denial (denials may only be based on requirements for recognition as a club sport) to the Coordinator of Club Sports by 5pm on the second day following the vote.
4. The Coordinator of Club Sports may approve or deny the Club Sport Advisory Council recommendation. The petitioning group shall receive written notification of the Coordinator's decision by 5pm on the fourth business day after receiving the CSAC decision.
 5. Upon recognition Coordinator of Club Sports, the new club sport organization must complete all necessary Annual Activation Requirements. ***Club Sport organizations may not engage in any organizational activity until all Club Sports Annual Activation Requirements have been completed and the Club Sports Coordinator notifies the organization that is has achieved "Active" status.***

Membership and Eligibility

1. Full-time Pennsylvania State University, University Park students must comprise at least 51% of the membership of the organization; and
2. Full-time Pennsylvania State University, University Park students must fill the leadership roles within the organization; and
3. Only full-time Pennsylvania State University, University Park students may compete on behalf of University Park Club Sport organizations; and
 - a. Exemptions to this rule may be made if a Penn State University Park student is completing her/her final semester prior to graduation, and requires less than 12 credits (undergraduate) or 9 credits (graduate) for graduation.
4. All organizational decisions must be made by full-time elected student leaders; and
5. Membership in the organization must be open to all Pennsylvania State University, University Park students.
 - a. *The organization's membership may be exclusively men, exclusively women, or mixed.*
 - b. *The organization may not exclude any Pennsylvania State University, University Park students on any basis other than gender or disciplinary cause.*

General Participation and Safety Guidelines

Health/Safety/Medical Insurance

Health professionals recommend that all participants complete a physical exam or have a doctor's approval prior to beginning any exercise program and strongly urge all participants over the age of 45 to have a graded exercise test prior to beginning any exercise program.

Participation in club sport activities involves inherent risk. Possible injuries include, but are not limited to, contusions, muscle strains and sprains, broken bones, lacerations, cardiac malfunction, head, neck, and back injury, paralysis, drowning (in water activities), and death.

Participation in any Club Sports Program activity is contingent on proof of valid insurance coverage. Participants are fully responsible for any and all medical expenses that may be incurred as a result of participation in club sport activities. Pennsylvania State University assumes no medical or financial responsibility for voluntary participation in club sport activities.

Anyone participating in a club sport organization practice, event, demonstration, seminar, event, competition, etc. must sign an Assumption of Risk/Release of Claims/Participation Agreement prior to participating. Failure to ensure that all participants have fulfilled this requirement may subject the club to disciplinary measures.

Hazing

Club sport organizations and club sport organization participants may not engage in hazing activities. Hazing is defined as any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student or that willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in any recognized student organization.

Alcohol/Drugs

Consumption of alcohol is prohibited during all Club Sport Program activities, including the activities of individual club sport organizations, regardless of the age of the participants. Non-prescribed drugs, performance enhancing drugs, or any other substances that might be dangerous or detrimental to the participant's health, or performance as a member of this organization are also prohibited.

General Club Guidelines

All Club Sport Program participants have an obligation to refrain from actions and behavior that may jeopardize themselves or other Club Sports Program participants. The Club Sports Program reserves the right to remove participants from the program for actions/behavior that are deemed dangerous to themselves and/or other Club Sports Program participants.

The conduct of clubs and individual club participants shall be in compliance with all Pennsylvania State University rules and regulations, including the Judicial Affairs Code of Conduct and Off Campus Misconduct Policy, the Policies and Rules for Student Organizations, the Manual of Policies and Procedures for Club Sport Organization, and the rules and regulations described in the Student-Athlete Handbook. Violations may subject the club sport organization to sanctions including, but not limited to, mandatory community service, fines, loss of use of facility space, mandatory attendance at educational workshops, probation, loss of privileges/suspension, loss of recognition, etc. Violations may also subject individual participants to sanctions including, but not limited to, loss of Club Sports Program participation privileges and or referral to the Office of Judicial Affairs.

Each club sport organization is responsible for the actions of its participants, guests, spectators, and fans at all club activities. Failure to prevent and/or control irresponsible acts and/or failure to discipline individuals who engage in irresponsible acts could result in the disciplinary measures described above.

Disciplinary Process

When the Club Sports Program Coordinator becomes aware of an allegation violation of the Policies and Rules for Student Organizations, the Manual of Policies and Procedures for Club Sport Organization, or the rules and regulations described in the Student-Athlete Handbook, the process outlined in the following document will be implemented.

Violation of Policies and Rules for Student Organizations, Student Athlete Handbook, and/or Policies and Procedures for Club Sport Organizations

Initial Review

Coordinator of Club Sports Program and President of Club Sports Advisory Council (CSAC) and CSAC Disciplinary Committee Chair meet to assign as Major or Minor case; review evidence and policies/procedures in question.

Disciplinary Conference with Officers of Club Sport Organization In Question, Coordinator, CSAC President, and CSAC Disciplinary Chair

Officers of club are presented with all information/evidence related to the case.

- Coordinator presents allegations.
- Officers are given opportunity to respond.
- Officers are asked if they dispute the allegations.
- If allegations are not disputed, officers are asked to step out for the Coordinator and CSAC Disciplinary Chair to deliberate.
- Coordinator, CSAC President, and CSAC Disciplinary Chair arrive at a decision and ask the officers to rejoin the conference.
- Officers are notified of decision.

Decision is not contested.
Case is closed.

Allegations and/or Decision are Contested

Hearing - Minor

Hearing body comprised of: CSAC Disciplinary Committee Chair and one CSAC representative from each of the six activity categories (appointed by Chair). Committee forms recommendation and presents in writing to Coordinator.

Hearing – Major

Hearing body comprised of: CSAC Disciplinary Committee Chair and one CSAC representative (appointed by Chair) from each of the six activity categories. Disciplinary Committee must allow testimony from club officers and Club Sports Coordinator, and may solicit testimony from others. Committee forms recommendation and presents in writing to Coordinator.

Coordinator reviews CSAC Disciplinary Committee recommendations and makes decision. Club officers are notified in writing of Coordinator’s decision.

Coordinator Decision Appeal Option

To appeal, officers must submit a written appeal to the Coordinator by 5pm on the third business day following receipt of the Coordinator’s written decision. The appeal must include specific allegations under dispute and supporting evidence; or specific consequences/sanctions under dispute and supporting evidence.

Coordinator must forward the written appeal to the CSAC President by 5pm on the second day after receipt of the written appeal.

CSAC Executive Committee Review Appeal

The CSAC President convenes the CSAC Executive Committee to review and form a decision on the appeal with five business days of receiving the appeal from the Coordinator. The CSAC Executive Committee may form a decision with or without hearing testimony. The CSAC Executive Committee notifies the Director of Recreational Sports, in writing, of its decision.

Within one business day of receiving the CSAC Executive Committee decision, the Director of Recreational Sports must approve or veto the decision, and notify the club president of the result of the appeal.

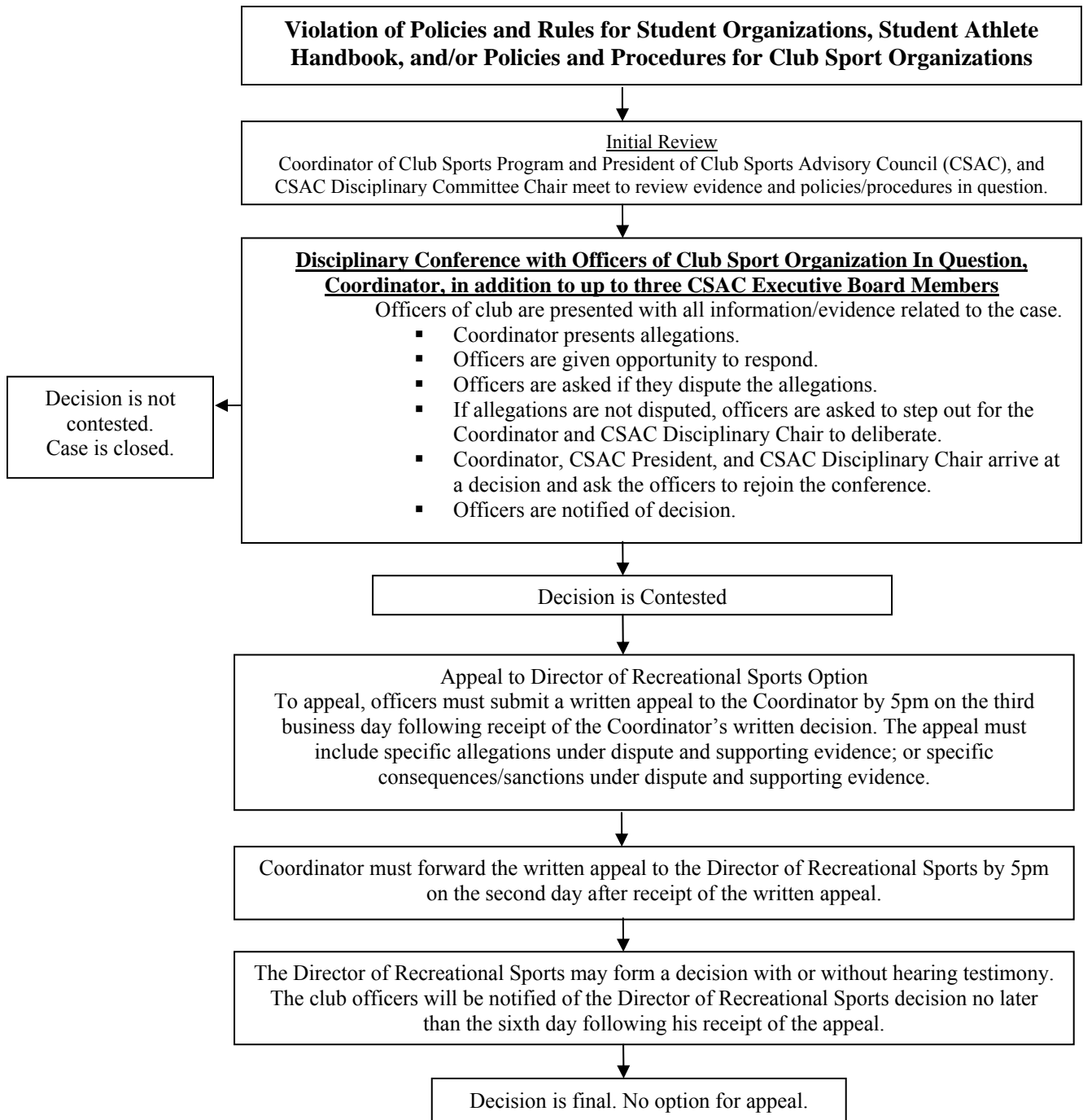
Coordinator reviews CSAC Disciplinary Committee recommendations and makes final decision. Club officers are notified in writing of Coordinator’s decision.

Case is closed.
No option for appeal.

If the Director of Recreational Sports approves the CSAC Executive Committee decision, it becomes final. Case closed. No further option for appeal.

If the Director of Recreational Sports vetoes the CSAC Executive Committee’s decision, the appeal is denied and the Coordinator’s decision is final. No further option for appeal.

In cases where the CSAC is not fully operational, the process outlined below shall occur:



Meetings, Practices, and Events

A. Meetings

1. Each club is to have at least one officer meeting per month during the academic year and during the summer (if active).
2. Each club should have at least one meeting for general membership per semester. This general meeting does not include "call-out" type meetings to rally membership.
3. Meeting minutes must be submitted online within 5 business days of the meeting.

B. Practices

1. Requesting Athletic Department facilities (gyms, indoor/outdoor turf, grass fields, classrooms, pool, etc) for recurring practices:
 - a. Complete Recurring Practice Request Form (available under [Club Administration](#), on Club Sports website) by the appropriate semester deadline (see Club Sports website [Administrative Calendar](#) for dates).
 - b. Requests submitted after the semester deadlines may not be accommodated.
 - c. Scheduling is prioritized by Classification Level.

2. Regular Practices Facility Use

- a. Club Safety Officers (Risk Levels I and II) must be present at all club practices.
 - i. Safety Officers are required to provide identification to facility supervisor.
- b. Facility privileges may be withheld if club fails to adhere to Athletic Department, Club Sports, or facility policies and procedures; or if improper use of the facility occurs.
- c. Due to limited and overcrowded facilities, club sport organizations may be required to maintain minimum participation levels to retain facilities.
- d. The Athletic Department and Club Sports staff reserves the right to deny facility privileges if requirements are not met.

C. Special Events

Requesting process for special events (games, tournaments, seminars, demonstrations, etc.)

1. Club president (or appointed officer) shall complete a Special Event Request Form (available under [Club Administration](#), on Club Sports website) by the appropriate deadline for a small, medium, or large events.
 - a. Small event: hosting up to two teams; or an event with less than 40 participants. Requests must be submitted at least 30 days prior to requested date of event.
 - b. Medium event: hosting two to four teams; or an event with 41 to 80 participants. Requests must be submitted at least 30 days prior to requested date of event.
 - c. Large event: hosting more than four teams; or an event with more than 80 participants. See Club Sports website [Administrative Calendar](#) for deadlines
2. Status of requests is available on the Club Sports website under "Submitted Forms".

3. If notified of approval, club president (or appointed club officer) may be required to meet with Club Sports Coordinator to discuss event planning.
4. Club president (or appointed club officer) may be required to meet with Club Sports Coordinator following the event to review the event.
5. The Athletic Department and the Club Sports Office reserve the right to cancel an event at any time.
6. If an event is cancelled by the host club, the president (or appointed club officer) must notify the Club Sports Coordinator. If notification of cancellation is not made in a timely manner (as determined by the Club Sports Coordinator), the host club may be required to pay personnel, event preparation, and/or other related charges.
7. No commitments to third parties shall be made by any club sport representatives prior to obtaining approval from the Club Sports Office.

Club Sports Advisory Council

The Club Sports Advisory Council (CSAC) is an advisory group to the Club Sports Program, and is comprised of student club members, club coaches and instructors, club advisors, and a representative appointed by the Director of Intercollegiate Athletics. Student club members comprise a majority of the membership. The CSAC reviews and makes recommendations to the Club Sports Program on policies and procedures, recognition of club sport organizations, and club sport disciplinary issues; as well as making recommendations to the Club Sports Program Coordinator on issues of Classification and Allocation. The CSAC is a great place to gain valuable leadership experience and have a voice in the Club Sports Program.

In response to concerns that the work of the CSAC was unclear to club leaders in general, and concerns that many club sport organizations were not represented on the Club Sports Advisory Council, a new structure will be implemented this year.

Under the new structure, each club sport organization will be required to appoint one person (and can choose to appoint one alternate) to serve as that club's CSAC representative. An Executive Committee will be elected/appointed from the general club membership. In addition, there will be one person who serves as the Athletic Director's representative; two club advisors; and one club coach/instructor. The following outline described the structure in depth:

Club Sports Advisory Council Structure (subject to revisions upon formation of the 06-07 CSAC)

- One (1) student representative from each club sport organization
 - May be any member of the organization
 - If not already an officer of his/her club sport organization, he/she must attend officer training
- **Executive Board**
 - Student Members
 - President: Selected by Club Sports Program Coordinator from general CSAC membership (voting position)
 - Secretary Treasurer: Elected by general CSAC membership (voting position)
 - Five committee chairs: Elected by CSAC membership (voting positions)
 - Allocation
 - Classification
 - Disciplinary
 - Policies
 - Recognition
 - Athletic Department Representative, appointed by Tim Curley, serves as advisor to Executive Board (voting position)
 - Ex-Officio Members (non-voting positions)
 - One (1) advisor, appointed by Erin Regenfuss
 - One (1) advisor, appointed by Coach and Advisor Council
 - One (1) coach, appointed by Coach and Advisor Council

CSAC Attendance

Each club will be required to send its representative, or alternate to every CSAC meeting. To improve continuity from meeting to meeting, it is recommended that both the representative and alternate attend together whenever possible. If both the representative and the alternate are in attendance, the representative shall have the responsibility of casting the club's vote on any matters brought before the Council.

Clubs will have both an incentive for good attendance and a penalty for poor attendance.

- Good Attendance Incentive
 - Clubs who have one or less absences per semester will receive an additional \$50 (per semester) for good attendance. For good Fall attendance, the \$50 award will be added to the current year's Allocation account. For good Spring attendance, the \$50 award will be added to the following year's Allocation account.
- Poor Attendance Penalty
 - Club's that have poor attendance, two or more absences per semester, will have \$50 deducted from their Allocation per semester. For poor Fall attendance, the \$50 penalty will be taken from the current year's Allocation account. For poor Spring attendance, the \$50 penalty will be taken from the following year's Allocation account.

The constitution of the new CSAC will be drafted by the 06-07 Executive Committee. More information will be posted as it becomes available.

Coach and Advisor Council

In addition to the opportunities for students to have input into the Club Sports Program, a new Council has been formed to respond to the request for Coach and Advisor input. This new group is called the Coach and Advisor Council and is comprised of one coach and one advisor from each of six (6) activity groups, listed below.

Advisors (each activity group will vote on all nominees from their group)

- One advisor representing “Outdoor Field Activities”
- One advisor representing “Outdoor Non-Field Activities”
- One advisor representing “Outdoor Aquatic/Boating Activities”
- One advisor representing “Indoor Aquatic Activities”
- One advisor representing “Martial Arts”
- One advisor representing “Non-Martial Arts Indoor Activities”

Coaches (each activity group will vote on all nominees from their group)

- One coach representing “Outdoor Field Activities”
- One coach representing “Outdoor Non-Field Activities”
- One coach representing “Outdoor Aquatic/Boating Activities”
- One coach representing “Indoor Aquatic Activities”
- One coach representing “Indoor Activities”
- One coach representing “Martial Arts”

Nominations shall be accepted until September 30 from all club sport organizations for coaches and advisors to sit on the new Coach and Advisor Council. Nominations will be sorted by activity group and sent out to the coaches and advisors from the respective groups for vote.

In addition to serving as the voice of the coaches and advisors, the Coach and Advisor Council will send one coach and one advisor to serve as Ex-officio members of the CSAC Executive Committee, providing for a formal communication channel between coaches, advisors, and student leaders.

Position Descriptions

A. Each club (depending on classification status) should have the following elected officers who must be full-time Pennsylvania State University, University Park students:

1. **President** (Required for all club sport organizations)

The President is the chief officer for the club sport organization. S/he is the primary contact and coordinator of all club sport organization activities. As such, his/her duties include:

- a. Attending the Club Sports Officers' Training Session;
- b. Reading and understanding the Club Sports Manual;
- c. Completing an Officer Acceptance of Responsibility Form;
- d. Submitting monthly, semester, and annual reports of the club sport organization's activities;
- e. Maintaining a current list of email addresses and phone number for club officers and members;
- f. Determining the location of all club sport organization equipment and submit a semester inventory to the Club Sport Office;
- g. Conducting all club business meetings;
- h. Remaining knowledgeable of the club sport organization's financial status;
- i. Ensuring club sport organization is up to date on all requirements set by the Club Sport Office;
- j. Ensuring that all club members (or guardians) have signed the Participation Agreement Forms;
- k. Understanding the services available to the club sport organization from the Club Sport Office;
- l. Notifying the Club Sport Office of changes in leadership within the club sport organization;
- m. Periodically meeting with the club sport organization's Advisor;
- n. Promoting good sportsmanship;
- o. Implementing proper disciplinary action procedures when necessary;
- p. Holding monthly meetings with the club sport organization officers and semester meetings with the club sport organization members;
- q. Seeking approval for all travel, special events, and fundraising plans;
- r. Submitting semester facility requests by the designated deadlines;
- s. Checking the club sport organization mailbox at least once per week;
- t. Supervising fundraising projects.

2. **Vice President**

The Vice President shall fill in for the President when necessary. Additional responsibilities shall be assigned by the club sport organization.

- a. Attending the Club Sports Officers' Training Session.
- b. Completing an Officer Acceptance of Responsibility Form.

3. **Treasurer** (Required for all club sport organizations)

The Treasurer is the chief financial officer of the club sport organization. As such, his/her duties include:

- a. Attending the Club Sports Officers' Training Session.
- b. Completing an Officer Acceptance of Responsibility Form.
- c. Understanding the policies and procedures for processing all financial requests.
- d. Understanding the policies and procedures for all club accounts including Allocation, ASA, ATEF, Endowment, and OUD.
- e. Submitting Financial Request forms and accompanying invoices, receipts, and/or equipment purchase requests.
- f. Collecting member dues in a timely manner.
- g. Depositing all funds into the club's ASA or OUD accounts.
- h. Preparing and maintaining ledgers (income, encumbrances, and expenditures) for all accounts.
- i. Preparing and submitting Annual Budget Request form to the Coordinator of Club Sports by the spring deadline.
- j. Preparing a revised working budget each fall.

4. **Secretary**

The Secretary is the chief record keeper for the club sport organization. As such, his/her duties include:

- a. Attending the Club Sports Officers' Training Session.
- b. Completing an Officer Acceptance of Responsibility Form.
- c. Recording minutes of all club meetings.
- d. Submitting meeting minutes to the Club Sports Office.
- e. Notifying club members (via email and/or phone) of all upcoming meetings, events, etc.

5. Other titles may be substituted provided the function is similar. This list is not comprehensive. Responsibilities may be distributed differently depending on the availability, expertise and interest of the Club Sport officers. The President is ultimately responsible for ensuring that all duties are completed.

B. **Advisor.**

In addition to elected student positions, each club must have an **Advisor who is a full-time faculty or staff of Pennsylvania State University, University Park**. The Advisor shall have the following responsibilities:

1. Attending the annual Advisor Training Session
2. He/she must complete the online [Advisor Information](#) form;
3. Assisting the organization's student leaders in adherence to University, Athletic Department, and Club Sports policies and procedures.
4. Assisting in the development and implementation of club sport organization goals and objectives.
5. Assisting in the preparation of reports (Annual Budget Request, Annual Classification Request, Annual Report, etc).
6. Being available to club sport leaders during the development of projects and programs and to provide guidance to help ensure that activities are well planned and reflect favorably on the University.
7. Attending semester membership meetings and officer meetings when available.
8. Assisting the officers in the selection and evaluation of coaches.
9. Assisting with the documentation of pertinent information.

C. **Safety Officers.**

Some club sport organizations (Risk Level I and II clubs) must have at least two Safety Officers. Safety Officer responsibilities include:

1. Possessing valid CPR/AED, and Standard First Aid certifications from an approved organization.
The Club Sports Program follows American Red Cross guidelines, recognizing CPR and AED certifications for one (1) year from the date of certification; and First Aid certifications for three (3) years from the date of certification.
2. Attending club sport practices, competitions, and activities – home and away.
4. Checking the safety of facilities and equipment before allowing members to participate.
5. Attending to injured participants in a manner consistent with the information outlined in the responding to injuries session.
6. Completing an Accident Report form for all accidents, regardless of severity.
7. Calling 911 when necessary.

D. **Coach/Instructor.**

Club sport organizations may choose or be required to seek the assistance of a coach/instructor. Coaches/instructors should be experienced and knowledgeable in the sport or activity. Coaches/instructors may serve in a voluntary or paid capacity.

The officers of each club sport organization are responsible for working with the Club Sports Office to fill any coaching positions on an annual basis. The officers' role is to recommend individuals to fill coaching positions, and the Club Sports Program Coordinator role is to consider the officers' input and make a final decision on all coaching appointments, both paid and volunteer.

Approved coaches, volunteer or paid, are indemnified by the Pennsylvania State University against claims of liability; if the coach was acting in the capacity of a Club Sports Program coach, and following all University, Intercollegiate Athletics, and Club Sports policies and procedures.

In order for a coach to be approved, the following must occur:

1. He/she must complete the online [Coach Information](#) form.
2. The printed Coach Information form must be signed by the club president.
3. The printed Coach Information form must be signed by the Club Sports Program Coordinator.

In order for a coach to be paid, the following must occur:

1. The club president must submit a "Paid Coach Appointment Form" to the Club Sports Coordinator.
2. Coach must complete all required Pennsylvania State University employee paperwork.

Coach/instructor responsibilities shall include the following:

1. Attending the annual Coach/Instructor Training Session.
2. Possessing valid CPR/AED, and Standard First Aid certifications from an approved organization (Risk Level I and II).
3. Planning and conducting field/court practices.
4. Instructing participants on proper technique for the particular activity.
5. Planning and implementing contest strategy.
6. Ensuring safety of participants.
7. Monitoring performance for the purpose of evaluating skill level for recognition, promotion, or selection of competitive team members.

Benefits

A. Leadership Development Opportunities:

1. Club sport organization members may run for elected positions within their respective club sport organizations.
2. Club sport organization student officers, coaches, and advisors may run for Club Sports Advisory Council positions.
3. Club sport organization members and officers may attend leadership development sessions hosted by the Club Sports Program.
4. Club sport organizations officers may register for RPTM 297E, Club Sport Leadership, a 3 credit course.

B. Mailing address

Each club sport organization has a mailbox in the White Building Lobby. Club sport organizations should use the Club Sports Program Office as a permanent mailing address. The correct address is:

*Club sport organization name
c/o Club Sports Program
White Building Lobby
Pennsylvania State University
University Park, PA 16802*

C. Long Distance Phone Calls

Club sport organization student officers may use the phone in the Club Sports Office for long distance calls provided the call involves organization business. The staff assistant in the White Building Lobby or room 143 can assist you with this process.

D. Storage

Club sport organizations may request equipment storage space as necessary. Storage space will be assigned on an as needed basis with Classification Status used to prioritize requests. To request storage space, complete and submit an Equipment Storage Request Form, available in the [Club Administration](#) section of the Club Sports website.

E. Programming Assistance

The Club Sports Program staff members are available for advice, problem solving, general assistance, and direction.

F. World Wide Web

The Club Sports Program provides each club sport organization with the opportunity to post a variety of organizational information on the Club Sports website. In addition, all club sport organizations have the option of creating and maintaining an organizational website hosted by Penn State University. Links to organizational websites will be listed under each club sport organization's information on the Club Sports Program website*.

**All content is subject to the approval of the Club Sports Coordinator.*

For information about setting up and maintaining organizational websites, please contact the Club Sports Program office.

G. Facility Use

Club sport organizations may request use of classrooms, HUB meeting rooms, and indoor and outdoor athletic facilities for practices and events. Most facilities are available free of charge, but some do have facility rental fees. See [Meetings, Practices, and Events](#) for more information.

H. Financial Support

Club sport organizations are eligible to apply for funding from the Club Sports Program in the form of Annual Allocation and Athletic Travel and Equipment Fund (ATEF). Additionally, club sport organizations are eligible to maintain Associated Student Activities (ASA) accounts, Office of University Development (OUD) accounts, and Endowment accounts.

I. Equipment Usage

Special event equipment (tables, chairs, coolers, ice, etc.) may be provided when inventory is available.

J. Personnel Scheduling

The Club Sports staff will schedule Supervisors when required for provided for special events or practices. The Club Sports staff will also assist in scheduling Emergency Medical Technicians (EMT's).

K. Field Preparation

The Club Sports staff will arrange for field lining for practices and special events.

L. Access to televisions, VCR, and DVD players in the White Building.

Requests must be submitted to the White Building Coordinator at jxd176@psu.edu.

M. Academic Credit

Kines 67: Club Sports Participation

Club sport participants are eligible to receive 1.5 Kinesiology credits for their participation in the club sport organization. See [Kinesiology 67](#) section of Club Sports website.

RPTM 297E

Club sport officers may register for RPTM 297E, Recreational Club Sport Leadership, a 3 credit course. The course pairs the leadership experiences of club officers with the study of leadership and leadership theories.

N. Faxing

Club sport organization student officers may use the fax machine in the Club Sports Office provided the transmission involves organization business. The staff assistant in the White Building Lobby or room 143 can assist you with this process. When having faxes sent to the Club Sports Office, please ask the sender to mark the fax as follows:

Attention: Club Name
C/O Club Sports Program

O. Medical support

When it becomes available, information on this topic will be added as an addendum.

P. Absence Letters

The Club Sports Office offers a travel confirmation letter to club members who participate in an activity that is recognized by the Club Sports Program. This letter does not excuse academic absences, rather it provides a confirmation that the club member is participating in a Club Sports Program recognized activity. To receive absence letters, you must have an officer in the club gather the following information and email it to the office:

1. Name of Club Member (first and last)
2. Professor's name (first and last)
3. Event date and location (city and state)

Please allow a week to process. The club will receive confirmation that the letters are ready for pick up. The club members are responsible for distributing the letters to their professors.

Promotion and Publicity

The following guidelines have been developed in an effort to increase the visibility of the Club Sports Program.

Club Sport Organization vs. Team

A club sport organization may not be a team in itself, but rather may sponsor a team. Hence, a team may only use the University's name when stated in the following manner:

*Penn State University*_____ *Club Team*

Talking to Reporters

Be sure to communicate with any reporters that the club you belong to is part of the Club Sports Program. Please give the following statement to reporters to add to the end of their article:

"Penn State Club Sports are part of the Penn State Athletic Department. For more information, please call 814-865-9202 or visit <http://www.athletics.psu.edu/recreation/csindex.asp>.

Merchandise

Many club sport organizations purchase some type of merchandise to sell and/or provide to the club's members. This merchandise may include t-shirts, hats, sport items, etc. The Club Sports logo must be included on all merchandise.

Web Pages

Many club sport organizations develop and maintain websites related to the organization's activities. The Club Sports Program must review and approve the content of all club sport organization web pages. If approved, a link to the organization's site will be provided on the Club Sport Program website. Please include the Club Sports logo and a link to the Club Sports Program website, <http://www.athletics.psu.edu/recreation/csindex.asp>, on the main page of the organization's web site.

Printed Materials

Club sport organizations must include the Club Sports logo on all printed promotion/publicity materials (e.g. flyers, posters, banners, programs, etc.). All printed materials must be approved by the Club Sports Officer prior to distribution.

Logos

The Club Sports logos are located on the website under Club Administration.

Daily Collegian

Club officers should contact the Daily Collegian Sports Editor for coverage of club activities. Contact should be made at least two (2) weeks prior to the scheduled club activity. Club sport organizations may also send a press release to the Daily Collegian Sports Editor, or any other media organization. Click [here](#) for a sample press release.

Club Sports Brochure

Each summer, the Club Sports Program produces a brochure which includes a description of the Club Sports Program and contact information for each club sport. To help ensure accuracy of the brochure, please verify your club's contact information that is listed on the club sports web page before the last day of spring classes. If you see an error, please log into website and provide the correct information.

Annual Activation

The following are requirements for club sport organizations to become activated each year. A club sport organization can only receive the benefits of, and access to practice space, Club Sport Program Allocation funds, ASA funds, OUD funds, and Endowment funds if the club is activated. The Club Sports Program website includes a section where each club's status of the activation requirements is available.

1. All Club Officers must attend an Officer Training Session. (See [Administrative Calendar](#), on website).
2. The following paper forms must be completed and submitted to the Club Sports Program office:
 - a. Officer Acceptance of Responsibility (for all officers) [available at Officer Training]
 - b. Safety Officer Acceptance of Responsibility (for all Safety Officers) [available at Office]
 - c. Coach/Instructor Information – volunteer or employee (for all Risk Level II club sport organizations) [online]
 - d. Advisor Information [online]
3. The following information must be entered into the Officer Information section of the Club Sports website:
 - a. Contact information for all officers
4. All Risk Level I club sport organizations must have a Club Sports approved coach/instructor (volunteer or paid).
 - a. Coaches/Instructors must provide evidence of successful completion of American Red Cross, or an approved organization, CPR/AED and Standard First Aid.
 - b. Coaches/Instructors must sign a Safety Officer Acceptance of Responsibility form. [available at Office]
 - c. Coaches/Instructors must complete and submit a Coach/Instructor Information form (see requirement #2).
5. All Risk Level I and Risk Level II club sport organizations must have at least two fully certified and Club Sports Program approved Safety Officers.
 - a. Safety Officers must provide evidence of successful completion of American Red Cross, or an approved organization, CPR/AED and Standard First Aid.
 - b. Safety Officers must sign a Safety Officer Acceptance of Responsibility form. [available at Office]
6. Completed Participation Agreement Forms for all club sport organization members must be submitted to the Club Sports Program office (forms may be collected prior to activation at a “call-out” or general membership meeting). (See Participation Agreement Forms on website)

Summer Activation

Should a club sport organization choose to remain active during the summer months, an Application For Maintaining Summer form (found in the [Club Administration](#) section of the website) must be submitted to the Club Sports Program office by the annual deadline (see [Administrative Calendar](#) for date). By submitting this form, the club sport organization is agreeing to the following:

1. Maintain a President (who has attended an Officer Training session) who will continue to actively participate in club sport organization's activities during the summer months and be responsible for all of the organization's activities.
2. Maintain at least 2 Current Safety Officers (Risk Level II and III).
3. Maintain an approved Coach/Instructor who will continue to actively participate in club sport organization's activities during the summer months (Risk Level II).
4. Complete Transportation and Accommodation Request forms at least two weeks prior to desired departure date.
5. Ensure that ALL CLUB MEMBERS who participate during the summer months complete and submit a Participation Agreement Form.
6. Keep the Club Sports Program office updated with any changes to facility use or active status.
7. Update the Club Sports Roster as new members join or leave the club (available on the Club Sports Program website).
8. Maintain a full time Penn State Faculty/Staff Advisor, who will be available to the club sport officers during the summer months.

Classification System

Pennsylvania State University recognizes a broad spectrum of club sport organizations. Some club sport organizations have long histories, high memberships, and extensive programming, while other clubs are casually organized, have few members, and enjoy the more social aspects of club sports. All clubs are unique and have different needs, and the goal of the Classification System is to meet these needs in a fair and logical manner.

The Classification System was designed for the following reasons:

1. To provide club sport organizations with tangible/measurable goals; and
2. To provide specific benefits to club sport organizations that are more successful in fulfilling their responsibilities; and
3. To allow for diverse needs and interests to be accommodated in a fair way; and
4. To provide a system for distributing limited facilities, funds, and resources in a logical manner.

The Club Sports Advisory Council (CSAC) shall review all club sport organizations and recommend a Classification Level for each. The Club Sports Coordinator shall review CSAC recommendations and make final Classification assignments. The CSAC may use club schedules, facility headcounts, monthly reports, financial account reports, and rosters to verify information on club Classification Status reports. Classification assignments shall take effect the first day of the following fall semester.

Classification Process

1. In the spring of each year, all clubs will be asked to submit a status report to the CSAC Classification Chair, indicating each club's intentions to maintain or change categories.
2. Information should be provided to justify a club's status based on the fulfillment of the responsibilities of the desired category (see chart below). The responsibilities of the desired category (if higher) must be met for two consecutive years to move that classification category.
3. The CSAC Classification Chair will convene a Classification Committee to review the report and verify all information. All club sport organizations, including those clubs indicating a desire to remain in the same category will be reviewed.
4. The CSAC Classification Chair will recommend to the Club Sports Coordinator an appropriate assignment for each club sport organization.
5. The Club Sports Coordinator will review the CSAC recommendations and assign all club sport organizations into the appropriate category.
6. All club sport organizations will receive a written notice from the Club Sports Coordinator of their Classification assignment.
7. The written notice of each club's Classification Assignment will also include the date that all appeals must be submitted by. Appeals must be written and submitted to the Club Sports Coordinator. Appeals will only be considered if they contain information that was not included and/or available in the original Classification Status report.
8. The Club Sports Coordinator will forward all appeals to the CSAC Classification Chair.
9. The CSAC Classification Chair will reconvene the Classification Committee to review all appeals and make final recommendations.

10. The CSAC Classification Chair will notify the Club Sports Program Coordinator in writing of the committee's final recommendations.
11. The Club Sports Coordinator will review the appeal recommendations and make final Classification assignments.
12. All appealing club sport organizations will be notified of their final Classification assignments.
13. All changes in status will become effective the following fall semester.
14. Club sport organizations that do not meet the minimum requirements of a Classification level "C", and club sport organizations that fail to submit Classification Status reports, will be *Unclassified*.
 - a. Unclassified club sport organizations shall have one year to meet the minimum requirements of Classification Level "C".
 - b. Unclassified club sport organizations that do not meet Classification Level "C" requirements by the next Classification Review will be removed from the Club Sports Program, and must go through the formal petitioning process to be re-recognized.
15. All newly recognized club sport organizations will be assigned the Classification status of "C", until the following Classification review by the CSAC.

Responsibilities by Classification Level

	Classification Level A	Classification Level B	Classification Level C
Programming Categories	One (1) exemption may be taken from the programming categories.	One (1) exemption may be taken from programming categories.	All requirements of programming category must be met.
Clinics (special instruction is given to members or non-members above and beyond regular practice/instruction)	2	1	Total of 3 activities of the programming categories (for example 1 special event and 2 demonstrations)
Community Service	2	1	
Competitions	10	5	
Demonstrations (members of the club demonstrate the activity outside of regular practice/instruction)	2	1	
Socials (club dinners, banquets, outings, etc.)	2	1	
Special Events	2	1	
Non Programming Categories	All requirements of non-programming categories must be met.	All requirements of non-programming categories must be met.	All requirements of non-programming categories must be met.
Instruction	Beg./Int./Adv	Beg./Int./Adv.	Beg./Int.
Minimum Active Membership	At least 30 members	At least 20 members	At least 10 members
Self-generated funds (ex: dues, fundraising, sponsorships, donations, etc)	At least 30% of total budget	At least 20% of total budget	At least 10% of total budget
Administration/Organization	Provide an instructor/coach	Provide an instructor/coach	-No requirement
-	Minimum of four (4) Executive Committee Positions (ex: President, Treasurer, Promo, Fundraiser)	Minimum of four (4) Executive Committee Positions (ex: President, Treasurer, Promo, Fundraiser)	Minimum of two (2) Executive Positions (Required: President, Treasurer)
-	Develop and implement promotional materials (ads, flyers, newsletters, website, etc.)	Develop and implement promotional materials (ads, flyers, newsletters, website, etc.)	-No requirement

2005-2006 Classification Assignments

Classification "A"	Classification "B"	Classification "C"	Unclassified
Baseball	Cricket	Archery	Aikido
Crew	Dance Team	Basketball	Badminton
Equestrian	Gymnastics	Bowling	Floor Hockey
Karate	Martial Arts Group	Boxing	Ultimate Frisbee- Men
Korean Karate	Rifle	Cross County	Ultimate Frisbee – Women
Lacrosse - Men	Sailing	Cycling	
Nittany Divers	Squash	Fencing	
Outing Club	Waterski/Wakeboard	Field Hockey	
Roller Hockey		Golf	
Shotokan Karate Do (no report)		Ice Hockey - DII	
Ski Team		Judo	
Snowboard		Lacrosse – Women	
Water Polo		Nittany Grotto	
		Power Lifting	
		Racquetball	
		Soccer – Men	
		Soccer – Women	
		Softball	
		Student Skating	
		Swim	
		Synchronized Swim	
		Table Tennis	
		Tae Kwon Do	
		Team Handball	
		Tennis	
		Triathlon	
		Volleyball – Men	
		Volleyball – Women	
		Wrestling	

Risk Level Assignments and Requirements

To ensure the highest level of safety and lowest level of risk for club sport organizations and their participants, the Club Sports Program and offices of Risk Management and Environmental Health and Safety have developed the following Risk Level categories and corresponding requirements. To be accepted as a club sport organization, a group must be categorized no lower than Risk Level II by the Director of Club Sports, in conjunction with the offices of Risk Management and Environmental Health and Safety.

Groups are analyzed by a number of criteria including but not limited to:

1. Type and frequency of contact between participants;
2. Location of activity;
3. Access to emergency personnel and emergency facilities;
4. Prevalence and severity of injury;
5. Standards set by national governing bodies.

*Note: Risk Level assignments are subject to change.

Risk Level Assignment Matrix

Risk Level I	Risk Level II	Risk Level III
I-A	II-A	Badminton
Aikido	Basketball – Women	Bowling - Men
Alpine Ski	Cycling	Bowling - Women
Baseball	Floor Hockey	Cross Country
Cricket	Softball	Dance Team
Equestrian	Student Skating	Golf
Fencing	Team Handball	Racquetball
Power Lifting	Volleyball – Men	Squash
Gymnastics	Volleyball - Women	Table Tennis
Judo	II-B	Tennis
Karate	No clubs currently in this category	
Korean Karate	II-C	
Martial Arts Group	Field Hockey	
Nittany Grotto	Lacrosse – Women	
Outing Club	Soccer – Men	
Shotokan Karate Do	Soccer – Women	
Snowboard	Ultimate Frisbee – Men	
Tae Kwon Do	Ultimate Frisbee – Women	
Wrestling	II-D	
I-B	Bass Fishing	
Boxing	Crew	
I-C	Sailing	
Lacrosse – Men		
Roller Hockey		
I-D		
Archery		
Rifle		
I-E		
Nittany Divers		
Swim		
Synchronized Swim		
Triathlon		
Water Polo – Men		
Water Polo - Women		
I-F		
Ice Hockey – Men DII		
I-G		
Waterski/Wakeboard		

Risk Level Requirements Matrix

Risk Level I	Risk Level II	Risk Level III
General Risk Level I Requirements	General Risk Level II Requirements	General Risk Level III Requirements
All members, affiliates, and participants are required to sign a Conditions of Participation and Release form before participating (annually).	All members, affiliates, and participants are required to sign a Conditions of Participation and Release form before participating (annually).	All members, affiliates, and participants are required to sign a Conditions of Participation and Release form before participating (annually).
A full-time PSU University Park faculty or staff is required to serve as advisor and complete an Advisor Information Form (annually).	A full-time PSU University Park faculty or staff is required to serve as advisor and complete an Advisor Information Form (annually).	A full-time PSU University Park faculty or staff is required to serve as advisor and complete an Advisor Information Form (annually).
Club Sports Program approved Coach/Instructor is required; Coach/Instructor must be certified as a Club Sports Safety Officer and sign a Coach/Instructor Information Form (annually).	Coach/Instructor is optional; If club elects to have a Coach/Instructor, that person must be Club Sports Program approved, certified as a Club Sports Safety Officer, and sign a Coach/Instructor Information Form (annually).	Coach/Instructor is optional; If club elects to have a Coach/Instructor, that person must be Club Sports Program approved and sign a Coach/Instructor Information Form (annually).
At least two current Safety Officers (in addition to the Coach/Instructor) are required.	At least two current Safety Officers (in addition to the Coach/Instructor) are required.	All members and participants must be at least 16 years of age.
At least one Safety Officer must be present at all club practices and event.	At least one Safety Officer must be present at all club practices and events.	
All members and participants must be at least 18 years of age.	All members and participants must be at least 18 years of age.	
I-A	II-A	
In addition to General Risk Level I Requirements, additional supervision requirements (Club Sports Supervisor, EMT, etc.) may be implemented on a case by case basis.	In addition to General Risk Level II Requirements, additional supervision requirements may be implemented on a case by case basis.	
I-B	II-B	
In addition to General Level I Requirements, a licensed physician is required to attend all home competitions and events.	In addition to General Risk Level II Requirements, a club Sports Supervisor is required to attend all home events or competitions.	
I-C	II-C	
In addition to General Level I Requirements, a Club Sports Supervisor is required to attend all home competitions and events.	In addition to General Risk Level II Requirements, a Club Sports Supervisor is required to attend home competitions if two or more fields/courts are used simultaneously.	

	I-D	II-D	
	In addition to General Level I Requirements, a Range Master is required to attend all practices, events, and competitions.	In addition to General Risk Level II Requirements, a Club Sports approved lifeguard is required to attend all practices, events, and competitions; and all Coaches and Safety Officers must possess a valid Pennsylvania Boating Safety Education Certificate	
	I-E		
	In addition to General Level I Requirements, at least one (1) Club Sports approved lifeguard is required at all practices and events. The Director of Club Sports will determine the required number of lifeguards.		
	I-F		
	In addition to General Level I Requirements, at least one Athletic Trainer must be present at all home competitions and events, and be available for ongoing access.		
	I-G		
	In addition to General Risk Level I Requirements, all Coaches and Safety Officers must possess a valid Pennsylvania Boating Safety Education Certificate		

Travel

1. Club sport organizations planning to schedule trips must submit a Transportation and Accommodation Request form (online) at least ten (10) business days prior to the requested departure date of any trip unless otherwise approved by the Club Sport Coordinator.
 - a. The Club Sports Office will notify the club sport organization of the status of the Transportation Request.
 - i. No travel arrangements may be made by the club sport organization without approval of the Club Sports Office.
 - ii. The notification from the Club Sports Office will provide instructions to the club sport organization on how to proceed with travel arrangements.
 1. Club Sports Office may instruct the club sport organization to make travel arrangements.
 2. Club Sport Office may inform the club sport organization of travel arrangements that have been made.
2. Club sport organizations that have received approval of a Transportation and Accommodation Request must complete and submit a Travel Itinerary (online) at least 48 hours prior to departure, or by noon on Thursday if departure is scheduled for Saturday or Sunday. For **Charter Buses**, a Travel Itinerary form must be submitted at **least 5 business days prior to trip**. Travel Itinerary must indicate all final travel arrangements.
3. Club sport organizations may request to use University vehicles, rent commercial vehicles, or use private vehicles for club travel. Regardless of vehicle provider, Penn State, Athletic Department and Club Sports Program policies must be followed at all times.
 - a. When using PSU Fleet vehicles, [*PSU Fleet Operations*](#) policies and procedures must be followed.
 - i. 15 passenger van drivers must be Pennsylvania State University employees and be at least 25 years old.
 - ii. All other Fleet vehicles must may be driven by Penn State University employees at least 21 years old.
 - b. Per Department of Intercollegiate Athletics policy, maximum capacity of a 15 passenger van (private vehicle, commercial rental or PSU Fleet) may not exceed 10 people (including driver).
 - c. Club sport organizations may use a personal or rental vehicle that has a minimum insurance coverage of \$300,000 bodily injury per accident/\$100,000 bodily injury per person; \$25,000-Medical per occurrence and \$100,000-Property damage. Only insured vehicles may be used for club travel.
 - i. **The registered owner of a personal vehicle used for club sports travel must complete and submit a **Vehicle Owner Acceptance of Responsibility** form, a valid vehicle registration card, a valid insurance card, and valid drivers licenses of all drivers to the Club Sports Program office at least 24 hours prior departure.**

CRITERIA, PROCESS, AND FORMULA FOR THE ALLOCATION OF CLUB SPORT PROGRAM FUNDS

The purpose of the following criteria and procedures is to assure that all club sport organizations receive equitable treatment in the allocation of Club Sport Program funds on the basis of standards approved by the Club Sports Advisory Council (CSAC). The procedures are to be followed by club sport organizations in requesting Allocation Funds, and by the CSAC in determining allocations. These procedures are intended to assure complete exchange of all relevant information between club sport organizations and the CSAC in an orderly fashion.

1. Each spring, the Club Sports Advisory Council Allocation Committee will review Annual Budget Requests. This committee will be led by the CSAC Allocation Committee Chair, and will be comprised of CSAC representatives selected by the Chair.

2. PROCEDURES

- a. Each club sport organization will prepare a proposal (Annual Budget Request form available on [*Club Administration*](#) section of website) to include a budget from the current year and a proposed budget for the following year and an inventory of club equipment. An explanation and justification for the proposed budget shall be included as detailed in the criteria. This information should be as complete as possible. The CSAC will establish a deadline for submitting proposals and will impose a 5% fine, to be assessed on the following year's allocation, for failure to meet the deadline. Club sports that submit proposals after the completion of the Allocation Committee hearings shall not be eligible to receive Allocation Funds.
- b. The Committee will evaluate all proposals. Any relevant information/records shall be available to the Committee. The club sport organization, the office of Associated Student Activities, or the Club Sports Program office may provide applicable records/information.
- c. The Allocation Committee may request that club sport organizations requesting Allocation Funds appear before the Committee.

3. BUDGETS

- a. Budgets should be accurate numerical summaries of all a club's expenses versus all its revenues, together with their balance. Revenues may range from dues and gas receipts to gifts and projects. Expenses should be broken down generally into travel, equipment, instruction, facilities and officiating. Budgets should be itemized to the extent that the nature of all income and expenditures is clear.
- b. Current year budgets shall include descriptions of all income (allocation, self-generated funds, and interest on ASA, OUD, and Endowment accounts), expenditures, and balances in the club's Allocation, ASA, and OUD, and Endowment accounts.
 - c. Budget Proposals shall include descriptions of all projected income (allocation, self-generated funds, and interest on ASA, OUD, and Endowment accounts), projected expenditures, and projected carry-over balances in ASA, OUD, and Endowment accounts.

- i. Proposed needs should be estimated as accurately as possible, based on a club's plans and projected reasonable expenses and revenue. No attempt should be made to underestimate or exaggerate requests.

4. EXPLANATION AND JUSTIFICATION OF BUDGETS

- a. These areas should constitute the main body of a club's proposal and should be the initial area of consideration by the Allocation Committee, keeping in mind at all times the goals of the club sport organization involved and of the overall Club Sports Program.

- i. **TRAVEL**

- 1. Travel is defined as the use by a club of facilities other than those customarily used.
- 2. A club should justify its travel, for instance, as a way of obtaining competition on its own level of ability. Hence, a consideration in supporting travel is whether the same competition can be obtained closer to home.
- 3. Clubs should attempt to combine matches in one geographical area to a single trip (e.g., several competitors may be located in the Chicago area).
- 4. Clubs should give financial support only for the minimum number of players needed to compete on the road (e.g., the number to play, plus necessary substitutes).
- 5. All expenses (food, gas, lodging) should be fully explained and should be based on the minimum number traveling as noted above.

- ii. **EQUIPMENT**

- 1. Financial support should be given only for equipment which is retained for permanent club use and which is used only during club activities. This is to include individual equipment (e.g., uniforms) which is necessary for club activities, but which the individual member would not otherwise be expected to have.
- 2. Expenses should be itemized and considered in relation to the club's current equipment and its necessary maintenance or replacement.

iii. **FACILITIES AND OFFICIATING**

1. A club requiring expenses for facilities or officiating should give a detailed explanation (e.g., in terms of the number of officials per match, number of matches requiring officials, cost per match).

iv. **FUND RAISING**

1. In many cases, a club sport organization's Allocation Funds fall short of its needs. Therefore clubs are expected to engage in fund raising activities. Specific expectations are listed in Classification Responsibilities section. Accordingly, the following approach to fundraising has been established:
 - a. In detailing the current year's financial activities, club sport organizations should list and explain any fundraising activities undertaken in the current academic year, or projected to be undertaken prior to the completion of the current academic year.
 - b. In projecting the upcoming year, club sport organizations should list and explain any fundraising activities projected to take place between the end of the current academic year and the end of the upcoming academic year.

5. CRITERIA

- a. Proposals should be written and reviewed on the basis of the Allocation criteria, which include the following categories:
 - i. Explanation and justification of budgets; and
 - ii. The nature of expenses; and
 - iii. The performance of club's duties as outlined for each category.
- b. Club sport organizations must meet the following requirements to be eligible to receive Allocation funds.
 - i. Must have been a recognized club sport organization since at least November of the current academic year; and
 - ii. Must be "Active" as defined under Annual Activation Requirements; and
 - iii. Must have a minimum Classification of "C."

6. ALLOCATION FORMULA

- a. For each club sport that is eligible for Allocation funds, and that submits an Allocation Proposal:
 - i. Each member of the Allocation Committee shall determine an amount of Allocation Funds that he/she believes the club sport organization should receive (Committee Member Amount or CMA).
 - ii. The Club Sports Coordinator collects the committee member figures for each club sport organization.
 - iii. The highest and lowest committee member amount (CMA) figures are discarded.
 - iv. The remaining committee member amount figures are totaled (Total Committee Amount or TCA).
 - v. The total of the committee member amount figures are averaged (Committee Average or CA).
 - vi. Classification Level for the following year, (Classification Level Adjustment or CLA) is factored into the equation as follows, and results in the Adjusted Committee Average or ACA:
 1. For each “A” club sport:
 - a. 10% of each “A” club sport organization’s Committee Average is added to the Committee Average for that organization.
 2. For each “B” club sport:
 - a. The Committee Average remains the same
 3. For each “C” club sport:
 - a. 10% of each “C” club sport organization’s Committee Average is deducted from the Committee Average for that organization.
 - vii. The Adjusted Committee Averages for each club sport are totaled (Committee Total or CT).
 - viii. The amount of Allocation funds available (FA) is divided by the Committee Total (CT) to determine a multiplier (M).
 - ix. Each club sport organization’s Adjusted Committee Average (ACA) is multiplied by the multiplier (M) to determine each club sport organization’s Allocation Amount (AA).

- x. Adjustments to Allocation Amount result in the Final Allocation Amount:
 - 1. Clubs that submit proposals after the deadline:
 - a. 5% (P) of each club sports' Allocation Amount (AA) will be deducted from that organization's Allocation Amount.
 - 2. Clubs that overdrew their previous year's Allocation Amount or their Associated Student Activities account:
 - a. The overdraft amount (O) will be deducted from the Allocation Amount (AA)
 - 3. Any fines (F) owed by a club will be deducted from the Allocation Amount (AA)
- xi. Numeric formula for Allocation process:
 - 1. $\Sigma \text{ of CMA} = \text{TCA}$
 - 2. $\text{TCA} / \text{number of CMA} = \text{CA}$
 - 3. $\text{CA} +/- \text{CLA} = \text{ACA}$
 - 4. $\Sigma \text{ of ACA} = \text{CT}$
 - 5. $\text{FA}/\text{CT} = \text{M}$
 - 6. $\text{ACA} \times \text{M} = \text{AA}$
 - 7. $\text{AA} - \text{P} - \text{O} - \text{F} = \text{FAA}$
- xii. Each club will be notified of its Final Allocation Amount (FAA) in September of the academic year in which the Allocation funds may be used.

Financial Accounts for Club Sport Organizations

Each club sport organization has up to four accounts to deposit and withdraw club funds. Club sport organizations MAY NOT hold funds in any external bank account. Funds may be withheld if club sport organizations fail to adhere to the policies and procedures in this manual, or for infractions of Penn State University policies and procedures.

Additional funds from the Athletic Department may be requested on an as needed basis.

Summary of Accounts and Funding

1. **Athletic Travel and Equipment Fund (ATEF):** Funds provided by the Athletic Department for the purpose of supporting travel to regional and/or national competition and purchasing safety equipment. ATEF funds are available on a grant/as needed basis.
2. **Club Sports Allocation (Allocation):** Funds provided by the Athletic Department for the purpose of supplementing club sport organizations' self generated funds. Allocation funds are available on a budgeted annual basis.
3. **Associated Student Activities (ASA):** Self-generated finds (dues, fundraising revenue, etc.). All funds generated by club sport organizations must be deposited into an ASA account.
4. **Office of University Development (OUD):** Funds donated by individuals or businesses, and interest earned from those donations. Donations to OUD accounts are tax deductible.
5. **Endowment:** Large donations earmarked for specific purposes by the donors. Only the interest from the donations is available for use.

FREQUENTLY ASKED QUESTIONS	ACCOUNTS				
	ATEF	ALLOCATION	ASA	OUD	ENDOWMENT
Where does the money come from?	Club Sports Program	Club Sports Program	Dues, fundraisers, etc.	Contributions from alumni, parents, etc.; interest on principle	Interest on principle
Who must sign the Request for Funds?	1) Club Sport Organization Treasurer 2) Club Sports Coordinator	1) Club Sport Organization Treasurer 2) Club Sports Coordinator	1) Club Sport Organization Treasurer 2) Club Sports Coordinator	1) Club Sport Organization Treasurer 2) Club Sports Coordinator 3) Associate Director of Athletics	1) Club Sport Organization Treasurer 2) Club Sports Coordinator 3) Director of Athletics
How long does it take to get the funds?	7 days	7 Days	5 Days	7-10 Days	7-10 Days
Can Funds be Deposited Into Account by Club Sport Organization?	No	No	Yes	Yes	Specific guidelines for each account
Do Funds Carry Over From Year to Year?	No	No	Yes	Yes	Yes
What can account funds be used for?	Travel to regional and/or national competition, safety equipment	See below	See below	See below	See below

TRAVEL					
	ATEF	ALLOCATION	ASA	ODU	ENDOWMENT
	*All expenditures must be pre-approved by Club Sports Coordinator, regardless of amount or type of expenditure.	*All expenditures must be pre-approved by Club Sports Coordinator, regardless of amount or type of expenditure.	*Any expenses over \$500 must be pre-approved by Club Sports Coordinator via Financial Request, regardless of type of transaction.	*All expenditures must be pre-approved by Club Sports Coordinator via Financial Request, regardless of amount or type of expenditure.	
Tournament/ Event Entry Fees/ Registration Fees	*Yes – Must be pre-approved by Club Sports Coordinator via Travel Request.	*Yes – Must be pre-approved by Club Sports Coordinator via Travel Request.	*Yes – Must be pre-approved by Club Sports Coordinator via Travel Request.	*Yes – Must be pre-approved by Club Sports Coordinator via Travel Request.	Specific guidelines for each account
Hotels During Travel	*Yes – Must be pre-approved by Club Sports Coordinator via Travel Request.	*Yes – Must be pre-approved by Club Sports Coordinator via Travel Request.	*Yes – Must be pre-approved by Club Sports Coordinator via Travel Request.	*Yes – Must be pre-approved by Club Sports Coordinator via Travel Request.	Specific guidelines for each account
Vehicle Rental	*Yes – Must be pre-approved by Club Sports Coordinator via Travel Request.	*Yes – Must be pre-approved by Club Sports Coordinator via Travel Request.	*Yes – Must be pre-approved by Club Sports Coordinator via Travel Request.	*Yes – Must be pre-approved by Club Sports Coordinator via Travel Request.	Specific guidelines for each account
Gas/toll expenses incurred during travel outside of the State College area	*Yes – Must be pre-approved by Club Sports Coordinator via Travel Request.	*Yes – Must be pre-approved by Club Sports Coordinator via Travel Request.	*Yes – Must be pre-approved by Club Sports Coordinator via Travel Request.	*Yes – Must be pre-approved by Club Sports Coordinator via Travel Request.	
Gas expenses incurred traveling to club activities in the State College area	No	No	No	No	No
Bus Rental	*Yes – Must be pre-approved by Club Sports Coordinator via Travel Request.	*Yes – Must be pre-approved by Club Sports Coordinator via Travel Request.	*Yes – Must be pre-approved by Club Sports Coordinator via Travel Request.	*Yes – Must be pre-approved by Club Sports Coordinator via Travel Request.	Specific guidelines for each account
Airline Tickets	*Yes – Must be pre-approved by Club Sports Coordinator via Travel Request.	*Yes – Must be pre-approved by Club Sports Coordinator via Travel Request.	*Yes – Must be pre-approved by Club Sports Coordinator via Travel Request.	*Yes – Must be pre-approved by Club Sports Coordinator via Travel Request.	Specific guidelines for each account

Travel Meal Per Diem (Cash Advance)	*Yes – Must be pre-approved by Club Sports Coordinator via Travel Request.	*Yes – Must be pre-approved by Club Sports Coordinator via Travel Request.	*Yes – Must be pre-approved by Club Sports Coordinator via Travel Request.	*Yes – Must be pre-approved by Club Sports Coordinator via Travel Request.	Specific guidelines for each account
Meal/Food Reimbursement	No	No	*Yes	No	No
PAYMENTS TO INDIVIDUALS					
	ATEF	ALLOCATION	ASA	OULD	ENDOWMENT
Lump Sum Payments to Coaches/Instructors	No	No	No	No	No
Hourly Wages to Coaches/Instructors	No	No	Yes – For approved Coaches/Instructors who have completed all PSU employment paperwork	No	Specific guidelines for each account
Club Sports Supervisor Hourly Wages	No	Yes – Must be pre-approved by Club Sports Coordinator	Yes	Yes – Must be pre-approved by Club Sports Coordinator	Specific guidelines for each account
Officials/Guest Instructors/ Professional Services	No	Yes (with invoice or Statement of Service Form). Must be pre-approved by Club Sports Coordinator via Financial Request.	Yes (with invoice or Statement of Service Form).	Yes (with invoice or Statement of Service Form). Must be pre-approved by Club Sports Coordinator via Financial Request.	Specific guidelines for each account

MEMBERSHIP FEES					
	ATEF	ALLOCATION	ASA	OUD	ENDOWMENT
	*All expenditures must be pre-approved by Club Sports Coordinator, regardless of amount or type of expenditure.	*All expenditures must be pre-approved by Club Sports Coordinator, regardless of amount or type of expenditure.	*Any expenses over \$500 must be pre-approved by Club Sports Coordinator via Financial Request, regardless of type of transaction.	*All expenditures must be pre-approved by Club Sports Coordinator via Financial Request, regardless of amount or type of expenditure.	
Group Organizational Membership Dues	No	*Yes – Must be pre-approved by Club Sports Coordinator via Financial Request.	*Yes (if required for club participation)	*Yes – Must be pre-approved by Club Sports Coordinator via Financial Request.	Specific guidelines for each account
Individual Organizational Membership Dues	No	No	No	No	No
EQUIPMENT					
	ATEF	ALLOCATION	ASA	OUD	ENDOWMENT
	*All expenditures must be pre-approved by Club Sports Coordinator, regardless of amount or type of expenditure.	*All expenditures must be pre-approved by Club Sports Coordinator, regardless of amount or type of expenditure.	*Any expenses over \$500 must be pre-approved by Club Sports Coordinator via Financial Request, regardless of type of transaction.	*All expenditures must be pre-approved by Club Sports Coordinator via Financial Request, regardless of amount or type of expenditure.	
Club Equipment Purchases	*Yes – Must be pre-approved by Club Sports Coordinator via Financial Request.	*Yes – Must be pre-approved by Club Sports Coordinator via Financial Request.	*Yes – must be pre-approved if purchasing weapons or totaling over \$500.	*Yes – Must be pre-approved by Club Sports Coordinator via Financial Request.	Specific guidelines for each account

EQUIPMENT (continued)					
	ATEF	ALLOCATION	ASA	OUD	ENDOWMENT
Individual Equipment Purchases	No	No	Subject to review (prior to incurring expense) by Club Sports Coordinator via Financial Request.	No	Specific guidelines for each account
Equipment Rental	No	*Yes – Must be pre-approved by Club Sports Coordinator via Financial Request.	Yes	*Yes – Must be pre-approved by Club Sports Coordinator via Financial Request.	Specific guidelines for each account
RISK MANAGEMENT					
	ATEF	ALLOCATION	ASA	OUD	ENDOWMENT
	*All expenditures must be pre-approved by Club Sports Coordinator, regardless of amount or type of expenditure.	*All expenditures must be pre-approved by Club Sports Coordinator, regardless of amount or type of expenditure.	*Any expenses over \$500 must be pre-approved by Club Sports Coordinator via Financial Request, regardless of type of transaction.	*All expenditures must be pre-approved by Club Sports Coordinator via Financial Request, regardless of amount or type of expenditure.	
First Aid/CPR/AED/ Lifeguard Certifications for Safety Officers and Coaches/Instructors	No	*Yes – Must be pre-approved by Club Sports Coordinator via Financial Request.	Yes	*Yes – Must be pre-approved by Club Sports Coordinator via Financial Request.	Specific guidelines for each account
First Aid Supplies	No	*Yes – Must be pre-approved by Club Sports Coordinator via Financial Request.	Yes	*Yes – Must be pre-approved by Club Sports Coordinator via Financial Request.	Specific guidelines for each account

OTHER					
	ATEF	ALLOCATION	ASA	ODU	ENDOWMENT
	*All expenditures must be pre-approved by Club Sports Coordinator, regardless of amount or type of expenditure.	*All expenditures must be pre-approved by Club Sports Coordinator, regardless of amount or type of expenditure.	*Any expenses over \$500 must be pre-approved by Club Sports Coordinator via Financial Request, regardless of type of transaction.	*All expenditures must be pre-approved by Club Sports Coordinator via Financial Request, regardless of amount or type of expenditure.	
Alcohol	No	No	No	No	No
Apparel (kept by individuals)	No	No	Subject to review (prior to incurring expense) by Club Sports Coordinator via Financial Request.	No	No
Apparel (returned to club)	No	*Yes – Must be pre-approved by Club Sports Coordinator via Financial Request.	*Yes	*Yes – Must be pre-approved by Club Sports Coordinator via Financial Request.	Specific guidelines for each account
Awards/Trophies/Prizes/Certificates	No	*Yes – Must be pre-approved by Club Sports Coordinator via Financial Request.	*Yes – Must be pre-approved by Club Sports Coordinator via Financial Request.	*Yes – Must be pre-approved by Club Sports Coordinator via Financial Request.	Specific guidelines for each account
Charitable Donations	No	No	Subject to review (prior to donation) by Club Sports Coordinator via Financial Request.	No	No

OTHER (continued)					
	ATEF	ALLOCATION	ASA	ODU	ENDOWMENT
Duplicating/Copying Printing	No	*Yes – Must be pre-approved by Club Sports Coordinator via Financial Request.	Yes	*Yes – Must be pre-approved by Club Sports Coordinator via Financial Request.	Specific guidelines for each account
Facility Rental	No	*Yes – Must be pre-approved by Club Sports Coordinator via Financial Request.	*Yes	*Yes – Must be pre-approved by Club Sports Coordinator via Financial Request.	Specific guidelines for each account
Fundraising Supplies	No	*Yes – Must be pre-approved by Club Sports Coordinator via Financial Request.	*Yes	*Yes – Must be pre-approved by Club Sports Coordinator via Financial Request.	Specific guidelines for each account
Misc. Supplies	No	Subject to review (prior to incurring expense) by Club Sports Coordinator via Financial Request.	Subject to review (prior to incurring expense) by Club Sports Coordinator via Financial Request.	Subject to review (prior to incurring expense) by Club Sports Coordinator via Financial Request.	Specific guidelines for each account
Personal Items/Individual Items/Gifts	No	No	Subject to review (prior to incurring expense) by Club Sports Coordinator via Financial Request.	No	No
Phone Expenses	No	Subject to review (prior to incurring expense) by Club Sports Coordinator via Financial Request.	Subject to review (prior to incurring expense) by Club Sports Coordinator via Financial Request.	Subject to review (prior to incurring expense) by Club Sports Coordinator via Financial Request..	Specific guidelines for each account

OTHER (continued)					
	ATEF	ALLOCATION	ASA	OUD	ENDOWMENT
Postage	No	*Yes – Must be pre-approved by Club Sports Coordinator via Financial Request.	*Yes	*Yes – Must be pre-approved by Club Sports Coordinator via Financial Request.	Specific guidelines for each account
Small Games of Chance Licenses	No	*Yes – Must be pre-approved by Club Sports Coordinator via Financial Request.	*Yes	*Yes – Must be pre-approved by Club Sports Coordinator via Financial Request.	Specific guidelines for each account
Social Expenses (food, soda, etc.)	No	No	Subject to review (prior to incurring expense) by Club Sports Coordinator via Financial Request.	* Subject to review (prior to incurring expense) by Club Sports Coordinator via Financial Request.	Specific guidelines for each account
Social Expenses (Facility Rental)	No	Subject to review (prior to incurring expense) by Club Sports Coordinator via Financial Request.	Subject to review (prior to incurring expense) by Club Sports Coordinator via Financial Request.	Subject to review (prior to incurring expense) by Club Sports Coordinator via Financial Request.	Specific guidelines for each account

Process for Requesting Funds

1. Purchasing Card Order

- a. Club sport organization Treasurer must submit a Financial Request form.
 - i. Form must be submitted via the Club Sports website.
 - ii. Website will provide a printout of information and instruct Treasurer to submit printout to the Club Sports Office.
 - iii. **All applicable documentation (catalog, website printout, etc.) must accompany the printout when submitted to the Club Sports Office.**
- b. Club Sports Office will provide a response to the request on the Club Sports website indicating status of request. If approved, the Club Sports Office will notify the club when the shipment arrives.

2. Reimbursement

Unless pre-approval is granted by the Club Sports Program Coordinator, student club members are the only individuals authorized to make purchases on behalf of the club.

- a. Club sport organization Treasurer must submit a Financial Request form.
 - i. Form must be submitted via the Club Sports website.
 - ii. Website will provide a printout of information and instruct Treasurer to submit printout to the Club Sports Office.
 - iii. **All original receipts must accompany the printout when submitted to the Club Sports Office. Please do not attach any “sticky notes” or anything with sticky substances, or use highlighters on receipts – they tend to erase information on receipts.**
 - iv. For reimbursement of gas/toll expenses incurred during travel outside of the State College area:
 1. Financial request must be submitted to the Club Sports Office within ten (10) business days of return from trip.
 - a. The trip/event name, dates of travel, and the name of the vehicle owner must be written in the expense description. It is not necessary to write the number of gallons purchased. Rather, quantity should be marked with “1”.
 2. Reimbursement for one (1) gas purchase will be allowed in the State College area.
 - a. State College area purchases must be made within 24 hours of departure or return from trip.
- b. Club Sports Office will provide a response to the request on the Club Sports website indicating status of request. If approved, the response will indicate when the reimbursement will be available and where it can be received.

3. Cash Advance

- a. Club sport organization Treasurer must submit a Financial Request form.
 - i. Form must be submitted via the Club Sports website.
 - ii. Website will provide a printout of information and instruct Treasurer to submit printout to the Club Sports Office.
 - iii. **All applicable documentation must accompany the printout when submitted to the Club Sports Office. If no documentation is available, a thorough description of what the cash advance will be used for must be included on the request.**
- b. Club Sports Office will provide a response to the request on the Club Sports website indicating status of request. If approved, the response will indicate when the funds will be available and where they can be picked up.
 - i. Advances from ASA
 1. All cash advances come in the form of a check written to individual whose name the advance is in. That individual is responsible for cashing the check and collecting all receipts for purchases made with the advance.
 2. All receipts and or remaining funds, totaling the amount of the cash advance, must be submitted to the Club Sports Program office no later than the Wednesday following return from the trip, by 4pm.
 - ii. Meal Advances from Allocation
 1. Funds must be divided evenly among all participants covered by the advance. All participants who are covered by the advance must sign a form (provided by the Club Sports Office) stating that they received an equal share of the advance. This form must be completed, and all any money not distributed to participants must be returned to the Club Sports Program office no later than the Wednesday following return from the trip, by 4pm.

4. Payment to Vendor

Unless pre-approval is granted by the Club Sports Program Coordinator, student club members are the only individuals authorized to make purchases on behalf of the club.

- a. Club sport organization Treasurer must submit a Financial Request form.
 - i. Form must be submitted via the Club Sports website.
 - ii. Website will provide a printout of information and instruct Treasurer to submit printout to the Club Sports Office.
 - iii. **An original vendor invoice/bill must accompany the printout when submitted to the Club Sports Office. Please do not attach any “sticky notes” or anything with sticky substances, or use highlighters on invoices/bills– they tend to erase information on receipts.**

- b. Club Sports Office will provide a response to the request on the Club Sports website indicating status of request. If approved, the response will indicate when the payment will be available and where it can be received.

5. Payment to Service Provider (i.e. referees, officials, etc.)

- a. Club sport organization Treasurer must submit a Financial Request form.
 - i. Form must be submitted via the Club Sports website.
 - ii. Website will provide a printout of information and instruct Treasurer to submit printout to the Club Sports Office.
 - iii. **An original service provider invoice or Referee and Instructor form with the service provider's signature must accompany the printout when submitted to the Club Sports Office.**
- b. Club Sports Office will provide a response to the request on the Club Sports website indicating status of request. If approved, the response will indicate when the payment will be available and where it can be received.

6. Transfer

- a. Club sport organization Treasurer must submit a Financial Request form.
 - i. Form must be submitted via the Club Sports website.
 - ii. Website will provide a printout of information and instruct Treasurer to submit printout to the Club Sports Office.
 - iii. Must put who the money is to be transferred to in Item Description.
 - iv. **An original invoice/bill must accompany the printout when submitted to the Club Sports Office. Please do not attach any "sticky notes" or anything with sticky substances, or use highlighters on invoices/bills—they tend to erase information on receipts.**
- b. Club Sports Office will provide a response to the request on the Club Sports website indicating status of request. If approved, the response will indicate when the transfer will be completed.

7. Purchase Order

- a. Club sport organization Treasurer must submit a Financial Request form.
 - i. Form must be submitted via the Club Sports website.
 - ii. Website will provide a printout of information and instruct Treasurer to submit printout to the Club Sports Office.
 - iii. **A written quote from vendor must accompany the printout when submitted to the Club Sports Office. Please do not attach any "sticky notes" or anything with sticky substances, or use highlighters on quotes – they tend to erase information on receipts.**
- b. Club Sports Office will provide a response to the request on the Club Sports website indicating status of request. If approved, the response will indicate the purchase order will be available and where it can be received.

Fundraising and Sponsorships

Fundraising

1. The Club Sport Coordinator must approve all fund raising projects.
2. All merchandise sold must have the Club Sport Program logo on it.
3. Donations
 - a. Club sport organizations may not actively solicit financial donations unless they have PRIOR approval from the Club Sport Coordinator.
 - b. All donations must be sent to the Club Sports Office.
 - c. Donations will be deposited into the club sport organization's Office of University Development account.
 - d. Donors should be instructed to make checks payable to: Pennsylvania State University and write the club name in the memo line.

External Financial Support

1. Club sport organizations are encouraged to seek outside financial support in order to meet their programming needs.
2. The Club Sports Coordinator must approve all sponsorship proposals prior to finalization.
3. No financial support shall be accepted that would associate the club sport organization, the Club Sport Program, the Department of Intercollegiate Athletics, or Pennsylvania State University with performance enhancing drugs, illicit drugs, tobacco products, or alcohol.
4. Sponsor product or company names, colors and logos are allowed on printed or promotional materials, subject to Club Sport Coordinator approval.