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Introduction

The sport club program at Wichita State University (WSU) is designed to serve the sport interests of students and is student oriented in every respect. The individual clubs are for the students and organized by the students under the supervision of the Campus Recreation Department and the Division of Student Engagement.

A sport club develops when several students express a desire to participate in a particular sport activity. Each club has officers, keeps records, holds regular meetings and practices, may charge dues, receive funding through Student Government, have sponsors and host special events.

The following statements shall define sport clubs and their philosophy:

- Sport clubs are voluntary in nature and consist of three types: instructional, recreational, and competitive.
- Sport clubs are non-profit in nature. The members must assume some of the financial responsibilities according to their interest.
- Sport clubs adhere to policies and regulations set by the Coordinator of Competitive Sports.
- Sport club members have a chance to exhibit their skills in competitive situations by traveling off campus or in practices hosted by the club.
- Sport clubs are not mandated to follow intercollegiate athletic guidelines. However, a club may choose to adhere to state, regional, or national governing bodies.
- No club may restrict its membership on the basis of race, sex, national origin, age or ability. Clubs may have a travel or competition team that every member is not a part of, but clubs cannot deny participation in the club.
- Emphasis is placed on student leadership, and experience has shown that the most successful clubs are the ones with outstanding student leaders. The club survives and thrives only by means of active student involvement and participation.

Philosophy

- The WSU Sport Clubs are student organizations of Wichita State University. Sport Clubs can be instructional, recreational, or competitive (with an emphasis on competing against other college and university sport club programs).
- The Coordinator of Competitive Sports is available on a daily basis for individual consultation and assistance with sport club planning, organizing, and coordinating activities. The Coordinator is the liaison between the University administration and the clubs.
- WSU Sport Clubs differ from varsity athletics in that they are not scholarship-based. They are responsible for their own administration, expenses, and management.
- WSU Sport Clubs differ from Intramural Sports in that they travel to other colleges and universities to compete, scheduled practices, games, and tournaments.
- The size of the WSU Sport Club Program is dictated by student interest. New clubs are formed by interested students, while inactive clubs are allowed to dissolve. The most successful clubs are those with strong student leaders and active student involvement.

Competitive Sports Office and Contact information

The Competitive Sports Office is located in Room 119 of the Heskett Center. The office is open from 9:00 AM until 4:00 PM, Monday through Friday and our telephone number is (316) 978-5284. The email for Competitive Sports is: cr.competition@wichita.edu
OMISSION

The Competitive Sports Department may at any time make amendments and/or exceptions to any of our policies for any reason. Such changes will be published immediately in this manual and posted online. Policy disputes must be appealed through the Competitive Sports Department. In any situation, we reserve the right to use our best judgment to decide what is safe and in the best interest of the Wichita State University Competitive Sports Program and its participants.

Annual Registration

Recognition as a sport club is granted for one year only (July 1 to June 30). It is necessary for each organization to reapply for such recognition at the beginning of each fiscal year.

- Update their OrgSync page each year with contact information for its primary officers & advisors, updated roster and constitution. This should be duly updated if any changes are made.
- Send delegates to the Nuts & Bolts Renewal Conference each year in September.
- Maintain a minimum of eight (8) members.
- Maintain a President who is currently enrolled as a student at Wichita State University in good standing definition.
- Must not discriminate in their operation, programs and activities on the basis of race, religion, color, national origin, gender, age, sexual orientation, gender identity, marital status, political affiliation, status as a veteran, genetic information or disability
- Abide by all policies, rules, and guidelines of Wichita State University, Campus Recreation, and local, state and federal laws.
- Clubs must have no outstanding debts to Wichita State University or affiliated corporations.
- Registered Student Organizations (RSOs) that use noncampus property (property owned or controlled by RSO) or use an off-campus facility on a regular basis for meetings and programs, which include houses, lodging and community space, must provide proof of insurance, certificate of building inspection and proof of fire inspection when registering as a student organization. It is the expectation of Wichita State University that noncampus property will be inspected by appropriate local/state inspectors on an annual basis to maintain quality conditions for utilizing the space. Documentation will be valid for one academic year: August -July.
- All students and student organizations must comply with Wichita State University policies, including STUDENT CODE OF CONDUCT, Section 8.05

Program Acceptance/Starting a Club

Organizations that are interested in becoming a Sports club must exist at Wichita State University (WSU) for two fiscal years and must apply to transition to a Sports Club through the following process:

Step 1: Inform the Coordinator of Competitive Sports of intent to become a Sports Club by October 1st of the (year prior to transition) previous year to transition.

Step 2: Submit transition plan proposal with updated log and history of; membership, travel, events/programs, trips/competitions, service and budget. Organizations interested in becoming Sports Clubs should note the tiered structure and expectations of Sports Clubs.

Step 3: Organizations will be scheduled for a presentation to the Campus Recreation Staff to define the transition by the last Monday of October. The decision will be based on the organization's ability to transition to an appropriate tier, sustainability and the availability of support resources. Campus Recreation reserves the right to deny an organization’s request to become a Sports Club. Any student organization denied Sports Club status will return to their previous status.
Constitutional Requirements
A constitution is a document that describes the organization and how it operates. All attempts should be made to articulate all the variables which may affect the operation of the organization. It is the basic framework of an organization. It is used to provide an administrative structure for your club. Every club is required to have a constitution on file. Newly ratified constitutions must be submitted to the Coordinator or Graduate Assistant of Competitive Sports. Below is a list of both required components for Sport Club constitutions:

The name of the organization.
Purpose statement – Your goals and programming should connect clearly to this purpose. This purpose statement will be used in publications advertising your organization.
Qualification of membership – what does it take to be a member of your RSO?
President must be a WSU Student currently enrolled in good standing.
Officer position and structure – how are your officer positions selected and organized?
Ratification date – when did you ratify your constitution?
Inclusion of WSU faculty or staff advisor information or mention that the Coordinator Competitive Sports will be your advisor.
Inclusion of this statement: “This Club and its members agree to adhere to the policies and procedures in the Wichita State University Sport Club Handbook along with city/state/national laws and University policies.”
How to remove a member, officer, coach/instructor or advisor from the organization.
Officer qualifications and duties.
How to amend the constitution.
Meetings of the organization, how often, how are they run?
Definition of a member and what requirements must be met (dues, practice/event attendance…)

Relationship to University
Sport Clubs may use the name of Wichita State University in their organization title. However, when using the University's name, sport clubs speak only for their club and do not officially represent the University or the Department of Campus Recreation.

Clubs do not have the ability to use the university name or any trademark on promotional items or apparel without first receiving the approval of the Coordinator of Competitive Sports. Any item(s) found in violation of this will be confiscated.

Code of Conduct
All Sport Club participants will agree to abide by the following Code of Conduct and are liable for any infractions:
The member, as a voluntary participant in a University-funded Sport Club, has the obligation to conduct themselves in a manner that will present a positive reflection upon the Sport Club and the University. This includes their actions on the area of play and off as well as during on campus or off campus activities. Any reported action that negatively reflects upon the Sport Club will be handled by the Coordinator of Competitive Sports and may be reported to the office of Student Conduct and Community Standards. All Sport Club members are required to abide by the WSU Student Code of Conduct. All coaches/volunteers are required to sign and follow the Standard of Conduct form.

Hazing
No club may engage in any form of physical or emotional hazing of members or prospective members. Any club or individual who is accused of hazing will be immediately reported to the Student Conduct and Community Standards Office.
Department of Campus Recreation Staff
The Coordinator of Competitive Sports is the primary contact person for Sport Clubs. He will assist in handling issues dealing with budgets, travel, club discipline, space reservation, etc. Any questions or concerns should be directed to this professional or the graduate assistant.

The Graduate Assistant of Competitive Sports is a graduate student who helps the Coordinator manage clubs and can assist clubs in carrying out duties and obligations. The graduate assistant may be the primary contact for some clubs; however they can assist any club on matters when the Coordinator is unavailable.

The Director of Campus Recreation supervises the Coordinator and should be contacted if an issue arises between the club and the coordinator. The Director may also be contacted if the Coordinator and Graduate Assistant cannot be reached or if clubs would like to express a concern or complaint about the Coordinator of Competitive Sports.

Services
The Campus Recreation Department will help clubs as much as possible. Access to the copy machine, bulletin board space, ability to reserve facilities and club recognition on the website and social media are only a few of the services that Campus Recreation will offer to assist with clubs. For more information as to services check with the Coordinator or Graduate Assistant of Competitive Sports.

Faculty/Staff Advisor
The faculty/staff advisor is a faculty or full-time staff member chosen by club members. The duties of the advisor are as follows:

- Be responsible for the guidance, leadership, and conduct of club members.
- Assist in the day-to-day operation of the club and serve as an intermediary in the managerial set-up of the club between the club representative and the Coordinator of Competitive Sports.
- Be available during the development of plans and programs for the club to provide expertise and mature judgment, and to help ensure that activities and undertakings of the club are sound and favorably reflect on the university.
- Attend either or both the regular meetings or the executive meeting of the club. When the advisor cannot be present at a meeting, it is the club’s president’s responsibility to meet with the advisor to discuss the minutes of the meeting.

Clubs have the option of naming the Coordinator of Competitive Sports the advisor of the club.

Coach/Instructor
It is considered to be the responsibility of each sport club to secure the services of a coach or instructor. All coaches/instructors selected by clubs must be approved by the Coordinator of Competitive Sports and must sign the Coach/Instructor Agreement before assuming duties. The office of Campus Recreation supports the philosophy that coaches/instructors should not be paid for their contributions to the sport clubs program. The coach/instructor’s duties are restricted to coaching and must refrain from activities involved in the club’s management. A club sport is first and foremost a student organization. The philosophy, and key, to the success of the Sport Club, is the continued emphasis placed on student leadership and participation. Therefore, matters involving the management of the club must be left to the student members. The student leaders, not the coach/instructor, must serve as the liaison between the club sport and the Coordinator of Competitive Sports.

Clubs are limited to one primary coach/instructor and one secondary coach/instructor. Both coaches/instructors must sign the Coach/Instructor Agreement and be approved by the Coordinator of...
Competitive Sports. If a club wishes to bring in a guest coach/instructor for a set amount of time he/she must also be approved by the Coordinator of Competitive Sports in advance.

**Coach/Instructor Removal**

While engaging in the act of coaching or instructing of a sport club, all coaches and instructors are responsible for adhering to local, state and federal laws and all applicable policies, guidelines and procedures put in place by Wichita State University.

Campus Recreation staff, the Vice President for Campus Life & University Relations and the Dean of Students reserve the right to remove any coach or instructor at any time without cause or justification. It is the right and obligation of the WSU staff to protect the club and if, in the staffs’ opinion the coach or instructor is not meeting the expectations deemed in the best interest of the club that individual may be removed. Please note that these sanctions apply to student and non-student coaches or instructors. Campus Recreation staff, the Vice President for Campus Life & University Relations and the Dean of Students reserve the right to suspend club privileges if a club or club officers do not comply with the removal.

Violations can include but are not limited to the following:

- Local, state, and federal laws
- Sport Clubs, Campus Recreation and Wichita State University policies, guidelines, or procedures
- Campus Recreation Facility policies
- Use of university property and programs for personal gain, i.e. revenue
- Inappropriate relations with other club members

**Club Officers**

Sport clubs are largely self-administered; the daily operation of any club is the responsibility of its officers. The contribution of each officer is vital to the club’s success, but it is the president who is ultimately responsible for seeing that the club functions smoothly and properly.

The task of conducting the business of a sport club is too large for any one individual. A good president will learn to delegate some responsibilities to others. The effective delegation of tasks and responsibilities to other club officers/members accomplishes at least two things.

- **It eliminates the possibility of having one person do all the work.**
- **It gives other members a sense of value to the club.**

Each sport club is different; the most effective method of operation will not be the same for each club. The club constitutions will outline the general responsibilities of each officer as they pertain to the club. The club shall decide which tasks should be assigned to each officer and how many officers are needed for that club to function. Responsibilities that need to be covered include:

- **Providing a liaison between the club and the sport clubs office.**
- **Operating the club in compliance with the content of this handbook.**
- **Informing the club members of the content of this handbook.**
- **Informing the next club officers of the routines and guidelines for club operation prior to the next officers’ assumption of duties.** This includes the transfer of the sport clubs handbook to the new officers and arranging a meeting between the new president and the Coordinator of Competitive Sports.
- **Keeping the following information current in the sport club office:**
  - Release forms (Waivers) for each club member
  - List of club officers and club advisor
  - A copy of the club constitution
- Meeting financial obligations incurred as a club.
- Completing the Injury Report form for any injury that occurs during activity.
- Reporting the results of all club competitions no more than one day after the competition.
- Furnishing copies of the club’s schedule to the Coordinator Competitive Sports.

The above list should not be considered a complete listing of the sport clubs officer’s responsibilities.

Membership
Each sport club will determine its own membership rules, but they must be free of any restriction based on race, color, religion, sex, age, national origin, or educationally unrelated handicaps. Clubs may have a designated competition team, but cannot deny club membership to any student on his/her skill level. All members of the club must have a current “Sports Club Release Form” on file in the Coordinator of Competitive Sports office.

Club Officers/Members
The club officers should consist of:

1) President
   a) Primary liaison between the club and Campus Recreation
   b) Primary point of contact for the club
   c) Oversee all other officer positions to make sure they are on task
   d) Communicate practice and game/match schedule to Coordinator of Sports and Competition

2) Treasurer
   a) Each club’s treasurer should keep an accurate record of account balance(s) and check with the Coordinator of Competitive Sports occasionally to keep current financial records for the club.
   Clubs who are interested in knowing a current balance should first talk to their treasurer if their treasurer cannot provide a balance the officers should schedule a meeting with the Coordinator of Competitive Sports.

3) Safety Officer
   a) Ensure at least one CPR/First Aid certified member is at every club event
   b) Maintain CPR/First Aid certification
   c) Maintain HEADS UP Concussion Awareness certification
   d) Be first responders at events
   e) Bring first aid kit to each event
   f) Complete and submit injury forms

Clubs may have additional positions such as secretary or equipment manager. Positions such as vice president or president-elect can help make the officer transition smoother year to year. Each club’s constitution should list the additional responsibilities of each officer and needs to include who acts as president if the president is not present or can no longer fulfill their duties.

Allocation
Allocation from the SGA:
The Sport Club Program receives money from the Student Government Association (SGA) every year. The amount that is allocated is divided out to each club using a three-tier system. Clubs fall into one of three categories: Instructional, Recreational, and Competitive. Clubs qualify for these categories based on their activity and ability to follow policies in the previous fiscal year. Campus Recreation and the Coordinator of Competitive Sports reserve the right to move clubs into a different tier if they feel it is best for the program. The qualifications for each tier are as follows:
**Tier 1: Instructional** (up to $750)
Fundraise at least 10% of organization budget.
Complete two (2) hours of community service for every member of the organization.
Have less than one (1) compliance violation.
Consist of 25% new members.
Minimum of eight (8) student members as defined by club’s constitution.
Have at least three (3) members attend two (2) events hosted by another club.

**Tier 2: Recreational** (up to $4,000)
Fundraise at least 15% of organization budget.
Complete three (3) hours of community service for every member of the organization.
Have less than two (2) compliance violations.
Consist of 25% new members.
Have a minimum of twelve (12) student members as defined by club’s constitution.
Have at least six (6) members attend two (2) events hosted by another club.
Compete as a club on at least three (3) days between July 1 and June 30.
Travel as a club for at least one (1) competition.
Host at least one (1) competition.

**Tier 3: Competitive** ($4,001+)
Fundraise at least 20% of organization budget.
Complete five (5) hours of community service for every member of the organization.
Host community service event.
Have less than three (3) compliance violations.
Consist of 25% new members.
Have a minimum of eighteen (18) student members as defined by club’s constitution.
At least twelve (12) members attend two (2) events hosted by another club.
Compete as a club on at least six (6) days between July 1 and June 30.
Travel as a club for at least three (3) competitions.
Host at least two (2) club competitions.
Have an active presence on social media.
Have competition uniforms.
Be part of a national organization.

**Fundraising**

1) **Fundraising Events/Activities**
Clubs wanting to host a fundraising event or conduct an activity to raise money need to be prepared to put in a lot of work planning the event/activity. The first step in planning a fundraising event is filling out the **Event Registration Form** on OrgSync. All fundraisers must be approved by the Coordinator of Competitive Sports prior to the activity/event. Events will not be approved if the proper planning has not been conducted. Allocation money may not be used to support any fundraiser. Fundraising can include collect dues, gaining sponsorship money, selling shirts, car washes, bake sales, hosting camps, restaurant partnership nights, letter-writing campaigns, etc.…

2) **Dues**
Clubs have the ability to charge each member dues. These dues must be collected and placed into either the club’s allocated account or a service account. Before any dues can be collected the club’s constitution must include the requirement and the required amount. Clubs may include stipulations such as only competing or traveling members need to pay dues, but that must be specifically outlined in the ratified constitution.
3) Sponsors
Clubs are encouraged to find sponsors for their team. Ask local or state businesses that are in the same expertise as your sport. Sponsorship must be approved by the Coordinator of Competitive Sports and cannot be tobacco or alcohol related. Clubs are not permitted to sign any long-term contracts with sponsors. The Coordinator of Competitive Sports reserves the right to deny any sponsor so it is best to meet with him prior to seeking out sponsors.

4) Grants
Any club seeking grant money needs to first speak with the Coordinator of Competitive Sports and then the Office of Research and Technology Transfer.

Community Service
Conducting community service together is a great way for club members to bond and give back. Every club has required community services hours which can be met by volunteering on campus or out in the community. All hours must be logged on a Community Service Report form (paper copy) and signed by an administrator of the community service organization. Clubs who plan to host a community service project must complete an Event Registration Form on Orgsync. Options for community service include Habitat for Humanity, The Humane Society, and Emersion Trips with Student Involvement. There are many more options and for additional assistance please set up a meeting with the Coordinator of Competitive Sports.

Violation of Policies
In order for clubs to stay in good standing with the university and with the Department of Campus Recreation, they must comply with the policies in this handbook along with the RSO Manual. Violations such as turning in paperwork late, failure to report club happenings, missing a required meeting, failure to have a CPR/First Aid and HEADS UP certified member at a practice or sportsmanship issues can result in one or multiple compliance violations. The Department of Campus Recreation staff will work with members of Student Involvement staff, the Dean of Students, the Vice President for Campus Life & University Relations and the Office of Student Conduct and Community Standards to administer a fair and proper punishment for violations. Any club in violation of the policy will go through the following process and can be brought up for review. Any Sport Club found potentially in violation of a WSU policy will be referred directly to Student Conduct and Community Standards.  
Step 1: Coordinator of Competitive Sports and/or his graduate assistant will notify the club of the alleged violation. At that time information and materials will be gathered on or about the violation.
Step 2: After gathering information an administrative meeting with the club will take place and the designated staff member(s) will work with the club to resolve the violation within a specific timeframe.
Step 3: If a club fails to meet the expectations set during the administrative meeting or wish to appeal the sanctions set they will be referred to a Student Organization Review Board.
Step 4: The Student Organization Review Board will conduct a review and render a decision.
Step 5: The decision of the Student Organization Review Board can be appealed to the Director of Campus Recreation. The decision of the Director will be final.
Step 6: If an organization fails to meet the expectations outlined by the Review Board, or if they violate any University policy, they will be referred to the Director of Student Conduct and Community Standards.

We reserve the right to suspend club activity during this process. Furthermore, clubs may be referred directly to a review board if the Coordinator of Competitive Sports or other Campus Recreation staff member deems it necessary.

Member Recruitment
It is important that clubs recruit new members so the club can continue to thrive year after year. Clubs have the opportunity to take part in events such as The Involvement Fair at the start of the fall semester and are
required to participate in Campus Recreation’s Welcomefest Events held at the beginning of every semester. Clubs can also set up a recruitment table on campus to recruit. If you wish to table you must first complete an Event Registration Form on OrgSync.

Registered Events
Any event or activity hosted by a club should have an Event Registration Form filled out and submitted on OrgSync one week prior to the event. Events include recruitment efforts, home games/matches, camps, fundraisers, community service events or any other event your club is hosting or sponsoring. Space cannot be reserved until the form is submitted. Only fundraisers and competitions count toward attending other club’s events for the tier system requirements unless you receive special permission from the Coordinator of Competitive Sports.

Competitions
All competitions must be documented with either an Event Registration Form for home matches or a Travel Request for away competitions. Each day the team competes with a team outside of WSU will count toward tier system requirements. If a club chooses to send individuals to compete in a match or tournament it will not count toward the required days of competition unless special consideration is given by the Coordinator or Graduate Assistant of Competitive Sports.

Travel
Sport Club travel regulations are designed to ensure the safety of all club members while traveling. Sport Clubs may travel to participate in events and tournaments anywhere they choose. The steps listed below must be completed before a club is eligible to travel.

1. At least two weeks prior to travel the club must submit a travel request.
2. At least one week prior to travel the Travel Roster must be turned in.
3. Day of email michael.berdowski@wichita.edu with final travel roster.

Once you return to Wichita:
1. Immediately report results and that you are back by emailing michael.berdowski@wichita.edu if you rented a vehicle what time you returned it and confirm that you put enough gas in the tank.
2. Three days or less after return turn in all original receipts to the office.

Failure to follow these steps will result in a minimum of compliance violations and could result in as much as club termination. Failure to turn in receipts within three days of returning to campus will result in not getting refunded.

Purchases
All purchases using club money must be approved by the Coordinator of Competitive Sports prior to being made. Any equipment purchased by a club is the property of WSU and belongs to the club not to any individual. All equipment must be inventoried every year. The only exception to this is if the club includes in their constitution that a portion of each member’s dues goes to a club item such as a t-shirt. In this case, the cost of the item must be less than the amount each individual pays and the cost of the item is not included in the amount fundraised by the club. All purchases made must be approved by at least two (2) club officers and a Purchase Request Form must be filled out on OrgSync.

Clubs CANNOT pay officials, organizations, or companies conducting a service for the club directly. Every person(s), organization or company must fill out a W-9 Form and wait 2-3 weeks to be paid by the university. It is easiest for the club to print off W-9 Form(s), have the person(s) complete the form, and then have a
club representative submit the form to the Coordinator of Competitive Sports. Any payment made in violation of this policy WILL NOT be reimbursed.

There are three ways to pay expenses:

**CHECKS**
It will take about four (4) weeks for a check to arrive at the destination - so plan accordingly! Make sure to turn in your paperwork in advance. A lack of planning on your part does not require an emergency on our part.

**CREDIT CARD**
The Coordinator of Competitive Sports university credit card can be used to pay for items online or over the phone. This must be done in the Coordinators office and cannot be used to purchase any items through Amazon.com or any other website that uses a third party vendor such as PayPal to complete transactions. The card also has a limit and is used on a first come first served basis. If the limit has already been reached the card cannot be used until the next billing cycle.

**MEMBER REIMBURSEMENT**
Any purchase or expense that has been **preapproved** with the department can be reimbursed to the individual paying for the service. Original receipts must be returned to the Coordinator or Graduate Assistant of Competitive Sports no more than three (3) business days after the purchase was made. All individuals being reimbursed must complete a **W-9 Form** and may have additional paperwork to complete before the university can reimburse the individual. If a request to fill out or sign additional paperwork is not met within three (3) days of receiving the request the club/club member will not be reimbursed. This process will usually have a check sent to the individual being reimbursed in 2-3 weeks.

**Sport Club Travel Reimbursement Needed Paperwork**
If the student is or has NOT been employed ANYWHERE on campus, then all travel documents will go to Kaycee Miller for reimbursement. Current and Formerly employed students will go to Rosemary Hedrick for travel reimbursement. Please remember and pass along to students that travel reimbursement is a process and is not processed overnight. There are many steps to go through before a check is cut.

Kaycee will need these items for reimbursement:

- Itemized detailed receipts for purchases.
  - Basic credit card slip will not work except for with gas station or toll station printed receipts.
  - Must be legible with date, time, point of purchase, and amount spent.
- The student must have a current W-9 on file for the year. Foreign students must fill out a W-8BEN form.
- I will need their name, MyWSU ID, and an amount total of expected reimbursement.

After all of the correct information is received the reimbursement process will begin with creating an Invoice Control Document (ICD), after this is created, the student will then be REQUIRED to sign the form. The process will NOT go any further until the student has signed the document for requesting reimbursement. After the document is signed it will go to the director for review and then to the correct departments in campus to be paid.
If a student is or once was employed by the university then Rosemary Hedrick will handle the travel information for the student to be reimbursed. Her process is different from Kaycee’s and she will require more information. Again, it is still a process that will not happen overnight. Students are REQUIRED to contact Rosemary via email to set up an appointment to complete the reimbursement process. They will be required to have all of the information listed below at the time of their meeting with Rosemary.

Rosemary will need the following:

- Traveler’s name, MyWSU ID, email address, phone number
- Name of Event attended for travel
- CITY, STATE and ZIP CODE of Event
- Date of Departure along with time
- Date of Return along with time
- They will need to provide all itemized detailed receipts, meeting the same criteria as above
- The student will need to fill out a current DA-130 Direct Deposit form to be on file with Financial Operations.

***SECURELY tape small receipts to plain piece of copy paper. No staples or paperclips, scanners dislike them.***

**Deposits**

All deposits must be kept with the University. This includes member dues, funds raised through sales and solicitation, etc. **Clubs are NOT allowed to open private savings or checking accounts.** In order to make a deposit, either have the Coordinator of Competitive Sports or Campus Recreation Business Office worker complete the transaction on the register. A receipt will be printed for the Coordinator and one for the club. Deposits can only be made Monday—Friday 9:00am to 4:00pm. **Checks should be made out to your clubs name (i.e. WSU Quidditch, WSU Soccer, etc.).**

**Insurance**

Wichita State University does not carry insurance for clubs or club members. It is urged that each participant purchases their own insurance due to the inherent risks associated with sport clubs. It is also encouraged that each participant checks with their current policy to see if sport clubs are covered.

**Alcohol and Drugs**

As a sport club, you are representing Wichita State University and you are required to refrain from using alcohol or drugs at events on campus or during travel. Issues with alcohol or drugs will be dealt with by the Student Conduct and Community Standards. Suspensions up to and including termination of a club can be punishment for abuse of this policy.

**Injuries**

Injuries are a natural and inherent part of Sport Clubs. When one occurs a safety officer must complete an **Injury Report Form** and return it to the Coordinator or GA of Competitive Sports the following day. Serious or major injuries need to be reported to the Coordinator as soon as possible. First Aid kits are available for safety officers to pick up and take to practice and or games.
**Scheduling**
Each club is responsible for making their own schedule. Once a schedule has been confirmed it needs to be approved by the Coordinator or GA of Competitive Sports and facility space will be reserved. Help with scheduling contests can be available from the Coordinator, GA, or through the national governing body of that sport.

25 July 2016