



Sport Club Handbook

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Table of Contents

Philosophy.....	3
Sport Programs Office and Contact Information.....	4
OMISSION.....	4
Annual Registration.....	4
Program Acceptance/Starting a Club.....	5
Constitutional Requirements.....	5
Relationship to University	6
Code of Conduct.....	6
Hazing.....	6
Department of Campus Recreation Staff.....	6
Services.....	6
Faculty/Staff Advisor	7
Coach/Instructor.....	7
Coach/Instructor Removal.....	8
Club Officers.....	8
Membership.....	9
Club Officers/Members.....	9
Allocation	10
Fundraising.....	11
Community Service	12
Violation of Policies.....	13
Member Recruitment.....	13
Registered Events.....	13
Competitions.....	14
Travel.....	14
Travel Reimbursement Policies	14
Travel Reimbursement Needed Paperwork.....	15
Purchases	15
Deposits	16
Insurance.....	16
Alcohol and Drugs.....	16
Injuries	17
Scheduling.....	17

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 Affairs.

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 Sport Programs.
- 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 Sport Programs 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.
 - The Sport Program Coordinator holds final power, authority, or say in all matter relating to sport clubs and their endeavors.
- 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.

Sport Programs Office and Contact Information

The Sport Programs 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 Sport Programs is: trent.koehler@wichita.edu

OMISSION

The Sport Programs 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 Sport Programs 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 Sport Programs 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 ShockerSync page each year with contact information for its primary officers & advisors, updated roster and constitution. This should be updated if any changes are made.**

- 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 Sport Programs 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 of Sport Programs. 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 Sport Programs 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 Sport Programs. 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 Sport Programs 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 Sport Programs is the primary contact person for Sport Clubs. They will assist in handling issues dealing with budgets, travel, club discipline, space reservation, etc. Any questions or concerns should be directed to this professional.

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 cannot be reached or if clubs would like to express a concern or complaint about the Coordinator of Sport Programs.

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 of Sport Programs.

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 Sport Programs.
- 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 clubs president's responsibility to meet with the advisor to discuss the minutes of the meeting.

Clubs have the option of naming the Coordinator of Sport Programs 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 Sport Programs 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 Sport Programs.

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 Sport Programs. 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 Sport Programs 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 Sport Programs.**
- **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 Sport Programs.**

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 Sport Programs office.

Club Officers/Members

The club officers should consist of:

- 1) Primary Officer**
 - 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) Financial Officer**
 - a) Each club's treasurer should keep an accurate record of account balance(s) and check with the Coordinator of Sport Programs 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 Sport Programs.
- 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 Sport Programs reserve the right to move clubs into a different tier if they feel it is best for the program.

Point System

The point system was designed to allocate the REC budget fairly between all clubs. The system gives a value to each form, trip, event, meeting, and requirement the club has. Points are also earned for different categories more specific to each club such as total membership, league fees paid per year, qualification for playoffs, and facility or equipment rental costs. Therefore, each club will determine their own allocation based on how many points they earn. As explained in Section 6, the different classification of clubs helps compare clubs of similar activity for the point system to compare like activities. Each classification has different requirements, paperwork, and categories to earn points. Within each classification (Activity, Recreational, Competitive) clubs will receive points throughout the year. At the end of the year (May 1st), the Executive Council will allocate a dollar amount to each classification. The total number of points earned within that classification divided by the dollar amount will give each point a value. That value times the number of points your team has earned will give each club's allocation.

Example: Team A, Team B, and Team C are all within one classification. Team A earned 100 points, Team B earned 90 points, and Team C earned 60 points. The Executive Council allocated \$1000 to this classification. Therefore, each point earned is worth \$4 ($\$1000/250=\4). In this example, Team A would be allocated \$400, Team B would be allocated \$360, and Team C would be allocated \$240 for the following academic year.

The qualifications for each tier are as follows:

Tier 1: Instructional (up to \$750)

Fundraise at least 10% of organization budget.

Have less than one (1) compliance violation.

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.

Be part of a national organization.

Tier 2: Recreational (up to \$4,000)

Fundraise at least 15% of organization budget.

Have less than two (2) compliance violations.

Have a minimum of eight (8) student members as defined by club's constitution.

Compete as a club on at least three (3) days between July 1 and June 30.

Be part of a national organization.

Tier 3: Competitive (\$4,001+)

Fundraise at least 20% of organization budget.

Have less than three (2) compliance violations.

Have a minimum of eight (8) student members as defined by club's constitution.

Compete as a club on at least six (6) days between July 1 and June 30.

Be part of a national organization.

RSO Essentials/Student Organization Training and Development

These programs offer invaluable information on variety of topics to help your Sport Club be successful. These sessions can give you information and resources to help grow, sustain, and build your organization.

Sport Clubs are required to attend three of these events throughout the year. The dates and other details of these events can be found at wichita.campuslabs.com/engage/events and searching RSO Essentials

Anyone from the club can attend, does not have to be any of the leaders. Can be used as a great way to give responsibility to future leaders of your clubs. After attending one of the events, the individual who attended will be required to complete an **RSO Essentials Form** on ShockerSync.

Fundraising

Students are not allowed to open outside accounts using personal social security numbers because this leaves those individuals liable for the accounts until they are closed. This would also obligate the individual and organization to file taxes on the account each year.

Off-campus fundraising will require prior approval from Campus Recreation to ensure no conflict of interest over solicitation of community partners.

Please note that student organizations are recognized by Wichita State University and therefore gifts to student organizations are not tax deductible unless prior approval is given.

Any solicitation greater than \$250 must have prior approval from Campus Recreation

You must clearly indicate that your solicitation is from the student organization, not from Wichita State University.

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 **Pre Sport Club Event Form** on ShockerSync.

All fundraisers must be approved by the Coordinator of Sport Programs 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 safekeeping 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 Sport Programs and cannot be tobacco or alcohol related. Clubs are not permitted to sign any long-term contracts with sponsors. The Coordinator of Sport Programs reserves the right to deny any sponsor so it is best to meet with him prior to seeking out sponsors.

4) Foundation Accounts

Foundation accounts should be used only for donations, gifts, certain grants made specifically to WSU entities or other purposes specifically designated by the WSU Foundation, or if any group is seeking more than \$10,000 in donations. Opening new accounts for Sport Clubs and/or any exceptions to this policy by the Foundation require advance approval.

5) Grants

Any club seeking grant money needs to first speak with the Coordinator of Sport Programs and then the Office of Research and Technology Transfer.

6) Fundraising that is not allowed

- a) Soliciting corporate, community and family foundations or grants.
- b) Signing contracts that include ongoing funding agreements on behalf of WSU or a WSU-sponsored student organization.
- c) Using PayPal on the Wichita State University server as a means for online donations or online sales. This is against WSU's e-commerce policy.

Community Service

Conducting community service together is a great way for club members to bond and give back. Every club has 20 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 Tracking form**. Clubs who plan to host a community service project must complete an **Pre Sport Club Event Form** on ShockerSync. 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 Sport Programs.

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 Sport Programs 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 Sport Programs 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 a **Pre Sport Club Event Form** on ShockerSync.

Registered Events

Any event or activity hosted by a club should have an **Pre Sport Club Event Form** filled out and submitted on ShockerSync 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 Sport Programs.

Competitions

All competitions must be documented with either an **Pre Sport Club Event 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 of Sport Programs.

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 pre-travel form
2. **Day of** email austin.sanderson@wichita.edu with final travel roster.

Once you return to Wichita:

1. **Immediately** report results and that you are back by emailing austin.sanderson@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.

Travel Reimbursement Policies

Rental Cars: Use *only* Hertz or Enterprise, even if you can find a cheaper car through Hotwire or another search method. WSU has agreements with Hertz and Enterprise. Using any other company will result in denial of your reimbursement. Only the person whose name is on the rental receipt will be reimbursed, regardless of who paid for the rental. When renting a car **do not allow** the company to charge you for Roadside Assistant Protection, PAI, or Supplemental Liability Protection. You need to provide the **final receipt** for the rental car, not just the estimated receipt that is received when the car is reserved.

Personal Vehicles: Receipts from the gas station must be turned in. Bank or Credit Card statements will not be accepted.

Hotels: Only the person whose name is on the hotel receipt will be reimbursed. A list of participants with their name and WSU ID is always required. Hotels reservations must be put on a university pCard directly from the hotel. Reservations not put on the pCard and/or made through a 3rd part (ie: priceline), will not be reimbursed. After making a reservation, email the hotel contact information and reservation number to the Coordinator of Sport Programs. The Coordinator of Sport Programs will put the reservation on the university pCard. Only room reservation costs will be

covered a club member will be required to provide the hotel a personal card to cover incidental costs.

Splitting up Expenses among other members: This is highly discouraged. Credit card numbers are thoroughly checked. If there are different credit card numbers, it is apparent that two different people paid the expenses. You cannot lump all the receipts into one reimbursement and then have the person pay their friends back. **EACH PERSON PAYING AN EXPENSE WILL NEED TO COMPLETE THE REIMBURSEMENT PROCESS.** Therefore, it is best if only one person pays the expense and submits the reimbursement request. If more than one vehicle is used, then both drivers should pay the toll and gasoline expenses and request reimbursement. Do not have someone else in the car pay for gas and then another person in the car pay for the tolls. Only the driver should handle all the expenses of that car load of travelers

Travel Reimbursement Needed Paperwork

All travel documents and receipts should be submitted to the Coordinator of Sport Programs in Campus Recreation for reimbursement processing within **Three days or less after return** from travel. All receipts must be itemized to be reimbursed. 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 or an automatic deposit is made into your bank account (depending on which processed is used). Employees are processed differently than students.

Items needed for reimbursement include:

- Name, WSU ID, e-mail and phone
- Name of event
- Location of event – **ZIP CODE**
- Date and time of departure from Wichita
- Date and time of return to Wichita
- Itemized detailed receipts
- Students will complete a W-9 on file for the year. Employees will complete a DA-130 and Direct Deposit form. Foreign students will complete a W-8BEN.

Purchases

All purchases using club money must be approved by the Coordinator of Sport Programs **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.

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 Sport Programs. 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 Sport Programs 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 of Sport Programs 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) school 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.

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 Sport Programs 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 Sport Programs 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 Sport Programs 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.

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