

2026-2027
NORTHWEST MISSOURI
STATE UNIVERSITY
SPORT CLUBS

POLICIES AND PROCEDURES MANUAL



This Manual has been developed to assist in the
Administration of Club Sports by Sponsors,
Leaders and Participants

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INTRODUCTION

DIRECTORY INFORMATION

Campus Recreation

Northwest Missouri State University
Student Recreation Center
800 University Drive
Maryville, MO 64468
660-562-1606

<https://www.nwmissouri.edu/recreation/SportClubs/sportclubs.htm>

Professional Staff

Henry Lickteig
Coordinator of Intramurals,
Sport Clubs & Recreation
Office: 660-562-1743
Email: HLICKTEIG@nwmissouri.edu

Graduate Assistants

N/A

CURRENTLY RECOGNIZED SPORT CLUBS

- | | | |
|--------------------------------|----------------------------|-------------------------|
| 1. Baseball (non-active) | | |
| 2. Badminton | 7. Esports | 13. Soccer |
| 3. Basketball (M) | 8. Fishing (non-active) | 14. Tennis (non-active) |
| 4. Basketball (W) (non-active) | 9. Golf | 15. Trap Shooting |
| 5. Bowling (non-active) | 10. Horseman's Association | 16. Winter Guard |
| 6. Disc Golf | 11. Rugby | 17. Wrestling |
| 7. Pickleball | 12. Running | |

BENEFITS OF MEMBERSHIP

Introduction, Definition, Purpose & Philosophy of a Sport Club Program

The Sport Club program at Northwest Missouri State University is a component of the Department of Campus Recreation. Sport Clubs are recognized Student Organizations that exist to promote and develop interest in a particular sport or activity and is driven by the motivation of a group of individuals. Interests can be competitive, recreational or instructional, as clubs may represent the university in external competitions, intra-club activities, instructional clinics and/or organized social events. Sport Clubs are strictly voluntary, and the success is dependent on student involvement, availability of space, advisors, educational opportunities and effective student leadership. Clubs are self-administered and financially supported by any dues, fundraising, donations and student activity fees. It is the responsibility of the members to coordinate events, marketing, find advisors, complete documents and administer budgets with safety, teamwork, respect, integrity, development and excellence in mind.

Northwest is committed to providing opportunities for the campus community to participate in sports and activities in fulfilling the interests of students, faculty and staff to gain knowledge, skills, and to engage in social interaction in an organized setting to better each person's wellbeing. The emphasis of Sport Clubs is leadership and development, and because of this,

student's involvement in clubs enhances their university experience and contributes to their overall education.

RESPONSIBILITIES & REQUIREMENTS

Sport Clubs at Northwest Missouri State University must first meet the requirements set-forth with the Office of Student Involvement to be recognized annually as a Student Organization. Each Sport Club will either be considered Active or Inactive. Active clubs must meet all of the requirements listed below. A club will be considered Inactive if they fail to meet any of the requirements below. Inactive Clubs will have their funds frozen, and practices and events (home or travel) will not be approved. Clubs not completing the Active Club Checklist by the deadline will remain Inactive until the checklist is complete.

First Meeting – Updated Exec Boards, Handbook understanding

Second Meeting – Rosters Updated, Club and Org Fair Table Registered, Semester Schedule/Budget, OTT Trainings

Third Meeting –

Fourth Meeting – Updated Exec Boards, OTT Trainings

Fifth Meeting – Rosters Updated, No outstanding purchases

TIER PROGRAM

WHAT IS THIS & WHY IS IT BEING IMPLEMENTED?

The tier system is in place for a variety of reasons, including assisting the sport club administration with managing a dynamic sport clubs' program, as well as establishing clear expectations for individual clubs and clearly defining what the sport club's administration shall provide to each individual club and the general club membership. It is important to note that all clubs within the program receive priority access (compared to registered campus organizations) to department managed facilities and have access to department staff including the Coordinator of Intramural, Club Sports & Recreation regardless of tier classification. The Coordinator of Intramural, Club Sports & Recreation serves as the administrator of each club within the sport clubs' program. The Sport Clubs program uses a tier classification system to allocate the funds among all active clubs. The system consists of three tiers of club membership: Tier 1, Tier 2 and Tier 3.

A club tier classification is established by level of competition, level of involvement, affiliations with regional/national organizations, number of active student members, annual operating expenses by the club, ability to complete administrative requirements of the Campus Recreation Department. It is important to note that this system is not in place to serve as a status system or to designate which clubs are more or less important; regardless of tier all clubs shall be treated equitably. This system is in place to assist each club with self-selecting, based on the desire of the club's membership, the tier that they choose to be at and to clearly identify the expectations of the individual club. This system shall be formally reviewed annually by the Coordinator of Intramural, Club Sports & Recreation. Evaluation and classification of each club will determine their tier placement for the following academic year. Club Presidents will be notified by October of their club's tier placement and budget allocation for the upcoming year. A club must reapply for Tier Classification each year.

*Please Note: Maximum budget allocations are subject to change from year to year based on funds allocation to the Campus Recreation Unit.

	TIER 1 (up to \$4,000/yr, \$2,000/semester)		TIER 2 (up to \$2,000/yr, \$1,000/semester)		TIER 3 (up to \$1,000/yr, \$500/semester)	
	Criteria	Requirements	Criteria	Requirements	Criteria	Requirements
Advisor		-Must have an advisor of some capacity working with club. Student coaches will qualify as student coaches		-Must have an advisor of some capacity working with club. Student coaches will qualify as student coaches		-Must have an advisor of some capacity working with club. Student coaches will qualify as student coaches
Good Standing		-Club must be in good standing with Campus Recreation, the Office of Student Involvement and Northwest Missouri State University		-Club must be in good standing with Campus Recreation, the Office of Student Involvement and Northwest Missouri State University		-Club must be in good standing with Campus Recreation, the Office of Student Involvement and Northwest Missouri State University
Administrative Work, Paperwork & Deadlines		-Follow Northwest Sport Clubs rules/guidelines and submit all appropriate paperwork on time.		-Follow Northwest Sport Clubs rules/guidelines and submit all appropriate paperwork on time.		-Follow Northwest Sport Clubs rules/guidelines and submit all appropriate paperwork on time.
Social Media		-Must have a team social media account for methods of sharing news/updates/highlights		-Must have a team social media account for methods of sharing news/updates/highlights		-Must have a team social media account for methods of sharing news/updates/highlights
On-Campus Banking		-Clubs must have an on-campus account		-Clubs must have an on-campus account		-Clubs must have an on-campus account
Safety		-Recommended to have a Safety Officer be certified in CPR/AED annually		-Recommended to have a Safety Officer be certified in CPR/AED annually		-Recommended to have a Safety Officer be certified in CPR/AED annually.
Annual Operating Expenses	\$4,000+/year, \$2,000+/semester		\$2,000+/year, \$1,000+/semester		\$1,000+/year, \$500+/semester	
Level of Competition	Competitive		Competitive/Recreational		Recreational	
Affiliations	-Clubs may or may not be affiliated with a conference or league in the region. Clubs may or may not be a member of a National or Regional Sports Association.		-Clubs may or may not be affiliated with a conference or league in the region. Clubs may or may not be a member of a National or Regional Sports Association.		-Clubs may or may not be affiliated with a conference or league in the region. Clubs may or may not be a member of a National or Regional Sports Association.	
Number of events, Level of Involvement	-Must have at least six events during the academic year. If less		-Must have at least four events during the academic		-Must have at least two events during the academic year.	

	than six, must be able to justify as to why.		year. If less than four, must be able to justify as to why.		If less than two, must be able to justify as to why.	
Number of active members	-Must have enough active members to field two full teams for their sport (at least 10 active members)		-Must have enough members to field one team for competitions (at least 10 active members)		-Must have a minimum of 10 active members. If unable to get 10 active members, must be able to justify as to why.	
Number of practices	-Must hold organized club practices at least 2 times/week during competitive season. If they practice less than that, they must provide justification as to why.		-Must hold organized club practices at least 1 time/week during competitive season. If they practice less than that, they must provide justification as to why.		-Must hold organized club practices at least 1 time/month. If they practice less than that, they must provide justification as to why.	

OFFICER RESPONSIBILITIES

It is a must that each position recruits and trains future replacements to keep the club going.

<i>PRESIDENT</i>
<ul style="list-style-type: none"> • Know, understand and communicate the contents of the Sport Club Manual. • Organize, schedule and conduct all club meetings/activities • Supervise election procedures and follow those steps per the club's constitution • Maintain contact with club's officers and committee members • Service as club's primary liaison to the Campus Recreation department • Post and interact positively on social media

<i>VICE PRESIDENT</i>
<ul style="list-style-type: none"> • Assume the duties of the club president in their absence • Know, understand and communicate the contents of the Sport Club Manual. • Assist in the coordination of all club activities • Oversee club equipment inventory and purchase requests. • Assist the club president as requested. • Apparel ordering

<i>TREASURER</i>
<ul style="list-style-type: none"> • Maintain accurate and up-to-date financial records. • Prepare purchase and reimbursement requests for approval. • Collect membership dues (if necessary) • Prepare club allocation requests • Ensure the payment of all club financial obligations • Report the club's financial status to the membership

<i>SECRETARY</i>

<ul style="list-style-type: none"> • Notify members of upcoming meetings
<ul style="list-style-type: none"> • Record minutes of all club meetings
<ul style="list-style-type: none"> • Maintain club membership roster
<ul style="list-style-type: none"> • Maintain club records and files

<i>SAFETY OFFICER, RECOMMENDED</i>
<ul style="list-style-type: none"> • Hold current certifications in CPR/AED and renew annually
<ul style="list-style-type: none"> • Ensure all injuries and accidents are reported timely via reports

SAFETY OFFICERS

It is recommended that all club sport teams designate a member, or two, to complete the certification for CPR and AED training annually.

MEMBERSHIP & ELIGIBILITY

Membership in any club sport must be free from discrimination based on age, ancestry, color, disability, national origin, race, religious creed, sex, sexual orientation, or veteran status. Each club must complete and submit a team roster at the beginning of each academic semester, before your first scheduled practice/competition/event. Rosters will be official on Presence; however Campus Recreation also needs an updated roster. The rosters should include the following complete information about each member of your club. The following information will be needed. *Name, 919#, year in school, gender, major, phone number, email, and local address.* Each member will also need to fill out a liability waiver and release form, participation agreement. If someone joins the club sport after that time, then these forms should be filled out prior to any practice or participation should be allowed. The medical insurance verification and health history forms should be kept readily available at any practice or competition in case of emergency should arise.

- Membership may consist of current (full time) students ONLY. For further stipulation see the Sport bylaws.
- Current Northwest varsity athletes are not allowed to participate in the current sport they are competing in.
- High School students are not eligible for participation in club events.
- Members may not use Sport Clubs to promote individual financial gain or private practice.
- Officers of each club are responsible for checking the eligibility of their players.

OTHER DOCUMENTS & ITEMS TO BE COMPLETED

- Advisors appointed
- On-campus Bank Account, FOAP
- Team safety Rules and regulations
- Accident Reports
- Medical Emergency Procedures written policy
- Medical Insurance Verification forms
- Health History forms
- Personal Insurance, recommended to be provided

ATTENDANCE AT SPORT CLUB MEETINGS

The Campus Recreation department will hold one-on-one organizational and informational meetings throughout the academic year. These meetings are essential for effective administration of all active Sport Clubs.

All clubs must have representation at any meeting scheduled by Campus Recreation. It is also mandatory that the officers bring in the new, upcoming officers by the 4th meeting of the semester.

WEEKLY MAILBOX CHECK

Student Organization mailboxes are located in the Office of Student Involvement. Be sure to keep your mailboxes cleaned by checking them at least once/month. The hours are 8:00am-5:00pm Monday-Friday.

CAMPUS ADVISOR

Every club sport must have an advisor; one that offers professional advice to students. The advisor is appointed by the club members. It is recommended that every advisor has a high level of interest in the activity and be at every meeting (this doesn't include practices or games) that the club has. Individual clubs are responsible for recruiting and securing an advisor. Advisors must be employed as Northwest Missouri State University faculty or staff (full time). Exceptions to this criterion may be granted on a case-by-case scenario by the campus recreation staff.

1. The advisor must be aware of all University, Club Sports, and other sport related policies and procedures.
2. Advisors typically volunteer in a personal capacity and not as employees who serve as club representatives or agents of the university. University employees who serve as club sports advisors are covered under the university's liability insurance.
3. Advisors serve to guide student organization members through the process of effectively operating an organization.
4. Advisors provide continuity to the program from year to year by assisting the new officers during the transition process. They can also provide helpful information about the organization's history and tradition.
5. Advisors can be beneficial to a club by giving advice based on experience and insight into university operations.
6. Advisors should encourage the development of leadership initiative and the ability to accept responsibility among all members and officers of the club.
7. Advisors help ensure that the activities and undertakings of the club are sound and reflect the favorably on the university.
8. Advisors can assist in the development and implementation of club sports goals and objectives by attending organizational meetings and consulting with the officers, coaches and campus recreation staff.
9. Advisors should be available to the club sports officers during the development of projects and programs to provide expertise and direction to help ensure that activities are well planned and reflect favorably on the university.
10. Advisors should be prepared to act as a confidant in both individual and organizational related matters.
11. Advisors should attempt to attend club meetings, practices, and competitions when convenient.

GETTING AN ADVISOR

Who can be an Advisor?

In order to be recognized by Northwest's Student Senate, an organization must have an Advisor of who is a full-time Faculty or Staff Member of Northwest Missouri State University as this provides insurance coverage under Missouri's legal expense fund. This is the person that the University will communicate with regarding this organization, along with the student President (or equivalent). Most of this communication will be conducted through Northwest emails.

What does being an Advisor entail?

Advising student organizations is what you make of it. Individuals asked to advise a student organization should be mindful of the following when agreeing to advise:

1. There is currently no University requirement for Advisors to be present for all organizational meetings or events, but...
 - Please be mindful that your name will be listed as the official Advisor for the organization. If there are decisions being made that affect the way your organization impacts the University and the larger Maryville community, you will need to be aware.
 - Ideally, we would like for only individuals who really want to be involved with student organizations to agree to advise them. Absentee Advising does not help to build strong leaders and organizations.
2. You may be required to be a signatory on the organization's account.
 - If the organization does any money collection, it is highly suggested that they create an account ON CAMPUS with the University, rather than at an off-campus bank. The reason for this is longevity for the student organization. If a student leader's name is on the account and the student leader graduates or leaves Northwest, on campus accounts can be easily accessed and transferred within the organization to another leader. With off-campus accounts, when the student leader on the account leaves, there can be difficulty transferring the account to the new leadership.
 - Banking on campus requires that there are two signatures on the account: 1 student leader (President or Treasurer) and one Advisor. This does give you some responsibility for the funds of the organization.
3. Students are still "in progress" and need some guidance.
 - You should understand that if the students within the organization make poor choices which result in adjudication of the organization, you will be asked to be involved and you may have some responsibility for the organization's actions. Continual involvement with the organization is a way to mitigate this.
 - As the Advisor, you are the communicator of University Policies and Guidelines to the student organization. While ignorance of these policies is no defense when they are violated, one of the main reasons for requiring Advisors is to maintain institutional integrity among student organizations.
4. You can greatly enrich the college experience of the students in your organization through your mentorship and guidance.
 - Students who are connected to campus through student involvement are more likely to persist through graduation. Involved students are RETAINED students.

WHAT ARE MY RESOURCES AS A STUDENT ORGANIZATION ADVISOR?

Campus Recreation is your primary resource for everything and anything that Sport Club might need. If we do not know the answer, the Office of Student Involvement will be the secondary

contact, located in the Student Engagement Center on the 2nd floor of the J.W. Jones Student Union.

Email Campus Recreation or Campus Activities!

Coord. of IM, Sport Clubs & Rec- CREC@nwmissouri.edu

Office of Student Involvement- osi@nwmissouri.edu

Student Orgs- orgs@nwmissouri.edu

Student Senate Org Affairs- senorg@nwmissouri.edu

Additional resources are listed elsewhere on this manual. If you find other helpful resources, please share them with us so we can add to our resource list.

EQUIPMENT INVENTORY RECORDS

All Sport Clubs must keep track of all inventory and purchases. Any purchases that are made with club funding, will be checked in and out with Campus Recreation each semester.

APPAREL, TEAM UNIFORMS & VENDORS

Club apparel, including team shirts without personalization can be purchased with club funds. When purchasing team uniforms, keep in mind that you cannot personalize jerseys with club funds and that they will be turned in each semester. It is recommended that you do not spend your funds on uniforms each year and plan in advance.

In regard to eligible logos, please reach out to the Campus Recreation department before creating any designs with Northwest logos. Logo guidelines can be found here: <https://www.nwmissouri.edu/marketing/design/logos.htm>.

Please note the athletics' brand guide with the do's and don'ts:

https://bearcatsports.com/documents/2018/2/8/BrandStandardsGuide_NorthwestMissouriState_UPDATED_SP18_.pdf?id=1695.

Sport Clubs are allowed to utilize only the approved logos below. Modification of the below logos are **NOT** allowed. All graphics require approval from Campus Recreation before use.



SCHEDULING FACILITIES

ON-CAMPUS CLUB EVENTS

HOW TO RESERVE ROOMS AND MEETING STRUCTURE

Rooms can be reserved on campus, at no charge to student organizations and departments after approval from the Coordinator of Intramurals, Club Sports & Recreation. Astra is the room scheduling system utilized at Northwest Missouri State University. Below are links and instructions based on the facility you would like to reserve, which should answer most questions.



SCHEDULE AN EVENT THROUGH ASTRA (for any facility on campus other than Campus Recreation & Athletic Facilities)



<http://www.nwmissouri.edu/studentaffairs/auxiliary/schedule.htm#form>

ASTRA SCHEDULE GUIDE

<http://www.nwmissouri.edu/studentaffairs/auxiliary/pdf/ScheduleGuide.pdf>

TO SCHEDULE AN EVENT IN A CAMPUS RECREATION FACILITY (Hughes Fieldhouse, Student Recreation Center, Foster Fitness Center, MOERA, Disc Golf Course, Bearcat Trail):

<https://www.nwmissouri.edu/recreation/how-to-rent.htm>

TO SCHEDULE AN EVENT IN AN ATHLETIC FACILITY (Bearcat Stadium, Bearcat Arena, Martindale Gym, etc.):

Name: TBD. *For now, please email CREC@nwmissouri.edu.*

Email: TBD

Phone: TBD

If you experience issues or have additional questions, OR if you are not with a recognized student organization or Northwest department, please first contact the Coordinator of Intramurals, Club Sports and Recreation and then they will contact:

Mark Hendrix, University Events Scheduling Coordinator

MHENDRIX@nwmissouri.edu

660-562-1420

PLANNING A CAMPUS-WIDE EVENT OPEN TO ALL STUDENTS? ON A WEEKEND?

Check with Campus Recreation and the Office of Student Involvement to see what events they have for you to collaborate with as well as helping you plan your own event and what is all needed to ensure it is ran successfully.

EFFECTIVE MEETINGS

Why do we have meetings?

- To give members a chance to discuss goals and objectives and keep updated on current events.
- A chance to communicate and keep the group cohesive.
- They allow a group to pull resources together for decision making.

What to do before a meeting:

- Define a purpose for the meeting.
- Create an agenda.
- Hand out the agenda and pass out any background material.
- Set a time and place for the meeting.

What to do during a meeting:

- Greet members.
- Be sure to start and end on time.
- Stick to the agenda and your purpose.
- Encourage everyone's participation and ideas.
- Keep the conversation topic constructive.
- Delegate responsibilities and establish due dates.
- Have someone record and keep meeting minutes.
- Summarize any decisions made.
- Set a time and date for the next meeting.

What to do after a meeting:

- Pass out minutes within 24 hours
- Discuss problems during the meeting with officers to ensure future improvements.
- Make sure people are carrying out their delegated responsibilities.
- Give recognition to those doing a good job.
- Prepare for the next meeting.

Adapted from:

- http://leadership.uoregon.edu/resources/exercises_tips/skills/running_effective_meetings

Other tips on holding effective meetings:

- http://humanresources.about.com/od/meetingmanagement/a/meetings_work.htm
- http://www.askmen.com/money/career_100/114_career.html

EVENT PLANNING

Campus Recreation and the Office of Student Involvement can help you with event planning! Use the tools below or come to the OSI on the 2nd floor of the J.W. Jones Student Union for ideas, tips and tricks.

- When you choose a place for your event, try to consider everything that could go wrong.
- Have a secondary plan in case of bad weather.
- Reserve your venue/timeslot in advance.
- Assure that your location has all necessary lights and power sources.
- Ask if the location requires any sort of insurance policy or liability forms. When dealing with insurance issues, have all players involved sign a consent form on presence.
- If the event is on campus, make sure you go through the proper authorities in reserving the facility, especially if hosting a speaker.
- It might be helpful to make an accurate map of how to get to the event or service project, so that participating chapters will be able to make it on time.

CHECKLIST

The OSI has prepared a blueprint for planning most any event! Use it, customize it for yourself and keep as a tool for your organization.

University Marketing and Communication has put together an event planning guide. The purpose of this guide is to assist students, faculty and staff with event planning at Northwest. Events are most successful when they are well organized and planned in advance. The events that you plan define the quality of your organization or department. They also have a direct reflection on the University and its public image.

The use of this guide will make your planning easier, less stressful and more successful. If you have questions regarding the "nuts and bolts" of planning an event, you may contact the **Office of University Marketing and Communication at ext. 1143.**

This guide can be found here: <http://www.nwmissouri.edu/marketing/events/index.htm>

If you have needs for special rental equipment, please visit the Facility Services website at <http://www.nwmissouri.edu/services/facility/special.htm>

SAFETY

RISK MANAGEMENT

All sport clubs will follow the university safety guidelines while participating in club related activities. It is important to operate Sport Clubs in a manner that the utmost care is exercised in providing for the safety of the participants. Each sport club is responsible for seeking and maintaining a sponsor/advisor who actively participates in the supervision of the sport club during its activities. Each sport club is responsible for determining a set of written rules and regulations that must be always adhered to ensure the safety of its members. It is very important that extraordinary emphasis be placed on practicing responsible leadership and maximizing participant safety.

- The Officers of each Sport Club should determine the individual safety needs for its respective sport. These rules should be in writing, updated on an annual basis, and be based on published governing body rules where applicable.
- Purchase the safest and best equipment available. It will last longer and will provide for a safer club atmosphere. Equipment should be examined thoroughly prior to being stored or issued to club members. In addition, Sport Club Officers should make sure all personal and club equipment is checked again before its actual use. Equipment should also be checked frequently throughout the competitive and practice seasons.
- All club members and participants must sign liability waivers stating their awareness of the risk and inherent dangers of the activity that could lead to possible injury or loss of life. These forms can be found on Presence.
 - No one is allowed to participate in Sport Club activities including practice and competitions unless they have a signed liability release form on file on Presence.
- Each Sport Club should have a written policy for medical emergency procedures that includes emergency telephone numbers and the step-by-step procedures to be followed. This information should be shared with all members of the Sport Club.
- Accident and Emergency Reports must be turned into the Coordinator of Intramural, Club Sports & Recreation at the earliest possible time after an incident, no later than 24 hours. Accident and Emergency Reports should be available every time the club meets for any of its activities.
- Emergency contact information for members and insurance information should be available at every club activity. This information should be transported to all contests and practices home and away.
- If an individual should become injured and require professional care, the Wellness Center on the Northwest Missouri State University campus is available for services for Northwest students. Others, who may become injured or ill will have to be cared for by professional medical personnel at emergency care facilities available to the general public. Anyone needing emergency care should seek ambulance services by calling 911 and/or emergency medical care located at MOSAIC MARYVILLE 2016 S Main St.

- It is required that at least 1 Sport Club member seek training in first aid and CPR. It is also recommended that it be known which individuals of the club hold such certifications. It is recommended that the sponsor/advisor have training and current certification in first aid and CPR.
- A First Aid Kit should be available at the venue of all sport club practices and competitions. It is recommended to keep the kit stocked with fresh and necessary supplies.

INSURANCE

Northwest Missouri State University does provide limited types of insurance for Sport Club members or any other individual affiliated or associated with a specific sport club. It is also recommended that all individuals affiliated or associated with Sport Club activities provide his or her own insurance.

FUNDING & INSURANCE ELIGIBILITY

To be eligible for funding and insurance, the sport club must complete all of the following (tasks, paperwork, etc.) on page 4 of this handbook.

INJURIES

EMERGENCY RESPONSE

Every incident requiring the rendering of professional medical aid should be reported to the Northwest Missouri State University Police Department by calling 660-562-1254. If the incident is critical in nature and requires the immediate assistance of emergency personnel, assistance should be sought by calling 911 and requesting the proper assistance. These procedures should be written and accompany the sport club at all its activities. A good place to store this information is with the sport club participant's insurance information. If UPD and/or 911 is called, the Coordinator of Intramurals, Sport Clubs and Recreation should be notified immediately.

ACCIDENT REPORT FORMS

It is essential that each club take the responsibility to minimize the occurrence of accidents and injuries through sound risk management practices. It is important that individuals follow appropriate documentation procedures should an accident or injury occur. All accidents/injuries/incidents that occur to a club member during a club meeting, contest, practice or activity that pose concern to a club, its members or the university, should be reported on an Accident Report Form. Accident Report Forms are also available at the Student Recreation Center in the Coordinator of Intramural, Club Sports & Recreation office. It is recommended that supplies of these forms are available for easy access to all club activities. Reports should be turned in within 24 hours to the Coordinator of Intramural, Club Sports & Recreation, so that he/she is informed and may follow up with all involved parties, as necessary.

TRAVEL REQUIREMENTS

Every Sport Club is required to submit travel waivers on Presence and an itinerary to the Coordinator of Intramurals, Club Sports and Recreation for every trip taken, as well as a Post Game Report after travel. These forms are important and need to be completed on time for records of each club's' travel. Failure to turn these forms in on time can result in penalties including but not limited to the loss of traveling privileges, losing allocation funds, or loss of sport club status.

TRAVEL AUTHORIZATIONS

All clubs will follow the university's active travel guidelines for students/staff. If the university has banned outside travel for students or staff, the club may NOT travel and participate representing the university or club funds.

Travel waivers and packets need to be submitted on Presence at least 10 business days prior to the calendar date your club intends to leave.

TRAVEL ITINERARIES

Travel itineraries should be provided to the Coordinator of Intramurals, Club Sports and Recreation at least 3 days prior to the travel date.

Travel waivers and packets must be completed by all traveling members before EACH event you are traveling to. This includes practices off Northwest campus.

POST-GAME REPORTS

Are to be submitted the Wednesday following the match/game.

VEHICLE USE

Clubs who use personal vehicles for travel to events away from the University have an obligation to conduct such travel in a responsible and safe manner. All drivers shall have a valid driver's license, maintain adequate vehicle insurance and ensure their vehicle is maintained in a safe condition.

University Transportation Procedures:

<https://www.nwmissouri.edu/policies/finance/Transportation.pdf>

HOTELS/LODGING

Sport clubs should be handling all hotel/lodging reservations. Clubs are able to book through any hotels and Air BnB's. When you are booking, please ensure that safety is your number one priority when browsing for options.

This should be done at least one week in advance. Please note that for lodging, sport clubs can only get so much money from your Bursar account at once and that you may have to use a personal card to be reimbursed. If someone is booking the rooms online and paying via credit card, please remember to save any confirmations and receipts as whoever is submitting the reimbursement form will require that documentation.

FOOD/DRINKS

Food/drink purchases are allowed on club funds and can be reimbursed. However, no alcohol purchase reimbursements.

STANDARDS OF CONDUCT

STUDENT ORGANIZATION & ADVISOR HANDBOOK

The handbook can be found online at:

- <https://www.nwmissouri.edu/getinvolved/toolbox/handbook.htm>

HAZING

Per the Office of Student Involvement Handbook (page 7): The act of hazing is a violation of Northwest Missouri State University's Student Conduct Code and Missouri State Law. Northwest Missouri State University does not condone nor tolerate hazing of any type by any organization, or by an individual against another individual. The following Missouri State statutes define hazing in an educational institution and the penalties associated with individuals caught in the act of hazing. Missouri State Law/Statutes on Hazing 578.360. As used in sections 578.360 to 578.365, unless the context clearly requires otherwise... policy can be found on the Northwest Website: <https://www.nwmissouri.edu/policies/student/Anti-Hazing.pdf>.

DISCIPLINARY/APPEAL PROCESS

Disciplinary actions of sport clubs are based on the student organization handbook and code of conduct at Northwest.

CLUB FINANCES

BUDGETING AND FUNDRAISING

BUDGETING & TRACKING EXPENDITURES

Student organizations should become familiar basic budgeting and financial management. There are three primary purposes for developing a budget:

- to put the group's plans into monetary terms

- to provide a means of allocating limited resources among the organization's activities
- to aid in tracking the organization's actual revenues and expenditures against its goals

If you need additional help setting up or tracking your student org budget, see your Advisor, or stop by Campus Recreation and ask for assistance.

Need an infusion of funds for an event or endeavor?

Student Senate has funds that you can apply for! Fill out the Allocation Request at (<http://www.nwmissouri.edu/studentaffairs/ssenate/forms/appropriation.htm>.)

UNIVERSITY FINANCIAL FUND ACCOUNTS, FOAPS, & BENEFITS

Establishing ON-CAMPUS Banking for your Student Organization

One of the first things you should do once your club or organization has been recognized by Student Senate is to establish ON-CAMPUS BANKING. Why? So, your organization will live past you!

To establish an organizational account, have your Org Advisor fill out this form:

<http://www.nwmissouri.edu/services/controller/pdf/RequestFOAP.pdf>

Please submit the form to:

Denise Workman, Budget Analyst

dwork@nwmissouri.edu

660-562-1101

The individual that needs to sign the FOAP request form is the organization's advisor. The advisor would be the Custodian, Department Head and need to sign on the Authorized Account Signature line. If you need assistance filling out the form, contact Denise Workman. Organization officials need to work with advisors to manage their account.

CASH HANDLING PROCEDURES

Campus Recreation, Sport Clubs and the University are moving away from cash. Please make sure that you are not taking cash as a form of payment.

DEPOSITING INTO SPORT CLUB ACCOUNT

Any funding that is put into a sport club T-account, should not be used for personal purchases or any item that is personalized. This money is used solely for club purchases and things that benefit the entire club.

When depositing into your Bursar Account, be sure to know your Sport Club account number. Contact the Coordinator of Intramurals, Club Sports and Recreation if needed. Deposit slips are provided through the cashiering department and must be signed by your advisor.

All funds should be deposited within three business days upon receipt.

FINANCIAL ACCOUNTS

All Sport Clubs are assigned a Bursar account through Northwest Missouri State University in the Accounting Office. **Sport Clubs are not eligible to utilize accounts off campus such as commercial checking and/or savings accounts, Venmo, GoFund me accounts or any other third-party revenue generating/donation accounts.**

Marketplace

Clubs are also provided the opportunity to create a Marketplace online storefront. This store can be utilized for dues, fundraisers, donations and more.

NORTHWEST FOUNDATION, UNIVERSITY ADVANCEMENT

Sport Clubs are eligible to open a Northwest Foundation account. These accounts are separate from Bursar accounts and are primarily used as a platform for non-Sport Club members to make charitable donations.

You must let the Coordinator of Intramurals, Sport Clubs and Recreation know when these accounts are created and if any funds will be going through.

SPORT CLUB ALLOCATION BOARD

Stay tuned for more information regarding a sport club allocation board. If you are interested in being on this board in the future, please email CREC@nwmissouri.edu.

PURCHASES & REIMBURSEMENTS

ALLOCATED SPORT CLUB FUNDS

Guidelines for purchases made using allocated Sport Club funds:

- Equipment/apparel purchased by a Sport Club is the property of Northwest Missouri State University and Campus Recreation for club use. Clubs must coordinate and ensure the proper storage of all purchased equipment/apparel with the Coordinator of Intramurals, Club Sports and Recreation.
- All purchased items using club funds must be marked and inventoried before use.
- Purchases and reimbursements can only be done for items that have specifically been designated by the Advisor and Coordinator of Intramurals, Club Sports and Recreation.
- There must be a receipt or invoice and proof that purchase (ex: credit card statement) for all purchases and/or reimbursement.
- The following expenses qualify as appropriate usage of allocation funds:
 - League or Association Dues/Fees
 - Tournament Registration Fees
 - Referee or Official Fees
 - EMT Invoice for Home Games/Tournaments

- Selective Equipment (within reason)
- Rental Fee for Hosting Tournaments, Practices, etc.
- Recreation Services Staff (lifeguards, supervisors, rec attendants, officials, etc.)

MAKING PURCHASES

All purchases must first be approved by your club advisor AND the Coordinator of Intramurals, Sport Clubs and Recreation. Coord. needs a quote before purchasing. The guidelines below are to help in the purchasing process:

1. Discuss with the vendor if they accept a Purchase Order as a form of payment.
2. Obtain a quote (not invoice) from the vendor with all of the items to be purchased clearly labeled on the quote.
3. If the purchase is utilizing logos, the Northwest Missouri State University's name or likenesses, a proof is required to detail any designs and must be approved by Campus Recreation.
 - a. Reminder: Any vendors wishing to print logos, Northwest Missouri State University's name or likenesses, must be a licensed vendor. Northwest trademarks are any marks, letters, nicknames, or words associated. These trademarks are used to identify the University, its athletic programs, documents, publications and products.
4. Submit all appropriate documents.
5. If the club wishes to hold a check for payment, they can be picked up at the Accounting Office and the person must have a photo ID.

No alcohol purchases. Must be activity related and within reason.

OBTAINING REIMBURSEMENTS

Organizational Finances, Student Organization Handbook, Page 8

<https://www.nwmissouri.edu/getinvolved/files/toolbox/StuOrgHandbook.pdf>

Employee Travel Expense Voucher for reimbursements:

<https://www.nwmissouri.edu/services/controller/pdf/TravelExpense.pdf>

Direct Pay Voucher to facilitate payment directly to an individual or vendor:

<https://www.nwmissouri.edu/services/controller/pdf/DirectPay.pdf>

Journal Voucher to process internal transactions not requiring a check:

<https://www.nwmissouri.edu/services/controller/pdf/Journal.pdf>

FINANCIAL RESPONSIBILITIES

It is important that each Sport Club stay financially responsible for the following reasons:

- It is possible for the irresponsibility of one person to reflect on the entire club.
- It is up to each member of the Sport Club to take responsibility for any financial incapability that their club may encounter.

- If the Campus Recreation department is notified of a monetary indiscretion, disciplinary actions may be taken.

TAX GUIDELINES

All Sport Clubs and student organizations must pay taxes and are NOT tax exempt.

MARKETING/SOCIAL MEDIA

SOCIAL MEDIA

All Northwest Missouri State University sport clubs are required to have active social media accounts that represent your club. A minimum of at least 1 active social media account is required to be eligible for funding. Examples of popular social media platforms used by clubs are: Facebook, Instagram, Twitter, Snapchat, Twitch, Discord, and more. It is essential that clubs write down the login info and share with the Coordinator of Intramural, Club Sports & Recreation to avoid potentially losing access to the account info in the future. Please tag NW Campus Rec in any posts that you want shared.

Clubs are expected to represent the university and campus recreation in an appropriate manner. No foul language, cyber bullying, harassment, or any other inappropriate behavior is permitted. Failure to follow the university's Code of Conduct will result in a meeting with the Coordinator of Intramural, Club Sports & Recreation.

HIGHLIGHTS

All sport clubs should provide updates on the club's highlights regularly, but especially after each event and it is required for the end of each semester.

PROMOTIONS

Add your events to the University Calendar

Submit your calendar requests to us and we'll add them to the calendar for you! Please be sure to include as much detail as possible, so we can help to promote your event.

Submit your events to: <https://www.nwmissouri.edu/getinvolved/calendarform.htm>

Posters & Digital Signage

Promote your Sport Club or Event all over campus! Get your postings approved by the Office of Student Involvement. Once you have our Stamp of Approval, there are Bulletin Boards all over campus to promote your event. (Please allow 42 hours, excluding weekends for approval.) If you submit your postings electronically, we can get the Student Union Manager to post them digitally in the Union.

Make sure your posting includes:

1. Who (name of organization)
2. What (what is the event?)
3. When (when is the event?)
4. Where (where is the event?)

5. How to contact for more information (appropriate contact information)

Submit electronic fliers for approval to: osi@nwmissouri.edu

Sidewalk Chalking

Want to write the story of your event's success ALL OVER CAMPUS? Sign up to sidewalk chalk! Up to 2 groups can chalk at the same time, but not in the same location. FREE CHALK via the Office of Student Involvement. Chalking forms are available on Presence Sidewalk Chalking Form.

Campus Activities Bulletin Board

Need a bigger posting place? Reserve half off the large bulletin board on the 2nd floor of the Union for a week at a time. Post-able side is the right-hand side (46.5'' height x 52'' width). Go to the front desk of the OSI to sign up!

Hang a Banner!!

Get your banner approved through the Presence Bulletin Board Applications. Banners must include the following:

1. Who (name of organization)
2. What (what is the event?)
3. When (when is the event?)
4. Where (where is the event?)
5. How to contact for more information (appropriate contact information)

Contact Nikki Bucy at 660.562.1430 or nikkib@nwmissouri.edu for more information.

Promotional Items

4Imprint is the current vendor contracted to provide Promotional Materials to Northwest Missouri State University. If your organization has a University account, THIS IS THE VENDOR THAT MUST BE USED UNLESS they do not carry (and won't) what you are looking for. For help ordering items from them with a University account, contact Campus Recreation.

To see what they have available, check out their website:

http://www.4imprint.com/?mkid=14i_01_002&s_kwcid=TC|6256|4imprint||S|e|30496858922&gclid=CNvy78i607oCFYZaMgodXyoAPw

T-shirts

Student Body is the current vendor contracted to provide T-shirts, Sweatshirts and Polos to Northwest Missouri State University. If your organization has a University account, THIS IS THE VENDOR THAT MUST BE USED UNLESS they do not carry (and won't) what you are looking for. For help ordering items from them with a University account, contact Campus Recreation.

Contact Student Body at 660.582.8889 or stop by at 221 W. 4th Street, Maryville, MO

Public Relations

Make sure and utilize the University Marketing and Communication resources available including the Social Media Guide which can be found here: <http://www.nwmissouri.edu/marketing/socialmedia/index.htm>

MEDIA

Need more attention?

Press Releases and News Stories

Contact Mark Hornickel with University Marketing and Communication at 660-562-1704 or email mhorn@nwmissouri.edu.

The link to submit a news item to University Marketing and Communication is: <http://www.nwmissouri.edu/media/submit.htm>. Other campus media resources:

- Northwest Media
- Alumni Magazine
- The Northwest Missourian
- KXCV-KRNW Radio
- KNWT-TV Channel 8 Maryville
- X106 KZLX-FM
- Tower Yearbook

Media Off-Campus Media Outlets

Maryville Daily Forum: <http://www.maryvilledailyforum.com/submit-your-news/>

St. Joseph News-Press: <http://www.newspressnow.com/>

Philanthropy vs. Service/Volunteering

Philanthropy and Service (or Volunteering) are very different activities.

- If you are doing an activity in order to fundraise for a charitable organization, this is a Philanthropy activity.
- If you are simply volunteering your time to a service project, this is considered Volunteering or Community Service.
- These activities are tracked in separate ways.

Philanthropy: The effort or inclination to increase the well-being of humankind, as by charitable aid or donations

Service Volunteer: A person who performs a service willingly and without pay

Service Volunteer Opportunities:

- GET Engaged Make a Difference
- Go to Northwest Homepage
- Drop down bar look under campus life tab
- Click on “Student involvement”
- Click on “Agencies”
- <https://www.nwmissouri.edu/getinvolved/service/agencies.htm>
- Reach out to the organization you want to partner with
- Then log your groups service hours

NW Track Your Service:

- Go to BearcatLink (Presence)
- nwmissouri.presence.io
- Click “Forms” at the top right
- Click “Apply For Opportunity”
- **NOTE: To request a copy of your community service hours (24 hours advance notice required)*
- Contact: Amy Nally, Director of Volunteer, Service Learning & Civic Engagement, anally@nwmissouri.edu

Showing Movies on Campus - Can we show a movie on campus?

Movies are a great way to reach out to other students and community members, but most are copyrighted and cannot be legally shown in a public setting without the proper permission from the copyright. It does not matter whether or not you charge attendance, collect donations or that the showing is free. The following are some brief guidelines that you should follow when considering whether or not you can show a movie as part of your planned activities.

Do I need To Obtain Public Performance Rights?

Yes...

- If the screening is **open** to the public, for example, if you are advertising it to the entire campus community as an event for others to attend.
- If the screening is in a location where access is not restricted.
- If the persons in attendance are **outside the normal circle** of family and acquaintances, such as showing a film to a club or organization or showing a film for class but inviting others to attend.

No...

- If privately viewing the film in your room with your friends.
- If an instructor is showing the film as an “integral part of a class session” and is supervised by an instructor in a classroom and attended only by students enrolled in a registered course.

More information on Copyright and Public Performing Rights is available from Swank Motion Pictures, Inc. at <http://colleges.swankmp.com/Media/College/PDF/SwankCopyright.pdf>

Do I need a license for a movie released in the public domain? No

Where can I get Public Performance Rights for a film? There are a variety of ways to get public performance rights for a film. Many titles are available from the following sources:

- SWANK Motion Pictures, Inc. www.swank.com
- Criterion Pictures, USA www.criterionpicusa.com
- Kino International www.kinolorber.com

Please contact the OSI with any questions about how to acquire Public Performance Rights or if you are unsure if you need Public Performance Rights for the film you are interested in showing.

STATEMENT OF AUTHORITY

The Northwest Campus Recreation department reserves the right to change or alter any of the above guidelines with or without notice and may take action not noted in this document. Every policy, issue, and situation has unique aspects and will be addressed on a case by case basis.

APPROVAL PROCESS

STARTING A NEW CLUB

Students must go through Office of Student Involvement (OSI) and get approved by Student Senate in order to start a new sport club or re-establish an existing club. Students may petition the university to add a new club at any time. It is the responsibility of those students interested in initiating a new club sport to meet with the Coordinator of Intramural, Club Sports & Recreation.

Requirements for Recognition by the Northwest Campus Recreation Department

- All Sport Clubs are to be chartered and approved as recognized campus organizations by the Associated Student Government (These procedures are listed below and are also available in the OSI office and on the web).
- Undergraduate students, Graduate students are eligible for membership in sport clubs.
 - FYI: Intercollegiate Competition for some clubs may be limited to full-time students depending on the club's conference or league
- Formation of a written constitution and bylaws in accordance with guidelines.
- Sufficient membership interested in the sport-at least 10 members must join to receive group sponsorship by the Campus Recreation Department. If a competitive team fields more than 10 people to participate at one time, then the sport club must have at least that many members (except for some clubs).
- Each member must be listed on the sport club membership roster
- Each member must have read and signed the liability waiver and informed consent document.
 - The sport club membership roster and liability waiver and informed consent documents must always remain current. This duty is the responsibility of the sport club president or his or her sport club officer designee.
- Once the above has occurred the information will be submitted for approval and insurance then if this is approved the club will go before the student senate for a hearing and then invited to be approved by the full senate.

How to Construct-A-Sport Club

Haven't found a sport club that serves your interest? Make your own!! Follow the checklist below to make your own sport club.

Checklist:

1. Start with an idea/name for your Sport Club!

- Have you checked to make sure there is no other organization like this already formed? Contact: OSI@nwmissouri.edu
- Make the name something memorable that clearly describes the nature of the organization.

2. Register as NEWBIE Organization!

- Contact OSI@nwmissouri.edu for the form.
- Print form and turn it in at the Office of Student Involvement on the 2nd floor of the J.W. Jones Student Union in the Student Engagement Center.

* If you already have an Advisor, Officers and at least 10 members, you can go directly to Step #7 and register for Senate Recognition!

3. Stir up interest and get other involved! NEWBIE status allows you to:

- Reserve rooms
- Post approved fliers
- Reserve info tables

2 times each semester while you organize.

NOTE: You may NOT fundraise or collect dues while in NEWBIE status.

4. Get an Advisor! An Advisor MUST:

- Be WILLING
- Be full-time Northwest faculty or staff member
- **Complete Federally mandated Risk Management Training**
- Act as a budget custodian for on-campus banking. All purchases must be approved by both your advisor AND the Coordinator of Intramurals, Club Sports and Recreation.

5. Elect/Appoint a President or Student Leader

Must be a full-time student (minimum of 12 Credit hours). This student should be the individual to complete the organization registration form in Presence.

6. Checklist

Before completing the organization's registration form be sure you're able to complete the checklist below.

- Organization Name
- Advisor - must be full-time Northwest faculty or staff member
- President or Student Leader
- Full Roster including S-numbers
- Organization's Constitution/By-Laws
- Sample organization and bylaws and a guide can be found on the Student Senate website Here: <http://www.nwmissouri.edu/studentaffairs/ssenate/resources.htm>

7. Register your Organization in Presence (Bearcat Link)

- Log into Presence using your email credentials
- Located towards the bottom the left margin you'll see the "register a new organization" button which is what will direct you to the registration form.

- Please fill in each area of the form to the best of your knowledge as the information requested is vital to your organization's presence on this campus.

8. Meet with Senate Organizational Affairs Committee

After completing the registration form, you will be sent an invitation to talk about your organization with the committee of Org Affairs.

9. Attend full Senate meeting for Formal Recognition

If the Org Affairs committee votes to approve your organization, you will be invited to a second meeting where you will present before the entire student senate.

YOU ARE NOT RECOGNIZED WITHOUT COMPLETING THIS STEP!

10. Set up an on-campus account through Cashiering

This will help you organization live beyond your years at Northwest!

Have your Advisor fill out a FOAP

request: <http://www.nwmissouri.edu/services/controller/pdf/RequestFOAP.pdf>

11. Schedule Organizational Meetings, reserve Info Tables, hold events!

To reserve meeting or event space, or to request info tables, go to Astra

12. Go to Campus Activities for:

- Your organization mailbox
- Reserving bulletin board
- Sidewalk Chalk
- Flier Approval
- Event planning help
- Questions of any kind

13. Get Involved!

- Hold Events!
- Participate in Homecoming!
- Sidewalk chalk your events!
- Participate in Org Fairs!
- Post Fliers!
- Be Successful!