

# BALL STATE UNIVERSITY SPORT CLUB PROGRAM GUIDEBOOK 2024-2025

UPDATED: 6/6/2024

STUDENT RECREATION AND WELLNESS CENTER

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**DIRECTORY INFORMATION**

*Sport Club Administrative Office*

Building and Mailing Address

Ball State University  
 Student Recreation and Wellness Center  
 1700 Neely Avenue  
 Muncie, Indiana 47306  
 Phone: 765-285-1753  
[sportclubs@bsu.edu](mailto:sportclubs@bsu.edu)  
*Professional Staff*

Alex Sutton, Coordinator of Competitive Sports  
 Office: 765-285-0837  
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*Ben Peak*, Director of Recreation Services  
 Phone: 765-285-3570 Email: [bwpeak@bsu.edu](mailto:bwpeak@bsu.edu)

### Recognized Sport Clubs (January 2024)

- |                                  |                   |                               |
|----------------------------------|-------------------|-------------------------------|
| 1. Badminton                     | 12. Martial Arts  | 24. Ultimate (M)              |
| 2. Baseball                      | 13. Pickleball    | 25. Volleyball (M)            |
| 3. Bass Fishing                  | 14. Power Soccer  | 26. Volleyball (W)            |
| 4. Disc Golf                     | 15. Quidditch     | 27. Water Polo                |
| 5. Diving Club                   | 16. Rock Climbing | 28. Waterski and<br>Wakeboard |
| 6. Dodgeball Club                | 17. Rugby (W)     |                               |
| 7. Equestrian –<br>Hunter Jumper | 18. Run           |                               |
| 8. Fencing                       | 19. Soccer (M)    |                               |
| 9. Gymnastics                    | 20. Soccer (W)    |                               |
| 10. Judo                         | 21. Spikeball     |                               |
| 11. Jump Rope                    | 22. Swim Club     |                               |
|                                  | 23. Tennis        |                               |

### Benefits of Membership

#### Definition of a Sport Club

The Sport Club program at Ball State University is a component of Recreation Services. Sport Clubs are recognized student organizations that exist to promote and develop interest in a particular sport or activity. These interests may be competitive, recreational, or instructional in nature, and participation in Sport Clubs is voluntary. Each club is organized and ran by its student members, particularly the student officers, formally known as the Executive Board, and Ball State Advisor. The emphasis of Sport Clubs is student leadership and development, and because of this student's involvement in clubs enhances their university experience and contributes to their overall education. Recreation Services will utilize [Benny Link](#) for all club information, rosters, practices, events, etc. It is extremely important for all Sport Club members to review this site and become familiar with their respective requirements.

This guidebook is designed as a supplement to the [Student Organization Handbook](#) distributed by the Office of Student Life located in the Student Center. The Executive Board i.e., President, Vice President, Treasurer, Secretary, Safety Officers, etc. of each club are expected to become familiar with the contents of each of the guidelines, as they have been prepared to assist in the administration of all Sport Clubs. Situations involving Sport Club business and activities not covered in these guidebooks should be referred to and discussed with the Office of Recreation Services Professional Staff. Information in the Sport Club Guidebook is subject to change and will be announced appropriately.

Benefits that Sport Clubs Receive
<b>Trainings, workshops, resource materials from Recreation Services</b>
<b>Participation in activity fairs and other university-sponsored events</b>
<b>Meeting, practices, and event space priority in certain facilities</b>
<b>Site access in Benny Link organization portal</b>
<b>A BSU Office 365 webmail account in the name of your Sport Club</b>

<b>Free on campus financial account that is used for all transactions</b>
<b>Eligible to apply for allocation funding (must comply with university purchasing procedures)</b>
<b>Eligible to utilize campus bus services</b>
<b>Can use “at Ball State” at the end of club’s name only (may <i>NOT</i> be used at the beginning of name, or use initials BSU)</b>
<b>Can use the Charlie Cardinal on apparel and print items in the approved format that is confirmed by the Office of Recreation Services</b>
<b>Free mailbox in the Front Office of Recreation Services</b>
<b>Assistance on club financial and event management</b>
<b>Free annual audit of club financial records via the Office of the Controller</b>

## RESPONSIBILITIES AND REQUIREMENTS

Sport Clubs at Ball State University must first meet the requirements set-forth with the Office of Student Life 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 in the Sport Club Cardinal Check Up. A club will be considered Inactive if they fail to meet any of the requirements listed below. Inactive Clubs will have their funds frozen, 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, or at the discretion of Recreation Services professional staff. To be recognized as a Sport Club with Ball State University Recreation Services, each club must fulfill and observe the following policies and duties within their respective tier.

### Tier System

The Sport Club Cardinal Check Up (CCU) is an assessment system that assists the Recreation Services Department in identifying a need for a modified Sport Club classification and operating system - *the Tier System*. This Tier System is designed to assist Sport Clubs achieve their respective goals, fulfill their student organization mission, meet standards, and operate in a manner that is most conducive to club success.

### Start Up Tier

This tier is for brand new Sport Clubs or for previously inactive clubs to join the Sport Club Program. They are encouraged to join their associated national league or organization and have the ability to compete. They will not be eligible for any of the allocation funding through Recreation Services, as the club must be financially sustainable and have a passing grade on their CCU for two semesters (Fall and Spring or Spring and Fall). Two fall semesters and two spring semesters consecutively is the maximum amount of time that a club can remain in this tier.

1. Must have a minimum of two officers (example President and Treasurer) and like all clubs, must have two Safety Officers certified through the American Red Cross.
2. Ineligible to receive any funding for the first full two semesters (Fall and Spring or Spring and Fall). Once they are eligible to present, they must follow the same deadlines and requirements as other clubs.
3. These clubs will not be required to have a National Governing Body (association or league) but are encouraged and eligible to be a member and must abide by their rules.
4. Traveling and competing will not be a requirement for these clubs, but rather an option. If travel and competitions do occur, the same due dates for submitting requirements will still hold true.
5. Third in priority for on-campus Recreation Services space, as Competitive Clubs will be first, and Recreation Clubs will be second behind Academics and Athletics. These clubs are still in front of other non-sport club student organizations and outside groups.
6. The Cardinal Check Up (CCU, report card) will contain detailed requirements concerning items such as Benny Link form submissions, accurate rosters, proper fiscal management, etc. There will not be any excused 0 out of 0's awarded because it does not apply to the club, except for off-campus practices or any other unique situations.

7. Executive Board members will be required to meet with Coordinator of Competitive Sports and respective Sport Club Assistant every other month and can meet more frequently if desired.

### Recreation Tier

This tier is for clubs that are more instructional and/or social based, where competition is not the main priority of the club. They are welcome to compete and belong to a national league or organization but are not required, and have fewer expenses and deposits compared to the competitive tier clubs. These clubs will be eligible for 35% of the total allocation funds available through Recreation Services.

1. Must have a minimum of two officers (example President and Treasurer) and like all clubs must have two Safety Officers certified through the American Red Cross.
2. Eligible to request funding from 35% of total allocation amount available to Recreation Services and have the option to submit an electronic request through Benny Link and must present in person.
3. These clubs will not be required to have a National Governing Body but are encouraged and eligible to be a member and must abide by their rules.
4. Traveling and competing will not be a requirement for these clubs, but rather an option. If these do occur, the same due dates for submitting required forms will still hold true.
5. Second in priority for Recreation Services space, as Competitive Tier Clubs will be first behind Academics and Athletics. These clubs are still in front of other non-sport club student organizations and outside groups.
6. The Cardinal Check Up (CCU, report card) will contain detailed requirements concerning items such as Benny Link form submissions, accurate rosters, proper fiscal management, etc. There will not be any excused 0 out of 0's awarded because it does not apply to the club, with the exception of off-campus practices or any other unique situations.
7. Executive Board members will be required to meet with Coordinator of Recreation Programs and respective Sport Club Assistant every other month and can meet more frequently if desired.

### Competitive Tier

This tier is for clubs that compete throughout the academic year, belong to a national league or association, and have a variety of expenses and dues deposited for their club. These clubs will be eligible for 65% of the total allocation funds available through Recreation Services.

1. Must have a minimum of three officers (example President, Vice President, and Treasurer) and like all clubs must have two Safety Officers certified through the American Red Cross.
2. Eligible to request funding from 65% of total allocation amount available to Recreation Services and are required to submit an electronic request through Benny Link and present in person.
3. It is required for these clubs to maintain proper status within their specific National Governing Body.
4. Traveling and competing will be required of these clubs, and the same due dates for submitting requirements will still hold true. Clubs must compete at least four times during that school year unless their NGB does not give them the opportunity to compete to that extent.
5. First priority for on-campus Recreation Services spaces behind Academics, Athletics and other Recreation programming. These clubs are still in front of other student clubs and outside groups.
6. The Cardinal Check Up (CCU, report card) will contain detailed requirements concerning items such as Benny Link form submissions, accurate rosters, proper fiscal management, etc. There will not be any excused 0 out of 0's awarded because it does not apply to the club, with the exception of off-campus practices or any other unique situations.
7. Executive Board members will be required to meet with Coordinator of Recreation Programs and respective Sport Club Assistant every month and can meet more frequently if desired.

### Other Important Information

1. Clubs wanting to move up to the Competitive Tier must first be successful in the Recreation Tier for two full consecutive semesters (Fall and Spring or Spring and Fall). Their CCU grade must be an 80% or higher for

those two full consecutive semesters in order to be eligible. A Sport Club Tier Transition Application will be reviewed and approved by the Director of Recreation Services and the Coordinator of Competitive Sports

2. After committing to a tier and officers realize that the specific tier is not conducive to club operations, the club may apply to transition into a different tier.
3. Throughout the 2021-2022 school year, there may be other additions to this system, and they will be communicated clearly to all Sport Club Executive Board members.
4. Roster sizes of all clubs must hold at least eight eligible individuals, as this is what is required when becoming a registered student organization. If clubs are not able to maintain that roster size for two consecutive semesters, then they will be moved to either the Recreation or Start Up Tier. If the club still fails to meet that minimum, there is a chance that the club will become inactive and be required to go through the formal process again of becoming a registered student organization.

### Roster Check

Throughout the semester, roster checks will be conducted by Sport Club personnel for on/off campus conditioning/practices. This means that all club members must join their respective club on [Benny Link](#) as well have completed the Sport Club Mandatory Form prior to their first activity. Clubs who condition/practice on campus must be prepared to have all members provide their BSU ID, as Sport Club personnel will cross reference the list of individuals who have completed the Mandatory Form to those who are on the clubs' Benny Link roster.

### Cardinal Check Up (CCU)

In order to uphold value and consistency to the diverse and growing Sport Club Program, the CCU will be implemented. Each club is currently a member of the Sport Club Program, and as decided by the Recreation Services professional staff, remains at their grade for the semester. However, due to conditions of probation, loss of leadership, and/or loss of student interest in a club, a club may be moved to another grade at any time. The CCU is to aid the Sport Club Office in the status of and allocation decision process. The sections are all expectations of Sport Clubs and those teams who do not meet them will be recommended to be Inactive, or a deduction of allocations and/or facility usage for the following school year.

#### ALL SPORT CLUB TEAMS MUST:

1. Be a Registered Student Organization on campus and approved by the Office of Student Life.
2. Follow Ball State University Recreation Services and Sport Club Guidelines.
3. Have two Executive Board members attend Fall and Spring Sport Club Leadership Workshops, and one Executive Board member attend the Beneficence Leadership Conference.

### CCU Report Card

The Report Cards for the fall and spring are composed of requirements that each club is expected to uphold. Communication with Recreation Services staff is extremely important, as each club is unique and Executive Board members bring new ideas and goals to their club. The initial meeting of each semester will review the previous semesters' grades to ensure that all Executive Members understand their clubs' status. Below is an example of each tier Report Cards for the Fall 2020 semester and the Spring 2021 semesters will be announced and published at a later date during the fall semester.

### Cardinal Check Up Example (CCU)



ITEMS	EARNED	TOTAL	NOTES
Student Activities Fair		120	
All participants must complete online waiver via Benny Link prior to first practice. Safety Officer must confirm.		40	
Leadership list completed & all Officers complete the Officer Requirement Form via Benny Link by August 23rd at 5pm		50	
All Travel Forms were turned in prior to deadlines; Authorizations (40) Itineraries (15) Post Game (10)		65	
Club competed or plans to compete FOUR times throughout the 2023-2024 school year.		40	
Club fulfilled league or association's membership requirements.		40	
Space Request (Games/Tournaments) submitted within 15 business days.		30	
Club was fiscally responsible with purchases, dues amount per athlete, and overall management. This includes keeping BURSAR account at a positive balance.		30	
Officers presented their Allocation Presentation for the Fall 2023 semester. Request will be due by November 3 by 5pm (Optional to request, but mandatory to electronically submit & present in person if requesting funds)		20	
Practice Requests Submitted by November 3rd at 5pm via Benny Link for Spring 2024 semester.		10	
Weekly Practice Log Submitted via Benny Link		10	
Club was present at appointed monthly meetings.		40	
Other: (Any negative behavior or actions that took place on Sport Club time, apparel purchased without design approval from Recreatio Services, etc.) Negative points will be based on case-to-case incident. Unapproved apparel purchased without approval will automatically result in a minimum of -70 points, but could be higher.			
Notes: Each week an item is late 25% of total points will be deducted. Two - four weeks late 50% of total points will be deducted. Any submissions completed after 4 weeks late 75% of total points will be deducted.			
Total Points	0	495	
		0%	

**Grades** - Each semester clubs will receive a grade that is reflected on their Report Card. Each grade has a "level" below that is described and has positive and/or negative actions.

**A – Outstanding** - This level is for the clubs that are going above and beyond their responsibility as a Ball State Sport Club. These clubs are very well organized, submit forms on time, active on campus and in the community, and they regularly support other Sport Clubs in their activities. This is an exceptional group of leaders that will set the bar for other clubs to achieve.

**B – Average** - This level is for clubs that are above average in their responsibilities as a Ball State Sport Club. These clubs are organized, submit forms on time, and are somewhat active on campus and in the community.

GRADE RANGE	
<b>A</b>	90% and higher
<b>B</b>	80%-89%
<b>C</b>	70%-79%
<b>D</b>	60%-69%
<b>F</b>	59% and lower

**C – Operating** - This level is a baseline for the expectations that every club should be meeting to function properly and maintain their status as a Ball Sport Club. Organization is usually lacking, forms are not submitted on time, and there is minimal activity within campus and community events.

**D – Pre-Warning/Probation** - This level is for clubs that are below expectations that every club should be meeting. These clubs will be placed on a one-year probation period and will not be eligible for allocation funds. These clubs potentially ignore the major rules of the Sport Club program, or consistently turn in forms late.

**F – Removal** - This level is for clubs that have failed the expectations that every club is responsible to uphold. These clubs will become Inactive as a Sport Club, and will be potentially no longer be under Recreation Services. Each situation is unique and will be reviewed by professional staff of Recreation Services.

If Sport Club teams receive two consecutive D grades, it will equal an F grade.

### Executive Board Member Responsibilities

A club's success is highly dependent upon the strengths of the student leadership, formally known as the Executive Board. For the Sport Club system to be successful, it is important that the students elected to these positions fulfill their duties and responsibilities as officers. All Executive Board Members are required to complete the Executive Board Members Agreement Form on Benny Link. New Officers will have to complete the required training of Concussion Awareness via EduRisk and upload their completion certifications within the Benny Link form. Returning Officers still must complete this form but are not required to complete the trainings a second time. Typical duties of members on the Executive Board who are elected to positions of leadership within the club system include, but are not limited to:



## Safety Officers

Each Sport Club will be required to have a minimum of two people certified in Adult CPR/First Aid/AED through the **American Red Cross** or be certified in a higher level of training through an approved association. It is **mandated** that one of the two Safety Officers of the club be present at all activities, meetings, events, conditioning, practices, and competitions. Anyone serving in this position will be required to produce documentation of their certification. For clubs that do not have anyone with current certification, Recreation Services may provide classes to obtain certification. For more information about this, please go to [recreation.bsu.edu](http://recreation.bsu.edu).

**FAILURE TO HAVE A SAFETY OFFICER WITH PROPER CERTIFICATION MAY RESULT IN A LOSS OF PRIVILEGES AND YOUR STATUS AS A SPORT CLUB.**

## Membership & Eligibility

### Membership

The following policies apply to all club membership:

#### *President*

- Know, understand, and communicate the contents of the Sport Club Guidebook.
- Organize, schedule and conduct all club meetings/activities.
- Supervise election procedures, and follow those steps per the club's constitution.
- Maintain contact with clubs' officers and committee members.
- Serve as club's primary liaison to the Office of Recreation Services.
- Recruit, train, and assist in the leadership transition for your replacement.

#### *Vice President*

- Assume the duties of the club president in their absence.
- Know, understand, and communicate the contents of the Sport Club Guidebook.
- Assist in the coordination of all club activities
- Oversee club equipment inventory and purchase request.
- Recruit, train, and assist in the leadership transition for your replacement.

#### *Treasurer*

- Maintain accurate and up-to-date financial records.
- Prepare purchase, reimbursement requests and prepare club allocation requests.
- Collect membership dues and deposit all funds accurately and timely (within 72 hours).
- Ensure the payment of all club financial obligations.
- Report the club's financial status to the membership.
- Recruit, train, and assist in the leadership transition for your replacement.

#### *Secretary*

- Notify members of upcoming meetings and events.
- Record minutes of all club meetings and maintain records/files.
- Maintain club membership roster on Benny Link.
- Recruit, train, and assist in the leadership transition for your replacement.

#### *Safety Officers*

- Obtain CPR/First Aid/AED certification through the American Red Cross or higher certification.
- One Safety Officer **MUST** attend **ALL** practices, games, and tournaments.
- Complete the Weekly Practice Log via **Benny Link**
- Ensure all injuries and accidents are reported timely via the **Sport Club Form**
- Recruit, train, and assist in the leadership transition for your replacement.

- Equal Opportunity and Non-Discrimination in Membership. Ball State University provides equal opportunity to all students for admission in its education programs, activities, and facilities without regard to race,

religion, color, sex (except where sex is a bona fide qualification), sexual orientation, physical or mental disability, national origin, ancestry, or age. Inquiries concerning the specific application of Title IX at Ball State should be directed to the Title IX Coordinator in the Division of Student Affairs and Enrollment Services Office, Frank A. Bracken Administration Building, room 238, 765-285-1545. Persons can also contact the U.S. Department of Education Office for Civil Rights Washington, D.C. 1-800-421-3481.

- Sexual Harassment, Sexual Violence, Stalking and Intimate Partner Violence. Ball State seeks to foster a climate that is free from sex discrimination through clear and effective policies, a coordinated education and prevention program, and prompt and equitable procedures for resolution of complaints. University policy prohibits sexual harassment, sexual violence, stalking, and intimate partner violence against Ball State community members of any gender, gender identity, gender expression, or sexual orientation. Policies also prohibit gender-based harassment that does not involve conduct of a sexual nature, including hazing and stalking. These offenses create a hostile environment that interferes with your ability to participate in or benefit from university programming or activities. A hostile environment may emerge after a series of incidents or arise after a single, isolated incident. The University is committed to taking all appropriate steps to eliminate sexual harassment and misconduct, prevent its recurrence, and address its effects.
- University policy also prohibits retaliation against individuals who seek investigation or other forms of resolution of a complaint. For more information or assistance with filing a complaint, contact the Title IX Coordinator in the Division of Student Affairs and Enrollment Services Office, Administration Building Room 238, 765-285-1545.
- Not all members are required to compete.
- Each club member is responsible for knowing its own association/league regulations governing eligibility for participation in club.
- Each member shall have a participation waiver, sudden cardiac arrest information, concussion information form completed via [Benny Link](https://bsu.campuslabs.com/engage/forms) (<https://bsu.campuslabs.com/engage/forms>). There is a form titled “All Sport Club Mandatory Participation Form 2022-2023” that all participants **must** complete.
- Each club and member are encouraged to acquire their own insurance. Some clubs may have that option through their national governing body. Sport Club personnel can advise officers on how to achieve this.

### Eligibility

#### **ALL BALL STATE SPORT CLUB MEMBERS MUST BE A BALL STATE UNIVERSITY STUDENT.**

- Exceptions to this policy will only be made on a case-by-case basis with the approval from professional staff within Recreation Services in coordination with the Office of Student Life.

### Waiver to be Completed

All participants of Sport Clubs at Ball State University are exposed to the possibility of physical injury due to the nature of the activities. Club members must accept this risk and responsibility on their own by choosing to participate. Therefore, each member shall have a participation waiver, sudden cardiac arrest information, concussion information form completed via [Benny Link](https://bsu.campuslabs.com/engage/forms). There is a form titled “All Sport Club Mandatory Participation Form 2022-2023” that all participants **must** complete prior to any type of activity and involvement.

### Attendance at Sport Club Meetings

The professional staff within Recreation Services will hold organizational and informational meetings throughout the academic year. These meetings are essential for effective administration of all active Sport Clubs. There will be Sport Club Leadership Workshops every August and January that are mandatory for at minimum two Sport Club Executive Board members to attend. All Executive Board members are encouraged to attend.

#### *Meeting Attendance*

- All clubs must have representation at any meeting scheduled by Recreation Services. Monthly or bi-monthly meetings must have at least two Executive Board members in attendance.
- If a Sport Club fails to attend these meetings, a negative mark will be placed on their Report Card. One or more repeated absences could result in the following:

- Freeze or Loss of funds allocated
- Loss of Practice Space

### Weekly Mailbox Check

Each Sport Club has a free mailbox that is in the Front Office in the Student Recreation and Wellness Center. It is important to check your mailbox as there may be information in it that is time sensitive and could be regarding fundraising opportunities, campus events that could benefit the club, information from Recreation Services, etc. The person stopping by to retrieve the mail will be asked to verify their membership.

### Campus Advisor

All Ball State student organizations, including Sport Clubs, are required to have a campus advisor for their club. Sport Clubs should maintain contact with their advisor on a continual basis to be in accordance with their constitutions and requirements via the [Student Organization Handbook](#). It is important to maintain a relationship with your advisor as they provide a degree of continuity to the club as new students arrive and others graduate.

#### Advisor Function

- Present at all Office of Recreation Services trainings.
- Explain university policies when relevant to club matters.
- Call meetings of club officers when they feel that it is necessary.
- Advise club when making tough decisions.
- Assist in club financial planning.
- Maintain club records during transition periods.

#### How to Best Utilize Your Advisor

- Keep the advisor informed of the club's activities and plans.
- Notify them when there are club's meetings.
- Introduce them to club members.
- Seek their advice when you unsure on how to handle a club matter i.e. meeting evaluation, event management, marketing, office issue etc.
- Make use of their knowledge and expertise.

### Club/University Property Inventory Records

It is required that any items belonging to the club must be stored in the Student Recreation and Wellness Center Equipment Room, with the exception of clubs who primarily practice off campus and those who practice in specific rooms that have adequate storage for club items. Items stored on campus must be secure and items in the Equipment Room are available for checkout to Sport Club Executive Board members **only**. Maintaining updated inventory records enables Executive Board members to be aware of current and upcoming needs so that they may plan for these items in their budget. Recreation Services staff will conduct inventory checks at least twice an academic year. Equipment purchased using Allocations becomes university property, and further restrictions may apply. If the club is wanting to check out equipment that Recreation Services owns, the Agreement for Equipment Check Out for Sport Club Teams document must be signed. This document is located on the Canvas Community page for all Executive Board members to review. The Coordinator of Competitive Sports must approve these requests *prior* to any commitment.

## SCHEDULING FACILITIES

It is important for each Sport Club to request desired space as stated below. It is a privilege to use on-campus facilities and when abused, access could be taken away.

### Any On-Campus Club Event

1. Complete via [Benny Link](#) under the Forms section titled “Sport Club Space Request”.
2. Recreation Services will check the availability with Sports Facilities.
3. The Coordinator of Recreation Programs will then receive confirmation and then the Sport Club Assistants will add the event(s) to the appropriate clubs’ Benny Link calendar.
4. The Executive Board members will then receive confirmation of the event from Sport Club personnel.

### Practices

Clubs wishing to hold practices on campus must complete the Practice Request form on via [Benny Link](#) by the deadline set on the Report Card. Recreation Services will be equitable as possible in regard to field usage when it comes to the number of practices for Sport Clubs. An official schedule will be posted in Benny Link for all members to review via the club events page. When Sport Clubs practice off-campus, a Travel Authorization via [Benny Link](#) must be completed **ten business days** prior to first practice. A Pre-Game and Post-Game report is not required for off-campus practices. Clubs hosting off-campus tryouts are allowed to charge a tryout fee and must ensure proper documentation of handling those funds. Clubs hosting on-campus tryouts are **not** allowed to charge a tryout fee. Any questions must be directed towards the Coordinator of Recreation Programs.

### Weekly Conditioning Log

The “Weekly Conditioning Log” Form on [Benny Link](#) must be submitted by 11pm the Wednesday following the week an Executive Board member is completing. This requirement is on each semester on the Report Card and assists Recreation Services staff in tracking participation and overall assessment. These forms will require Executive Board members to type in the first and last name of each individual present.

### Home Event

All home events should be submitted via the “Sport Club Space Request” Form on [Benny Link](#), and must be submitted within **15 business days** of event. Prior to event, the “Sport Club Pre-Event Report – Home Events Only” (Due by 11pm the Wednesday PRIOR to the event) form via [Benny Link](#) must be completed. It is the responsibility of the club to ensure all home events meet the rules set forth by their national governing body. For both On-Campus and Off-Campus Home Events, the “Sport Club Post Event Report” form on [Benny Link](#) is to be completed the Wednesday after the event.

#### *On-Campus Home Events*

Requests are not guaranteed as facility space, special events, and personnel restrictions may inhibit the approval of the event. All members involved with the visiting teams must sign the Release of Liability **prior** to the event starting. This link will be sent to the Executive Board members in a timely manner for visiting individuals to complete, and is also available [HERE](#). All events will require to have a Competitive Sports Lead present, which the club is responsible for their payroll. These student employees make \$10.00 an hour, and Executive Board members should account for that expense.

For Sport Clubs that want to host a “round-robin” between two other schools, the Ball State team must play the first two scheduled matches. The two visiting teams must play during the third game, and that “host” Sport Club must have two officers stay until both visiting teams leave. **One of those two officers MUST be a Safety Officer. There WILL NOT be any exceptions to this rule!** Any issues arising from the visiting teams (i.e. forfeiting) may have disciplinary implications on the Ball State team as deemed appropriate by the Office of Recreation Services.

#### *Off-Campus Home Events*

It is the responsibility of the Executive Board to ensure that all policies and requirements set forth by the facility that the event is occurring at are followed. If there is any type of agreement or rental contract, Recreation Services professional staff can advise, but are not authorized to sign any documents.

All Sport Club teams that have home games off-campus must follow all Travel Guidelines listed within this Guidebook. The Executive Board should provide the local address of the off-site home event to the visiting team members in the event of an emergency and review any emergency protocols in the event of an emergency.

### Tournaments

All Tournament requests shall be completed at least **20 business days** in advance on the “Sport Club Space Request” form on [Benny Link](#). All tournament requests require a meeting with the Coordinator of Competitive Sports prior to the publication of any tournaments. Any Sport Club that is charging visiting teams to participate in their tournament is subject to the terms and conditions of rental rates set forth from Sports Facilities Management. These details should be included within the request.

If a Sport Club is going to host a tournament, members of the club must be able to manage the tournament and be points of contact throughout the length of the tournament. The Executive Board members of that club must be present and assist in the settlement of any disputes or facility issues as they arise. This may mean that club members may not be eligible to participate in order to effectively run the tournament. All events will require to have a Competitive Sports Lead present, which the club is responsible for their payroll. These student employees make \$10 an hour, and Executive Board members should account for that expense.

### Volunteers at Events

If a Sport Club wants to have any type of volunteer (parent, friends, other students, etc.) at any type of club event, the volunteer must follow the rules below.

1. Complete the Release of Liability *prior* to event starting via the [Visiting Liability Waiver](#).
2. Represent Ball State University to the same standards that Sport Club members are held accountable to. Executive Board members must complete the **Pre-Event Report – Home Events Only** (Due by 11pm the Wednesday PRIOR to the event) section via [Benny Link](#), and input the list of volunteers within the form.

### Food on Campus

If clubs wish to have food at their on-campus events, this must be communicated within the request, as there are heavy restrictions on what is allowed. In the request, please specify what type of food, what store the items are from, or if it is all homemade items, etc. We encourage bottled drinks, pre-packaged items, and homemade items.

## SAFETY

Safety is extremely important, and all precautions should be taken to ensure that club members and visiting team members practice safe procedures when participating in a Sport Club event or activity. Examples include but are not limited to:

1. Ensuring a Safety Officer is present at all times.
2. A safety kit (which includes the AED) is present during practices. The Agreement for Equipment Check Out document must be signed prior to obtaining the AED.
3. Knowing the street address/description of the location to describe to Emergency Medical Services.
4. Knowing where to seek shelter in the event of an emergency.

### Risk Management-Weather Person?

The following precautions will be taken to ensure the safety of all participants:

- Absolutely no conditioning sessions, practices, or contests will be scheduled until the required forms have been submitted and then processed and approved by Recreation Services.



- Inspect fields and facilities prior to every practice session, game or special event and report unsafe field conditions to Recreation Services. If you are at an off-campus site, report the condition to the on-duty personnel. *Do not use facilities or equipment if they appear unsafe.* All personal injuries suffered during Sport Club activities must be reported via GroupMe chat immediately to Sport Club personnel. Accident report forms must be filled out within 24 hours of injury. [Accident Report Form](#)
- **All Sport Club participants are highly encouraged to carry health insurance and are responsible for all injury-related expenses.**
- All Sport Clubs hosting events and/or practices at Ball State University will need to be able to communicate with emergency personnel. Therefore, all hosting clubs will need to arrange for phone(s) access at the site of the event. For outdoor events, each event site will need to have access to a cellular device.
- All Sport Clubs hosting events at Ball State University will be required to have a Recreation Services Competitive Sports Lead at each site of competition. Each Sport Club must prepare to pay for personnel costs, and their pay rate is \$10.00 per hour.
- **All Sport Club members must know the following emergency numbers. On-campus call 765-285-1111; Off-campus call 911.**
- For on-campus practices, each location must have an AED on site. Sport Clubs need to communicate with each other on who is going to be checking out the AED at the Fitness in the Recreation Center. If Sport Clubs are practicing inside, they do not need to retrieve an AED, as each building has AEDs, and the Facilities Lead will be able to assist in any emergent situations.
- For off-campus practices, Executive Board members shall determine where an AED is located in proximity to their scheduled practice.

**Insurance**

When contracting with a vendor, company, or facility rental, Sport Clubs may be required (by the University for on-campus events, or by external entities for off-campus events), to obtain a one-time event insurance rider for a specified amount of liability coverage. The chart below is designed to help Executive Board members understand when a contract requires insurance (red), and when a contract may be approved without insurance (green). If the yellow column applies to the clubs' event, they should contact Recreation Services for additional guidance. If the Sport Club is attempting to host an event on campus that requires insurance, it is the responsibility of the Executive Board members to properly obtain this coverage or to

Insurance Requirements - Vendors, Speakers, Entertainers, and Performers			4/28/2017
<i>This chart is designed to provide guidance to those that are coordinating with and finalizing contracts related to outside vendors, speakers, entertainers, and performers. It is subject to change as deemed necessary by the Office of Risk Management.</i>			
A	B	C	
Green	Yellow	Red	
May be approved without standard \$1M	Factors that may affect the need for insurance	Needs a minimum of \$1M liability insurance	
Arcade games, video games rental	Alcohol service (Non-BSU)	Amusements, small rides, mechanical bull, dunk tank	
Arts & Crafts	Attendance over 5,000 (excluding graduation and other ceremonies)	Animal Acts - exotic animals, petting zoos, camel encounter, rodeos	
Disc Jockey - indoor	Speakers or events that may require additional safety or security measures	Body piercing or tattooing	
Exhibitors, product demos	Minors (large # of participants age 12 and under)	Concerts, touring bands and other live music (agent represented)	
Magicians, balloon artists, clowns, caricature artists, ice sculptor, illustrator	Televised	Entertainers - particularly those involving audience participation such as hypnotist or mentalist; also includes fire performers	
Novelties - face painting, green screen photography	Widely attended by general public	Event services - concessionaires, caterers, food trucks, tent supply	
Solo performers, trios and small musical ensembles; includes local bands and musicians		Fireworks or Pyrotechnics (\$5M minimum)	
Speakers - academic, humor, motivational, leadership, historian, author, journalist, etc.		Haunted attractions	
Theatre groups		In the air - climbing wall, zip line or bungee	
		Interactive - inflatables, bounce house, obstacle course, bubble soccer, knocker ball, trampoline, paintball, laser tag, foam machine/party, wax hands	
		Motorsports, go kart rental	
		Aircraft (including balloons, drones)	
		Virtual Sports, Simulator	

ensure that the chosen vendor will provide this coverage to the University. If the Sport Club is a local chapter of a national organization, their national headquarters may be able to provide guidance on how to obtain the necessary insurance rider. Here are three recommended insurance agents for short-term event insurance.



United Insurance  
1019 W Jackson Street  
Muncie, Indiana  
Eddie Slaven,  
Vice President and General Manager  
765-284-4443

Patton Insurance  
4535 Wheeling Ave  
Muncie, Indiana  
Jessica Snow  
jessicas@pattoninsuranceinc.com  
765-286-4300

INGUARD  
231 W Canal St  
Wabash, Indiana  
Contact Name: Mike Reinhold  
[mike.reinhold@inguard.com](mailto:mike.reinhold@inguard.com)

## Injuries

All injuries shall be reported to Recreation Services immediately via GroupMe Chat and within 24 hours complete the [Accident Report Form](#). Note that we encourage the Safety Officers of each club to complete this.

If necessary to have an injured participant seen and/or treated by a physician, encourage them to be transported to the emergency room of the local hospital. It is recommended that a qualified service (e.g., ambulance service) be used to transport the injured participant. All expenses incurred for treatment, transportation to hospital, etc., are the responsibility of the injured participant and **NOT** the Sport Club or Ball State University. Rely upon the recommendation of the attending physician as to whether the injured team member can be transported back to campus and what accommodations to use. All injuries requiring a hospital visit should be reported to the Sport Club Office personnel immediately via GroupMe.

## Return to Participation

For individuals who are diagnosed with an injury that prohibits them from participation (i.e. concussion, break, etc.) a note from a medical professional must be provided to Recreation Services professional staff prior to returning to participation. This is to verify that the individual is using safe practices and that the club, department, and university are also following best practices.

## TRAVEL REQUIREMENTS-

Every Sport Club is required to submit a Travel Authorization, Pre-Event Report, Travel Itinerary, and Post-Event Report after travel. These forms are important and must be completed via [Benny Link](#) on time for records of each clubs' travel. It is extremely important that Recreation Services knows the details of every trip that all Sport Clubs go on per university guidelines. The policies below are extremely important for all members to know, and more specifically the Executive Board members, as they are submitting the proper documentation for each trip.

**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

Are worth 60% of the total within the travel forms on the Report Card and are to be submitted **10 business days** prior to the calendar date your club intends to leave. Failure to complete the Travel Authorization in the appropriate amount of time will result in docking of the clubs' CCU and potential suspension of travel for the entire club. Authorizations submitted within 7-9 Business Days will be docked 50% per trip, and those submitted within 4-6 Business Days will be docked 75% per trip. Any travel forms submitted within 1-3 Business Days will be denied. A reasonable explanation of late submission must be provided before any consideration of exemptions.

### Travel Itineraries

Are worth 30% of the total within the travel forms on the Report Card and are to be submitted **two business days** prior before the scheduled travel date. Failure to complete the Travel Itinerary in the appropriate amount of time will result in docking of the clubs' CCU. Itineraries submitted day before or of departure will be docked 75%.

### Post-Event Report

Are worth 10% of the total within the travel forms on the Report Card and are to be submitted by 11pm the Wednesday following the event. Failure to complete the Post-Event Report in the appropriate amount of time will result in docking of the clubs' CCU.

Notes: Each week an item is late 25% of total points will be deducted. Two - four weeks late 50% of total points will be deducted. Any submissions completed after 4 weeks late 75% of total points will be deducted.

**If anything in your travel plans change after forms have been submitted, please email us the changes at [sportclubs@bsu.edu](mailto:sportclubs@bsu.edu). Each of these forms need to be filled out in their entirety and turned in on time for travel to be permitted. Be sure that all drivers transporting club participants have a valid driver's license through their resident state.**

### Vehicle Use

Clubs who use personal vehicles for travel to tournaments and events off-campus have an obligation to conduct such travel in a responsible and safe manner. Only those individuals listed as drivers on the Travel Itinerary are permitted to drive while on a club trip. All drivers shall have a valid driver's license, maintain adequate vehicle insurance, and ensure their vehicle is maintained in a safe condition.

### Other Duties

All Ball State student organizations, which includes Sport Clubs, that sponsor off-campus events/trips open to their entire membership, are responsible for providing accommodations for members with disabilities, including transportation and interpreter services, under the Americans with Disabilities Act. This also applies to events sponsored by student organizations that are open to the entire student body.

### Hotels/Lodging

Clubs are able to book through any hotel and includes the approval of reimbursing individuals for Air BnB for club bookings. If clubs are booking through hotels, please ensure that safety is the number one priority when browsing for options. Whoever is booking the rooms online and paying via credit card, that individual must remember to save any confirmations and receipts, as the Executive Board member submitting the Reimbursement Request form will require that documentation. If the club is wanting to send a check ahead of time, please retrieve confirmation from the hotel prior to officially booking. The Hotel W9 and full contact

information will be required for a check as well as a quote for the hotel rooms. If hotels allow the check to be brought with the club upon arrival, this must be noted on the Purchase Request form through [Benny Link](#).

## STANDARDS OF CONDUCT

Sport Clubs have an obligation as a student organization of Ball State University to conduct themselves in a manner that is compatible with the University's philosophy and function as an educational institution. Each participant is expected to maintain a high standard of personal conduct and represent Ball State University appropriately. Individual members may be held responsible for any violation(s) of the Code of Student Rights and Responsibilities, if any conduct is brought to the attention of the Office of Recreation Services while participating or being a member of a Sport Club. Please refer to this [website](#) for further information.

Recognized student organizations and their members collectively or individually (when acting as part of the organization), may be held responsible for violations of the Code of Student Rights and Responsibilities and, when appropriate, be subjected to disciplinary action. When a student organization is accused of committing a violation of University policy, (including but not limited to any violation of published University policies and procedures) or local, state or federal laws, a complaint may be filed with Recreation Service. Upon receipt of such a complaint, the Coordinator of Competitive Sports and the Director of Recreation (or their designee) shall conduct an investigation and determine if a hearing will be held regarding the complaint.

### Hazing

Per the Office of Student Life Guidebook: Hazing by students, student organizations, groups or teams of Ball State University is prohibited. Hazing is defined as follows: Any mental or physical requirement, request, or obligation placed upon any person (including but not limited to a pledge, associate member, affiliate, prospective members, guest, initiate or team member) which could be harmful to the health and/or welfare of the person, or which is personally degrading to the individual involved, or which has an adverse effect on the academic progress of the person, or which violates any federal, state, or local laws or University policy. Individual acceptance of or acquiescence to any activity covered by the foregoing definition in no way validates or excuses the activity. Student groups may be required to certify in writing that they are in compliance with this policy. Individual members of organizations, groups or teams who violate this policy are subject to disciplinary action as provided in Section V of the Code of Student Rights and Responsibilities. Any organization which violates this policy is subject to sanctions which may be imposed by the coordinating body of which the organization is a constituent member, the Vice President of Student Affairs or a designee, or the Student Activities Committee.

### Disciplinary & Appeal Process

#### *Disciplinary*

All Sport Clubs have an obligation to operate within the rules and regulations set forth by Ball State University, the Office of Recreation Services, The Sport Club Guidebook, and the Student Organization Handbook. Any violation of the rules, regulations, and recommendations listed in this Guidebook, those set forth by the Office of Recreation Services, and Ball State University may result in disciplinary action. The following points are guidelines only. The Office of Recreation Services may change, alter, or take alternative action as seen fit by the Department. Ultimately, each incident is handled on a case-by-case basis. The severity of the violation will determine the course of action. Actions taken by the Office of Recreation Services may include, but are not be limited to:

- A written complaint is kept on file, in the form of an email or filed incident report.
- Multiple written complaints will result in more severe action.
  - Clubs may lose allocated money as well as privileges including facility reservations, equipment usage, and other University services.
  - Forfeiture of Sport Club Status and of all University services.

- Referral to the Office of Student Rights and Community Standards.

All recognized Sport Clubs and/or its members collectively or individuals may be held responsible for violations of the Code of Student Rights and Responsibilities and when appropriate, be subjected to disciplinary action. Any complaints filed with the Recreation Services, or with the Office of Student Life, may be dealt with in accordance with the procedures set forth in the Code of Student Rights and Responsibilities.

### *Appeal*

The appeal process exists to ensure that all disciplinary actions taken against student organizations, including Sport Clubs, are equitable. To file an appeal, follow the steps listed below:

Decisions may be appealed to the Director of Recreation Services by following these procedures:

- Written notification from the club president to the Director indicating the club's rationale for the appeal and circumstances related to the situation that caused the infraction must be submitted within two business days.
- The two-business day period begins when the club receives written notification of the disciplinary action being taken.
- The Director will notify the club of the ruling on the appeal after investigating the situation and may uphold, reject, or modify the action taken by the Sport Club Administrative Office.

Decision of the Director of Recreation Services may be appealed through the following process:

- Within ten business days after receipt of the Director's decision, the club may request in writing an appellate review by the Director of Student Life. The request shall include a brief statement of the grounds of the appeal. The grounds for the appeal shall be that;
  - There was substantial failure by the Director to comply with the procedures so as to deny a fair hearing; or
  - The evidence did not support the decision of the Director.
- The appellate review will be based on the information and materials of the case; the Director's summary of the evidence submitted; findings and recommendations; the Sport Clubs' written request for an appellate review; and the record of the hearing, if any.
- The Director of Student Life shall notify the student(s) involved and the organization in writing of their decision, which shall be final and not subject to further review.

## CLUB FINANCES

It is important for all Sport Clubs to handle their finances appropriately. The sections below explain in detail the responsibilities, benefits, procedures, and expectations that all Sport Clubs are held responsible for upholding. This section is in conjunction with the Office of Student Life Guidebook.

### University BURSAR Account

All finances must be handled through the University-assigned BURSAR Account that each Sport Club is to use for all financial movements. All income and expenditures must be transacted solely through this Account, and the organization is required to comply with the policies for holding a Ball State fund. When opening a financial fund, it is understood that if disbursements exceed the source of funds in the financial fund, the organization must make up for any deficit in the financial fund. Once a University BURSAR Account has been created, the organization is required to adhere to the University's [Cash Handling Procedures](#).

### Benefits of a BURSAR Account

- An annual audit of your financial records is a free service from the Ball State Office of the Controller.
- A review of accounting records by auditors protects the organization and ensures the accuracy of the fund.
- Accounting advice is available by appointment for treasurers having difficulty with records. Contact the Controller's Office at 765-285-8444 to make an appointment with an Accountant Financial Analyst.

### Cash Handling Procedures

All income received by the organization, this can be in the form of dues, donations, fundraisers, etc., should be deposited **within three business days** for credit to the organization's fund account to avoid the possibility of misappropriation.

- The full amount received should be deposited; no expenses are to be paid out of cash receipts.
- To maximize cash flow and safeguard assets, deposits should be processed within three business days of receiving the funds.
- Prior to the deposit, funds should be held in a secure manner (i.e. in a locked safe or cabinet).

### FOAP Information

For fund numbers (FOAP) beginning with 8xxxxx, the following applies:

- For **deposits**, use FOAP 8xxxxx (Fund)-134055(Organization)-591080(Account)-1014(Program).
- For **reimbursements, purchase requests, etc.**, use Fund number 8xxxxx.
- All Sport Club "8 Fund" numbers are on the budget tab within their CCU excel sheet.

### Depositing into BURSAR Account

For the most up to date information, please refer to their [website](#). Anytime a Sport Club is collecting dues or handling money, the club should follow the guidelines set forth by the University. Please reference the [Cash Handling Procedures](#). When depositing into your BURSAR Account, be sure to know your FOAP. If you do not know this, please contact the Coordinator of Competitive Sports or refer to your CCU budget tab. The information below provides details on how to successfully deposit funds.

- Complete a [Cash Receipts Voucher](#) (an example can also be found in Canvas) and submit it along with the cash and/or checks to be deposited to the Bursar's Office in Lucina Hall. For a Cash Receipts Voucher, log into Benny Link, then go to Organizations, Student Life, Documents. It will also be available on the Canvas Community for Executive Board members.
- Checks to be deposited should be written to Ball State University. Endorse the back of the check with "Ball State University – for deposit only". If a check is written specifically to the organization or an individual, endorse with the organization name or individual's name and include "for deposit only".
- If a payment is made by an individual directly to the organization's Treasurer, a receipt for the transaction should be provided. Receipts should include the date, customer name, and amount.
- Clubs can check out a *lock bag for depositing funds* through Recreation Services professional staff.
- If a deposit is in excess of \$1,000 in cash, arrangements must be made with a campus police escort to transfer the funds across campus. The money will be placed in a locked bag and a police escort will be contacted for the deposit to be made at the BURSAR's Office.
- All funds should be deposited into the Club BURSAR Account within ***THREE BUSINESS DAYS*** upon receipt. If a check is not deposited within a timely manner, then there is a risk that the check will become stale dated or cancelled.
- If an organization consistently forgets to make deposits in a timely manner and has received multiple reminders of the procedures, the clubs' status may change to becoming a Start Up Tier with the potential of their Report Card being docked.
- Sport Club Executive Board members are encouraged to notify Recreation Services via the GroupMe chats when they make a deposit, so that the funds are anticipated on their budget.

**IF A CLUB FAILS TO DEPOSIT FUNDS WITHIN THREE BUSINESS DAYS, THEY WILL BECOME INELIGIBLE TO RECEIVE ALLOCATION FUNDS THAT FOLLOWING SEMESTER.**

### Financial Accounts

All Sport Clubs are assigned a BURSAR Account number through Ball State University in the Accounting Office. Sport Clubs **are not eligible** to utilize accounts off campus such as commercial checking and/or savings accounts, GoFund me accounts, or any other third-party revenue generating/donation accounts. Failure to comply with this stipulation will result in sanctions that may seriously affect the status of the club.

Clubs that demonstrate a lack of financial oversight may be required to submit monthly budgets. It is the responsibility of the Executive Board members to document every transaction appropriately and keep up to date and accurate records. Funds allocated to clubs for purchases by the Sport Club Allocation Board will be drawn directly from the Recreation Services Allocation Account.

### Foundation

Sport Clubs are eligible to open a Ball State University 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. A minimum of \$1,000 is required to open a BSU Foundation account. These funds are only eligible to reimburse individuals of club approved expenses. Executive Board members should coordinate all BSU Foundation account activity through Recreation Services professional staff.

### Sport Club Allocation Board

The purpose of the Sport Club Allocation Board is to allocate funds for activities that encourage students to become more actively involved in campus activities, enhance the social, cultural, recreational, and educational atmosphere on campus, increase students' positive feelings about the University, enrich the quality of campus life, and enhance the goals and mission of the University. The board will function according to guidelines set forth by Recreation Services. The Sport Club Allocation Board is composed of the following members:

- Students that are involved with Recreation Services or Sport Clubs, depending upon student availability.
- The Coordinator of Recreation Competitive Sports, who is a professional staff within Recreation Services.
- Another professional staff within Recreation Services may also be on this board.

### How Allocations Are Decided

Here is a breakdown as to how each allocation amount is decided. Please keep in mind that this is subject to change based on the budget and number of clubs.

1. To be eligible to allocate, your club must make a positive financial contribution to your club bursar account. Positive financial contributions would be dues, fundraising opportunities created by the club, fundraising opportunities offered by Recreation Services, etc. This must be done during the current, or previous semester in which your club is allocating. For example, if your club collects dues in the Fall of 2023, you are then eligible to allocate funds for the Spring 2024 semester, and the Fall 2024 semester. If you collect dues in the Spring of 2024, then you would be eligible to collect dues for Fall 2024 and Spring 2025.
2. Based on the Sport Club Allocation Request submissions via Benny Link, each club that submits a form is required to present their allocation request to the allocation board. Allocation dollars will be distributed to clubs to help fund club activities but should not be relied upon to keep the club financially stable.
3. The highest percentage amount a club can receive, but is not guaranteed to receive, of their allocation request is the same percentage as their CCU score, depending on allocation funding.
  - a. Examples are as follows:
    - i. Basketball Club receives a 90% on their CCU. They ask for \$1,000 in allocations. The highest amount Basketball Club would be eligible to receive would be \$900.
    - ii. Swim Club receives a 100% on their CCU. They ask for \$2,000 in allocations. The highest amount the Swim Club would be eligible to receive would be \$2,000.
4. The total amount of sport club allocation dollars to be distributed is reviewed and adjusted each semester. Recreation Services will communicate the maximum amount a club can ask for each semester.
5. No club will receive more than \$4,000.

Clubs are welcome to ask questions revolving around the amount of money they received, but we ask that you please keep this process in mind and understand that the Board works hard to make sure fairness is at the forefront of all decisions.



Any club that submits an Allocation Request to Recreation Services agrees to abide by the guidelines and procedures of the Board and all other applicable University policies, as well as state and federal law. Recreation Services reserves the right to review the overall financial condition, as well as the activities and programs, of any organization which requests funds and may utilize its findings in deciding the organization's requests. After the Sport Club Allocation Board reviews all pending requests, Recreation Services will inform each club which has applied for funding of the decision regarding its request.

Funds may be spent only on items that have been approved by the Sport Club Allocation Board. Recreation Services must approve any changes made to the expenditures. Detailed financial records related to a funded activity are required and must be available to Recreation Services upon request.

All unused allocated funds remaining at the end of the semester will stay in the general Sport Club Fund account. Any funds remaining at the end of the fiscal year will **NOT** roll over into the next semester.

## PURCHASES AND REIMBURSEMENTS

It is important for all Sport Club Executive Board members to know what and how they can access their club funds. This section contains the rules for all purchases, reimbursements, and general information about how to access club funds.

### Allocated Sport Club Funds

Guidelines for purchases made using allocated Sport Club funds:

- Equipment/apparel purchased by a Sport Club is the property of Ball State University and Recreation Services for club use. Clubs must coordinate and ensure the proper storage of all purchased equipment/apparel.
- 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 Sport Club Allocation Board. Each club's budget outlines those details.
- There must be a receipt or invoice and proof of that purchase (i.e. credit card statement) for all purchases and/or reimbursements.
- The following expenses qualify as appropriate usage of allocation funds.
  1. League or Association Dues/Fees for players/coaches
  2. Referee or Official Fees, Recreation Services Personnel (Lifeguards, Climbing Wall, Leads, etc.)
  3. Tournament Registration Fees
  4. CPR/FA/AED Fee for Safety Officers
  5. EMT Invoice for Home Games/Tournaments
  6. Selective Equipment (Not Jerseys)
  7. Rental Fee for Hosting Tournaments, Practices, etc.

### Making Purchases

Prior to making any purchases, clubs should consult with Recreation Services to assist in the purchasing process. The guidelines below are to help in the purchasing process.

For wanting to order equipment or uniforms, follow the steps below.

1. Discuss with the vendor if they are an approved vendor through Ball State University, and if they will accept a Purchase Order as a form of payment. To find out if the vendor you are working with this a licensed vendor, please go to the Vendors section underneath the Apparel and Team Uniforms section of this Guidebook below.
2. Obtain a W-9 from the vendor along with the following information.
  - a. Company Name, Company Representative's name, Full Address, Phone Number, Email Address

3. Obtain a **quote** (*not invoice*) from the vendor with all of the items to be purchased clearly labeled.
4. If the purchase is utilizing logos, the Ball State University's (BSU) name or likenesses, proof is required with details of any designs and must be approved by Recreation Services prior to any commitment.
  - a. BSU trademarks are any marks, letters, nicknames, or words associated with BSU and used to identify the University, its athletic programs, documents, publications, and products.
  - b. Examples include Ball State, Ball State University, Chirp Chirp, the Beneficence images and logo, Charlie Cardinal image, campus building and landmark images, Cardinals, Ball U, and BSU.
  - c. These trademarks are used to identify the University, its athletic programs, documents, publications, and products
5. If the purchase does not have any logos (most equipment, some jerseys), then you'll only require a quote.
6. Submit all appropriate documentation via [Benny Link](#).
  - a. Recreation Services will then submit the order, the vendor will receive a Purchase Order Confirmation from Ball State Accounts Payable, vendor will make/ship items to Recreation Center (Unless it is local then you can pick up at their store.) Once retrieved, Executive Board members must inform Recreation Services as an invoice of the order will be required, and then payment will be processed at that time
7. If the club wishes to hold a check for payment (i.e. officials, hotels, etc.) they must mark that on their Benny Link form. Checks can be picked up at the Accounting Office and the person must have a photo ID.

*Example:* If a hotel is being paid for – a receipt showing a “ZERO” balance is required, the name of the person purchasing the room is on the receipt. No exceptions.

*If the club has been allocated a portion of an expense, a request needs to be submitted via [Benny Link](#) for the club's contribution and the clubs' allocation money will be added to the balance.*

### Obtaining Reimbursements

For Recreation Services to help club players obtain reimbursements for club purchases and expenses, it is vital that the player receives **proper receipts** for their expenses.

- All receipts must be official and contain the vendors/individuals mailing or payment information.
- If a receipt is not possible to obtain, the Coordinator of Competitive Sports will send the individual proper documentation for the individual to complete.
- If individuals desire to receive their refund via a direct deposit, they need to check their settings through their mybsu.edu portal for that specific information.
- An original copy of the invoice/receipt should be submitted within the [Benny Link](#) Reimbursement Request Form. Requests that are missing these documents will be denied with detailed comments.
- If a club member or individual made the purchase, the individual's full name, mailing address, phone number, and email address need to be entered within the form.
- After completion of the process, a check for the reimbursement will be received within two weeks. Some individuals may have money received from Ball State directly deposited into a bank account via ACH instead, so please have individuals check their accounts for the money as well.
- There is a **60-day period** (between the day the item was purchased and the day the request reaches the Controller's Office) in which any university reimbursement request can be submitted. While 60 days may seem like a lot, please remember that there are close to 30 Sport Clubs that submit multiple Reimbursement Requests, and those requests must be submitted at minimum ***ten business days prior to needing that*** purchase/reimbursement. We must have multiple professional staff and Ball State offices approve these requests, which takes time. We are recommending that any known reimbursement requests you are going to submit that you do so in a timely manner and have all the documentation needed.
- Any club wanting to hand out gift cards as an award during a tournament needs to follow the correct steps in acquiring those gift cards using Tango. Any purchase of gift cards outside of Tango will result in club members not getting reimbursed. If this is something your club would like to do, please use the link below to purchase the gift cards.

- [https://www.bsu.edu/-/media/www/departmentalcontent/controller/pdf/tax-compliance/tango-card-procedure-as-of-07222020.xlsx?sc\\_lang=en&hash=DD7180E2234BF81A937045CEFAA641F6BF5F3B64](https://www.bsu.edu/-/media/www/departmentalcontent/controller/pdf/tax-compliance/tango-card-procedure-as-of-07222020.xlsx?sc_lang=en&hash=DD7180E2234BF81A937045CEFAA641F6BF5F3B64)

### 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 Recreation Services is notified of a monetary indiscretion, disciplinary actions will take place as outlined in the Disciplinary section of this Guidebook.

### Fundraising Guidelines

- All fundraisers must be approved by the Coordinator of Competitive Sports or Director of Recreation Services prior to any type of commitment from the Sport Club and be reported post the event via [sportclubs@bsu.edu](mailto:sportclubs@bsu.edu).
- Any corporate sponsorship should be for a specific organization program or activity.
- Student organizations are not permitted to send solicitation letters to Ball State faculty and staff for fundraising purposes.
- Ball State University prohibits the use of lotteries, drawings, or raffles.
- Due to contractual obligations, food sales are not permitted in Recreation Services facilities, Athletics facilities, and Student Center facilities.
- Under no circumstances will Credit Card Sales, or any fundraising associated with the act of signing persons up for credit cards, be permitted on or off campus.
- Special event clean ups (i.e. Athletic home events) will be available for Sport Clubs to sign up for, with the understanding that the Executive Board members will provide a full list of individuals required per event. The Coordinator of Competitive Sports, or Sport Club Assistant will message in the club Group Me, and it will be a first come first serve basis with the option of being on a waiting list. If Sport Clubs commit to an event and end up backing out without being able to have another club fill in for them, they will not be eligible to sign up for future clean ups the rest of the academic year.
- Sport Clubs are not authorized to provide any donation receipts for tax purposes.
- Thank you notes are allowed; however, no monetary acknowledgement or mention of tax deduction can be mentioned in the thank you note.
- The only instances in which Sport Clubs can utilize Ball State University's Tax-Exempt number is by partnering with a Food Vendor for % nights as fundraisers or for hotel stays.

### Tax Guidelines

For collecting, paying, or reimbursing sales tax, the following guideline link should help when collecting, paying or reimbursing sales tax. [Procedure for Collecting and Paying Taxes](#). If the club plans on charging for items, the Recreation Services can assist in how to deposit funds into your BURSAR Account as well as reflect the appropriate amount of sales tax when depositing. All student organizations, which includes Sport Clubs, conducting sales to members or non-members become a retail merchant and must collect sales tax on these sales. The State of Indiana sales tax of 7% must be collected by the club when conducting sales activities. The proceeds from these sales must be deposited into the clubs' BURSAR Account. Any taxable sales made by club should be deposited to account number 591063. The corresponding sales tax will be deposited to 210050 for payment to the Indiana Department of Revenue. Clubs can utilize this website to calculate taxes;

<http://www.csgnetwork.com/salestaxcalc.html>

Sample for Clubs to Reference	Account Code (The A in FOAP)	Amount
Amount to be deposited ("ATBD")		\$ 500.00
1+ Combined Tax Rate ("CTR")		0.08
Sales Amount (ATBD / 1.08 CTR)	<b>591063</b>	\$ 462.96
Sales Tax (7%) (Sales Amount * Sales Tax Rate)	<b>210050</b>	\$ 32.41
Food and Beverage Tax (1%) (Sales Amount * F&B Rate) <i>or</i> (ATBD-Sales Amount-Sales Tax <i>to remove possible rounding issues</i> )	<b>210060</b>	\$ 4.63
Total Deposit		\$ 500.00
Difference		\$ -

Any taxable sales made should be deposited in account number 591063. The corresponding sales tax will be deposited to 210050/210060 for payment to the Indiana Department of Revenue

### Sponsorships

No establishment that sells/distributes primarily alcohol (such as a beer distributor, liquor store or bars/restaurants) can be a sponsor for an all-campus event or Sport Club. This sponsorship includes financial support and/or free services provided. Their name should not appear on any ticket, T-shirt, advertisement, or anything associated with the event or the sponsoring agency. Recreation Services must approve all club sponsorships, prior to any type of commitment from the club to the potential sponsor. If clubs wish to have company logos on jerseys, written documentation from the company must be emailed to [sportclub@bsu.edu](mailto:sportclub@bsu.edu) prior to agreeing to any type of commitment. Recreation Services has to get this approved by another office across campus, so informing Sport Club personnel ahead of time is in the best interest of the club. Any and all questions concerning sponsorships must be directed through the Coordinator of Competitive Sports. Sport Clubs are not authorized to complete any tax deduction paperwork for sponsors. Thank you notes are allowed; however, no monetary acknowledgements or mention of tax deductions may be mentioned in the note.

### APPAREL AND TEAM UNIFORMS

All apparel must be approved prior to any purchases Sport Clubs wish to make. Prior to discussing designs with a vendor or printing any apparel, the design must be approved by Recreation Services. Sport Clubs are allowed to utilize only the approved logos below:



One Line Logos

Two Line Logos

Modification of the above approved logos is **not** allowed. Graphics (anything created not utilizing the above approved logos and language) cannot mention or have Benny, the Cardinal Head, or Ball State, BSU, or any likeness as part of the graphic. All graphics require a meeting and approval from Recreation Services.

Clubs are permitted to go one of two routes. Clubs can either utilize one of the approved club logos above or create their own logo for the club that meets the necessary guidelines. If a club would like to create their own logo, they must include “Club Name at Ball State” on the shirt with the design. The design must be original and not one pulled from internet, to avoid copyright infringement.

Below are examples of logos that have been approved in the past.

In addition, clubs using the Ball State University name and logo may be required to pay the appropriate fees and must use an approved licensed vendor. Please utilize the information below to determine if the vendor is an officially licensed vendor with the university.

## Vendors



print logos, Ball State

Reminder: Any vendors wishing to University's name or likenesses,

must be a licensed vendor per [Ball State's Trademark Licensing Program](#). To find out if the vendor you are working with is a licensed vendor, utilize the information below:

- For a complete list of approved vendors, please contact the Coordinator of Recreation Programs.
- Any producer of products bearing any Ball State University marks must have a license and approval of designs through Collegiate Licensing Company (CLC) before manufacturing those goods to ensure logos & marks are used appropriately, in good taste, and with quality production.
- Vendors may visit this site <https://clc.com/> to obtain a license if they do not already have one.

Locations for Logos are as follows:



***Only school colors may be used for Sport Club uniforms.*** Please review the Strategic Communications Guidelines to better understand approved colors/fonts for future apparel designs. [Brand Resources](#). ***All apparel purchased must be approved by Recreation Services prior to any type of commitment from the club.***

## MARKETING

If clubs would like to utilize the Marketing Student Staff of Recreation Services, requests should be submitted via the [Benny Link](#) Marketing Request Form. This includes social media posts, designs for equipment/apparel, annual photo shoots, or promotion of event/club. Requests will be evaluated and granted on a case-by-case basis as not all requests are guaranteed.

Guidelines that must be followed regarding your website and/or social media pages:

- The site serves as a reflection of Ball State University, the club's character, and Recreation Services. Any content that is posted is eligible for disciplinary action as deemed appropriate by Recreation Services.
- The site is for educational and/or promotional purposes only.
- No offensive pictures, language, or any links may be listed on the site or page.
- Any sponsors/donors are not allowed to have any links connected to websites or social media outlets.
- When utilizing the Sport Club Name, it shall be references as \_\_\_\_\_ Club at Ball State University.
  - Permitted: Underwater Basket Weaving Club at Ball State University
  - Not Permitted: The Ball State University Underwater Basket Weaving Club.
- All logos must be approved through the Office of Recreation Services.

### Print

All Sport Clubs must have permission prior to printing from the Coordinator of Competitive Sports for all types of print including but not limited to brochures, fliers, schedules, programs, etc. If those items contain advertising and/or sponsorship information, Sport Clubs must go through Marketing & Communication and are required to have something in writing, or email, from each sponsor giving permission to the group to use their logos. For printing those advertisement and/or sponsorship material, Sport Clubs must order those items through Printing Services. Here is the Printing Services webpage; <https://printing.bsu.edu/ps/bsuprintingpolicy.html>

## STATEMENT OF AUTHORITY

Recreation Services 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, issues, and situation have unique aspects and will be addressed on a case-by-case basis.