

**Marquette University**  
**Department of Recreational Sports**

# CLUB SPORTS HANDBOOK



**RECREATIONAL  
SPORTS**

Division of Student Affairs

# DEPARTMENT OF RECREATIONAL SPORTS

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## EMERGENCY NUMBERS

Public Safety: 288-6800

Scott Anderegg: 414-288-6976 (office), 414-313-7451 (**cell-for emergencies only**)

John Sweeney: 414-313-8539 (**cell-for emergencies only**)

Deb Swanson: 414-313-7379 (**cell- for emergencies only**)

MU Rec Center: 414-288-6976

## HELPFUL PLACES IN THE MARQUETTE COMMUNITY

### **LEAD Center**

AMU 14: 288-1598

Schedule an appointment for team building or group development workshops, publicity materials, mailboxes, organization support, and many other resources.

### **Marquette University Student Government (MUSG)**

AMU 133: 288-7416

[www.marquette.edu/musg](http://www.marquette.edu/musg)

Co-sponsorship, funding information, program commissioners, etc.

### **Marquette Tribune**

Johnston Hall: 288-7246

[www.marquettetribune.org/tribunemain](http://www.marquettetribune.org/tribunemain)

Tribune coverage of your event, advertisements for events

### **Office of Marketing and Communication**

Holthusen Hall, 419, 288-7448

<http://www.marquette.edu/omc/newscenter/index.php>

Arrange news coverage of an event, information on MU logo usage

### **Office of Residence Life**

Carpenter Tower 203: 288-7208

[www.marquette.edu/orl](http://www.marquette.edu/orl)

Posting policies, reserving tables, ads on campus cable, table tents, etc

### **Office of Risk Management**

Straz Tower M215: 288-6806

Property and Liability Insurance

### **Office of Student Development**

AMU 121: 288-7205

AMU 329: 288-1412

[www.marquette.edu/osd](http://www.marquette.edu/osd)

Commuter Programs, Greek Life, Leadership Programs, Intercultural Programs, Music Programs, Student Organizations, New Student Programs, Center for Community Service, Student Conduct

### **US Bank**

AMU First Floor: 233-2034

Organization Accounts, questions about tax IDs, purchasing, etc.

### **Valley Fields**

288-0531

## **INTRODUCTION**

A club sport is a registered student organization conducted by elected student officers that coordinate club activities. The basic structure of clubs allows members numerous opportunities for involvement with fundraising, public relations, budgeting, administration and scheduling.

The Club sports program at Marquette University is designed to provide competitive, recreational and instructional sports activities for students. Many club compete against other clubs, schools, colleges, or universities, while others offer instruction and intraclub competition. The key to the success of each club is dependent upon the student leadership, interest, and membership involvement.

This Handbook details the policies for the Marquette University Club Sports Program. All participants in the Marquette University Club Sports program must adhere to the Handbook. As a Recognized Student Organization, the clubs must also follow the Marquette University Student Organization Handbook. Both handbooks provide the club with many resources that will assist in an effective and efficient means of organization. Policies not addressed by the Club Sports Handbook, Student Organization Handbook or Marquette University Student Handbook will be handled on a case-by-case basis with the Club Sports Director and appropriate university staff.

## **THE BIG PICTURE**

Clubs organized through the Club Sports Program represent more than just their immediate group of members. As an official Marquette University organization, all actions taken by a club sport represent the Club Sports Program, the Department of Recreational Sports, the Division of Student Affairs, Marquette University, and the sports national governing body. Affiliation to the Club Sports Program is a responsibility all club members, and especially club officers, must take seriously. Failure to properly represent these entities can result in the club or specific club members being suspended or removed from the program. Do not let it get to this point. Please see the Club Sports Director if you have any concerns.

## **MISSION**

Embodying the ideals of Marquette University and the Department of Recreational Sports, the mission of the Club Sports Program is to develop students through competition, instruction, financial responsibility, and general administration of their sport clubs. The goal of the Club Sports Program is to create a safe and fun environment that encourages:

- Positive Marquette University experiences
- Character development through athlete commitment and excellence
- Physical, social and leadership development
- Cultivation of friendships
- Recreational and competitive opportunities, regardless of skill level
- Lifetime appreciation for sport and physical activity
- Memories that last a lifetime

## **PROCEDURES FOR INITIATING A CLUB**

To be considered for the Club Sport Program at Marquette University, the group will need to follow the appropriate steps. Marquette University students need to provide the Club Sports Director with a written proposal to become a club sport. This document needs to contain the following information:

- A history of the sport (background, players needed, etc.)
- A list of at least 20 Marquette University students (with MU ID numbers). At least half of these students need to be freshman and sophomores.
- Facility or field/space needs (practice and games).
- Provide a detailed budget of the club's first three years of operation. This budget should include all expenses and revenues.
- Provide a list of colleges/universities within 300 miles of Milwaukee that offer this sport as a club program.
- Does this sport have a governing body (association, etc.)?

When a written proposal is completed, the students will need to meet with the Director of Club Sports and review the proposal. At this time, the group will need to address any questions that the Director of Club Sports may have. If the proposal meets the criteria of the Director of Club Sports, the document will be sent to the Office of General Counsel and the Office of Risk Management for their approval.

The group will meet with the Club Sports Advisory Board (presidents of existing clubs), and be given a chance to present their proposed club, followed by a question and answer period. At the conclusion of the meeting, the Advisory Board will give a recommendation to either allow or deny the application to be a club.

With all of the above information considered, the Director of Club Sports will make the decision either to deny or allow the application to become a Club Sport at Marquette University.

If the group is accepted, they will need to become a recognized and registered student organization with the Office of Student Development.

### **Appeal Process:**

The group has two weeks from the time the Director of Club Sports makes the decision to appeal the outcome. The Appeals Board will consist of the following members:

- Director of Recreational Sports
- Administrator from the Office of Student Development
- Administrator from the Department of Intercollegiate Sports

**The Appeals Board decision will be final.**

**Note: A group may only go through this process one time per academic year.**

A Club Sport can be formed and recognized when the Office of Student Development determines that they are in accord with the stated purposes and policies of the University. A group of students wishing to form an organization must:

- Complete a Request to Organize form available from AMU 121
- Submit a list of at least five interested members
- Develop a constitution according to the guidelines in the Model Constitution (available in the Office of Student Development)
- If applicable, submit letters of support from the appropriate department, individual, or council (e.g. Greek organization, spiritual organizations, club sports)
- Submit the name of an advisor
- Meet with an Office of Student Development staff member to review organization policies and procedures
- Be approved by the Office of Student Development and the Student Senate of MUSG.

Following receipt of the Request to Organize form and preliminary approval of the group by the Office of Student Development, three organizational meetings may be held for the purposes of recruiting members and drafting the constitution by-laws. Facilities may not be used for events, and student organizations may not make a reservation for any event that requires a facilities charge or service fee.

Once the constitution is submitted, an MUSG Senate Committee will review it and then present the constitution to the full Student Senate for approval.

## **LEADERSHIP OPPORTUNITIES**

This handbook outlines procedures developed to ensure that all clubs are treated equitably. The accomplishment of each club will be a direct result of the efforts of its leaders and the participation of its members. Students are given the opportunity to become directly involved with the administration and supervision of their organization.

The club's primary officers should be prepared to devote time and energy toward developing the organization and assuring its continuity. Responsibilities include, but are not limited to:

- Serving as a liaison between club members and the Director of Club Sports
- Conducting club meetings/practice sessions and providing on-going daily management such as reserving facilities for practice and/or competition, planning fund-raisers, collecting club mail, etc.
- Ensuring timely completion of registration forms, facility request forms, travel forms and other forms.
- Ensuring all club members comply at all times with Marquette University Code of Student Conduct and information contained in this handbook.

## **COMMUNICATION**

An important role of the club officers, particularly the club president, is COMMUNICATION. Communicating with club members and the Club Sports Staff cannot be overemphasized. The club officer's/president's role is to serve as the liaison between their team and the Club Sports Staff.

The Club Sports Director operates with an open door policy for aspects of programming. Club officers, and club members are encouraged to use this open door policy as much as needed.

### **ELIGIBILITY FOR MEMBERSHIP IN CLUB SPORTS**

1. All full-time undergraduate students are eligible for membership in any club sport in accordance with the standards, academic or otherwise, established by each club.
2. Any part-time student, graduate student, professional student, faculty member or administrator may be an associate member of any club, but does so without the privilege of holding office or voting.
3. The officers of all clubs must be in good standing (not in academic or disciplinary probation) at the time of their election or appointment and throughout their terms in office.
4. Membership will also be approved by the individual club constitution guidelines.

### **CLUB SPORTS COACHES/INSTRUCTORS**

The key philosophy of the Club Sports Program has been the emphasis on student leadership and participation. It is the responsibility of each club to secure the services of a coach/instructor if they so choose to have a coach. The coach/instructor should limit their contributions to those involving their coaching skills and knowledge.

Club Sports coaches and instructors must be advised that any contract for their services is between the coach/instructor and the club. Coaches and instructors are not employees of Marquette University.

The following guidelines have been developed to assist coaches and instructors in fulfilling their responsibilities:

- Submit their coaching resume, read and sign the Coach/Instructor Letter of Agreement and attach copies of any certifications and/or licenses.
  - Coaches MUST submit the Coach/Instructor Letter of Agreement whether they will be receiving payment from the club or not.
- Stay up-to-date on club activities, competitions, meetings, etc.
- Adhere to all Marquette University Recreational Sports, national and/or league policies and regulations.
- Advise the club with respect to budgets, fundraising, scheduling, etc.
- Exercise reasonable care and caution in the execution of all coaching duties in order to minimize the risk of injury.
- Read and understand the contents of the Club Sports Handbook.
- The Coach/Instructor should restrict their contributions to coaching and/or instruction and should refrain from activities involved in the Club's management.
- Club Sports business matters (hosting tournaments, submitting forms, equipment requests, etc.) must be handled by the student member with the coach/instructor serving in an advisory capacity.

## **VIP ACCESS CARDS FOR COACHES**

Each club will be given courtesy memberships for **two** coaches that are good for access to the Helfaer Rec Center. Coaches who misuse their card will lose future access privileges to the facility and the Club Sport they represent may also face disciplinary action.

## **CLUB OFFICER DUTIES**

**PRESIDENT** (includes, but is not limited to)

1. Meet weekly with Club Sports Director
2. Serve as liaison between the club and the Club Sports Director
3. Complete procedures for registering as student organization.
4. Attend all Club Sports Advisory Council meetings
5. Complete MUSG Budget Forms with club Treasurer.
6. Complete all required Club Sports forms
7. Inform next club President of routines and guidelines for club operation.
8. If needed, update the club constitution
9. Meet financial obligations incurred as a club
10. Administer club meetings
11. Insure club abides by university's policies and procedures.
12. Oversee generation of funds
13. Publicize club activities
14. Approve expenditures of club funds with the member's desires

## **CLUB SPORTS ADVISORY COUNCIL**

The council will serve as an advisory group which assists the Club Sports Director in administering the Club Sports Program. This council is one of five coordinating councils on campus. Membership is restricted to all current club sports presidents. Meetings are held on a regular basis during the school year. It is mandatory that at least one club representative be present at each meeting.

## **ADVERTISING AND PUBLICITY POLICIES**

Various types of posting areas and bulletin boards are provided throughout the Marquette University campus to provide information to students, faculty and staff. The Office of Student Development must stamp all posted materials for approval. This stamp is certification that the sponsoring organization has met the following applicable conditions established by the Office of Student Development. Authorization may be refused if one or more of these conditions have not been met. This authorization is neither an endorsement of the activities nor of the subjective quality of the publicity, but rather allows the sponsoring organization to publicize the events in accordance with these procedures.

Material to be posted must be submitted to the Office of Student Development no later than three working days prior to the proposed date of posting, and events must be approved before publicity can be approved.

When posting in any area, local regulations supersede those set by the Office of Student Development. It is the responsibility of the organization initiating the publicity to comply with such regulations. Students wishing to post advertisements and notices in

buildings other than in the AMU facilities are urged to check with the appropriate college or department secretaries or building supervisors for rules governing posting in that building or area.

**The Following Must Be Indicated On All Material To Be Posted:**

1. The full name of the sponsoring organization
2. The time, date and place of events
3. Any entrance fees or costs to participate

Note: For all dances, parties, concerts the following must be on the publicity and tickets: Must have valid college ID, and 18 years of age with proper identification.

Only officially recognized Marquette University student organizations may advertise functions or activities within the campus area. Occasionally, when the interest to Marquette students would be great, small notices, either commercial or from other universities, may be posted if authorized.

Any organization failing to comply with these policies and procedures may lose their posting privileges as well as other privileges for a stated period of time. In addition, the organization may be charged the cost for the removal of the posters from the authorized location(s)

1. Posters must be removed within 24 hours of the completion of the event
2. Activities which are open to members and non-members of the organization may be publicized through general advertising media. However, notification of a meeting or event that is only open to organization members should be made by mail or by announcement at meetings.
3. Flyers and posters must be confined to bulletin boards and designated posting areas, such as kiosks, classroom announcement boards with faculty approval, and posting boards. Posting on walls, windows, doors, sidewalks, fences, buildings and grounds is strictly prohibited and all publicity placed there, with or without an approval stamp, will be removed. There may be only one poster or flyer publicizing a given activity on a bulletin board.
4. The maximum allowable size for poster 11x17 inches. The Office of Student Development may grant special consideration for special events that may require larger posters.
5. Posters for Milwaukee, State and Federal elections must conform to the stated posting requirements, including the student organization's sponsorship.
6. College, hall council, RHA, and MUSG general election campaign posters need not be approved, but they must meet all other criteria specified for posting. While campaign materials for all-university general elections may be distributed throughout the university, it is required that individual college elections be publicized only in those buildings used by the college holding the election. (Buildings considered to be part of the College of Arts and Sciences: Cudahy Hall, Johnston Hall, Marquette Hall, Wehr Life Sciences, Todd Wehr Chemistry, and Lalumiere Language Hall).
7. If a student organization wishes to distribute literature within the union, a lobby table may be secured through the AMU Event Management Office. A single copy of each item to be distributed must be submitted to and approved by the Office of

- Student Development at least five (5) working days prior to the proposed distribution of materials.
8. Banners may be displayed on campus and in the AMU only in certain designated areas. Reservations for banner space should be made well in advance to contacting the Event Management Office.
  9. If commercial posters are to be used, only those specifically designed for Marquette University will be permitted to be posted. All commercial posters must comply with all Advertising and Publication Procedures.
  10. No posters will be approved advertising or implying the sale or use of alcoholic beverages.
  11. Table Tents in residence halls must be approved through the Office of Residences Life AND the Office of Student Development.
  12. Any Organization wishing to chalk sidewalks and walkways must submit a written copy of the proposed chalking message for approval to the Office of Student Development at least 4 working days prior to the proposed date of chalking. However, chalking is not allowed on the sidewalk between the AMU and the Parking Structure, within 50 feet of any door, under any overhang (i.e. Olin Engineering or the AMU/Weasler walkway), on every sidewalk block or on any wall.
  13. All advertising and publicity that contravenes the moral teachings of the Catholic faith or is contrary to Marquette's Jesuit mission and philosophy will not be approved.

### **CHALKING ANNOUNCEMENTS ON CAMPUS**

Any organization wishing to chalk sidewalks and walkways must submit a written copy of the proposed chalking message for approval to the Office of Student Development at least three working days prior to the proposed date of chalking.

When chalking on campus, please remember:

- no chalking is allowed on the sidewalk between the AMU and the Parking Structure I
- do not chalk within 50 feet of any door
- do not chalk under any overhang (it will take a very long time to wear away)
- alternate sidewalk blocks so you are not chalking on every one
- chalking on buildings or walls is strictly prohibited

If you are already submitting a flyer for your event, and the message you plan to chalk is identical to what is on the flyer, simply notify the front desk staff. No additional submissions are required!

### **POSTING FLYERS IN THE RESIDENCE HALLS**

1. As with all campus postings, first take a copy to the Office of Student Development (AMU 121) to get it stamped. (Please remember this generally takes 24 hours).
2. Contact Rick Arcuri in the Office of Residence Life, Carpenter Tower 203, 288-7208, to reserve posting space in the halls because there are a limited number of postings in a given week.

3. Take your stamped original and make enough copies to hang in the residence halls (and anywhere else on campus you plan to post).
4. Count out and label your copies by residence hall and take the counted stacks to Rick Arcuri at the Office of Residence Life (Carpenter Tower 203). He will put them in Hall Director mailboxes to be delivered to the RA staffs.
  - Abbotsford 8
  - Carpenter Tower 13
  - Cobeen Hall 13
  - Mashuda Hall 15
  - O'Donnell Hall 12
  - McCabe Hall
  - McCormick Hall 23
  - Schroeder Hall 19
  - Straz Tower 16

### **TIPS FOR EFFECTIVE PUBLICITY**

- **Don't forget to allow for extra front end time.** This includes the 24 hour turnaround from the Office of Student Development as well as travel time for your flyers to get from the Office of Residence Life to the RA's hands (estimate approximately two days).
- **Follow these guidelines!** The hall directors and desk staffs will not accept flyers that have not gone through the Office of Residence Life. Although taking posters directly to the residence halls may seem like an efficient way to get them into the halls, it won't get them posted *and will most likely result in their being removed.* Follow the guidelines to ensure that your time and money are well spent.
- **Plan ahead to ensure your posters get space.** The Office of Residence Life tries to manage the number of posters going up in the halls so students' living spaces aren't wallpapered with flyers. If a number of groups are already posting in the halls that particular week, your flyers may not be accepted. For this reason, we recommend getting your posters in early so they are guaranteed space.

### **RESERVING TABLES IN THE RESIDENCE HALLS**

Student organizations often find it useful to host information tables in the residence halls to promote events they are having. To reserve a table in the residence halls, follow these steps:

- Register your event by submitting an Event Registration Form at least two weeks in advance.
- Take a copy of your event approval notification (sent to you via e-mail) to the Office of Residence Life to reserve a table.
- Remember that space is limited and other groups are interested as well. Be sure to plan ahead!

### **ADVERTISING WITH TABLE TENTS**

Advertising with table tents in the AMU, the Brew @ the Bridge, or the Residence Halls is a great way to promote your organization event. To reserve space in either location, follow these steps:

- After deciding you want to publicize through table tents, first contact Rick Arcuri at the Office of Residence Life (Carpenter Tower 203, 288-7208) to reserve space on the residence hall tables or Event Management (AMU 245, 288-7202) for AMU reservations. Please note that space is limited and you may not be able to reserve space if other groups have already done so. Be sure to call ahead before making your copies!
- As with all campus postings, take the original to the Office of Student Development (AMU 121) for a stamp of approval. (Please remember this generally takes 24 hours).
- Table tents in the residence halls require both an OSD stamp and a stamp from the Office of Residence Life.
- Take your stamped original and make enough copies for tables in the Residence Halls and/or the AMU.
- For table tents in residence halls count your copies out by location and take them, along with your confirmation, to the dining hall manager. You will need to place the table tents on tables using volunteers from your organization.
- For tables in the AMU, your organization is welcome to place them on the tables as soon as they are stamped and approved. Reservations are required. No more than two per table.
- PLEASE NOTE: Table tent space on AMU dining tables are not guaranteed. Staff will dispose of damaged or soiled table tents. Please have extras on hand to replenish as needed. In addition, table tents are removed when events occur in the Marquette Place and may not be re-set after the event.

Residence Hall Tables:

Cobeen	83
Mashuda	40
McCabe	
McCormick	70
O'Donnell	32
Schroeder	75
Straz	50

AMU Tables:

Annex	50
Brew Bayou	25
Brooks Lounge	20
Marquette Place	100

Raynor Library:

Brew @ the Bridge	20
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## **PUBLICIZING ON AXIS TV**

AXIS TV is a great way to get your message across without having to deal with copy costs. This form of publicity is available on AMU screens and on the ORL Channel (95) of campus cable. You will have to plan ahead because space for slides is limited. Just follow these steps:

1. Complete your Event Registration Form with the Office of Student Development and complete the AXIS TV portion of the form.
2. Outline what information you wish to include on your slide.
3. Go to the LEAD Center to set up an appointment with a staff member to assist you in the process of becoming a content creator and creating your slide electronically (you will only need to do this the first time you create a slide).
4. Submit your slide for display on AXIS TV.

Some additional things to keep in mind:

- Slides will run no more than 6 days prior to the event on the 3 AMU Screens
- Slides are available on a first come first serve basis
- Slides must be submitted for approval 2 weeks prior to the event
- Each slide will run anywhere from 3 to 7 seconds

## **GETTING COVERAGE IN THE TRIBUNE**

The Tribune is an excellent resource for generating publicity about student organization events. In addition to running advertisements (which cost you money), you can send information about your event to the reporting staff and generate interest that may result in a full article (which is free!).

When sending a press release to the Tribune writers, it is important to include the following information:

- Date, time and location of your event
- Admission costs, donation requests, ticket locations
- Full name of your event
- Full name of your organization and any organizations/departments that are co-sponsoring
- A paragraph or two detailing what the event is about
- Contact name, phone number and e-mail address for the person coordinating the event
- Information about any benefiting organization (for instance, if you are raising money for a charity or local service agency)

**You can contact the Tribune staff by calling 288-7246 or 288-1598**

## **GETTING THE WORD OUT**

### **A brief guide to publicity at Marquette**

#### **Posters**

All posters need to be stamped by the Office of Student Development before they go up around campus (including to residence halls). The good news is it generally takes no longer than 24 hours. Remember though: if you haven't registered your event with OSD, they won't stamp your poster until the event is approved, so turn in registration forms early!

#### **AXIS-TV**

AXIS-TV is a great way to get your message across without having to deal with copy costs. This form of publicity is available on AMU screens and on the ORL Channel 95 of campus cable. Be sure to plan ahead because space is limited.

#### **Campus Connection**

We are happy to highlight your organization event in *Campus Connection*. This publication is distributed at the start of each semester, so plan ahead and submit your

organizations information by July 25 for the Fall semester and November 20 for the Spring Semester.

### **Organizations Update**

This update is sent to over 250 leaders of student organizations via an e-mail distribution list. To include your event on the weekly calendar, simply register the event with OSD by completing an Event Registration Form. They'll take care of the rest.

### **Tribune**

The *Tribune* charges for actual advertisements, but sometimes a well-written press release. Writing a Press Release with a good amount of advanced warning will encourage one of the reporters to cover your event. Though you pay for advertising, have them write an article is FREE! Also, consider writing a Viewpoints letter to get published couple days in advance of your event.

### **Display Cases**

The Event Management Office (AMU 245) is the place to reserve 1<sup>st</sup> floor display cases – an excellent way to advertise big events FREE for two weeks. The library display cases are also available (tons of foot traffic through this space means great publicity). Reserve these by stopping into the dean's office (Rm. 106) or calling Michael Pate, at 288-7214.

### **Table Tents**

For tents both in the AMU and the Residence Halls, be sure to have them stamped by the Office of Student Development. As with all flyers, approvals generally take 24 hours. To reserve space, contact the Event Management Office (AMU 245) for the AMU or Rick Arcuri (Carpenter Tower 203) for the Residence Halls. NOTE: Unlike the approval flyers on which only one stamp is necessary, table tents in residence halls must be approved by the Office of Residence Life and the Office of Student Development.

### **Sidewalk/Classroom Chalking**

All chalking is approved by the Office of Student Development. Simply stop in and fill out one of the bright pink post-it notes with the information you would like to chalk and OSD will review it for approval. Again, this usually takes 24 hours. Please remember to check with various academic departments before chalking their classrooms!

### **AMU Stairwell banners**

The AMU Event Management Office (AMU 245) reserves banner space in the main stairwell. Stop in the office or give them a call at 288-7202. They do request that banners be professionally done, but that doesn't mean they have to be expensive. Stop by the Office of Student Development (AMU121) for information on how to design a banner that can be printed for free.

### **University Calendar**

If you like your event posted on the Marquette University Event Calendar, go to <http://www.marquette.edu/cgi-bin/suite/calendar/mucalendar.cgi> and click on Free Registration and follow the instructions. This is a good way to advertise your event.

## **NewsBriefs**

NewsBriefs are sent to students via email twice a week during the academic year. An event can be submitted to NewsBriefs at the following website: <http://www.marquette.edu/omc/communication/submit.shtml>. Please be aware there are submission deadlines that must be met. The Office of Marketing and Communication reserves the right to select which events are included in NewsBriefs.

## **Buttons!**

Make them in the LEAD Center and stick 'em on your committee! Word of mouth is very powerful!

## **Apparel and Logo Usage**

All Club Sports teams should use the MU monogram on anything they produce: merchandise, T-shirts, uniforms, etc. The MU monogram should not be altered in any way, and other logos should not be utilized. To obtain a monogram with your club's name on it, please contact the Office of Marketing and Communication at 288-7448, or visit <http://www.marquette.edu/omc/styleguides/logo-monogram.shtml> for more information on logo usage

## **FUNDRAISING POLICY**

Student organizations are permitted to sponsor fundraising activities. Only recognized and registered student organizations may sponsor a fundraising activity. There are three different types of fundraising activities: internal fundraisers, external fundraisers, and solicitations, donations, or in-kind contributions.

**The Office of Student Development must approve all fundraising activities sponsored by student organizations through completion and acceptance of an Event Registration Form. Fundraising activities must be consistent with the mission of Marquette University, and comport with all local, state, and Federal laws and ordinances.**

## **INTERNAL FUNDRAISERS**

Events sponsored to raise money for internal organizational use (e.g., operating expenses, organizational activities, etc.)

1. Contributions to internal fundraisers are not tax deductible. Student organizations may not rely on the university's tax exempt status in organizing or operating such an event and shall in no way imply that the university is a sponsor of the event.
2. The net proceeds of the fundraiser are to be dedicated only to funding the organization's activities that comport with the organization's stated purpose(s).
3. No raffles, lotteries, or sweepstakes may be held.
4. Fundraisers that promote the use and/or sale of alcohol (e.g. happy hours) will not be approved.
5. Fundraisers involving credit cards (e.g. credit card applications) will not be approved.

6. All applications must be submitted to the Office of Student Development for approval at least two weeks prior to the fundraising activity by completing an Event Registration Form.

### **EXTERNAL FUNDRAISERS**

Events sponsored to raise money for charitable, tax-exempt organizations external to the university.

The following policy allows recognized student organizations to use university facilities and sponsor events to raise money for another tax-exempt charitable, educational, or religious off-campus organization as defined under the Internal Revenue Code Section 501 ( c ) ( 3 ).

1. The proposed recipient must be an IRS-recognized 501 ( c ) ( 3 ) organization. A copy of the IRS determination letter verifying this status must be submitted with the application. All commercial or political activities or organizations as well as unorganized or unrecognized public groups irrespective of their avowed aims or purposes are strictly excluded as recipients.
2. The funds devoted to such purposes are to be confined to the net amounts realized from voluntary contributions made to such activity, and may not include any sums budgeted or allocated out of student activity fees, residence hall fees, or other general university revenues.
3. Contributions to external fundraisers must be made payable directly to external charitable organization and charitable organization. Contributions may not be made payable to the university. The student organization and charitable organization shall in no way imply that the university is a sponsor of the event.
4. No raffles, lotteries, or sweepstakes may be held.
5. Fundraisers that promote the use and/or sale of alcohol (e.g., happy hours) will not be approved.
6. Fundraisers involving credit cards (e.g., credit card applications) will not be approved.
7. All applications must be submitted for approval at least two weeks prior to the fundraising activity by completing an Event Registration Form, and include a copy of the Internal Revenue Code Section 501 ( c ) ( 3 ) form obtained from that organization.

### **SOLICITATIONS, DONATIONS OR IN-KIND CONTRIBUTIONS**

Asking for funds or donations of goods or services either for internal organizational use, activity, or in support of an approved internal or external fundraiser.

The following policy provides a means for recognized student organizations to occasionally solicit funds or contributions (in contrast with conducting a fund-raising activity or event) from students, faculty/staff, alumni, individuals who are not alumni, parents, corporations, and/or foundations, for the student organization's internal use directly related to its stated purposes, for an approved campus event, or in support of an approved internal or external fundraiser.

In addition to the guidelines delineated in this handbook for Internal Fundraisers, requests for solicitation of monies by recognized student organizations may be

considered for approval by the Office of Student Development provided they meet at least the following requirements:

1. The net proceeds of the fundraiser are to be dedicated only to funding the organization's activities that comport with the organization's stated purpose(s), or for a previously approved campus project.
2. No solicitations will be made or given for the benefit of another tax-exempt charitable, educational, or religious off-campus organization; or any commercial or political organizations or activities; or unorganized public or private groups irrespective of their avowed aims or purposes.
3. Funds requested are to be derived from voluntary contributions specifically made to meet the purposes of the approved solicitation.
4. Solicitation of a student organization's own members does not require approval from the Office of Student Development. Solicitations of any person or entity other than a student organization member (e.g. faculty/staff, alumni, individuals who are not alumni, parents, corporations, foundations) require review and approval from the Office of Student Development, in consultation with University Advancement as appropriate.
5. All applications must be submitted for approval at least two weeks prior to the fundraising activity by completing an Event Registration Form.
6. Solicitations or in-kind contributions (e.g., donations of gift certificates, products or services) must also comply with this policy.

## **EQUIPMENT**

All equipment is the responsibility of the individual clubs. It is important that equipment meets safety requirements for the specific sport. Any damaged equipment should be replaced immediately.

There is limited space at the Helfaer Recreation center for storage equipment. This is on a first-come/first-serve basis and requests must be made through the Club Sports Director. The Helfaer Recreation Center is not responsible for lost, damaged, or stolen equipment while in storage. Equipment inventory for each club will need to be submitted to the Club Sport Director at the start of each semester.

## **INVENTORY/MAINTENANCE**

1. All club equipment must be inventoried and a list submitted to the Club Sports Director as requested.
2. If club members fail to return club equipment, contact the Club Sports Director. A hold may be placed on their academic record which will help recover the loss.
3. It is the clubs responsibility to maintain all club equipment.

## **DISCIPLINARY PROCEDURES & PROCESS**

All Club Sports and their members and officers have an obligation to operate and follow all of the policies, procedures and standards of conduct set forth in this handbook, the Marquette Student Organization Handbook, and the Marquette University Student Handbook, guidelines of any appropriate national governing body, or directives otherwise articulated by the Department of Recreational Sports or Marquette University.

Disciplinary action may result from failure to follow any policy, procedure, standard of conduct, guideline or other expectation.

Sanctions that may be applied to clubs or individuals could include:

- Loss of ability to reserve and use facility space for practice/competition or store/use equipment
- Loss of funding
- Loss of travel authorization
- Removal of individuals causing problems
- Removal of officers, advisors, or coaches from their respective positions
- Letter to the National Governing Body removing the club from participation
- Loss of club sport status
- Individual or club probation
- Other disciplinary action by the Department of Recreational Sports or Marquette University

## **RISK MANAGEMENT**

### General Guidelines

To provide a safe and positive recreational experience for all participants, it is necessary to make efforts to prevent accidents and injuries before they happen. It is strongly recommended that every club sport implements and practices the following safety guidelines:

- Club sport officers, club members, coaches and instructors must maximize participant safety at all practices, games and other activities
- Develop and practice safety guidelines relevant to your sport
- Inspect fields and facilities prior to every practice session, game/match, and special event. Report unsafe conditions to Club Sports Director. Do not use facilities that are unsafe.
- At least two members for each club must be certified in First Aid/CPR

## **INJURIES/INCIDENTS**

1. Minimize the occurrence of accidents and injuries through sound risk management practices.
2. Follow appropriate documentation procedures should an injury occur.
3. If on campus, contact a building manager or sport supervisor to assist with the injury and fill out the **accident report**.
4. If off campus, the Club President should fill out an **accident report** form and submit to the Club Sport Director within 48 hours. If it is an emergency, contact the office as soon as possible

**\*Each participant must have a liability/waiver filled out and on file in the Club Sport Office prior to participating in any club activity**

## **NATIONAL GOVERNING BODY**

Each club should be members of their own national governing body. Many times, the national governing body will connect a club with other university and college groups who are actively pursuing similar goals, thus creating a network and support system for the club.

Clubs are strongly encouraged to become involved in their national governing bodies through membership, insurance coverage, event participation, conference attendance, etc.

### **ALCOHOL/DRUG POLICY**

The use of alcohol/drug by club members while participating in club activities will not be tolerated. Refer to the Student Handbook for further information regarding the policy on alcoholic beverages.

### **FACEBOOK/MYSPACE**

As with any new technology, Facebook, MySpace, and other social networking sites have both positive and negative aspects. It is important that club officers and members understand how these publications can have possible ramifications that can impact a club and/or Marquette University. Any club that has a “club page,” or club sports members that associate themselves on their personal pages with a particular club, must do so in accordance with the Student Code of Conduct of Marquette University. Additionally, club members should take care not to put anything on these pages that will negatively impact the image of the club or the university as a whole.

### **WEB PAGES**

All clubs **MUST** maintain a club website. The following is the minimum expectation for information on the website:

1. Must be updated by first week of each semester.
2. Must provide representative’s contact name and email for prospective members
3. Must give an overview of the club and its activities.
4. Must provide the current practice schedule with location and times.
5. Must provide the current game schedule with location and times ( if applicable).
6. Must have a statement on the front page stating the “ \_\_\_\_\_ Club is sponsored by the Department of Recreational Sports”

If there are pictures on the website, they must be relative to the sport or activity of the club. **DO NOT** post pictures of parties or social occasions.

### **TRANSPORTATION & TRAVEL**

Transportation is completely the responsibility of the individual clubs. Travel Itinerary forms must be completed and filed, prior to leaving, with the Club Sports Director for all away games.

### **UNIVERSITY-OWNED/ UNIVERSITY-LEASED VEHICLES AND DRIVER TRAINING POLICY AND PROCEDURES**

Any trip or driving activity where students are using university-owned vehicles will require student drivers to participate in a university training program. Please contact the Club Sports Director for more information on this policy.

#### **INSURANCE DEDUCTIBLES**

The University, Department of Recreational Sports, and the Club Sports Program will not be responsible for insurance deductibles incurred by the individual club members

or by an individual club's actions. These deductibles will need to be paid in full by the individual or the club.

### **CO-PILOT**

A co-pilot must be assigned while traveling in any vehicle. The co-pilot is the individual riding in the front passenger seat and is responsible for the following:

- Using the cell phone if necessary
- Keeping the driver awake and alert
- Helping the driver navigate
- Changing the radio
- Making sure the driver is not being distracted in any way from driving

### **WEATHER CONDITIONS**

Should severe weather conditions arise while traveling, pull over to the side of the road and call the Club Sports Program staff for assistance. Examples of this would include severe thunderstorm, a snow storm, or icy roads.

Depending on the situation, arrangements will be made to ensure your club has a safe trip home. Safety is out #1 priority!

### **SEAT BELTS**

While traveling in any vehicle while on club business all drivers and passengers are required to wear seat belts. Failure to do so may result in the loss of travel privileges for the individual and potentially the club.

Both the travel and safety coordinator are responsible for enforcing this policy and state law.

### **DUPLICATING CHARGES**

Photocopying- Fewer than 50 copies, no charge. Over 50 are \$.10 per copy.

### **MAILBOXES**

Each club has a mailbox located in the Helfaer Recreation Center. Newsletters, general notices, mail, etc., will be placed in the mailbox. Club members should check their mailbox weekly to ensure their club receives all pertinent information.

### **HAZING POLICY**

It is a violation of the Student Conduct Code for a student or student organization to participate in hazing or harassment which includes actions or situations that do or could result in mental, emotional, or physical discomfort, embarrassment, ridicule, or endangerment whether intentionally, for fun, or by consent.

Wisconsin Statute 948.51 (1) on hazing or "forced activity" means any activity which is a condition of initiation or admission into or affiliation with an organization, regardless of a student's willingness to participate in the activity. Hazing also includes any action taken or situation created, intentionally, whether on or off-campus, that produces mental or physical discomfort, embarrassment, harassment or ridicule. This includes any action that endangers the health or well-being of an individual, is personally degrading, has an adverse effect on the academic performance of the student, or which violates any federal, state or local statute or University policy. Individual or group consent to hazing activity in no way validates the activity or excludes those perpetuating it from being charged a crime.

Individual members, or entire Club Sports who violate this policy are subject to University disciplinary action, as set forth in the Marquette University Student Handbook. The Wisconsin Statute on Hazing, 948.51, is available at:

<http://www.legis.state.wi.us/rsb/stats.html>.

Examples of activities or situations that could meet the definition of hazing include, but are not limited to the following:

- Keeping the date of initiation/induction a secret; requiring signatures for initiation
- “Kidnapping” of any member, leaving members stranded in a remote location to find their way home, or scavenger/treasure hunts
- Any form of forced physical activity and/or exercise, whether extreme or not (i.e., push-ups, sit-ups, or other calisthenics, runs, walks, etc)
- Physical harassment such as paddling, hitting, beating, slapping, pushing or striking
- Marking or branding
- Personal servitude of any kind (i.e., phone duty, cleaning, yard work, doing errand, etc.)
- Forcing or encouraging ingesting any type of liquid or solid matter, edible or non-edible (i.e., alcohol, chewing tobacco, goldfish, raw onions, spoiled food, dirt, etc.)
- Requiring the carrying of an item around campus such as paddles, rocks, books, shields, etc.
- Requiring the wearing of unusual, embarrassing, or uncomfortable clothing
- Sleep deprivation or requiring/encouraging anyone to sleep anywhere other than their own residence or bed
- Preventing personal hygiene, communication with certain groups, and/or restricting places that new members can go on campus or in the community
- Verbal abuse such as yelling or screaming or labeling with silly or embarrassing nicknames
- Any activity that interferes with a student’s academic pursuits (class attendance, studying, etc.)
- Requiring or suggesting that members vandalize, destroy or steal property or commit crimes
- Requiring anything of one group of members that is not required of another

## **COMMUNITY SERVICE**

Each Club Sport is required to do one Community Service Project during the academic year. Clubs must receive prior approval from the Club Sports Director. Disciplinary action will result in not completing a Community Service Project. It must be completed by May 1<sup>st</sup> with the verification form returned to the Club Sports Director. If the Community Service is not completed the club will be assessed a 50% fine (taken from the current year balance), with funds going to the clubs that did complete their Community Service Project. If the club has expended their current year funding, a 50% find will be assessed from the budget allocated for the next year.

## **STEP BY STEP GUIDE FOR PLANNING A SUCCESSFUL GROUP COMMUNITY SERVICE PROJECT**

### THREE WEEKS IN ADVANCE:

- Determine the interests of your organization, both personal and collective
- Find out how these interests relate to the needs of the community
- Determine possible dates and times for the project. Find out how many people are interested in participating and whether it will be a short or long term commitment
- Contact the Center for Community Service in the Office of Student Development (AMU 329) fill out a Group Request Form

### TWO WEEKS IN ADVANCE

- Finalize the date and time of your project by contacting the agency with which you will be working. Also set up an orientation to the agency for the volunteers (either get information from them and have it before your project, invite an agency representative to campus for an orientation meeting, or have the orientation at the agency when you arrive).
- Send your group members a letter or an e-mail message reminding them about their participation in the upcoming project. Include information regarding the date, time, and location of the project as well as a list of what they should bring with them and guidelines for appropriate dress on the day of the project.

### ONE WEEK IN ADVANCE

- Set up definite transportation to and from the agency for all of your volunteers

### DAY OF PROJECT

- Provide an orientation for your group members. Let them know background information about the agency they will be placed at the volunteering they will be doing. Involve the agency representative if possible.
- Volunteer! Have fun!

The staff members of the Center for Community Service are available to assist you with any of these steps in your planning process. The Center also includes helpful resources for contacting agencies and developing orientation, training, reflection and evaluation processes. Stop in or call the Center at 288-1412