

**Montana State University
Club Sports Handbook
2024-2025**



MONTANA STATE
CLUB SPORTS

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Introduction

The Club Sports Program is an integral part of the Campus Recreation Department at Montana State University. Club Sports represent a connection between the University's athletics programs, intramural activities, and physical education offerings. Each team is created, developed, and governed by the student membership of each club individually, with professional guidance administered by the Campus Recreation Department. While the Campus Recreation administrative staff will assist teams in every way possible and provide oversight of Club Sports activities, the responsibility for team administration and organization lies with team officers, coaches, and members.

Office Hours & Contact Information

Student Wellness Center
Montana State University
950 W. Grant Street
Bozeman, MT 59717

Office Hours: Monday-Friday 9:00 AM – 6:00 PM

2023-2024 Competitive Sports Professional Staff

Jocelyn Larson – Associate Director of Programs jocelyn.larson@montana.edu
Madi Luney – Senior Coordinator, Competitive Sports madison.luney@montana.edu

Club Sports Recognition

The purpose of the Club Sports Program is to provide opportunities for students interested in specific athletic activities to improve their skill and participate in extramural competition. The Campus Recreation Department assists in the development and growth of Club Sports and its student leaders to promote the success of the clubs.

Maintaining Club Sports Status

During the academic year, each club must meet certain requirements to maintain their status and good standing within the Club Sports Program. The progress of these requirements will be assessed throughout the academic year, concluding in a full Organizational Review of each club at the end of the Spring semester. Completion of the following requirements will affect their access to Club Sports benefits including, but not limited to funding, facility access, travel, etc.:

Requirements	Value
Club completes 6 hours of Community Service per Active member	8
Club matches 100% of allocation funding	8
Club competes at least 3 times in-season	6
Club participates in 2 cross-club events	8
Officers complete all required trainings	15
Officers attend required meetings throughout the year	6
Constitutions and Bylaws are updated and submitted	3
Transition documents are submitted on time	2
Club Rosters are accurate and complete	8
Event Requests are submitted on time	4
Travel Requests are submitted on time	8
Reports and Logs are submitted on time	8
Club is fiscally responsible with purchases, dues, and mgmt.	8
Club attends Catapalooza	4
Club represents MSU with respect, dignity, and integrity	4
Total	/100

Club Standings: Club Standings within the Club Sports Program will be determined by the progress of required targets that are assessed throughout the academic year. Clubs will go by the following grading to help determine status and the privileges that their clubs receive:

Blue Level	90-100
Gold Level	80-89
Orange Level	65-79
Maroon (Suspension/In-Review)	0-64

Incentives Program

Club Sports teams will have the opportunity to gain additional points to be spent periodically on priority practice/event time slots, supplementary funding, and other items. Points are received during status review periods and can be used at the following Officer meeting. Club teams can earn points through the following:

Activity	Points
Hosting a Tournament (3+ schools not including MSU)	6 per school
Additional Community Service	5 per hour
Additional Cross-Club Events	15 (25% of roster)
Additional Fundraising	5 per \$100 (cap at 50)
Attending Another Club Game/Event	15 (5 members min.)
Club Bonding Event – Game Night, Team Dinner, Activity Outside of Sport, etc.	10 with own club 20 with another club
Host an Alumni Event	10
Participate in On-Campus Events	15 (50% of roster)
Participate in Campus Rec Programs	20
Volunteer at Campus Rec Event	30
Club Exposure (Social Media/News)*	10 Local/State 15 Regional 20 National
Signing a New Donor/Sponsor	20
Attending Athletic Events	10 (5 members min.)
Additional Points Awarded (at discretion of Staff & CSEB)	Varies

**Specifically recognizing MSU club, Does not include league rankings*

Standards of Conduct

The basic concept underlying the Montana State University standards of conduct is that students, by enrolling in the University assume an obligation to conduct themselves and their organizations in a manner compatible with the University’s function as an educational institution. All team members must maintain high standards of behavior and sportsmanship on and off the field as a representative of the University and Campus Recreation department.

Hazing

Campus Recreation and the Club Sports Program at Montana State University endorses the anti-hazing policies set forth by the University. Club teams found to be in violation of the MSU anti-hazing policy will undergo serious disciplinary action, including grounds for suspension from the Club Sports Program. Hazing can be defined by any of the following, regardless of consent:

1. Performing acts that creates substantial physical or mental harm
2. Produces mental or physical discomfort, embarrassment, harassment, or ridicule
3. Involves the consumption of foods, alcoholic beverages, drugs, or other substances that endangers the physical or mental health and safety of an individual
4. Involves any activity that could cause extreme mental stress, such as sleep deprivation, isolation, acts that subject another to embarrassment, shame, or humiliation, engaging in morally degrading or humiliating games, etc.
5. Involves defacing or destroying public or private property, or cruelty to any animal

Off-Campus Conduct

University standards apply to all student conduct, both on and off campus, when representing MSU. Violations to University standards can be applied to acts committed on campus, on or in any property owned, leased, or controlled by MSU; or at any location where a student is engaged

in an official University activity or represents the University, such as travel to participate in any type of competition. Students may also be subject to disciplinary action for violations of local, state, and/or federal laws which occur on or off campus.

Individual Disciplinary Procedures

Failure of any team member to abide by rules, policies, and procedures set forth by the Club Sports Program and/or Montana State University, or conduct unbecoming to the team and detrimental to the University will result in one or more of the following penalties or disciplinary measures:

1. Warning or reprimand – written or verbal
2. Probation or Suspension from team participation
3. Holds applied to student accounts

Team Disciplinary Procedures

Club Sports teams who do not follow the policies and procedures as outlined by the Club Sports Handbook will be subject to disciplinary action in the form of frozen funding, loss of travel and/or practice privileges, suspensions, probations, and loss of status as a Club Sport/RSO. All team disciplinary matters will be reviewed by the Executive Board, Senior Coordinator of Competitive Sports, and/or Associate Director of Programs. Decisions can be appealed to the Director of Campus Recreation.

Marketing & Trademark Licensing Policies

Website and Social Media

1. Club Sports teams are responsible for their own individual team accounts on social media pending the completion of social media training by designated officers.
 - a. Social media accounts must be in compliance with University and Campus Recreation policies.
 - b. Clubs should use inclusive language on all platforms when promoting the club.
 - c. In accordance with federal freedom of speech laws, clubs cannot delete comments on social media which fall under freedom of speech. Clubs can delete comments that are assumed to be spam.
 - d. Clubs may utilize social media to acknowledge sponsorship partners and donors but cannot promote any commercial activity for such sponsors.
2. Club Sports may use the Montana State institutional name to indicate their location at the MSU campus. Use of the institutional logo may only be used internally for poster or banner display on campus.
 - a. Clubs must present themselves as a club on any websites or social media sites.

Apparel and Printing

Clubs can create their own logo or identity to be used on social media, apparel, uniforms, etc. under the following guidelines:

1. The use of logos must adhere to brand standards and may not be modified in any way or combined with other logos or verbiage. University logos must stand alone and be surrounded by clear space.

2. No alterations may be made to any of the Montana State marks or branding. A copyright mark must be present with any use of MSU logos, including the Bobcat.
3. Clubs may apply for the ability to use the athletics Bobcat logo. No cartoon, stylized, or vintage versions of the Bobcat are allowed.
 - a. Sponsorship partners of Club Sports do **not** have access to use any institutional logos unless approved by University Communications.
4. Images and/or logos of external sponsors are allowed to appear on uniforms or apparel with the Montana State or Bobcat logo but must be separated from any institutional logos. Sponsor logos should never be larger than institutional logos.
5. All club sports must use the word “Club” in their team names on apparel/merchandise (i.e., Montana State Soccer Club, Montana State University Club Hockey).
 - a. Clubs with an NCAA crossover (i.e., Alpine & Nordic Ski Clubs) must use the word “Club” on all competition uniforms in addition to regular apparel and merchandise.
6. All proofs and designs must be sent to and approved by the Senior Coordinator of Competitive Sports **before** ordering.
7. All products using MSU trademarked logos must be produced by an approved, licensed vendor. Failure to use a licensed vendor could result in a Club team not being allowed to wear uniforms or sell merchandise that they have already paid for.
8. Merchandise being sold to the public with Montana State University licensed trademarks are subject to royalty fees.

[Approved Licensed Vendors](#)

[Trademarks & Licensing](#)

Risk Management

Concussion Management

A concussion is a brain injury that may be caused by a blow to the head, face, neck, or elsewhere on the body with an ‘implosive’ force transmitted to the head. All concussions are considered serious injuries. Returning to play prior to full recovery can increase recovery time and/or increase the likelihood of long-term problems, including prolonged brain damage or death.

Signs & Symptoms: Concussions can occur without loss of consciousness or other obvious signs. A critical element of concussion management is candid reporting by the participant of any symptoms and awareness by other participants of concussion signs. The following are accepted signs & symptoms of concussions:

Signs (Observed by Others)	Symptoms (Reported by Player)
Appears dazed or stunned	Headache or ‘pressure’ in head
Confused about assignment/position	Nausea or vomiting
Forgets plays	Balance problems or dizziness
Unsure of game, score, or opponent	Double or blurry vision
Moves clumsily	Sensitivity to light
Answers questions slowly	Sensitivity to noise

Loses consciousness (even briefly)	Felling sluggish, hazy, foggy, or groggy
Shows behavior or personality changes	Concentration or memory problems
Can't recall events before hit/fall	Confusion
Can't recall events after hit/fall	Expressing "not feeling right"

A player who exhibits signs, symptoms, or behaviors consistent with a concussion, either at rest or during exertion, should be **immediately removed from practice or competition and should not return to play until cleared** by an appropriate health care professional.

Concussion Baseline Testing: Although it is not required by Club Sports program participants, it is strongly recommended that all members take a baseline examination prior to participation in practices, events, and other forms of competition. A computerized neurocognitive test is able to get a more accurate diagnosis of concussions and assist with return to play decisions. This can be done through most physicians and/or athletic training facilities.

First Aid & Certified Members

First Aid Kits: All Clubs will be required to have their own First Aid kit that is properly stocked at all times. This kit should be present at all practices, events, and trips where the Club is actively participating in. A kit will be provided at the beginning of the year with the basic materials necessary. It is the responsibility of the club Safety Officer to notify the Senior Coordinator of Competitive Sports when a kit needs to be restocked. Should a club require a second First Aid kit or a full restock, a First Aid restock form should be submitted.

Certified Members: Each club is required to have a Certified Member at all practices, events, and trips that the club is actively participating in. This Certified Member must complete CPR/AED, First Aid, and BBP training and submit their certificate to the Senior Coordinator of Competitive Sports to be listed as an active Certified Member. Certification can be done through the Campus Recreation department at any time throughout the year and will be active for two years following successful completion. All Trip Coordinators must also be Certified Members. It is strongly recommended that the Safety Officer be a Certified Member and Travel Coordinator.

Travel Procedures

All clubs wishing to travel for club competitions and events must be in good standing with RSO and the Club Sports Program. All club members wishing to travel to participate in club activities must be eligible for club sport participation, in good standing with the University, and be listed on the submitted Travel Roster. All University-related travel, whether by faculty, staff, or students, must be properly planned and approved in advance, following these procedures.

Travel Authorization

When a team is preparing to travel, they must follow this checklist:

1. Each team must submit a Travel Request Form at least 14 days prior to the trip.
 - a. Travel Request forms must also include a Travel Roster to be approved by ODOS. All individuals travelling with the club, approved drivers, and Trip Coordinators must be listed on this form.

2. All members travelling must complete their Fusion Club profile and be added to the club roster prior to their first trip
3. If driving an 8+ passenger vehicle, Driver Safety Training must be completed in advance of the trip.
4. Clubs must designate a Trip Coordinator that is CPR/AED, First Aid, and BBP certified for each trip and list them on the Travel Roster. The Trip Coordinator must complete the Travel Online Training prior to their first trip. It is strongly recommended that the club Safety Officer also act as the Trip Coordinator when travelling.
 - a. Teams must always travel with their First Aid kit.
5. Teams must complete a Post-Travel Report within five days following the end of their scheduled travel. This report should include all receipts and reports incurred on the trip.

Once a club is approved for travel, they will have access to a Travel Letter to be used in communication with professors. Travel Letters are NOT to be used as excused absences for course work, labs, and/or exams.

Risk Management Procedures

Inclement Weather: Clubs are responsible for being aware of all weather and road conditions prior to and during trips. Enterprise does not put snow tires on rental vehicles. In the event of severe inclement weather, clubs could be cautioned and/or suspended from travelling. If a club encounters severe weather *after* leaving for an approved trip, that club should contact the Senior Coordinator of Competitive Sports and the Office of the Dean of Students. Assistance will be provided to extend and/or find new accommodations until the club is able to safely return to campus. This includes extensions on class attendance excusal and working with professors to accommodate classwork and assignments for travelling members.

Accident/Injury/Incident Forms: An Accident form should be completed following any vehicle accidents while travelling. An Injury/Incident report should be completed for any injury that requires medical attention (i.e., First Aid, CPR, AED, etc.) or incident including misconduct or breaking Club Sports/University policies by club members during travel. Injury/Incidents include:

1. Violation of programmatic non-negotiables and/or student code of conduct
2. Violation of programmatic policy
3. An injury that requires more than a band-aid
4. Injury that requires ongoing care or care by a medical professional
5. Any situation that results in evacuation or early departure from a trip
6. Lost participant travelling with the club (defined as an unplanned absence from the group for more than 30 minutes)
7. Behavioral or motivational incidents that significantly affect the participant's or group experience (Occurring from within the club or from another institutions club)

Rental Vehicles, Driver Rules & Regulations

Rental Vehicles: If vehicles are requested for club travel, they can be rented through the Senior Coordinator of Competitive Sports on the MSU Enterprise Contract. When renting vehicles through Campus Recreation, they will be covered by MSU Enterprise Contract:

1. Fixed rate that is discounted from the regular rate
2. Drivers under 21 can be approved
3. State insurance applies to all vehicles

Driver Rules and Regulations:

1. When it is necessary to drive for long periods of time, it is recommended to follow these rules. No more than 10 hours of driving in one 24-hour period.
2. No driving between 12a.m. and 5a.m. except where the trip is solely to reach the destination and that destination is less than one hour in duration.
 - a. Must STOP to change drivers every four hours at an appropriate place (i.e., gas station, rest area, off an exit).
 - b. If an accident happens or your vehicle breaks down, you will immediately call 911 to report the incident.
 - c. Must wear seat belt at all times during travel.
3. Possess a valid driver's license to operate the type of vehicle involved.
4. Must not have received a citation within the past 12 months for any of the following: An automobile accident, driving under the influence of alcohol or drugs, or reckless driving.
5. Must be experienced and competent in the type of driving required and be in physical condition to be capable of driving safely.
6. Vehicles are duly licensed and registered and the driver is authorized to operate the vehicle.

Domestic Student Travel

Lodging and Flight Reservations

Hotel Reservations: Reservation requests must be made through the club's respective page on Lucid Travel when making hotel reservations with costs to be deducted from annual club funding. Airbnb requests should be sent by email to the Senior Coordinator of Competitive Sports and should include dates and the number of members who will be lodged.

Flight Reservations: Flights must be booked a minimum of 14 business days prior to departure through Lucid Travel. Once a deposit is paid on a group flight it cannot be changed, both for the flight date/time as well as number of passengers. Deposits are due 10 business days prior to departure. All flights are non-refundable 24 hours after booking. Flights not booked through MSU/Lucid Travel will not be reimbursed.

Finances

Campus Recreation is an entity of the Division of Student Success and is funded entirely by student fees. The various Campus Recreation programs are given priority facility scheduling,

administrative support, and are also responsible to comply with all University purchasing procedures.

Revenue

Teams may spend no more than their allotted amount from the Club Sports Program. Negative balances will not be allowed and will be considered a major infraction if not paid and settled prior to the end of the Spring semester.

Team Dues: All athletes are required to pay dues. Dues are managed and collected by the Club teams. Club Presidents must make arrangements with the Senior Coordinator of Competitive Sports for any special exceptions to this rule, such as a payment plan contract.

Fundraising: Each team will have a required amount of fundraising to complete each academic year, but additional fundraising is also strongly encouraged. Clubs must complete all appropriate fundraising documentation before completing any event to be able to receive funds.

Donations/Sponsorships: All checks must be mailed to or delivered in person to the Student Wellness Center. The proper mailing address that should be used is:

Student Wellness Center
“Your Club Sport”
950 W. Grant Street
Bozeman, MT 59717

Allocation Funding: Club Sports receives up to \$75,000 from reserved Student Organization fees to be given to the Club Sports Executive Board for allocation purposes. Clubs will be given allocation money based on several factors. Teams will be reviewed at the end of each year to determine status based on their progress throughout the year as outlined in the Club Sports Recognition section. Teams will be able to move up or down status levels throughout the year through Quarterly Reports to mark progress.

Teams in their inaugural year will enter as the Orange Level, with the ability to move up or down as any other club throughout the year. They will receive allocation funding just as any other club would.

Equipment: All equipment/uniforms must be approved before purchase if they use Montana State licensed trademarks and logos. Equipment that exceeds \$5000 in cost will be reviewed and approved by the Executive Board and Senior Coordinator of Competitive Sports. When the requisition has been approved, the Purchasing Department will forward the purchase order to the vendor to be shipped to the Campus Recreation Office.

Paying Officials: Any team who pays their officials directly (meaning not through the league) must secure work with their direct report to do preliminary screening with HR to see if they need to be hired or if they can just be sent a check. These forms must be turned in as soon as possible to avoid referees becoming upset for non-payment. If the officials work under the Intramural Sports Program and are state-certified, they are eligible to officiate club sports games and events and do not need to be pre-screened through HR. Clubs are able to use allocation funds to pay for

officials wages, travel, and accommodation so long as there is clear and concise communication well before any scheduled events. *****Please be aware that checks from the University take 4-6 weeks to process and send*****

Facilities & Equipment

Campus Recreation Facilities

The use of Campus Recreation facilities and equipment is a privilege, and all clubs are expected to respect the policies and procedures of facilities and equipment being used. This includes but is not limited to supporting and enforcing policies regarding use of facilities, cancellation of outdoor activities due to inclement weather and/or field conditions, and proper storage of university and club equipment.

Practices & Events: Clubs are responsible for cleaning up any trash and removing equipment and supplies from the playing area after each practice or competition. Clubs must reserve space for all official activity through the Senior Coordinator of Competitive Sports. No reservations may be made through Sports Facilities or the Wellness Center directly. Clubs are not guaranteed all the space they request but are guaranteed at least two practices per week. Practicing and/or holding events as an organization without a facility reservation can result in the loss of facility privileges.

Safety: Montana State University and Campus Recreation personnel have the responsibility of maintaining playing fields and indoor facilities. Part of this responsibility is to provide a safe environment when utilizing particular spaces for practices and events. It is important that a pre-activity check be completed before events begin. Coaches and club Officers have the responsibility to make every effort to provide a safe environment during practice and/or competition.

Clean-Up: Teams are responsible for fields/gyms clean up after any practice, game, or tournaments. Teams that leave facility spaces in disarray may be given a minor infraction and/or charged a clean-up fee.

Campus Recreation Student Employees: During all home games and tournaments, a Competitive Sports Supervisor will be assigned by the Senior Coordinator of Competitive Sports. All teams are to treat them with absolute respect, and communicate with them before, during, and after the games as needed. Their role is to be available to assist with injuries, manage crowd control, set up and tear down the facility space, aid officials, and ensure that all Campus Recreation policies and procedures are being enforced. Club Sports teams who attend other team's games should check in with this Supervisor to sign in for the Incentives Program.

Youth Camps and Clinics: Club Sports are able to host youth camps and clinics on campus. The Sr. Coordinator of Competitive Sports must be notified a minimum of one month prior to the event in order to run a youth camp or clinic. All participants under the age of 18 must have a parent or legal guardian sign an Acknowledgement of Risk Form. Protection of Minors training is required for all adults acting as volunteer coaches or assisting in any capacity with the camp/clinic.

Team Equipment Policies

Inventory and Storage Spaces: Club Sports teams will be given dedicated storage space in Campus Recreation Facilities for their equipment and uniforms when available. Club Officers will be responsible for maintaining an accurate and current equipment/uniform inventory and keeping their storage spaces clean and organized. It is highly recommended that all team items are stored at the end of the spring semester for the duration of the summer.

- a. Field sports that practice and compete at the Lambert Turf Complex will be given locker space in the Turf Building.
- b. Clubs using the Student Wellness Center and/or Shroyer Gymnasium will be given storage based on need and available space.
- c. Clubs who practice and compete off-campus should communicate with their facility hosts to secure proper storage on-site.
- d. Equipment purchased and owned by the club should never be kept at any residence or off-campus location unless approved by the Senior Coordinator of Competitive Sports.