Office of Student Involvement
Club Sport Policies and Procedures
2024-2025

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1. Introduction

The purpose of this document is to outline the policies and procedures for the management and operation of Wesleyan University Club Sports. These guidelines aim to ensure a safe, organized, and enjoyable experience for all participants.

2. Mission Statement

The Club Sports Program strives to provide students with opportunities to engage in competitive and recreational sports, fostering leadership, teamwork, and personal growth.

Definition of Wesleyan Club Sports:
By Timothy Peck, https://blog.collegevine.com/difference-between-intramural-and-club-sports)

College club sports are student-run, play against other schools, travel off campus, and even compete for championships. ***Those that meet this criteria will be considered a competitive club sport regardless if they use Wesleyan Athletics Facilities.***

Definition of Recreational Groups:

Recreational groups are generally more focused on casual participation and enjoyment rather than competition. Their primary aim is to provide a fun and social environment. Participation in recreational groups is usually more flexible. There may be no regular practice schedule, and members can join in on activities as their time allows.

Recreational Groups are overseen by the Office of Student Involvement and will be treated the same as all other WSA recognized formal organizations. They are expected to adhere to the policies documented in the Club Leader Manual. Recreational Groups are excluded from the policies outlined in this document for competitive Club Sports.

3. Organizational Structure

The Office of Student Involvement and Wesleyan Athletics oversee the Club Sports Program and provide support and guidance to club officers.

Individual Club Officers: Responsible for the day-to-day operations of their respective clubs. Each group must assign a Financial Manager, Risk Manager, and Primary Contact in their WesNest Roster. More information on the roles and responsibilities of these positions can be found in the Club Leader Manual.
All Primary Contacts, Financial Managers and Risk Managers must attend a mandatory meeting with OSI and Athletics in September - regardless of what season your sport plays in.

4. Club Sports Recognition and Registration

4.1 Recognition Criteria. In addition to meeting all of the criteria as a Formal Organization recognized by the WSA, all Club Sports must:

- Be student-led and student-governed.
- Have a minimum of 7 active members.
- Submit a constitution.
- Have a faculty or staff advisor.
- Must hire a coach - coaches are required to travel with teams off campus for practices and competitions.**(New as of Fall 2024.)**
- Obtain signed contracts and proof of insurance with the Universities/Colleges they are competing with. These must be signed by a University Administrator. **(New as of Fall 2024.)**
- Obtain signed contracts and details for certification with the leagues to which they belong. These must be signed by a University Administrator. **(New as of Fall 2024.)**
- Submit in advance of their season a proposed practice schedule and dates of all on and off campus competitions. This information must be uploaded to their WesNest page and kept up to date. **(New as of Fall 2024.)**
- Keep an accurate roster each semester and ensure each member signs the CLUB SPORT WAIVER. The roster submitted to Athletics must match what is listed in WesNest.

- Meet with University Athletics to arrange use of their facilities and get estimates of projected costs. Those that do not use athletic facilities will meet with OSI. Facility Fees that are outlined in the Athletics Club Sport Policies will be covered by the WSA and do not need to be requested in advance to the SBC. Anything outside of what is outlined will not be covered and Clubs will need to submit a funding request in advance.
- All members must attend required training regarding:
    - Concussion Protocol
    - Travel Guidelines
    - Injury / Accident Reporting
    - Emergency Weather Protocols
    - Anti-Hazing
    - Sexual Assault Prevention
- Athletic Trainers are required to be present at all home athletic contests. Clubs will be responsible for paying these individuals in addition to any required referees. **These expenses must be requested and pre-approved by the SBC.**

4.2 Registration Process: Clubs must follow registration procedures as outlined in the Club Leader Manual by the designated deadline. Which include:

- Providing a list of current officers and members.
- Submitting an annual budget proposal (to be part of Club Re-Registration 2025)
- Attending mandatory training sessions and meetings.
- Submitting the necessary information to hire a Coach (Required during Club Re-Registration 2025):
    - Club Sports may ONLY request to hire a coach in the spring during the Re-Registration period. Coaches must be hired through Human Resources and a background check is required. Your primary contact must complete the online club sports re-registration form and provide a job description, the work start and end date, the hours the coach will work per week, two professional job references from the coach and the payment amount for the academic year. Club Sport leaders must inform the coach that they will be taxed as a Wesleyan employee.
    - The OSI Fiscal Management Coordinator will review all forms after your club sports organization has been officially approved by the OSI Clubs and Organizations Coordinator. Your club must be classified as formal and have an account number.

Steps	Hiring Process	Timeline

1	Complete Club Sports Re-registration and complete the Coach or Instructor Hiring Form within the re-registration process.	May 1st to the end of June
2	Job Posting processed through Careers at Wesleyan.	3 to 5 business days
3	Fiscal Managers to review and approve the request.	2 to 3 business days
4a	Cabinet Member to review and approve the request.	2 to 3 business days
4b	Provost or Department Head to review and approve the request (if the requested Coach is a Wesleyan employee).	2 to 3 business days
5	Human Resources to post jobs, process background checks and provide applicants with pertinent work eligibility forms.	Avg 7 to 10 business days – the background check may take longer
6	New Exempt Employee to complete work eligibility and tax paperwork.	3 to 5 business days
7	Payroll to set up payment for new exempt employees.	5 to 7 business days

5. Membership and Participation

5.1 Eligibility:

- All currently enrolled students are eligible to participate.This may require teams to participate in more than one league if they are separated by gender.

5.2 Membership Dues:

- Clubs may charge membership dues to cover expenses. Dues must be approved by OSI by meeting with the OSI Fiscal Coordinator prior to the start of your season.

6. Club Sports Operations

6.1 Meetings:

- Clubs must hold regular meetings and maintain meeting minutes.
- Primary Contacts, Financial Managers and Risk Managers must attend the mandatory Club Sport meeting hosted by OSI and Athletics at the start of each semester.

6.2 Practice and Competition:

- Clubs must submit practice and competition schedules for approval.
  - Must complete Travel Form prior to any travel plans.
- Facility reservations must be made through Athletics / OSI
- Review and agree to attached Athletics policies and procedures.

7. Financial Management

7.1 Budgeting:

- Clubs must submit an annual budget to OSI / SBC during re-registration to include coaches fees and job description.
- Budget must include anticipated expenses and sources of revenue.

7.2 Fundraising:

- All fundraising activities must be approved by OSI by meeting with the OSI Fiscal Coordinator preferably prior to the start of your season, and at least 4 weeks prior to the fundraising event.
- Clubs must maintain accurate records of all fundraising activities.

7.3 Expenditures:

- All expenditures must be approved by the Club Financial Manager..
- Receipts and financial reports must be submitted to OSI.
- **Paying Referees, Trainers, & Athletic Officials:**
  - If you are paying an outside contractor who has not previously worked for Wesleyan University, it is essential to follow the proper procedures to ensure timely payment. First, the contractor must be set up in the university's financial system, Workday, before any reimbursements or payments can be processed. If the contractor has not worked for Wesleyan before, they will need to complete a W-9 form, which can be accessed on the Finance and Administrative website.
  - The setup process in Workday typically takes 2 to 3 business days. Once the contractor is set up, OSI staff can then process the Financial

Reimbursement Form (FRF) for payment. To verify whether the outside contractor is already listed in Workday, please email OSI at involvement@wesleyan.edu before beginning the FRF submission process.

  - Note: Athletic officials such as soccer and basketball referees, umpires, linemen, etc. do not need a contract. They are paid per game and are not working with sports clubs or groups on an on-going basis. Therefore, they need to provide a signed invoice with game day information and the payment amount. The Financial Manager must take the invoice and include it when completing the Financial Request Form (FRF) for Non-Employee and Outside Contractors.

- **How to Submit a FRF for Athletic Officials**
  1. Go to WesNest
  2. Complete an online FRF
  3. Upload a signed athletic/trainer/official's invoice.
  4. The vendor must complete a Supplier Registration Form to create a W9.
  5. The FRF and attachments will be reviewed by OSI staff.
  6. If a W9 form is needed please have the vendor follow the steps below
     - Go to the Finance website.
     - Navigate to **Forms**.
     - Scroll down to **Payment Processing** and select **New Supplier Setup**
     - Under New **Supplier Setup Procedures**, click the **Supplier Registration Form** link
     - Send the link to the vendor (the person or business providing goods or services).
     - The vendor must contact you once the Accounts Payable office has set them up in the university's financial system, Workday.

8. Event Planning and Scheduling

8.1 Event Approval:

- All events, including on and off campus competitions, must be submitted via WesNest for approval.
- Event proposals must include detailed plans, budgets, and risk assessments.

8.2 Facility Use:

- Clubs must follow university policies for facility use.
- Damages to facilities will be the financial responsibility of the club.
- Review and agree to attached Athletics policies and procedures.

9. Risk Management and Safety

9.1 Risk Management Plan:

- Clubs must develop and submit a risk management plan.
- Plan must include emergency procedures and safety protocols.
- Review and agree to attached Athletics policies and procedures.

9.2 Insurance:

- Clubs must be approved through university insurance. To be approved, team rosters are sent to Wesleyan's insurance provider. It is imperative that your team rosters are accurate in WesNest and waivers are signed before the start of your first practice.
- All participants are required to sign the CLUB SPORT WAIVER.

10. Conduct and Disciplinary Procedures

10.1 Code of Conduct:

- All members must adhere to the university's code of conduct.
- All Club Sport Members must attend Sexual Violence Prevention Training.

10.2 Disciplinary Procedures:

- Violations must be reported to the Community Standards Board
- Disciplinary actions may include warnings, suspension, or revocation of club recognition.

11. Marketing and Communication

11.1 Promotion:

- Use of university branding must comply with university policies.

11.2 Communication:

- Clubs must maintain open communication with OSI. Regular updates on activities and events must be provided.
- Student groups who plan to travel off-campus for student group activities must complete a Student Club Travel Form on WesNest at least 2 weeks prior to the travel. This form is required for all student group travel purposes. If the form is not submitted before your travel plans, your group may be denied for any reimbursement requests for travel expenses. If needed, your student group can

meet with OSI to make credit card purchases for SBC approved travel arrangements.

- Sometimes, an incident is bound to happen within your student group. An incident is any situation, occurrence, or issue that causes disruption during your student group's operations, such as meetings, events, practices, games, and/or travel. This could include an accident during travels, an injury during activities, and/or faulty equipment at an event. The Accident/Injury (Incident) Report on WesNest is a formal process to gather details of the incident in case OSI needs to follow-up, as well as assist us to prevent future incidents, improve protocols, and/or coordinate with campus partners to reduce risk. Student groups should submit an Accident/Injury (Incident) Report within 24-hours of the incident. For life-threatening emergencies, please call 911 and Public Safety at (860) 685-3333. For non-emergencies, call Public Safety at (860) 685-2345.

12. Appendices

A. Appendix: Club Leader Manual
B. Appendix: Wesleyan University Athletics Club Sport Policies & Procedures
C. Appendix: Club Sport Waiver
D. Appendix: Sample Constitution template
E. Appendix: Budget Proposal Template (TBD)
F. Appendix: Risk Management Plan Template (TBD)
G. Appendix: WesNest Events
H. Appendix: Travel Form
I. Appendix: OSI Accident / Injury Report Form
J. Appendix: JEDI (Justice, Equity, Diversity & Inclusion) Statement Template