



BETHEL STUDENT GOVERNMENT

Clubs & Organizations

The Bethel Student Government Clubs and Organizations Manual

A Document for General Operation Procedures of
BSG-Sponsored Clubs and Organizations.

NOTE: The contents of this document are subject to change. Edited May, 2017 by KS

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General Information

The Clubs and Organizations branch of Bethel Student Government exists to mature Christian fellowship, unite students in their passions, and embolden initiative-driven leaders through the formation and operation of clubs and organizations at Bethel University.

Types of Clubs/Organizations:

1. **Academic:** Academic clubs include honor societies and groups based around a particular major or career field.
2. **Special Interest:** Special interest clubs include groups not affiliated with a particular department, major, or career. Rather, they are based around common interests.
3. **Club Sports:** Club sports compete at the intercollegiate level with other institutions throughout the Midwest. Club sports are teams that compete at a high level, but are not currently part of the MIAC varsity competition.

General Guidelines and Requirements:

1. **Clubs and organizations must be open to all Bethel undergraduate students.** Exceptions are made for honor societies with academic requirements, club sports based on gender, and any event that requires auditioning or travel arrangements.
2. **All clubs and organizations must have an advisor.** This advisor must be faculty/staff member at Bethel University and must meet the requirements for faculty/staff advisors. See Faculty Advisor page.
3. **Clubs and organizations must provide BSG with required information.** Sponsored organizations are part of BSG. Therefore, they must keep in contact with BSG and provide all information as requested by BSG or Bethel University.
4. **All financial guidelines must be followed.** Many financial guidelines are a part of Bethel University's financial policy. Failure to adhere could result in a frozen account or loss of club status.
5. **Clubs and organizations must maintain at least 10 members.** To start a group, there must be at least 15 original members. If club membership (i.e. regular attendance) drops below 10, BSG sponsorship may be revoked. In such situations club leaders must work closely with the Executive Director of Clubs and Organizations to increase club membership to at least 10 (ex. through marketing, recruiting).

6. **All clubs and organizations must adhere to the Covenant for Life Together and all Bethel policies.** Sponsored groups are representing Bethel University and are expected to conduct themselves in an appropriate manner, whether on or off campus.
7. **Hazing of any sort will not be tolerated.** Hazing is defined as “committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization.” Hazing is against Bethel policy and Minnesota Law (Article 7, Section 35, 127.465). Additional information is available in the Student Handbook and in the Office of Student Life.
8. **Club Sports must adhere to additional guidelines outlined in the Club Sports Manual.**
9. **Graduate students are not permitted to participate in BSG club activities.** Exceptions may be made by the BSG Advisor.

Starting a Club

Requirements for Starting a Club or Organization:

1. **Clubs and organizations must benefit the Bethel Community.** The club or organization must explain the benefit of adding this club or organization to Bethel.
2. **The mission of each club or organization must align with the Bethel University mission and BSG’s mission.** BSG exists to “Develop student’s God-given abilities, and inspire them to be used in kingdom building ways, by connecting students with events, opportunities, and solutions within Bethel and beyond.”
3. **All clubs and organizations must fulfill a need not already being met on campus.** Clubs should be reaching a population or interest of students which is not represented by other clubs or departments.
4. **All clubs and organizations must contain strong student leadership.** Each club or organization must submit leader names upon application.
5. **First year clubs and organizations must begin with at least 15 members.** To start a group, at least 15 original members must sign to indicate membership.
6. **All clubs and organizations must have an advisor.** This advisor must meet the requirements as listed on the Faculty Advisor page.
7. **First-year clubs and organizations must demonstrate an ability to continue beyond the current year and membership.** Clubs and organizations must benefit

- the Bethel Community through their mission and purpose beyond the enrollment of current club leadership.
- 8. All clubs and organizations must be approved by the Executive Director of Clubs and Organizations, the Student Body Vice President, the Student Senate, the Co-Curricular Advisory Committee, and Administrative Review. The Administrative Review may be appealed to the Provost.** Until approved by all groups, a club or organization will not be considered sponsored.
 - 9. First-year clubs and organizations will not receive funding from BSG.** During the first year, it is the club's responsibility to obtain funding from other sources such as student membership fees and fundraising.

Faculty Advisor

Advisor Eligibility:

1. Advisors must be a full-time staff or faculty member of Bethel University.
2. Advisors must provide a specific skill or knowledge, or represent a department that pertains to the purpose of the club or organization.
3. The advisors can serve no more than two clubs or organizations, though one is highly recommended.

Logistical Roles:

1. **Advisors are responsible for ensuring all representatives from their club attend a mandatory meeting in the fall.** This meeting will provide information on all of the requirements and procedures of BSG clubs and organizations.
2. **Advisors must oversee budget preparation and implementation for the club or organization.** This includes signing off on budget reimbursements as well as assisting with budget requests and allocation. See Financial Procedures page.
3. **Advisors approve all outside speakers and special club events.** See Event Approval on pages 7 and 8.
4. **Advisors provide accountability for upholding all University and BSG policies and procedures.** This includes BSG club procedures and university fundraising guidelines.
5. **Advisors must attend public events hosted by their BSG club or organization and are responsible for the programming.** If the advisor cannot attend the public¹ event, the club or organization's student leaders are responsible for ensuring the attendance and oversight of another advisor-approved Bethel faculty or staff person.

¹ See definition of "public event" on page 8.

6. **Advisors provide for the smooth transition of the club or organization from year to year.** This includes making sure that student leadership has been chosen by the members of the group in the spring to lead the following year and communicated to the Executive Director of Clubs and Organizations.
7. **Advisors assist with ensuring that membership records are kept and given to the BSG when requested.** Club status is based on student interest. Please refer to #5 of “General Guidelines and Requirements” on page 3.
8. **Advisors assist as a liaison between the University and the club or organization.**

Relational Roles:

1. **Advisors must be active in mentoring the leadership of the club or organization for which they advise.** This includes a mandatory once-a-month meeting with group leadership.
2. **Advisors are responsible for facilitating the growth of the club or organization.** While recruitment falls largely on the student leadership, advisors encourage the student leaders to ensure this happens.
3. **Advisors are a resource for the leaders as well as for the members of the club or organization they advise.**
4. **Advisors will assist the club leaders in understanding and interpreting the club or organization in light of the Covenant for Life Together.**

Event Approval

- A **private event** is one which is open *only* to the members of that BSG club or organization. A **public event** is one which is open to non-members of that BSG club organization (ranges from events which invite one or more Student Life, BSG club or organization, Campus Ministry, etc. group(s) to attend, those which are open to all Bethel community members, and those which are open to non-Bethel community members).
- All events, whether private or public, which **host outside individuals or groups** (i.e. non-Bethel community members as speakers, panelists, presenters, performers, etc.) must be approved at least **2 weeks prior** to the proposed event date **by the Executive Director of Clubs and Organizations and the BSG Advisor.**
- **All other events** (including but not limited to those which host Bethel faculty, staff or administration), whether private or public, must be approved at least **1 week prior** to the proposed event date.

Clubs must abide by the following rules and regulations regarding Event Approval:

- 1. Programming must be appropriate for and respectful of our Bethel community.**
- 2. If a BSG club or organization hosts a public event, the club or organization's BSG advisor must attend the event and is responsible for the programming.** If the club or organization's BSG advisor cannot attend the public event, the club or organization's student leaders are responsible for ensuring the attendance and oversight of another advisor-approved Bethel faculty or staff person.
- 3. Event attendees must adhere to proper behavior as outlined in the Bethel Student Handbook.**
- 4. Dances are not permitted unless directly sponsored by BSG under approval of the staff advisor for Student Activities.** All approved dances must uphold the university dance policy.
- 5. Club sponsored events should not conflict with any campus-wide programming.** Check Blink and/or the BSG website for calendars of events.
- 6. Any event that includes live performance by Bethel students (i.e. Bethel The VOICE, SNL, etc.) requires students to do a full audition/run-through including music and costumes.** All music, performances and attire must adhere to university guidelines.
- 7. For any event, BSG Clubs and Organizations student leaders and members are fully responsible to properly reserve any facilities on campus.** BSG Club and Organization student leaders and members are fully responsible for event set-up, take-down and clean-up.
- 8. BSG Clubs and Organizations cannot use outside catering for public events.** Sodexo must be used for all on-campus public² event dining.
- 9. BSG Clubs and Organizations which fail to uphold the Event Approval form submission deadlines may be penalized by having the proposed event denied and/or BSG funding revoked.**

Financial Procedures

Financial support is a significant benefit that BSG offers to sponsored clubs and organizations. However, with this benefit comes increased responsibility. Clubs and organizations are funded out of the BSG budget, which comes from the BSG Student Activity Fee. As a result, there are some required practices and procedures that may differ from those in other parts of the university.

² See definition of "public event" on page 8.

General Information

1. **Club funding is available once per year.** Funding Request forms will be made available to existing clubs over the summer. Clubs will be ineligible to receive funding if the Executive Director of Clubs and Organizations does not receive the forms by 11:59pm on the first Friday of Bethel's undergraduate fall semester. In the event that a club or organization misses the deadline, the club's student leader(s) **and** advisor(s) may partner with the Executive Director of Clubs and Organizations to propose a bill to the Student Senate.
2. **Budget numbers for clubs and organizations must be separate from any department or other university program.** The BSG funds, unlike other departmental funds, will roll over from year to year, including a negative balance. These rollovers can happen only if the club or organization's account is set up in this manner. Clubs and organizations are responsible for maintaining positive account balances. Negative rollover will be deducted from the club or organization's proposed amount on the Funding Request form.
3. **Funding from BSG is not guaranteed.** Regardless of whether or not funding was previously received, funding is based on need, participation, the club or organization's role in the community, the information provided to BSG through the submission of appropriate materials, and availability of funds.
4. **Bethel University is tax exempt in some situations.** Clubs may have access to Bethel's tax exempt status when paying with a Bethel credit card or when paying an invoice. Contact the Executive Director of Clubs and Organizations for tax exempt information. Abuse of the sales tax exemption could result in disciplinary action by the university. Note: Please check with the company to confirm if it accepts tax exempt forms, as not all do. Services are generally not tax exempt.
5. **Reimbursements must be signed by the Club Advisor, the Executive Director of Clubs and Organizations, and the BSG Advisor. Detailed receipts must also be included.** Reimbursements not signed by all three will not be processed by the Business Office. Additionally, reimbursements without detailed receipts will be returned to the initiator requesting the reimbursement.
6. **Banner finance access will only be given to the Student Body President, the Financial Officer, the Executive Director of Clubs and Organizations and the Associate Dean for Campus Engagement.** Banner (the university's accounting system) will contain the official record of club monies. For club account information, contact the Executive Director of Clubs and Organizations.
7. **Large purchases or expenses (uniforms, busses, etc.) should be made through the Purchasing Office which is located at the back of the Campus Store.** These

large expenses can be charged directly to club or organization account and will not require a personal reimbursement; they must be authorized by the advisor of the club or organization and processed through the Executive Director of Clubs and Organizations.

8. **Honorariums for speakers and guests must be paid through the honorarium form.** These gifts must be taxed as income for the receiver. Therefore, they must be processed through the Business Office.
9. **Any gift card reimbursement must be accompanied by a gift card form.**
10. **STUDENTS MAY NOT ENTER INTO CONTRACTS WITH ANY ORGANIZATION, PERSON, OR EVENT ON BEHALF OF BETHEL UNIVERSITY.** Contracts can only be signed by Bethel faculty and staff.
11. **Fundraising must follow the university's fundraising guidelines.** These guidelines are found in the student handbook and on the Community Life tab on Blink, and guidelines for club sports are outlined in the Club Sports Handbook. All fundraising projects must be approved by the Student Life Office. Failure to follow these guidelines could result in action by the university.
12. **Further information on the university's financial procedures is available on the Business Office's website.** The Business Office website is located on Blink.
13. **All Clubs receiving funds from BSG must abide by the Club Funding Policies as outlined in the BSG Operations Manual (BSGOM):**
 - **Clubs cannot spend BSG funds on any clothing or apparel.** Uniforms that are not personal and meant to be reused are acceptable for BSG funds. Exceptions include uniforms for sporting events.
 - **Items purchased by the team are considered team property.** Individuals must purchase from the team if they wish to keep equipment.
 - **If money is brought in from outside sources, it may be spent however club leadership deems appropriate.** Sources of additional income can include fundraising or club dues.
 - **Clubs cannot spend BSG funds on personal stipends or compensation.** This includes salaries for coaches.
 - **For club trip expenses, BSG funds can only be used for ground transportation.** Any transportation must be related to the clubs purpose and may not include airfare.

Club Funding Caps

As of May 2017, funding caps for the following club categories are as follows:

1. **Club Sports:** May be funded up to \$3,000 per year. Special cases may be approved by the Executive Director of Clubs and Organizations and Student Senate for up to \$5,000 per year and are based on need and attendance.
 - a. Club dues must be collected from each student participating in a club sport at a minimum of \$20 per year. This amount may be designated by the student leadership and club advisor.
2. **Academic Clubs:** May be funded up to \$1,500 per year. Special cases may be approved by the Executive Director of Clubs and Organizations and Student Senate for up to \$2,000 per year and are based on need and attendance.
3. **Special Interest Clubs:** May be funded up to \$1,000 per year. Special cases may be approved by the Executive Director of Clubs and Organizations and Student Senate for up to \$1,500 per year and are based on need and attendance.
4. If more funds are needed and a club or organization shows effort put into raising money using outside methods, Student Senate may be approached via bill for additional funding. There is no guarantee of additional funding from Student Senate.

Accessing Club or Organization Funds:

1. **Reimbursements:** Forms must be signed by the Club Advisor and given to the Executive Director of Clubs and Organizations. The Executive Director of Clubs and Organizations will then bring the form to Student Life to be signed by the Associate Dean of Campus Engagement. Detailed receipts must be included.
2. **Request for Payment:** Requests for payment are the same as reimbursements but include a mailing address and are used to reimburse non-Bethel individuals or organizations. They must include a detailed receipt or invoice and must be signed by the advisor. If money is needed in advance of a purchase, the Purchasing Office must be used.
3. **Cash Advances:** Cash advances may be taken from club or organization funds, but all change and receipts must be turned into the Business Office within 5 business days of the purchase.
4. **Deposits:** Deposits can be made at the banking window using available forms.
5. **Balance Information:** Banner information can be accessed by the Executive Director of Clubs and Organizations. Every club will receive an account balance update by request to the Executive Director of Clubs and Organizations.

*Failure to follow any of the above rules and procedures can result in the loss or freezing of club or organization funds and possible action by the university. Any financial expenses that are not approved or do not follow BSG and Bethel University policies may not be approved for reimbursement and may be charged to the individual.

Advertising

Advertising requirements and procedures vary greatly. Failure to follow guidelines can result in loss of advertising privileges.

BSG Social Media

1. **As a part of Bethel Student Government (BSG), official Bethel clubs have the ability to utilize BSG's Communications and Marketing social media platform.**
All guidelines below must be met in order to do so.
2. **Requests must be submitted by an official club leader to the Executive Director of Communications and Marketing via email.**
3. **High-resolution photographs or promotional designs must be compatible with Facebook, Twitter, and Instagram.**
4. **An appropriate caption must be provided using 150 characters or less and must include the name of the club.** All captions must be appropriate in nature and communicate effectively.
5. **Requests must be made for either (1) promotion or (2) celebration of an event or accomplishment of the submitting club.**
 - a. **Promotional requests**
 - i. The event must be easily accessible to students (on campus, nearby) and free for attendance.
 - ii. The opportunity must be open to the entire student body.
 - iii. The event may not be scheduled during the same time as an official campus-wide BSG event (Student Activities, Student Ministries, Student Leadership, UCB, etc.).
 - iv. The request must be made no less than one (1) week before the event.
 - v. Fundraising events may not be advertised using BSG platforms.
 - b. **Celebration requests**
 - i. A photograph must be submitted of the event.
 - ii. Requests may be made after a game win, large fundraiser, volunteering, or other similar event has occurred.
6. **The Executive Director of Communications and Marketing, the Director of Social Media, the Executive Director of Clubs and Organizations, and the Student Body Vice President reserve the right to change captioning or deny requests.** This may occur based on lack of photo resolution, requests of an inappropriate nature, size of event, or late request.

Posters

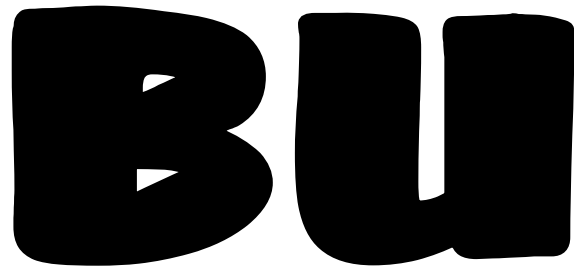
1. Posters must be approved by BSG for posting in the academic buildings. (They must be brought up to The Loft and stamped before being placed around the school.)
2. Posters may only be posted in the stairwells marked for “Approved Posters.”
3. Posters in residence halls require the approval of the RD.
4. Posters in the Monson Dining Center require approval from Sodexo.
5. Only blue painters tape may be used on ANY painted surface. Clear packing tape may be used on UNPAINTED brick walls only. All tape must be unseen from the front of the poster.

Commons Tables and Room Reservation

1. See the Loft receptionist to make a reservation for a room or commons table at least 24 hours in advance.

Webpage

1. Clubs and Organizations may have a link to their own webpage on the Clubs and Organizations section of the BSG website. Contact the Executive Director of Clubs and Organizations for more information.
2. If provided with a mission statement and leader names, clubs and organizations may be featured on the BSG website.



CLUB SPORTS

Additional Procedures and Regulations for BSG Club Sports

Club Sports Manual

The club sports manual is the official document concerning the operation of club sports at Bethel University. It is published in cooperation with the office of Student Life and the Bethel Student Government. Updated each year, it will serve as the official guidelines and procedures for all club sports. All coaches, captains, advisors, and players will be held responsible for the information contained within the manual. Failure to comply with all policies and procedures contained within this manual may result in loss of sponsorship, funding, or other disciplinary sanctions against individuals or teams.

Purpose of Club Sports

The purpose of club sports at Bethel is to provide students with the opportunity to compete on intercollegiate athletic teams which are not available through or are an alternative to varsity athletic competition. Additionally, club sports provide students unique leadership opportunities in managing and leading an athletic team. Club sports are sponsored and supported by the Bethel Student Government (BSG) and as a result are largely focused on the development and growth of students. Bethel University and BSG recognize that club sports offer extracurricular learning experiences for participants through involvement in fundraising, organization, administration, budgeting, scheduling and skill development.

Starting a Club Sport

Because of their significant cost in financial and personnel resources, new club sports will be carefully examined before becoming sponsored. Persons desiring to start a club sport should be aware of the guidelines listed in the Club & Organizations Manual on page three and the following stipulations:

1. **All club sports are responsible for finding their own coach if they choose to have one.** The coach does not need to be employed at Bethel University and must be approved by the Executive Director of Clubs and Organizations and the office of Student Life. BSG funds cannot be used to pay BSG club advisors or coaches.
2. **All club sports must provide an athletic trainer at all Home games.** This must be worked into the clubs financial budget. A list of some of the possible athletic trainers is attached to the Home Competition form. Please contact the Director of Clubs Sports for additional information about athletic trainers. **Exceptions may be made for non-contact sports if approved by the BSG Advisor.**
3. **All club sports are responsible for the cost of appropriate sports equipment. BSG funds can ONLY be used to purchase clothing and equipment that will remain with the team.** Funds gained through membership fees, donations or fundraisers may be used to purchase personal attire and equipment.
4. **All club sports are required to reserve practice fields at Bethel and fields for home games at least 1 month in advance.** Each club is responsible for the cost of these fields. All home field use must be reserved and approved by the Director of Club Sports one month prior to the home competition using the Home Competition Form.

Club Sport Personnel and Responsibilities

1. Captain

The captain is the student(s) responsible for the team activities. The captain should work with the advisor to ensure that all of the club guidelines are fulfilled.

Key Responsibilities:

- Know and follow the regulations stated in the BSG Clubs and Organizations Manual, especially those listed in the Club Sports section, and the Bethel University Handbook. Inform all club sports members of policies and procedures and insure that policies are followed.

- Communicate between the team and the BSG Executive Director of Clubs and Organizations concerning activities, problems, questions, or concerns.
- Ensure that all forms and budgets are submitted by the deadlines listed on the last page of the manual so that budget requests can be processed and approved promptly. Teams that do not have these forms turned in by the stated dates will not receive BSG funding.
- **Collecting and depositing a minimum of \$20 per participant per year in club dues.**
- Ensure that club sport members do not practice or play until both their **Emergency Contact** and **Athlete's Risk Acknowledgement Consent to Participate** forms are submitted and that the team signs and submits the **Final Team Roster**. These forms must be submitted by the deadlines listed on the last page, or else the club's funds will be withheld until the forms are completed and turned in to the BSG Executive Director of Clubs and Organizations.
- Make all travel arrangements, while abiding to the guidelines set by BSG Club and Organizations and Bethel University.
- Reserve facilities and schedule games and practices following the guidelines of the **Home Competition Form**.
- Initiate and supervise fundraising efforts—ensuring funding policies are followed.
- Work with team advisor's to ensure an accurate budget is prepared and submitted to the Bethel Student Association by requested date.
- **May not be compensated from BSG funds.**

Other positions may be assigned within the team to assist in carrying out duties. Examples of such positions would be co-captain, fundraising chair, treasurer, etc.

2. **Members**

While not held responsible for the leadership of the team, members should seek out opportunities to be a part of the various details required for the smooth operation of the team.

Key Responsibilities:

- Must be in good standing with the Bethel Community and standards.
- Members in poor academic or disciplinary standing may not practice or compete.
- **Payment of a minimum of \$20 per year in club dues which will be deposited to the club's individual budget.**

- Participation in team fundraisers.
- Submitting all requested information to the BSG Executive Director of Clubs and Organizations; **students will not be able to participate without the requested forms, and the teams will be penalized as well (See dates on the last page).**
- Adhering to all club sport policies.
- Conduct themselves in a manner that demonstrates good sportsmanship that positively reflects Bethel University and the character of Christ.
- Report any prior physical injury or health issue that may affect the member's safety or ability to play. This will be shared with the faculty advisor.

3. **Advisor** (See page 6 of the BSG Club and Organizations Manual for more guidelines)

Key Responsibilities:

- Approve the Final Team Roster and Club Sport Schedule.
- Work with the Student Life office regarding any issues related to certificates of insurance.
- Approve all plans for fundraising.
- Make sure that all reports of injury are filled out within 2 school days and submitted to the Director of Club Sports within that time period.
- Be sure that all club sport policies are enforced

While not all of these duties will be completed personally by the advisor, it is his or her responsibility to ensure their completion. All communication from BSG to the club/organization will be directed to the advisor because of his or her tenure beyond the single academic year.

4. **Coaches** (Advisor may also serve as a coach if they are able to meet the coaching criteria)

Key Responsibilities

- Do not have to be a Bethel Faculty member but must be approved by the Executive Director of Clubs and Organizations and the Student Life Office.
- Must be able to attend all games of the club sport. Substitutes may be approved in advance only by the BSG Executive Director of Clubs and Organizations and the Director of Club Sports.
- Help develop and improve skills of the team members.
- Assist with scheduling and facilitate safe practices and games.
- Promote sportsmanship on and off the field.

- Know the policies and procedures for club sports as defined in the Club Sports Manual.
- Volunteer their time or agree to a small stipend or hourly wage submitted by the club and approved by the BSG Executive Director of Clubs and Organizations if budgeted. NOTE: BSG funds cannot be used to pay advisors or coaches. Only membership fees, donations or fundraised money can be used to pay advisors or coaches.
- Follow the guidelines for Bethel employees when in the role as coach.
- Submit the Coach Agreement Form.
- May not be compensated from BSG funds.

Membership

Membership in a club sport is open to all full-time undergraduate students of Bethel University. In order to be considered a member of a team, allowed to practice and compete, students must have the following:

1. Signed Athlete's Risk Acknowledgement and Consent to Participate form
2. Emergency Contact form
3. Payment of \$20 per year (at minimum) club dues

(See due dates and information under Checklist and Forms)

Practices and Games Schedule

Each club must submit a current practice and game schedule to the BSG Executive Director of Clubs and Organizations each season, by the deadline stated on the last page of this manual. Failure to do so will terminate all funds for that club team. A tentative schedule of home competition and practice schedule must be submitted before practice can begin. All travel plans for away games should be included in this schedule. Games and practices should not interfere with class attendance. The BSG Executive Director of Clubs and Organizations reserves the right to approve or reject any proposed schedule.

It is both a responsibility and privilege to represent Bethel University through participation in a club sport. Recognition as a club sport is for one academic year. Continued approval for the existence of a club from year to year is not guaranteed. BSG and the Office of Student Life reserve the right to grant and revoke status of any club based on the policies included in and implied by this manual. Probationary status may also be prescribed to clubs not complying with the club sports policies. Disciplinary action may be taken against an individual or team who is found to be in violation of university policies on or off campus.

Competition

As a club sport, teams may compete with other colleges, universities, and viable clubs provided that the club meets all the necessary requirements for existence and all the proper paper work is completed and on file with the BSG Executive Director of Clubs and Organizations.

Requirements for Competition:

1. **Officiating.** For all club contests, it is important that qualified and impartial officials be selected and agreed upon by all teams.
2. **Hosting Competition.** Bethel University will host one home competition per club sport, as space allows. Home dates must be submitted to the BSG Executive Director of Clubs and Organizations at least one month prior to the home competition date. Availability of on campus facilities is limited because of Varsity Athletics and field wear and maintenance. It is the responsibility of the club captain(s) to reserve fields for home games.
3. **Home Game Criteria:**
 - a. Competition dates must be approved by the BSG Executive Director of Clubs and Organizations, the Athletic Department, and Facilities Management.
 - b. Since Bethel University Athletic Trainers are not available to club sports, teams must work with the BSG Executive Director of Clubs and Organizations to hire an Athletic Trainer to cover events hosted by Bethel.
 - c. Any cost incurred to host the competition will be charged to the team.
 - d. **If an injury occurs with either team and a certified athletic trainer is needed on the field, an accident report form must be filled out and turned into the Director of Club Sports within 2 work days from when the accident occurred and reported to the Student Life office.**
 - e. Home competition on Bethel University fields may be canceled due to weather or field conditions at any time by the Athletic Department, BSG Executive Director of Clubs and Organizations, or Bethel University Safety and Security. Every effort will be made to make decisions on play as far in advance as possible.

Accident Procedures

For accidents occurring on campus, Security and Safety must be notified. Transportation to an area hospital, if needed, may be provided by an ambulance or the injured player. All accidents, on and off campus, require the captain and/or coach to submit an Injury Report Form **within 2 work days**. All expenses incurred for treatment at the hospital are the responsibility of the injured participant.

Situations when an ambulance should be called include, but are not limited to:

- Head, Neck, or Spinal Injuries
- Unconsciousness
- Chest pain
- Trouble breathing
- Diabetic reactions
- Seizures

When it is deemed necessary to have an injured participant seen and/or treated by a physician, have him/her transported to the emergency room of a local hospital. It is recommended that, when necessary, a qualified service (e.g. ambulance service) be used to transport the injured participant. Rely upon the recommendation of the attending physician as to whether the injured team member can be transported back to campus and what accommodations to use (e.g. private vehicle)

When at an away contest, it will be necessary to determine your own procedures to follow if the host school/club does not have an emergency plan (i.e. number of ambulance service and hospitals, location of an area hospital, etc.)

All teams must have all emergency contact information at every team practice and game.

All BSG club sports must have a hired athletic trainer at all home events. An exception may be made for non-contact sports if approved by the BSG Advisor.

Equipment

Club members are expected to have their own equipment. All equipment must meet national standards for care, use, type of protection required, etc. It is the responsibility of the captain and advisor/coach to ensure that the proper equipment is being used and is in suitable condition.

BSG funds can only be used to obtain clothing and equipment that remains with the team from year to year. Personal equipment and attire, such as lacrosse sticks or uniforms the members may keep, must be purchased by each member's personal funds.

Team equipment may be stored at Bethel, as space allows, with approval of the BSG Executive Director of Clubs and Organizations.

Bethel University assumes no responsibility for any injury caused by the faulty equipment, improper use, or lack of required equipment.

Deadlines

The following forms must be completed by each club sport according to the timelines listed below. Failure to submit these forms on time may result in penalties prescribed by the Director of Club Sports, BSG, or the Office of Student Life. All forms should be submitted to the Executive Director of Clubs and Organizations unless otherwise noted.

1. Intent to be Active **and Funding Request**
 - a. Due by 11:59pm on the 1st Friday of Bethel's undergraduate fall semester
2. Athlete's Risk Acknowledgement and Consent to Participate
 - a. Due by October 31st or by the first practice, whichever comes first. If an athlete has not filled out this form, they may not practice.
3. Emergency Contact
 - a. Due by October 31st or by the first practice, whichever comes first. If an athlete has not filled out this form, they may not practice.
4. Coach Agreement Form (only for BSG club sports which will utilize a coach)
 - a. Due by October 31st
5. Final Team Roster
 - a. Must be turned in by the 3rd practice **or a date set by the Executive Director of Clubs and Organizations.**
6. Club Sport Schedule
 - a. Due by 1st Practice **or a date set by the Executive Director of Clubs and Organizations.**
- 7. Home Competition form**
 - a. Due at least one month in advance of a home competition to the Director of Club Sports**
8. Accident Report Form
 - a. Turned in within 2 work days post-accident