

NDSU Club Sports Manual

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Club Sports Mission – NDSU

Club Sports at North Dakota State University (NDSU) provides opportunities for personal growth, leadership, and connection through competition, recreation, and wellbeing programs.

Our mission is to:

1. **Play:** *We strive to create spaces where recreation can be enjoyed as co-curricular experiences that strengthen and broaden student learning outside the classroom.*
2. **Wellness:** *We Support all students in achieving a balanced, healthy lifestyle through participation in sport and recreation.*
3. **Competition:** *We Provide Club Sports athletes with the resources, guidance, and support needed to compete safely and successfully.*
4. **Community:** *We value opportunities for every individual across the NDSU community to seek out their sense of connection, belonging and Bison Pride.*
5. **Development:** *We expand the capacity of students to develop life-long skills in leadership, teamwork, and organization through student-run, student-led sport clubs.*

I. INTRODUCTION & ORGANIZATION

The Club Sports Program is an integral part of NDSU and the Wellness Center. With shared administrative oversight, club sports are supported by the, Congress of Student Organizations (CSO) and the Student Finance Commission (SFC), providing programs, services, and facilities that help our student-led teams thrive and foster a strong sense of belonging.

- **Assistant Director of Club Sports**
Provides leadership, advisement, and oversight of the Club Sports Program. Ensures compliance with university policies, risk management standards, and funding regulations.
- **Student Finance Commission**
Supports club operations through allocation disbursement, documentation, and record tracking. Ensures accuracy and accountability in reporting to the Student Finance Commission (SFC).
- **Club Sports Student Coordinator**
Student employees who assist with facility coordination, event supervision, compliance checks, and safety oversight during home events.

NDSU, The Wellness Center, Assistant Director of Club Sports, CSO or SFC reserve the right to immediately implement any rule change(s) or modifications(s) regarding policies or funding of the Club Sports Program at any time if deemed necessary for the safety or needs of the program. If any addition, deletion, or modification occurs, it will be added to this document and all Club Sports teams will be notified of the change.

Club Officers

Each club must maintain at least three officers one officer must be CPR/AED/first-aid certified and that person must be present at all practices, games, or events:

- **President:** Oversees overall operations and serves as the primary liaison with, CSO, and SFC.
- **Vice President:** Assists with club operations, rosters and compliance. Will ideally become club president when that position opens.
- **Treasurer:** Manages the club's external bank account, allocation funds, and maintains required **3-year financial records**.
 - **Safety Officer:** Is CPR/AED/first aid certified, ensures compliance with travel and risk management policies, submits injury reports, and maintains first aid resources.

Additional officer roles such as, Secretary, or Marketing Chair may be added based on club needs with the approval of the Assistant Director of Club Sports.

Each team is student-run and student-led, with professional guidance from the Club Sports office, CSO, SFC and University. The program's success depends on strong student leadership, active participation, and collaboration between student officers, members, and staff.

The Club Sports program provides students with meaningful opportunities for leadership, teamwork, and competition. Clubs are expected to operate responsibly while adhering to University, CSO, and Student Finance Commission (SFC) policies.

Club Classifications: Competitive & Recreational

Competitive Club Sports represent NDSU in organized intercollegiate competition and must compete in at least five events per year. Recreational Club Sports focus on participation, inclusion, and wellness, participating in at Club Sports events each year. All clubs are eligible for funding from the Student Finance Commission/Senate based on demonstrated participation, financial needs, and adherence to policies. See section VIII Finances for more information.

Competitive Club Sports

A Competitive Club Sport is a recognized student-run organization that represents NDSU in organized intercollegiate competition against other colleges or universities. Competitive Club Sports are designed to provide student-led opportunities for leadership, skill development, and competition beyond the recreational level.

To be recognized as a Competitive Club Sport, a club must meet the following standards:

Participation & Competition Requirements

- Compete in a minimum of (5) intercollegiate matches, tournaments, or sanctioned league events per academic year.
- Maintain membership in a recognized national, regional, or conference governing body for their sport.
- Submit annual competition schedules, event requests, travel forms, and rosters through, Fusion Club the official Club Sports management system at NDSU.
- Adhere to the rules, eligibility standards, and code of conduct established by their league or governing body, the university and its departments.

Organizational Requirements

- Maintain at a leadership presence of at least a President, Vice President, Treasurer, and one Safety Officer to oversee club operations and financial accountability. The Safety Officer can be one of the three previous mentioned officers but that officer must attend all home, or away events and practices.
 - Clubs can request an alternative format of leadership due to the nature of their organization but must first seek approval from the Assistant Director of Club Sports prior to implementing any alternative leadership structures.
- Submit all required rosters, forms, injury reports, and post-travel documentation through Fusion Club or appropriate channels.
- Maintain consistent communication with the Club Sports office and staff.
- Hold regular team meetings, practices, and service projects throughout the academic year in connection to their league schedules.

Compliance & Conduct

- Remain in good standing with, the University, Wellness Center, SFC, CSO, and their governing body.
- Abide by all University, CSO, and SFC financial and conduct policies.
- Maintain accurate and accessible 3-year financial records (including receipts, invoices, and allocation awards).
- Demonstrate fiscal responsibility and program transparency.

Funding Eligibility

- Competitive club sports are eligible for funding awarded through the SFC and student Senate.
- Allocations are determined annually based on Club Sports/SFC policies and classification, compliance, engagement, need, competitive success and available funds.
- Funds are distributed through university accounts via direct invoicing or reimbursement from expense accounts and may only be used for official club operations (e.g., travel, competition fees, equipment, uniforms, facility rentals, or officiating).
- The Assistant Director of Club Sports provides administrative oversight of all clubs and their university accounts but does not manage club external accounts or handle purchases.

Recreational Club Sports

A Recreational Club Sport is a recognized student organization that focuses on participation, recreation, and community building through sport or physical activity. These clubs exist to promote inclusion, skill development, and wellness rather than formal intercollegiate competition.

To be recognized as a Recreational Club Sport, a club must meet the following standards:

Participation & Engagement Requirements

- Participate in a minimum of two (2) events per academic year related to their sport or activity in a hosted or local league.

- Maintain an active roster of NDSU students and an annually updated constitution filed in Fusion Club.
- Submit event requests, participation rosters, and officer updates through Fusion Club.

Organizational Requirements

- Maintain at least a President, Vice President, Treasurer, and one Safety Officer to oversee club operations and financial accountability. The Safety Officer can be one of the three previously mentioned officers but that officer must attend all home, or away events and practices.
 - Clubs can request an alternative format of leadership due to the nature of their organization but must first seek approval from the Assistant Director of Club Sports prior to implementing any alternative leadership structures.
- Submit all required rosters, forms, injury reports, and post-travel documentation through Fusion Club or appropriate channels.
- Keep open communication with and follow all facility, safety, and conduct policies.
- Maintain accurate records of events, attendance, and finances for audit purposes.

Funding Eligibility

- Recreational club sports are eligible for funding awarded through the SFC and student Senate.
- Allocations are determined annually based on Club Sports/SFC policies and classification, compliance, engagement, need, competitive success and available funds.
- Funds are distributed through university accounts via direct invoicing or reimbursement from expense accounts and may only be used for official club operations (e.g., travel, competition fees, equipment, uniforms, facility rentals, or officiating).
- The Assistant Director of Club Sports provides administrative oversight of all clubs and their university accounts but does not manage club external accounts or handle purchases.

II. STANDARDS OF CONDUCT

General

All team members must maintain high standards of behavior and sportsmanship both on and off the field when representing NDSU. When visiting other campuses, team members are expected to respect local laws, regulations and authorities, and the same standards hold true for teams being hosted by NDSU.

All team members representing NDSU are required to follow University policies and standards of fair play. The Assistant Director of Club Sports—working with the CSO and relevant University administrators—may take disciplinary action consistent with University procedures (including temporary suspension of privileges) and will refer alleged policy violations to the appropriate office (e.g., Student Conduct, Equal Opportunity & Title IX Compliance, University Police) as needed.

Members of club sports are expected to treat all staff members with the highest level of respect at all times and in all situations. This includes University staff and staff at any location where club events are being held. There is **ZERO** tolerance for abusive language being used towards staff members in person or in online communications.

Representation

As representatives of the NDSU team uniforms and gear easily identify team members; therefore, the public may scrutinize the team when participating in local events or traveling out of the Fargo/Moorhead area. For this reason, it is important that team members **follow the NDSU Code of Student Conduct as visual entities representing NDSU**. Please reference the [Code of Student Conduct here](#).

Team members shall not:

- Use illegal or illicit drugs, consume alcohol while traveling, competing, and/or using facilities including lodging.
- Strike, attempt to strike, or otherwise physically abuse an official, opposing player, spectator, coach or teammate.
- Intentionally engage in or incite participants and/or spectators to engage in abusive or violent action.
- Use obscene or lewd gestures, profanity, or disrespectful language.
- Violate any NDSU rules or policies.

If an incident does occur, please contact you're the Assistant Director of Club Sports and inform them of the situation BEFORE they hear it from someone else.

Sportsmanship

All members of the Club Sports Program are expected to maintain the highest standards of sportsmanship, both on and off their field of play. If you have legitimate grievances, voice them at the appropriate time and to the appropriate people. Above all, compete in the friendly spirit of competition; be a gracious host to visiting teams, as a guest when you go visiting other teams, and be proud that you are representing NDSU.

Hazing

NDSU Anti Hazing Statement

NDSU (per the NDSU code of conduct policy 601) does not tolerate hazing, and hazing is prohibited regardless of location, intent, or consent of participants. Hazing is defined as any intentional, knowing, or reckless act committed by a person (whether individually or in concern with other persons) against another person or persons regardless of the willingness of such other person or persons to participate, that is committed in the course of an initiation into, an affiliation with, or the maintenance of membership in, a student organization; and causes or creates a risk, above the reasonable risk encountered in the course of participation in the institution of higher education or the organization (such as the physical preparation necessary for participation in an athletic team), of physical or psychological injury including, but not limited to:

- Whipping, beating, striking, electronic shocking, placing of a harmful substance on someone's body, or similar activity;
- Causing, coercing, or otherwise inducing sleep deprivation, exposure to the elements, confinement in a small space, extreme calisthenics, or other similar activity;
- Causing, coercing, or otherwise inducing another person to consume food, liquid, alcohol, drugs or other substances;
- Causing, coercing, or otherwise inducing another person to perform sexual acts;
- Any activity against another person in reasonable fear of bodily harm through the use of threatening words or conduct;
- Any activity against another person that includes a criminal violation of Local, State, Tribal, or Federal law; and
- Any activity against another person that induces, causes, or requires another person to perform a duty or task that involves a criminal violation of local, State, Tribal, or Federal law.

Regarding hazing, a student organization is defined as “an organization at an institution of higher education (such as a club, society, association, varsity or junior varsity athletic team, club sports team, fraternity, sorority, band, or student government) in which two or more of the members are students enrolled at the institution of higher education, whether or not the organization is established or recognized by the institution”.

It is the responsibility of organizations and their leadership in conjunction with the (inter)national organization, if any, to protect potential members, members, or others associated with the organization from any hazing activity or practice conducted, condoned, or encouraged by the current members of the organization, alumni, or other associates.

Hazing can be reported to the Dean of Student Office utilizing the NDSU Hazing Report Form.

NDSU Non-Discrimination Statement

NDSU does not discriminate in its programs and activities on the basis of age, color, gender expression/identity, genetic information, marital status, national origin, participation in lawful off-campus activity, physical or mental disability, pregnancy, public assistance status, race, religion, sex, sexual orientation, spousal relationship to current employee, or veteran status, as applicable. Direct inquiries to: Equal Opportunity and Title IX Compliance Office/ Director Heather Higgins-Dochtermann (Old Main 201, NDSU Main Campus, Fargo, ND 58108, 231-7107; heather.higginsdocht@ndsu.edu).

Off-Campus Conduct

All clubs are required to adhere to off-campus conduct as outlined in section [601 of the NDSU policy manual](#). All University standards apply to infractions committed on campus, on or in any property owned, leased, or controlled by the University; or at any location where a student is engaged in an official University activity or the student represents the University during Club Sports events, such as in travel, any type of competition/event, or recruitment efforts. Students may also be subject to sanctions for a violation of federal, state, or local law or of university standards, which could occur on or off-campus.

Individual Disciplinary Procedures

All club members are responsible for adhering to all University policies and any violation of those policies will result in referral to the appropriate departments or person for review and disciplinary actions.

- a. **Policy violations:** Allegations of abuse, discrimination, hazing, or harassment will be referred to the appropriate University office under applicable policies; interim measures may be taken to protect students and program integrity.

Failure of any team member to abide by the rules, policies, and procedures of the Club Sport Program while on Club Sports time (travel, events, home games, etc.), or any conduct unbecoming to the team and detrimental to the University will result in **one or more** of the following penalties or disciplinary measures:

- Warning or reprimand - written or verbal.
- Suspension from team participation - temporary dismissal from team activities for a specified time, after which the team member will be eligible to return.
- When applicable, referral to the Dean of Students, Equal Opportunity, and Title IX Compliance Office.

Team Disciplinary Procedures

Club Sports teams who do not follow proper policies and procedures as outlined in the Club Sport Manual and/or by the University while on Club Sports time or under representation of their respective club i.e., (travel, events, home games, practices, etc.) will be subject to infractions or allocations reductions, being placed on probation, or being suspended from the Club Sport Program. Sanctions for infractions will be determined and imposed by the Assistant Director of Club Sports—working with the CSO, SFC, and relevant University administrators. These parties may take disciplinary action consistent with University procedures (including temporary suspension of privileges) and will refer alleged policy violations to the appropriate office (e.g., Dean of Students, Equal Opportunity & Title IX Compliance, and University Police) as needed.

Minor infractions include, but are not limited to:

- Failure to submit required documents such as; Travel requests, injury reports, driver forms/tests before travel, purchase receipts from travel or other expenses, etc.
- Improper social media or web content
- Failure to maintain an accurate inventory of equipment/uniforms, etc.
- Failure of collecting completed tryout waivers from all participants prior to an event, game, match, or practice.
- Failure to clean up fields after events or to keep spectators off of fields during home events.
- Failure to gain approval for logos and word marks, or misuse of them. All designs must be approved!
- Teams using fields they have not scheduled or occupying unreserved space as a team.

Major infractions include, but are not limited to:

- Two or more minor infractions

- Misuse of team funds and/or abusive use of team funds or having a negative club balance at end of academic/fiscal year
- Not following proper purchasing procedures
- Displaying conduct that is incompatible with the University's function and purpose and the purpose of the Club Sport Program (i.e., unsportsmanlike behavior toward officials or opponents or inappropriate behavior on trips.)
- Destruction of property or equipment
- Allowing ineligible individuals to participate in team activities. Ineligibility can be caused by lack of waivers or NON NDSU student etc.

If more major infractions occur, or if the first infraction is serious enough, the following actions may also be taken:

1. Probation
2. University funds frozen
3. Loss of NDSU facility usage
4. Club banned from traveling outside of Fargo/Moorhead area
5. Suspension of Club Sport status with the university

The Assistant Director of Club Sports will notify the team representatives in an email about major infractions. This email will state the reason for the infraction, the possible/probably consequences of the infraction. It is also likely a meeting will take place between the team officers and the Assistant Director of Club Sports, CSO leadership and SFC.

Right of Appeal Students are afforded a one-step appeal process. The appeal must be submitted within five (5) business days of the Notice of Decision. The decision may be upheld, overturned, or modified, and is final.

III. TEAM MEMBERSHIP

Establishing a New Club Sport Program.

New Club Sports applications are submitted through a shared Qualtrics form accessible to the (CSO) and the Assistant Director of Club Sports.

1. Draft and submit a team constitution to the Assistant Director of Club Sports. The constitution should consist of the team's name, statement of purpose, membership requirements (including specifics as to number of players on the roster, traveling players, etc.), coach selection, election procedures, any specific code of conduct rules and/or restrictions pertaining to the specific team, financial arrangements, officer's duties, and frequency of meetings.
2. The interested student(s) must show that there is; involved, and committed student leadership capable of organizing and operating the team.
3. Provide names and addresses of national affiliate offices/officers, policies and procedures, amendment and ratification procedures.
4. The team must demonstrate that there are opportunities for competition and/or participation in the sport within they are applying for.
5. The team must be a sport not already offered by the Club Sports Program.

6. The sport must meet the criteria for acceptable risk levels as determined by the current standards applied to the sport.
7. Adequate facility space must be available in order to serve the team, and if none is available that may deter the team from being a member of the program.
8. All interested students are to be given the opportunity to participate in the Club Sport program. Teams holding tryouts before the beginning of the regular school year should schedule tryouts prior to students leaving campus for the summer, or offer a tryout at the beginning of fall semester.
9. The team must document if they have coach(es) that are qualified and willing to work with the team. Coaches will also be required to sign a NDSU Volunteer form, Club Sport Coach Agreement, pass a background check, and complete all required trainings prior to activities with any club.
10. The team must submit a planned budget for operations for the first year of existence. This budget is to document planned expenses, planned income and all projects and events planned for the year. The team should show that they are able to fundraise sufficient funds to support their team, as they will not be eligible for allocation money.

Year-one funding ineligibility. Newly recognized Club Sports are **not eligible** for university funding in their first year; they must demonstrate sustainability without allocations for one full academic year prior to funding consideration in the next cycle. If an existing student organization becomes a club sport and has been active for one-year the probation period may be waived.

All applications and presentations will be reviewed by staff, with final approval coming from the Assistant Director of Club Sports and CSO leadership. If the application to become a club sport team is not approved the applicants can appeal the decision by emailing the Assistant Director of Club Sports.

Benefits of Being Registered as a Club Sport

The following benefits are offered to Club Sport teams if they fulfill the requirements outlined by the, CSO, and SFC.

- Priority in scheduling facilities, free on-campus storage when applicable for the club and space. (storage units are in process not currently available)
- Recognition as official NDSU Club Sport capable of competing in intercollegiate leagues or governing bodies
- Administrative support through the Club Sports office (Fiscal Responsibilities)
- University funding through CSO and SFC (based on availability)
- Can use every approved University logo for uniforms and brand recognition. (Must adhere to all university marketing and logo usage guidelines)
- Opportunities to place marketing materials around campus including bulleting boards, floor graphics, and digital marketing spaces
 - All requests to use these spaces must be made with the college, or university department who oversees the space
- Ability to reserve space including rooms, contact tables and display cases in the Memorial Union, Wallman Wellness Center and other university facilities on campus

- Club Sports programs will also be granted one free event, competition, or tournament for their respective sport per semester in the Wellness Center
- NDSU outdoor fields are available to all clubs for events based on availability.
- Use of classroom or conference room space in the Wellness Center
- Usage of student ANNOUNCEMENT LISTSERVE based on club standing
- Eligible for NDSU Dining Grant
- Eligible to conduct raffles with application and approval from NDSU and the City of Fargo
-

Retaining Club Sport Status and Incentive Program

To retain Club Sport membership, clubs must maintain active status as a recognized club sports team. If a club fails to maintain status, they will be removed as an active club and must reapply to regain status as a new club complete with 1-year probationary period.

IV. TEAM RESPONSIBILITIES & REQUIREMENTS

Recruitment

The recruitment of new Club Sports participants can be managed in several different ways. Some teams hold tryouts and invite all interested students to participate during that time. Other teams welcome anyone who is interested in joining and are open to new players. A few recruitment opportunities include: meeting with potential NDSU students during campus visits, tabling during the annual Welly 101, and the Student Involvement Expo.

All recognized Club Sports will reserve a table for Welly 101 each club will have to confirm their attendance and come prepared with activities for participants to engage in during the event. All Welly 101 activities must be approved by the Assistant Director of Club Sports or their staff.

All clubs will be required to attend the Student Involvement Expo each year and are responsible for reserving their space through the Student Engagement Office.

Participant Eligibility

2. Open Membership

- a. **Eligibility:** Any currently enrolled NDSU student in good standing may **join** a recognized Club Sport as a **general member** (subject to space/safety limits and governing-body eligibility rules, if any).
- b. **Access:** General members may attend meetings, practices, clinics, and on-campus club activities consistent with space, staffing, and safety plans.

3. Competitive/Travel Teams

- a. **Discretion for selection:** Clubs **may** field competitive or travel rosters that are **tryout-based**. Selection may consider skill, fitness, tactical fit/role balance, attendance, safety readiness, and team conduct.

- b. **No automatic entitlement:** General membership **does not** guarantee placement on a competitive or travel roster, playing time, or travel opportunities.

4. Nondiscrimination (Title IX & University Policy)

- a. **Prohibited bases:** Clubs **may not** deny membership, participation, selection, or benefits on the basis of **race, color, national origin, ethnicity, religion, sex, gender, gender identity or expression, sexual orientation, age, disability, veteran status**, or any other status protected by law or University policy.
- b. **Governing-body rules:** If a sport's **recognized governing body** imposes eligibility classifications, clubs must apply those rules **lawfully and uniformly**, and consult the Club Sports office when interpretation is needed.
- c. **Accessibility:** Clubs must provide **reasonable accommodations** in coordination with the University when feasible and safe.

5. Transparent Tryout Process (Required Practices)

Clubs that run tryouts must:

- a. **Publish** dates, locations, selection criteria, and any equipment/safety prerequisites at least **14 days** in advance (club site, Fusion Club page, social media).
- b. **Use objective criteria** (e.g., skills tests, fitness benchmarks, positional needs, attendance, coachability, conduct). Avoid any criterion that could function as a proxy for a protected characteristic.
- c. **Document results:** keep a rubric or notes for at least the current season.
- d. **Notify participants** of outcomes within **5 business days** and provide brief, constructive feedback if requested.
- e. **Offer a pathway** for non-selected students to remain active as general members (practice squad, development sessions, home-event staffing, officiating pathways, etc.).

6. Conduct & Safety

- a. Clubs may consider **player safety, risk management, team compliance** (e.g., attendance at required trainings), and **team conduct** expectations that are applied consistently to all participants.

7. Concerns, Reporting, & Appeals

- a. **Informal resolution:** Students should first speak with the **Club Leadership** to clarify selection decisions.
- b. **Escalation:** If concerns remain, contact the **Assistant Director of Club Sports** in writing within **10 business days** of notification.
- c. **Policy violations:** Allegations of abuse, discrimination, hazing, or harassment will be referred to the appropriate University office under applicable policies; interim measures may be taken to protect students and program integrity.

Communication Template (for club constitutions and tryout advertising)

Open Membership + Tryouts: Our club welcomes **all NDSU students** as members. Competitive/travel rosters are filled via **skills-based tryouts** using published criteria (skill,

fitness, role fit, attendance, and conduct). We **do not** make decisions based on protected characteristics (e.g., race, gender, religion, disability). Non-selected students are encouraged to stay active through practices, development sessions, and home events. Questions? Email our office at: ndsu.clubsports@ndsu.edu

Member Registration

Each member of a Club Sport team is required to complete the registration process and electronically sign all documents, agreements or waivers on Fusion Club. Members can also visit the Club Sports [Form & Resources Page](#) to access direct links to the registration platforms. When members register on Fusion Club, they must use their name as it appears with the Registrar at NDSU.

There are no exceptions to the registration policy. Club officers are responsible for ensuring that every member has fully registered, signed all waivers or agreements, and are active in their roster **prior to participating in any club activities.**

A student may not be a member of a Club Sport unless they have met the following guidelines.

- **Be in good conduct standing with the office of the Dean of Students. Students with disciplinary holds on their accounts may not participate in Club Sports.**
- **All club members must be in good standing and meet all eligibility or registration requirements with their league or national governing body. In some cases, students may be required to carry a minimum number of credit hours per semester, or higher GPA standards to be in compliance with their national governing body guidelines.**
- **All Club Sports members must be taking at least 1-credit at NDSU during any semester they are participating with a club**
- **Ineligible players and non-NDSU students are not allowed to travel or participate in any practices, games, or competitions.**
 - **Metro college students (formerly Tri-College University) students who are not taking any courses at NDSU are not allowed to participate in NDSU Club Sports.**
- **Club Sports officers must maintain a cumulative 2.5 GPA, this will be checked each semester they are an officer with their club.**

Non-Student Coaches

Each team has the option to recruit and hire non-student coaches. If a team chooses to have a non-student coach it is the responsibility of the team to find and secure a qualified coach.

It is essential that all clubs notify the Assistant Director of Club Sports of any non-student coaches will be working their club.

The coach must carry his/her own liability insurance, fill out the university Volunteer Form(s), sign the Club Sport Coach Agreement, complete a background check, and complete any other trainings required by the Wellness Center.

Student Coaches

All coaches who are student at NDSU are required to register as members of the club through Fusion Club. This registration includes all waiver, and member agreements similar to all other members of the club.

Student coaches may also be required to take University trainings and will be notified if this is the case.

Coaching Requirements

1. Must complete all required university trainings and paperwork prior to the start of the season or beginning their role with the club, and any other trainings required by the club's governing body.
2. Shall conduct safe and organized practice sessions/classes and game play oversight that will enable club members to develop and improve their skills.
3. Help enforce all risk management policies and develop/employ safety procedures.
4. Promote fair play and good sportsmanship.
5. While traveling with the club, enforce conduct standards both within and outside of event or competition.
6. Allow all interested eligible NDSU students a chance to participate on and/or tryout for the club.
7. Be familiar with the Club Sports, CSO, and SFC guidelines and procedures that govern the operations of the Club Sports Program. Coaches are expected to abide by all applicable rules and regulations of the university and any conference, league, or association to which the team may belong to.
8. Represent the Club Sports Program, Department, and NDSU in a positive and professional manner.
9. Adhere to all NDSU, local, state, and federal laws as well as attend any/all required university trainings.
10. Adhere to all University policies and procedures pertaining to Club Sports.

Team Member Responsibilities

The following includes, but does not limit to all Club Sports athletes responsibilities;

- It is your responsibility to maintain and return equipment or uniform(s) issued to you. Any equipment/uniform purchased with university funds must be turned in to the team officer at the end of the season or academic year unless other arrangements have been approved by the university and club.
- It is your responsibility to know your health condition, and it is strongly recommended that you have a physician's exam before participation in your chosen sport.
- It is your responsibility to be aware of any potential hazards in the equipment or in the facility you are using for your sport, and to report these hazards immediately to club officers or the Assistant Director of Club Sports (if university owned).
- It is your responsibility to know that violence, in any form, and directed against any opposing team member, officials, coaches, teammates, spectators or others on the scene is **never** permissible, no matter what the provocation. Commission of such an act will be penalized to the fullest extent possible by both law enforcement agencies and disciplinary processes within the Club Sport Program and the University.

- It is your responsibility to know that you represent the University at any team event. An event begins when you leave campus and ends when you return.
- It is your responsibility to not advertise, promote, or sponsor any activities in such a way that would be offensive to any race, creed, ethnic group, gender, sexual orientation/gender identity, or age group.
- It is your responsibility to utilize assigned facilities and equipment in the manner they were intended to be used, and to not cause damage or permit damage to be caused by others to such facilities and equipment.
- It is your responsibility to cooperate with the Assistant Director of Club Sports or your Direct Report to stay in compliance with the regulations, policies and procedures as specified by the university, CSO, or SFC.
- It is your responsibility to promote your team in a positive light and do your best to educate yourself to the best of your abilities.
- It is your responsibility to recognize that some teams require additional fees/dues to operate and all members are responsible for paying any member dues their club may have.

V. MARKETING & TRADEMARK LICENSING

Ownership & Stewardship

- The (Club Sports Office) is the system steward for Club Sports pages on Fusion Club and the primary hub for program information. Teams may have team pages/microsites that feed schedules, rosters, ticket/dues links, and social embeds, subject to university web standards [ndsu.edu](https://www.ndsu.edu).
- All updates to external club sport team pages and Fusion Club pages must follow the above guidelines. Pages are required to maintain accurate information and schedules at all times and scores or results are also expected to be submitted within 72 business hours of club events.

Standards & Accessibility

- Content must follow [NDSU web content guidelines](#) (clarity, accessibility, alt text, link hygiene) and University brand standards (voice, logo use, colors, typography).
- Recognized Club Sports have the privilege to use the NDSU name and logos with proper consent. For permission and proper information, clubs should consult the Club Sports for [Form & Resources Page](#) logo guidelines
- All Clubs are allowed to operate and maintain social media accounts but must adhere to university and marketing guidelines.
- All published materials must contain the full name of the student organization and its affiliations and associations with other organizations.

VI. RISK MANAGEMENT

General

To provide a safe and positive recreational experience for all participants, it is necessary to prevent accidents and injuries before they happen. It is strongly recommended that every Club Sports team develops, implements and practices the following safety policies:

- Club Sport officers, members, and coaches should emphasize safety during all team related activities, and develop and practice safety guidelines relevant to the sport.
- Have at least one officer or member CPR/First Aid/AED certified and have a first aid kit at all practices and games (no exception).
 - **Recommended items in each first aid kit are: Antiseptic wipes, Sterile gauze rolls and pads, band-aids, elastic bandages, moleskin, athletic tape, pre-wrap, Coban, cold packs, scissors, disposable gloves, CPR mask, safety pins, eye wash saline solution, tweezers, and eye-pads.**
- Become familiar with accident and liability insurance through your National Association or Governing Body. Encourage members to participate in these programs. In most cases, you are required by your association to become a member of the National Governing Body to ensure the participant has accident and liability insurance.
 - Moreover, you are required by NDSU to carry liability insurance when renting NDSU facilities with the following coverages:
 - **Commercial General Liability** of \$2 million per occurrence; or
 - \$1 million per occurrence plus a \$1 million umbrella/excess policy;
 - NDSU named as co-insured
- Inspect fields and facilities prior to every practice session, game/match or special event. Unsafe conditions are to be reported to the personnel on duty immediately. Do not use the facilities if they are unsafe.
- All Clubs are required to have one officer who is responsible to submit Injury Report forms for injuries, which occur to team members during on-campus or off-campus practices or competitions. These reports must be submitted to your direct report within 24 hours or the next working day after each occurrence.
 - If at any point the EMS is called, you must notify the Assistant Director of Club Sports immediately.
- All members of teams are **strongly encouraged** to have a physical exam prior to participating in Club Sports activities. If your club involves contact sports, we recommend all members have baseline concussion testing and protocols in place. See the [Form & Resources Page](#) for more information.

Bleeding Policy

If a player is bleeding, has an open wound, or has an excessive amount of blood on their uniform or clothing, they shall be removed from the event to receive medical attention. In order for the participant to return to the game, they must have the bleeding stopped, the wound covered, and/or clothing changed. This is for the safety of the participant as well as for the safety of others.

Because all human blood and other potentially infectious materials are considered to be infectious for Human Immunodeficiency Virus (HIV) and Hepatitis B Virus (HBV) it will be treated as if infectious. This policy must be enforced for the safety and welfare of all Club Sports participants and coaches.

Concussions

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 “impulsive” force applied to the head. **Concussions can occur without loss of consciousness or other obvious signs.** A repeat concussion that occurs before the brain recovers from the previous one (hours, days or weeks) can slow recovery or increase the likelihood of having long-term problems. In rare cases, repeat concussions can result in brain swelling, permanent brain damage, or even death.

RECOGNIZE AND REFER: To help recognize a concussion, watch for the following two events among teammates during both games and practices:

1. A forceful blow to the head or body that results in rapid movement of the head.
2. Any change in the player’s behavior, thinking, or physical functioning (see signs and symptoms).

Signs and Symptoms

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

Athletes who experience a concussion on the field or court may:

Appear dazed or stunned or have difficulty focusing	Lose consciousness (only occurs in about 10 to 15 percent of concussions)
Get confused about what they are supposed to be doing on the field/court	Experience behavior or personality changes
Forget plays	Be unable to remember events prior to or after the injury
Look unsure of game, score or opponent	Signs of a concussion may include one or more of those listed above.
Move clumsily (appear off-balance or dizzy)	Symptoms that may indicate a concussion
Be slow to answer questions	

Symptoms that players may report to their coach include one or more of the following:

Headache	Feeling sluggish
Nausea	Feeling mentally foggy
Balance problems or dizziness	Difficulty concentrating
Double or fuzzy vision	Difficulty remembering plays
Sensitivity to light	Confused about what play it is or what part of the game it is
Sensitivity to noise	

Playing Conditions

All members share some of the responsibility of providing a safe environment falls on the that is utilizing that particular space. It is important that a pre-activity check be completed before events begin. Wellness Center staff members are available to provide brooms and any other equipment which may be needed for the upkeep of gymnasiums and other play areas. Coaches and officers have the responsibility to make every effort to provide a safe environment. This can be accomplished in part by observing the condition of all courts, gyms and fields.

Bad Weather Conditions

Weather can affect the safety of all Club Sports participants and spectators, and more specifically weather conditions vary greatly in Fargo/Moorhead area. Club Sport coaches and Competitive Sports student staff should know what conditions to look for wherever they are participating in an event. The referee and/or Wellness Center personnel have the authority to call games if the safety of everyone watching/playing is at risk.

Lightning

Once participants become aware of a storm or other bad weather, they should be on alert for thunder and lightning. The following general procedures are recommended:

- When a thunderstorm threatens, stop the activity. If possible, get participants and spectators inside.
- Keep everyone away from structures in open areas, such as picnic shelters, tall, isolated trees or objects that project above the landscape, water and grounded objects, such as metal fences, tanks, rails, and pipes.

As a general rule, wait for 30 minutes after the last lightning strike within an 8-mile radius before resuming play.

Heavy Rain and Hail

Heavy rain and hail can be dangerous. All activity should be stopped and participants directed to shelter in the event of heavy rain or hail. Proper judgement should be used when playing or practicing on extremely wet fields. Playing on natural grass fields in that condition may cause significant damage. **Excessive damage caused to natural grass fields in this situation will be the financial responsibility of the team.**

Heavy Snow and Whiteout

Heavy snow and whiteout conditions can affect visibility and increase the risks of participating in activity outdoors, as well as travel to and from events. Proper judgement should be used when playing or practicing in snowy conditions. Participants need to be aware of the risk of cold weather injuries as well as the dangers of slipping or falling due to snow and ice on the ground. If the club is traveling on snowy roads the drivers need to be extra cautious, provide additional stopping distance between vehicles and stop travel if roads become too hazardous. Additionally, when utilizing personal vehicles in these conditions, drivers need to ensure their vehicles are

capable of travelling through the road conditions safely (proper maintenance, appropriate tires, etc.

Freezing Conditions

Winter temperatures in North Dakota and surrounding states can be extreme with temperatures as low as -60°F. The average temperature for winter is 12° F (-11° C). The average wind chill temperature is -30°F to -20°F. Be Safe – Winter Cold can be dangerous. All clubs should be aware of outdoor temperatures as there are increased risks associated with extreme cold weather temperatures.

- What is wind chill? Wind chill describes the rate of heat loss on the human body from low temperatures and wind speed.
- What is a wind chill warning? A wind chill warning is issued to warn of conditions that will cause frostbite on exposed skin.
- What is frostbite? An injury to the body caused by freezing body tissue. The most susceptible parts of the body are the extremities such as fingers, toes, ear lobes or the tip of the nose. Symptoms include a loss of feeling and a white or pale appearance in the extremity. Medical attention is needed immediately.
- What is Hypothermia? Abnormally low body temperature. Warning signs include uncontrollable shivering, memory loss, disorientation, incoherence, slurred speech, drowsiness, and apparent exhaustion. Medical attention is needed immediately.
- Falling on ice. Walk don't run. Wear appropriate boots/shoes, and learn how to walk on ice – do the North Dakota shuffle walk.
https://www.youtube.com/watch?v=W0owgay_bQs
- What to do if you do fall on ice- move your legs and arms and hands to make sure you haven't broken a bone, get up slow. If you bump your head, watch for concussion. Report falls to a building supervisor so they can put salt on sidewalk to prevent more falls.

Club play on NDSU fields will be terminated if the temperature is forecast at -18°F

Note: Excessive damage caused to natural grass or turf fields due to use during weather events will be the financial responsibility of the club/team.

VII. TRAVEL PROCEDURES

General

In cooperation with the CSO and University's Public Health and Safety Office, the following travel procedures have been set to provide prudent travel. All University-related travel, whether by faculty, staff or students, must be properly planned and approved in advance, following these procedures. Listed below are the basic guidelines from these policies. Groups leaving the campus should realize that they are official representatives of the University and should act in a manner to uphold the integrity and

character of the institution. It is important that the established, prudent travel authorization procedures be followed consistently.

With Club Sports teams representing the University they are required to follow the guidelines below:

- Do not pick up hitchhikers while traveling to or from a team function.
- Only members, coaches, or team managers on the clubs official Fusion Club rosters may travel with their respective clubs for events or matches.
- Team funds may not be used for any travel expenses of non-team personnel, i.e., spouses/partners, fans, family, friends, press, etc.

Travel Policy & Authorization

All clubs are required to submit complete travel requests through Fusion Club at least two weeks prior to the event departure date. Failure to meet this deadline may result in denial of travel approval and associated funding.

Travel Preparation & Travel Checklist

(All items must be done or travel could be denied along with a travel infraction, possible probation, or club suspension):

1. Each team must submit their travel events through **Fusion Club** using the travel form found on that site. All items must be completed in full or travel will be denied.
2. Clubs must provide dates and time of travel with an itinerary, method of travel, flight numbers if flying, lodging information, or other information as requested.
3. A link can be found on the Club Sports [Form & Resources Page](#) or the [Club Sports](#) main website. This submission will require all of the travel information needed for teams' trips.
4. **All events must be submitted at least 10 business days (two weeks) in advance for trips without overnight stays, 15 business days in advance for trips that require overnight stays.**
5. **All travel documents and roster must be finalized and submitted prior to the event or club is not authorized to travel. Teams have 72 business hours to turn in all travel receipts for University Funds from the Student Finance Commission.**
6. **If clubs would like to be reimbursed for their travel using their Allocation funds all receipts must be turned in 72 business hours after returning from travel.**
7. All receipts must be fully itemized listing all the charges, with the amount, date of the charge, and total for all charges.
8. A bank statement will also be required to fully process the reimbursement.
9. All travel coordination is to done with the club's direct report, and the team travel officer.

You must complete your event report within 3 days of return from your event that is located on the **Fusion Club** website where you submitted the original event request.

*Not submitting the travel requests prior to travel is against policy and is a major infraction that could result in **denial of travel, probation, and reduction of SFC allocation funds.***

Probation status can last for up to 1-calendar year. While on probation clubs lose their ability to travel outside of the Fargo/Moorhead area for club related activities. Clubs will also be required to meet and submit a 1-page letter to the Club Sports office explaining how they will correct the actions that landed them on probation going forward.

Car Rentals

Rental agency vehicles are available for all Club Sports travel. All clubs must check in with the CSO to obtain the information on renting vehicles. Personal vehicles may also be used for trips at the expense of the vehicle's owner/responsible party or the club.

Rules and Regulations for University Drivers

- When it is necessary to drive for more than 4-hours of time, it is mandatory to follow these rules.
- No more than 12 hours of driving during one 24-hour period.
- No driving between 12:00a.m. and 5a.m. Any exceptions to this rule will be made on an individual basis per club travel and must be approved by the Assistant Director of Club Sports prior to travel.
- Must change drivers every four hours or take a mandatory 30-minute rest period.
- Must stop at an appropriate place (i.e. - rest area, gas station, off an exit).
- Must **STOP** to change drivers!
- If driving conditions become unsafe to continue due to weather or other circumstances, stop and call 911 or local authorities.
- If an accident happens or your vehicle breaks down, immediately call 911 to report the incident.
- All passengers must wear seat belt at all times during travel.
- All drivers must possess a valid license to operate the type of vehicle involved. This applies to private, and commercial rented vehicles.
- All drivers recognize they should be experienced and competent in the type of driving required and be in physical condition to be capable of driving safely.
- The vehicle is duly licensed and registered and driver is authorized to operate vehicle.

Lodging Reservations

All lodging reservations are fully the responsibility of the club. Many aspects will be taken into consideration when booking lodging (location, room charge, additional fees, and amenities). It will be up to the team's discretion to ensure there are enough rooms reserved to accommodate all club members and coaches traveling with the club. A team members name will be needed for each room and room numbers should be submitted to the Assistant Director of Club Sports upon return.

Payment for lodging is the responsibility of the club or its members. Club's may use allocation funds for hotels/Airbnb's (see finances). Your direct report has the final say on lodging reservations and can override the club's choice due to safety or health concerns.

Club Sports organizations may not adopt or enforce any policy or practice that requires members to share hotel rooms or sleeping arrangements. All shared lodging assignments must be voluntary, respectful of personal boundaries, and compliant with university safety expectations.

VIII. FINANCES

General

Club Sports are partially funded by student fees. The various programs are given priority in facility scheduling, administrative support, and are also responsible to comply with all university purchasing procedures.

Fundraising

Each team is strongly encouraged to accrue additional funds for their team through fundraising events. Before contacting potential fundraisers, ideas must be cleared with and approved with the NDSU Foundation Office by filling out the sponsorship and/or fundraising application that you can find on the (Form Here).

Clubs are not allowed to directly endorse any sponsor on behalf of NDSU and must use neutral tone statements when publicly recognizing donors or sponsors for their contribution.

Examples of neutral tone statements are found below.

- "Thank you to [Sponsor Name Here] for being a sponsor of our [NDSU Club Name Here]."
- "We would like to recognize [Sponsor Name Here] for being a sponsor of our [NDSU Club Name Here]."
- "[Sponsor Name Here] is a proud supporter of [NDSU Club Name Here]"

Donations

Clubs are allowed to fundraise on their own. However, all clubs are required to adhere to university guidelines and must remember they are fundraising on behalf of their club and not the university.

Allocation Funds

All Club Sports are allowed a small amount of student fee money to be divided amongst all possible clubs excluding first year clubs. Teams will be given allocation money based on a number of factors including such as club activities, competitive level, university compliance, and club grading, see (Compliance & Mandatory Point System). **Teams will be reviewed every Spring Semester and the amount in student fee money may change or remain level. No club is guaranteed funding and funds can be removed, revoked, or suspended at any time.**

Allocation amounts will be determined through allocation presentations each Spring Semester. All current and future officers will need to be involved in this process. An evaluation will be decided upon and each team will be fully aware of what the expectations are for the entire school year. This evaluation will reflect how much money they will receive from the allocation amount available.

Club sport teams in their inaugural year are on allocation probation for that year and will not receive any allocation funds. Also, any club can be put on disciplinary probation and that club must operate without allocation money for one year for any of, but not limited to repeated seasons of having a negative balance, or repeated seasons for not turning in required paperwork, playing with ineligible players, or not meeting the requirements set by the Club Sports department, CSO, and SFC.

Allocation Amounts

- (a) **Year-one ineligible.** Newly recognized Club Sports are **not eligible** for university funding during their **first academic semester**. They must demonstrate sustainability without allocations for one full academic semester (4-months) prior to funding consideration. Clubs must demonstrate during this time an ability to organize and retain members.
- (b) **Standing requirement.** Each funded year, a club must meet the **minimum compliance threshold** in the **mandatory-point system** and complete all **mandatory items**.
- (c) **Allocation window.** Hearings normally occur **in March of each year (this can change and will be determined annually)** for the following academic year; awards **post to University Allocation Accounts at the start of Fall**.

Compliance & Mandatory-Point System

- (a) **Overview** - Clubs can **earn points** annually across the following categories: **Compliance, Officer Trainings, Engagement & Service, and Club Exposure**. - **Mandatory items** (flagged below) require ≥ 1 point (or “met”) to retain eligibility.
- (b) **Annual thresholds** – To remain in **Good Standing**: each club must score a point in all **10 “Mandatory”** items. Accomplishing this will make clubs eligible for allocations, travel approvals, and standard Club Sport program privileges.
 - a. If any club does not score a point in any of the 10 mandatory compliance categories, they will run the risk of facing reduced allocation, probation, or suspension as a Club.
 - 1. **Probation:** Below threshold **or** a mandatory item not met → ineligible for the next allocation cycle; corrective action plan required.
 - 2. **Loss of Recognition:** Repeated probation, major misconduct, or safety violations may lead to suspension or revocation by the University, Wellness Center; CSO is notified.
- (c) **Administration** - The Club Sports Office publishes the updated **Mandatory-Point Matrix for the coming school year by Sept 1** each year.
- (d) **Mandatory-Point Compliance Matrix (example structure)** > *Exact items/weights can be synced to the Club Points Sheet Master; this draft mirrors the intended structure and mandatory flags.*

Category A — Compliance (Mandatory items 10 points total)

1. Fusion Club Registration

2. Schedules Submitted on-time
3. Constitutions on Fusion Club by Sept 20th
4. League Requirements Met
5. Matched 50% of Allocation Funds
6. Travel & Facility Forms Submitted on-time
7. Minimum of five Competitions in Local, Regional, or National Matches.
8. Annual Club Officer Survey
9. Fiscally Responsible (No Negative Balances)
10. Allocation Presentations Scheduled and presented on-time

Category B — Officer Meetings (Max 5)

1. Fall Semester Officer Training
2. Fall Direct Report Meeting
3. Student Organization Expo
4. Welly 101
5. Spring Direct Report Meeting

Category C — Service Projects/Charity (Max 2)

1. Community Service Event 1
2. Community Service Event 2

Category D — Club Exposure (Unlimited)

1. Additional Service Projects
2. Team Bonding Events
3. Actively Seeking out Donations or Sponsors
4. Utilizing Fitness and Wellness Programs
5. Hosted Home Events
6. Volunteered at other Club Events
7. Assisted in Wellness Center Special Event
8. Attend Other Club Events
9. Host Alumni Event
10. Article in University Paper/Radio
11. Article in Local Paper/Radio
12. Article in National Paper/Radio

13. Other Potential Pts

Mandatory items must be scored as “met” for eligibility; non-mandatory items reward strong operations without creating barriers for newer clubs.

Allocation Committee, Application & Presentation

- (a) **Committee** - A joint **Wellness Center + Finance Commission Allocation Committee** conducts hearings and scoring. SFC with assistance from the Assistant Director of Club Sports will conduct all allocation presentations.
1. **Application package (due before hearings)**
 2. Fusion Club **application** + roster.
 3. **Year-end spend reconciliation** (prior allocations vs. club-raised funds)
 4. **Proposed budget** (itemized, by eligible categories)
 5. **Compliance snapshot** (points attained, status of mandatory items, plan to improve)
 6. Supporting docs (quotes, dues notices, insurance/affiliation, schedule/league/ or competitive organization information).
- (a) **Presentation** – 15-20 with 10 minutes for Q&A, following the **Allocation Presentation Rubric**. (Appendix B): professionalism, clarity, past spend reconciliation, future plan, alignment to points, service/compliance plans, adherence to funding rules. Visuals (slides/tables) required; figures must match the submitted budget.
- (b) **Award Types**- Clubs can only receive funds for travel and operational needs. Clubs will only be granted funding for up to (5) away games (outside of the Fargo/Moorhead area) and (5) home games each fiscal year. Operational needs are approved through demonstrated need and are in addition to travel funding.
- (c) **Spending Limitations** – A club may not receive an allocation greater than the amount it successfully spent on eligible categories in the previous year. No club may receive more than the maximum allowable allocation in a single funding cycle. The maximum funding any club can receive is \$25,000.00 in a fiscal year. All funding is contingent upon the availability of funds in a given year, the amount of student organizations seeking funding, and historical spending patterns of each club. In the event of a budget reduction due to availability of funds, all clubs will receive an equal percentage reduction from their initial award.

Funding Model & Allowable Uses

Club Sports Allocation Formula Based on the Compliance & Performance Points System

Funding for Club Sports allocations is determined by a performance-based points system that rewards clubs for meeting compliance expectations, officer responsibilities, community engagement, and campus exposure benchmarks. Allocation percentages are calculated

against the **club's demonstrated financial need**, as presented in their annual allocation presentation and verified with historical spending data and projected spending.

The allocation structure functions as follows:

1. Baseline Eligibility – Compliance Points (50%)

Clubs that earn **10 out of 10 Compliance Points** in the annual review become eligible to receive **50% of their demonstrated financial need**.

- This 50% serves as the *foundation* of all allocation awards.
 - Clubs scoring below 10/10 in compliance are **not eligible** for the enhanced percentage system and may receive reduced or zero funding.
-

2. Officer Training & Meeting Points (+10%)

Clubs that earn **all available Officer Meeting Points** (attending required meetings, completing trainings, maintaining all officer roles, etc.) receive an additional:

+10% of demonstrated need

This increases the maximum possible award to **60%** for clubs meeting both compliance and officer-related expectations.

3. Community Service / Charity Points (+10%)

Clubs that complete **all required community service or charity project points** earn an additional:

+10% of demonstrated need

This raises the maximum possible award to **70%**, assuming compliance and officer requirements are also met.

4. Club Exposure Points (+10% for every 10 points, up to 30%)

Clubs may earn further increases based on their **Club Exposure Score**, which measures a club's presence and engagement across campus and the community (examples: tabling events, promotional activities, attendance at recruitment fairs, approved social media engagement, etc.).

Funding increases as follows:

- **Every 10 exposure points = +10% additional allocation,**
- Up to a maximum of **30%** additional funding.

This means clubs can gain:

- +10% for 10 exposure points
- +20% for 20 exposure points
- +30% for 30 exposure points

5. Maximum Possible Award (100%)

A club that achieves:

- 10/10 Compliance Points (50%),
- All Officer Meeting Points (+10%),
- All Community Service Points (+10%),
- 30 Exposure Points (+30%),

...is eligible for **100% of its demonstrated financial need**, as verified by allocation presentations and historical data.

Summary Table

Category	% of Need Earned	Cumulative Max
Compliance – 10/10	50%	50%
Officer Meeting Points	+10%	60%
Community Service / Charity +10%		70%
Club Exposure (10 pts each)	+10%, +20%, or +30%	100%

(a) **Disbursement model** – All funds will be available for reimbursement or direct vendor payment via invoices.

1. **Reimbursement** —When clubs are unable to have vendors paid through direct invoice clubs can be reimbursed up to the amount of their allocation award.

2. **Direct Vendor Payment** — All invoices for direct vendor payment will be vetted by Club Sports or Accounting Offices and processed through university payables.
 3. **Approval of Funds** — All reimbursements and invoice payments will be strictly scrutinized by the Assistant Director of Club Sports and the Accounting office. If it is deemed the requested payment or reimbursement does not fit club allocation needs payment or reimbursement will be denied.
- (b) **Allowable items (illustrative, not exhaustive)** - Officials/referees; required league/team dues & insurance; coach compensation where justified/approved; facility fees not otherwise provided; equipment essential to competition/safety; uniforms on a standard ≈2-year replacement cycle; required travel for scheduled competitions.
- a. **No club can require members to share a bed or sleeping space and allocation money will fund up to 2 members per room.**
- (c) **Non-allowable items** - Food/beverage (except safety-critical provisions if pre-approved); prizes/giveaways/donations; personal-use equipment; items provided free/discounted by the University; discretionary social events.
- (d) **Exceptions** - The Committee may approve exceptions for safety, governing-body compliance, or competitive necessity when well documented and included in the presentation.

Clubs who are recognized as a competitive Club Sport may receive up to the maximum provided annually from the SFC. Clubs who are recognized as non-competitive Club Sports are only eligible for minimal funding annually. **No club is guaranteed funding through student activity fees and all clubs are required obtain operational funding for any other needs through their own endeavors including fundraising, sponsors, and member dues. All clubs will be required to raise in funds of at least 50% of what they were awarded from student fee funding through member dues, fundraising, sponsorships, etc.**

IX. FACILITIES & EQUIPMENT

Scheduling/Facility Policies

Wellness Center Practice Spaces

Each team is responsible for scheduling all of its games. All requests for on-campus facilities such as fields or gyms must be submitted through the event submission on Fusion Club for record retention this includes games, tournaments, meetings, and special events.

When requesting NDSU facilities, clubs must submit all required forms, including the Facility Use Agreement (FUA) and any reservation forms. It is the club's responsibility to submit reservations correctly and follow all facility policies.

Club Sports programs in good standing will be granted up 4-6 hours of facility space in the Wellness Center for club practices/meetings depending on availability. Club practice spaces must be used for the sport the club primarily participates in and the facility space must fit that sports type.

*** All home and away events must be submitted in Fusion Club regardless if they are taking place on campus or at a facility not owned by NDSU. ***

University Holidays

There are certain days throughout the school year and Summer that Wellness Center facilities will be closed. This being said, it should be noted that at times teams will not be able to gain entry to use their equipment located in the buildings. Please check with the Wellness Center website for more information.

Outdoor Fields

TBD (policies to come when fields at NDSU are in place)

Hosting an Event

- When hosting an event such as a tournament or clinic, please adhere to the following criteria:
- Request must be submitted no later than 2 weeks prior to the event to allow time for reservations and staffing.
- Once a reservation confirmation is completed, and received by the officers, they have several options.
- All visiting teams or participants are required to complete and return participation waivers to the club hosting them at NDSU and that club is required to submit those waivers to the Club Sports office no later than 48 business hours before their home event.
 - When using NDSU facilities clubs may be asked to obtain the following coverages:
 - **Commercial General Liability** of \$2 million per occurrence; or
 - \$1 million per occurrence plus a \$1 million umbrella/excess policy;
 - NDSU named as co-insured
- For home events officers must be present at all times **NO EXCEPTIONS**.
- No club is allowed to use Wellness Center spaces for club activities or impromptu gatherings without a reservation.
- When using NDSU facilities for practices no club may extend their practice reservations and must make the space they are using available for open recreation at the completion of their scheduled practice time.
- No Club Sport is allowed to extend a reservation for their sport through another student organization and all reservations will be vetted by wellness Center staff.

Clean-Up

Teams are responsible for fields/gyms clean up after any practice, match or tournament. Teams that leave fields/gyms or other facilities in disarray will be charged with a minor infraction.

Wellness Center Student Employees

During all home games/tournaments, a Club Sports Supervisor will be assigned by the 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 not keep score or shag balls. Their role is to be available to assist during injuries, manage crowd control or, turn on the lights. Club Sports athletes who attend other team's games should submit an event in

Fusion Club explaining how many members attended and basic info in notes, to include in their allocation presentations.

Team Equipment Policies

The officers of each team will maintain an accurate and current equipment/uniform inventory. All teams must reconcile their inventory with the Assistant Director of Club Sports or Club Sports staff immediately upon request.

It is highly recommended at the end of spring semester each year that all clubs store team owned gear in the NDSU field storage facilities. All Club Sports equipment can be stored in the Club Sports storage sheds located near the Bison Wellness Center Sports Fields (dependent on space available). This storage space is available year-round, and means of entry to equipment is provided to clubs through student ID cards (must be a listed officer for access). The team officers are responsible to issue all equipment to members. They will also be responsible to collect all equipment at the end of the season and assure that it is returned to the club and stored appropriately.

Any outside equipment that clubs need for events that they do not already possess must be requested at least 6-weeks ahead of time with your direct report. If it is possible to order new equipment through the club allocation or the Club Sports departmental budget that would fit needs for multiple clubs it will be considered for approval. At no point should clubs take, use, or acquire equipment from Intramural storage or any other club equipment spaces without explicit approval from the Assistant of Club Sports.

*** This manual is final as of [3/23/26]. If changes occur during the school year, the Assistant Director of Club Sports will communicate with team leadership appropriately. Certain situations/rules are unique, and at times are taken under consideration of change by the Assistant Director of Club Sports. This manual outlines the general requirements for Club Sports at NDSU. Please note that the Wellness Center and the Assistant Director of Club Sports may need to make decisions on situations not explicitly covered in this manual or under special circumstances. ***