Introduction

Sport Clubs are student run organizations for those who have a passion for a particular sport or who want to learn a new sport. Our program emphasizes leadership, education and service through the sports it offers. While all Sport Clubs are competitive, they also stress skill development, team building and socialization. Sport Clubs are open to Winona State University students of any skill level and offer the opportunity to compete with other colleges throughout the state, the region and even nationally.

Sport Clubs are a component of the Integrated Wellness Complex and Student Life and Development. Some Sport Clubs are eligible to receive support from the WSU Student Senate. Other Sports Clubs apply for recognition with the Sports Club Council, and receive funding and support from that group. Sport Club Teams that are recognized members of the Sports Club Council abide by additional regulations, and compete at high levels regionally, nationally and in some cases, globally. All Sport Clubs can request advocacy and support from the Director of Integrated Wellness.

Sport Clubs are run by students. There is a no try-out policy. In certain clubs there may be limitations on how many team members a club can carry to an event. Sport clubs are free to join but some cost may be associated with equipment purchase and travel. Event scheduling, practice instruction and budget expenditure issues are decided by the members of the Sports Club Council.

A. General Rules and Eligibility

1. Eligibility to participate in Sport Clubs is based on the following criteria:

   a. Currently enrolled and fee-paying Winona State University Student

   b. Spouses/partners/dependents of currently enrolled Winona State University students are not eligible to participate in sport clubs

   c. Faculty, staff and their spouses/partners are not eligible to participate in sport clubs at Winona State University in actual competition, they are still eligible to coach or advise sport clubs

3. Sport clubs are not permitted to charge membership dues to its participants.

4. Sport clubs may not “cut” or disallow anyone, who meets the eligibility criteria, the opportunity to participate with a sport club.

5. Sport clubs must have at least 10 currently enrolled WSU students to be eligible for funding.

6. Sport clubs must have a current constitution that is updated and submitted to
Sports Club Council and/or the WSU Clubs and Organizations: Alliance of Student Organizations (ASO).

7. Sport clubs must have representation and participate in the fall club fairs. Student clubs must keep an updated directory form that is also turned in to Sports Club Council and updated online each academic year.

8. Sports Clubs must have representation and participate in the fall Annual Sports Club Meeting. This meeting will cover information that ALL SPORTS CLUBS need to know to operate within expectations of WSU and maintain WSU affiliation. Funds will not be disbursed to Sport Club account unless you have a representative at the annual meeting who completes a participation form on behalf of your team.


10. Understand and communicate the risk management and Student Code of Conduct-related expectations and consequences of non-compliance as covered in the required annual meeting.

B. Yearly Requirements

1. Throughout the academic year, Sport Clubs will have requirements that include attendance at annual meeting, submission of forms, meeting attendance/participation, and communication with the Sports Club Council and the Director of Integrated Wellness.

2. An annual report must be submitted to the Sports Club Council. This report must contain the following:
   a. Number of competitions
   b. Location of competitions
   c. Money spent
   d. Money fundraised
   e. Community service projects
   f. Current club officers and contact information
   g. Coaches and Faculty Advisors
   h. Other information to detail support, collaboration, and value to WSU

*Please note, a template for the annual report is available on the Sports Clubs Website.

C. Sports Club Tier Classification

Sport Clubs must meet five of the six classifications: National Organization, Collegiate National Championship, Membership, Days of Competition/Community Involvement, Fundraising/Dues and/or Travel
### Winona State University
### Sport Clubs Tier System

<table>
<thead>
<tr>
<th>Tier</th>
<th>National Organization</th>
<th>Collegiate National Championship</th>
<th>Membership</th>
<th>Days of Competition/Community Involvement</th>
<th>Fundraising/Dues</th>
<th>Travel</th>
<th>Base Allocation Eligibility</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Virtual Varsity</strong></td>
<td>Yes</td>
<td>Yes</td>
<td>20+ Active Members</td>
<td>12 or more total days of competition</td>
<td>60% or more of previous year’s total allocation</td>
<td>International/National</td>
<td>$6,000</td>
</tr>
<tr>
<td><strong>Competitive I</strong></td>
<td>Yes</td>
<td>Yes</td>
<td>15-19 Active Members</td>
<td>9-11 total days of competition</td>
<td>50-59% of previous year’s total allocation</td>
<td>Regional/National</td>
<td>$4,500</td>
</tr>
<tr>
<td><strong>Competitive II</strong></td>
<td>Yes</td>
<td>Yes</td>
<td>10-15 Active Members</td>
<td>1-8 total days of competition</td>
<td>15-49% of previous year’s total allocation</td>
<td>Regional</td>
<td>$2,000</td>
</tr>
</tbody>
</table>

**Virtual Varsity** – Highly competitive club that competes nationally and is governed by a national organization.

**Competitive I** - Competitive club with national, state or regional associations but not necessarily governed by a national body.

**Competitive II** - Competitive club that competes regionally and occasionally nationally. Possibly governed by a national body.

### C. Requirements to Remain in Current

**Tier Virtual Varsity** –
1. Highly competitive clubs that must compete a minimum of twelve days per year
2. Compete nationally and are governed by a national governing body
3. Must fundraiser/collect dues to gain at least 60% of last year’s S.C.C. allocations
4. Must complete ten or more hours of community service per year
5. Must have a coach, advisor or appointed designee on site for all practices and competitions.
6. Must have two or more members certified in First Aid, CPR/AED

**Competitive I**-
1. Competitive clubs that must compete a minimum of nine days per year
2. Compete at the national, state or regional levels but not necessarily governed by a national body
3. Must fundraisers/collect dues to gain at least 50% of last year’s S.C.C. allocations
4. Must complete six or more hours of community service
5. Must have a coach, advisor or appointed designee on site for all practices and competitions
6. Must have two or more persons certified in First Aid, CPR/AED
**Competitive II**

1. Competitive clubs that compete a minimum of six days per year
2. Compete regionally and possibly governed by a national body
3. Must fundraisers/collect dues to gain at least 15% of last year’s S.C.C. allocations
4. Must complete four or more hours of community service
5. Must have a coach, advisor or appointed designee on site for all practices and competitions
6. Must have two or more persons certified in First aid, CPR/AED
Staff and Leadership Team

A. Club Sport Staff

The following contact information is provided for Sport Club members to utilize in case of questions, concerns or general inquiries. These staff members help to ensure that Club Sports operate in a safe and mature manner benefiting both the club participants and the university community as a whole. Note that departments are included along with staff names:

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kate Noelke</td>
<td>Director of Integrated Wellness</td>
<td><a href="mailto:knoelke@winona.edu">knoelke@winona.edu</a></td>
<td>507-459-2997</td>
</tr>
<tr>
<td>Mark Bambenek</td>
<td>Director of Intramurals</td>
<td><a href="mailto:mbambenek@winona.edu">mbambenek@winona.edu</a></td>
<td>507.474.7897</td>
</tr>
<tr>
<td>Breana Larson</td>
<td>Associate Director of Athletics</td>
<td><a href="mailto:brlarson@winona.edu">brlarson@winona.edu</a></td>
<td>507.457.2921</td>
</tr>
<tr>
<td>Chris Kautza</td>
<td>Assistant Director of Athletics</td>
<td><a href="mailto:ckautza@winona.edu">ckautza@winona.edu</a></td>
<td>507-457-5577</td>
</tr>
<tr>
<td>Vicki Rader</td>
<td>Business Office</td>
<td><a href="mailto:vabler@winona.edu">vabler@winona.edu</a></td>
<td>507.457.5419</td>
</tr>
<tr>
<td>Tracy Rahim</td>
<td>Associate Director of Student Activities &amp; Leadership</td>
<td><a href="mailto:trahim@winona.edu">trahim@winona.edu</a></td>
<td>507.457.5308</td>
</tr>
</tbody>
</table>

B. Sports Club Council

Sports Club Council is the governing body of the Winona State University Sports Clubs. In its capacity, Sports Club Council acts as the recognized voice and bargaining unit for all Sports Clubs at Winona State University. This is done through the process of consultation and student government. In order to be eligible for funding and become a member-club/team of Sports Club Council, Sport Clubs must:

1. Maintain ten student members currently enrolled at WSU
2. Attach an updated club roster to the directory each year
3. Update contact information and constitution to the Club Directory
4. Participate in a Fall Club fair.
5. Attend all ASO meetings
6. Attend all Sports Club Council Meetings
7. Complete all community service requirements designated by Tier System
8. Complete fundraising activities and secure funding for the required match as designated in Tier System
9. Two members certified in First Aid and CPR
10. Understand and communicate the Risk Management and Student Code of Conduct-related expectations and consequences of non-compliance
Also, Sport Clubs must be up to date with the Alliance of Student Organizations (ASO), the overarching organization that oversees all clubs/organizations that are officially recognized by the Winona State University Student Senate.

1. The ASO will meet at least three times per semester.

2. Guest speakers and members of ASO will share information about pertinent and important information for clubs/organizations and give updates about activities in which clubs/organizations can get involved.

3. Attending meetings ensures club/organization presence on the ASO email list, which is used to share important information, upcoming club fairs, and any deadlines required by Student Senate.

C. Club Directory Form

All clubs are required to update their club directory, constitution, and membership roster each fall. This is to ensure that we have an accurate list of current clubs, advisors, and student leader contact information. Any club who does not have a completely updated club directory will not be eligible for Sports Club Council funding until it is finished.

1. Locate your club in the online club directory. (Some clubs are listed as Winona State xx Club, or WSU xx Club, so look carefully!)

2. Once you find your club, click on the name and then "Edit Item".

3. All clubs are required to upload a club roster with all members and an updated constitution each year. This will be attachments to the club directory entry. Both documents should be saved as "__Club Roster 2015-2016" and "__Club Constitution 2015-2016" so we know that they have both been reviewed.

4. Update all pertinent information and then click "Save".

5. Certain pieces of information will automatically be uploaded to the Clubs & Organizations webpage so please keep your directory as up-to-date as possible.

6. If you do not find your club/organization in the online club directory and you are an already existing club that has been previously approved by Student Senate, then you will need to click on "List Tools" then "Item", and then "Add New Item" to fill out your information, and then click "Save".

7. If you are a brand-new club that has not been approved by Student Senate yet, you will need to fill out the New Club/Organization Proposal Form.

*For questions or problems, please contact Tracy Rahim at trahim@winona.edu or call 507.457.5308.
**Practices and Event Requests**

**A. Practice Times and Requests**

To reserve a space for practice or for a competition on-campus, each sport club is required to contact Director of Intramurals (Mark Bambenek, mbambenek@winona.edu), Chris Kautza (ckautza@winona.edu), or Breana Larson (brlarson@winona.edu) at least two weeks in advance of dates requested. This request must be completed by the president, coach, or advisor of the WSU Sport Club. If a club enters their request into EMS without working with Mark, Chris, or Breana, the reservation will encounter a conflict: your reservation must be approved in order for you to use facilities/fields. Plan ahead as last minute reservations will not be approved.

To reserve a space for practice or for a competition off-campus, each sport club is responsible to find this space on their own. These agreements with off-campus partners must be reviewed every season by WSU Sports Club and community partners. Some alternate options include contacting Winona Park and Recreation, Winona Area Public Schools, Winona Cotter and MN State Southeast. Any group practicing off-campus is required to provide the “owner” of the space with proof of insurance. This can be obtained through contacting Erin Paulson at epaulson@winona.edu and requesting a proof of insurance card, which can be provided to each club for no cost. The club presidents must send the location name, address as well as the contact person’s name and phone number. Please allow for 2-3 business days.

**B. General Room Reservations**

Academic scheduling has first priority on the use of university facilities.

Requests for the use of Kryzsko Commons should be addressed to the Student Union (457.5313).

Requests for the use of West Campus facilities are scheduled through Camp and Conferencing Services (474.3900).

Requests for the use of Athletic Department facilities and the Integrated Wellness Complex are scheduled by contacting Mark Bambenek (Director of Intramurals) at mbambenek@winona.edu.

Requests for academic building facilities are handled through the Facilities Services Office (457.5045). Certain spaces across campus are controlled by various departments. It may be necessary to check availability with that department before scheduling. All general room reservation requests can be made through the Campus EMS online Reservation System.
Travel

A. Student Travel

Official permission to be in travel status must be made by completing the Club/Organization Travel Plan Form available on line and submitting to the appropriate advisor for approval. The Student requesting assistance with travel must be sure the budget or cash balance of the group account is sufficient to cover the expenses of the trip. Money must be in an account before the Business Office can assist with any reservation. Information regarding student travel grant funding is available from the Grants and Sponsored Projects Office or the Business Office.

Steps to Student Travel:

1) If you will be driving a state vehicle, you must fill out a Driver Approval form. Only "eligible" drivers will be allowed to reserve and operate a State Vehicle. At this time, only WSU students, staff and faculty are approved to operate vehicles for MN State Colleges purposes.

2) Complete the WSU Student & Club/Organization Travel Plan Form to approve the trip, and attach the student roster with the list of travelers. Submit to the Student Union/Student Activities Office prior to departure.

3) Book your transportation

   - State Car- Use the automated on line system to reserve your vehicle.

See more information: Motor Pool Vehicle Regulations & Reservation Process.

If you are considering using a WSU 12-passenger van, YOU MUST read the guidelines provided and submit the signature page of this document to the travel director prior to your departure. Driving a van of this size is considerably different than driving a university car or a regular sized van. Development of a high occupancy vehicle-training program is under way. Once implemented, it will be MANDITORY for anyone requesting the use of a 12-passenger van to have completed this training. Watch for the updates/announcements regarding this procedure.

- Rental Car- Students are not allowed to rent a vehicle under the WSU rental contract, however they can rent a vehicle and purchase all the insurance under their name and get reimbursement by submitting the original receipt.
- Personal Car- When a student uses their own vehicle to travel, they will be reimbursed either by submitting gas receipts or by mileage.
- Airline or Train Ticket- Airline or train tickets can be purchased by the student or for further assistance contact the travel director.

4) Reserve the appropriate number of hotel rooms for your group. Do not exceed
maximum occupancy rules.

- A personal credit card may be used and reimbursement for room and tax can be obtained by turning in the original receipt.
- If no one in the group has a personal credit card, see if the hotel property will accept a purchase order. If a purchase order is acceptable, complete a 1400 form.
- If the property does not accept purchase order, ask if they will accept a check from WSU for the total room and tax amount. If they accept a check, complete a 1400 form.

5) Your advisor can request a travel advance for the group, if necessary, by completing the Travel Request Form. This form needs to be submitted to the Business Office at least two days prior to departure. The advisor needs to obtain a Cash Advance for student Travel form to disperse these funds.

6) Any reimbursements due students, need to be submitted on the Student Reimbursement Form and delivered to the Business Office within five days of return from trip.

7) All advances issued need to be settled on the Cash Advance Settlement form within five days of return trip. Deliver to the business office for processing.

See the specific forms for more detailed information and requirements.

Note: if sport clubs are utilizing their own vehicles to and from competitions and won’t need to be reimbursed for gas, going through the driver approval process is not necessary.
Budget & Purchasing

A. Budget

Sports Clubs budgets are not uniform. The budget of each sport club will vary, and it is up to the discretion of the Tier System and Sports Club Council for Sports Club Council member teams/clubs, and the Student Senate for non-Sports Club Council member clubs to allocate funding. Forms are available on the Sports Club Council website for applications for postseason funding as well as additional funding for Sports Club Council-affiliated teams. For additional information, contact the SCC President or the Integrated Wellness Complex Director.

In the event that a Sports Club needs more money for competitive postseason play, or for general operating, the appropriate form must be completed and submitted to Sports Club Council for consideration. In the event of the dissolution of the club, all funds will be returned to the Student Activities Fee Committee of Student Senate for re-appropriation.

B. Purchasing

For questions regarding purchasing, contact the business office or visit the Business Office website. Purchasing regarding traveling can be seen in the section above, pages 15-16.

C. Accounting

For questions regarding accounting for Student Organizations, Clubs, and Agency Funds, please see Guideline 7.5.1.1 in System Procedures, Chapter 7: General Finance Provisions available for review here https://www.mnscu.edu/board/procedure/705p1g1.html or contact the Business Office.

D. Fundraising

Please review and become familiar with the fundraising policy. Principles and guidelines of Minnesota State Colleges and Universities Board Policies, Chapter 5: Administration 5.15 Fund Raising must be adhered to. The policy is available here https://www.mnscu.edu/board/policy/515.html. Notably, no gambling can take place without a gaming license. For questions, please contact WSU Legal Affairs.

E. Volunteer/Volunteer Assets

If you use volunteers, please review and become familiar with Minnesota State Colleges and Universities Procedure 4.0.1 Use of Volunteers Procedures (System Procedures, Chapter 4: Human Resources). The policy is available for review here http://www.mnscu.edu/board/procedure/400p1.html For questions or concerns, please contact Director of Integrated Wellness or WSU Legal Affairs.

Standard of Conduct
WSU Sports Clubs and Sports Club Council-affiliated clubs and/or teams are expected to understand, communicate, and abide by the regulations and standards of behavior set forth in the WSU Student Conduct Code during any events on and off campus, and during travel. As a member of a WSU Sport Club or team, your behavior has the potential to affect more than just yourself, or your team, for good or for bad. Your behavior can affect the entire Sports Club program, our ability to utilize shared spaces on campus and in the greater Winona Community, regional/national recognition and certification, and our integrity with WSU. Failure to comply with the Student Conduct Code will result in negative consequences for Sports Club Teams from probation and suspension to legal consequences. **It is your responsibility to know and understand what is expected of you in terms of your behavior while representing Winona State University as a Sport Club team or member. Please pay special attention to the alcohol & other drug policies, sexual violence policy, hazing policy, student grievance procedure, and academic integrity policy. Please become familiar with the suspension procedure outlined in the Sport Club Council Constitution, and the WSU Code of Conduct:** [http://www.winona.edu/sld/studentconductcode.asp](http://www.winona.edu/sld/studentconductcode.asp).

**Winona State University’s Student Conduct Code**

Winona State University (WSU) is an academic community committed to providing an environment of learning. It has a vested interest in the safety and well-being of members of the University community, and in the promotion and protection of the University’s educational mission. Students are members of both WSU and the local community and are expected to be respectful citizens who are responsible for their behavior.

The University’s Student Conduct Code is designed to promote attitudes conducive to learning; hold students accountable for violating University standards; and protect the due process rights of those charged with Student Conduct Code violations. All students are expected to comply with the Student Conduct Code. The University has an obligation to investigate conduct that interferes with the rights of others, threatens University property, or interferes with the University’s educational mission. The University also supports local, state, and federal laws.

This policy applies to all conduct that occurs on University premises; at University-sponsored activities whether on or off-campus and to certain off-campus conduct, identified below. Consequences for failing to comply with the Student Conduct Code could result in sanctions from the University. The Conduct Code is based on mutual respect and understanding. In this community of learners, student conduct issues will be addressed with an educational approach. Sanctions will be designed as educational opportunities that promote personal responsibility.

Information pertaining to the WSU Student Conduct Policy can be obtained in the Student Life & Development Office (Kryzsko Commons, Room 129 or website: www.winona.edu/sld or [http://www.winona.edu/sld/studentconductcode.asp](http://www.winona.edu/sld/studentconductcode.asp).