



**WINONA**  
STATE UNIVERSITY

# **Sports Clubs Handbook**

Last Update 5/9/2019  
Kate Noelke, Director of Integrated Wellness

## Introduction

Sport Clubs are student run organizations with members who have passion for or want to learn a new sport and grow that love into competitive intercollegiate play. Our program emphasizes leadership, education and service through play. While all Sport Clubs are competitive, they also stress skill development, team building, health and well-being 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 program of the Integrated Wellness Complex within the Division of Student Life and Enrollment Management. Some sports-based clubs are eligible to receive support from the WSU Student Senate. Other Sports Clubs apply for affiliation with the Sports Club Council and receive funding and support from that program. 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 sports-related clubs can request advocacy and support from the Director of Integrated Wellness.

Sport Clubs are run by students. Some clubs hold try-outs, and some invite all to participate regardless of skill-level. In certain clubs there may be limitations on how many team members a club can carry to an event, but each club is required to have at least ten active players who are full-time WSU students. Sport clubs are free to join but some cost may be associated with practice space rental and equipment purchases, and students should plan on paying for club-related travel and personal equipment and gear. Event scheduling, practice instruction and budget expenditure issues are decided by the members of the Sports Club Council (SCC) for the SCC affiliated teams. Finally, all student clubs are required to attend meetings of the Alliance for Student Organizations (ASO), and meet minimum expectations set by ASO.

**ALL SPORTS CLUBS SHOULD REGULARLY REVIEW INFORMATION AVAILABLE ON SPORTS CLUBS WEBSITE: <https://www.winona.edu/wellness/sports-clubs.asp>.**

## 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
    - i. Spouses/partners/dependents of currently enrolled Winona State University students are not eligible to participate in sport clubs
    - ii. 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
    - iii. Community members are not eligible to participate in sports clubs
2. Sport Clubs may charge membership dues to their participants based on financial needs related to space rental, equipment, and travel.
3. Highly competitive Sport Clubs may use try-outs to identify students most qualified to participate in highly competitive intercollegiate play and must do so in an

- equitable and non-discriminating fashion.
4. Sport Clubs must have at least 10 currently enrolled WSU students to be eligible for funding (this is an ASO minimum standard for club operation).
  5. Sport Clubs must have a current constitution and roster that is updated and submitted to Sports Club Council and the WSU Clubs and Organizations: Alliance of Student Organizations (ASO) each fall by the middle of September.
  6. Sport Clubs must have representation and participate in the ASO fall club fairs.
  7. Student Clubs must keep an updated directory form that is also turned in to Sports Club Council and updated [online](#) in the Online Club Directory each academic year.
  8. Sports Clubs must have representation and participate in the Annual Mandatory 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.
  9. A Minimum of **2** members must be certified in CPR, First Aid & AED training. Copies must be submitted and on file near IWC 126.
  10. Sports Clubs leaders must understand and communicate the risk management and Student Code of Conduct-related expectations and consequences of non-compliance as covered in the mandatory annual meeting to all club members and advisors.

## **Yearly Requirements**

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. All student clubs and organizations (including Sports Club Council affiliated teams/clubs) are required to meet expectations set by ASO. ASO requirements for maintaining club status are listed [here](#).

Yearly requirements are even more stringent for the Sports Club Council clubs/teams and are dependent on the Tier Classification they achieve. (Read about classifications and requirements below.)

An annual report must be submitted to the Sports Club Council. This report must contain the following: number of competitions, location of competitions, money spent, money fundraised, community service projects, current club officers and contact information, coaches and faculty advisors, other information to detail support, collaboration, and value to WSU. \*Please note, the link to the [annual report](#) is available on the Sports Clubs Website under the drop down "Important Forms and Documents."

## Sports Club Tier Classification

Sports Club Council Tier Classification System						
	National Organization	Collegiate National Championship	Membership	Days of Competition/Community Involvement	Fundraising/Dues	Base Allocation Eligibility*
Virtual Varsity	Yes	Yes	15+ Active Members	12+ total days of competition and international/national competitions	60% or more of previous year's total allocation	\$5250
Competitive I	Yes	Yes	12+ Active Members	9+ total days of competition and regional/national competitions	50% or more of previous year's total allocation	\$4350
Competitive II	Yes	Yes	10+ Active Members	6+ total days of competition and regional competitions	40% or more of previous year's total allocation	\$1900

\*SCC clubs/teams not meeting the required expectations may not receive full funding any given year, at the discretion of the SCC Exec Team and the Director of Integrated Wellness.

**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 and possibly a national body.

**Competitive II-** Competitive club that competes locally and regionally, possibly governed by a national body.

Sport Clubs must meet four of the five classifications in the Sports Club Council Tier System: National Organization, Collegiate National Championship, Membership, Days of Competition/Community Involvement, and Fundraising/Dues.

### Requirements for 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 two or more members certified in First Aid, CPR/AED

### Requirements for 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 two or more persons certified in First Aid, CPR/AED

## **Requirements for 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 40% of last year's S.C.C. allocations
4. Must complete four or more hours of community service
5. Must have two or more persons certified in First aid, CPR/AED

## **MEETING PARTICIPATION IS REQUIRED FOR ALL CLUBS/TEAMS**

**All Sports Clubs are required to participate in regular Sports Club Council meetings, as well as the mandatory annual meeting. Missing meetings will result in potential probation of teams, dismissal of teams from Sports Club Council, and/or reduced funding.**

### **Mandatory Annual Spring Meeting**

Teams that do not attend the annual mandatory meeting will be on probation and have 50% of the teams allocated funds distributed to their accounts at the beginning of the school year. If the club attends all of the Sports Club Council meetings for the fall semester as well as doing a 5-10-minute presentation answering the following:

- Description of what your club has done and is doing.
- How can your club contribute to recruiting of new students to WSU?
- How do you contribute to creating successful, engaged experiences of WSU students and sports club team members?
- Talk team fundraising and volunteering for the year.
- Three or more people from the club need to be present for the presentation

Then the club will then earn back 25% of their total allocated funds and they will be distributed in January to their account for a total disbursement of 75% of funding for the entire year.

These clubs are then expected to attend every meeting in the spring as well. The team is allowed one absence in the spring semester at the discretion of the Executive Board's decision (i.e. club's leadership turned over and team did not know about SCC meetings; "I forgot" is not an excuse for missing a meeting). On top of the monthly meeting attendance, the annual mandatory meeting must be attended, and the annual report must be submitted. If these things are completed, the team's probation will end, and full funding will be distributed the following school year.

While on probation, clubs may still request funds and retain voting rights.

**If the club does not attend all of the sports club council meetings (both fall and spring semesters with the exception of the one allowed absence in spring at the discretion of Executive Board), the mandatory annual meeting, and turn in the annual report during their year of probation they will be removed from Sports Club Council.**

### Regular Meetings

If a club misses 3 Sports Club Council meetings they will go probation under the same guidelines as missing the annual meeting.

If a club misses 3 SCC meetings **AND** they miss the annual meeting, they will only get 50% of their allocated funds the following year.

### Staff and Leadership Team

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:

People & Resources			
<b>Kate Noelke</b>	Director of Integrated Wellness	<a href="mailto:knoelke@winona.edu">knoelke@winona.edu</a>	507-459-2997
<b>Mark Bambenek</b>	Director of Intramurals	<a href="mailto:mbambenek@winona.edu">mbambenek@winona.edu</a>	507.474.7897
<b>Jordan Holdsworth</b>	Associate Director of Athletics	<a href="mailto:jholdsworth@winona.edu">jholdsworth@winona.edu</a>	507.457.2921
<b>Rachel Cromheecke</b>	WSU Legal Services Somsen 222	<a href="mailto:rcromheecke@winona.edu">rcromheecke@winona.edu</a>	507-457-2766
<b>Business/Fin</b>	Business Office	Somsen 106	507.457.5419
<b>Tracy Rahim</b>	Associate Director of Student Activities & Leadership	<a href="mailto:trahim@winona.edu">trahim@winona.edu</a>	507.457.5308
<b>Julie Erickson</b>	WSU Travel Director	<a href="mailto:juerickson@winona.edu">juerickson@winona.edu</a>	507-457-2945
<b>Phil Sonnenberg</b>	WSU Foundation	<a href="mailto:psonnenberg@winona.edu">psonnenberg@winona.edu</a>	

### ASO Club Directory Updates

All clubs are required to update their club directory, constitution, membership roster, and advisor agreement each fall. Use this site:

<https://www.winona.edu/student senate/clubs.asp> to guide the process. To maintain eligibility as a WSU student club or organization, the University must have a list of current clubs, advisors, club members 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. For questions or problems, please contact ASO at [aso@winona.edu](mailto:aso@winona.edu) or call 507.457.5308.

## Practices and Event Requests

To reserve a space for practice or for a competition on-campus, each sport club is required to enter in a request to the EMS system

(<https://www.winona.edu/registrar/roomreservation.asp> ) 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. The club should follow the request up with a communication to the Director of Intramurals. If a club enters their request into EMS without working with Mark or Jordan, 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 and work with Rachel Cromheecke in Legal Affairs to create contracts. No WSU student, faculty or staff should sign a contract. These agreements with off-campus partners must be reviewed every season by WSU Sports Clubs, WSU Legal Affairs (Rachel) and community partners. Some alternate options include contacting Winona Park and Recreation, Winona Area Public Schools, Winona Cotter and MN State Southeast. Please allow at least 10 business days for contracts, and best practice is to initiate a contract with WSU Legal Affairs months before think you may be reserving space off campus. You will not be allowed to utilize off campus facilities if approved contracts are not in place.

## Travel

Talk to Director of Travel and access the Student Travel website regularly, located here: <https://www.winona.edu/businessoffice/studenttravel.asp>. There are many requests and forms to complete both online and hard-copy before travel can be approved, and students should expect for approvals to take up to 10 business days. Plan ahead, talk regularly with your advisor, Director of Travel Julie Erickson in Somsen 112, and Legal Affairs Rachel Cromheecke in 222 Somsen. Emails for Julie and Rachel are: [juerickson@winona.edu](mailto:juerickson@winona.edu) and [rcromheecke@winona.edu](mailto:rcromheecke@winona.edu).

Official permission to be in travel status must be made by completing the Club/Organization Travel Plan Form available here: <https://www.winona.edu/businessoffice/studenttravel.asp> 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 Business Office.

Be aware that Clery forms are required before and after student travel. Work closely with your advisor, access the Student Travel website, and speak early and often with Julie Erickson, Director of Travel in planning your competitive travel. Students should expect to pay for some of their travel for every trip.

## **Budgets, Purchasing & Finance**

### **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 Director of Integrated Wellness.

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**

### **Purchasing**

For questions regarding purchasing, contact the business office or visit the Business Office website or visit 112 Somsen.

### **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.

### **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.

### **Volunteer/Volunteer Assets**

All volunteers must complete a waiver each year. Work with WSU Legal Affairs to complete the waiver. 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>.

### **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](http://www.winona.edu/sld) or <http://www.winona.edu/sld/studentconductcode.asp>.)