

Cedarville University Club Sport Manual:

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Introduction

Cedarville University Campus Recreation has for many years offered a wide variety of compelling activities to help meet the fitness and recreational needs and interests of our students. In 2014 we expanded these opportunities by establishing a Club Sport Program. This club sport manual has been developed to establish program guidelines and policies and to provide the structural framework necessary for clubs to gain recognition, develop leadership skills, and run safe, efficient programs. Club sports provide a positive learning experience for members through their involvement in, and their administration of, club activities, as well as through their athletic and recreational pursuits. Student leadership, interest, and participation are all important ingredients for a successful club team. Although Campus Recreation will provide some guidance and encouragement, it is active student involvement that leads to positive, fulfilling experiences for club members. Student members, therefore, determine the ultimate success of a club. It is the responsibility of all club sport members (especially club officers) to read, understand, and follow all guidelines and policies set forth within this manual. It will outline the responsibilities and privileges of membership in Cedarville's Club Sport Program.

Program Overview

Campus Recreation Vision Statement:

To be recognized leaders among Christ-centered universities in collegiate recreation

Campus Recreation Mission Statement:

The mission of Campus Recreation is to enrich the learning experience for students and instill a lifelong appreciation of, and involvement in, fitness and recreational activities enhancing their holistic development by providing quality recreational programs, services, and facilities.

Campus Recreation Values:

Campus Recreation supports the University's Core Values of:

- Love for God
- Love for Others
- Integrity in Conduct
- Excellence in Effort

As these Core Values are lived out in students' lives, other character qualities such as cooperation, teamwork, good sportsmanship, godly stewardship, and personal growth and development should mark their participation in recreational activities.

Club Sports Philosophy:

What are Club Sports?

A club sport is a recognized student-initiated and student-led organization that has been established to promote and develop the interests and skills of members in a particular sport or recreational activity. These clubs may be instructional, recreational, and/or competitive, depending upon the sport or activity

and the philosophy of the club. Participating in club sports is strictly voluntary. Club sports members may learn new athletic skills or refine existing skills, engage in healthy competition, and enjoy positive social interaction with teammates and opponents. Club sports are also designed to create many learning and leadership opportunities for students.

What are the differences between varsity, club, intramural, and informal sports at Cedarville University?

Varsity Sports: All varsity teams are under the oversight of Cedarville University Athletics and Dr. Alan Geist, Athletic Director. Varsity teams are fully funded by the University with scholarship monies available to some athletes and funded coaching positions. They must follow very strict guidelines and policies of the NCAA and the GMAC conference. The commitment level of the athletes is usually very high, with practices most every day during most of the year. Varsity sports usually require a full-year commitment from the athletes. Teams are filled mostly through recruiting efforts with some walk-on possibilities. There is extensive traveling since their competition is exclusively against other universities.

Club Sports: All Club sports are under the oversight of Campus Recreation and Mr. Mark Mathews, Director of Campus Recreation. Club sports may receive limited support from the Campus Recreation budget, but are primarily self-funded through dues and fundraising efforts. Coaches are usually volunteer positions and could be current students, staff members, or even non-University personnel. The commitment level expected of the athletes or members depends upon the type and philosophy of the club. Club sports may or may not require a full-year commitment.

Intramural Sports: All intramural sports are under the oversight of Campus Recreation and Mr. Mark Mathews, Director of Campus Recreation. These programs are fully funded by the University and service 40–50 percent of the student population. Intramural sport seasons are usually only four–seven weeks long with games only scheduled once per week during the first four–five weeks and twice per week during playoffs. Most intramural teams do not practice at other times. Competition is all on campus against other Cedarville intramural teams.

Informal Sports: Informal sports are under the oversight of Campus Recreation and include recreational activities played either inside in the gym or the field house, or outside on one of outdoor facilities (field space, tennis courts, disc golf course, or sand volleyball courts). These are drop-in events that take place when court space is available and student’s schedules allow.

Objectives of Club Sports:

- To encourage our students to develop useful lifelong leisure values and skills through opportunities for instruction and participation in a wide range of sport teams and recreational activities beyond the limits of our intramural sports program.
- To encourage our students to live out the Gospel with team members, opponents, game officials, and others
- To encourage our students to develop godly character and leadership through many opportunities to serve, organize, administrate, cooperate, and problem solve within individual clubs

Administration of the Club Sports Program:

Because each club sport is student run and student led, the key to their success lies in the degree of student leadership and participation. Students within each club are responsible for the internal administration of their club, which includes such things as decision-making in such areas as equipment, facilities, finances, game schedules, membership, promotion, practices, and safety. An understanding of the basic principles of organization management and the ability to delegate responsibilities to other club members will ensure the club's smooth operation and stability over time. Being recognized as a club sport does not constitute your organization as an agency of Cedarville University. Recognition qualifies the organization for limited institutional support, but care must be taken to avoid any confusion that your club acts for, or on behalf of, the University.

Promotion Guidelines: Web site, Social media and more.

Club Registration and Status

Forming new clubs: Individuals wishing to form a new club sport at Cedarville University should take the following steps:

- First, seek official student organization status through the SGA.
- Second, demonstrate interest, support, and sustainability for at least one year as an organization.
- Third, set up an interest meeting with the Director of Campus Recreation by the end of fall semester of the club's developmental year.
- Forth, submit a completed Club Sport New Club Application Form along with the club's constitution by the spring break of the club's developmental year.

Returning clubs: Recognition as a Campus Recreation Club Sport is granted for one year only. It is necessary for each club to register its intent to return as a Club Sport during the spring semester for the following academic year and to submit an updated constitution, membership and officer list, and a projected budget for the next year by April 15 (Tax Day). It is also necessary for each club to follow all of the guidelines and policies within this club sport manual and to meet the following four manners of conduct:

- Regular and clear communication with the Director of Campus Recreation and Campus Recreation on the part of all club officers
- Christlike conduct (good sportsmanship) and responsible behavior in accordance with our core values, the University student handbook, and the Cedarville Covenant for all club members
- Compliance with all risk management policies as a club
- Responsible budgeting (maintaining a positive account balance)

Club Membership Guidelines

- Club members must be Cedarville students (either undergraduate or graduate) currently enrolled in a minimum of 6 credit hours.

- Club members must maintain a GPA of 2.0 or higher. If a member's GPA falls below a 2.0, they will be placed on probation and will only be allowed to practice with the club for one semester until it rises above a 2.0 (no travel, no play). If a member's GPA is below a 2.0 GPA for a second consecutive semester, the member will be dismissed from the club.
- Cedarville faculty and staff members may apply for an affiliate club membership in some clubs, but may not hold an office within the club (except for Advisor or Coach), vote on club matters, vote in elections, or participate in collegiate competitions (unless specific club sport governing bodies allow).
- Cedarville alumni, spouses, and family members of students/faculty/staff are NOT eligible for club sports membership.
- Current varsity athletes are not eligible for membership in the same or similar sport as their intercollegiate participation.
- Current or former professional athletes are not eligible for membership in the same or similar sport as their professional participation.
- Club members are expected to conduct themselves in a Christlike manner at all times and represent Christ and the University well.
- Club members are expected to adhere to the Cedarville Student Handbook and the University standards at all times.
- Clubs that belong to outside governing bodies are subject to individual eligibility requirements as set forth by those organizations.
- All club members, prior to participating in the club's activities, must sign a participation agreement in which he or she assumes the risks of participating and agrees to release Cedarville University from any possible claim arising from loss or injury attributed to participation.

Club Guidelines

- Clubs must hold annual elections of officers and elect at a minimum a President, Treasurer, two Safety Officers (for contact sports and other high risk activities), and an Advisor.
- Clubs must keep the membership list and officers list updated in CU Involve.
- Clubs must have appropriate club officers attend all mandatory meetings.
- Club officers must develop and maintain a Club Constitution. See the SGA organization guidelines for constitutions.
- Club officers are expected to regularly and clearly communicate with Campus Recreation.
- Club officers must request and reserve all facility use through Campus Recreation.
- Clubs must meet all financial obligations incurred by the club.
- Clubs must ensure that each member, prior to participating in the Club's activities, has signed a Participation Waiver in which he or she assumes the risks of participating and agrees to release Cedarville University from any possible claim arising from loss or injury attributed to participation.
- Clubs must comply with all emergency response procedures.

- Clubs must report all accidents and injuries to both Campus Recreation and Campus Safety using the Club Sport Accident Report Form.
- Clubs must refrain from all forms of hazing and follow the Hazing Policies set forth by SGA.
- Clubs failing to comply with the standards and criteria established in this Club sports Manual jeopardize their standing as a recognized club.

Club Leadership Responsibilities

- Clubs should exercise a great deal of caution when electing officers. There are a number of duties that coincide with an elected position and each must be handled in a responsible and professional manner. Club success is often based on its leadership. With this in mind, each club is required to elect a President, Treasurer, a Safety Officer, and an Advisor. Clubs are also encouraged to elect a Vice President and Secretary.
- Although these may vary depending upon the club's constitution, the officer's recommended duties are as follows.
 - **President:**
 - **Treasurer:**
 - **Safety Officer:**
 - Vice President:
 - Secretary:
 - Team Captain:
 - Faculty/Staff Advisor:
 - Coaches/Instructors:

President: The President is the primary contact person for the club and is responsible to:

- Serve and act as a liaison between the club and Campus Recreation
- Attend all Club Sport Council meetings and represent his or her club's membership
- Keep members informed of all club meetings, dates and times
- Inform all club members of pertinent information outlined in this Club Sport Manual
- Relay all club sport rules and regulations to their coach, advisor and club members
- Operate the club in compliance with all rules and policies outlined in this Club Sport Manual
- Ensure that all needed information is filled out and updated on CU Involve
- Coordinate and lead team meetings in an organized and effective manner
- Assist with the transition of newly elected officer,
- Ensure that all financial obligations incurred by the club are met
- Report the results (numbers, statistics, narrative) of all club activities to the Assistant Director for Competitive Sports upon completion of the event
- Ensure that the clubs web page and social media outlets are kept up to date
- Ensure that the club's events are publicized

- Ensure that the constitution is accurate and up to date
- Assist the Treasurer in preparing the annual budget and coordinating fundraising efforts
- Maintain an updated membership directory, including names, addresses, phone numbers, and email addresses on CU Involve

Treasurer: The Treasurer is responsible for the financial health of the club and is responsible to:

- Develop and manage the club budget, keeping accurate documentation of all income and expenses
- Collect all club dues from members
- Organize, coordinate and implement all fundraising efforts
- Make account deposits
- Pay all club bills and fees and pass all purchase requests and financial agreements through Campus Recreation
- Submit requests for petty cash or reimbursements through the Campus Recreation,
- Register the club with the appropriate governing bodies
- Carry out all responsibilities of the President in his/her absence (unless if there is a Vice President)
- Assist the President with his/her duties
- Take minutes of all club meetings and turn in a copy to the Director of Campus Recreation.

Safety Officers: The purpose of having safety officers is to provide a safe and positive recreational experience for all club members. These officers are responsible to:

- Maintain current American Red Cross First Aid/CPR/AED certifications and act as first responder to any emergency situation while the team is together
- Contact emergency medical personnel for any serious injuries occurring during practices and/or games and use first aid skills to assess and care for the injury of any club members
- Complete and submit an injury report form following injuries or accidents to Campus Recreation the following work day
- Ensure safe conditions of the equipment, playing field, or other facilities
- Each club team is expected to have two safety officers on the team and at least one safety officer at each practice or game

Faculty/Staff Advisor:

Each club is highly encouraged to have a faculty or staff advisor of the groups own choosing. Undergraduate and graduate students are **not** permitted to serve in this capacity. The advisor adds continuity from year to year and assists new officers of the club in the transition process. This individual advises the club in the exercise of responsibility; however, they do not have the authority to control the

policy of the club. Advisors should be chosen very carefully and have a vested interest in the club and activity they will represent. The advisor is responsible to:

- Attend club meetings and assist the members in their organization and planning
- Attend some practices, competitions, and special events to support the club
- Serve as a source of information and guidance for club officers while maintaining the Club Sport Program goals of cooperative values and leadership among the club's membership
- Act as coach for the team, optionally
- Perform other advisory functions agreed upon by the club and advisor

Other Recommended Officers include:

Vice President: The Vice President would assist the President with all of his/her duties and is primarily responsible to:

- Attend all club sport council meetings
- Lead any club meetings in the absence of the President
- Maintain club files/records in the absence of a club Secretary
- Fulfill any other duties assigned by the President

Team Captain: The Team Captain is responsible to:

- Execute practice and game plans or assist the coach (if there is one) with those plans
- Work to unite the team to achieve common goals during practices and competitions and help with the spiritual growth of all players or club members

Webmaster: The Webmaster is responsible to:

- Create and maintain the club's website
- Ensure any information displayed on the Campus Recreation Home Page regarding their club is accurate and up to date
- Submit team pictures, game or match results, and press releases to Campus Recreation to be posted on the Club Sport webpage.

Secretary: The Secretary is responsible to:

- Take minutes of all club meetings
- Maintain club files and records
- Maintain all club information listed on CU Involve.

Coaches/Instructors:

It may be necessary, or beneficial, for some clubs to have a coach or instructor. If this is the case, it is extremely important that these individuals are carefully selected to serve the club's best interest. This individual should be a member of the Cedarville University community and must comply with all Cedarville University and Campus Recreation policies and procedures.

Coaches are considered volunteers. The normal practice will be that coaches will not be paid for their work. However, if the club feels it is necessary to compensate the individual for time spent with the club, the Director of Campus Recreation must approve any proposal to do so.

There are several duties and responsibilities that a coach may have, depending upon the needs of the club and the purpose of the instructor. These duties may include the following:

- Oversee all practices, games, and special events
- Develop and implement a comprehensive training program
- Participate actively in the recruitment of participants
- Assist the club in managing its budget, including fundraising
- Identify athletic equipment and apparel that is in need of repair
- Ensure compliance with all governing bodies and University regulations
- Assist the President and club members
- The coach could be the same individual acting as the Club Advisor.

Risk Management Guidelines

Risk Management

Participation in club sports is voluntary. As such, Cedarville University, Campus Recreation, and the Director of Campus Recreation will not be held responsible for any injuries sustained while participating in the Club Sports Program. The University will also not be responsible to pay for any ambulance expenses incurred by a club member. Individuals must recognize, understand, and assume all inherent risks associated with their participation in a club sport. All club members are encouraged to undergo a physical examination before participation.

- **Medical Insurance:** All club members must have their own (primary) health and accident insurance (usually through their parent's coverage) prior to participating in any club sports activities. Some clubs may decide to purchase catastrophic medical insurance for the team and/or individual team members.
- Clubs that host competitions on campus must provide proof of liability insurance to Campus Recreation from the visiting school two weeks prior to the competition. On-site waivers will be accepted for schools unable to provide proof of liability insurance.
- **Waivers:** Each participant must fill out a Club Sport Waiver and an Emergency Contact Form prior to participating in club sport activities. Participants under the age of 18 must have a legal guardian sign their waiver. All clubs deemed as "high risk" (Rugby and Ultimate Frisbee) must meet with the Director of Campus Recreation and an athletic trainer at the beginning of each season to discuss concussion management information.
- **Travel Guidelines:** Typically, Campus Recreation does not provide or fund transportation for club sport teams for any of their games or events. If a club has the funds in their club budget, they may choose to use University transportation (vans). Players should be informed by club officers that the University and Campus Recreation is not responsible for any medical costs that may arise from an accident to or from a club sport event. While traveling, teams are responsible for the following:

- Ensuring that only approved, authorized drivers operate University vehicles when used
- Abiding by all University travel policies
- Abiding by all traffic laws
- Obeying the posted speed limits and adjust to lower speed during times of inclement weather
- Making sure each individual traveling has a seat and seatbelt
- Adhering to all local seatbelt/cell phone laws
- **Weather Conditions:** All cancellation decisions should be based first of all on the safety and comfort of players, spectators, and officials and secondly on facility playing conditions, weather forecasts, and preserving facilities for future use. Due to the unpredictable and rapidly changing nature of adverse weather and the potential of catastrophic consequences of participating in outdoor sports and activities during threatening weather, this policy is to be followed explicitly and without delay.
 - If a tornado or thunderstorm **“WATCH”** is in effect, players should **play with caution or postpone play.**
 - If a tornado or thunderstorm **“WARNING”** is in effect, players **must cancel or postpone play and move to a safe location immediately.**
 - If lightning is seen or thunder heard during practices or games, play must stop and all players must clear the fields immediately and go to a safe indoor location. Fields must stay cleared for at least 20 minutes from the last lightning strike.
 - Coaches and Advisors will be given access to the severe weather monitoring system, which Cedarville’s athletic teams use to help indicate the exact location of storm systems and lightening in the area.
- **Blood Borne Pathogens:**
 - It is highly possible that members may be exposed to blood borne pathogens while participating in a club sport event. Examples of some life-threatening pathogens are HIV and hepatitis. Blood borne pathogens can be transmitted in a variety of ways through body fluids: blood, urine, vomit, and feces.
 - “Universal Precautions” are procedures for infection control that treats body fluids as if they are capable of transmitting blood borne diseases. You need to be aware of the situations in which you can be infected by blood borne pathogens while treating a fellow member for first aid or just cleaning up after an injury or illness. Be sure to use a barrier before coming in contact with any body fluids. Latex gloves and pocket masks are essential items to protect yourself when providing care. Also, be aware of body fluid spills on floors, decks, cement, and even grassy areas. Be sure that a biohazard kit is used when dealing with spilled fluids. Immediately wash hands and exposed areas thoroughly with soap and water, even if you used gloves. All injuries resulting in blood exposure during a practice, instruction, or competition must be treated immediately to minimize exposure to others.
- **Biohazards:** In the event of a fecal, blood, or vomit contamination, the following procedures must be followed:
 - Clear and close the effected immediate area
 - Notify Campus Safety immediately and ask them to clean up the mess as soon as possible

- Remove any contaminated clothing and wash thoroughly as soon as possible if exposed to a biohazard.

Facilities Scheduling and Usage Guidelines

- All club sports have access to our indoor and outdoor recreational facilities. Because of the number of intramural sports and other groups and individuals competing for recreation space, all facility requests for both practices and games must be submitted to the Director of Campus Recreation as soon as possible in the season. Club sports should never assume that they have priority over intramural sports or any other group. The Director will do all he can to help meet the facility needs of each club. But, because of the number of students involved in the intramural sports program, their games will have scheduling priority over club sport practices and games.

Playing on Sunday Guidelines

- The University desires to preserve Sunday as a day of rest and corporate worship for students and faculty and staff members. With that in mind, club teams should not schedule competitions on Sundays as a general rule. Limited Sunday competition may be allowed in extenuating circumstances such as special events or end of year tournaments. **All Sunday participation must be approved by the Director of Campus Recreation before any competition agreements are made.**

Budgetary Guidelines

- General Guidelines:
 - Club sports are primarily self-supported. The University will provide a limited amount of financial assistance through Campus Recreation (up to \$500 per year per club). All other expenses must be covered by the club through member dues, fundraising events, gifts, donations, and sponsorships.
 - Each club will be assigned a separate University account number. It is the responsibility of the club, through the club Treasurer, to effectively manage the money in its account.
 - All money that the club collects must be deposited into the club's account through Campus Recreation. No club may have any other bank account off campus.
 - Club officers are responsible for seeing that expenses do not exceed income and that allocated funds are spent according to University budget policy.
- **Specific Guidelines for Club Treasurers:**
 - Stay within your budget. Spend and track your money carefully.
 - Document all income and expenses on a spreadsheet or other budgeting software. Informal documentation is not appropriate and will not be accepted.
 - **The Director of Campus Recreation must approve all expenditures and reimbursements.** Plan ahead and submit all quotes, invoices, etc., to Campus Recreation well in advance.
 - Secure and submit official company receipts for all expenditures.

- Create separate budgets for major events that itemize all projected income and expenses.
- Record all income received, including the date, amount, and person making payment. Submit any income as soon as possible to Campus Recreation.
- Any club that ends the school year with outstanding bills will not be funded the following year and will become inactive until all outstanding bills are paid.
- **The Budget Allocation Process:** The Director of Campus Recreation will appropriate funds into each club's account once the following items have been submitted to Campus Recreation during the summer or early fall:
 - A tentative budget including expected revenue and expenses for the year
 - A tentative practice schedule plan
 - A tentative game/match schedule for the year
 - All member and officer names entered into CU Involve
- The amount of allocated funds will be determined by the club's need, size, and budget, along with its level of cooperation and sportsmanship the previous year.
- Clubs will be issued up to \$500 in the fall with additional funding possible for end-of-season expenditures (regional or national tournaments, etc.).
- **Expenditure of Funds:** Once budgets have been approved, it is essential that clubs have written fiscal guidelines to follow.
 - Accurate and complete record keeping is important since all club accounts are subject to audit.
 - Money allocated by the Director of Campus Recreation must remain in a University fiscal account and may only be disbursed by Campus Recreation Staff.
 - The following items are considered legitimate budget expenses:
 - Approved travel expenses
 - League or conference membership dues
 - Tournament entry fees
 - Officiating fees
 - Equipment for games and practices (Personal clothing and equipment remains the responsibility of individual club members.)
 - Publicity
 - Medical supplies
- **Direct Payments:** Club sports funds can be used to pay someone directly for services rendered, items received, or fees incurred. Clubs should follow the procedure below.
 - Secure approval from your adviser and the Director of Campus Recreation prior to contracting for services or purchasing (charging) supplies.
 - Submit a **Requisition** along with the bill or invoice to Campus Recreation.
 - The amount will then be deducted from your club account.
- **Purchases:** When equipment or other items are needed or desired, a club may purchase equipment with budgeted funds.
 - Investigate reputable vendors and secure cost estimates
 - Check with your adviser
 - Submit a **Requisition** along with the quote sheet to Campus Recreation
 - If the Director approves the purchase, the requisition will be sent through to the business office where the items will be ordered
 - The amount will then be deducted from your club account once payment has been made

- **Reimbursements:** To be reimbursed for a legitimate club-related expense you must:
 - Submit a Requisition along with the original sales receipts to Campus Recreation.
 - The amount will then be deducted from your club account and the money sent to the person being reimbursed.
- **Guidelines for Fundraising:**
 - Fundraising is a significant way for clubs to raise the needed money for their operations.
 - Some suggested methods of generating funds include car washes, candy sales, T-shirts sales, exhibitions, tournaments, mail-outs to parents and alumni, and game programs. All require some degree of planning and coordination to ensure positive results. Raffles are NOT to be used since it is a form gambling.
 - Before launching a fundraising initiative, including advertisement, clubs must submit a Fundraising Proposal describing in 100 words or less the purpose, design, and details of the fundraiser to Campus Recreation and must obtain the approval from the Director of Campus Recreation to ensure it abides by University principles and guidelines.
 - All submissions must be received at least seven days prior to the desired date of the fundraiser.
 - Choose a fund drive chairperson to direct and coordinate the effort.
 - Assign specific tasks to committees or individuals.
 - Allow enough time for planning and advertisement.
 - Avoid scheduling conflicts with other major campus or community events.
 - Reserve necessary facilities well in advance.
 - Keep accurate records of all money received and spent.
 - Selling T-Shirts: Approval must be given by the Director before any T-shirts or other materials are printed. If the design includes a Cedarville University trademark (especially anything related to Athletics logos) it will require further approval.
 - Limitations:
 - Fundraising in residence halls is reserved for benevolence offerings only, and the Dixon Ministry Center is reserved exclusively for offerings and fundraising initiatives conducted by Christian Ministries and SGA on a limited basis.
 - Each club is allowed a maximum of two weeks per year for on-campus fundraising.
- **Tax Guidelines for Donations**
 - Avoid cash donations, if possible. If accepted, be sure to give the donor a receipt and get his or her name and address.
 - Checks should be payable to "Cedarville University" with a footnote (e.g., Men's Rugby Team donation).
 - The club should send out letters of receipt and appreciation to those who gave gifts.
- **Guidelines for Dues:** Membership dues will be established by each club and its officers each year based on club needs.
- **Guidelines for Sponsorships:** All sponsorship agreements must be approved by both the Club Adviser and the Director of Campus Recreation. Campus Recreation would discourage clubs from asking local businesses for sponsorship monies unless a club has a very close relationship with them. They have all been inundated with requests to sponsor the University in various ways. The best opportunities for sponsorship monies would be from alumni who were past participants in your club or club members' parents who work at businesses or own a business.
- **Guidelines for Buying Equipment:**

- Equipment purchased with Campus Recreation funds belongs to the University and is assigned for use to the club. Such equipment remains the property of Cedarville University and cannot be sold, traded, or given away without the approval of the Director of Campus Recreation. Any equipment purchased with University funds (directly or indirectly) will be kept by Campus Recreation during the summer.

Marketing and Trademarks

- Club sport teams must be very careful when promoting their clubs (through a web site, on flyers or other printed materials, on T-shirts, etc.) not to infringe on University or Athletics trademarks. Clubs may not use the athletic brand marks including, but not limited to, the current or past Yellow Jacket mascot illustrations, logo marks, or type treatments. The University logo is permissible to use as long as it complies with the University brand guidelines and permission is received from the Director of Marketing. Whenever club sport teams are referenced (especially on T-shirts or other printed material), the word “club” must be included (“Cedarville Rugby Team” would NOT be acceptable but “Cedarville Rugby Club Team” would be acceptable). All T-shirt designs must be approved by the Director of Campus Recreation before orders are placed.