

Montana State University

Club Sports Handbook

2025 - 2026



MONTANA STATE
CLUB SPORTS

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Office Hours and Contact Information

Student Wellness Center
Montana State University
950 W. Grant Street
Bozeman, MT 59717

Office Hours: Monday-Friday, 9:00am – 5:30pm

2025-2026 Competitive Sports Staff

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Introduction

The Club Sports Program is an integral part of the Campus Recreation Department at Montana State University. Club Sports represent a connection between the University's athletics programs, intramural activities, and physical education offerings. The purpose of the Club Sports Program is to provide opportunities for students interested in specific athletic activities to improve their skill and participate in extramural competition. Each team is created, developed, and governed by the student membership of club. The Campus Recreation Department offers professional guidance and assists in helping students develop their organization and leadership skills to promote the growth and success of the clubs. While the Campus Recreation administrative staff will assist teams in every way possible and provide oversight of Club Sports activities, the responsibility for team administration and organization lies with team officers, coaches, and members.

Player Eligibility

Any student who is enrolled in at least 7 credit hours Montana State University is eligible to participate in Club Sports. Montana State University or Gallatin College Students who are in enrolled in less 7 credit hours will need to pay the Registered Student Organization (RSO) fee and Recreation fee to become eligible to participate.

Everyone who participates in Club Sports will have to complete an assumption of risk form. Once participants have completed the assumption of risk form and they will be added to the roster on Fusion Club. This is a website that the Competitive Sports office uses as a database and scheduling for each club. Only official club sport participants who are on the roster are eligible to participate in club activities such as practices, games (home & away), fundraisers, and other events.

Some clubs are members of a National Governing Body that may have added eligibility requirements. These requirements do **NOT** overrule the minimum requirements of eligibility as explained in this handbook.

Maintaining Club Sports Status

During the academic year, each club must meet certain requirements to start practicing, maintain their status, and be in good standing throughout the academic year, concluding in a full organizational review of each club at the end of the spring semester.

To be able to start practicing in the fall semester, clubs must complete the following requirements...

- Attend the Beginning of Year Officers Training

- At least 2 officers must be in attendance
- Have at least 2 Safety Officers listed on your roster in Fusion Club
 - Safety Officers are club members who are CPR/AED/First Aid Certified. They must include a picture of their certification.
- Submit an updated officer's contact list

There will also be requirements throughout the semester for clubs to complete to maintain their status. These requirements include....

- Complete 30 community service hours
- Attend monthly cohort meetings
- Complete RSO registration
- Submit club constitution

Failing to meet the requirements will result in loss of access to certain club sport privileges such as priority practice times, applying for funding, and ability to compete. Each scenario will be a case-by-case basis.

Standards of Conduct

The basic concept underlying the Montana State University standards of conduct is that students, by enrolling in the University assume an obligation to conduct themselves and their organizations in a manner compatible with the University's function as an educational institution. All team members must maintain high standards of behavior and sportsmanship on and off the field as a representative of the University and Campus Recreation department.

The University Standards apply to all student conduct, both on and off campus, when representing MSU. Students and teams who violate these policies, including violating the anti-hazing policy, will be subject to penalties and disciplinary measures such as suspension from participation, loss of practice and travel privileges, and loss of status as a Club Sport/RSO. Students may also be subject to disciplinary action for violations of local, state, and/or federal laws which occur on or off campus. All team disciplinary matters will be reviewed by the Executive Board, Senior Coordinator of Competitive Sports and/or Associate Director of Programs, and the Associate of Dean of Students.

[Student Code of Conduct](#)

[Hazing Prevention](#)

[Alcohol & Drug Policies](#)

Officer Descriptions and Responsibilities

The Club Sports Program requires the following officer positions to be held with everyone's contact information to always be on file. Each position must be held by a different member of the club to expand leadership opportunities. Clubs may elect to have additional officer positions as deemed necessary by the club. Officers are required to be attending Montana State University – Bozeman. A student placed on academic probation is not eligible to hold the President or Treasurer position for their club.

Officer Expectations

Club Sports Officers must assume the highest level of expectations to ensure the success of their Club Sport and the Program. All Officers must adhere to the following expectations:

1. Communication – as a student organization, communication is vital to the success between the Club Sports Officers, members, and Professional Staff. This communication includes quarterly reports, trainings, meetings, and turning in required documentation.
2. Read and understand the contents of the Club Sports Handbook; Communicate club members of policies, procedures, expectations, emergency procedures, etc.
3. Attend all Club Sport trainings and meetings
4. Submit required forms and documents completely and on time:
 - a. Acknowledgement of Risk completed by all participating members
 - b. Practice, Game, and Event Requests (Including Schedules)
 - c. Travel Forms (Including Trip Itinerary)
 - d. Purchase Requests
 - e. Annual Club Registration f. Budget Planning and Tracking
 - g. Annual Club Reports
5. Ensuring all club members act in proper conduct and professionalism while representing MSU, Campus Recreation, and the Club.
6. Ensuring the Club is compliant with all local, regional, and/or national governing associations
7. Meeting obligations for club financial accounts and budgets
8. Arranging facility reservations with the Senior Coordinator and inspecting facilities prior to practices, games, or activities for safety and maintenance needs

9. At least one Officer and one Certified Member must be present for any practice, game, or event for the duration of the activity

10. During all Club travel, Officers must adhere to the following guidelines:

- a. Obey and follow all vehicle and traffic laws
- b. All passengers must always have seatbelts on
- c. All passengers must be approved on the Travel Roster
- d. Cargo must be safely stored and/or secured

President:

Responsible for the general oversight and management of the club and its officers

- 1. Serve as the liaison between the club and the Club Sports Program while operating in compliance with the club Constitution, Club Sports Handbook, and University Regulations
- 2. Set and make progress towards annual/seasonal club goals
- 3. Ensure that all club documentation is submitted complete and on time
 - a. This includes facility request forms for practices/games/events, quarterly roster submissions, quarterly and annual Club Reports, annual budget packets, annual club registration, etc.
- 4. Ensure that fellow club officers carry out their individual responsibilities.
- 5. Coordinating all aspects of coaches, instructors, and officials.
- 6. Acting as the clubs primary contact for the clubs governing body and being familiar with all policies and procedures.
- 7. Other duties as assigned by the clubs Primary Contact

Vice President:

Responsible for reporting to the President and taking over responsibilities in the absence of the club President.

- 1. Assumes all duties of the President in their absence
- 2. Attend meetings in place of other Officers if they are not able to
- 3. Aid the President in informing all club members of policies and procedures laid out in the Club Sports Handbook

4. Assist Officers in making deadlines and updating online forms
5. Other duties as assigned by the club President or Primary Contact

Treasurer:

Responsible for the financial obligations of the club and seeking out additional funding opportunities for the club outside of fundraising.

1. Submit necessary documentation for payments, reimbursements, and sponsorships, including assisting the club President with the annual budget packet
2. Create and maintain a club budget and account records
3. Keep the club in compliance with Business Office policies and procedures
4. Seek out sponsorship opportunities to provide additional funding for the club
5. Other duties as assigned by the club President or Primary Contact

Travel/Safety:

Responsible for the safety of the club during competition, practices, travel, and team events.

1. Ensure all club members have the necessary paperwork on file for participation eligibility
2. Maintain full inventory of the club First Aid Kit and monitor facility conditions during practices and events
3. Ensure that a CPR/AED/First Aid certified individual is present at all club events
4. Appointing Trip Coordinators for all travel and completing all necessary training and documentation for members
 - a. This includes submitting any injury/incident reports during and after events and travel
5. Other duties as assigned by the club President and Primary Contact

Community Service/Fundraising:

Responsible for planning and conducting community service and fundraising events for the club and coordinating member involvement.

1. Seek out community service and fundraising opportunities for the club
2. Initiation, planning, and registering of community service and fundraising events
3. Completing necessary documentation for all fundraising and community service events

4. Other duties as assigned by the club President and Primary Contact

Club Constitutions, Bylaws & Officer Elections

All clubs are required to have a club constitution. Your club is recognized by the university through its constitution. The constitution will serve as a set of operational guidelines and rules for your club. It should express the fundamentals of the club's structure and purpose, highlight the duties of your officers, eligibility of members, and the process for holding elections. For your club to be operated consistently each year, your constitution should be easily interpreted and formatted. You can change the constitution, but you must follow it. All clubs will be expected to update their constitution yearly and submit a copy to the Competitive Sports office. Remember that you must follow your club constitution to maintain an active status. The constitution should consist of the following information...

- a) The constitution should consist of the team's name, purpose, membership requirements (including specifics of roster sizes, travelling players, etc.), coach selection, officer election procedures, code of conduct, financial arrangements, officer's duties, and frequency of meetings.

Every constitution must address how officers are to be elected each year. It is recommended that you host them in the spring semester. A list of the newly elected officers and their contact information needs to be provided to the Senior Coordinator of Competitive Sports.

Coaches

Each team has the option to secure the services of one or more coaches. Coaches are a volunteer role. If a team chooses to have a coach it is the responsibility of the team to find and secure a qualified coach. Campus Recreation does not have the expertise to determine the technical skills of a coach/instructor and, therefore, rely on the judgment of the student organization to evaluate those qualities and skills. Clubs are encouraged to provide the coach with a list of responsibilities pertaining to practice and game strategies. The operations of the club will still be the responsibility of the club executive board members. The person who serves in this role will not be considered an employee of MSU or Campus Recreation. Every coach **MUST** submit a Coaches Agreement Form every year to start volunteering with the team. Any head coach that is not a current MSU employee, must also complete a Non-Employee form, pass a background check, and complete Building Supportive Communities training.

Coaches may be responsible for:

1. Signing the Coaches Agreement form and become familiar with the Club Sports Handbook
2. Assist with recruiting, developing, and improving the skills of players

- a. This includes allowing all interested and eligible MSU students to participate and/or tryout for that sport.
3. Help enforce all Risk Management policies and develop/employ safety procedures
4. Enforce rules and regulations, conduct standards, and good sportsmanship both on and off the field.
5. Attending all games and practices as their schedule permits
6. Assist club officers in coordination and supervision of team activities

Marketing & Trademark Licensing Policies

Website and Social Media

1. Club Sports teams are responsible for their own individual team accounts on social media pending the completion of social media training by designated officers.
 - a. Social media accounts must be in compliance with University and Campus Recreation policies.
 - b. Clubs should use inclusive language on all platforms when promoting the club.
 - c. In accordance with federal freedom of speech laws, clubs cannot delete comments on social media which fall under freedom of speech. Clubs can delete comments that are assumed to be spam.
 - d. Clubs may utilize social media to acknowledge sponsorship partners and donors but cannot promote any commercial activity for such sponsors.
2. Club Sports may use the Montana State institutional name to indicate their location at the MSU campus. Use of the institutional logo may only be used internally for poster or banner display on campus.
 - a. Clubs must present themselves as a club on any websites or social media sites.

Apparel and Printing

Clubs can create their own logo or identity to be used on social media, apparel, uniforms, etc. under the following guidelines:

1. The use of logos must adhere to brand standards and may not be modified in any way or combined with other logos or verbiage. University logos must stand alone and be surrounded by clear space.
2. No alterations may be made to any of the Montana State marks or branding. A copyright mark must be present with any use of MSU logos, including the Bobcat.
3. Clubs may apply for the ability to use the athletics Bobcat logo. No cartoon, stylized, or vintage versions of the Bobcat are allowed.

- a. Sponsorship partners of Club Sports do not have access to use any institutional logos unless approved by University Communications.
4. Images and/or logos of external sponsors are allowed to appear on uniforms or apparel with the Montana State or Bobcat logo but must be separated from any institutional logos. Sponsor logos should never be larger than institutional logos.
5. All club sports must use the word “Club” in their team names on apparel/merchandise (i.e., Montana State Soccer Club, Montana State University Club Hockey).
 - a. Clubs with an NCAA crossover (i.e., Alpine & Nordic Ski Clubs) must use the word “Club” on all competition uniforms in addition to regular apparel and merchandise.
6. All proofs and designs must be sent to and approved by the Senior Coordinator of Competitive Sports before ordering.
7. All products using MSU trademarked logos must be produced by an approved, licensed vendor. Failure to use a licensed vendor could result in a Club team not being allowed to wear uniforms or sell merchandise that they have already paid for.
8. Merchandise being sold to the public with Montana State University licensed trademarks are subject to royalty fees.

[Approved Licensed Vendors](#)

[Trademarks & Licensing](#)

Risk Management

Concussion Management

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 ‘implosive’ force transmitted to the head. All concussions are considered serious injuries. Returning to play prior to full recovery can increase recovery time and/or increase the likelihood of long-term problems, including prolonged brain damage or death.

Signs & Symptoms: Concussions can occur without loss of consciousness or other obvious signs. A critical element of concussion management is candid reporting by the participant of any symptoms and awareness by other participants of concussion signs. The following are accepted signs & symptoms of concussions:

| | |
|----------------------------|-------------------------------|
| Signs (Observed by Others) | Symptoms (Reported by Player) |
|----------------------------|-------------------------------|

| | |
|---------------------------------------|---------------------------------------|
| Appears dazed or stunned | Headache or ‘pressure’ in head |
| Confused about assignment/position | Nausea or vomiting |
| Forgets plays | Balance problems or dizziness |
| Unsure of game, score, or opponent | Double or blurry vision |
| Moves clumsily | Sensitivity to light |
| Answers questions slowly | Sensitivity to noise |
| Loses consciousness (even briefly) | Felling sluggish, hazy, foggy, groggy |
| Shows behavior or personality changes | Concentration or memory problems |
| Can’t recall events before hit/fall | Confusion |
| Can’t recall events after hit/fall | Expressing “not feeling right” |

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

Concussion Baseline Testing: Although it is not required by Club Sports program participants, it is strongly recommended that all members take a baseline examination prior to participation in practices, events, and other forms of competition. A computerized neurocognitive test is able to get a more accurate diagnosis of concussions and assist with return to play decisions. This can be done through most physicians and/or athletic training facilities.

First Aid & Certified Members

First Aid Kits: All Clubs will be required to have their own First Aid kit that is properly always stocked. This kit should be present at all practices, events, and trips where the Club is actively participating in.

Certified Members: Each club is required to have two Certified Members on their roster. At least **one** Certified Member must be present at all practices, events, and trips that the club is actively participating in. This Certified Member must complete CPR/AED, First Aid, and BBP training and submit their certificate to the Senior Coordinator of Competitive Sports to be listed as an active Certified Member. Certification can be done through the Campus Recreation department at any time throughout the year and will be active for two years following successful completion. Clubs can have two club members get CPR/AED/ First Aid certified through Campus Recreation for free. All Trip Coordinators must also be Certified Members. It is strongly recommended that the Safety Officer be a Certified Member and Travel Coordinator.

Travel Procedures

All clubs wishing to travel for club competitions and events must be in good standing with RSO and the Club Sports Program. All club members wishing to travel to participate in club activities must be eligible for club sport participation, in good standing with the University, and be listed on the submitted Travel Roster. All University-related travel, whether by faculty, staff, or students, must be properly planned and approved in advance, following these procedures.

Travel Authorization

When a team is preparing to travel, they must follow this checklist:

1. Each team must submit a Travel Request Form at least 14 days prior to the trip.
 - a. Travel Request forms must also include a Travel Roster to be approved by ODOS. All individuals travelling with the club, approved drivers, and Trip Coordinators must be listed on this form.
2. All members travelling must complete their Fusion Club profile and be added to the club roster prior to their first trip
3. If driving an 8+ passenger vehicle, Driver Safety Training must be completed in advance of the trip.
4. Clubs must designate a Trip Coordinator that is CPR/AED, First Aid, and BBP certified for each trip and list them on the Travel Roster. The Trip Coordinator must complete the Travel Online Training prior to their first trip. It is strongly recommended that the club Safety Officer also act as the Trip Coordinator when travelling.
5. Teams must complete a Post-Travel Report within five days following the end of their scheduled travel. This report should include all receipts and reports incurred on the trip.
 - a. Teams must always travel with their First Aid kit.

Once a club is approved for travel, they will have access to a Travel Letter to be used in communication with professors. Travel Letters are NOT to be used as excused absences for course work, labs, and/or exams.

Risk Management Procedures

Inclement Weather: Clubs are responsible for being aware of all weather and road conditions prior to and during trips. Enterprise does not put snow tires on rental vehicles. In the event of severe inclement weather, clubs could be cautioned and/or suspended from travelling. If a club encounters severe weather *after* leaving for an approved trip, that club should contact the Senior Coordinator of Competitive Sports and the Office of the Dean of Students. Assistance will be provided to extend and/or find new accommodations until the club is able to safely return to campus. This includes extensions on class attendance excusal and working with professors to accommodate classwork and assignments for travelling members.

Accident/Injury/Incident Forms: An Accident form should be completed following any vehicle accidents while travelling. An Injury/Incident report should be completed for any injury that requires medical attention (i.e., First Aid, CPR, AED, etc.) or incident including misconduct or breaking Club Sports/University policies by club members during travel. Injury/Incidents include:

1. Violation of programmatic non-negotiables and/or student code of conduct
2. Violation of programmatic policy
3. An injury that requires more than a band-aid
4. Injury that requires ongoing care or care by a medical professional
5. Any situation that results in evacuation or early departure from a trip
6. Lost participant travelling with the club (defined as an unplanned absence from the group for more than 30 minutes)
7. Behavioral or motivational incidents that significantly affect the participant's or group experience (Occurring from within the club or from another institutions club)

Rental Vehicles, Driver Rules & Regulations

Rental Vehicles: If vehicles are requested for club travel, they can be rented through the Senior Coordinator of Competitive Sports on the MSU Enterprise Contract. When renting vehicles through Campus Recreation, they will be covered by MSU Enterprise Contract:

1. Fixed rate that is discounted from the regular rate
2. Drivers under 21 can be approved in most states
3. State insurance applies to all vehicles

Driver Rules and Regulations:

1. When it is necessary to drive for long periods of time, it is recommended to follow these rules. No more than 10 hours of driving in one 24-hour period.
2. No driving between 12a.m. and 5a.m. except where the trip is solely to reach the destination and that destination is less than one hour in duration.
 - a. Must STOP to change drivers every four hours at an appropriate place (i.e., gas station, rest area, off an exit).
 - b. If an accident happens or your vehicle breaks down, you will immediately call 911 to report the incident.

- c. Must wear seat belt at all times during travel.
3. Possess a valid driver's license to operate the type of vehicle involved.
4. Must not have received a citation within the past 12 months for any of the following: An automobile accident, driving under the influence of alcohol or drugs, or reckless driving.
5. Must be experienced and competent in the type of driving required and be in physical condition to be capable of driving safely.
6. Vehicles are duly licensed and registered and the driver is authorized to operate the vehicle.

Domestic Student Travel

Lodging and Flight Reservations

Hotel Reservations: Reservation requests must be made through the club's respective page on Lucid Travel when making hotel reservations. Airbnb requests should be sent by email to the Senior Coordinator of Competitive Sports and should include dates and the number of members who will be lodged.

Flight Reservations: Flights must be booked a minimum of 14 business days prior to departure through Lucid Travel. Once a deposit is paid on a group flight it cannot be changed, both for the flight date/time as well as number of passengers. Deposits are due 10 business days prior to departure. All flights are non-refundable 24 hours after booking. Flights not booked through MSU/Lucid Travel will not be reimbursed.

Finances

Campus Recreation is an entity of the Division of Student Success and is funded entirely by student fees. There are two different ways for clubs to request funds from the university. Once clubs have funds that are allocated to them, they must be spent within the fiscal year that it is approved. Funds can not be saved overtime. All funds are earned on a first-come, first-served basis.

Volunteer Impact Montana (VIM) Funds

- Members of the club must track volunteer hours through the CatServe platform. Each member that is reporting hours must be an actively listed member of the club roster on CatsConnect. All volunteer hours will be verified by the Office of Student engagement and Campus Recreation.

- Only eligible volunteer hours qualify for funding. Eligible volunteer hours are as follows:
 - Unpaid
 - Within the State of Montana OR in associated with an MSU event or program.
- Hours may only be counted towards one club at a time, regardless of the registered memberships of the reporting student.
- Clubs can earn up to \$1,500 for the year (100 hours)
 - One hour = \$15

VIM Hours Eligibility

Rolling Funds

- Rolling Fund applications are reviewed by the RSO Funding Board (RSOFB)
- Clubs can apply for rolling funds anytime between the third week of the fall semester and April 1st. Request made during this period will continued to be reviewed through May 1st.
- Application is through CatsConnect and it must be submitted by 5:00pm the Monday prior to the week the you wish to have the request. The RSOFB has up to two weeks to review the request.
 - Applications should demonstrate a clear and direct connection between the requested funds, their intended use, and mission of the club.
 - Evidence of impact the approved funds and subsequent programming will have on the club, broader campus, and the community.
- Clubs will have to go and meet with the RSOFB and make their case for way they should receive the money.
- Any request that is over \$10,000 will be reviewed by both the RSOFB and ASMSU Senate within ten academic days of the approval of the RSOFB.
- The funding can not be for a program that has already be completed unless fault for the delayed request, as determined by the RSOFB, is outside of RSOFB's control.
- Appeal process
 - If a club feels that the funding request was improperly denied, they can appeal to the ASMSU Senate. The Senate Speaker must receive a notice of request via email for reconsideration from the club with ten academic days of the denial of the funding request. The ASMSU Senate shall review the funding request and issue a final determination with ten academic days of the appeal. The appealing club will have the opportunity to present before the ASMSU senate. The decision to overrule the RSOFB must be approved by 2/3 of the Senate.

CatServe and CatsConnect

CatsServe is MSU's community engagement platform that connects students, faculty, and staff across campus with Gallatin Valley and beyond. Catserve is the platform that clubs will use to

track and verify VIM hours (Impacts). Clubs can also find volunteer opportunities in the community. Catserve is the only way that you can get your VIM hours approved.

CatsConnect is a useful tool for students to stay up to date with everything that is going on at MSU. Clubs must keep their CatsConnect rosters updated so that members can submit their volunteer hours (impacts) for VIM funding. If a member of a club is not on the clubs CatsConnect roster, they cannot submit their impacts. The president of every club should be listed as the primary contact for their CatsConnect page. If you are the current president and are not listed as the primary contact, please reach out to Kim Cleary, kimberley.cleary@montana.edu Kim will be able to add the president as the club contact. Kim will have office hours throughout the semester for you to go in and ask for any help or questions! Her office hours are listed below...

Monday's – 2:00pm – 3:30pm

Thursday's - 10:00am – 11:30am

[CatServe FAQ](#)

[Uploading Impacts](#)

[Editing Club Rosters on CatsConnect](#)

[CatsConnect Email](#)