

## **I. Introduction**

The College at BROCKPORT club sports program operates under the guidance of Recreational Services, Division of Enrollment Management and Student Affairs. The Brockport Student Government provides funding to Recreational Services to be allocated to each club. Recreational Services serves multiple roles pertaining to the program, which are discussed later in this manual. Although Recreational Services has significant operational responsibilities, the students who organize and manage each club determine the success of each club and ultimately the club sports program. Without strong leadership from student members, a club will find it difficult to operate from year to year. This manual has been established to assist club members in effectively operating a club while following the guidelines established by the College, Recreational Services and the Brockport Student Government BSG.

### ***Definition of a Club***

A club is a recognized (by Recreational Services) organization that has been formed by interested students who have a desire to participate in a sport or recreational activity. Each club is a student-run organization that may seek outside organizational assistance. Each club exists to provide members with leadership and development opportunities.

### ***Program Goals***

The goal of the club sports program is to provide students an opportunity to participate in a variety of sport and recreational activities that promote social interaction, physical activity, skill development and teamwork, in a safe and enjoyable environment. Additionally, the program provides students with opportunities to gain valuable experience with the administration of a club. This experience should provide an opportunity for students to refine leadership, communication and decision-making skills.

### ***Period of Club Operation***

Clubs are allowed to be active only when classes are in session. All club related activities must take place between the first day of classes and the last day of classes during both semesters. Clubs are not allowed to do any club related activities during the school Moratorium which takes place from midnight on Friday of the last day of classes to midnight on Friday the last day of exams (both semesters). Clubs may use their funds to purchase items for the club during winter break, but are not allowed to travel. All club expenditures must be completed by midnight the last day of classes in the spring. Clubs are not allowed to use any club funds from the start of Moratorium in May until the first day of classes of the following fall. All club accounts will be frozen during this time.

### ***The Role of Recreational Services***

Recreational Services serves multiple roles pertaining to the club sports program. First, the staff member(s) responsible for overseeing the program serve as an advisor to each club. Second, the staff is responsible for managing club sports funds according to BSG and College fiscal policy. The staff is responsible for ensuring that all clubs are following

documented policies and procedures, as well as to evaluate, revise and add new policies and procedures as necessary. These responsibilities demonstrate the primary role of Recreational Services. This description is not meant to be all-inclusive. Finally, the Recreational Services staff maintains an open door policy. Students are invited to stop by at anytime to discuss concerns or to offer suggestions.

### ***The Role of the Club Sports Advisory Council (CSAC)***

The Club Sports Advisory Council (CSAC) exists to serve as an impartial mediator between the Recreational Services staff and the club sports participants. Specifically, the CSAC serves as a recommending agent to the Recreational Services staff. The following is an outline of the major responsibilities of the CSAC. This list is not meant to be all-inclusive and may be modified at anytime.

- Responsible for recommending to the Recreational Services staff financial allocations for each club on a yearly basis. Recommendations shall be based on each club's written proposal and verbal presentation.
- Responsible for recommending to the Recreational Services staff the feasibility of adding new clubs to the club sports program. Recommendations shall be based upon new club applications. The Recreational Services staff shall provide parameters such as facility and funding availability to the CSAC to assist with their recommendation.
- Responsible for hearing club sports members' grievances per their request. In addition, providing the Recreational Services staff with information concerning the grievance and suggestions on how to improve the situation.
- Responsible for hearing any appeal concerning a sanction issued by the Recreational Services staff due to a violation of Recreational Services policy (referred to as an administrative sanction). The CSAC has no jurisdiction concerning any issues that may arise due to a judicial or other outside agency sanction. The decision of the CSAC concerning an administrative sanction is final and may not be adjusted by the Recreational Services staff. Additional information regarding a formal appeal is outlined in the appeals section of this manual.
- Responsible for hearing a request from a club wishing to remove a participant from their club. Also, responsible for recommending an outcome to said request.
- Responsible for assisting the Club Sports Coordinator with developing and implementing new policies.
- Responsible for thinking of and participating in various community service and fundraising projects.

The CSAC meets on an as-needed basis. The CSAC shall meet based upon a request by the Recreational Services staff. If a club or participant would like to meet with the CSAC, a written request should be submitted to the Recreational Services staff. The written request does not need to include the reason for the request and may include a request for the Recreational Services staff to be excluded from the meeting.

The CSAC shall consist of at least one member from every club and one representative from the Brockport Student Government. CSAC advisory committee shall consist of four

current club sports officers from the designated club and one representative from the Brockport Student Government. CSAC advisory committee clubs (members) shall serve a term no longer than one year at a time.

CSAC members may not contribute to any kind of discussion regarding their club.

## **II. Club Officers' Responsibilities**

It is recommended that each club elect a president, vice president, treasurer, secretary and travel officer to assist in the organization and administration of the club. Additionally, each club may be required to maintain safety officers as described in the tier status section of this manual. The outline below is offered to provide a list of the general responsibilities of club officers and is not meant to be all-inclusive.

- Operate the club according to the standards and guidelines outlined in this manual, the "Your Rights to Know & Academic Policies" Handbook and BSG guidelines.
- Inform participants of the proper techniques to allow them to participate safely. If needed, seek outside resources to assist with instruction.
- Organize club participants to participate in community service and fund raising efforts throughout the year.
- **Provide proper leadership to participants and future officers to assist with the transition from year to year.**
- Establish good communication with the Recreational Services staff, club participants and other officers.
- Abide by the club's constitution.

The outline below is offered to provide a list of recommended responsibilities of individual club officers.

- President – preside over club meetings and conduct club business, inform officers and club participants of pertinent policies and information, attend club sports officers meetings, delegate authority to other officers and club participants as needed, approve all budget matters, assist in the training of future club officers, insure that all required paperwork is completed and turned in a timely manner, insure that all rules, regulations and policies are followed, and organize the preparation of the annual funding allocation procedure.
- Vice-President – assist the president with the responsibilities listed above, complete and turn in all forms as needed, maintain and order equipment as needed, and assist with the preparation of the annual funding allocation procedure.
- Secretary – record and circulate minutes from all meetings, establish and maintain game schedules, check the club's mailbox on a daily basis, assist the vice-president with the completion of all required paperwork, and assist with the preparation of the annual funding allocation procedure.
- Treasurer – collect and turn in all fund raised money within 48 hours of the completion of the event, prepare the annual budget, and assist with the preparation of the annual funding allocation procedure.
- Safety Officer – responsible for the general safety of all club members during practices and competitions or performances. **Safety officers must submit valid CPR and First Aid**

**certifications to the club sports office before a club is allowed to hold their first practice or “try out”. (Certifications must be recognized by the American Red Cross, American Heart Association, or another recognized entity, however on-line certification is NOT accepted.)** Students may be reimbursed for taking a certification course. Based upon tier guidelines, safety officers must attend all practices and are responsible for the inspection of all facilities and equipment before allowing participants to begin. In addition, safety officers are responsible for attending to an injured participant in a manner consistent with CPR/FA standards until trained medical personnel has arrived or they are no longer able to perform treatment. **Safety officers must have accident reports with them at all times when they travel. In addition, responsible for completing an accident report and submitting it to the Recreational Services Office within 24 hours of the accident no matter if it happens on or off campus or within 24 hours of returning to campus.**

### **III. Tier System and Status of Clubs**

Once a club has received approval to operate as a club, the club will be assigned to one of three tiers. The purpose of the tier system is to simplify the requirements placed on clubs. There are several factors used to determine the tier status of a club including: the possibility of deliberate or inadvertent physical contact, the location of the activity and access to emergency personnel, the number of participants and the prevalence and severity of injuries. The following is a list of clubs, tier and status for the 2007-2008 academic year.

<b>Club</b>	<b>Tier</b>	<b>Status</b>
Cheerleading	1	Active
Judo	1	Active
Men's Gymnastics	1	Active
Men's Rugby	1	Active
Roller Hockey	1	Active
Tae Kwon Do	1	Active
Women's Ice Hockey	1	Active
Women's Rugby	1	Active
Dance	2	Active
Ski	1	Active
Ultimate Frisbee	1	Active
Synchronized Skating	3	Active
Men's Volleyball	2	Active
Capoeria	3	Active
Men's Tennis	3	Probationary
Paintball	2	Probationary

#### ***Tier Requirements***

The following is a list of requirements for each club operating under a specified tier:

##### **Tier 1:**

- Must have a minimum of four safety officers

- Must have a minimum of two safety officers present at all practices and competitions.
- Must have at a certified Athletic Trainer or EMT at all home competitions (this requirement may be modified or waived by the Recreational Services staff for certain events) (this requirement may reflect the rules of the team's league policy)
- As long as there is a chance of a collision with another person or object

**Tier 2:**

- Must have a minimum of three safety officers
- Must have a minimum of two safety officer present at all practices and competitions
- It is recommended to have an EMT or athletic trainer present at all home competitions.
- If there is a chance of a collision and there are more than 15 members on the team

**Tier 3:**

- Must have a minimum of two safety officers on file
- Must have at least one safety officer at all practices and competitions
- Unlikelihood of a collision and the team has less than 15 members.

**IV. Formation of a New Club (or an Inactive Club)**

Students wishing to form a new club or reorganize an inactive club should follow the procedure outlined in this section. For the purpose of reorganization, an inactive club is defined as any club that has been suspended for a minimum of one year, any club that has been terminated and has ceased to exist for a minimum of one year, or any club that has not received allocated funds (from Recreational Services) for a minimum of one year.

The first step in forming a new club is for interested students to meet with the Club Sports Coordinator. To schedule a time, call the Club Sports Office at 395-5081. The purpose of this meeting is to demonstrate an interest in a particular sport or activity and to discuss the feasibility of adding the club. This discussion may include available access to facility space for the club to practice and/or compete, available funding and safety issues associated with the particular sport or activity.

If it is determined it would be feasible to add the club, the interested students must complete a new club application, which includes a petition that requires names and e-mail addresses of other interested students on campus, and then submit it to Recreational Services. Additionally, the interested students should submit a proposal, which must include proposed operating guidelines (a constitution) for the club.

Once all paperwork is submitted, the Club Sports Coordinator will schedule a meeting with the Club Sports Advisory Council (CSAC). The purpose of this meeting is to allow interested students an opportunity to present their request to the CSAC, who is then responsible for submitting a written recommendation to the coordinator (within 48 hours of the meeting). Once the written recommendation is received, the coordinator will consider the recommendation and make a final

decision. Regardless of the decision, the Coordinator will meet with the interested students to explain the decision and provide written verification of the decision in a timely manner.

If a club receives approval, they may begin operation as soon as the following semester. Detailed guidelines will be set forth in writing by the Club Sports office and the CSAC. Newly formed clubs must operate for a one-year probationary period without receiving allocated funds (from Recreational Services). Probationary teams may use fundraising money but are not able to earn a fundraise bonus.

If a potential club does not receive approval, they may once again apply for club status the following semester. The same procedure should be followed.

## **V. Organization and Administration of a Club**

It is essential for each club to have officers in place throughout the academic year, as well as the summer. Contact information (e.g. phone number, address, etc.) for each officer should be on-file with the Club Sports Office. Failure to provide such information will result in the lack of notification of important information essential to the operation of the club (e.g. meeting dates, policy changes, etc.).

Typically, an officer orientation is held during the first week of classes each fall, and an additional orientation may be scheduled in the spring based upon the need for an additional meeting. Attendance at the orientation is required of each club.

Throughout the year, officers are responsible for the day-to-day operations of the club. This may include facility reservations for practice, competitions and other events, completion of required paperwork, club finances, purchasing and storage of equipment, member recruitment and participant safety. A detailed list of responsibilities is outlined in the club officers' responsibilities section of this manual. It is imperative as new officers are elected; former officers participate in the training of new officers.

### ***Constitution***

In order for any club to be successful, the club must have a set of operational guidelines or rules by which the club operates. Each club is required to maintain a constitution and operate in accordance with the constitution. The constitution must be easily interpreted so that the club can operate consistently from year to year. Each club is required to submit by-laws and/or a copy of their constitution to the Club Sports Office each fall. A constitution must contain at a minimum the following information: organization's name, organization's purpose, membership, officers, elections, meetings, amendments, impeachment clause and ratification. A sample constitution is included in the Appendix of this manual. If the constitution is revived throughout the year a copy of the new constitution must be handed in to the Club Sports office or else Recreational Services and the CSAC will follow the old constitution.

### ***Officer Meetings***

Each club is required to have a representative at each officer meeting scheduled by Recreational Services. Typically, these meetings are scheduled on a bi-weekly or monthly basis. Also, as previously mentioned, each club must have a minimum of two officers at the officer orientation held during the first week of the fall semester. Any club that does not have a representative at a meeting or attends the meeting late may receive administrative sanctions.

### ***Community Service***

Each club is required to complete a minimum of one community service project per academic year. Clubs must fill out a community service project form and hand in upon completion. Each club has the opportunity to fulfill this requirement by participating in the annual "Make a Difference Day" organized by the Office of Leadership and Community Development, Commencement, Welcome Weekend, or Homecoming. In order for it to count as a community service project, at least  $\frac{3}{4}$  of your team must participate. This can be fulfilled with multiple projects during the year.

### ***Fund Raising***

Each club is required to complete a minimum of one fund raising project per semester (or two per academic year). Recreational Services must approve all projects in advance. All funds collected must be submitted to the Recreational Services secretary within 48 hours of receipt. Failure to do so may result in the club not receiving credit for the project.

### ***Sponsorship***

Each club is encouraged to recruit corporate sponsors to help offset the cost of equipment, uniforms and travel. Whether sponsors donate cash or merchandise, both are equally as valuable. The value of cash is apparent, while the value of merchandise can be equally as valuable. With donated merchandise, a club can request approval to conduct raffles at home athletic events or other events. Depending on the donation amount, it may be beneficial to print sponsors logos on jerseys, signs or programs that can be displayed at home events. All money collected from sponsors or from raffles must be submitted to the Recreational Services secretary within 48 hours of receipt.

### ***Coach or Advisor***

Each club is allowed to maintain a coach or advisor for organization assistance provided an individual completes the required paperwork and is approved by the Recreational Services staff. If a club chooses to pay, or buy a gift for a coach or advisor, the funds must come from the club's secondary account. For additional information, refer to the fund management section of this manual.

- Any person helping with the team that is not already registered with the Club Sport office must fill out the Volunteer, Coach, and Advisor form prior to assisting the team. It does not matter if the person is a student, faculty, staff, alumni, or friend. In addition, each coach must have an

appointment form approved by Human Resources prior to participating as a coach.

### ***Facility Space***

All clubs are eligible to reserve indoor and outdoor facility space. For clubs wishing to reserve space in Tuttle North or South, it is important to note that the space is shared with Athletics, Physical Education and other Recreational Services events. Clubs are encouraged to request space after 9:00 pm weekdays or anytime on weekends. Facility space is assigned on a first-come first-served basis. To reserve facility time in Tuttle or outdoor facility space, contact the Club Sports Coordinator at 395-5364. The use of fields for practice outside is determined by Facilities and Planning. Before a team practices outside you must get clearance from the Club Sports Coordinator first.

- If any team practices when they are not suppose to or without getting permission first they may face administrative sanctions.
- Teams are not allowed to practice when Night in Tuttle is taking place no matter what.

### ***Equipment***

Clubs are required to inventory and store all equipment with Recreational Services over the summer. New equipment, including uniforms, may be purchased using allocated funds provided the documented procedure is followed. For additional information, refer to the fund management section of this manual.

### ***Forms***

Each club will receive at the officer orientation a copy of the Club Sports Manual with all the forms needed. Additional forms are also available on our Web site and in the Club Sports Office. All completed forms must be submitted to the Club Sports Office (during posted office hours), unless otherwise noted, in a timely manner. Forms will not be accepted in any other office.

### ***Services Available to Clubs***

The following services are available for clubs to use free of charge for official club business:

1. Use of a fax machine for club business only (395-2884).
2. Use of long distance (for club business only)
3. Use of mail services (maximum of 100 envelopes per academic year).
4. Use of a copy machine (maximum of 250 copies per academic year, if more copies are needed then the team will be charged for the additional copies.)
  - \* If you need more than 50 copies then you need to give Recreational services at least 5 business days to make the copies.

To utilize any of the above services, visit the Club Sports Office during posted office hours.

### ***Posting Policy***

All documents that will be posted on or off-campus must be in good taste and provide basic information including “For more information contact the Recreational Services Office at 395-5081 or visit our Web site at [www.brockport.edu/recservices](http://www.brockport.edu/recservices)”. The Club Sports Coordinator must first approve any flier, sign or other document before copies are made or it is posted.

Once approved by the Coordinator, approval from the appropriate college department must be obtained to post throughout campus. Documents may never be posted on any roads, sidewalks or the bridge connecting Tuttle to the other side of campus. Additionally, sidewalk chalk or other marking devices may not be used in any location. Violation of this policy may result in administrative sanctions.

### ***Association/League Affiliation***

A club may choose to join a specific organization or league. If a club chooses to do so, the club is responsible for understanding all organization or league regulations, and abides by said regulations. For clubs that belong to an organization that schedules contests, Recreational Services is not responsible for any scheduling conflicts that may occur due to games scheduled by an organization or league.

\* Clubs must turn in a copy of their league guidelines and insurance requirements to the Club Sports Coordinator within the first two weeks of the fall semester and is responsible for informing the coordinator of any league changes throughout the year.

### ***Ordering Equipment/Apparel and Making Reservations***

- A. Student: Contacts the vendor and asks if they can fax a quote/invoice of the order or reservation to (585) 395-2884. The quote/invoice should include all of the items, rooms, or tournament fees as well as the overall cost including tax, shipping/handling and anything else. Please ask the vendor to include his/her name, as well as the company’s name, phone number and fax number on the quote/invoice as well.
- B. Club Sports Coordinator: Approves the order with the club after the quote/invoice arrives.
- C. Recreational Services Secretary: Gets Purchase Order # from BASC and places the order by faxing the estimate and the P.O. # to the vendor. The secretary will supply a complete mailing address for the merchandise and the bill to be sent to Rec. Services.
- D. Club Sports Coordinator: Collects order when it arrives and notifies the club to come in and pick it up from the coordinator’s office as long as the order is complete. If anything is wrong or missing from the order please let the coordinator or secretary know immediately.
- E. If it is a reservation for rooms or a tournament the coordinator will notify the club when the check arrives and place it in the club’s mailbox or the secretary will mail it to the required destination.

## **VI. Membership Requirements and Participant Guidelines**

A primary goal of the program is to provide students with an opportunity to participate in a variety of sport and recreational activities, regardless of skill level or time commitment. The program is open to The College at BROCKPORT students (**who have paid the BSG mandatory fee**). In addition to being a current student, there are a variety of other requirements that must be met before an interested student may participate with a club. For the purpose of determining who is required to complete paperwork, participation is defined as “trying out” for a club, or taking part in any formal or informal practice, combined practice, scrimmage, contest or workshop.

### ***Insurance, Risk and Responsibility of Participants***

Each participant assumes responsibility for his or her own health. It is recommended that each individual who intends to participate, for his or her own protection, has a physical examination prior to participating.

The College at BROCKPORT does not provide insurance coverage for any injuries or illness incurred while participating in the club sports program. It is required that each participant provides proof of medical insurance. Make sure your insurance, even if it is through the school, adheres to your league guidelines.

The College at BROCKPORT assumes no liability for accidents or injuries incurred in connection with participation in the club sports program. In the event an injury occurs on campus, the Club Sports Coordinator or designee should be notified immediately.

**Additionally, the club’s safety officer is responsible for completing an accident report and submitting it to the Club Sports office within 48 hours.**

All clubs are encouraged to purchase and maintain a first-aid kit. Allocated funds may be used to purchase first-aid supplies at anytime.

### ***Membership Requirements***

1. Be classified as a College at BROCKPORT enrolled student who has paid the BSG mandatory fee with classes in session.
2. Prior to participation, complete and submit a participation packet to the Club Sports Office during posted office hours. Upon receipt of completed paperwork, each participant shall receive a participation card. The card indicates the individual is eligible to participate.
3. Each participant must attend a scheduled club sports participant meeting about Hazing within 60 days of joining a club. Failure to attend one of the scheduled meetings or notify the Club Sport Coordinator will result in suspension from all team functions until the player schedules a meeting with the Club Sport Coordinator.

### ***Participant Guidelines***

The following participant guidelines have been established to assist each club in dealing with the wide range of skill levels and time commitments of participants. The following are only guidelines and may or may not be implemented by a club. However, membership may not be denied to an individual based upon skill level or time commitment.

### ***Try-Outs***

Although clubs may not “cut” individuals from a club, it may be necessary for a club to hold try-outs to determine the ability of a participant. Try-outs are allowed provided the following procedure is followed.

1. Try-outs must be open to all interested students, who have completed the appropriate paperwork.
2. The try-out dates and times must be established and posted in advance. The Club Sports Office should be notified of all try-out dates and times. Additionally, facility space should also be reserved through the proper channels.
3. The try-out procedure must be clearly documented and conveyed to each participant. This includes the process that will be used to judge the ability of each participant. It is imperative that the persons judging such try-outs are fair and impartial!
4. All participants must be informed of the outcome. Additionally, any participant requesting an explanation of the outcome must be provided with a response in a timely manner.

### ***Club Structure Models***

There are a variety of methods a club may use to divide participants into groups, such as “A” and “B” teams or “travel” and “house” teams. Regardless of the methods utilized, it is important that the guidelines for such methods are clearly outlined in the club’s constitution and are uniformly applied. The following are sample methods that a club may choose to utilize.

1. To assist with the organization of a large number of participants, “A” and “B” teams may be formed. Typically, both teams practice together, but compete or perform separately. In the past, this model has worked for men’s and women’s rugby, as well as dance.
2. To assist with the vast ability levels of participants, “house” and “travel” teams may be formed. Again, both teams practice together, however, only the “travel” team competes against other club teams. The “house” team or teams may form competitions against each other.

### ***Participant Travel Guidelines***

Whether or not a club chooses to implement a model to divide participants, they may choose to develop participant travel guidelines. The purpose of participant travel guidelines are to provide a basis for selecting which participants may travel

with a club to compete or perform. Such guidelines may be necessary due to an overwhelming number of participants or financial constraints. Once again, it is imperative any such guidelines are documented in the club's constitution and are uniformly applied. In addition, all participants should be informed of such guidelines upon joining the club. Below are examples of acceptable participant travel guidelines.

- All club members are eligible to practice with the team regardless of skill level or time commitment.
- In order to participate in home competitions or performances, attendance at a minimum of 2 practices per week is required.
- In order to travel to away competitions or performances, attendance at a minimum of 3 practices per week is required, as well as attendance at all of the club's meetings.
- Any member missing more than 10 practices or meetings throughout the year will not be allowed to attend any regional or national competitions or performances.

### ***Participant Removal***

In certain instances, it may be appropriate to remove an individual from a club. For example, if an individual's behavior is perceived to be detrimental to the club, the individual may be removed. It is expected that any such behavior be clearly documented by the club. For example, if an individual repeatedly disrupts practices or meetings, the history of such disruptions should be documented. This documentation will assist the club in removing the individual.

If a club wishes to dismiss an individual, they should submit to the Club Sports Coordinator written documentation of their request. A meeting involving the CSAC, Recreational Services staff, club officers and individual will be scheduled to determine the outcome. The CSAC is responsible for recommending to the Club Sports Coordinator an appropriate outcome. The Coordinator is then responsible for meeting with all parties involved to inform them of the final decision.

## **VII. Participant Conduct Standards**

As a member of a recognized student organization at The College at BROCKPORT, participants have an obligation to conduct themselves and their organization in a manner consistent with College, division and office policy, the College's philosophy and function as an educational institution and local, state and federal laws. Participants are expected to act in a mature and responsible manner at all times whether participating in an official event or simply socializing with a group of friends on or off-campus. All participants are expected to abide by the rules and policies outlined in the current "Your Right to Know and Academic Policies" Handbook, as well as those outlined in this manual. Each club will be provided a copy of the handbook and this manual at the beginning of the fall semester. Extra copies are available in the Recreational Services Office.

To expand upon the hazing section (16.) outlined in the current handbook, under NYS Law a person is guilty of hazing in the first degree (NYS Law 120.16) “when, in the course of another person’s initiation into or affiliation with any organization, he intentionally or recklessly engages in conduct which creates a substantial risk of physical injury to such other person or third person and thereby causes such injury.” Hazing in the first degree is a class A misdemeanor but can be considered a felony depending on the severity. A person is guilty of hazing in the second degree (NYS Law 120.17) “when, in the course of another person’s initiation into or affiliation with any organization, he intentionally or recklessly engages in conduct which creates a substantial risk of physical injury to such person or third person.” Hazing in the second degree is a violation.

**The use of illegal drugs, misuse of alcohol or presence of alcohol at organizational meetings, practices, and travel to and from events, an actual event or any other associated meeting will not be tolerated. Organizational meeting or an associated meeting is defined as any meeting or “get together” by several members of a particular club for the purpose of socializing, discussing issues related to the club or simply “hanging out”. Additionally, the collection of money (e.g. as a fundraiser) at an event or party where alcohol is served is prohibited.**

When participants travel to events they are expected to represent the College in a positive manner. All policies listed in the “Your Right to Know and Academic Policies” Handbook, as well as those outlined in this manual, apply to participants while off-campus. Any report of a violation that occurred off-campus will be handled as if the violation occurred on campus.

### **VIII. Disciplinary Actions**

As stated in the participant conduct standards section of this manual, participants are expected to abide by the rules and policies outlined in the current “Your Rights to Know and Academic Policies” Handbook. Any violation of these policies, including alcohol or hazing violations, may be referred to the Campus Judicial System or University Police for possible disciplinary action. In addition, at the discretion of the Recreational Services staff, an individual or club involved in an alleged violation may be suspended pending the outcome of the Judicial System or Police investigation.

In addition to violations of the “Your Rights to Know and Academic Policies” Handbook, violations policies and procedures outlined in this manual must also be addressed. **Any violation of the policies and procedures listed in this manual, that are not covered in the “Your Rights to Know and Academic Policies” shall be referred to as an administrative violation.** The Recreational Services staff shall handle administrative violations. Once a potential administrative violation occurs, the Recreational Services staff will notify the club president and any participant involved to arrange a meeting. The purpose of the meeting is to provide the participant or club officer(s) an opportunity to explain the reason for the administrative violation. Within 48 hours after the meeting, the Recreational Services staff shall decide if any disciplinary action shall be taken and notify the club president and/or participants involved in writing.

Disciplinary actions for administrative violations will vary based upon the severity of the violation and/or the history of the participant or club. For example, a participant practicing with a club without the appropriate paperwork on-file is not as serious as a club traveling to an event without

the appropriate paperwork on-file. Although disciplinary actions will be based on the situation, the following is a guide of potential actions that may be taken (this list is not meant to be all-inclusive):

#### Possible Participant Disciplinary Actions

- Probation
- Practice Restriction
- Competition / Performance Restriction
- Removal from Club

#### Possible Club Disciplinary Actions

- Probation
- Practice Restriction
- Travel Restriction
- Funding Restriction
- Suspension of Club
- Termination of Club Status

### ***Appeal Process***

Clubs or participants wishing to appeal a sanction issued by Recreational Services may do so to the Club Sports Advisory Council (CSAC). Decisions reached based on investigations conducted by the Campus Judicial System, University Police or other outside agency may not be appealed to the CSAC. The investigating body should outline the appeal process for their decision. If a participant or club chooses to appeal a sanction issued by Recreational Services, the sanction issued is still applied during the appeal process.

To begin the appeal process to the CSAC, the club or participant wishing to appeal shall submit a written appeal to the Club Sports Coordinator within seven business days of receiving written notification of the decision (determined by the date on the letter sent to the participant or club president). The appeal should include a specific reason for the appeal. Once Recreational Services has received the appeal, the CSAC will be contacted to determine a date and time to hear the appeal. If the CSAC member's schedules permit, the hearing should begin within five business days of Recreational Services receiving the appeal letter. Once the hearing date, time and location are set, Recreational Services will notify the club and/or participants over the phone and in writing.

No member of the Recreational Services staff or any club may discuss the appeal with the CSAC prior to the hearing. Recreational Services shall provide the CSAC with a copy of the appeal letter as well as the participant or club's file kept by Recreational Service. The only individuals allowed at the appeal include a member of the Recreational Services staff, a representative of the club involved, all participants directly involved and any witnesses that may be called during the allotted time. The following procedure shall be followed when conducting a hearing.

1. The Coordinator shall be allowed a maximum of 10 minutes to present the case.

2. The club or participants involved shall be allowed a maximum of 10 minutes to present their case.
3. The Coordinator shall be allowed a maximum of 5 minutes for rebuttal and/or closing.
4. The club or participants shall be allowed a maximum of 5 minutes for rebuttal and/or closing.
5. The CSAC shall be allowed an indefinite period of time to inquire further.

The CSAC is responsible for providing a written decision to Recreational Services and other parties involved within two business days. The CSAC has the option to uphold the sanctions issued by Recreational Services, reduce the sanctions or eliminate the sanctions. Regardless of the decision of the CSAC, the complete matter shall be placed in the clubs file and may be used in further disciplinary actions.

If an issue involves a participant or club that has a member on the CSAC, that member shall be removed (and not replaced) from the CSAC during the issue.

## **IX. Fund Management and the Allocation Process**

### ***The Allocation Process***

Once per academic year, each club presents their funding proposal to the Club Sports Advisory Council (CSAC) for the following academic year. Typically, this process is held in early-April for funding for the following academic year. Each club is responsible for submitting a written proposal by the stated deadline and then presenting their proposal to the CSAC on the assigned date. After hearing all proposals, the CSAC then recommends to Recreational Services the amount of funding each club should be allocated. Recreational Services then finalizes and informs each club of the allocation.

The CSAC allocated funds are based on a variety of criterion, which may include any or all of the following:

- Historically, the number of members of the club.
- The community service history of the club.
- The fund raising pattern of the club in the past.
- The spending pattern of the club in the past.
- The competition or performance level of the club in the past.
- Proposed expenses for the club in the future.

Each club is allowed to use allocated funds on the expenses listed below. The expenses are listed in order of importance and may be allocated accordingly.

- Safety Expenses (ambulance, police, athletic trainer, insurance, equipment that may be old and dangerous, etc.)
- League, Organization and Tournament Dues

- Equipment (any equipment that may be used for practice or competition that will remain with the club on a year-to-year basis)
- Travel Expenses (travel expenses include car, van or bus rental, airfare, gas and lodging)
- Referee Expense
- \*Uniforms and Jerseys (any apparel that will remain with the club on a year-to-year basis)

\*Recreational Services must approve all apparel prior to ordering. Apparel that includes personalized items must be paid for using the club's secondary account.

If funds are available (via the general fund) throughout the year, clubs may petition the CSAC for additional funding. Please check with Recreational Services for availability of additional funds and the process for obtaining additional funds.

### ***Fund Management***

Fund management is perhaps the most difficult task for each club to manage. There are numerous policies and procedures that clubs must follow to use funds for travel, equipment and other expenses. All financial transactions take time. Unfortunately we do not have access to a petty cash or emergency fund. To simplify the process, each club has two accounts. The first, **the primary account**, is where allocated funds are deposited (note that these funds have the greatest restrictions). Also, unused funds from a club's primary account will be transferred to general fund at the conclusion of the spring semester. The second, **the secondary account**, is where fund-raising money or money collected from club members will be deposited. These funds have fewer restrictions than the funds in the primary account. **It is the responsibility of the club to ensure with Recreational Services that all purchases will be reimbursed prior to spending these funds.** Funds that will not be reimbursed include but are not limited to alcohol, tobacco etc. Also, funds remaining in the secondary account at the end of the academic year will carry over to the secondary account for the following year.

### ***Reimbursement, Payment and Spending Procedures***

All financial transactions are processed with the Recreational Services secretary located in Tuttle North room 224B. The proper forms and required documentation may be submitted to the secretary during posted business hours. Paperwork will not be accepted in the HUB.

**Please plan ahead in requesting your check(s) as your approved request form needs to be submitted by noon on Tuesday to the Recreational Services secretary. If checks are not submitted by noon on Tuesday, they cannot be guaranteed to be ready for pick up on Friday of that week. Also, if there is a deadline for a check to be received for payment, you must allow time for mail delivery and/or holiday delay.**

**Since your money is deposited in a BASC account and they do not accept change, any money being deposited should not contain rolls or bags of change greater than**

**\$1.00. If change is submitted, you will be asked to go to the bank and cash it in for paper money, before it will be accepted.**

Payment for referees or others working events require the proper form to be completed.

Reimbursement for such things as gas, tolls or supplies that total less than \$100 require the proper form be completed and the original receipt. Additionally, reimbursement for travel expenses will only be made if the travel has been approved. Reimbursement for equipment totaling more than \$100 or any apparel items requires prior approval. The procedure is outlined below.

Clubs wishing to purchase equipment valued at \$100 or more or any apparel must follow the procedure outlined below.

1. Obtain an invoice for the equipment or apparel to be ordered.
  2. If the apparel includes reference to "Brockport", "The College at BROCKPORT" or to the College or club (e.g. Brockport Cheer or Badgers Rugby), also obtain a copy of any artwork to be used.
  3. Submit the invoice and/or artwork to Recreational Services.
  4. Recreational Services will then place, \*receive and pay for the order.
- **All orders must be mailed to the college with the following address**
    - **Recreational Services c/o Coordinator's Name**
    - **350 New Campus Dr.**
    - **Brockport NY, 14420.**

### ***Record of Funds***

Recreational Services will maintain an accurate record of each club's accounts. However, we recommend that the treasurer of each club also keep track of funds. If there is a dispute with the records kept by Recreational Services, the club must present written documentation and thorough records to prove otherwise.

### ***Dues***

According to BSG policy, clubs are not allowed to collect dues from its members. However, clubs may collect donations from members to assist with operating expenses. Any money collected must be submitted to the Recreational Services secretary within two business days. Money will be placed in the club's secondary account.

### ***Tax Status***

The account used to manage club sports funds is not a state account. Therefore, purchases are not tax-exempt.

## **X. Travel Procedures**

Travel is an integral issue associated with clubs wishing to compete or perform at off-campus locations. There are several policies and procedures outlined below that clubs wishing to travel off-campus should follow. Violations of these policies and procedures may result in administrative actions as well as possible referral to the Campus Judicial System, University Police or other outside agency.

### ***Authorized Drivers***

If a club chooses to travel off-campus, club members wishing to transport other club members must receive approval prior to traveling. To become an authorized driver, the proper form must be submitted to the Recreational Services Office. Please note that the approval process may take up to fourteen business days. For additional information, refer to the forms description section of the Appendix of this manual.

If approved, authorized drivers are eligible to drive through May of the current academic year. Drivers should be aware that neither The College at BROCKPORT, nor Recreational Services provides any type of insurance. The driver is solely responsible for any traffic violations or accidents that may occur. It is expected that drivers abide by all safety regulations while traveling, including driver and passenger safety belt use. It is recommended that each driver complete a defensive driving course. Authorized drivers may receive reimbursement for a course provided they submit a receipt and a copy of a course completion certificate in a timely manner. Recreational Services will maintain a list of authorized drivers.

Once a decision is reached by University Police, the individual will receive notification via e-mail concerning the decision.

Travel guideline forms must be handed in to the Club Sports office within 48 hours of returning home.

### ***Travel Authorization***

When a club chooses to travel off-campus, they must obtain prior permission from Recreational Services. To receive travel authorization, the proper form and travel roster must be submitted to the Recreational Services Office no later than 48 hours prior to departure. Please note that the approval process may take up to five business days. For additional information, refer to the forms description section of the Appendix of this manual.

For travel involving commercial transportation, all clubs must schedule a meeting with Recreational Service prior to purchasing or reserving such transportation. It is recommended the club meet with Recreational Services a minimum of 60 days prior to travel that involves commercial transportation.

Once a decision is reached by Recreational Services, the contact person will be notified via e-mail concerning the decision.

Any player wishing to travel with their parents must fill out an authorization form so the Club Sport office is aware of these arrangements.

Any player driving their own child may not drive other members of the team.

Every team must send the Club Sports coordinator a quick email when you return notifying them whether or not everything was o.k. during the travel.

### ***Eligible Travelers***

When a club is traveling to or from an approved event, only those club members listed on the roster are allowed to be in the vehicle(s). Guests, friends or others are prohibited from traveling with club members.

### ***Travel Time and Distance***

Clubs traveling to or from an approved event are required to travel between the hours of 6 am and midnight, unless Recreational Services has granted an exception in writing. Additionally, clubs are restricted from driving more than 500 miles or 10 hours in any one-day period. When utilizing commercial transportation these restrictions do not apply. Travel Reimbursements will be \$.20 per mile for the use of personal/participant vehicles including the coaches.

### ***Out of State Travel including Regional or National Competition***

When a club chooses to travel out of state, including to a regional or national competition, a Recreational Services representative is required to attend (this requirement may be waived by Recreational Services). The club is responsible for paying all expenses associated with travel. The club may petition the CSAC for additional funds to cover these expenses. Any club that is planning out of state travel must meet with Recreational Services a minimum of 90 days prior to departure for the event to discuss financial and travel issues.

## **XI. Procedure for Hosting a Tournament, Competition or Major Event**

Any club wishing to host a tournament, competition or major event is required to follow the policies and procedures outlined below. These policies may not apply to single games such as a rugby or volleyball match. The following timeline has been established to assist a club with meeting the established policies and procedures.

1. Reserve the facility space needed with the Club Sports Coordinator a minimum of 60 days prior to the event. This applies to any event held in Tuttle or any other indoor or

outdoor facility on or off-campus. Please note that facility space may not be available on certain dates due to other events scheduled in the facility.

2. Schedule a meeting with the club sports coordinator a minimum of 60 days prior to the event (after the facility space has been reserved) to discuss the logistics of the event. Once the coordinator has approved the event, registration form and advertisements, the event may be publicized.
3. If required, schedule medical personnel and/or police a minimum of 30 days prior to the event (see below).
4. If applicable, apply for a BASC food waiver a minimum of 30 days prior to the event.
5. Schedule a meeting with the club sports coordinator two weeks prior to the event to discuss final preparations.

The following policies and procedures must be followed when planning an event.

### ***Registration form***

A registration form for the event must be submitted to the club sports coordinator for approval. In addition, if the event involves minors, each team will be required to provide proof of insurance from their school (this must be included with the registration form).

### ***Registration fees***

If the event requires a registration fee for participants or teams, the registration form and fees must be submitted directly to Recreational Services. All fees received will be deposited directly into the club's secondary account.

### ***Admission***

If the event requires admission to be paid by spectators, the club may collect reasonable admission the day of the event. The College at BROCKPORT students may not be charged admission for any event. All money received must then be submitted to the Recreational Services Secretary and will be deposited directly into the club's secondary account.

### ***Vendors***

If the club chooses to allow vendors to utilize facility space during the event, the vendor will be required to complete necessary paperwork a minimum of 30 days prior to the event. Vendors should contact the building coordinator directly at (585) 395-2774. Per The College at BROCKPORT policy, each vendor will be required to pay \$50 to Recreational Services.

### ***Staffing***

The club sports coordinator (or designee) will be at the event to assist with the general operation of the event. If the event requires extensive setup, supervision, or access to the facility outside of normal facility hours, the club sports coordinator may require additional employees be scheduled for the event. If additional employees are needed, the club will be responsible for paying Recreational Services the standard rate of \$10 per hour per employee.

### ***Medical Personnel and Police***

Refer to the current club sports manual for medical personnel requirements. However, based on the type of event, additional medical personnel and/or police may be required.

### ***Apparel***

As with any apparel items, if you are purchasing apparel that includes "Brockport", "The College at BROCKPORT" or any reference to the club, the club sports coordinator, prior to the apparel items being ordered, must approve the design. This policy applies to all apparel items regardless of the method of payment.

Recreational Services reserves the right to change or modify these policies and procedures at anytime. In addition, Recreational Services may postpone or cancel any club sports event for any reason. Failure to follow the established policies and procedures may result in administrative sanctions.