

The College at
Brockport



Campus Recreation
Club Sports

Member Handbook
2018-19

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Contact Information

Campus Recreation Staff

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Mick Ballart, Intramural and Club Sports Coordinator		
SERC S205	585-395-5364	gballart@brockport.edu
Dylan Hill, Graduate Assistant		
SERC S210A	585-395-5081	clubsports@brockport.edu
Dillon Thompson, Graduate Assistant		
SERC S210A	585-395-5081	clubsports@brockport.edu

Important Phone Numbers

Scott Haines (Director for Campus Recreation)	585-395-5365
Mick Ballart (Intramural and Club Sports Coordinator)	585-395-5364
Dylan Hill (Graduate Assistant)	585-395-5081
Dillon Thompson (Graduate Assistant)	585-395-5081
The SERC Front Desk	585-395-2681
SERC Manager	585-261-6509
University Police (Emergency)	585-395-2222
University Police (Non-emergency)	585-395-2226
Ice Arena	585-395-5792
Student Health Center	585-395-2414

Club Sport Calendar of Important Dates

Fall 2017 Semester

Officer's Training:	Sun, 8/26 @10:00am
Safety Officer Training:	Sat, 9/8 @10:00am
Officer Meetings:	Tues, 9/25 @6:00pm
	Tues, 11/6 @6:00pm
First Aid/CPR Classes:	Sun, 9/9 (CPR & FA)@9:00am
	Tue, 9/11(CPR) @9:30pm
	Thurs, 9/13 (FA) @9:30pm

Spring 2018 Semester

Officers' Meetings:	Mon, 2/4 @6:00pm
	Mon, 4/8 @6:00pm
First Aid/CPR Classes:	Sun, 2/3 (CPR & FA)@9:00am
	Mon, 2/4 (CPR) 9:30pm
	Thurs, 2/7 (FA) 9:30pm
Budget Workshop:	Mon, 4/8 @6:00pm
Budget Presentations:	4/11-4/24*

**Incoming and out going Presidents/Treasurers Required*

Introduction

The College at Brockport Club Sports program operates under the guidance of the Office of Campus Recreation; and the Division of Enrollment Management and Student Affairs. Students who organize and manage clubs determine their success and ultimately the club sports program. Without strong student leadership, clubs may find it difficult to operate successfully. This handbook will assist members to effectively operate a club.

Club Sports Defined

A club is a student-run recognized organization formed by students interested in participating in a sport or recreational activity.

The Club Sports program provides students an opportunity to participate in a variety of activities promoting social interaction, physical activity, skill development and teamwork, in a safe and enjoyable environment. The program provides students with opportunities to gain valuable administrative experience by refining leadership, communication and decision-making skills.

Club Sports Schedules

Clubs may only be active when classes are in session. Any alternative activity must be approved by the Club Sports Coordinator (the “Coordinator”). Club activity is prohibitive during Moratorium week (midnight on Friday of the last day of classes until midnight of Friday the last day of exams – both semesters). Club funds may be used during winter break – excluding travel. All club spending must be completed by midnight on the last day of classes in the spring, and, is prohibited Moratorium week in May until the first day of classes the following fall. All club accounts are suspended during this time.

Initiating a New Club

Students interested in forming a new club or reorganizing an inactive club must follow the procedure outlined here. An inactive club is defined as: A club that has been suspended, terminated and/or has ceased to exist for at least one (1) year, or a club that has not received allocated funds (from Campus Recreation) for at least one (1) year.

To establish a new club, submit the Club Sport Application. This is found on the [Campus Recreation](#) website in the Forms section under Club Sports on the left side of the page. A meeting will be scheduled with the Coordinator to discuss available access to facility space for the club to practice and/or compete, available funding, safety, etc.

Once the Application is submitted, the Club Sports Coordinator will schedule a meeting with the Club Sports Executive Committee (CSEC). The purpose of this meeting is to allow interested students an opportunity to present their request to the CSEC, which is then responsible for submitting a written recommendation to the Coordinator. 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.

When a club is approved, it may begin operating as soon as the following semester. Detailed guidelines will be provided by the Club Sports office and the CSEC. New clubs must operate for a one-year probationary period without receiving funds (from Campus Recreation). Clubs on probation may use fundraising money but do not earn a fundraiser bonus.

If a club is not approved, it may apply for club status the following semester.

The Role of the Office of Campus Recreation

Campus Recreation serves multiple roles pertaining to the Club Sports program. Services and resources provided to club sports include (but are not limited to):

- The Club Sports Coordinator serves as an advisor for each club
- Managing Club Sports funds
- Ensuring that clubs follow documented policies and procedures
- Revising and adding new policies and procedures as necessary
- Providing equipment storage
- Scheduling use of facilities

The Campus Recreation staff maintains an open door policy. Students are invited to stop by at any time to discuss concerns or to offer suggestions.

Membership Requirements

Members of a club sport must satisfy the following requirements:

- Be classified as a full time College at Brockport student who has paid the BSG mandatory fee
- Submit a participation packet via DoSportsEasy (DSE).
www.brockport.edu/life/campus_recreation/clubs/join (Link is located on the Campus Recreation website and myBrockport)
- **Varsity athletes may only participate in Club Sports during their off-season. They may only participate in Club Sports that are unrelated to the varsity team they are a member of.**
 - *Please note that participation in Club Sports does impact NCAA eligibility as a student athlete. For more information, visit the NCAA website at www.ncaa.org.*

Participation Guidelines

Insurance, Risk and Responsibility of Participants

Students are solely responsible for their own health. The College does not provide insurance coverage for injuries or illness incurred while participating in the club. It is highly recommended that students have a physical examination prior to participating in the club.

The College 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 Coordinator or designee must be notified ASAP. **The club's safety officer must complete an accident/injury report and submit it to the Club Sports office within 24 hours or upon returning to school.**

All clubs will be given a first-aid kit. The club's safety officers must inform the Coordinator or designee when supplies are needed for restocking the first-aid kits.

Participation Guidelines

The following guidelines have been established to assist each club in dealing with the wide range of skill levels and time commitments of members. These 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, time commitment or finances.

Club Structure Models

A club may use different methods to divide members into groups, such as “A” and “B” teams or “travel” and “house” teams. Regardless of the methods utilized, the guidelines for such methods must be clearly outlined in the club’s constitution and be applied uniformly. The following are sample methods:

- To organize 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.
- To organize 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(s) may organize competitions against each other.

Skill Evaluations

Although clubs may not “cut” members from a club, it may be necessary for a club to hold skill evaluations to determine the ability of a member. Skill evaluations are allowed provided the following procedure is followed:

- Evaluations must be open to all interested students, who have completed the appropriate paperwork.
- The evaluation dates and times must be established and posted in advance. The Club Sports office should be notified of all skill evaluation dates and times. Additionally, facility space should also be reserved through the proper channels.
- The skill evaluation procedure must clearly be documented and conveyed to each member. This includes the process that will be used to judge the ability of each member. It is imperative that the persons judging such skill evaluations are fair and impartial.
- All members must be informed of the outcome. Additionally, any member requesting an explanation of the outcome must be provided with a response in a timely manner.

Club Member Removal

If a member behavior is detrimental to the club, the member will be removed. **Any such behavior must be clearly documented by the club.** For example, if a member repeatedly disrupts practices or meetings, the history of such disruptions should be documented.

If a club wishes to dismiss a member and the club’s constitution does not support member removal, the club must submit a written request Coordinator. The Coordinator will meet with the member and determine whether the member should be removed from the club.

Club Sports Code of Conduct

Club members have an obligation to conduct themselves and their club management in a manner consistent with all applicable college policies, local and state federal laws. Members must act in a mature and responsible manner at all times whether participating in an official event or socializing with a group of friends on, or off-campus. All members must abide by the rules and policies outlined in the current *Code of Student Conduct Handbook*, https://www.brockport.edu/policies/docs/code_of_student_conduct.pdf as well as those outlined in this handbook.

Sexual Harassment

Sexual harassment is conduct including physical contact, advances, and comments in person and/or via phone, text message, email, or other electronic medium, that is (a) unwelcome; (b) based on sex or gender stereotypes; and (c) is so severe or pervasive that it unreasonably interferes with a person's academic performance or equal opportunity to participate in or benefit from College programs or activities.

Examples of sexual harassment are unwelcome sexual advances, requests for sexual favors, and other verbal or physical harassment of a sexual nature.

Hazing

Statement of Position

The College at Brockport recognizes that student groups/organizations and athletic teams are integral parts of campus life. They provide leadership opportunities, social and academic support, scholarship, friendship and community service. The College has an obligation to protect the environment within which they operate. All students are expected to conduct themselves responsibly and respect the rights of their fellow citizens. Any departure from these standards may result in disciplinary action.

Code of Student Conduct

Hazing is, regardless of intent, any action that degrades, humiliates, abuses or endangers the mental, emotional, or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in, a group, team or organization whether officially recognized or not recognized by The College. The express or implied consent of the victim(s) does not mean that hazing did not occur.

All students and/or student groups, registered/recognized or non-recognized are also subject to College disciplinary actions for any hazing policy violations.

A person(s) or organization(s) may be charged with hazing under The Code of Student Conduct. Please see The Code of Student Conduct, Section 7: Disciplinary Actions/Sanctions for the range of sanctions for persons/organizations found responsible. Please note that sanctions to persons found responsible of hazing range up to and include expulsion and possible criminal charges. Sanctions for organizations found responsible of hazing range up to and include permanent loss of recognition and possible criminal charges against the organization's leaders and/or members. Charges of hazing are referred to and investigated by University Police and/or the local municipal law enforcement agency having legal jurisdiction. Any questions regarding this policy should be directed to the Office of the Vice President for Enrollment Management and Student Affairs at (585) 395-2137 or the Student Conduct Office at (585) 395-2122.

Reporting Hazing

1) How to Report Hazing

- a. Hazing can be reported officially to Student Conduct and/or University Police. University Police is located in Lathrop Hall. Student Conduct's office is located in Thompson Hall, Residential Life/Learning Communities. You can also report Hazing to an administrator on campus and any Residential Life Staff member (Resident Assistant or Resident Director).
- b. Hazing can also be reported online using an online form located on the Student Conduct website at www.brockport.edu/studentconduct. Once submitted it will be reviewed by the Student Conduct and next steps will be determined. When completing the form, please fill out all the information to the best of your ability. Choose "Hazing Incident" in the "Nature of this Report" section.

c. Reports can be made anonymously. However, the College may be limited in its ability to respond to or investigate a report with incomplete information.

2) Self-Reporting of Hazing

a. Student organization/team members and officers/captains are expected to, and should immediately report any hazing incidents that occur within their organization to the College (i.e. Student Conduct Office and/or University Police), providing a detailed description of the events that have transpired, the names of any individuals involved, and a description of any actions taken by the organization to stop the hazing. Upon receiving the report, an investigation may commence.

3) Policy for Alcohol and/or Drug Use Amnesty in Hazing Cases

a. The health and safety of every student at the College at Brockport is of utmost importance. The College recognizes that students who have been drinking and/or using drugs (whether such use is voluntary or involuntary) at the time that hazing, occurs may be hesitant to report such incidents due to fear of potential consequences for their own conduct. The College strongly encourages students to report incidents of hazing to College officials. A bystander acting in good faith, or a reporting individual acting in good faith, who discloses any incident of hazing to College officials or law enforcement will not be subject to the College's code of conduct for violations of alcohol and/or drug use policies occurring at or near the time of the commission of the hazing.

Examples of Hazing Acts

Listed here are examples of prohibited hazing acts that may violate the Code of Student Conduct definition hazing and/or New York State law. This is not an exhaustive list, therefore, an act that is not listed here, may still be considered hazing:

- Severe emotional distress
- Punching/Kicking/Choking
- Serious bodily injury
- Compelling pledges/members/teammates to eat unknown substances
- Locking pledges in a room and blaring loud music
- Forced consumption of alcohol
- Remote area drop offs
- Illegal Substances
- Demeaning or degrading acts
- Sleep deprivation
- Paddling
- Drinking games
- Calisthenics/Swimming/Drowning
- Kidnapping
- Calling members at unannounced times to arrive at a location
- Forced neglect of personal hygiene
- Prohibition of wearing certain colors
- Prohibition of wearing make-up
- Prohibition of talking to partners or significant others
- Disabling social media
- Required memorization for fear of punishment
- Forced signature punishment for failures
- Gifts for members
- Requirement of running personal errands for members
- Forced carry of items on campus
- Clean up houses and rooms
- Excessive amount of time spent at house or with group
- Perform embarrassing acts in front of others
- Fear of retaliation
- Forced into a position for long periods of time
- Incidents of a violent sexual nature

The full policy on the College's hazing can be found at

https://www.brockport.edu/support/policies/adopted/emsa_conduct_hazing_disciplinary_action.html

Violations of the Club Sports Code of Conduct

Club members in violation of the Club Sports Code of Conduct may receive sanctions from the Campus Recreation including, but not limited to, probationary status, revocation of the club's charter, and removal of members from the club's roster.

Additional sanctions resulting from violations of the Club Sports Code of Conduct may result in:

- Suspension from the game/match;
- Suspension from the tournament;
- Forfeiture of individual or team awards;
- Ejection from the tournament hotel(s);
- Forfeiture of all games/matches won and possible team elimination from current and future sponsored/endorsed events.

Clubs/members found in violation of the College at Brockport's Code of Student Conduct will be referred to Student Conduct.

Club Officers

Officers found guilty of club-related policy violation will be at a minimum removed from all officer related activity. Any officer on conduct probation for a club-related policy violation may not serve in any type of leadership role.

Disciplinary Actions

Clubs/members must abide by the rules and policies outlined in the current Code of Student Conduct handbook. Any violation of these policies, including alcohol or hazing violations, will be referred to the Campus Judicial System or University Police for possible disciplinary action. Campus Recreation may suspend a club/member involved in an alleged violation pending the outcome of the Judicial System or Police investigation.

Any violation of the policies and procedures listed in this handbook, not covered in the "Code of Student Conduct" shall be referred to as an administrative violation. If an administrative violation occurs, the Coordinator will meet with the club president and any involved member(s) to determine if disciplinary action shall be taken.

Discipline for administrative violations will vary based upon the severity of the violation and/or the history of the club/member. Following is a list of potential discipline (this list is not all-inclusive):

Possible Member Discipline

- Probation
- Practice restriction
- Competition/Performance restriction
- Removal from club

Possible Club Discipline

- Probation
- Practice restriction
- Travel restriction
- Funding restriction
- Suspension of club
- Termination of club status

Appeal Process

Only disciplinary decisions by Campus Recreation may be appealed to the Club Sports Executive Committee (CSEC). If a club/member appeals a decision any sanction(s) issued remain in place during the appeal process.

To appeal club/member must submit a written statement that includes a specific reason for the appeal to the Coordinator within seven (7) business days from the date of the decision notification letter. CSEC will then schedule a hearing.

No Campus Recreation staff nor any club/member may discuss the appeal with the CSEC prior to the hearing. The only individuals permitted at the appeal are a staff member of Campus Recreation, a club representative, all members directly involved, and any witnesses.

The following procedure shall be followed when conducting a hearing.

1. The Coordinator has 10 minutes to present their case.
2. The club/member involved has 10 minutes to present their case.
3. The Coordinator has 5 minutes for rebuttal and/or closing.
4. The club/member has 5 minutes for rebuttal and/or closing.
5. The CSEC has an indefinite period of time to make further inquiries.

The CSEC must provide a written decision to Campus Recreation and other parties involved within two (2) business days. The CSEC may support, reduce, or dismiss the sanctions issued by Campus Recreation. Regardless of the outcome, the complete matter may be placed in the clubs file and may be referenced in future disciplinary actions.

If an appeal involves a club/member where a member is serving on the CSEC, that member shall abstain from any involvement in the appeal.

Decisions made by the Campus Judicial System, University Police, or other outside agency may not be appealed to the CSEC.

Officers

All Club Sports are required to hold annual elections for the club's officer positions. **Elections must be held by the second Monday of April each year** to elect or re-elect officers for the following school year. Each Club President is required to update their officers by this date with the Club Sports Graduate Assistant. It is imperative that officer information is updated and accurate with the Department of Campus Recreation.

It is required that each club elect a president, vice president, and travel officer. It is recommended each club have a treasurer, secretary, marketing and fundraising officer to assist in the organization and administration of the club.

Clubs are required to maintain safety officers as described in the safety system section of this handbook.

Following is a list of the general responsibilities of club officers (this list is not all-inclusive).

- Operate the club according to the standards and guidelines in this handbook, the *Code of Student Conduct* Handbook and BSG guidelines.
- Inform members of the proper techniques to ensure safe participation. If needed, seek outside resources to assist with instruction.
- Organize participation in community service and fundraising efforts throughout the year.
- Provide proper leadership to assist with the transition from year to year.
- Establish good communication with the Campus Recreation staff, members, and other officers.
- Abide by the club's constitution.

The following is a list of Officer's Responsibilities:

- **President** – preside over club meetings and conduct club business; inform members of pertinent information, attend club officer meetings; delegate authority to other officers and members as needed; approve all budget matters; assist in the training of future club officers; ensure that all required paperwork is completed and timely submitted; ensure 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 submit forms, maintain and order equipment, and assist with the preparation of the annual funding allocation procedure.
- **Travel Officer** – complete and submit all pertinent club travel forms at least 48 hours prior to the travel and upon return, email a trip report to the Coordinator.
- **Secretary** – record and circulate minutes from all meetings, establish and maintain game schedules, check the club's mailbox daily, 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 submit fund raised money within 48 hours of the conclusion of the event, prepare the annual budget, and assist with the preparation of the annual funding allocation procedure.
- **Marketing** –
- **Fundraising** –
- **Safety Officer** – responsible for the general safety of all members during practices, competitions, or performances. **Safety officers must submit valid CPR and First Aid certifications to the club sports office prior to any club practice or “try out”. Certifications must be issued by a recognized entity (i.e. American Red Cross, American Heart Association, etc.) On-line certification is NOT accepted.** Safety officers may be reimbursed for cost of certification course. Based upon tier guidelines, safety officers must attend all practices and must inspect all facilities equipment prior to member activity. Safety officers must provide care in accordance with CPR/FA standards until trained medical staff arrives or until they are unable to perform treatment. **Safety officers must possess accident/injury reports at every club practice, game or during travel, and must submit reports to the Campus Recreation Office within 24 hours of the accident or within 24 hours of returning to campus.**

Executive Committee

The Club Sports Executive Committee (CSEC) will consist of members from five (5) clubs and a BSG representative. Club members are encouraged to apply in the Spring Semester to become a member of CSEC. Applications are reviewed by the Coordinator and Graduate Assistants. Each club will have the opportunity to be represented by the Executive Committee and may do so based on their availability and level of interest. The CSEC will assist the Coordinator in overseeing the officer meetings. The following is an outline of the major responsibilities of the CSEC. This list is not meant to be all-inclusive.

- Attend bi-weekly meetings with the Coordinator.
- Annually recommend financial club allocations based on club's written proposal and presentation, and approved by the Coordinator and Director for Campus Recreation.
- Consider new club applications to determine the feasibility of adding the club to the program.
- Investigate members' complaints, and provide Campus Recreation with ideas and constructive feedback to correct discontent.
- Hear appeals related to administrative sanctions.
- Evaluate club request to dismiss a member.
- Assist the Coordinator with developing and implementing new policies.

- Identify community service and fundraising projects.

Organization and Administration

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 submitted via DSE. Failure to provide such information may result in missed notifications of important information essential to club operations (e.g. meeting dates, policy changes, etc.).

Typically, a mandatory officer orientation is held during the first week of fall classes, and if necessary an additional orientation may be scheduled in the spring.

Constitution

Each club must maintain and operate in accordance with a clear cut uncomplicated constitution. At a minimum, the constitution must include the organization's name, purpose, membership, officers, elections, meetings, amendments, impeachment clause and ratification. Each fall clubs must post their constitution to their myBrockport page. Campus Recreation and the CSEC will use the posted version of the constitution for guidance therefore, any changes occur during the year, clubs should update their page immediately.

Club Allocation Tier-Point System

All club sports are assigned to one of the following tiers based on the point system listed below. Each club will earn points throughout the semester in various categories. The club will have to meet the required number of points for each category to receive the opportunity to request for allocated funds. If the club fails to meet the minimum number of points at the end of the academic year, the club will be deemed an inactive club for the next academic year.

Tier A (POINTS)

Clubs in Tier A may request over \$5,000 in allocated funding at the end of the year budget presentation.

Tier B (POINTS)

Clubs in Tier B may request up to \$5,000 in allocated funding at the end of the year budget presentation.

Tier C (POINTS)

Clubs in Tier 3 may request up to \$1,000 in allocated funding at the end of the year budget presentation.

Inactive (POINTS)

Clubs that fail to reach Tier C may not request funding at the end of the year budget presentation.

Tier Requirements for Clubs

POINT VALUES	
Paperwork	
myBrockport Registration (due 9/7)(1)	10
President Pre Assessment (due 9/7)(2)	20
President Post Assessment (due 4/10)(2)	20
Event Schedule-Fall (due 9/7)(3)	15
Event Schedule-Spring (due 2/8)(3)	15
TOTAL	80

(1) Officers must register their club with myBrockport.

(2) Presidents will be required to complete a pre and post assessment at the beginning and end of the academic year. The assessment is available on the [Campus Recreation](#) website in the Forms section under Club Sports on the left side of the page.

- (3) Event schedules must be submitted prior to the deadline. If schedules are not available prior to deadline, clubs must work with the office to figure out a deadline.

Reports	
Activity Report-Aug/Sept (due 10/5) (1)	10
Activity Report-Oct (due 11/9) (1)	10
Activity Report-Nov (due 12/7) (1)	10
Activity Report-Jan/Feb (due 3/8) (1)	10
Activity Report-March (due 4/5) (1)	10
Activity Report-April (due 5/10) (1)	10
Semester Report (due 12/7) (2)	30
Annual Report (due 5/10) (2)	50
TOTAL	140

- (1) Clubs will need to submit a monthly report that captures what the club did during the monthly (i.e. competitions, community services, fundraisers, campus involvement, etc.)
- (2) At the end of each Semester, every club will need to complete a form that recaps what the club accomplished over the entire semester.

Officer Development	
Organization Leadership Certificate (1)	20
Good Standing Status (2)	10
TOTAL	30

- (1) Clubs will be asked to complete the organization leadership certificate.
- (2) Clubs that remain in good standing with the department. This could include no sanctions through the year, no complaints with outside agencies on trips, etc.

Meeting Attendance	
Officer Training-Aug 26 (min 2 officers)	50
Safety Officer Training-Sept 8 (min required officers) (1)	40
Officer Council Meeting-Sept 25(min 2 officers)	10
1-on-1 Meeting with Admin-Oct (min 2 officers)	20
Officer Council Meeting-Nov 6 (min 2 officers)	10
Officer Council Meeting-Feb 4 (min 2 officers)	10
1-on-1 Meeting with Admin-Mar(min 2 officers)	20
Officer Council Meeting-Apr 8 (min 2 officers)	10
Budget Presentation-Apr 11-24 (min 2 officers)	30
TOTAL	200

- (1) Clubs must have the minimum number of safety officers attend. This is outlined in the Safety System requirements in the Handbook.

Club Engagement	
Website/myBrockport Page (1)	20
Club Craze-Fall (2)	20
Club Craze-Spring (2)	20
Competitions (max of 10) (3)	10
Campus Involvement (4)	20
Two (2) Community Services (5)	40
Fundraising (20% of allocated budget) (6)	20
TOTAL	150

- (1) Provide appropriate description, contact information, event information, officer list, and documents on myBrockport page.
- (2) Have a booth/table at Club Craze.
- (3) Any and all competitions that involve another school(s). The max amount of points a club can earn is 100.
- (4) Club attends campus events as a group (i.e., homecoming, Courage Bowl, etc.)
- (5) For every two (2) community services the club completes, points will be awarded.
- (6) Clubs will earn points for fundraising 20%, 30%, 40%, and 50% of allocated budget (example: club fundraises 40% of budget, they will earn 60 points).

Bonuses	
Host Special Event (tournaments, clinics, etc.) (1)	20
Charitable Donation (2)	30
Union Tabling (max of 5) (3)	10
Social Media Posts (max of 10 posts) (4)	5

- (1) Clubs that host tournaments, special events, clinics, etc. will meet the requirement.
- (2) Clubs that donate portions of proceeds or fundraised monies will meet this requirement.
- (3) Any type of tabling at the union for club marketing will count. The max amount of points a club can earn is 50.
- (4) Clubs will receive 5 points per social media post. The max amount of points a club can earn is 50.

Penalties	
No Officer Info on File	-15
Missed Meeting (per meeting)	-10
Failure to Submit Travel Form by Deadline	-20
Failure to Email Coordinator on Return Home	-30
Failure to Submit Competition Report	-20
Failure to Submit Activity Report by Deadline	-15
Members Caught at Practice with Incomplete Paperwork (per person)	-5

Officer Meetings

At least two (2) officers must attend each Campus Recreation officer meeting typically; bi-weekly or monthly. At least two (2) officers must attend the fall officer orientation. Any club not properly represented at a meeting or attends late is subject to administrative sanctions.

Community Service

Clubs must complete at least two (2) community service project. The Coordinator must approve all projects in advance. Clubs must complete a community service form on the [Campus Recreation](#) website in the Forms section under Club Sports on the left side of the page. Clubs may fulfill this requirement by participating in Commencement, Welcome Weekend, or Homecoming. To meet the community service project requirement, at least 75% of the clubs team must participate. This requirement may also be fulfilled with multiple projects during the year. Failure to meet the minimum requirements will result in an administrative sanction that will be enforced the following school year.

Fundraising

Clubs are required to complete at least one (1) fundraising project per semester (or two per academic year). The Coordinator must approve all projects in advance. Clubs must complete a fundraising request form on

the [Campus Recreation](#) website in the Forms section under Club Sports on the left side of the page. All funds collected must be submitted to the Campus Recreation secretary within 48 hours of receipt. Failure to do so may result in the club not receiving credit for the project. Failure to meet the minimum requirements will result in an administrative sanction that will be enforced the following school year.

Sponsorship

Clubs are encouraged to recruit sponsors to help offset the cost of equipment, uniforms and travel. The Coordinator must approve all sponsorship proposals. 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 may request approval to conduct raffles at events. When feasible, 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 Campus Recreation secretary within 48 hours of receipt. Collecting money from sponsors/alumni is not considered a fundraiser.

Coach or Advisor

Clubs may appoint a coach or advisor provided the required paperwork is submitted and approved by the Coordinator. If a club buys a gift for a coach or advisor, the funds must come from the club's secondary account (See Fund Management). **Clubs are unable to purchase gift cards for coaches.**

- Any person (student, faculty, staff, alumni, or friend) helping with the team must be registered with the Club Sport office by submitting the Volunteer, Coach, and Advisor form for approval to the Coordinator.
- See Club Sports and/or Student Code of Conduct for volunteer coach responsibilities.

Coaches forms can be found on the [Campus Recreation](#) website in the Forms section under Club Sports on the left side of the page.

Facility Space

Clubs may reserve indoor and outdoor facility space. Space in Tuttle or the SERC is shared with Athletics, Physical Education, Campus Recreation, and other special events groups, therefore clubs are encouraged to request space after 9:00pm weekdays or during weekend hours. Space is assigned on a first-come first-served basis. To reserve space in Tuttle, SERC, or outdoor space, contact the Coordinator at 395-5364 or via email (gballart@brockport.edu). Clubs may not request space through Athletics or coaches. The use of fields for practice outside is determined by Facilities and Planning. Before a team practices outside, clearance must be acquired first from the Coordinator.

- Teams that practice without prior approval may face administrative sanctions
- Teams are not permitted to practice while the annual Club Craze or required education session is taking place
- Club tournaments held inside Tuttle must have support staff from Campus Recreation

Equipment

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

Ordering Equipment/Apparel and Reservations

- A. Student: Contacts the vendor to request a quote/invoice of the order or reservation to be faxed to (585)395-2884. The quote/invoice must include all of the items, rooms, or tournament fees as well as the overall cost including tax, shipping/handling, etc., as well as the vendor name, company name,

phone, and fax number. Once order/reservation is received by the vendor, the student meets with the Coordinator.

*All orders must comply with the college's anti-sweatshop policy which can be found via the following link: http://www.brockport.edu/pps/antisweatshop_and_licensing/

Clubs ordering apparel or equipment must obtain a completed fair labor certificate from the vendor – <http://www.brockport.edu/pps/forms/Fair%20Labor%20Certification.pdf>

- B. The Coordinator: Reviews the quote/invoice/fair labor certificate and approves order/reservation.
- C. Campus Recreation Secretary: Obtains Purchase Order # from BASC and places the order by faxing the invoice/quote and the P.O. # to the vendor.
- D. The Coordinator: Receives order and notifies the club to arrange pick up. If order is incorrect the club must inform the Coordinator or Secretary immediately.
- E. If it is a tournament registration 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.

Tax Status

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

Forms

Club forms and documents can be accessed via the Club Sports page on myBrockport under the forms and documents tab respectively.

Services

The following services are free for official club business:

- Fax machine
- Long distance phone calls
- Mail - 100 envelopes per academic year, including postage
- Copies - 250 copies per academic year at the SERC
 - Campus Recreation must receive at least two (2) business days to process copy requests more than 50 pages.
- Prints - 50 prints per month at the Space in the Union

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

Posting Policy

All signage posted on or off campus must receive prior approval by the Coordinator and should provide basic information including "For more information contact the Campus Recreation Office at 395-5364 or visit our Website at www.brockport.edu/life/campus_recreation/".

Once approved by the Coordinator, approval from the appropriate college department (based on appropriate building management) must be obtained to post throughout campus. Signage 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 without approval. Violation of this policy may result in administrative sanctions.

Organization/League Affiliation

Clubs may join an organization or league, and in doing so are responsible for understanding and abiding by all organization/league regulations. Campus Recreation is not responsible for scheduling conflicts that may occur due to games scheduled by an organization/league.

Clubs must submit their organization/league guidelines and insurance requirements to the Coordinator within the first two (2) weeks of the fall semester and must update the Coordinator of any organization/league changes throughout the year.

Safety System and Club Status

Once operational, clubs are assigned to an impact section. Factors used to determine the impact may include but are not limited to degree of physical contact, location of activity, access to emergency personnel, number of participants and the severity of injuries. The following is a list of clubs and their status:

High Impact Clubs		
Cheer	Active	
Equestrian	Active	
Gymnastics (Men)	Active	Baseline Required
Gymnastics (Women)	Active	Baseline Required
Ice Hockey (Men)	Active	Baseline Required
Ice Hockey (Women)	Active	Baseline Required
Judo	Active	
Lacrosse (Men)	Active	Baseline Required
Roller Hockey	Inactive	
Rugby (Men)	Active	Baseline Required
Rugby (Women)	Active	Baseline Required

Minimum Impact Clubs		
Barbell	Active	
Baseball	Active	
Basketball (Women)	Active	
Dance	Active	
Field Hockey	Inactive	
Ice Skating	Inactive	
Lacrosse (Women)	Inactive	
Soccer (Men)	Active	Baseline Required
Soccer (Women)	Active	Baseline Required
Softball	Active	
Tae Kwon Do	Active	
Ultimate	Active	
Volleyball (Men)	Active	
Volleyball (Women)	Active	

Low Impact Clubs		
Bass Fishing	Inactive	
Golf	Inactive	
Running	Inactive	
Tennis	Active	

Club requirements:**High Impact**

- Must have a minimum of four (4) safety officers
- Must have a minimum of two (2) safety officers present at all practices and competitions
- Must have a certified Athletic Trainer or EMT at all home competitions (this requirement may be modified or waived by the Coordinator for certain events). This requirement may reflect the rules of the team's organizational/league policy.

Minimum Impact

- Must have a minimum of three (3) safety officers
- Must have a minimum of two (2) safety officers present at all practices and competitions
- A certified Athletic Trainer or EMT present at all home competitions is recommended

Low Impact

- Must have a minimum of two (2) safety officers
- Must have at least one (1) safety officers at all practices and competitions

Concussion Baseline Testing

All members participating in a high risk sport* must undergo baseline Concussion Vital Signs testing prior to participating in any club activity.

- The Concussion Vital Signs is a web-based solution designed to take 25-30 minutes. All reports are available immediately after testing and are archived in the testing account.

*High Risk Sports – Sports include: gymnastics, ice hockey, men's lacrosse, rugby, and soccer.

This does not exclude other Clubs that desire to conduct a baseline Vital Signs test. In fact, it is strongly recommended for students with a history of concussions participating in any other sport to conduct a Vital Sign baseline test.

Concussion Training

All members must complete the Concussion Education & Awareness and Concussion Recognition & Response training. These can be completed on the member's own time. Members will be required to complete the quiz after viewing the video on each topic.

Funding and Allocation Process***Allocation Process***

Once per academic year (typically mid-April), clubs present their funding proposal to the CSEC 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 CSEC on the assigned date. After hearing all proposals, the CSEC recommends the amount of funding each club should be allocated to the Coordinator. The Coordinator then finalizes and informs each club of the allocation.

The CSEC allocated funds are based on a variety of criterion, including but not limited to:

- Number of members
- Club history of community service and campus involvement

- Past fundraising pattern
- Competition or performance level
- Future proposed expenses
- Previous year expenses

Clubs are allowed to use allocated funds on the expenses listed below. The expenses are listed in order of importance and should be allocated accordingly.

- Safety (ambulance, police, athletic trainer, insurance, equipment that may be old and dangerous, certifications, 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 (car, van or bus rental, airfare, gas and lodging)
- Referee
- Uniforms and jerseys (any apparel that will remain with the club on a year-to-year basis)
 - ***Uniforms are purchased on a 4-year cycle. Clubs may purchase new uniforms only after 4-years of consecutive use.***

Clubs may use secondary account funds on the expenses listed below.

- Any expense that may be taken out of their primary account
- Apparel that includes personalized items
 - ***Campus Recreation must approve all apparel prior to ordering***
- Team banquets
- Refreshments for tournaments
- Coach's gifts

Supplemental Funding

A request for supplemental funding may be made to offset unexpected expenses during the year. For example, if a club qualifies to participate in a National competition, clubs must be in good standing, complete required volunteer and campus involvement services, and fundraise. Clubs must submit a fund request to the CSEC for review and consideration.

Fund Management

Clubs have two (2) accounts. A primary account, where allocated funds are deposited (these funds are restricted). If there are any unused funds in the primary account at the end of the spring semester, they will be transferred to the general fund. The General Fund is used for the programs operations, banquets, emergency expenses, and supplemental funding. A secondary account, where fund-raising money or money collected from club members is deposited. Clubs must ensure with Campus Recreation 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. Funds remaining in the secondary account at the end of the academic year will remain in the secondary account for the following year.

Clubs are not permitted to maintain external bank accounts. Failure to abide by this may result in sanctions.

Reimbursement, Payment and Spending Procedures

All financial forms and transactional documentation must be submitted to the Coordinator for review and approval prior to submission to the Campus Recreation secretary for processing. Documentation is not accepted at the Membership Services Desk.

PLAN AHEAD – Check request forms must be submitted to the Coordinator by noon on Tuesday to be guaranteed for pick up on that Friday. Take into consideration for potential delay i.e. mail delivery and/or holidays.

Only deposits of paper currency and rolled coins will be accepted. Coins will be accepted if less than the value of rolled coins.

Payment for referees or others working events require the payment of service form and a W9 to be completed.

Reimbursement for gas for personal vehicles will be through mileage. A reimbursement form must be completed and a detailed turn-by-turn direction needs to be attached matching the mileage on the form. Rental vehicles will need gas receipts to be reimbursed.

Reimbursement for tolls or supplies totaling less than \$500 require original receipts and the reimbursement form be completed. Travel reimbursements will only be made for “approved” travel. Prior approval is required for apparel and equipment totaling more than \$500. The procedures for this follows:

1. Obtain a quote/invoice for the equipment or apparel to be ordered
2. If the apparel references to “Brockport”, “The College at Brockport”, or to the College or club (e.g. Brockport Cheer or Badgers Rugby), obtain a copy of the artwork
3. A Fair Labor Form completed by the company
4. Meet with the Coordinator to discuss the order
5. Coordinator and Director for Campus Recreation will approve or deny the order request

All orders must be mailed to the college with the following address:

**Campus Recreation c/o Coordinator’s Name
321 New Campus Dr.
Brockport, NY 14420**

Record of Funds

Campus Recreation maintains an accurate record of club accountings. However, the club treasurer should also track funds so, if there is an accounting discrepancy both parties may compare their records respectively.

Dues

BSG policy does not permit clubs to collect dues from its members. However, clubs may accept donations from members. Any donations must be submitted to the Campus Recreation secretary within two (2) business days, to be placed in the club’s secondary account.

Leadership Scholarship

Club officers are eligible to apply for the \$500 Club Sport Leadership Scholarship used towards the student’s academics. Eligibility requirements are:

- Have enrollment status of junior or senior
- Hold a leadership role within the Club Sport Program
- Maintain an overall GPA of 3.0 or higher
- Submit a personal statement (500 words or less), defining what a leader is, and how the applicant has demonstrated the role of a leader within the Club Sport Program

Travel Procedures

Clubs must appoint a Travel Officer to manage all travel related details.

Travel Authorization

Clubs must receive prior authorization from the Coordinator for ALL travel, by submitting a Request to Travel Form (found on [DSE](#)) at least four (4) days before the intended departure date.

For commercial travel it is recommended the club meet with the Coordinator at least 60 days prior to the intended travel date. **Contracts cannot be signed by anyone without the approval of the Coordinator.**

Members traveling with their parents must notify the Club Sports office by submitting a Parent Travel Form.

Members must email the Coordinator upon their return home. Failure to comply will result in club administrative sanctions.

Authorized Drivers

Only members that are authorized drivers may transport other members. To become an authorized driver, a Driver Verification Form must be submitted through DSE. Please note that the approval process may take up to five (5) business days.

Authorized drivers are eligible to drive from their date of approval through May of the current academic year. Campus Recreation maintains a list of authorized drivers. The College does not provide any type of insurance. The driver is solely responsible for any and all liability resulting from traffic violations and/or accidents. It is recommended that drivers complete a defensive driving course, which is reimbursable, provided a receipt and a copy of a course completion certificate is submitted in a timely manner.

A travel report must be submitted via [DSE](#) within two (2) business days of returning home.

Eligible Travelers

Only members listed on the club roster are allowed to be in the vehicle(s). Guests, family, friends or others are prohibited from traveling with club members.

Travel Time and Distance

ALL driving is restricted:

- Between 12 a.m. and 6 a.m.
- Drivers may not drive more than 4 hours without a 15 minute break
- Drivers may not drive more than 6 hours in a 12 hour time frame
- Drivers may not drive more than 500 miles or 10 hours in a 24 hour period

These restrictions do not apply to commercial travel.

Clubs must return home after completing competitions. Clubs must email the Coordinator if competition finishes late in the day and decides to stay overnight.

Out of State Travel including Regional or National Competition

Club traveling out of state, including to a regional or national competition, a Campus Recreation representative is required to attend (this requirement may be waived by Campus Recreation). The club is responsible for paying all expenses associated with travel. The club may petition to the CSEC for supplemental funding to cover these expenses. Any club that is planning out of state travel must meet with the Coordinator prior to confirming travel plans.

The club must abide by the College's Code of Student Conduct when it pertains to alcohol at any time while traveling.

Violations of these policies and procedures may result in administrative sanctions as well as possible referral to the Campus Judicial System, University Police or other outside agency.

Hosting Tournament, Competition, or Event

Clubs hosting a tournament, competition or event must follow the policies and procedures outlined below. These policies may not apply to single games such as a rugby or volleyball match.

1. Reserve necessary facility space with the Coordinator at least 60 days prior to the event.
2. Meet with the Coordinator to discuss event logistics at least 60 days prior to the event (after the facility space has been reserved). Once approved, the event registration forms, and advertising may be distributed.
3. If required, schedule medical personnel and/or police at least 30 days prior to the event.
4. If applicable, apply for a BASC food waiver at least 30 days prior to the event.
5. Meet with the Coordinator two (2) weeks prior to the event to discuss final preparations.

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

- **Registration form:** an event form must be submitted on [DSE](#) in order to have the event approved. If the event includes minors, teams will be required to provide proof of insurance from their school (this must be included with the registration form).
- **Registration fees:** If a registration fee is required, the registration form and fees must be submitted directly to Campus Recreation. All fees received will be deposited directly into the club's secondary account.
- **Admission:** If desired, clubs may collect a reasonable admission approved by the Coordinator, the money must be submitted to the Campus Recreation secretary for deposit into the club's secondary account. The College at Brockport students may not be charged admission for any event.
- **Vendors:** If vendors will be present, they must submit required paperwork at least 30 days prior to the event. Vendors should contact the Facilities Coordinator at (585)395-2774, and are required to pay \$50 to Campus Recreation
- **Staffing:** If the event requires extensive setup, supervision, or facility access beyond normal hours, the Coordinator may require assistance of additional employees. If so, the club must pay Campus Recreation the standard rate of \$20 per hour per employee.
- **Medical Personnel and Police:** Refer to the Tier System and Club Status for the minimal requirement for safety officer and medical personnel. However, based on the type and size of the event, additional medical personnel and/or police may be required.

Appendix

FIRE EXTINGUISHER LOCATIONS

TUTTLE NORTH

Lower Level

1. Each end of the Racquetball area

Ground Level

1. Outside the equipment room by the laundry chute
2. Outside of the pool on the racquetball court side
3. Middle of eastern hallway along the Ice Arena
4. Southern entrance to the Ice Arena
5. Four corners of the locker rooms
6. North and Southeastern corners around wrestling room

Main Level

1. Outside of the pool on the west side by the women's room
2. Entrance to the basketball gyms towards the parking lot and classrooms
3. Outside the Ice Arena beside the vending machines and Courts 205/206
4. Outside the Fitness Center
5. East side exit

TUTTLE SOUTH

Lower Level

1. Racquetball courts stairwell

Ground Level

1. Across from room 127 and the locker rooms
2. Across from room 156 (down the hall from vending machines)
3. Training room
4. Across the hall from Pedagogy Lab

Main Level

1. Next to the gym to the right
2. Fire hall beside the volleyball/track store rooms
3. Across the hall from the three classrooms
4. Across from classroom 226
5. Kinetic Café by the elevator

AED LOCATIONS

TUTTLE NORTH

Ground Level

1. Inside southeast entrance to the Pool
2. Inside the southeast entrance to the Ice Arena
3. Near northern entrance to women's locker rooms

Main Level

1. Fire Hall between Fitness Center and gyms
2. Mid-southern entrance by gym 201
3. Outside of classroom 226 next to the Information Desk

TUTTLE SOUTH**Ground Level**

1. Across from room 161
2. Athletic Training Office (4 Mobile Units)

Main Level

1. Left of the main entrance