

# Syracuse University

## *Sport Club Handbook* **2016-2017**



## **Department of Recreation Services**

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**<http://sportclubs.syr.edu>**



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## **IMPORTANT SPORT CLUB PROGRAM DATES**

### **Fall 2016**

**August 28 (Sunday) 5:00-7:00pm:** Officer's Training - **Mandatory August 29 (Monday)** - first day of Club activity for Fall

**September 6 (Tuesday) 6:30-8:30pm:** SC Activity Fair – Flanagan Gymnasium

**September 12 (Monday):** Registration Due

**September 19 (Monday):** Initial Rosters/Member list due

**Nov 20 – Nov 27 (Sun-Sun):** Thanksgiving Break - NO Club activities

**December 2 (Friday):** Facility requests for Spring

**December 11 (Sunday):** Last day of Club activity for Fall

### **Spring 2017**

**January 17 (Tuesday):** First day of Club practices for Spring

**March 27 (Monday):** 2017-2018 Budget requests due

**April 28 (Friday):** Final date to make 2016-17 purchases

**April 24 (Monday):** End of Year Report & Fall 2017 facilities requests (practice only) due

**May 2 (Tuesday):** Last day of Club activity for Spring

**May 8 (Monday):** All Club equipment returned

# **INTRODUCTION**

## **SPORT CLUBS PROGRAM**

Welcome to the Sport Clubs program in the Department of Recreation Services at Syracuse University. Sport Clubs bridges the gap between intramural sports and varsity athletics. At Syracuse University Sport Clubs provides opportunities for students, faculty and staff to participate in a variety of recreational and sport activities.

Each club is considered a private organization separate from Syracuse University, but with an affiliation as a student organization. A Sport Club is a registered student organization formed by individuals with a common interest in a sport or activity that develop interest in that sport. Sport Clubs are organized and conducted by students under the direction of the Associate Director for Programs.

The key to success of Sport Clubs is student leadership, interest, involvement and participation. Clubs may be instructional, recreational, competitive or a combination. Characterized as being student-initiated and student-managed, the structure of Sport Clubs allows athletes opportunities for leadership, decision-making and enhancing transferable skills. Sport Clubs are governed by the rules and regulations established for student organizations, Recreation Services and Syracuse University.

We hope that through your involvement as a club officer and athlete you will have the opportunity to gain and enhance competence in your chosen sports activity, while also developing valuable leadership and management skills. If at any time the University Recreation team can be of assistance to you, or you wish to share any comments questions or concerns regarding the Sport Clubs program, please do not hesitate to contact us at 315-443-4386, or visit in room 241 Archbold Gymnasium.

The Sport Clubs Handbook contains policies and guidelines to be followed by all sport clubs within the Department of Recreation Services. This handbook will serve as a guide for club officers and athletes in the daily management of their respective clubs.

## **SPORT CLUBS MISSION**

The mission of Sport Clubs is to provide competitive, recreational and instructional opportunities for the University community. We are committed to the development of successful and quality teams and individuals with a focus on enhancing the collegiate experience through leadership development, teamwork, sportsmanship, diversity, responsible and ethical conduct, healthy active lifestyles and fun.

## **RECREATION SERVICES MISSION**

The Department of Recreation Services is committed to providing diverse, inclusive and high quality programs, services and facilities that engage the University community in lifelong wellness.

## **VISION**

The Department of Recreation Services is committed to positively engaging the University community and supporting academic productivity and success by promoting active healthy lifestyles.

## **DEPARTMENT VALUES**

**Development:** Foster the personal growth of our students and student leaders through experiential learning, teambuilding and effective mentorship.

**Diversity:** Create an environment that values, embraces, and enriches individual differences by providing programs, services and staff that reflect the diversity of the University.

**Inclusivity:** Provide an inclusive culture that allows for building relationships and developing a sense of belonging.

**Integrity:** Uphold a culture of honesty, trust, fairness, responsibility and accountability.

**Respect:** Value opportunities to interact with those we serve.

## **SPORT CLUB ADMINISTRATION & LEADERSHIP**

### ***ASSOCIATE DIRECTOR - PROGRAMS***

The Department of Recreation Services employs a full-time professional staff member to administer the Sport Clubs Program and all their activities. The Associate Director - Programs serves primarily as an advisor to club leaders and is available to assist officers and members with all aspects of their club. It is the duty of the Associate Director – Programs to ensure that all University procedures are being followed, assist clubs in implementing sound safety and risk management practices, support clubs in managing funds and accounts, and facilitate special event opportunities. The Associate Director – Programs also serves as the liaison between the program and the University’s administration, as well as, serves as the advisor to the Sport Clubs Advisory Council. It is the responsibility of the Associate Director – Programs to develop and manage the

program budget, grow the program in the quality of clubs, and educate the officers and members through leadership trainings and development.

### ***LEADERSHIP OPPORTUNITIES***

This handbook outlines procedures developed to ensure that all clubs are treated equitably. The accomplishment of each club will be a direct result of the efforts of its leaders and the participation of its members. Students are given the opportunity to become directly involved with the administration and supervision of their organization. The club's primary officers should be prepared to devote time and energy toward developing the organization and assuring its continuity. Responsibilities include, but are not limited to:

- Serving as a liaison between club members and the Director of Sport Clubs.
- Conducting club meetings/practice sessions and providing on-going daily management such as reserving facilities for practice and/or competition, planning fund-raisers, collecting club mail, etc.
- Ensuring timely completion of registration forms, facility request forms, travel forms, and other forms.
- Ensuring all club members comply at all times with the Syracuse University Code of Student Conduct and information contained in this handbook.

## **CLUB RESPONSIBILITIES AND REQUIREMENTS**

### ***Student Officers***

Each club must elect, appoint or designate student officers. An officer directory must be filed with Recreation Services each semester. The following duties are the responsibility of club officers:

- 1) Coordinate all club activities (schedules, inventories, fundraising) with the Sport Club Administration.
- 2) Register the club with the Department of Recreation Services each Fall. This also registers your club as a Student Organization.
- 3) Attend and participate in monthly and required meetings.
- 4) Attend all officers' meetings or send another officer in your place.
- 5) Serve as the liaison between the club and the Sport Club Administration.

- 6) Inform club members of policies, procedures, expectations, emergency procedures, and other regulations.
- 7) Monitor all club events, assuring that all policies and procedures are followed.
- 8) Report any injury or incident, which occurs at club practices or competitions to the Sport Club Office within twenty-four hours, and complete the Rec. Sport/ accident/ incident Report Form. Report major accidents/injuries immediately to the Director.
- 9) Develop orientation for all new officers.
- 10) Develop and maintain an accurate membership roster at the beginning of each semester and update it throughout the semester.
- 11) Maintain complete inventory records and update the club's inventory when requested by the Sport Club Administration.
- 12) Submit all required financial and administrative forms complete and on time. (Treasurer Only)
- 13) Assure that all club financial obligations are met and that a club does not exceed its annual budgeted spending. (Treasurer)
- 14) Arrange facility reservations for club functions (practice, competitions, meetings, etc.) with the Sport Club Administration.
- 15) Check, on a weekly basis, the club's mailbox located in the Recreation Services Office.
- 16) Submit a current copy of the club's constitution to the Sport Club Administration and update the constitution for approval by the membership.
- 17) No club will be allowed to operate in a budget deficit at any time. The Sport Club Director must approve any proposed expenses. Requests that will put a team into deficit will not be forwarded to Accounts Payable.

*The above responsibilities should be considered as guidelines and not as a complete listing of a representative's duties. Relationship between the club and Recreation Services is the responsibility of the student officers.*

## **MEMBERSHIP AND ELIGIBILITY REQUIREMENTS**

All students, faculty and staff members of Syracuse University and SUNY College of Environmental Science and Forestry (SUNY ESF) are eligible for membership in the Sport Club Program. In addition, Clubs may allow alumni to participate in their activities. Each club will determine its own membership rules. However, no student may be discriminated against by any organization at Syracuse University for reasons of age, color, ethnic or national origin, disability, marital status, political or social affiliation, race, religion, sex, or sexual orientation. Although clubs prefer not to limit the number of members allowed to join their ranks, it is recognized that only a certain number can realistically participate in practice

and/or competition. Each club must work out a fair and equitable method for accommodating all of its members' needs for participation in practice and competition. In addition, Clubs may not finalize their roster or conduct tryouts prior to the annual Sport Clubs Activity Fair. Not all club members are eligible to compete. Faculty, staff and graduate student members may not be eligible to compete in league games or specific tournaments. Each club is responsible for knowing its own association/league regulations and for ensuring that it is meeting those regulations. In addition, some clubs may not accept new members beyond an established date.

A **Membership/Roster List** must be submitted to the Director of Sport Clubs and must be kept up to date at all times. This list must include SU ID numbers for **all members** (with the exception of alumni).

### ***FACILITY ACCESS***

All students, faculty and staff members of Syracuse University and ESF are eligible to use campus facilities for Sport Clubs meetings. On certain occasions, Clubs may request to bring in a guest instructor or speaker for the benefit of its members. Club Representatives must request **Building Access Approval** from the Director of Sport Clubs to allow the individual to enter the facility, and the amount of times are limited.

### ***COACH/INSTRUCTOR***

Each Club may identify one or more volunteer coaches or instructors to assist with practice and competition. Coaches and instructors must abide by the following guidelines:

- The selection of the coach/instructor is the responsibility of the club, and is subject to the approval of the Director of Sport Clubs.
- The coach/instructor is a volunteer position. The university will not pay for such services nor will it extend any benefits to the individual.
- The prospective coach/instructor must sign a **Volunteer Coach/Instructor Agreement** prior to commencing such role. The agreement is available through the Director of Sport Clubs.
- The coach/instructor has an obligation to protect the safety of club members and should ensure steps are taken to reduce the risk of injury.
- The coach/instructor must restrict his/her involvement with the club to teaching/coaching and should refrain from activities involved in the club's management as discussed in the Club Officer Training Session. **The club officers, NOT the coach/instructor, must serve as the liaison between the club and the Director of Sport Clubs.**

- The coach/instructor may attend league organization meetings when club officers are unable to attend. This must be approved by the Director of Sport Clubs.
- **Coaches/instructors are not representatives of Syracuse University and may not sign contracts or agreements or facilitate contracts or agreements on behalf of Syracuse University or the club.**
- Participation in the Sport Club Program is completely voluntary. Monetary rewards or scholarships shall not be promised to any student-athlete or prospective student-athlete by the coach/instructor, any “friend of ...” organization or program booster.
- Coaches/instructors should help to ensure good sportsmanship at all times. Club members and coaches/instructors should conduct themselves in a manner that does not detract from the reputation of Syracuse University.
- The coach/instructor shall be aware of and follow all Syracuse University and Department of Recreation Services policies and procedures relative to the Sport Club Program.

This individual must understand and accept the philosophy of the Sport Club Program and be aware that club officers and members, the Sport Club Advisory Board and the Director of Sport Clubs have the authority to terminate any relationship with the club.

### ***INSURANCE, RISK AND RESPONSIBILITY***

Each individual participating in a Sport Club activity assumes responsibility for his/her health. It is recommended that all individuals who intend to participate should, for their own protection, have a physical examination before participating.

**Syracuse University DOES NOT provide insurance coverage for accidents or illness incurred while participating in a Sport Club activity. It is recommended that each individual secure his/her own Insurance Policy.**

The university assumes no liability for accidents or injuries incurred in connection with participation in a Sport Club activity. Club representatives should immediately contact the Department of Public Safety (443-2224, emergency-711) in the event that an injury occurs on university premises during a special event, practice or competition. A club representative must complete an **Accident Report Form** found online and submit to the Director of Sport Clubs immediately following an incident occurring on or off campus. In addition, clubs may sign out a **First Aid Kit**.

## **LIABILITY WAIVER**

All participants in the Sport Club Program are exposed to the possibility of physical injury including death and disability due to the nature of these activities. Each participant accepts the risk and responsibility as their own by choosing to participate in these activities. By so participating, each participant waives and releases any and all rights and claims for damages that the participant or his/her heirs or successors may have against Syracuse University or its personnel arising out of or resulting from the participant's participation in the Sport Club Program except to the extent caused by negligence of Syracuse University or its personnel.

## **RISK MANAGEMENT**

To provide a safe and positive recreational experience for all participants it is necessary to prevent accidents and injuries before they happen. **It is strongly recommended that every Sport Club develop, implement and practice the following safety policies.**

1. Sport Club officers, club members, volunteer coaches and instructors should emphasize safety during all club related activities as per university and club association guidelines.
2. Have at least two members certified in First Aid and CPR available at club practices, games, etc. Certified trainers are suggested for all home/away competitions.
3. Review the club's emergency procedures with Recreation Services.
4. Develop and practice safety guidelines relevant to your sport as established by your certifying agency. Know safe procedures for Blood Borne Pathogen issues.
5. Encourage all members of your organization to carry personal health insurance. Become familiar with accident and liability insurance available through the national association governing your sport and the University. Participation in sport club activity is strictly voluntary. Medical Insurance is the responsibility of club participants.
6. Inspect fields and facilities prior to every practice session, game, or special event. Report any unsafe conditions to Recreation Services immediately. If at an off-campus site, report the condition to the proper managing authority. Do not use facilities if they are unsafe.
7. Accident Reports: Sport clubs are required to submit an accident report for injuries, which occur to club members during on-campus or off-campus practice or competition. These reports must be submitted to the Sport Club Office within 24 hours after each occurrence. Accident forms are available on the recreation services website.

Reports are also required for injuries, which occur to visiting club members during on-campus or off-campus home competitions.

8. Encourage all members of your sport club to have a physical examination or appropriate activity testing prior to participation in club activities.

**ALL PARTICIPATION IN SPORT CLUB ACTIVITIES IS STRICTLY VOLUNTARY. PARTICIPANTS ARE RESPONSIBLE FOR THEIR OWN MEDICAL INSURANCE. SYRACUSE UNIVERSITY AND RECREATION SERVICES ARE NOT RESPONSIBLE FOR ANY INJURY OR PROPERTY LOSS INCURRED BY PARTICIPANTS WHILE INVOLVED IN ANY SPORT CLUB ACTIVITY.**

### ***HEAD INJURY POLICY***

This policy will take effect immediately, and is in addition to any rules imposed by your league and/or association. This policy will not be superseded by any league or association rule (s) regarding head injuries. In some instances a league or association rule may call for a lengthier absence from competition after a head injury.

An athlete who exhibits signs, symptoms, or behaviors consistent with a concussion (such as unconsciousness, amnesia, headache, dizziness, confusion, or balance problems) either at rest or exertion, shall be immediately removed from practice or competition and shall not return to play until cleared by a physician. Written documentation from the physician must be provided to Recreation Services prior to continued participation in club activity. Athletes who are rendered unconscious or have amnesia or persistent confusion shall not be permitted to continue for the remainder of the day. These athletes shall not return to any participation until cleared by a physician. For weekend competitions, participation on the second and/or third day will be contingent upon providing written doctor's clearance to Recreation Services administrators. It is essential that no athlete be allowed to return to participation when any symptoms persist, either at rest or exertion. An athlete who suffers a second concussion within 6 months or three concussions over a 2-year period must be evaluated by one of the Sports physicians at Student Health Services prior to resuming participation in Sport Club activities.

All injured parties will be directed to contact Student Health Services and make an appointment to be evaluated by one of the physicians. Recreation Services staff will maintain a database of athletes with reported head injuries and will monitor practices and competitions for compliance with this policy. Clubs with athletes participating in violation of this policy will have all privileges for Recreation Services facilities revoked and budgets frozen immediately for one calendar year from the time of the violation.

### ***EMERGENCY CONTACT***

Each Sport Club member is **required** to provide **Emergency Contact information**. This information will allow the Director of Sport Clubs to notify the correct individual in the event of an emergency situation. Club officers must submit a completed excel form with **all** club members information. Members who join clubs after this date must provide this information prior to their participation.

### ***TRANSPORTATION***

It is the policy of Syracuse University that funds will not be allocated to clubs for transportation to club events. All transportation costs for vehicle rental and usage, gas and overnight accommodations will be the responsibility of each individual club. The University will provide minimal assistance to Clubs who travel for regional and/or national competition. Insurance coverage for non-university vehicles or their drivers or passengers will not be provided. In addition, each club is **required** to complete a **Travel Form online** the Monday prior to traveling to an off-campus event.

### **Driving Guidelines**

1. When large passenger vans are utilized for any form of travel, the following guidelines apply:
2. Seatbelt usage must comply with applicable state laws, but, in addition, should be used at all times by passengers in all rows of seats.
3. All drivers must have safe driving records. Experience driving vans or similar vehicles is strongly preferred. Whenever possible, drivers should be experienced non-student adults. If it is necessary for students to drive, they should, whenever possible, be:
  - a. Non-participants (e.g., non-competing team members – coach, manager, statisticians, etc.).
  - b. 21 years of age or older (*under no circumstances may a driver less than 18 years of age be assigned*).
4. Single day total driving mileage per van should not exceed five (5) hours (roughly 250 miles). Rest stops and rotation of drivers roughly every two hours are strongly encouraged.

Examples:

- a. Van travels up to 2.5 hours (roughly 125 miles) to site of competition and then returns, same day. (Fresh, alert, non-fatigued persons should drive on the way home).
  - b. Van travels up to 5 hours (roughly 250 miles) to site of competition, team stays overnight and returns following day. (Rotate drivers every 2 hours).
5. Loading of luggage racks on top of these vehicles is strongly discouraged due to the increased roll-over risk of weighting the top.

### ***VEHICLES POLICY (other than large vans)***

1. A valid driver's license is required for each driver and all applicable local, state and federal laws must be adhered to.
2. There is no driving between midnight and 6:00 am.

### ***GUIDELINES***

1. Seatbelt usage must comply with applicable state laws, but, in addition, should be used at all times by passengers in all rows of seats.
2. All drivers must have safe driving records. Experience driving vans or similar vehicles is strongly preferred. Whenever possible, drivers should be experienced adults (approved team/group personnel). If it is necessary for students to drive, they should, whenever possible, be:
  - a) Non-participants (e.g., non-competing team members, manager, statisticians, etc.).
  - b) 21 years of age or older (*under no circumstances may a driver less than 18 years of age be assigned.*)
3. Single day total driving mileage should not exceed 10 hours or 600 miles.
4. An individual may not drive more than 4 hours in a day. Drivers should be rotated every 2 hours.
5. A rest stop of 15 minutes (taken all together) for every 2 hours of driving is strongly recommended.
6. Immediately following a competition (same day), a competing individual may not drive more than 2 hours, and the team may not drive/travel more than 5 hours or 300 miles.
7. Rotate drivers every 2 hours *or less*.

### ***REGISTRATION***

A group of students with an interest in a sport-related activity must adhere to the following procedures to become affiliated with the Sport Club Program:

- Each club must complete a **Sport Club Registration Form** each Fall to be kept on file in the Sport clubs Office. This is due by **Monday, September 12**.
- Each club must attend the Officer's Training session in August to be eligible to be involved with the Sport Club Program during the fall/spring semester. **Failure to attend will result in lack of recognition and suspension of all club activity until the training has been attended.**

Recognition of a Club as a Student Organization does not imply Syracuse University sponsorship of or responsibility for the activities of the group, or control of their day-to-day functions and activities. The University views all recognized Student Organizations as private affiliates and does not endorse the missions, goals or purposes of any organization, nor allow the organization or its coaches/instructors to act on behalf of the University. Coaches are not representatives of Syracuse University and may not sign contracts on behalf of the university.

### ***ADVISORY COUNCIL & BOARD***

The Sport Club Advisory Council & Board is the primary representative and legislative body of the Sport Club Program. The board will assist the Director in the formulation of the policies, rules and regulations of the Sport Club Program, including budget allocations and disciplinary measures involving violations set forth in this handbook. They have the jurisdiction to discipline a Club member, Club and/or coach in violation of Sport Club policy outlined in this handbook. The Director of Sport Clubs will serve as the advisor to the board. The advisory board will meet twice a month.

### ***ADVISOR***

Each club is required to have a faculty or staff advisor of the group's own choosing. The advisor adds continuity from year to year and assists new officers of the club in the transition process. This individual advises the club in the exercise of responsibility, but does not have the authority to control the policy of the club. The advisor's duties may include:

- Attending meetings of the club and assist officers in their organization and planning.
- Attending practices, competitions or special events to support the club. When accompanying the club on an off-campus trip, the advisor should limit his or her role to the activity involved.
- Serving as a source of information and guidance for club officers while maintaining the Sport Club Program goals of cooperative values and leadership among the club's membership.
- Performing any other advisory function agreed upon by the club and advisor.

## **FINANCES**

Each recognized Sport Club is eligible to receive financial support from the Department of Recreation Services through the Co-Curricular Fee. Financial support may be provided for the following:

- Equipment (not personal) purchase and repair
- Facility rental
- Flyers/Posters/Programs
- Officials' fees
- Organization/League Dues
- Events (tournaments, games, seminars (martial arts groups only) entry fees
- Uniforms (that stay with the University)

The members of each club generally share in the financial support of their club through the payment of annual individual dues and fund-raising projects. This helps to subsidize additional expenses not covered by Sport Club allocations.

Clubs must comply with the following to become eligible to receive funding:

1. The club must be a registered Sport Club no later than **September 12**.
2. Club officers must meet with the Director of Sport clubs to determine funds allocated to that group for that academic year.
3. Clubs receiving funding for equipment must provide **specific information** on each item requested for purchase, including the name of the vendor.
4. Clubs are responsible for submitting a Budget Request for the following academic year to the Director of Sport clubs for review with the Sport club Advisory Board.
5. Budget request information is given to Club representatives in January.
6. Individual appointments may be scheduled with the Director to discuss budget request guidelines and questions regarding the budget process.
7. The committee will review each request independently and make recommendations for each club to the Director of Sport Clubs.
8. Clubs wishing to appeal their recommended allotment by the Advisory Board may do so in writing to the Sport Club Director who will, forward the appeal to members of the Board. A meeting will be called with board members and the individual(s) representing that Club to discuss the appeal.
9. Clubs that fail to meet the budget request deadline are allowed to submit a request to the Sport club Director in the fall and **may** receive no more than fifty percent of their previous years' allocation.

10. Clubs inactive for one or more years as well as new clubs serve a probationary period of one academic year with no financial assistance.

Clubs must use funds specifically for which they were allocated. Payment for tournament entry fees, league membership fees and facility rental fees must be accompanied by an invoice and **Expenditure of Funds Form**. Students will **NOT** be reimbursed for payments made for club activities.

In addition, funding may be available to Clubs for special events through the Student Association. Officers must contact the Sport Club Director for procedures to request such funds.

### ***EQUIPMENT***

Clubs are eligible to receive funding for equipment to be used for their club. Equipment funded through the budget process is property of Syracuse University and is governed by a check-out system. Club representatives should become familiar with the following check-out system:

- All equipment that is purchased for club use as an approved budget item becomes available for use **only by the club for which it was purchased**. Upon receipt of the equipment, the club becomes responsible for its maintenance and care. The university remains owner of the equipment and the club is responsible for lost, damaged or stolen equipment.
- All Sport Club items that are checked out by a club representative must be returned prior to the end of the academic year for summer storage. Arrangements will be made for Clubs active during the summer and those with their own storage space. Club members who sign out uniforms are responsible for their proper return.
- Any equipment damaged or not returned may be charged against the club. Any remaining funds allocated for the club will be frozen until the proper equipment is returned or will be used to purchase replacement equipment. If the club has saturated all of its allocated funds for that fiscal year, the funds to replace the equipment will be taken from the following years' allocation. Uniforms not returned will be charged through collections against the club member who signed them out. In addition, the Director of Sport Clubs may suspend all club activity until all equipment is returned and can place individuals on the stop list w/bursar.

### ***PRACTICE REQUEST & FACILITY RESERVATION***

Clubs must submit a **Practice Request Form** for the use of facilities in Archbold Gym, Flanagan Gym, the Women's Building, Coyne Field, Hendrick's, Hookway and Skytop fields and the Tennity Ice Skating Pavilion to the Director of Sport clubs in order to conduct meetings and practices.

Clubs who wish to host a **special event** (competition, tournament, show, etc.) must complete a **Facility Reservation Request Form** online for approval.

### ***SCHEDULING***

Many Sport Club groups are organized for the purpose of competition. As a Sport Club, groups are not restricted to competition with other colleges and universities, but may also compete with other viable organized clubs.

In the establishment of their extramural schedules, the club officers, advisor or coach/instructor should give consideration to the maintenance of a balance between home and away contests. The Director of Sport Clubs will assist club representatives with scheduling when necessary. Club competition will have priority over Club practice for the use of facilities. However, it is the discretion of the Director of Sport Clubs to limit the number of competitions due to budgetary constraints or disciplinary sanctions. It is **required** that a signed agreement for all home contests be on file with the Director of Sport Clubs. Agreements are available from the director. Clubs **must** keep on file with the Director a listing of all scheduled competitions/events.

### ***OFFICIALS/REFEREES/JUDGES***

Scheduling of officials/referees/judges for competition and/or special events is the responsibility of the individual club. Club representatives are encouraged to provide qualified, certified individuals to officiate/referee or judge any competitive activity or special event that takes place on university premises.

**Official Verification and W-9 Forms** must be completed and signed by referees/officials/judges at the time of the competition or special event and returned to the Director of Sport Clubs for prompt and proper payment.

### ***NON-ACADEMIC YEAR RESPONSIBILITIES***

1) **Budget Proposals:** Officers must complete and submit team budget proposals in a timely manner. Budget proposals will generally be due at the end of March. **Failing to submit a budget proposal on time will result in a financial penalty.** Late budget proposals will result in a 50 percent reduction in the amount of student fees the club may receive. **Failing to submit a budget proposal is also grounds for probation, pending a meeting with the Executive Board.**

2) **Mailbox:** Officers must check the team mailbox located in the Recreation Services Office, 241 Archbold Gym at least once a week and carefully examine and properly respond to all correspondence.

3) **Webpages:** Officers are responsible for checking their team's website (if applicable). The officer is responsible for bringing any necessary changes to the attention of the staff in the Recreation Services office. They are also responsible for ensuring that their team has its own up-to-date website.

## ***DISCIPLINE***

Sport Club participants have an obligation to conduct themselves and their organization in a manner that is compatible with the University's philosophy and function as an educational institution. All Clubs must comply with the University Recognition and Standards for Student Organizations of Syracuse University, which shall be part of the basic rules, charter, constitution or by-laws of each group. In addition, Clubs must adhere to the policies and procedures as set forth in the Sport Club Handbook. This pertains to student-athletes and volunteer coaches/instructors. Club members are expected to act in a mature and responsible manner both **on and off-campus**, when participating in club-related activities. Further, all Clubs must comply with all state laws, local ordinances and the Syracuse University Code of Student Conduct (available at <http://www.syr.edu/currentstudents/studenthandbook/>).

This includes, and is not limited to, the University Policy on Alcohol, Other Drugs and Tobacco. Violation of these codes may result in disciplinary action by the Office of Judicial Affairs.

Acts that may cause a **club, its members or coach(s)/instructor(s)** to be disciplined include, but are not limited to, the following **Disciplinary Categories**:

1. Inappropriate conduct or actions, including the misuse of equipment or facilities and inappropriate language while participating in any club-related activity.
  
2. Club members participating in an inappropriate activity that violates the Code of Student Conduct, campus regulations or state/federal law including, but not limited to:
  - Physical harm or threat of physical harm to any person or persons, including but not limited to, assault, sexual abuse or other forms of physical abuse.
  - Physical, verbal or written harassment or conduct that threatens the mental or physical health or safety of any individual(s).
  - An alleged violation engaged in by individual members that was sanctioned, encouraged or approved by the organization itself.
  - Hazing.
  
3. The presence of alcohol at an event involving the club including, but not limited to, competitions, practices, fund-raisers and banquets.
  
4. Delinquency when turning in forms, requests, reports, equipment return, etc.

## ***OVERVIEW OF THE DISCIPLINE PROCESS***

The Director of Sport Clubs will conduct a resolution meeting should a club, its members and/or coach be in violation of policy outlined in this document and will notify its officers of the club of the alleged violation(s). The Sport Club Advisory Board will be notified when an alleged violation(s) requires a meeting with the Board. The Office of Student Rights and Responsibilities will be notified, when the alleged infraction(s) violate the Code of Student Conduct. The Director of Sport Clubs will

arrange a meeting with the officers to discuss the alleged violation(s) as listed in the table below, and will keep all information from the meeting on file.

## **DISCIPLINARY STATUSES**

The following statuses or combination thereof may be applied to any club member, club or coach for violation(s) of information contained in this document:

- **Warning:** In instances from less serious discrepancies from Sport Club norms of conduct, the alleged violator(s) may be formally warned of the possible consequences of continuing such behavior.
- **Education/Remedial:** The Sport Club Advisory Board may design sanctions specific to an individual case when it is determined educational or remedial value may result and the interests in the Sport Club Program are maintained. Examples of possible sanctions include, but are not limited to, community service and educational activities.
- **Disciplinary Reprimand:** This action is a formal reprimand on behalf of the Sport Club Program and is intended to clearly document in the club's disciplinary file that the behavior of one or more members, the club or its coach/instructor has been deemed unacceptable. Examples of possible sanctions include, but are not limited to, suspension from one or more games, or removal of one or more weekly practices, or forfeiture of funds for the remainder of the semester or academic year.
- **Disciplinary Probation:** This action constitutes a change in status between good standing and suspension from the Sport Club Program. Examples of possible sanctions include, but are not limited to, student- athlete or coach/instructor being suspended from the club or the club suspending all activity for a designated period of time.
- **Suspension:** This action results in suspension from the club for the student athlete or coach/instructor, and loss of recognition as a Sport Club and Student Organization for the club for the remainder of the semester, academic year or specified amount of time.

## STANDARD SANCTIONS

Disciplinary Category	First Violation	Second Violation	Third Violation
#4	Meeting w/Director of of Sport Clubs: <b>Warning</b>	Meeting w/Director of Sport Clubs: <b>Disciplinary Reprimand and Educational Sanctioning</b>	Meeting w/Director of Sport Clubs and Club Advisory Board: <b>Disciplinary Probation or Suspension</b>
#1, 2, 3	Meeting w/Director Sport Clubs and Club Advisory Board <b>Any Sanction listed above.</b>	Same as above	Same as above

### ***HEARING PROCEDURES***

The Director of Sport Clubs will bring alleged violations, outlined in this document and listed in the table above, to the attention of the Sport Club Advisory Board that may result in a hearing by the Board to review and determine what, if any, sanctions will be applied. The purpose of the hearing is to allow the accused club, its members and/or coach/instructor the opportunity to present all relevant testimony to the Advisory Board. The Director of Sport Clubs and a designated Disciplinary Hearing Procedural Advisor, appointed by the Director of the Department of Recreation Services, will preside at the meeting. The role of the Procedural Advisor is to provide advice on the judicial process to the respective club. The Director of Sport Clubs will appoint an Advisory Board chairperson to lead the hearing. Two-thirds of the board must be present at the hearing, closed to persons not directly related to the case, including attorneys. In the event that two-thirds of the board cannot attend the hearing, it will be rescheduled within a minimum of seven days notice. Additionally:

- It is the responsibility of the Sport Club Advisory Board to consider impartially all relevant information, determine the facts and impose appropriate sanctions.
- All parties involved, including the Sport Club Advisory Board, are expected to maintain the confidentiality of the hearing.
- The order of presentation at the hearing will be as follows:
  1. Introductions and reading of the alleged violation(s) by the chairperson.
  2. Opening statements by the club, its members and/or coach.

3. Presentation of testimony, evidence or witnesses by the respondent.
4. Closing statement by the accused.
5. Question/answer period by members of the board with the respondent present.
6. Discussion and decision by the board without the respondent present.
7. Decision presented to the respondent by chairperson at the close of the hearing, and in writing within five business days.

Decisions by the Sport Club Advisory Board will be made by majority vote, and are effective immediately, unless otherwise noted. In the event an even number of board members are present, one member will be designated as an alternate by the chairperson prior to the hearing. Written notification will be made to the club within twenty-four hours of the boards' decision.

### **APPEALS**

The club may appeal the decision of the Board to the Director of the Department of Recreation Services within five university business days after the written decision is made available. Appeals must be authorized and signed by the submitting party and be based on one or more of the following:

1. New evidence not reasonably available at the time of the hearing, the absence which can be shown to have a detrimental impact on the outcome of the hearing.
2. Procedural error that can be shown to have had a detrimental impact on the outcome of the hearing.
3. Errors in the interpretation of Sport Club policy so substantial as to deny the accused a fair hearing.
4. Grossly inappropriate sanction having no reasonable relationship to the charges.

The decision of the Director of the Department of Recreation Services will be final.

### **SALES AND SOLICITATIONS**

Any club or club member wishing to solicit funds or engage in the sale or promotion of services or products must receive permission from the Director of Sport Clubs. The University Events Scheduling Office maintains the right to deny any application or restrict any such activity to particular locations, times and format.

Clubs must gain approval from the Director of Sport Clubs for all fund-raising activities, printed items (flyers, posters, etc.), uniforms and advertisements. Copies can be made in the Recreation Office, no more than 250 a semester, and sending an electronic copy is best. We will not copy at the time of drop off, you will need to leave it and pick it up later in the day or the following day. "**Raffles**" are **illegal** at colleges in New York State. As such, Clubs must use the terminology "*donation*" or "*drawing*".

## ***DONATIONS***

Clubs may solicit donations from sources outside of the university. In order to insure clubs receive and have access to these gifts, they must comply with the following:

- The prospective donor should forward a check payable to Syracuse University.
- The donor must include a letter indicating the donation be expended on behalf of the specific club and whether it should be tax deductible.
- Donations of equipment are subject to review and inspection prior to acceptance.
- The Director of Sport Clubs will notify the club once a donation has been made.
- Expenditures of money donated or use of equipment must be consistent with the educational mission of the university and purpose of the club.

Upon receipt of donations, a club representative is required to send the donator a thank you letter from the club.

## ***ACADEMIC RESPONSIBILITIES***

Regular class attendance is the responsibility of the student. Students are responsible for all work, including tests and written assignments, as well as special class meetings. Membership in the Sport Club Program does not give a student the right or privilege to be absent from class meetings. Thus, absence from class for valid reasons is excused by faculty members **only**. Students should inform faculty members of known absences well in advance. The Director of Sport Clubs will provide informational memorandums to faculty members for club trips that take place during class periods. It is the responsibility of the club officer to request these well in advance from the Director of Sport Clubs.

## ***PROCEDURES FOR STARTING A NEW CLUB***

The Syracuse University Sport Club Program functions on student initiative and leadership. Students interested in beginning a new Sport club should provide the Director of Sport Clubs with a brief, written overview of the proposed activity. This overview should include, but not be limited to, a statement of purpose, goals and objectives, facility and equipment requirements, funding needs and any other pertinent information.

### **Initiation and Recognition of New Clubs**

Students should determine the proposed club's potential for meeting the following:

1. Sufficient student interest/participation in the activity.
2. Availability of facilities for practice and/or competition.
3. Opportunity for extramural competition for competitive clubs.

4. Acceptable risk level of the activity.
6. Ensuring that all club members comply with the Syracuse University Code of Student Conduct and information contained in this handbook.
7. Student representative's ability to assume the overall responsibility for the coordination of the club.

**It should be noted that the Department of Recreation Services and Club Advisory Board may, upon the advice of University risk management and legal counsel, deny a Sport Club or activity due to the high risk of serious injury to prospective members or a lack of adequate meeting space.**

### ***CONTACT INFORMATION***

Recreation Services, 241 Archbold Gym: 315-443-4386 (office); 315-443-3244 (fax)  
Angie Petrie, Associate Director for Programs: 315-443-5008 (office); 315-382-8054 (cell); [apetrie@syr.edu](mailto:apetrie@syr.edu)

Website: <http://recreationservices.syr.edu>  
Facebook: <http://www.facebook.com/SURecServices>  
Sport Clubs Website: <http://recreationservices.syr.edu/programs/sport-clubs.html>  
Facebook: [www.facebook.com/SUSportClubs](http://www.facebook.com/SUSportClubs)

Mailing Address:  
Recreation Services  
Attn: Club Name  
150 Sims Drive  
241 Archbold Gym  
Syracuse, NY 13244

## **SPORT CLUB BUDGET REQUEST GUIDELINES**

### **Brief description of your Club**

- Purpose of your Club
- The number of years your Club has been active
- League, regional and/or national organization affiliation
- Fall 2016 and Spring 2017 semester Club highlights
- Breakdown of Club membership (undergraduates, graduates, faculty, staff)

### **Sources of Income**

- Dues collected from Club members
- Other out-of-pocket costs (personal equipment, travel, meals, etc.)
- Fund-raisers (t-shirt sales, income from hosting a tournament, etc.)
- Donations

### **Itemized Request (listed in order of priority)**

- Item (please be specific)
- Costs
- Total requested
- Rationale for each item requested

### **Submitting Budget Request**

- Budget must be provided electronically
- Requests are due to Angie Petrie in **March** (*see important dates*)

### ***Additional Information***

#### **Fundable Items Non-fundable Items**

- Tournament Entry Fees (home & away)
- Telephone
- Organization/League Dues Stationary
- Referee/Judge Fees Accommodations
- Club Equipment (**property of Syracuse University**)
- Vehicle Rental
- Club Uniforms (**property of Syracuse University**)
- Gas/Tolls
- Facility Rental/Supervisor Fees
- Meals
- Medical & Safety Personnel (for home competition)
- First Aid Kit
- Trophies
- Website Fees
- Coaching Fees
- Promotional Items