

Syracuse University

Sport Club Handbook

2009-2010



Department of Recreation Services

241 Archbold Gym

Phone: 443-4386, Fax: 443-3244

<http://sportclubs.syr.edu>



Student Leaders:

Welcome to Syracuse University Sport Clubs! Thank you for taking a leadership position within your organization. The club officer's role significantly impacts its members and enhances their experience at Syracuse University.

The Sport Clubs Program is a vital part of the Syracuse University Department of Recreation Services. Sport Clubs provides avenues to RE-Create yourself through recreation, competition and leadership opportunities. In excess of 1,400 student-athletes participate in an ever-growing roster of over fifty Sport Club programs at Syracuse University.

Student interest and participation are important ingredients for a club to succeed. This is dependent upon the dedicated efforts and initiative of its leaders. As such, Sport Clubs present a unique opportunity for students to develop both athletic and leadership abilities, further contributing to the quality of student life at Syracuse University.

This handbook has been developed to serve as a resource for club officers, members, advisors and coaches/instructors to aid in the successful operation of their club. It contains specific policies and procedures to be followed, and identifies privileges and responsibilities associated with becoming affiliated and recognized as a Sport Club at Syracuse University.

I am looking forward to working with you throughout the academic year!

Sincerely,

Angela Petrie

Angie Petrie
Director of Sport Clubs

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IMPORTANT SPORT CLUB PROGRAM DATES

Fall 2009

August 31 (Monday)	First day of Club activity for Fall
September 7 (Monday) 7pm	Officer's Meeting – <u>MANDATORY</u>
September 9 (Wednesday) 6pm	SC Activity Fair – Goldstein Auditorium
September 18 (Friday)	Registration due
September 28 (Monday)	Rosters/Member list due
November 25-29 (Wed-Sun)	Thanksgiving Break - NO Club activities
December 4 (Friday)	All facility requests for Spring/Winter due
December 11 (Friday)	Fall Semester Reports due
December 14 (Monday)	Last day of Club activity for Fall

IMPORTANT SPORT CLUB PROGRAM DATES Spring 2010

January 19 (Tuesday)	First day of Club practices for Spring
March 26 (Friday)	2010-11 Budget Requests due
April 30 (Friday)	End of Year Report & Fall 2011 facilities Requests (practice only) due
May 2 (Sunday)	End of Year Sport Club Banquet
May 3(Monday)	Final date to make 2009-10 purchases
May 4 (Tuesday)	Last day of Club activity for Spring
May 7 (Friday)	All Club equipment returned

RECREATION SERVICES VISION

To engage the university community in developing healthy lifestyle choices by enhancing learning opportunities and personal growth through the execution of quality recreation programs and services that support and promote the highest levels of citizenship, diversity, sportsmanship, responsibility and leadership.

DEFINITION OF A SPORT CLUB

A Sport Club is a campus group that provides recreation, competition, and/or instruction in sport-related activities. These groups must be registered with the Department of Recreation Services.

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.

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** (*see appendix*) must be submitted to the Director of Sport Clubs by **Monday, September 28** 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 complete a **Building Access Form** (*available in the Archbold office*) and submit it to the Director of Sport Clubs for approval to allow the individual to enter the facility, and the amount of times is 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** (see appendix) with 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.

EMERGENCY CONTACT

Each Sport Club member is **required** to complete an **Emergency Contact Form** (see appendix). 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 completed forms for **all** club members by **Monday, September 28**. Members who join clubs after this date must complete this form prior to their participation.

TRANSPORTATION

It is the policy of Syracuse University that funds will not be allocated to clubs for transportation. All transportation costs for vehicle rental and usage, gas and overnight accommodations will be borne by the 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** (see appendix) **online** the Monday prior to traveling to an off-campus event.

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** (see appendix) to be kept on file in the Sport clubs Office. This is due by **Friday, September 18**.
- Each club must attend the Officer's Training session in September 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 BOARD

The Sport club Advisory Board is the primary representative and legislative body of the Sport Club Program. During the fall semester, the Director of Sport Clubs will recruit a maximum of fifteen board members from Club Officers to serve on the board. 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. Any full-time undergraduate or graduate student attending Syracuse University or SUNY ESF may qualify for candidacy. The Director of Sport Clubs will serve as the advisor to the board.

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
- Event (tournaments, games, seminars (martial arts) 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 18**.
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 (see page 24) 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. The club representative may review the previous years' request.
8. The committee will review each request independently and make recommendations for each club to the Director of Sport Clubs.
9. 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.
10. 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.
11. Clubs inactive for one or more years as well as new clubs may receive minimal financial assistance through the Co-Curricular Fee; this is decided by the Director.

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 **Expenditure of Funds Form** (see appendix). 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 in their operation. Equipment funded through the budget process is property of Syracuse University and is governed by a check-out system (see appendix). 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** (see appendix) for the use of facilities in Archbold Gym, Flanagan Gym, the Women's Building, Coyne Field, Hendrick's, Hookway and Skytop fields and the Tenny 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 **Special Event Facility Request Form** (see appendix) and send it to Eliza Decker at least one month in advance of the event 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 (see appendix) 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 (see appendix).

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 (see appendix) 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.

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. These are available at the Office of Student Activity, Room 126, Schine Student Center. 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://students.syr.edu/judicial/policies/code_of_conduct.html).

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 Judicial Affairs 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 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.

TABLE OF STANDARD SANCTIONS

Disciplinary Category	First Violation	Second Violation	Third Violation
	Violation	Violation	Violation
#4	Meeting with Dir. of Sport Clubs: Warning	Meeting with Dir. of Sport clubs: Disciplinary Reprimand & Educational Sanctioning.	Meeting with Dir. of Sport clubs and Club Advisory Board: Disciplinary Probation or Suspension
#1, 2, 3	Meeting with Director of Sport clubs and Sport club Advisory Board: Any Sanction listed above.	Same	Same

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 day, 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. Availability of coaches and/or instructors.
5. 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.

Procedures for Petitioning to Become a Sport club

1. Submit a brief overview of the activity in writing to the Director of Sport Clubs and include the following:
 - Goals and objectives
 - Facility & Equipment requirements
 - Funding needs
 - Special needs
2. **Upon approval**, a student interest meeting should be scheduled to implore interest within the university community.
3. Submit a Sport Club Registration Form to the Director of Sport Clubs identifying four officers and a faculty/staff advisor.
4. Review all contents of the Sport Club Handbook and be committed to adhering to all rules and regulations.

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

APPENDIX

These forms are available at: <http://recreationservices/programs/clubsports/index.htm>

Sport Club Accident Report Form

Date _____

Time _____

Name _____

Club _____

Local Address _____

SU ID # _____

Phone _____

Who would you like us to contact about the injury?

Name: _____

Phone: _____

Location where accident occurred: _____

How did the injury take place? _____

Brief description of the injury: _____

What type of first aid was administered (if any)? _____

Syracuse University

Sport Clubs

Emergency Contact Information

Student _____ **Club** _____

SU ID # _____

Local Address _____

Local Phone _____ **E-mail** _____

Emergency Contact Name _____

Emergency Phone (____) _____

Relationship _____

SPORT CLUB TRAVEL FORM

Club: _____ Representative: _____
E-Mail: _____ Phone: _____
Name of Event: _____ Date of Event: _____
Departure Date: _____ Return Date: _____
Mode of Transportation: _____ Location: _____
Location where Club is staying (if overnight): _____
Phone where Club is staying: _____
Number of Club members attending: _____

*Please provide the names and SU ID # of those traveling on an adjoining sheet.

In the event of an emergency, please contact: **Department of Public Safety, 315-443-2224 or 711**
Angie Petrie, 315-382-8054
Joe Lore, 315-476-7289

Please contact Angie Petrie, Sport Clubs Director, at 443-5008 or apetrie@syr.edu on the first business day following your trip.

Department of Recreation Services
Sport Club Registration Form

PLEASE NOTE: An incomplete or inaccurate registration form will not be processed and will be returned to the Club mailbox. Please be sure that all information is complete and accurate. This completed registration form must be submitted to the Department of Recreation Services, 241 Archbold Gym.

Basic Information

Name of Sport Club: _____ Year: _____

Mission Statement: (This is what will be published about your student organization.)

Membership Information

Is your membership open to? (circle all that apply)

Undergraduate Graduate Faculty Staff Alumni All

Membership Policy: (circle one) Open Closed

During what month do you hold executive board elections? _____

Is your Club a member of a state, regional and/or national organization? (circle one) Yes No

If yes, please specify: _____

Website Information

Website URL Address: _____

Website Administrator Contact Information:

First Name: _____ Last Name: _____

E-mail Address: _____

Faculty/Staff Advisor Information (Required to be registered)

First Name: _____ Last Name: _____

E-mail Address: _____ Phone Number: () _____ - _____

Mailing Address (Line 1): _____

Mailing Address (Line 2): _____

City: _____ State: _____ Zip Code: _____

Advisor's Signature: _____

Club Officer's Information (Four officers are required to be registered)

Name: _____ Position: _____

E-mail Address: _____

Cell Phone Number: () _____ - _____ Phone Number: () _____ - _____

Mailing Address (Line 1): _____

Mailing Address (Line 2): _____

City: _____ State: _____ Zip Code: _____

SU ID#: _____

Class Year: (circle one): Freshman Sophomore Junior Senior Graduate

Signature: _____

NOTE: This person's information will be considered public information and will receive all e-mails via the Sport club listserv.

Name: _____ Position: _____

E-mail Address: _____

Cell Phone Number: () _____ - _____ Phone Number: () _____ - _____

Mailing Address (Line 1): _____

Mailing Address (Line 2): _____

City: _____ State: _____ Zip Code: _____

SU ID#: _____

Class Year: (circle one): Freshman Sophomore Junior Senior Graduate

Signature: _____

Name: _____ Position: _____

E-mail Address: _____

Cell Phone Number: () _____ - _____ Phone Number: () _____ - _____

Mailing Address (Line 1): _____

Mailing Address (Line 2): _____

City: _____ State: _____ Zip Code: _____

SU ID#: _____

Class Year: (circle one): Freshman Sophomore Junior Senior Graduate

Signature: _____

Name: _____ Position: _____

E-mail Address: _____

Cell Phone Number: () _____ - _____ Phone Number: () _____ - _____

Mailing Address (Line 1): _____

Mailing Address (Line 2): _____

City: _____ State: _____ Zip Code: _____

SU ID#: _____

Class Year: (circle one): Freshman Sophomore Junior Senior Graduate

Signature: _____

Officer Statement

My signature below confirms my organization's understanding of and agreement to comply with the ***Syracuse University Code of Student Conduct***.

Name: _____ E-mail: _____

Position: _____

Signature: _____

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
- 2009/10 Fall and Spring 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 **typewritten**
- Electronic Copy
- Requests are due to Angie Petrie on **Friday, March 26, 2010**

For your information

Fundable Items

Tournament Entry Fees (home & away)
 Organization/League Dues
 Referee/Judge Fees
 Club Equipment (**property of SU**)
 Club Uniforms (**property of SU**)
 Facility Rental/Supervisor Fees
 Medical & Safety Personnel (for home competition)

Non-fundable Items

Telephone
 Stationary
 Accommodations
 Vehicle Rental
 Gas/Tolls
 Meals
 First Aid Kit
 Trophies
 Coaching Fees
 Personal Equipment

Sport club Request for Expenditure of Funds

Club: _____
 Representative: _____
 Phone: _____

Date: _____
 E-Mail: _____

Description (tournament entry, facility rental, organization dues, etc.):

Name of Tournament, Organization or Facility:

Federal Tax ID Number: _____

Date of Tournament: _____ Date payment needed: _____

Payee mailing address: _____

Tournament, Organization or Facility Contact Individual:

Phone: _____

Check Payable to: _____

Cost (please provide breakdown if necessary): _____

Approval (Director of Sport clubs): _____

Please allow **7-10 business days** for the check to be sent to the above address and include an invoice where necessary. All information needs to be filled out. Please return completed request to Angie Petrie, Room 241 Archbold Gym.

SPORT CLUB EQUIPMENT SIGN OUT FORM

Club _____

Please list in order of priority

Priority #	Facility Requested	Practice Days	Practice Times
1	_____	_____	_____
2	_____	_____	_____
3	_____	_____	_____
4	_____	_____	_____
5	_____	_____	_____

I understand that my organization is responsible for seeing that **ONLY** Sport club members and members of competing teams use these facilities. I also understand that all facilities are to be left in the same condition as they are found. Our organization may use the facility only on the day(s) and time(s) approved. In the event that our practice session follows an Exercise Science Class, Athletic practice session or Fitness and Leisure Class, we understand that these have first priority over the facility and should they run late and overlap with our approved time interval, we will not interfere or disrupt the class or practice.

Signature of Club Representative _____



Date received in office _____

Any group or organization requesting space must either be a university department or currently registered student organization. No reservations will be considered unless submitted two weeks prior to the event. **Large events** such as tournaments or fundraisers must be submitted at least **ONE MONTH** in advance. Conflicting reservations are granted on a first come – first served basis determined by the date **received** in the Recreation Services Office.

Name of Organization _____ Nature of Activity _____
 Facility/Field _____ Area _____

PLEASE LIST TOP 3 CHOICES FOR DAYS, DATES, AND TIMES, in order of preference.

DAY AND DATE(S)

HOURS (indicate start-finish and a.m. or p.m.)

1. _____

1. _____

2. _____

2. _____

3. _____

3. _____

(times must include set-up and breakdown)

Is this event (check one): _____ on-going through the semester

_____ one time only

Est. Number of Participants _____

Est. number of Spectators _____

Will Non-SU People be Involved? _____

Will Locker Rooms be Needed? _____

Is there a charge to participants? _____ If so, how much? _____ How are the proceeds distributed? _____

*Will Food/Beverages be served? _____ **Will There be Tables, Chairs, etc...? _____

- Food arrangements must go through SU catering and will result in a mandatory custodial charge.
- Recreation Services does NOT provide tables or chairs

Person(s) Responsible for Event:

Name _____

Name _____

Address _____

Address _____

City _____ State _____ Zip _____

City _____ State _____ Zip _____

Phone _____

Phone _____

E-mail _____

E-mail _____

Your group or organization will be responsible for adhering to the Facility Reservation Guidelines and any other policies established for this event. Also, your group will be financially responsible for any additional Custodial or Physical Plant costs incurred due to this event. By signing this form, you acknowledge that you have read the Indoor or Outdoor Facility Guidelines and agree to the conditions therein.

 Applicants Signature

 Date

Please return completed form to: Eliza Decker, e-mail: etdecker@syr.edu, 241 Archbold Gym, Phone: 443-4386, Fax: 443-3244

**Syracuse University
 Recreation Services**

SPORT CLUB GAME AGREEMENT

_____ Club at Syracuse University and _____.

ARTICLE I. A contest shall be held with the following conditions:

Date: _____

Location: _____

Time: _____

Officials: That the officials for said contest will be provided and paid for by **Syracuse University**.

ARTICLE II. Other conditions shall be in accordance with the following:

- 1. Admission is free.
- 2. Locker Room facilities will be available upon request.
- 3. Trainer will not be provided.

APPROVAL

VISITING TEAM:

By: _____

By: _____

Title: Director of Sport clubs

Title: _____

Date: _____

Date: _____

PLEASE SIGN AND RETURN ONE COPY

SPORT CLUB COMPETITION SCHEDULE

Club _____

Year _____

Representative _____

Phone _____

Name _____

Phone _____

Address _____

Social Security # _____

Date of Event _____

Club _____

Location _____

**This certifies that I have performed the assigned duties of _____ for the _____
_____ Club at Syracuse University and that I am due the full amount of
\$ _____ for such services.**

Signature _____

Please return to: Angie Petrie
Sport Clubs Director
Recreation Services Office
241 Archbold Gym
Syracuse, NY 13244-1140