

Seton Hall University CLUB SPORT MANUAL



The purpose of this manual is to provide guidance regarding **club sports**. The provisions in the manual are intended to be applied with flexibility in order to achieve their underlying purposes. This manual does not constitute a contract and is not intended to create any obligation on the part of the University or its employees.

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INTRODUCTION

A club sport is a group of individuals organized for the purpose of furthering their common interest in a sport and recognized in accordance with this manual. Each club's primary goal is to promote and develop participation in that activity. Club sports give the campus community an opportunity to learn a new sport, meet people with the same interests, and maintain a competitive outlet. Club sports are funded through player dues and the fund raising efforts of their respective members. The teams practice regularly and participate in extramural competition.

Students in each club are responsible for the internal organization and conduct of their club activities. Therefore, the success and strength of the club sports program depend upon the initiative, motivation, and leadership of the officers and the involvement of club members.

As such, club sports present a unique opportunity for students to develop both athletic and leadership skills. The management and organization of a club sport is an educational experience providing many challenges for students, such as: writing their constitution and by-laws, conducting club meetings, establishing dues to offset club expenditures, planning fund raising projects, coordinating practices, competition and special events, publicizing club events, and working constructively with other club members to develop a successful program.

Although the club sport program is overseen by the Department of Athletics and Recreational Services, the teams should not be mistaken for the intercollegiate sports that are also supported by the department. In a club, the members assume the financial responsibilities and assist in organization. There are no athletic scholarships available for club sport participants. In accordance with the academic policies of the University, students must meet and maintain certain eligibility requirements. The exact University standards and probationary guidelines are specified in the undergraduate bulletin. The club sport

program is open to all matriculating undergraduate and graduate students taking a minimum of six credit hours. Some clubs have additional eligibility requirements as mandated through their conference affiliation. All teams must hold open tryouts and/or participation meetings to disseminate information and form their rosters. Participants must be listed on the club's active roster. No club may restrict its membership on the basis of race, color, national origin, ancestry, gender, marital status, religion, age, sexual orientation, disability, domestic partnership or civil union status, gender identity and/or expression, genetic information or veteran's status.

CLUB SPORT CONDUCT

Club sports are expected to function in a mature and responsible manner, both on and off campus, in accordance with guidelines set by the University and outlined in the Student Handbook. Club members assume all liability and responsibility for themselves and their actions, on and off campus. Club teams and/or individual members will face disciplinary action for inappropriate behavior, on or off campus, while participating in any club related activity. Failure to follow the policies and procedures set forth in the Club Sport Manual will result in club suspension or loss of charter.

When using the University's name, club sports must ensure that the word "club" is always used in conjunction with activities. This is a privilege and because your conduct reflects on the University, you will be expected to act appropriately. Any use of the University's trademarks must receive prior written approval from the Department of Athletics and Recreational Services. However, when using the University's name or mark, clubs speak only for themselves and do not officially represent the University or the Department.

OFFICERS

Since the clubs assist in their administration, much of the daily operations are the responsibility of the officers. The contribution

of each officer is vital to the overall success of the club, but it is the President who is ultimately responsible for seeing that the club functions smoothly and properly. The task of conducting the business of a club sport is usually too large for any one individual. A good President will learn to delegate some of his/her general responsibilities to others. Because each club is different, the duties of officers will vary from one club to the next. The efforts of these officers will be overseen by the head coach.

HEALTH AND SAFETY

It is highly recommended that all participants receive a physical exam prior to participation. Participants are obliged to wear proper dress and appropriate protective equipment. Clubs must carry a first aid kit to all events and ensure that it is properly stocked.

If a player incurs an injury during practice or a game, it is his/her responsibility to inform the coach so the proper procedure may be followed. The coach or Athletic Department representative covering a given game or practice reserves the right to remove a player from participation if he/she feels the injury warrants such. Club sport coaches are required to complete an accident report form and submit it to the Office of Recreational Services for all injuries that occur to club members during on or off campus matches or practices within 24 hours of the injury or as soon as practicable.

During away matches, when it is deemed necessary to have an injured participant seen and/or treated by a physician, he/she must be transported to the emergency room of a local hospital. It is recommended that when necessary, a qualified service (i.e. police, ambulance) be utilized to transport the injured participant.

The University extends secondary insurance coverage to all recognized club sport participants. This means that medical expenses must first be submitted to the injured party's

own insurance company. Any expenses not covered by the injured party's insurance may then be submitted to the University insurance company through the Office of Recreational Services for consideration. Payment by the University's insurance company is not to be assumed.

A reexamination and doctor's written approval by the club member's personal health care provider following severe illness and/or injury is required before any club member will be permitted to resume participation. This includes, but is not limited to, all injuries that result in a visit to an emergency room. The Director of Recreational Services will make the decision whether, and under what restrictions (if any), a club member may resume participation.

FACILITY USE AND SCHEDULING

Club practices, games, and matches must be scheduled through and approved by the Office of Recreational Services at least one week prior to the requested slot. The Office of Recreational Services reserves the right to cancel any practices, games and/or matches due to, among other things, inclement weather, poor field conditions, or facility conflicts.

Clubs will only be scheduled to practice and/or compete during one season. Exceptions may sometimes be made but such is dependent on several factors including proper staffing, financial impact, and availability of facilities.

All home contests must be scheduled by written contracts or validated through the respective league assigner. Contracts will be handled through the Office of Recreational Services and must be approved by the Director of Recreational Services.

All clubs are responsible for the preservation and maintenance of the facilities and grounds reserved. The club and its members will assume financial responsibility in the event damage occurs. All clubs are responsible for cleaning the facilities at the completion of

home matches. Arrangements for use of other areas of the Recreation Center, such as the locker rooms and showers, by home or visiting teams must be made, in advance, through the Office of Recreational Services.

BUDGET

Clubs will submit budget projections to the Director of Recreational Services in early April.

They will be reviewed with the coach to determine necessary budget expenses as outlined in this manual. The approved budget will be maintained by the Office of Recreational Services. Clubs must receive approval from the Director of Recreational Services before any budget funds may be expended.

Clubs are encouraged to fundraise in order to subsidize expenses. All fundraising efforts must receive prior approval by the Director of Recreational Services. At no time are any clubs allowed to maintain outside checking accounts, savings accounts or accounts of any other kind. All fundraising monies collected must be turned into the Office of Recreational Services the next business day following the fundraiser.

All clubs are required to operate within their allocated budget. Clubs failing to do so will immediately be suspended and risk revocation of their club status until the debit balance is met. Club members must obtain approval prior to making purchases. Requests for reimbursement must be accompanied by receipts and be made within three (3) days of purchase. Club expenses are restricted to the following areas:

- Only team equipment such as uniforms, balls, goals, nets, first aid kits, and other such items will be approved. Individual player equipment will not be approved.
- Travel costs may be budgeted for a reasonable number of away contests; this may include busses, personal vehicles, or rentals. Receipts for reimbursement must be submitted within three (3) days of the trip. Overnight travel will be restricted to

post-season championships.

- Tournament entry fees and home contest expenses for officials, security, and trainers may be budgeted.
- League or association dues may be budgeted for the club, but individual player membership dues may not. Exceptions may occur if there are no required league dues, but a club is required to have a certain number of paid memberships in order to compete.

Special requests may be made to the Director of Recreational Services for additional budget considerations when necessary and contingency funds may be available for unforeseen expenses.

EQUIPMENT

Team equipment is Seton Hall University property and must be returned to the Office of Recreational Services in reasonable condition immediately following the club sport season or at the time a participant is no longer an active member of the club, whichever is earlier. Team equipment will be reissued to the club the following season. Club members will be billed on their student account for any damaged or unreturned equipment. It is the responsibility of each club to ensure that all equipment used for club activities is of high quality and in good condition.

TRAVEL

Clubs must complete a travel plan and submit a list of all members going on away trips, prior to departure, to the Office of Recreational Services. Overnight travel will be restricted to post-season championships.

All clubs are encouraged to utilize charter busses for trips in excess of 150 miles (300 miles round trip). These arrangements must be made through the Office of Recreational Services and must be requested at least one month in advance. When using private automobiles, the owners of these automobiles should ensure that adequate insurance

coverage is maintained. Seton Hall University does not provide insurance coverage for privately owned vehicles and assumes no responsibility for any personal injury, property damage or any other claims arising from the use of private vehicles.

Coaches must supervise, or appoint in writing to the Office of Recreational Services, an alternate representative, to oversee any on or off campus official club activity. The coach, or his/her representative, is responsible for ensuring that all members of his/her group conduct themselves in the appropriate fashion.

OFFICIALS

Clubs will be required to have qualified officials at all home scrimmages and games. Each official's name, social security number, and address will be needed to ensure proper payment. If this information is furnished at least two weeks before the game, a check will be cut for that day. If this is not possible, a check will be mailed to him/her after the match. It is the club president's responsibility to ensure that officials are aware of this policy.

APPROVAL OF NEW CLUBS

All proposals for club sport approval will be submitted to the Director of Recreational Services. The proposal must show evidence of the following:

- A strong student interest in participating in the sport.
- The availability of adequate competition within a reasonable geographical range from campus since overnight travel is restricted to post-season championships.
- The availability of a coach who can fulfill all of the responsibilities set forth in the club sport manual as well as those required by the Department of Athletics and Recreational Services and who will ensure that all policies in this manual are followed. The identification of a potential coach or qualified candidates is the responsibility of the club but is subject to the approval of

the Department of Athletics and Recreational Services.

- Demonstration of student leadership within the club, including the election of officers and the creation of a constitution, bylaws and dues structure.
- The capacity of the club to meet needs that are not currently met elsewhere in the Department of Athletics and Recreational Services, including intramural, varsity and other club offerings.
- The capacity of the club to meet the financial obligations of the club as outlined in a projected budget; this includes proposed fundraising and team dues.

Provided the proposal meets all of the above requirements, it will be submitted by the Director of Recreational Services to the Athletic Council for final review. If approved, there shall be a mandatory provisional year whereby the club will be given the opportunity to use practice facilities and if feasible, schedule a limited number of games. After this period, the club's status will be reviewed by the Athletic Council once again and a final decision shall be made. Issuance of a charter shall only be granted upon this final approval. The University reserves the right to not approve any club that requires extensive funding and/or resources, involves a high degree of risk or which does not properly represent the University.

WAIVERS/REGISTRATION FORMS

All club sport members must submit all required paperwork and dues, including a release of claims form and player profile each year to the Office of Recreational Services before participating in any club sport practice or game/match. Failure to comply with this policy will result in suspension from the club's activity.

ANNUAL REVIEW OF CLUB CHARTERS

At the end of each academic year, the charters of all active clubs shall be reviewed by the

Athletic Council. Consequently, each club shall be required to submit the following to the Director of Recreational Services by April 15.

- A summary of the previous year, including participation, team record, budget and an overview of the club's year in general.
- Proposed budget for the next year, in accordance with the requirements outlined in the Club Sport Manual.
- Signed commitment of coach for the upcoming year on the form available in the Office of Recreational Services.

Failure to fulfill the above requirements shall result in revocation of the club's charter. Revocation will result in the club being ineligible to reapply for recognition for one (1) calendar year.