

**COLGATE UNIVERSITY
CLUB SPORT HANDBOOK**



TM

RECREATION

The Colgate University Club Sport Program is comprised of various student organizations focused on a particular sport. Many clubs are organized for the primary purpose of competition; whether it is intercollegiate or between other club members, while other clubs are recreational or instructional in nature. All clubs practice regularly in order to promote and develop the skills and interests of their members.

Each club has their own elected student officers. A representative from most (not all) clubs constitutes the Club Sport Council, which is headed by an elected student Executive Board and the Director of Recreation. The Club Sport Council assists in the budget allocation process and general organizational business.

The clubs are organized and administered by students with the officers providing the organizational leadership for their club's activities. Although the clubs are encouraged to be self-supporting, the Department of Recreation provides limited financial support, facility usage, as well as guidance. The Director of Recreation assists the clubs in fulfilling their goals and objectives. This Club Sport Handbook is designed to assist the clubs in their organization, management, execution, and administration.

The Colgate University Club Sport Program is designed to enhance the student experience while participating in a sport of choice. It is not intended to be a path leading clubs to varsity status under the Colgate Intercollegiate Athletics program.

TABLE OF CONTENTS

Club Sport Objectives 1

Professionals and Student Roles and Responsibilities 1

Director of Recreation 1

Club Sport Council Executive Board 1

Club Sport Council Representatives (Club President) 2

Club Sport Members 2

Faculty and Staff Advisor 2

Club Sport Academic Absence Policy 3

Individual Club Officers' Responsibilities 3

2017-2018 Active Clubs 3

Funding Overview 4

The Colgate Recreation Department Funds – Club

Sports Funds (CSF) Accounts 4

Club Sport Tier Classifications Overview 4

Gift Accounts 8

Agency Accounts 8

Approved Club Sport Expenditures 9

Priority Expenses 9

Secondary Expenses 9

Miscellaneous Notes: 9

Club or Individual Reimbursements 9

Exceptions: 10

Sources of Income 10

Non-University 10

University 11

Club Sport Resources 11

Sponsored Activities 11

Non-Sponsored Activities 11

Handbook 12

Club Google Drive Folder 12

Emergency Staff Contact Information 12

Membership and Club Requirements 12

Membership 12

Submitting Waivers of Consent Forms and Team

Rosters 12

Annual Registration and Tier Classification Application 13

Club Presidents Meetings 13

Post-Event Summary 13

End of Season Summary Report: 13

Accident/Injury Reports 13

Colgate University Recreation Concussion Policy 14

Contracts 14

Code of Conduct 14

Violations 14

Alcohol and Other Drugs 15

Hazing Information and Policy 15

State and Local Laws 15

Disciplinary Action and Appeals Process 15

Colgate Recreation Club Sport Academic Absence

Policy 15

Administrative Compliance System – “Strike System” 16

Equipment & Uniforms 17

Purchasing/Sales 17

Inventory/Maintenance 18

Storage 18

Uniforms and Equipment: 18

Scheduling Home Practices and Competitions 18

Practice/Home Game Times: 18

First Response 19

Adverse Weather 19

Scheduling Away Competitions and Travel 19

Use of Colgate University Van 20

Physical Education Credit Reporting 20

CLUB SPORT OBJECTIVES

1. To provide students, faculty, and staff the opportunity for instruction and participation in a wide variety of sports of which one may develop sound, lifelong leisure values.
2. To develop leadership skills by providing opportunities for students to organize, administer, and manage through individual clubs and/or the Club Sport Council.
3. To provide an avenue for camaraderie and to develop a sense of belonging among individuals in the shared pursuit of sport.
4. To provide an outlet for advanced participation and competition in a particular sport.
5. To secure funds, facilities and equipment necessary to learn and practice skills of a particular sport.

PROFESSIONALS AND STUDENT ROLES AND RESPONSIBILITIES

Director of Recreation

The Director of Recreation works within the Division of Physical Education, Recreation and Athletics at the administrator for all recreational sport activities and organizations. The main responsibility of this individual is to oversee and assist with the operations of all club sport programs. In this role, the Director of Recreation will:

1. Promote the Club Sport program to the University community.
2. Be available for administrative support and guidance in the operation of each club.
3. Process facility, financial, and transportation requests.
4. Assist the Club Sport Executive Board in preparing agendas for all Club Sport Council meetings.
5. Have the final authority in all club business. This includes monitoring and approving of the budget, travel, facility requests, discipline, policies, procedures, and other items not specifically listed.

Club Sport Council Executive Board

The purpose of the Club Sports Council Executive Board (CSCEB) is two-fold: to provide representation for club sports officers and members in matters pertinent to the Club Sports program and to serve an advisory role to the Director of Recreation. The Council consists of eight student members. The CSCEB working to develop agendas, assign duties, moderate discussion, and relay pertinent information.

The seven (7) student members represent all of the clubs.

The duties of the CSCEB will include but not be limited to the following:

- Develop and/or evaluate new and existing policies, guidelines, and functions of Club Sports.
- Review/make recommendations for the Club Sports allocations and national contingency funds.
- Review and make recommendations on requests for student organizations requesting affiliation with Club Sports.
- Foster relationships with Student Government and other registered student org's on campus.
- Accept responsibilities as assigned by the Director of Recreation.

Nominations for CSCEB positions will be taken at during the Spring Club Sport Council meeting (i.e. Club President's meeting) each year. All nominations will be read aloud and voted upon after the last spring roundtable meeting (if less than 7 nominations then no vote will take place). In the following Fall semester, CSCEB members will convene and determine leadership roles for each person within the council. Those positions will be announced to all Club Sport Council members at the Fall CSC meeting.

The CSCEB typically meets monthly or as needed to address certain matters. Members are required to attend and help facilitate meetings and attend appropriate training opportunities.

Club Sport Council Representatives (Club President)

Each club may choose a Club Sport Council representative. It is recommended that an elected officer of that club serve as the representative. A representative is responsible for:

1. Passing information from council meetings to club officers and members.
2. Serving as the liaison between the club and the Club Sports Director.
3. Attending all meetings of the Club Sport Council. Meetings are held only during the academic year.
4. Informing the next club representative of the routines and guidelines for club operation prior to assumption of duties. This includes the transfer of the Club Sport Handbook and arranging a meeting between the new representative and the Director of Recreation. The club president and advisor will be notified of any club representative that does not fulfill these specific responsibilities. If immediate corrective action is not taken, suspension of club recognition is possible.

Club Sport Members

Students have unlimited opportunities to become directly involved in the administration and supervision of their respective clubs. They collectively have responsibility for:

1. Writing club by-laws(optional).
2. Establishing and collecting club dues.
3. Obtaining a club advisor(s).
4. Establishing officers' duties.
5. Selecting volunteer instructor(s) and/or coach(s).
6. Developing and administering the club's budget.
7. Representing the club at each scheduled Club Sport Council meeting.
8. Renewing registration by the 3rd week of classes each academic year.
9. Inventorying all University equipment of the club as requested.
10. Keeping the following information current in the Recreation Director's Office:
 - Registration form information.
 - Facility Request forms.
 - Membership roster.
 - Contact information.
11. Fulfilling requirements for driver authorizations, car fleet reservations and travel payments.
12. Obtaining officials and completing the necessary forms for payment in advance.
13. Programming games, tournaments, clinics, instruction, practices and other events.
14. Requesting field/facility space in advance for all competition and other events.
15. Submitting an annual report to the Club Sports Director at the end of the spring semester summarizing club activities.
16. Fulfilling other administrative responsibilities as needed or requested.
17. Voluntarily serving on sub-committees established by the Club Sports Council or Executive Board.
18. Ensuring a consent form for each member is on file with the Club Sports Director's Office.
19. Having personal health/medical insurance. The University provides no insurance coverage.
20. Maintaining an adequate level of personal health and fitness.
21. Following the rules and developing the skills needed to participate/compete in a safe manner.
22. Understanding and accepting the risks inherent to the sport.

Faculty and Staff Advisor

The club sport members may choose a faculty/staff advisor (this is not a requirement). The advisor must be a full-time faculty or staff member. The purpose of the advisor is to be available during the development of plans and programs for the club, to provide expertise and mature judgment, and to help ensure that the activities and undertakings of the club are sound and reflect favorably on the University. The role of an advisor is considered to be an important link between the club president and the Director of Recreation. Whenever possible, the advisor should have a common interest in the sport that the club is promoting. Retaining a club advisor is

optional. Faculty and Staff Advisors do serve in their roles relative to the clubs as University employees and are provided liability protection while acting within the scope of their University employment.

Note: Faculty and staff members may serve as an advisor and as a coach; however, they must be aware of the difference between the two activities, since their actions as an **advisor** are considered *within* the scope of their University employment, while their actions as a coach or instructor would *not*.

Club Sport Academic Absence Policy

The Recreation Department requires all club sport student-athletes to prioritize their academic schedule over all club related activity. Academics should always take first priority over any club sport related events. Students should not miss any class time for club activities such as regular season competitions, practices, film sessions, club socials or any other non-competition related club activity. Club Sport events that may be considered for missed class times are limited to post-season competitions, national championship tournament games and/or one-time major events. Students should work directly with their instructor to arrange for any class absences due to club sport related activities. The Director of Recreation must be notified of such accommodations being requested and approve of the club sport event prior to contact the academic instructor.

INDIVIDUAL CLUB OFFICERS' RESPONSIBILITIES

It is highly recommended that each club assign the following leaderships to members of the club for better management and organization of the club.

President

The President's primary job responsibilities are to ensure that all lines of business within the organization are running efficiently and within the budget set forth by the club. Furthermore, the President shall be the primary liaison between the respective club and the Club Sport administrative staff. The President is typically responsible for all event and facility scheduling, managing club sport funds and post-event reports.

Safety Officer

Responsible for communication all injuries to the Department of Recreation and serving as the designee for all safety training, including Concussion Education and CPR.

Equipment Manager

Responsible for working with the Huntington Equipment Room to manage team equipment, check items in and out and put in purchase requests for new equipment.

2017-2018 ACTIVE CLUBS

Badminton	Figure Skating	Rugby (M)	Tennis
Baseball	Ice Hockey (M)	Rugby (W)	Triathlon
Basketball (W)	Ice Hockey (W)	Sailing	Ultimate Frisbee (M)
Bowling	Indoor Climbing	Ski Racing	Ultimate Frisbee (W)
Curling	Juggling	Soccer (M)	Volleyball (M)
Cycling - Competitive	Lacrosse (M)	Soccer (W)	Volleyball (W)
Equestrian (English)	Lacrosse (W)	Squash (M)	Water Polo (M)
Equestrian (Western)	Martial Arts - Aikido	Squash (W)	Water Polo (W)
Fencing	Martial Arts – Karate	Swimming	
Field Hockey	Nordic Ski (probationary)	Table Tennis	

FUNDING OVERVIEW

The Colgate Recreation Department Funds – Club Sports Funds (CSF) Accounts

Accounts are overseen and administrated by the Director of Recreation. Most clubs are given an allocation from this account based on their completion of an annual registration and Tier Classification form and meeting with the Director. The Club Sports Council Executive Board advises the Recreation Director in the allocations of the club. These funds are not carried over from year to year. If you don't use it, you lose it! Any club wishing to make a purchase using CSF funds must submit [the Club Sports Request Form to the Department of Recreation at least fourteen days prior to when the items are needed](#). This fund will not be used to pay past due invoices the clubs may have. All purchases MUST be pre-approved. CSF funds may not be used if the purchase is not pre-approved. Notification will be given to the clubs if they will be allowed to be reimbursed for expenses (See Reimbursement section). The payment or reimbursement process will take anywhere from two to four weeks.

Club Sport Tier Classifications Overview

The tier system is in place for a variety of reasons, including assisting the club sports administration with managing a dynamic club sports program, as well as establishing clear expectations for individual clubs and clearly defining what the club sports administration shall provide to each individual club and the general club membership. It is important to note that all clubs within the program receive priority access (compared to registered campus organizations with CLSI) to department managed facilities, have access to department funding, and have access to department staff including the Recreation Director and Recreation Assistant regardless of tier classification. The Department and its staff serve as the administrator of each club within the club sports program.

The Recreation Department for Club Sports Sport uses a tier classification system to allocate the Club Sports Funds (CSF) among all active clubs. The system consists of five tiers of club membership: Tier I, Tier II, Tier III, Tier IV and Tier V (Conditional Club). A club tier classification is established by level of competition, level of involvement with the campus and department, affiliations with regional/national organizations, number of active student members, annual operating expenses by the club, ability to complete administrative requirements of the Recreation Department and club conduct.

It is important to note that this system is not in place to serve as a status system or to designate which clubs are more or less important; regardless of tier all clubs shall be treated equitably. This system is in place to assist each club with self selecting, based on the desire of the club's membership, the tier that they choose to be at and to clearly identify the expectations of the individual club. The decision to self-select a tier is completely up to the club officers and the club membership.

This system shall be formally reviewed each May by the Club Sport Executive Council (CSEC) and Director of Recreation. Evaluation and classification of each club will determine their tier placement for the following academic year. Club Presidents will be notified by June of their club's tier placement and CSF budget allocation for the upcoming year.

A club must reapply for Tier Classification each year. Please Note: Maximum budget allocations are subject to change from year to year based on funds allocation to the Recreation Department from the university. 2017/2018 updates in RED.

Tier I = up to \$5,000:

This tier is designated for clubs that are highly competitive, compete at the national level by means of being part of a regional conference and national governing body, have a superior leadership operating structure and have a coach or instructor working with the club. These clubs require a high level of commitment from its members for competition preparation and travel. Clubs at this tier must have a recognized gift account to assist in expenses each year and members are expected to pay dues.

- **Criteria:**

- Must be a member of National or Regional Sports Association (example include: USA Rugby, USA Cycling, USA Water Polo, College Squash Association, NY State Club Field Hockey League).
- Must be competing in an intercollegiate regional league or conference that schedules competitions for the club.
- Must have enough active-members to field two full teams for their sport (for example: Club Soccer must have at least 22 active members, Basketball should have 10, Rugby should have 30)
- Must hold organized club practices at least 4 times/week during competitive season.
 - If a club practices less than 4 times/week they must provide an explanation as to why.
- Must have a coach, instructor or advisor of some capacity working with club. Coaches may be volunteers or paid through dues/gift funds (no club sport coaches are funding with CSF)
- Must have at least 8 intercollegiate scheduled competitions.
 - If less than 8 competitions must be able to justify why.
- Club's annual operating expenses exceed \$15,000.00.
- Club's must have a gift account.
- Club must be in good standing with the Department of Recreation and have no more than 5 strikes against them in the current year (see the Administrative Compliance System in the Club Sports Handbook for more details).

- **Annual Requirements:**

- Must have an updated and accurate roster for the club at the beginning and end of each semester outlining the active-members.
- Club Leaders must meet with Director of Recreation at the beginning and end of their competitive season.
- Team members are expected to pay dues annually in the amount determined by the club leaders, coaches and Director of Recreation.
- Must designate a Safety Officer and/or Coach to complete Concussion Training annually.
- Follow Colgate Sport Clubs rules/guidelines and submit all appropriate paperwork on-time (as determined by Director of Recreation).
- Must have representation at Club Sport Leadership Meeting each semester.
- Must have a team website or method of sharing news/updates (i.e. FB page, website, etc).

Tier II = up to \$3,000:

This tier is designated for clubs that are competitive at the national level, have a superior internal operating structure and require a moderate level of commitment from its members for competition preparation and

travel.

- **Criteria:**

- Must be competitive in nature and competing against external institutions.
- Must be a member of National and/or Regional Sports Association or League that schedules organized competitions for the club.
- Must have enough members to field one team for competitions (for example: Basketball must have at least 5 members, Squash must have at least 10 members to fill a ladder for competitions).
- Must have at least 6 intercollegiate scheduled games or competitions.
- Must practice 3 times/week or a minimum of 20 practice sessions during the competitive season.
- Club's annual operating expenses exceed \$5,000.00.
- Club must be in good standing with the Department of Recreation and have no more than 5 strikes against them in the current year (see the Administrative Compliance System in the Club Sports Handbook for more details).

- **Annual Requirements:**

- Must have an updated and accurate roster for the club
- Club Leaders must meet with Director of Recreation at the beginning their competitive season.
- Club members may be expected to pay dues annually in the amount determined by the club leaders and Director of Recreation.
- Must designate a Safety Officer or Coach to complete Concussion Training annually.
- Follow Colgate Sport Clubs rules/guidelines and submit all appropriate paperwork on-time (as determined by Director of Recreation).
- Must have representation at Club Sport Leadership Meeting each semester

Tier III = up to \$2,000:

This tier is designated for clubs that are moderately competitive and may or may not be competing at as part of a regional conference or league (i.e. may or may not be enrolled in a conference or league). This tier is also for moderately competitive clubs who, in generally, compete in close proximity to the Colgate campus and/or the newer clubs that are in the growth and development stage.

- **Criteria:**

- Clubs may or may not be affiliated with a conference or league in the region.
- Must be competitive in nature and competing against external institutions.
- Must have enough members to field one team for competitions (for example: Basketball must have at least 5 members, Squash must have at least 10 members to fill a ladder for competitions).
- Must have 4 intercollegiate scheduled competitions or events annually.
- Must practice one time/week or hold at least ten practices during the competitive season.
- Team's annual operating expenses meet or exceed \$1,000.00.
- Club must be in good standing with the Department of Recreation and have no more than 5 strikes against them in the current year (see the Administrative Compliance System in the Club Sports Handbook for more details).

- Annual Requirements:
 - Must have an updated and accurate roster for the club
 - Club Leaders must meet with Director of Recreation at the beginning their competitive season.
 - Club members are encouraged, but not required, to pay dues annually in the amount determined by the club leaders and Director of Recreation.
 - Must designate a Safety Officer to complete Concussion Training annually.
 - Follow Colgate Sport Clubs rules/guidelines and submit all appropriate paperwork on-time (as determined by Director of Recreation).
 - Must have representation at Club Sport Leadership Meeting each semester.

Tier 4 = up to \$500, apply for funding as needed:

This tier is designated for clubs that are recreational in nature and rely on department-managed space to operate. These clubs are generally less competitive or non-competitive in nature. These groups are focused on a particular sport or skill development.

- Criteria:
 - Must have a minimum of 5 active members.
 - Must have at least one event during the academic year.
 - Event may be an internal competitions, tournament, conference or be an on-campus event/program to showcase your recreational sport and enrich the campus or Hamilton community.
 - Must have representation at Club Sport Council Meetings.
 - Follow Colgate Sport Clubs rules/guidelines and submit all appropriate paperwork on time (determined by Director of Recreation).
 - ~~○ Annually expenses are \$500.00 or less.~~
 - Clubs can apply for additional funding for competition-related expenses as part of a demonstrated effort to become more competitive and move into Tier III.
 - Additional funds cannot be requested to cover the cost of conference/league fees. Clubs must demonstrate sustained commitment to competitive status before enrolling in a governing body.
 - Club must be in good standing with the Department of Recreation and have no more than 5 strikes against them in the current year (see the Administrative Compliance System in the Club Sports Handbook for more details).
- Requirements:
 - Must designate a Safety Officer to complete Concussion Training annually.
 - Must have representation at Club Sport Leadership Meeting each semester.
 - Must successfully complete and submit required paperwork to the Recreation Department on time.

Tier 5 (Conditional Tier) = No Funding:

This tier is designated for clubs that are in the infancy stages of official club operations are continuing to strengthen, or that may be in a significant rebuilding process. New clubs are in the conditional phase for one full year before they can apply for tier classification. All funding must be self-generated through dues

by members or fundraising efforts.

- Requirements:
 - Must attend annual Club President Meetings
 - President must complete Concussion Training
 - Must successfully complete and submit required paperwork to the Recreation Department on time.
 - Club must be in good standing with the Department of Recreation and have no more than 5 strikes against them in the current year (see the Administrative Compliance System in the Club Sports Handbook for more details).
 - Must have an updated roster of the club at the beginning and end of each semester.
 - Must meet with the Director of Recreation at the beginning and end of each semester to discuss the club's progress and activity.

Other forms of Club Income

Gift Accounts

All Recreational Gift Accounts are administrated by the Director of Recreation. All clubs are eligible to open a Gift Account. This account is available from the University to hold tax-deductible donations and these funds carry over through each fiscal year. These funds may be used in the same manner as CSF accounts, but it can also be used to pay for club memberships to organizations. These funds must also be pre-approved expenditures or reimbursements must follow the same policies listed below. Donors may outline the intended use of the funds, in that case, the funds must be used for only the donor's intended purpose. Students are encouraged to plan the use of these funds each year and to consider that this is not a renewable amount, funds are dependent on donor contributions each year.

Clubs wishing to establish a gift account should set up a meeting with the Director of Recreation. All donations for this account should be sent to the Recreational Sports Office in Huntington Gymnasium at 13 Oak Drive, Hamilton, New York, 13346. All checks should be made out to Colgate University with the beneficiary club listed in the memo line. Donations can also be made online through the Colgate Advancement Offices. This is the most preferable way to donate. <https://securelb.imodules.com/s/801/2012/index-wide.aspx?sid=801&gid=1&pgid=4282&cid=8295&fid=9898>

Agency Accounts

The Director of Recreation administers the Agency accounts. Agency accounts are generally set up through the Recreation Department. All clubs are eligible to start an Agency Account. Funds within this account are all those that have been submitted by the club participants whether by means of individual team dues or fundraising. Clubs are highly encouraged to set the dues amount based on specific purchases or fees that each member will likely incur. For example: if all team members are required to pay a organizational membership of \$50 and the team is also planning to purchase sweatshirts for each member for \$50, the team would plan to collect \$100.00 from each student to cover those costs. Dues may be paid at anytime throughout the year but it is highly advised that the team plan this at the beginning of the semester and make each member aware of the fees associated with the club upfront. If charging dues, ALL club members who are actively participating in practices and competitions must pay. The Club President or Treasure must submit dues with the required **Deposit Submission Form** and they are responsible for accurately tracking which club members paid and reporting that to the Recreation Department.

APPROVED CLUB SPORT EXPENDITURES

Club funds are intended for the benefit of the entire club. Funds will not be approved for the individual use or personal gain. Colgate University prohibits the use of facilities or monies for personal or club financial gain. The Director of Recreation will determine appropriateness of all expenditures.

Priority Expenses

1. Team entry fees are a justifiable expense when required for competition. Requests for entry fees must be **submitted at least two weeks in advance** with a Request Form with information about the event including who to make the check out to, mailing address, tournament location, date and fees. A roster of the club members attending is also required. If the club fails to attend, all entry fees must be reimbursed by members of the club.
2. Individual memberships or entries are not justifiable expenses, except when the individual is participating as an official representative of the club for an official, sanctioned event.
3. Team memberships to National or Regional organizations are justifiable expenses. Individual membership is not.
4. Payment for officials. Students must have the official complete a W-9 Form at the event and then submit to the Recreation Department within 48 hours of event so that payment can be arranged.
5. Essential school owned equipment.
6. Facility usage fees.
7. Campus Safety fees (if needed).
8. Building and Grounds fees (i.e. field set-up, maintenance, etc).
9. Use of Colgate van fleet.
10. Hotel and mileage can be purchased with CSF funds. Students must submit requests at least two weeks in advance but it is highly recommended that the students request these items as soon as they know when they away event is taking place. Clubs must submit the appropriate paperwork to requests these items.

Secondary Expenses

These expenses may be covered but only if the team has the adequate funds to do so.

- Hotel accommodations
- Gas reimbursements (rate is \$0.20/mile)
- Team Dinners (only at the end of the competitive season and if funds are available)
- Specialized training or workshops

Miscellaneous Notes:

- Money for food while traveling cannot be covered by CSF. Clubs may use their agency account or pay out of pocket.
- Club funds are not to be used to purchase alcoholic beverages.

**Away events only. If funding is limited or depleted then club members are expected to cover the cost of their personal food when traveling.

CLUB OR INDIVIDUAL REIMBURSEMENTS

Clubs must first receive approval from the Director of Recreation for reimbursement of funds by submitting a Request Form in advance. Reimbursements can be made to an individual member or to the Club itself. All

reimbursements must be **PRE-APPROVED** by the Director of Recreation. A club or individual should not purchase items for the club and expect to be reimbursed. Request form should be submitted in advance of purchase and Director will determine the best method of payment and if reimbursement will be necessary.

In order to be reimbursed by the University, the club must provide:

1. Original receipt (see below)
2. Information about the event (a website or registration form)
3. A list of those attending the event (travel itinerary)
4. The name, email, mailing address and ID number of the person being reimbursed.

****The original receipt must show form of payment. For hotel reimbursement, the club must provide the original, detailed receipt from the hotel. A copy of the hotel credit card receipt giving the total amount will not suffice.**

Reimbursements made to the Club will be processed by Direct Payment and may take 3-4 weeks. If under \$350.00, the individual may get cash reimbursement from the Cashier Window. If greater than \$350.00, payment will be sent via check to the student's campus mailbox. All reimbursements to the club's budget will be directly deposited to their account.

Exceptions:

1. Reimbursements for game officials-official's fees cannot be reimbursed to the club, it must be an individual and the individual then becomes responsible for reporting the income and paying taxes on the income.
2. Honorariums cannot be paid via reimbursement; they must be paid to the individual itself using payroll (for University employees) or PIR (for non-university employees).

SOURCES OF INCOME

Income obtained by the clubs is considered either non-University or University income. All non-University club income (i.e. dues) must be deposited in a clubs agency account; never deposit money in a personal checking or savings account. Good internal control practices must be maintained regarding the handling of cash and checks. All University (money collected from hosting a tournament at Colgate or gifts to the club) income must be deposited with the Department of Recreation and will be made available for use by the club generating the income.

Non-University

1. **Dues** are established by each club and are considered non-University income that will be deposited into the team's Agency Account. All dues should be submitted with a Deposit Form outlining what the dues are for and who paid.
2. Fundraising is encouraged but must remain within the guidelines of University policy and the Colgate University Club Sports Handbook. Proceeds of fund raising are considered non-University income (unless dictated by the fundraising agreement). **All teams must submit a Fundraising Application Form for approval prior to starting any fundraising efforts.**
3. Proceeds from the sale of t-shirts concerning your sport, bumper stickers, insignias, sweatshirts, visors, coats, jerseys, etc. are considered non-University Income. The Club Sports Director must approve all sales. **Approval to use University logos are necessary.**
4. In no way may clubs sell, distribute or promote alcohol or tobacco as a fundraiser. This includes a drinking establishment allowing the club to raise money by distributing their containers to customers. If the club is found using alcohol or tobacco as a fundraiser, the club will be deemed inactive and all activities will be canceled.

University

1. Admission/entry fees for contests and exhibitions must have prior approval of the Club Sports Director and are considered University income. The money collected must be processed through the university accounting system via the Recreation Department.
2. Seeking donations and gifts from parents, alumni and friends of the University may be a good source of income for any club and are considered University income in order to allow the donations and gifts to be tax deductible. All such campaigns must be approved and coordinated with the Director of Recreation and Advancement Office.
3. Selling of club owned equipment must be approved by the Director of Recreation.
4. Solicitation of sponsorships. A variety of commercial enterprises are willing to contribute to clubs in exchange for some recognition. The Director of Recreation and Director of Athletics must approve all sponsorship arrangements. If the sponsorship is of an event to be held in University facilities, the sponsorship income will be University income. Even if the event is not held in University facilities, if the sponsor wants to receive a tax deduction for their sponsorship, since the clubs are not tax exempt entities, all sponsorship agreements must be with the University and proceeds are considered University income.

CLUB SPORT RESOURCES

Approved Club Sports have access to many University resources and benefits for use in Recreational Sports-sponsored activities that are related to practice and competition (“Sponsored Activities”). These resources and benefits are a privilege and not guaranteed due to budgetary constraints, club standing, availability and other factors. All information and forms can be found online: <http://www.colgate.edu/campus-life/sports-and-recreation/recreational-sports/club-sports/forms-and-resources>

Sponsored Activities

1. Use of Recreational Sports facilities for practices and/or competition (approved activity areas, field space, locker rooms, and meeting places).
2. Ability to represent the Colgate at competitions.
3. Ability to incorporate the name of the Colgate University or Raiders mascot name into the Club name, but only if the organization is clearly designated as a student organization, (Ex: Volleyball Club at Colgate University; Colgate Volleyball Club; Volleyball Club (Colgate University)). However, in using the University name, clubs do not officially represent the University or the Department of Recreational Sports other than for the limited purposes of competition. Clubs may not offer or represent the University’s endorsement, approval, or sponsorship of any activities except as specifically authorized by the Director of Recreation.
4. Use of the Recreational Sports logo on all advertising, marketing, promotional or fundraising materials related to a Sponsored Activity. Such materials must also contain the statement: “Department of Recreation Club Sports Program.”
5. Use of University Car Fleet vehicles. See travel policies for regulations.
6. Subsidized financial support through Club Sport Funding.
7. Administrative support and guidance by Department of Recreation administrative staff.

Non-Sponsored Activities

Club Sports may also engage in non-sponsored activities, such as social events and fundraising activities. Recreational Sports resources and benefits (other than the ability to incorporate the University name into the club name as provided by section item #3 above) are not available for non-sponsored activities. Advertisements, solicitations, sales, or contractual materials that do not relate to sponsored activities should prominently display language that indicates that the Colgate University is not a party to or sponsor of the contractual agreement and that it neither endorses nor in any way warrants that the obligations of any party to

any agreement made in the event will be met.

Handbook

This Handbook details the policies and procedures for the Colgate Recreation Club Sports Program. All participants in the Club Sports program must adhere to the Handbook. The handbook provides the club with many resources that will assist in an effective and efficient means of organization. Policies not addressed by the Club Sports Handbook, or University policies will be handled on a case-by-case basis with the Director and appropriate university staff.

Club Google Drive Folder

Each club will have a Google Drive folder with all documents for the current academic year shared inside. The folder is shared between designated club leaders, the Director of Recreation and the Administrative Assistant for the Recreation Department. This folder serves as the means of communication between the club leaders and the Recreation Department. Documents must be continually updated with the club's information. Failure to update documents and communicate club information through this folder may result in a "strike" and/or fine to the club's budget (see Administrative Compliance System section for complete overview). Documents within the Google Drive Folder include:

1. Game\Event Schedule
2. Game Summary and End of Semester Report
3. Club Specific Forms (Dues Tracking Spreadsheets, Codes of Conduct)
4. Meeting Notes

Emergency Staff Contact Information

If an emergency occurs, contact the Club Sports Director or Program Director to inform them of the situation after the appropriate EMS personnel have been contacted and the situation is under control,

Director of Recreation: Christina Turner: 315-228-7649 (office), 508-654-1957 (cell phone)

Assistant Director of Recreation: Katie Kammerdiener 315-228-7583 (office), 815-871-6851 (cell phone)

Huntington Equipment Services: 315-228-7620

Recreation Administrative Assistant: 315-228-7613

Membership and Club Requirements

Membership

Membership is open to currently enrolled Colgate University undergraduate and graduate students. Colgate employees may participate in the clubs on a recreation basis but not competitively and cannot serve in leadership roles. Students from other colleges and/or universities and high schools are not permitted to participate in any club activities. The Club Sport Program is a nondiscriminatory, equal opportunity organization. It is the responsibility of the club officers to enforce the membership policies. Any club found in violation will likely have privileges suspended and other sanctions if necessary.

Other than instructors and coaches, membership is not open to individuals outside the university. No one under the age of 18 may participate in club activities unless they are a current Colgate University student.

Submitting Waivers of Consent Forms and Team Rosters

Each club member must sign a waiver of consent form that must be on file with the Director of Recreation. The club officers are responsible for ensuring that each member has **completed the online registration form, and that the club roster in the Google Drive folder contains all active members.** The rosters should be updated

throughout the semester to remove inactive students. If a person is not on the roster it is the club officers responsibility to ensure that they do not participate in club activities.

If a consent form is not on file for a club member, the member will not be considered a member of the club. A name on the roster without a consent form does not qualify that individual as a club member. The consent forms are **included on the Club Sport Registration Form**. Each club should have an electronic roster on file in the Google Drive folder shared with the Director of Recreation.

Annual Registration and Tier Classification Application

All clubs must submit an Annual Registration & Tier Application form to the Director of Recreation annually (dates will be determined and communicated to club leaders each Spring). If the forms are not completed and returned to the appropriate offices, the club will become inactive and awarded no funds for the academic year. The club must notify the Director of Recreation as soon as possible of any contact information changes during the year. Within the registration, club leadership should be clearly outlined with names, roles and contact information. Each club must submit on annual basis to get recognition for the upcoming year. See funding section for complete overview of the Tier Classification application process.

Club Presidents Meetings

Clubs that do not have a representative present at the Spring Club Sport Council meetings will lose 5% of their CSF allocation for the upcoming Fall semester. Absence at the Fall Club Sport Council meeting will result in a 25% fine to the club's budget. Any club found in violation without budget allocation will lose priority for space allocation, and perhaps recognized club status. The club president and advisor will be notified of any club representative that does not fulfill these specific responsibilities. If immediate corrective action is not taken, suspension of club recognition is possible. Meetings are typically two to three times a year, one in the Fall and twice in the Spring.

Post-Event Summary

With so many clubs hosting events and competing, information about the event has not been communicated back to the Director of Recreation in a timely manner or at all. The recreation office knows about the event or trip as requests were submitted but does not find out how the club fared at the event. To assist with this communication, a new post-event summary has been created and shared with each club leader in their Google Drive folder. This online form is easy to complete and submit. The form should be submitted within 48 hours of the completion of the event. This form is to be used for both home and away events.

End of Season Summary Report:

The club officers must submit an annual report to the Director of Recreation by December 15th (Fall Sports) May 1st (Spring/Winter/Year Round Sports) each year. The report must include detailed information about the club's activities during the school year Form is located online and should be submitted electronically to the Director of Recreation. An accurate count of participations that occur is required as well as a roster listing the club members by name. This information is used in the Department of Recreation Annual Report, which is presented to the University. Clubs that do not submit a complete annual report by the deadline will lose 10% of next fiscal year's CSF allocation.

The club officers must also submit a report by the end of fall semester exams to the Club Sports Director. The report will include information about the fall semester activities, including participation counts, event outcomes, and financial status (expenses vs. income).

Accident/Injury Reports

Club Safety Officers are required to submit an individual accident report for injuries that occur during club activity. These reports should be submitted to the Recreation Office within 24 hours of the injury, or immediately upon return to Hamilton, NY. **Submissions to the [Recreation Injury Report Google form](#) will automatically update the Director of Recreation and Club Sports Athletic Trainer.** Those individuals injured

during club sport events (practice or competition) are highly encouraged to seek medical attention from the campus physicians at Student Health Services (SHS). Call ahead to make an appointment or drop-in. The phone number for SHS is 315-228- 7750.

Colgate University Recreation Concussion Policy

A concussion is a brain injury that may be caused by a bump, blow, or hit to the head or a blow to another part of the body where the force is transmitted to the head. All concussions and brain injuries are potentially serious and often occur without loss of consciousness. Symptoms include (but are not limited to) transient confusion, disorientation, impaired consciousness, dysfunction of memory, loss of consciousness, seizures, irritability, lethargy, vomiting, headache, dizziness, or fatigue. A participant suspected, by a Colgate Recreation staff member or Club Leaders, of sustaining a concussion or head injury while participating in a Colgate Recreation activity will be removed immediately from participation. This includes any club sport practice or game, intramural competition, physical education and/or outdoor education programming. The individual who has been removed from participation may not return until a licensed health care provider has evaluated him/her. Written clearance on a doctor's prescription pad/letterhead, from the health care provider, is required to be turned into the Director of Recreation before any activity can be resumed at

Colgate Recreation Staff and Club Sport Leaders Concussion Training

It is Colgate Recreation Department policy that all department student, part-time and full-time staff go through a concussion training program. Colgate University Recreation adult and student staff will NOT be expected to diagnose or treat a concussion. Staff are expected to remove any individual with a suspected head injury from the field of play and to enforce department policy prohibiting them from participating in any sports activity until the individual is evaluated by a qualified health care provider, and provides the Director of Recreation with a written statement from the qualified health care provider. All staff and Club Sport leaders will be trained by the Sport Safety International Organization ConcussionWise program. Training is online and notification goes to the Director of Recreation upon completion of the online training.

Contracts

If a club is required to sign a contract, the contract must be submitted to the Director of Recreation for the University to review. The club must allow a minimum of four weeks for this review. Any club member signing a contract requiring the club to pay the business or organization will be the responsibility of the person signing if the club does not have the financial means to pay. Examples: sponsorship agreement or lease. Clubs may sign their own game/match agreements. Note: The club must list the club name first i.e. Baseball Club – Colgate.

Code of Conduct

Club members are ambassadors of Colgate University as participants of a university sponsored club. As an ambassador, club members are expected to act in a mature and responsible manner both on and off campus in all club related activities in accordance with University policies, their club constitution and the spirit of the sport.

Clubs or individual members may face disciplinary action for inappropriate behavior while participating on or off campus in any club related activity. Disciplinary action may likely result in revocation of recognition as a club sport. The Director of Recreation will handle all disciplinary action. Incidents that involve violations of the Colgate University Student Code will also be referred to the Dean of Students Office for investigation.

Violations

Violations of the following and other University regulations and/or unwillingness to abide by the policies of the Colgate University Department of Recreation Club Sport Program such as: falsification of documents, failure to submit changes of information, failure to submit appropriate paperwork by deadlines, utilization of University facilities without prior authorization, and failure of club officers to fulfill their designated responsibilities may result in loss of club sport status for a designated amount of time. **AT ANY TIME FOR**

ANY REASON, THE CLUB SPORTS DIRECTOR CAN TAKE ACTION AGAINST ANY CLUBS FOR THESE VIOLATIONS AND MORE.

Alcohol and Other Drugs

University, city and state laws concerning alcohol specifically prohibit the purchase, consumption, or furnishing for consumption of alcohol, except where explicitly authorized. The use of drugs, except for established medical purposes determined by prescription of a physician, or the distribution of drugs is prohibited. University policies also prohibit alcohol and drugs in state owned vehicles.

Guests or fans in attendance at a club event must follow the same guidelines and it is the responsibility of the club officer's and members to enforce such policies.

Hazing Information and Policy

Colgate University policy and New York State law, strictly prohibit all forms of hazing, including in connection with initiation or continuing affiliation with a Club Sport. Hazing is illegal at Colgate and is therefore not to be associated with any clubs. Hazing is generally defined as being any action or activity [whether on or off campus] which recklessly endangers the physical or mental health or well being of another person or which violates the dignity of another person. Hazing is further defined as any activity that involves the forced consumption of food, alcohol or drugs or any other substance in the course of initiation or continuing affiliation with an organization. Groups which are found to have violated the university hazing policy as stated in the Colgate Student Handbook will forfeit recognition and cease to exist.

Colgate University Student Handbook, pages 107-108

“Hazing is any action or situation that recklessly or intentionally endangers mental or physical health, or creates substantial embarrassment, harassment or ridicule, or involves the forced consumption of food, alcohol or drugs in the course of initiation or continuing affiliation with an organization. Groups that violate the university hazing policy will forfeit recognition.”

For more information on Anti-Hazing education and initiatives at Colgate University, please use the following website: <http://www.colgate.edu/offices-and-services/deanofthecollege/hazing>

We encourage teams to use their club sport funding to participate in constructive team-building activities such as these: <http://www.colgate.edu/offices-and-services/deanofthecollege/hazing/constructive-team-building-ideas>

State and Local Laws

Clubs must abide by all Federal, State and local health and safety regulations and laws. Clubs are expected to conduct regular, safe training for members. They are to follow regulations and laws, which govern their sport.

Disciplinary Action and Appeals Process

The Director of Recreation will handle all disciplinary action of the individual club or its' members if deemed necessary. If the Director of Recreation believes there has been a violation of the Colgate Code of Conduct Policy, he/she will report the incident to the University's Disciplinary Office. The University may also take additional disciplinary action if necessary.

Any Club that is suspended will forfeit their CSF allocation and any opportunity to apply for additional funds from the Council, Gift, and Foundation accounts.

Colgate Recreation Club Sport Academic Absence Policy

The Recreation Department requires all club sport student-athletes to prioritize their academic schedule over all club related activity. Academics should always take first priority over any club sport related events. Students should not miss any class time for club activities such as regular season competitions, practices, film sessions, club socials or any other non-competition related club activity. Club Sport events that may be considered for missed class times are limited to post-season competitions, national championship tournament games and/or

one-time major events. Students should work directly with their instructor to arrange for any class absences due to club sport related activities. The Director of Recreation must be notified of such accommodations being requested and approve of the club sport event prior to contact the academic instructor.

ADMINISTRATIVE COMPLIANCE SYSTEM – “STRIKE SYSTEM”

The strike system was designed to aid in budget allocation, facility reservation and tier classification. It will also serve as a discipline system for clubs that fail to meet requirements set by the Recreation Department. The Recreation Department will notify clubs of any violation that results in a strike.

After 3 strikes in one academic year, a meeting with the Director of Recreation is required to talk about making improvements. Sanctions from strikes can result in fines of \$25.00 per violation. After 10 strikes, Sport Clubs may be placed on probation from use of facilities, equipment, administrative support and competitions. After 13 strikes, clubs may be derecognized for the remainder of the year. The strike system will reset after each academic year, except where noted.

A club may be penalized with one strike against them in the following scenarios:

- Not attending the New Presidents meeting/training session during the Spring semester.
 - One strike for not having representation at this meeting which will carry over the following Fall semester and a fine of 5% of the clubs budget for the following year.
- Failure to complete the Tier Classification application by the June 15th deadline.
 - A fine of 1% to the programs budget for each day the application is late until the final deadline of August 28th, 2014 when the semester officially begins.
 - Tier applications that are not received by the August 28th date will receive no funding and lose their recognition for the upcoming academic year.
- Not attending the all Presidents meeting/training session at the beginning of the Fall semester.
 - A fine of 25% to the program’s CSF budget.
- Not turning in proper membership paperwork on-time. This includes; Participant Waivers and Physical History Forms for new and returning players (only required of M/W Rugby, M/W Lacrosse, M/W Ice Hockey).
 - One strike if participants are found participating and have not properly filled out forms.
- Completion of Concussion Training Program by specified club leaders
 - One strike for not completing training on-time.
- Submission of an up to date roster at the beginning and end of EACH semester – deadlines to be determined each year and communicated.
 - One strike for each deadline that is not met.
- Event Schedule Notification
 - One strike if a club hosts or attends an event that is not outlined on the club’s schedule.
- Trip Itineraries for all away matches – due within 48-hours of event and prior to leaving campus.
 - One strike per instance not submitted and a \$25.00 fine.
 - Potential to have travel cancelled and match forfeited.
- Injury Reports
 - One strike per instance not submitted.
- Post-Event Summary Report – due with 48 hours of event.
 - One strike per instance not submitted.
- Personal Car Use Forms – submitted prior to any individual driving off-campus for a club sport event
 - One strike per instance not submitted.
- End of Year Report
 - One strike for not submitting on time.
- Submission of Physical Education attendance reports on a **weekly basis**
 - One strike per instance not submitted.
- Purchase Request Approval

- One strike per instance not submitted.
- Deposit Form submission with any dues dropped off at the Recreation Office.
 - One strike per instance not submitted.
- Hotel and Van Request submission at least two-weeks prior to event off-campus.
 - One strike per instance not submitted in time.
- Not picking-up or returning Colgate vans in a timely manner or breaking any other van related policies.
 - One strike per instance and a \$25.00 fine. B&G and the Dept of Recreation may cancel future van rentals if this is a repeated issue.
- No show on a facility or field reservation
 - One strike per occurrence and a fine of \$25.00.
 - Potential to lose further reservations for that week.
- Failure to return or damage to Colgate Recreation owned equipment and uniforms.
 - One strike per occurrence and a fine equivalent to the cost of the item that was not returned.
- Disciplinary Action
 - One strike for each disciplinary or conduct related issue.

Example:

If the “CLUB X” President fails to complete the concussion training requirement by the September 10th deadline the club will be penalized one strike. If in that same semester “CLUB X” does not submit a trip itinerary with 48-hours of leaving campus for the match they will be penalized with one point against them and be fined \$25.00 to their current budget. If “CLUB X” then fails to submit the post-event summary via the club’s Google drive folder within 72-hours of their match they will be penalized with one point.

Since this is the Club’s 3rd strike they will now be required to meet with the Director of Recreation to discuss the polices and make improvements to their administrative procedures. If they continue on and received 7 more strikes with the same academic year they will be put on a probation for a length of time determined by the Director of Recreation. If after their probation or during their probation “CLUB X” continues to disregard requirements and department policies and accumulate 3 more strikes they will have a total of 13 strikes and be de-recognized as a Club Sport for the following year and will drop down the Conditional Tier.

EQUIPMENT & UNIFORMS

Purchasing/Sales

1. Equipment purchases shall be limited to that which is retained by the club and used only during club activities. It should not include personal items, which are used exclusively by one individual. **All equipment shall remain property of the Department of Recreational Sports.**
2. Equipment purchases should be considered in relation to the club's current inventory and its necessary maintenance and/or replacement.
3. All equipment purchases and the disposal of surplus equipment shall be made by CSF following University purchasing procedures.
4. The University prohibits the use of monies for personal or club financial gain. Equipment or supplies purchased with CSF funds may not be in turn sold to club members.
5. Club equipment is to be used exclusively for the benefit of the Club and must not be removed for the personal benefit of any Club member. Equipment no longer needed may be sold with the permission of the Director of Recreation.
6. Used equipment may be purchased by the Club from an individual. Check with the Club Sports Director for approval.
7. The Club Sports Director must approve all equipment requests. **Equipment received without prior approval will not be paid with CSF funds.**

Inventory/Maintenance

1. All club equipment must be inventoried and a list submitted to the Director of Recreation as requested.
2. Each team should have a designated Equipment Manager responsible for checkout, maintenance, inventory, and return of all club equipment.
3. If club members fail to return club equipment, contact the Director of Recreation. A hold may be placed on their academic record which will help recover the loss.
4. It is the clubs responsibility to maintain all club equipment. Services and supplies needed to maintain the club equipment can be paid for with club funds, once approved by the Director of Recreation.

Storage

1. All equipment must be stored in its proper space. Clubs that use the outdoor spaces must lock-up their equipment (goals, sleds, etc.) when not in use. A cable with a lock and key may be provided by Recreational Sports. If equipment is not put in the designated space or locked up, the equipment will be confiscated or locked up without club access. It is especially important to lock up equipment at the Academy Field due to the space being unsupervised.
2. Minimal storage is available through the Club Sports Program, contact the Recreation Administrative Assistant, Julie Vair (jvair@colgate.edu) for more information (315-228-7613).
3. Uniforms that are required for play and are retained by the club on a year-to-year basis may be a justifiable expense, as is the maintenance of such items. These jerseys are also considered the Department of Recreation property.

Uniforms and Equipment:

1. Club Owned Equipment and Uniforms are Stored in Huntington Equipment Cage.
2. Club officer or Equipment Manager may check out club owned equipment from the Huntington Cage **during open hours**. This equipment will be signed out in the name of the individual club officer and is that person's responsibility to look after it for the time it's being used and get it returned at the end of the practice, game or the club sport season. Fines will be levied for equipment not returned at the end of the season.
3. **Uniforms must** be turned in at the cage for laundering promptly (within one day) following return to campus. If the club gains approval for individual uniform sign-out, the President must provide list of approved players for Recreational Sports Office.
4. Numbered Reversible Game Pinnies are available for check out on a per game basis.
5. Failure to return jerseys in a timely fashion will result in sanctions such as suspended use of uniforms or fines to the club's budget.

SCHEDULING HOME PRACTICES AND COMPETITIONS

Club Officers should administer the scheduling of club activities with input from members and advisors. All competitions, events and tournaments must be approved by the Director of Recreation before finalizing any schedules/plans. Coordinating the schedule is the responsibility of each club.

Practice/Home Game Times:

- To reserve field/court/ice time for practices **please send Julie Vair requests via the [Club Sport Request Form](#)**. Teams that use Sanford Field House, Starr Rink or Tyler's Field can check availability on the Colgate University's Events Management System <https://ems/virtualems/>
 - Browse Events > (after the page loads - select the filter link) choose Facilities = Sanford, Starr or Tyler's
- **Tyler's Field, Beyer-Small Field and Sanford Field House:** Familiarize yourself and your club members with the "User Rules and Regs" available online for clubs that use those facilities.

- You may need to contact Campus Safety to Unlock or Lock the Facility 315-228-7333 - expect a 20 minute wait time, so plan accordingly.
- Schedules must be submitted to the Recreation Department well in advance of the first game date. A minimum of 2-3 weeks is requested. A designated club officer should update the Game Schedule document located in the shared club Google Drive folder.

First Response

Coverage is provided for home club games — you must contact Julie Vair (jvair@colgate.edu) two weeks in advance with game details. Contact the Recreation Office (315-228-7613) on weekdays and Huntington Equipment Cage (315-228-7620) on weekends if games are changed or cancelled.

Adverse Weather

If the University cancels classes, closes early or delays openings, all club sport activity should be suspended for the time period that is affected. This applies to on and off campus meetings, practices, games or social functions that are related to your specific club sport.

All participants should be expected to exercise good judgment when evaluating club sport participation.

SCHEDULING AWAY COMPETITIONS AND TRAVEL

Club Officers should administer the scheduling of club activities with input from members and advisors. All competitions, events and tournaments must be approved by the Director of Recreation before finalizing any schedules/plans. Coordinating the schedule is the responsibility of each club.

- Clubs should schedule away matches and notify the Recreation Department prior to the competition/event date.
- Club travel for competitions should be within 400 miles one way from Hamilton, NY. Any travel over 400 miles will need approval from the Director of Recreation.
- ~~▪ A designated club officer should update the Game Schedule document located in the shared club Google Drive folder.~~
- A designated club officer should submit ~~all necessary paperwork~~ the Club Sport Request Form to the Recreation Department 2-3 weeks prior to the event date ~~for the following logistical arrangements:~~
 - **Van/car/hotel information.** Clubs should find the most economical hotel option in close proximity to the event location. Hotels should only be used when a club has a competition on two consecutive days and are over 100 miles one way from Colgate.
 - **Food Money.** Clubs who have the funds available may provide club participants with a stipend to offset the cost of food while traveling. A Cash Advance Form must be submitted at least seven days prior to the competition, **so requests must be made well in advance.**
 - The stipend amount for meals is set at \$22.00/day (\$5.00 for breakfast, \$7.00 for lunch and \$10.00 for dinner).
 - Stipend money should never be used to purchase alcohol or drugs of any kind. Any club member found spending money on such items will be suspended from club participation for an amount of time determined by the Director of Recreation.
- ~~▪ Prior to leaving campus all clubs must submit a Travel Itinerary Form via E-Mail to the Recreation Department. This should be E-Mailed to Cturner@colgate.edu and Jvair@colgate.edu.~~
- Prior to leaving campus, a club leader should update the club roster in the club's Google Drive folder to indicate which members are traveling. This will serve as the **Trip Itinerary.**
- **Academic Absence Policy**
 - The Recreation Department requires all club sport student-athletes to prioritize their academic schedule over all club related activity. Students should not miss any class time for club activities such as regular season competitions, practices, film sessions, club socials or any other non-

competition related club activity. Club Sport events that may be considered for missed class times are limited to post-season competitions, national championship tournament games and/or one-time major events. Students should work directly with their instructor to arrange for any periodic class absences due to club sport related activities. The Director of Recreation may assist club participants by providing a signed letter of support/explanation on behalf of the Recreation Department. This letter will guarantee that the activity is an officially sanctioned university function and indeed a function relating to the intent and purpose of the club.

USE OF COLGATE UNIVERSITY VAN

~~Updating Game\Event Schedule Information and sending a notification to jvair~~ **Submission of the Club Sports Request Form to request transportation will inform her the Department of Recreation that you need a Van.** Request should be submitted as soon as possible as all reservations are first-come, first-served. If you are waitlisted, Rec Sports Administrative Assistant Julie Vair will let you know the week of the requests if a van becomes available.

Van Cancellations MUST be done ASAP if the club will not need the vans.

Van Driver's Licenses Are Required -- Encourage several members to get their Colgate van license.

Multiple drivers are needed for trips longer than 4 hours.

Van Licenses are issued through campus safety and require an online training program, driving test, and background check of license. Background checks often take 2 weeks or more.

Follow the information at the bottom of the Campus Safety website. <http://www.colgate.edu/offices-and-services/campussafety>

PHYSICAL EDUCATION CREDIT REPORTING

The Physical Education graduation requirement calls for two Physical Education credits. Each Club sport can count for 1 credit if the minimum of 30 participation hours. **Students may earn only one credit per club.**

- Individual Students are responsible for registering and logging their hours visit www.colgate.edu/pe
- Club Officers are responsible for keeping updated practice & game information so that we can verify information.