



2016-2017
POLICIES AND
PROCEDURES

CLUB SPORTS MANUAL

TABLE OF CONTENTS

Introduction

- What is a Club Sport?
- Privileges of a Club Sports Team

Supporting Departments

- Campus Life
- Club Sports Advisory Board
- Student Government Association
- Campus Activities and Student Leadership
- Athletics
- Recreational Services

Gaining Club Sports Recognition

- Student Eligibility Guidelines
- Extracurricular Participation Policy
- Recognition Process
- New Club Sports
- Club Sports Reactivation or Status Changes
- Club Sports Sanctions, Suspension and Deactivation
- Maintaining Club Sports Status

Annual Requirements at a Glance

- Dates and Meetings
- Forms and Submissions
- Budget Process
- Annual Player Requirements
 - Dues
 - Fees
 - Testing and Physicals
 - GPA
 - Contracts and Waivers
 - Tryouts
 - Rosters
- Field Reservation Guidelines
- Wightman Gym Policies
- Practice and Game Schedules
- Annual Process

Club Management

- Club Leaders
- Advisors
- Coaches Job Description
 - Coaches Eligibility
 - Basic Duties and Expectations
 - Coaches Payment process
 - Evaluation and Rehire Process
- Discipline
- General Manager Job Description

Team Travel

- Approval
- Overnight Travel
- Trip Advisor
- Bus Rules
- Forfeit and denial of trip privileges
- International Travel

Club Members

- Types of Members
- General Members
- Voting Members

Conduct and Discipline Information

- Conduct of Members/Players/Team
- University
- Club Team
- League or Conference Rules
- Discipline Process
- Disciplinary Action
- Officer Workshops
- William Paterson University's Statement on Hazing

Financial Procedures

- Requesting Funds
- Budget Process
- Member Dues
- Transportation
- Fundraising, Sponsorship and Outside Solicitations Policy
- Contracts and other agreements

Risk Management Issues and Insurance

- Trainers, EMT personnel
- Liability and Catastrophic Policies- Medical Coverage
- Medical Exams (Annual Physicals)
- First Aid/CPR requirements
- First Aid Kits, Reporting Injuries
- Waivers

General Policies and Procedures

- Office Space/Allocation
- Site Supervisors
- Storage Needs
- Securing Campus Space
- Campus Police
- Academic Support Efforts
- Athletic Performance Guidelines
- Site Supervisor Responsibilities

What is a Club Sport?

Any club must be defined as a club sport if one or more following apply:

- a. their purpose is to play a recognized sport or other competitive athletic activity.
- b. their purpose, as defined by their constitution, can only be attained through athletic ability or skilled based athletic instruction.
- c. their normal activities, as defined by the club's constitution, involves excessive physical risk, and/or the potential for major injuries exist
- d. their activities may require the use of recreational or athletic facilities or equipment which would need coordination and permission from either the Department of Athletics or Recreational Services
- e. their sport is not currently recognized as a William Paterson Varsity sport nor is it supported by the William Paterson University Athletic Department. Club Sports provide an opportunity for William Paterson University students to participate in non-varsity intercollegiate athletic competition and formalized group instruction
- f. their intention is through competition is to select members that would best represent the university and the team.

If any interest group meets any of the above criteria the Student Government Association or the Office of Campus Activities, Service & Leadership will refer the group to the Club Sports Advisory Board to begin their process for seeking recognition on campus. The process and roles of each entity is further explained in this section of the manual.

PRIVILEGES OF ALL RECOGNIZED CLUB SPORTS

All recognized groups may:

1. Use the school name, logos, or insignias, subject to approval by the Office of Campus Activities, Service & Leadership.
2. Recruit William Paterson University Students to participate in your Club Sport activities.
 - a. Membership is open to all members of the Student Government Association, but membership does not guarantee playing time.
3. Hold try-outs to determine an active roster that best represents the team's needs.
4. Hold meetings and social functions on campus, provide the appropriate room reservations and program approval process has been followed.
5. Compete against other college and university club teams.
6. Reserve ahead of time certain recreational and athletics department services and facilities (i.e., buildings, grounds, maintenance services, etc.) Prior approval is required before use.
7. Publicize activities in The Beacon (campus newspaper) and on the department web page. Fees may apply.
8. Include organizational information in the William Paterson University Student Handbook (published by Student Development) and other special College publications.
9. Disseminate information and literature on campus. All fliers must meet university posting policies.
10. Obtain an annual budget through the SGA (if approved). See SGA Constitution

Club Sports Supporting Departments and Committees

Campus Life

Campus Life is a sector within the Division of Student Development and Enrollment Management charged with supporting the activities of the following units and programs: **Athletics, Campus Activities and Student Leadership, Commuter Services, Judicial Affairs, Orientation, Recreational Services, Student Government Association, & the Women's Center.**

Club Sports fall under the auspices of the Student Government Association and the Office of Campus Activities, Service & Leadership which fall under the supervision of the Assistant Vice President for Campus Life. In an effort to provide adequate support, advice and direction for Club Sports, Campus Life established the Club Sports Advisory Board. The CSAB was adopted in December 2006.

Club Sports Advisory Board

Serves as an advisory group comprised of University personnel (delineated below) as well as Student Government Association (SGA) representatives appointed by the President of the SGA annually for the purpose of reviewing club sports teams for possible recognition and retention, updating and implementing university policies and procedures, referring discipline matters as well as making formal recommendations for possible changes as needed. The Club Sports Advisory Board (CSAB) will meet at least once a month but no more than twice a month to review the club sports program, assess campus recourses including field spaces, funding, and other services that support the club sports program, and to ensure all clubs continually maintain eligibility within the William Paterson Community. The first meeting will take place within the first two weeks of each semester. The final meeting will take place prior to finals.

Possible Items to discuss during meetings:

- Review of all club sports applications, both current and new club sports applications wishing to be considered for approval from the CSAB.
- A review of planned practice times to ensure there is adequate field space, supervision from the teams coach for the duration of the planned practice, and to ensure University support staff has notice of said practice.
- Review of team game schedules
- Review of coaches credentials
- Review of insurance and budget issues
- Review of any disciplinary issues as they arise
- Any other business that may arise for the advancement of the club sports program

Composition of the Board: Chairperson (Assistant Vice President for Campus Life or designee), SGA Advisor, Representative from Athletics (Director, Associate Director, or designee), Representative from Recreational Services (Assistant Director, Intramural Programs or designee), Campus Activities and Student Leadership representative (Director or designee), SGA Financial Manager, SGA Representatives (up to 3 students) appointed annually by the President of the SGA.

Quorum of the Board: In order to conduct business, 50% plus one of the voting members of the Board must be present at a meeting as well as the Chair or designee to hold meetings. Chair will only vote in case of a tie.

The Director of Campus Activities and Student Leadership or the Assistant Vice President of Campus Life may act as the board when the members are not available to gather to handle any emergency situations that may arise. Any actions taken will be discussed and may be ratified at the next scheduled CSAB meeting if needed.

Decisions of the Board will be made based on the following criteria:

- With regard to matters that effect the Club Sports Program as a whole, a simple majority will be required
- With regard to matters that effect individual clubs, a simple majority will be required

Voting members of the CSAB must cast their votes in person; proxy votes and substitutions are not permitted.

Expectations of the Club Sports Advisory Board Members

- Have a general understanding of the Club Sports Program.
- Understand the CSAB role.
- Attend and be prepared to contribute to all CSAB meetings and trainings by reviewing upcoming agendas and bringing required materials.
- Represent the best interests of all recognized clubs.
- Assist in the continual education and development of the Club Sport Program for the future.
- Actively participate and understand the CSAB activities and procedures.
- Maintain open lines of communication with CSAB members during the year.
- Conduct themselves in a professional manner at all CSAB meetings.

Student Government Association

All fee paying students at the University are members of the Student Government Association and the elected or appointed officers, chairs, legislators and representatives constitute the governing body known as the SGA Legislature. This body oversees the student government budget comprised of student activity fee money collected annually to support various clubs and organizations, special events and the costs associated with delivering services to students from the Student Government Office. Club Sports are funded by the Student Government and their annual budgets and regular expenditures must be approved following the Financial Guidelines of the SGA. An updated version of the SGA Financial Guidelines is available at the Student Government Office or via the Financial Manager or SGA Treasurer. Please note that all club sports are bound to these guidelines and any inconsistency in this Manual must defer to the SGA Financial Guidelines unless the rule or modification has been fully approved by the SGA.

Since Club Sports must be fully recognized as an SGA organization, they must follow two procedures beginning with the endorsement of the Club Sports Advisory Board as well as a three step process for organizational approval within the SGA. A detailed process for recognition follows in this section of the Manual.

Campus Activities and Student Leadership

The staff in the Office of Campus Activities, Service & Leadership plays a critical role in the oversight of clubs and organizations, special events and a variety of committees and boards of the Student Government. The staff members serve as liaisons, advisors and mentors as needed to student leaders and various governing boards to enhance campus life, but also to ensure that educational and diverse opportunities as well as ethical and risk management issues are examined and addressed when planning and implementing policies, procedures, and special events on campus. Their role with Club Sports is similar to all clubs in advising them through the recognition process, monitoring their activities and student access, as well as more direct involvement in their affairs since Club Sports have extraordinary needs.

Athletics

While the department of Athletics does not have direct oversight for Club Sports, their involvement in the Clubs Sports Advisory Board is essential. They play a critical advising role and may be called upon to address campus space needs. They support all intercollegiate varsity sports on campus and often address needs that directly or indirectly impact Club Sports.

Recreational Services

While the department of Recreational Services does not have direct oversight for Club Sports, their involvement in the CSAB is essential. Besides serving in an advisory role, they have also been called upon to support various needs for Club Sports. The establishment and evaluation of the site supervisors for Rugby games using campus fields is one example of the collaborations.

Gaining Club Sports Status at William Paterson University

Student Membership and Eligibility

All undergraduate students and graduate students who pay the activities fee are members of the SGA and are eligible to join a club sport as a regular member. However, membership does not guarantee any level of playing time. Competing clubs may be required to fulfill eligibility requirements dictated by their league or association. Alumni are not eligible to participate on a Club Team but may be qualified to be a coach or to volunteer behind the scene for any Club Sports Team. Club presidents must submit complete roster lists for eligibility verification by the posted deadline in this handbook or at least one week prior to the start of the first practice. Participation by ineligible individuals or persons not listed will result in disciplinary action.

Extracurricular Participation University Policy:

All extracurricular activities shall be open to all full-time and part-time students who have paid the appropriate student activity fees, except where the organizations are members of national bodies that have more stringent requirements. Students in leadership positions are required to maintain a minimum GPA of 2.3 throughout their term in office. Students without GPAs (first semester first-year students and transfer students) will be permitted to participate, but continuance will depend upon meeting said GPA requirements after their first term here at William Paterson University. In addition, students must carry a minimum of 9 credits (undergraduate) or 6 (graduate) each semester for spring and fall.

Students who do not maintain this standard will become ineligible to continue in a leadership position (s). □ Individual organizations may require higher academic standards for their leadership positions. Members of clubs and organizations are required to maintain a minimum cumulative GPA of 2.0 or greater. Those students whose cumulative average falls below 2.0 will be placed on extracurricular probation. Students whose cumulative GPA falls below the minimum requirement of a 2.0 are strongly encouraged to seek out campus resources like the Academic Support Center or their departmental offices to develop those skills needed to raise their academic grade point average to once again actively participate in campus activities. Students whose “term” GPA falls below 2.0 or two terms consecutively are also placed on extracurricular probation. Students on extracurricular probation must not participate in extracurricular activities including, but not limited to holding leadership positions, volunteering or engaging in the development and implementation of campus activities, etc. The Office of Campus Activities, Service & Leadership will periodically monitor student progress and take any needed action to address those students on extracurricular probation.

Students must also be in good judicial standing with the University in order to remain eligible.

Recognition Process

New Club Sports

- I. Club Sports teams seeking recognition must submit the New Club Sports application and all related documents at least one week prior to a scheduled CSAB meeting. The CSAB will only consider complete applications. The Director of Campus Activities and Student Leadership or designee will advise interested groups during this phase along with the SGA Financial Manager as needed.

A New Club Sports Application must include the following:

- **Club Name:** listing the name of the club
- **E-Board Members:** The name, addresses, and telephone numbers of the organization's President, Vice President, Treasurer, and Secretary. If a new organization has not held elections, two members must take interim responsibility for that position until such time that the organization elects a President. (Residents must include both their home and campus addresses and phone numbers.)
- **Advisor and Coach:** Advisor and coaches contact information, including their home address and phone numbers. The coach should also submit a Cover Letter, Resume, and at least three references. The coach must also provide CPR verification as well as league credentials.
- **Team Members Information:** Membership participants including the addresses and telephone numbers, on-campus information when applicable, their 855 numbers, and their gender. To be recognized as an active Club Sports team, there must be at least 15 active members for the upcoming year.
- **Mission Statement:** The purpose, goals, and standards of the organization, including a team mission statement.
- **Budget Proposal:** A copy of the club's proposed budget. This should include an itemized list of anticipated field fees, travel expenses, equipment, team apparel, trainer fees, referee fees, league fees, and any other expenses that may need to be considered prior to the CSAB approval. The budget should also include the club teams anticipated player dues paid by students to help defray the costs associated with competing during the session.
- **Proposed Sample Schedule:** A copy of the club's planned activity schedule. This should include information concerning the time and duration of in-season practices, the type of facilities used or desired, and the length of the sports season. If the club team is attempting to renew their Club Status at William Paterson University, their planned activity schedule should include information from the past two sports seasons.
- **Club Constitution:** A copy of the club's constitution and by-laws, which should include detailed information on the official regulatory body and any other rules, regulations, and/or requirements that may apply to the club.
- **Equipment Listing:** A complete listing of all equipment inventory owned by the club. If equipment used during practice sessions and/or competition activities is privately owned, and then list such equipment under the heading 'privately owned'.
- **Coaches Job Description:** While a prospective team will not need to hire a coach prior to the approval process, a job description outlining the duties and responsibilities of your intended coach/instructor will be needed during the approval process. Teams should not make any hiring decisions during the club sports recognition process. Potential Coaches should provide a resume including documentation of competence and background in that particular sport and or proper certification by a national certifying agency, a cover letter and at least three references.

2. Prior to the CSAB meeting, the SGA Financial Manager will review the budget submitted and provide feedback as needed as well as contact the insurance company to determine the impact of adding a new team will have on the SGA overall budget and operations.
3. Members of the CSAB will be provided the applications and related documentation prior to the meeting to provide ample time to review and provide time to other impacted areas to examine any problems that may arise by adding the new Club Sport on campus. Example may include:
 - The availability of facilities and required equipment, as well as the impact of the proposed program upon the usage patterns of existing facilities and equipment for intercollegiate, recreational, and intramural purposes.
 - The Club's financial resources and potential earned monies to adequately fund the proposed program.
 - The degree of student participation and interest in the proposed Club Sport activity.
 - For competitive clubs - the availability of adequate competition within the region
4. When the CSAB holds their meeting with the student leaders, advisor and/or potential coach, various questions and issues may be raised with the intention to provide a formal recommendation. Student group leaders must be present to proceed with the process. If there are various items that require follow-up, the club's leadership may be required to attend additional CSAB meetings before a formal recommendation is made to the SGA.
5. Club Teams will be notified formally of the outcome of the CSAB.
6. If recommended favorably, the Club Team may need to do additional items before presenting themselves to the SGA for approval. The SGA process is a three step process involving the Judicial Review Board that reviews club constitutions and makes recommendations to the Executive Board and then the SGA Legislature. Each level requires a favorable approval in order to grant formal recognition. Please refer to the SGA Constitution's information on Charting an Organization (by-law 12, page 32-33).
7. If a Club Team does not get recommended by the CSAB, written notification will be provided and the group may file an appeal with the Associate Vice President for Campus Life, but only those who are granted an appeal will be sent to the SGA for final consideration.
8. The CSAB will render their decisions using the following guidelines to provide the best possible advice to the Club Sport as well as the SGA who will be the body to formally approve the organization.
 - Recommended** – Those groups that upon review pose no major conflicts or present any issues that warrant any concern or reservation.
 - Recommended with reservation(s)** – Those groups that upon review are recommended for support, but there appears to be issues that need to be addressed prior to or during the next approval phase with SGA. Some items may need resolution before they are passed on to SGA for consideration and any obstacles or tardiness could lengthen the process.
 - Not recommended** – Those groups that upon review are not recommended due to concerns or issues raised that may not be easily resolved.

Club Sports Reactivation or Status Changes

On occasion, there are clubs that “fall out of status” with the SGA or seek a reconsideration of club status. Most of these items are already addressed by the SGA Constitution and Financial Guidelines. Therefore, a review of those documents is in order as well as seeking the advice of the Office of Campus Activities, Service & Leadership to better understand the policies and procedures before engaging the SGA. Status changes and reactivations will require an endorsement of the Club Sports Advisory Board and follow the procedures similar to a New Club Sport, but may be changed slightly when and if recommended favorably to the SGA. All clubs may be reviewed without request to ensure they are meeting their minimum

standards laid out in the Club Sports manual as well as the SGA Constitution. Clubs that fail to meet minimum guidelines, do not meet their constitutional mission, or fail to meet membership, advisor, or coaching requirements may be recommended by the CSAB to lose Club Sports Status.

Club Sports Reactivation or Status Changes Application:

Any club that fails to meet the expectations listed throughout this document may have their club status changed or revoked by the SGA upon recommendation of the CSAB. Should such an event take place, clubs will need to submit a new application to regain Club recognition on campus. The application process is outlined in a previous section.

Club Sports Sanctions, Suspension and Deactivations:

Sanctions - A sanction is defined as a temporary loss of financial privileges imposed by the SGA Executive Vice President for a specific violation. Temporary Loss of Financial Privileges is a revocation of a club's right to request finances. If a sanction is imposed on a club after its financial request is approved no new financial request will be considered (whether through the club account or the club's operating line) until the sanction is lifted.

a. If multiple violations exist or a club has multiple events already approved, the club will be remanded to the Judicial Review Board to review all approved events. (Future requests, including all that have been previously approved may be canceled if more than one financial request was entered by the club).

b. Sanctions may occur due to the following violations:

- A club does not have at least four [4] executive board members listed on the roster
- A club does not have at least fifteen [15] members and/or their advisor listed on the roster
- A club does not have a full-time William Paterson Employee serving as an advisor
- A club has not submitted a Club/Sport Council Semester Report from the immediately preceding fall semester
- The club is not in good standing with regards to regular meeting attendance

The timeframe for each sanction shall be as follows:

- If a club has acquired one [1] absence from Club/Sport Council Meetings per semester, then the sanction will be lifted once the club or organization has attended the next scheduled Club/Sport Council Meeting immediately following the sanction. If a club or organization acquires two [2] cumulative absences per semester, they will be referred immediately for suspension.
- If a club has not submitted a roster with a minimum of fifteen [15] members and an Advisor(s) for the semester prior to the pre-determined deadline, then the club shall be sanctioned until a copy of the roster has been submitted. From the date of the sanction, a club shall have fifteen [15] business days to submit a copy of their roster before the club will be referred for suspension. iii. If a club has not submitted their Club/Sport Council Semester Report from the fall semester, then a club shall have fifteen [15] business days from the date of the sanction 34 to submit a copy of the Club/Sport Council Semester Report before the club will be referred for suspension

Suspension – A Suspension is defined as a temporary loss of club privileges. The Executive Vice President may suspend a club only on a temporary basis until the next meeting of the Judicial Review Board, where a hearing will occur for final determination. When a club has been issued a suspension, the Executive Officers and the Advisor of said club shall be notified by the Vice President of Judicial Review Board. Suspensions may occur due to the following:

- A sanction has not been resolved in the appropriate time frame
- A club has violated their respective Constitution or By-Laws, or the SGA Constitution, By-Laws or any related documents.

A simple majority vote of the Judicial Review Board would be needed to formally suspend a club, with a subsequent vote necessary to determine the disciplinary action accompanying the decision.

Suspensions may include:

- Space privileges supervised by campus activities
- Loss of funding
- Cancellation of all on-campus or off-campus events
- Cancellation of all fundraising activities

A formal suspension must include a timeline. Suspended groups will require a re-evaluation by the Judicial Review Board in order to remove the suspension(s). If the violations continue or new violations occur, the Vice President of Judicial Review Board may continue the suspension or seek deactivation.

Deactivation - A Deactivation is defined as an adverse action taken against a club or organization that: Had (a) violation(s), which led to their initial suspension. Has had a series of suspensions. The Deactivation process is as follows:

- Previously suspended group will be summoned to the Judicial Review Board in compliance with prescribed hearing procedures
- The results and recommendations of said hearing will be presented to the SGA Executive Board and Senate
- The Judicial Review Board will require a two-thirds [2/3] vote members present to deactivate a club or organization.

When a club has been deactivated, the Executive Officers and the Advisor of said club shall be notified by the Vice President of Judicial Review Board. All activities and privileges of a deactivated club are lost. Deactivated clubs may seek re-activation the following semester. The re-activation process is to be identical to the new club chartering process. Recurring de-activation problems may cause a cancellation to a charter.

Recognized Club Sport Status Changes

The Club Sports Advisory Board helps establish teams on campus and makes recommendations for additional teams to be added to the clubs sports program. At times, current recognized teams may have a need to change their division, change the nature of their team activities, or may wish to change the specific mission of their recognized chartering process. In the event a team wishes to change any of the above, a recommendation must be provided by the Club Sports Advisory Board to the SGA prior to making the change official. Should a club wish to make a change for an upcoming season, they must present, in writing, their intended change and how it would affect the team's progress. Materials should include a list of new teams they may compete against, a proposed budget and potential changes, any roster additions, and any additional resources the team would need from the university to support the change. The Advisory Board will meet to discuss the proposal and will make a recommendation to the SGA if the club can move forward with the proposed change.

Maintaining Club Sports Status:

All clubs within the SGA have minimal requirements to maintain their status. Please review the SGA Constitution (by-law 6, page: 21-24) for a detailed listing of requirements. In addition to those requirements, Club Sports will also have to adhere to the policies delineated in the Club Sports Manual as well as any others found at the University that may apply such as the Student Conduct Code. While SGA may not take any adverse actions against a Club Sports for these violations of the Student Code of Conduct, the Assistant Vice President for Campus Life or designee will address these violations. For those clubs that are sanctioned, placed on probation, or deactivated due to a variety of SGA policies, they must adhere to the SGA guidelines and follow the procedures to rectify their problems. The SGA is also required to update Campus Life on the status of each Club Sport as often as monitored.

Annual Requirements at a Glance

I. Dates and Meetings

- Prior to April 15 of each year, all Club Sports Teams need to conclude with their annual election of officers for the upcoming Fall semester. The new officers should be placed on a roster and provided to Campus Activities and Student Leadership no later than May 1st. Please include the following information: Name, addresses and telephone numbers, on-campus information when applicable, 855 numbers, and gender Information. The Office of Campus Activities will conduct a GPA check of each student listed to verify eligibility for an e-board position.
- Prior to the exam period each spring term, a meeting of the new officers will be conducted to review pertinent information, summer requirements and to schedule a summer budget meeting. These meetings must be scheduled with the club sports advisor and the outgoing e-board of each club sports team.
- Budget meetings must be held during late summer but prior to August 15 in order to notify returning players and new recruited members of the costs associated with the Club Sport. A list of potential new members as well as returning members must be provided. Please include the following information: Name, addresses and telephone numbers, on-campus information when applicable, 855 numbers, and gender Information. Updates are expected by the beginning of the Fall as well as the Spring terms.
- Club President Meetings will take place every other Monday at 4pm and must be attended by each club president or designee. Information shared at this meeting must be reported back to the team.
- Complete the online roster by the second club presidents meeting of each semester. Information regarding the online roster system will be shared at the first club presidents meeting.
- All club events and team activities should end by the “Last day of Activities” as determined each semester in consultation with the Vice president of Student Development. Please see Campus Activities for these dates. Traditionally they occur a week prior to finals. These dates will also be discussed at the Club President’s meetings.

2. Forms and Submissions

- Updated rosters need to be submitted according to SGA and Campus Activities and Student Leadership guidelines. The form must be electronically updated each term. Club Sports will need to provide one for the fall and spring as well as a summer roster that may need to be updated after tryouts, if applicable. Both participatory and non-participatory members as defined by the constitution must be listed on the roster.
- The SGA will require an annual budget submission on or about the month of March. Please check with the SGA Treasurer to verify annual submission dates. The budget must include basic operating costs, fundraising projections, coaching, facilities and other special fees depending on the Club Sport.
- The SGA requires that every club submit an end of the semester report and should include the outcome of the spring elections.
- All members of a club sport team must fill out the William Paterson University Member’s Contract and the Sports Waiver form and have them on file in the Office of Campus Activities, Service & Leadership one week prior to the first planned activity for the club. This may include participating in try-outs, practices, and games.
- Club Presidents are responsible for submitting an end of the semester report that outlines the team’s activities, accomplishments, fundraising activities, and areas of improvement. The reports will be issued at the Club Presidents meeting near the end of the semester.

3. Budget Process

- **Initial Status/Process**
Newly chartered Club Sports must follow the procedures set forth in the SGA Financial Guidelines (page 6) under “Sports Budgeted.” Basically, newly chartered Club Sports gain limited funds for the first two consecutive years that they compete as a Club Sport. After said time period, the Legislature must approve their continuance. If granted, the Club Sport may seek additional funding. When in conflict, please adhere to SGA Financial Guidelines that supersede this Manual.

4. Annual Player Requirements Section

- **Dues** - Each member of a specific Club Sport will be responsible for paying annual dues to cover the costs associated with that particular sport. Each club pays a different fee based on both the costs of their particular sport and the budget available to that group via the SGA. Dues will be established by each team prior to the start of their season. All dues are

subject to review by the CSAB, SGA, the SGA financial manager, or the Campus Activities and Student Leadership representative (Director or designee). Dues are non-refundable. Exceptions to this policy may only be made by the SGA financial Advisor.

- **Fees** - Additional funds may be required for a Club Sport when the dues fail to cover the basic costs of running and supporting a team's activities. This may include any additional games added during the season schedule or playoffs, equipment replacement, unexpected travel costs, or any other additional costs that were not originally considered when the budget was submitted and approved. Try-out fees may also apply. All fees are non-refundable. Exceptions to this policy may only be made by the SGA financial Advisor.
- **Testing / Physicals** - All members of a club team must complete a physical examination and must be on file with the University's Health Services prior to being considered for membership on a club team. Additionally, concussion / impact testing and retesting may be required by sport (currently Cheerleading, Ice Hockey, Equestrian, and Rugby need to have impact testing). Clearance must be obtained prior to all try-outs, practices and games, and to return to play / practice after an injury.

After a player completes an impact test they will have a full neurology exam on file. The test will help to promote the decrease in long term effects of a head injury. After a head injury occurs, the player will be tested again until they can reproduce the results of the original impact test. The university will often have players on cognitive rest post-concussion for a few days; this includes not going to class and doing school work. The university will then will re-evaluate the player in a few days.

If the exam is normal, the player will be given specific exercising instructions such as some cardio work or strength training. They would return to Health Services for another evaluation. It usually will take a minimum of 7 days and most often longer after a concussion for the brain swelling to decrease. By keeping the player out of regular training during this time will reduce the chances of second impact syndrome which can be life threatening. Second Impact syndrome is when the patient already has a concussion and sustains a second injury. The brain just can't handle that kind of trauma. Also, more concussions an individual has had, the longer it takes to recover.

- **GPA** - All students must have above a cumulative GPA of 2.0 to be a participant on a club sports team and an officer must maintain a minimum of a 2.3. GPA checks will be conducted at the beginning of each semester and will be reported to the club leadership. Participants must also ensure that they don't receive 2 consecutive semester GPA's under a 2.0. Failure to maintain the minimum GPA standards will result in immediate separation from the team. GPA checks must be completed and reported to the club leadership one week prior to the first planned activity for the club. This may include participating in try-outs, practices, and games. (please see Student Membership and Eligibility section for more information)
- **Contracts and Waiver Forms** - All members of a club sport team must fill out the William Paterson University Member's Contract and the Sports Waiver Form and have them on file in the Office of Campus Activities, Service & Leadership prior to participating in try-outs, practices, and/or games.
- **Tryouts**- several teams hold tryouts to determine who can compete on the team. Otherwise eligible students can serve as non-participant members, but only those who are selected through a fair and equitable screening process designed and approved by the coach(es) will enter into approved competitions. The final decision of team members rests with the coaching staff alone. Any try out fees need to be paid to the SGA Financial Advisor by each player, prior to them trying out for the team. Try-out fees are not refundable.
- **Rosters** – Each semester a new roster or an updated roster must be submitted to Campus Activities and Student Leadership with at least 15 eligible team members listed. Clubs without the minimum participants will not be able to access their budgets until at least 15 players are listed on the roster. This, along with any additional forms required by the league, will be used to certify eligible members. CASL will ensure that all University and/or league requirements are met as needed and will address any discrepancies as soon as possible. Students not meeting eligibility requirements will be notified immediately. For further clarification about the University guidelines, please see the "Student Membership and Eligibility" section of this handbook.

Roster Guidelines for Participating Team Members - Each Club must have at least 15 members for the upcoming year in order to be considered a functioning Club. Exception – if a competitive club engages in a team sport that requires more than 15 players to participate at a given time, then that number shall be considered that club's sports membership requirement.

- All members listed on the team roster must meet the minimum GPA and participation requirements
- All members of a club sport team must complete a physical examination and must be on file with the University's Health Services prior to being considered for membership on a club team. Additionally, concussion testing and retesting may be required by various sports teams. Clearance must be obtained prior to all try-outs, practices and games, and to return to play / practice after an injury.
- All members of a club sports team must be in good judicial standing with the University
- All members of a club sports team must meet the guidelines set forth in their individual club sports constitution
- All members must pay the required dues and a try-out fee designated by the sport they plan on participating and should successfully complete an equitable try-out in order to secure a roster spot on the team.
- All members of a club sport team must fill out the William Paterson University Member's Contract and the Sports Waiver form and have them on file in the Office of Campus Activities, Service & Leadership.

Roster Guidelines for NON- Participating Team Members - Each Club may choose to have members on the team that serve in a supporting role for the team. This can include team managers, students who are not selected for participatory membership, or a student that wishes to support the team in a non-participatory fashion.

- All **NON- Participating Team Members** of a team roster must meet the minimum GPA requirements
- All **NON- Participating Team Members** of a club team cannot practice or participate in any physical activity with the team unless they meet all participatory member guidelines.
- All **NON- Participating Team Members** of a club team must be in good judicial standing with the University
- All **NON- Participating Team Members** of a club team must meet the guidelines set forth in their individual club sports constitution
- All **NON- Participating Team Members** may be expected pay the entire or a portion of the dues required to be a member of the team. Each team will establish a fair and equitable fee for non-participating members that will cover the costs of insurance, team travel, and any equipment they may need/use.
- All **NON- Participating Team Members** of a club sport team must fill out the William Paterson University Member's Contract and the Sports Waiver form and have them on file in the Office of Campus Activities, Service & Leadership.

- **Field Reservation Process and Timeline:**

The Office of Campus Activities, Service & Leadership requires all team activities to be processed and approved through the 25 Live Room Reservation System, overseen by the Events Scheduling Office. This includes but is not limited to tryouts, practice, and on-campus games. All team activities must be entered as early as possible in order to allow for the approval process to take place. All events must have final approval at least two weeks out from the date of the event. In some cases, teams may have to wait till after the universities add / drop date in order to get a room contract for a team activity. A coach must be present at all team practices, tryouts and games. When securing a location for team activities, please be sure to be clear on the facilities and equipment you will need and make sure you answer all inquiries from Event Scheduling, Athletics, or Campus Activities in order to secure the contract for the event. For on campus games, teams will be required to secure a site supervisor, university police to cover the game, a trainer with appropriate credentials, and possibly may be charged for overtime needed for facilities and custodial services. Teams must have the room contract on them in order to prove they belong at the location they are using.

Wightman Gym Rules:

Any group wishing to practice or use Wightman gym must have on their possession the room confirmation e-mail to show University Police so that they know your group are permitted to use the space appropriately. They also want the person who

booked the room to have ID on them as it is important that the person booking the space is the one responsible for the cleaning up and any damages that may occur.

- **Practice and Game / Match Schedules**

Each team must submit a practice and game/match schedule to the club sports advisor prior to the beginning of each season or by the second club president's meeting. This schedule must include each date an event will be held, the times of said organized event, and the location in which the event will take place. On campus practices must have a room confirmation form provided through the university events planning office in order to secure each practice time and location. Field reservations must meet the timelines set forth by the Events office. They usually ask for reservations to be submitted at least a week prior to an event. Teams that do not secure a room confirmation through the Events office may have their field or room space cancelled and may face sanctions for holding an unauthorized team function.

- **Annual Process**

Sports-Budgeted organizations of the SGA may be eligible to receive funds to support their activities. All Club Sports should follow the required timelines set forth annually by the SGA Treasurer and consult with the SGA Financial Manager as needed. Specific guidelines as to what can be requested are contained in the SGA Financial Guidelines (page 11-12). The process can begin as early as February, but must be concluded no later than April in order to meet SGA requirements. Sample budgets and guidance can be provided to the Club Sport student leadership as needed. Most submissions will require an open budget hearing where club leaders are expected to present their budget and be available for any questions posed by the SGA Budget Committee. Deadlines and minimum expectations are strictly enforced.

Failure to meet any of the above requirements could result in loss of games, termination of the season, or other university actions.

Club Management

Club Leaders play a significant role within a Club Sport. The day-to-day operations of the club are managed by club leaders. Often, they select traditional titles like president, vice president, treasurer and secretary, but several may have unique titles or other leadership roles like manager, co-presidents, information director, etc. These titles and roles are reviewed by the SGA Court of Judicial Review upon chartering or when changes are made to ensure that roles support SGA expectations as well as meet club needs. Said leaders will:

- Hold meetings,
- Submit paperwork regularly,
- Club leaders select an advisor and assist in the hiring of coach (es). Club leaders should seek their advice as needed and address any major concerns with Campus Activities and Student Leadership when needed,
- As a student organization, communication is vital to the success between the Club officers and members as well as the Club Sports Coordinator. **Communication also involves checking and efficiently replying to weekly:** Phone calls, E-mail inquiries and Club Mailbox
- Read and understand the contents of the Club Sports Manual, league rules, and any other publications used by your club sport. In addition, inform club members of policies, procedures, expectations, Code of Conduct, emergency procedures, and other regulations that must be followed. The university recognizes the management role of club leaders and will call upon them to represent their club when any issue arises and requires attention.
- Attend all required Club Sports meetings and trainings, including the club presidents meeting and the spring semester training session.
- Submit all required forms and reports on time.
- Ensure all club members have completed all required paperwork and health check-ups required for eligibility.

- Remain in good standing with local, regional, or national governing associations.
- Ensure all club financial accounts and obligations are met.
- Submit a budget request for the club by the date set by the SGA.
- Arrange facility reservations for all club functions through the appropriate room reservation process.
- Ensure facilities are inspected prior to play and respected by leaving them in better condition than when you arrived. If using facilities that require outdoor lighting, please contact the appropriate University Office to close the facilities appropriately. Team leaders must stay on the field until the field shut down.
- Ensure equipment and supplies are returned in good condition minus wear and tear.
- Notify the Office of Campus Activities, Service & Leadership of all changes or updates to event schedule, practices, games, fundraising events, purchases, promotional materials, or any other club related activities.

Advisors play an important role to support all clubs and organizations on campus as they are often an extension of the administration that can provide advice and support for the operation of the club. Following campus policies, advisors must be full time faculty or staff of William Paterson University. They support in a variety of ways including:

Maintenance Functions

- Providing continuity with the history and tradition of past years
- Heading off situations that might rise to poor public relations for the organization or the University
- Providing advice when called upon
- Preventing the group from breaking University rules
- Arbitrating intra-group disputes

Group Growth Functions

- Teaching the techniques and responsibilities of being a good leader and follower
- Coaching the officers in the principles of good organizational and administrative practice
- Developing self-discipline and responsibility among group members
- Teaching the elements of effective group operation
- Developing procedures and plans for actions
- Keeping the group focused on its goals
- Stimulating or even initiating activities and programs

Program Content Functions

- Providing opportunities for the practice of classroom-acquired skills
- Helping the group to apply principles and concepts learned in the classroom
- Pointing out new perspectives and directions to the group
- Supplying expert knowledge and insights of experience

Besides the basic administrative duties such as approving all requisitions and approving of events, they often support the leaders with management advice and organizational issues. No organization may function without an advisor. If any group is having difficulty with their advisor or may need to find a new advisor, contact Campus Activities and Student Leadership as soon as possible.

- All advisors must sign up as a member of the club sports team on the on-line roster system. The president will then accept the advisor as a member and assign advisor status.
- All advisors will be invited to attend training conducted by the Office of Campus Activities, Service & Leadership.
- Advisors hold their positions for one year and may not be guaranteed an advisor role at the conclusion of an academic year. All advisors must speak to their club team representatives in order to be considered for additional advisor responsibilities.

Coaches play a unique role within a Club Sport as they serve as facilitator, educator, mentor and at times, disciplinarian. While they do not manage the day-to-day affairs of the club, they are an integral part of the team as they select and prepare the players for competition and ensure the proper safety and supervision is provided at practice and at competitions. Coaches

are expected to meet any league specific requirements as well as any Club Sports requirements set forth within this Manual. Their experience with the sport, additional credentials, and letters of recommendation will be reviewed by the Director of Campus Activities and Student Leadership prior to hiring. Annual reviews will also take place to ensure that all required certifications remain enforced and to address any other pertinent matters. The hiring and removal of coach(es) remains under the authority of the administration of Campus Life with the involvement of the Club Sport student leadership as needed. Any concerns that arise among the club leaders about the coaching staff should be addressed directly with them at first, then with the Director of Campus Activities and Student Leadership. No club sport will be permitted to function (practice, play, or compete) without a coach present during said activities. Teams may have multiple coaches if they choose. All coaches must be on contract with the University (even if they are not receiving a salary) and must adhere to Human Resources and University Policies both on and off campus. If any group is having concerns or may need to hire a new coach, seek the advice of your advisor as well as the Director of Campus Activities and Student Leadership as soon as possible. The final decision for hiring new or additional coaches rests under the Campus Activities and Student Leadership representative (Director or designee).

Eligibility of a Coach

- Coaching staff may not be currently enrolled as a student at William Paterson University
- Coaching and/or playing experience in club's respective sport.
- Meeting with the Director of Campus Activities and Student Leadership or designee prior to official confirmation of coaching duties.
- Coach/Instructor must carry his/her own travel and health insurance.
- Coaches must allow the students to take on the administrative requirements and decision making of the Club.
- CPR Certification

Basic duties and expectations are as follows:

In accepting this assignment as a member of William Paterson University Auxiliary Organization, Inc, doing business as the William Paterson University of New Jersey Student Government Association (SGA), I accept the responsibility to abide by the rules and regulations of the SGA and the University. I have proper certification by a national certifying agency or written documentation of competence and background in my area of expertise and I will submit copies of these with this contract. I understand my roles and responsibilities include, but are not limited to, the following:

1. The Instructor/Coach should restrict his/her contributions to instruction and coaching. The Instructor/Coach should seek to develop and improve the skills of club members.
2. The Instructor/Coach shall not solicit money from any source, or purchase, rent, or commit anything in the name of William Paterson University or the SGA without approval from the SGA Financial Manager and the Office of Campus Activities, Service & Leadership.
3. The Instructor/Coach is required to maintain current First Aid and CPR certification and will provide proof to the Office of Campus Activities, Service & Leadership annually.
4. The Instructor/Coach will receive clearance lists upon request (with 72 hours' notice) from the Club Sports Coordinator indicating those who are eligible to participate. The coach and must only allow players who completed their Health and Wellness requirements and completed the required paperwork before they can tryout, practice or compete in games. Coaches must have this list on them at all tryout, practice and game activities.
5. The Instructor/Coach should develop and employ safety practices for all participants to include the inspection of sports gear (if applicable) and the reporting of any hazardous facility conditions.
6. The Instructor/Coach will attend all competitions and practices.
7. The Instructor/Coach should become familiar with University resource manuals, such as, the William Paterson University Student Handbook, the William Paterson University Club Sports Manual, and the SGA constitution.
8. The Instructor/Coach is required to attend monthly and/or end of semester meetings with specific University personnel.
9. The Instructor/Coach is responsible and accountable to the SGA office for clubs and organizations, as well as the club sport that the coach works with. The Instructor/Coach is required to conform to and abide by any applicable rules and regulations of William Paterson University, and any conference, league, or association to which the club may belong.
10. The Instructor/Coach is responsible to uphold University academic requirements as detailed in the Student Handbook and when notified, comply with restricting play/participation of any player not meeting the academic requirements.

11. The Instructor/Coach will seek counsel with University officials regarding any situation that may have an adverse impact on the students or University as a whole as soon as possible.
12. The Instructor/Coach must report all incidents, injuries, and disciplinary action to University personnel within 24 hours of the incident.
13. The Instructor/Coach must remain in contact with the Club Sports Advisor and be available via cell phone or e-mail and respond to inquiries within a reasonable time frame.

Discipline of players can become a part of the coaches' responsibilities to maintain order and proper conduct. Minor infractions of team rules, league rules or prescribed team expectations will be addressed by the coaches directly. Persistent problems, violations of the University Conduct Code and/or other egregious league violations will have two levels of discipline. Coach or League will address the immediate issue and contact the Director of Campus Activities and Student Leadership within 24 hours of the violation(s). An evaluation and consultation with the Assistant Vice President for Student Affairs will be made and subsequent campus hearings called as needed. Please see the Conduct and Discipline section for more information.

Club Manager / General Manager Position:

Each Club Sport team may choose to hire a General Manager that will primarily be responsible for team management and will focus on the business aspects of the team. The General Manager is required to sign a General Manager contract to be covered by SGA insurance. However, they are not required to have CPR or First Aid certification as they are not permitted to engage in any team instruction. The General Manager cannot take the place of a coach for practices and/ or games.

Managers may be current students, but they will be required to complete the non-participatory member contracts in order to be covered by the SGA insurance. Any person who is not a student will need to complete the General Manager contract. See below for example:

In accepting this assignment as a member of William Paterson University Auxiliary Organization, Inc, doing business as the William Paterson University of New Jersey Student Government Association (SGA), I accept the responsibility to abide by the rules and regulations of the SGA and the University. I understand my roles and responsibilities include, but are not limited to, the following:

1. The General Manager will support team functions as needed and will be responsible for securing job responsibilities from the team they support at the beginning of each semester.
2. The General Manager shall not solicit money from any source, or purchase, rent, or commit anything in the name of William Paterson University or the SGA without approval from the SGA Financial Manager and the Office of Campus Activities, Service & Leadership.
3. The General Manager will receive clearance lists upon request (with 72 hours' notice) from the Club Sports Coordinator indicating those who are eligible to participate. The GM must work with the coach to only allow players who completed their Health and Wellness requirements and completed the required paperwork before they can tryout, practice or compete in games. GM's must have this list on them at all tryout, practice and game activities.
4. The General Manager will attend all competitions and practices as needed.
5. The General Manager should become familiar with University resource manuals, such as, the William Paterson University Student Handbook, the William Paterson University Club Sports Manual, and the SGA constitution.
6. The General Manager is responsible and accountable to the SGA office for clubs and organizations, as well as the club sport that the GM works with. The General Manager is required to conform to and abide by any applicable rules and regulations of William Paterson University, and any conference, league, or association to which the club may belong.
7. The General Manager will seek counsel with University officials regarding any situation that may have an adverse impact on the students or University as a whole as soon as possible.

Coaches Payment Process:

At the end of each semester, the team's leadership and the coach must decide if the coaching staff will be paid by semester or at the end of the team's season. It is up to the team's leadership to process a payment request through Pioneer Life in order to pay the coaching staff. The salary must be set at the beginning of the season and unless an issue arises, must be paid in full

by the end of the season. Coaching payments may not be disbursed on a weekly, bi-weekly, or monthly payment schedule, only at the end of a semester or at the end of the season. The clubs leadership must meet with a CASL representative to move the financial stage once the advisor has processed their part. All checks must be made out to the coach and sent to the address they provide.

Coaching Staff Review and Renewal Procedures

Club Sport Coaching staff are employed by the Student Government Association and are not current employees of the university. As such, Club Sport Teams will need to follow a separate hiring, evaluating, and termination process than that of the university. The Office of Campus Activities believes this process will work to improve the quality and positive impact club sports coaching staff has on a team. It is our belief that coaches deserve a fair evaluation process and adequate notice to improve any areas of weakness in their coaching. Below is a step by step procedure for a team's to follow when evaluating a coach under contract:

Coaching contracts are in place for one academic year and are usually set to start on June 1st and end on May 31st of the following year. Student leaders are responsible for recruiting and referring a coach for consideration, following the hiring guidelines listed in the Club Sports Manual.

Declaration of Contract Renewal with the Coaching Staff:

Club leaders should hold a meeting with their members at least 30 days prior to the end of the contract to determine if a coaching staff member should be rehired for the following year. A formal letter outlining the team's decision, along with minutes highlighting the team's official vote, should be presented to the Club Sports Advisor indicating the team's intentions to renew a contract or not. New Coaching Contracts will be available at the end of the spring semester after the team has received their official budget from the SGA and the team's new leadership meets with the Club Sports Advisor during the end of the year review meeting. Teams will also be required to complete a survey at the end of each season outlining the coach's strengths and areas for improvement. The survey will be distributed by the Club Sports Advisor.

Club Sports Coaching Evaluation Questions

Team Name: _____ Date: _____

1. On a scale of 1-10 (with 10 being the best and 1 needing improvement), how would you rate the overall effectiveness of your coaching staff?
1 2 3 4 5 6 7 8 9 10
2. How would you rate the overall knowledge of your coaching staff as it relates to your particular sport?
1 2 3 4 5 6 7 8 9 10
3. How would you rate the overall level of commitment to improving your team's skills?
1 2 3 4 5 6 7 8 9 10
4. How would you rate your coach's ability to organize team practices and maximize team participation?
1 2 3 4 5 6 7 8 9 10
5. How would you rate your coach's ability to correct team errors?
1 2 3 4 5 6 7 8 9 10
6. How would you rate your coach's ability to provide clear instructions and feedback?
1 2 3 4 5 6 7 8 9 10
7. How would you rate your coach's ability to create a safe environment?
1 2 3 4 5 6 7 8 9 10
8. How would you rate your coach's ability to control his/her emotions and use appropriate language?
1 2 3 4 5 6 7 8 9 10

9. How would you rate your coach's ability to create a fun environment?

1 2 3 4 5 6 7 8 9 10

Please use the space below to provide any feedback that may be used to help improve a particular coach or to elaborate on any of the above questions.

Our team intends to rehire the following coaching staff members:

Our team intends to part ways with the following coaching staff members for the upcoming season:

Removal Process and Coaching Staff Non-Rehire Process:

If an issue arises that would warrant the suspension and/or termination of a coach currently under contract, the club sports team leadership must follow the steps listed below:

- I. The team's student leaders must meet with the Club Sports Advisor to discuss the situation and determine the severity of any infractions or misconduct.
 - a. The team's leadership will hold a meeting with the team to determine the issues. A formal letter outlining the issues will be presented to the Club Sports Advisor along with official minutes from the team meeting.
 - b. The team leadership will meet with the coaching staff member (with the help of the Club Sports Advisor) to inform them of their concerns. The team's leadership will present their concerns in writing and develop an action plan for improving the coach's weakness or areas for improvement. All action plans must be approved by the Club Sports Advisor.
 - c. In the event that the coaching staff member fails to meet the action plan put in place, the clubs leadership should have a follow-up meeting with the Club Sports Advisor to determine the appropriate next step. If necessary, the team will meet again to vote to officially terminate a coach's contract. A formal letter of termination along with a record of the team's decision in their documented minutes must be presented to the Club Sports Advisor.
 - d. The Club Sports Advisor will meet with the coaching staff member to present them with the termination letter. The Club Sports Advisor along with the SGA Financial Officer will determine if any payment for services rendered is owed. The team may still be responsible for full payment.
 - e. The team will need to have coaching staff in place in order to resume their regularly scheduled activities. Leaders must follow the hiring process outlined in the Club Sports Manual.

In some situations, the Club Sports Advisor will intervene and will meet with the coaching staff member. The meeting will involve information gathering and a formal determination of the next appropriate step. In some cases, that could mean immediate suspension or termination from their coaching responsibilities.

Definition of Terms:

Suspension – is a temporary loss of coaching responsibilities. The duration of any suspension will be determined after the above process has been completed

Termination – is an immediate separation from the position. Any coach that has been terminated may forfeit their remaining salary.

Team Travel and Off-Campus Activities

Approval

Trips may be organized by William Paterson University recognized Club Sports teams. Funded groups must complete the necessary paperwork required by the funding organization for approval. All trip approvals must be entered into Colligate Link and go through the appropriate approval stages prior to receiving conformation. **Groups that receive funding from SGA should meet with their advisor and a staff member from the Campus Activities and Student Leadership Office to review the details of the planned excursion prior to applying for funding.** It is a good idea for each club sports team to book their entire season of travel at the beginning of each semester. While there may be unforeseen travel needs (playoffs for example), the majority of a team's travel should be set weeks ahead of the planned event.

Overnight Travel

On overnight trips, all rooms will be assigned by gender. When clubs stay off-campus overnight, they are expected to make their own lodging arrangements. These arrangements should be part of the colligate link approval process and should be booked weeks in advance of the planned event.

Trip Advisor / Coach

A trip advisor should be present on all bus trips. A trip advisor shall be an employee of William Paterson University who shall act as an agent of the University to support the events of the trip and follow the Policies and Procedures Governing Extra-Curricular Travel. Any exceptions must be approved by the Director of Campus Activities and Student Leadership. No commission or other forms of benefit are to be received by any University employee, representative or any family member of any University employee. It is suggested that the trip advisor may have their costs built into the cost of the trip. It is suggested that for trips there should be one advisor per 48 people.

Denial of Participation in a Trip

The University may deny participation, cancel reservations or otherwise terminate participation in University sponsored trips when a participant violates University policies and regulations, and/or local, State, Federal or international law, or any written condition of the trip. The University reserves the right to remove any person from the trip for due cause without a refund, as determined by the designated University agent. All University regulations shall be in effect during the trip.

Travel on Bus

All Club Sports must secure a bus when traveling to and from Club Sport affiliated events. Additionally, all participants are encouraged to travel to and from the destination on authorized university transportation. Any special arrangements must be approved by the Office of Campus Activities, Service & Leadership.

Forfeiture of Tickets

If a participant does not show up at the scheduled departure time, that person forfeits their right to participate in the trip, and any refund. No substitutions of participants may be made without prior approval from the Office of Campus Activities, Service & Leadership

International Travel

All of country travel must be approved by the Assistant Vice President of Campus Life prior to any planning.

Club Members

Types of Members- every organization must define their membership and explain how one can change roles depending on requirements and expectations.

- a. **General Members** tend to be those who come to meetings regularly and participate in the activities of the clubs.
- b. **Voting Members** tend to be those who have attended more regularly and meet minimum expectations to have voting privileges granted within the organization. Please review the Club Sport constitution for specific details.
- c. **Team Members** tend to be those club members who tryout and secure a position within the team(s). Some Club Sports may have various teams and students may be called upon to play at different times during the season. Team members must adhere to all the same expectations voting members must do to maintain their status within the club.

Conduct and Discipline Information

Conduct of Members/Players/Teams – As a student of William Paterson University, club sports members assume an obligation to conduct themselves and their organizations in a manner compatible with the University's function as an educational institution. Individuals must act in a way that does not detract from the reputation of the University both on and off the field of play. When involved in off-campus events or when traveling, club sports should reflect positively upon the University. Any reports of activities that reflect negatively upon the University may result in disciplinary action. Misuse of equipment and facilities, including using space not reserved and leaving debris or equipment in/on the facility will jeopardize the club's continued status as a recognized club sport Program. In addition, inappropriate conduct and actions while participating in any club sports-related activity will affect the club's continued status as a club sports Program.

- a. **University** – All students enrolled in William Paterson University must follow the code of conduct as discussed in the student Handbook, which can be accessed on the University's website at http://www.wpunj.edu/enrolled/pdf/StudentHandbook09_10.pdf
- b. **Club Sport Teams** – All members of each team must adhere to all team policies that have been laid out for them.
- c. **League or Conference Rules** – All teams must follow the rules given to them by their particular League or Conference in addition to any University or Team policies/rules. If any rules are in conflict with university policy, the team leadership must discuss the issue with the Campus Activities and Student Leadership representative (Director or designee).

Discipline Process – Violation of, or non-compliance with, University policies, campus regulations, procedures, or standards of conduct may result in revocation of a club's participation. Infractions include, but are not limited to: 1) Failure to have Representatives at Officer Meetings/workshops held by CASL; 2) Failure to have Representatives at bi-weekly Club President's meetings held by the Student Government Association; 3) Failure to submit required forms on time, including online rosters, financial requests, accident/injury reports, and any other form that CSAB, CASL or SGA may require; and 4) Utilization of University facilities without prior authorization; 5) Displaying conduct that is incompatible with the University's function as an educational institution and the purpose of the Club Sports Program (i.e. unsportsmanlike conduct toward officials or opponents, or disruptive behavior on trips); 6) Misusing club funds; 7) Allowing ineligible individuals to participate in club activities; 8) Allowing a participant to play without signing the waiver form; 9) Non-compliance with safety rules; 10) Any action that results in a security report being filed; 11) Breaking the University's Alcohol Policy; 12) Violation of the University's Hazing policy.

Possible sanctions include but are not limited to probation for a designated period of time or until the club corrects the situation, extended probation, loss of funding or freezing of funds, loss of facility reservations, individual players or club leaders may be suspended for a period of time or indefinitely pending a hearing, loss of club status in the William Paterson University Club Sports Program, and/or any other appropriate discipline measure.

The Club Sports Program staff will notify the club President in letterform stating:

- The reason for the probation
- The length of the probation period
- If the use of funds/facilities are frozen
- The possible consequences the club will face if additional infractions occur
- The appeal process

For all possible infractions:

- A meeting with the Club President and the Club Sports Program staff is scheduled.
- Input from appropriate administrators and staff members is solicited when appropriate.
- The Club sports Program staff determines the disciplinary action to be taken.
- The club is notified in writing of the decision and is reminded of their right to appeal.

Officer Workshops/meetings – Officers may be called to workshops and/or meetings throughout the semester by the CASL, CSAB, or SGA. If for some reason an officer is unavailable and it is acceptable to send a replacement, please do so that your organization has the proper representation. In order to verify that a replacement is acceptable, please contact the Director of Campus Activities and Student Leadership or designee.

William Paterson University’s Statement on Hazing – William Paterson University recognizes that student clubs, teams, chapters and organizations are an integral part of college life. They provide practical ways to gain professional experience and leadership skills, further enhancing the university experience based on academics and social activities. This relationship carries with it certain rights of the University to protect and preserve an appropriate environment in which students may participate. Thus, all students are expected to conduct themselves as responsible members of the university community and to respect their fellow citizens. Any departure from these standards, as defined in the student handbook and state regulations, may subject any individual(s) or groups to disciplinary action.

- a. Definition of Hazing - “Hazing” refers to any activity expected of someone joining a group (or to maintain full status in a group) that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate.
- b. NJ Hazing Laws – a.) A person is guilty of hazing, a disorderly person’s offense, if, in connection with initiation of applicants to or members of a student or fraternal organization, he knowingly or recklessly organizes, promotes, facilitates or engages in any conduct, other than competitive athletic events, which places or may place another person in danger of bodily injury. b.) A person is guilty of aggravated hazing; a crime of the fourth degree, if he commits an act prohibited in subsection a. which results in seriously bodily injury to another person.

Financial Procedures

Requesting Funds

All funding requests must be approved by club president/treasurer, club adviser, Campus Activities representative, SGA Treasurer and SGA Financial Manager.

- a. All financial requests must adhere to the following time requirements. If the activity is under \$500 in cost, funding must be passed at least two weeks prior to the actual activity. If the activity is under \$5,000 in cost, funding must be passed at least three weeks prior to the actual activity. If the activity is over \$5,000 in cost, funding must be passed at least five weeks prior to the actual activity.
- b. Upon approval by the organization, the club’s treasurer (or president) shall submit the financial request via the SGA online financial request system. The request is then approved by club advisor and Campus Activities advisor. After Campus Activities approval, requests are sent to the SGA Treasurer and Financial Manager for review. No financial request will be processed without all required backup documentation information (quotes, invoices, etc).
- c. Upon approval of the financial request, the SGA Financial Manager will issue a purchase order, which authorizes a purchase transaction. No purchase is authorized by the SGA without a purchase order from the SGA Financial Manager.
- d. Minutes should be maintained and a copy reflecting approval of all financial decisions shall be forwarded upon request to the SGA.

Budget Process

Sports budgeted organizations in good standing are eligible to receive an annual budget from the SGA. The following outlines the annual budget process:

- a. During spring semester, sports budgeted organizations shall submit a line item budget for the upcoming year to the SGA Budget Committee for review. Line item budgets must be submitted by the deadline set by the SGA Treasurer. By the end of spring semester, the organization will be allocated a budget amount for the upcoming year by the SGA.
- b. During late summer, prior to August 15, a follow-up financial review meeting will take place with club officers, Campus Activities staff, SGA Financial Manager and SGA Treasurer. The organization will submit a revised budget based on the allocated SGA funds, projected income and expenditures.

- c. Budget updates will be submitted to club officers during the year by the SGA Financial Manager and SGA Treasurer.

Member Dues -Due to the high costs associated with sports budgeted organizations, club members will be required to pay member dues. Dues amounts must be discussed and agreed upon with the SGA Financial Advisor prior to the start of the sports season year. A letter will be generated by the club President and the SGA Financial Advisor outlining the payment schedule and the due date for member dues. This letter must be generated no later than August 15th. Member dues must be paid by each club member by the deadline set forth by team officers and the SGA Financial. Failure to pay member dues by the deadline set will result in immediate removal from all team activities (practices, competition, etc.) until full payment has been made. Please note all member dues are non-refundable.

Transportation – Transportation needs to be provided to all away games by the team. Please read the section entitled Team Travel and Off-campus Activities in this manual.

Fundraising – All club sports may fundraise like any other SGA funded club and organization as long as they fill out the proper paper work. All fundraisers must be registered/approved by the Office of Campus Activities in a manner that meets the SGA financial guidelines and that adheres to the fundraising policy.

Sponsorship and Outside Donations:

At times, teams will attempt to approach local business and other cooperation for sponsorship opportunities. All business must be cleared through University Relations prior to moving forward with this kind of fundraiser. All companies must be added to a list, including addresses, and will be provided to the coordinator of the club sports program who will then work with University Relations to approve the list.

All team fundraising must be conducted by current students only. No buster groups, family members, or outside agencies may hold fundraising events. Activities in the name of the University to support a club sports team. The team's leadership must conduct all fundraising activities.

Teams who are offered a sponsorship for their perspective sports must have their agreements reviewed and signed by an SGA representative or designee. In general, the following rules apply:

- The agreement between the team and business/organization financially benefits the students (i.e. lowers dues or costs of equipment)
- The business or organization who will be sponsoring the team & putting a logo on the jerseys must not sell or be associated with things such as alcohol, cigarettes, tattoos, etc.
- Logos and patches are encouraged to only be placed on the arms/sleeves or pants of a team uniform. They may not at any time cover the William Paterson University logo. Should a logo be placed on the front of a team jersey, it may not be larger than the Universities logo or image.

Contracts and Other Agreements – No contract or agreement may be signed by any club member, coach or team representative. All contracts and agreements should be forwarded to the Director of Campus Activities for review.

Risk Management Issues and Insurance

- I. **Incident Reports and Documentation of Injury** – All injuries that take place during any part of a team function or event must be documented on the William Paterson Injury report form. Forms may be located in the office of Campus Activities or upon request with the club sports advisor. It is the coach's responsibility to have copies available for all team practices, games, and team functions. Coaches are also responsible for informing both Campus Activities and the Health and Wellness Center when an injury occurs. Below is a step by step procedure coaches must follow when completing an incident report.
- All incident reports must be documented by the coach at the time of injury.
 - Incident Reports must be faxed to Campus Activities within 24 hours of the injury.

- The coach must also inform the injured player that they must set up a meeting with Health and Wellness in order to be cleared to resume team activities.
 - A representative from the office of campus activities will fax the incident report to the Office of Health and Wellness. A member from Health and Wellness will follow-up with the student. The student must see Health and Wellness in order to be cleared to participate in any future team activities.
 - Once the student meets with Health and Wellness, a member of the staff will update Campus Activities and the team coach of the player's status and ability to resume participating in team events.
 - If the injured student wishes a copy of the incident report for insurance purposes, they must see the SGA financial officer to review the claims process. The office of campus activities will provide a copy of the incident report after the student meets with the SGA Financial Officer.
2. **Trainers, EMT personnel** – All teams must follow any league rules as far as what kind of medical personnel they required to have at home matches/games/meets/tournaments. All trainers must have the following certifications:
 - BOC certification
 - NJ license
 - CPR and First Aid Training
 - Finally, they must have their own insurance.
 3. **Liability and Catastrophic Insurance** is carried by the SGA. All coverage policies must be followed. Please see SGA financial Advisor for further details.
 4. **Medical Exams (Annual Physicals)** – Every member must have a physical by the William Paterson University Health Services Staff no more than 6 months prior to the start of the season. Physicals are good for one year. No player may even tryout, let alone practice or play in a game/match/tournament/show until a physical has been completed. Impact testing may also be required depending on the club sport team.
 5. **First aid/CPR Requirements** – All coaches must be trained in First aid/CPR in order to be hired. It must be documented and registered with the Office of Campus Activities, Service & Leadership. If there are any updated certificates, a copy must be given the office by the start of the team's season.
 6. **First Aid Kits, Reporting injuries** – William Paterson University does not provide First Aid kits to any club sports team, but each team may purchase one out of their club account. All injury reports **MUST** be filled out within 24 hours of the incident. All injuries, whether they are minor or severe, happen at a game or a practice must be reported to the Director of Campus Activities within 24 hours of the incident.
 7. **Waivers** – All members must sign a sports waiver and member contract at the beginning of each school year.

General Policies and Procedures

1. **Office Space/Allocation** – All club sports must go through the same office space allocation process as do all SGA clubs.
2. **Storage Needs** – There is limited storage space for smaller scale items in the Club Sports Office. Teams must ask permission prior to using this space to store items. Team equipment is not permitted to be stored in the Club Sports Office and must remain in the training facilities used during the year.
3. **Securing Campus Space** – Campus Space is secured by using the online room reservation form. This form can be located by going to the WPUNJ website, and then clicking on the Hospitality page.
4. **Campus Police** – Campus police are only required to be at the Home games for the teams that use William Paterson Facilities for their games. Local police should be at home games which are off campus as well, but this should be arranged with the facility in which the home games/matches/meets/tournaments are hosted.
5. **Academic Support Efforts** – All members of each club sports team will be entered into the early alert system here at WPU. This system is designed to catch students who are not performing at the minimum college level and seeks to create opportunities for intervention. Students who are reported to be under performing in one of their academic courses will

be sent an e-mail by the club sports advisor asking for a meeting. During the meeting, the advisor and the club sports participant will review the course that has raised concern and seek ways to connect the student to additional resources.

6. **Policies and Procedures -- Cheerleading, Dance Club Teams Performances at William Paterson University Intercollegiate Athletics Contests** – Members of the William Paterson cheerleading and/or dance club teams are encouraged and welcomed to perform at selected WPU Intercollegiate Athletics contests. In order to be approved to perform during an athletic event, the following items will need to be approved by the designee of the Intercollegiate Athletics staff (currently, Heather Brocius, Assistant Athletic Director/Director of Sports Information) a minimum of **FIVE business days** before the requested athletic contest/date of performance

- Club team captain/advisor/president must inform the Athletics designee of the group's intent to perform on a particular date
- Music, routine and clothing/uniforms must be approved by the Athletics designee; These items may be submitted to the Athletics designee electronically (audio file, video of routine, photo of clothing)
- If a change is made to the music, routine and/or clothing/uniforms, the approval process must be completed again before the team is approved to perform
- Music must be submitted on CD to the Athletics designee, so that it may be tested in that facility's audio system

Music, routine and clothing/uniforms will be reviewed by the Athletics designee in order to ensure they meet the "family friendly" criteria required for presentation at Athletics events. Music for halftime routines should not exceed 180 seconds.

All questions regarding these policies should be directed to the Athletics designee.

Site Supervisor for Home Games - Site supervisors are required to be at the Home games for the teams that use William Paterson Facilities for their games. See section below for additional information.

1. Arrive at the Recreation Center 1 hour before game and pick up any forms or keys you may need. Proceed to the field to do a field inspection.
2. As people arrive, introduce yourself to the Coach and players. If they need anything, please try to assist them.
3. Have on hand any key necessary for access to lighting if needed for the Football field
4. Please note when Campus Police arrives and sign their form ...note the time on the form, if the game starts without a Campus Police Officer, call 2301 and ask what is happening as they are needed to support the event. Only sign the form again when the event is over and most of the crowd has dispersed. If they ask you to sign early say you were instructed to sign at the end of the event. Please note the time as well next to your signature.
5. Complete an incident report (s) as needed and submit back to Chris McCollum.
6. Campus Police should remain throughout the game unless there is an emergency
7. When the opposing team arrives, they must park their vehicle in Lot 2 and not leave it in the Circle. Campus Police may be needed to enforce this and simply ask for their assistance.
8. Spectators should not be on the track, but either in the stands or behind the fence
9. The only people on the field should be players, coaches and/or emergency personnel. At times, student photographers may be present and they can be inside the fenced area, but they should not interfere with play.
10. Supervisor should stay at the field until the end of the game and review the field for any issues that may need attention. The final report should be filed with the Recreation Center with Chris McCollum.
11. If lighting is involved, they need to be shut down as soon as the field is cleared and the students have done any last minute cleaning of their items off the field.
12. Rain conditions may present a cause to suspend play or delay the game. The league referees would call or end the game if needed. If thunder is heard, your assistance may be needed to evacuate the stands as well as the field. Seek support from Campus Police as needed and note the incident in your reports.