To all Club Sports Participants,

This handbook has been designed to assist students in the conduct of their Club Sport team under the Department of Campus Recreation. This handbook contains information on policies and procedures that will help enable your Club Sports team in successful operation and development. A Club Sport's success is determined by the dedication put in by its members. This handbook will outline what is expected of a Club Sports team and its members as well as what can be expected from the Department of Campus Recreation.

Your voluntary contributions to your Club Sports team and the Club Sports program are greatly appreciated by all of the members within the program who benefit from your commitment as well as by the Club Sports and Campus Recreation staff. It is your enthusiasm and passion that has made this program a success and will be the driving force that leads to its growth in the future. I encourage you to contact the Club Sports staff or myself for any assistance you may need as we are dedicated to helping you in any way possible.

I look forward to working with you, your club's officers, and all of its members in providing an enjoyable and memorable program for the Montclair State University community.

Best of luck for the upcoming year.

Sincerely,

Romayne Eaker-Kelly
Director of Campus Recreation
Campus Recreation and Club Sports Staff

Name | Contact Info
---|---
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*Director of Campus Recreation* | Phone: (973) 655-3340  
Email: eakerr@mail.montclair.edu
Kelly O’Connor  
*Assistant Director of Programs* | Phone: (973) 655-5350  
Email: oconnorke@mail.montclair.edu
Joseph Cahill  
Club Sports Staff | Phone: (973) 655-3346  
Email: MSUClubSports@gmail.com
Anthony Altieri  
Club Sports Staff | Phone: (973) 655-3346  
Email: MSUClubSports@gmail.com
Sean Gillan  
Club Sports Staff | Phone: (973) 655-3346  
Email: MSUClubSports@gmail.com
Thomas Baranek  
Club Sports Staff | Phone: (973) 655-3346  
Email: MSUClubSports@gmail.com
Jamie Drescher  
Club Sports Staff | Phone: (973) 655-3346  
Email: MSUClubSports@gmail.com

Other Important Phone Numbers

- Student Recreation Center Main Office | Phone: (973) 655-3340
- University Police | Phone: (973) 655-5222
- EMS | Phone: (973) 655-7838

Current Recognized Clubs *(as of July 2013)*

<table>
<thead>
<tr>
<th>Club</th>
<th>Contact</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ballroom Dance</td>
<td>Jonathan Feigin</td>
<td><a href="mailto:feiginj2@mail.montclair.edu">feiginj2@mail.montclair.edu</a></td>
</tr>
<tr>
<td>Baseball</td>
<td>Matthew Luongo</td>
<td><a href="mailto:montclairclubbaseball@gmail.com">montclairclubbaseball@gmail.com</a></td>
</tr>
<tr>
<td>Golf</td>
<td>Demi Delia</td>
<td><a href="mailto:msugolfclub@gmail.com">msugolfclub@gmail.com</a></td>
</tr>
<tr>
<td>Men’s Basketball</td>
<td>Thomas Baranek</td>
<td><a href="mailto:baranekt1@mail.montclair.edu">baranekt1@mail.montclair.edu</a></td>
</tr>
<tr>
<td>Men’s Ice Hockey</td>
<td>Frank Barone</td>
<td><a href="mailto:ftbarone@gmail.com">ftbarone@gmail.com</a></td>
</tr>
<tr>
<td>Men’s Lacrosse</td>
<td>Nick Rice</td>
<td><a href="mailto:Msuclulaxl2@gmail.com">Msuclulaxl2@gmail.com</a></td>
</tr>
<tr>
<td>Men’s Volleyball</td>
<td>Mike Majekodumni</td>
<td><a href="mailto:majekodunmm1@mail.montclair.edu">majekodunmm1@mail.montclair.edu</a></td>
</tr>
<tr>
<td>Men’s Soccer</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rugby</td>
<td>Chris Keim</td>
<td><a href="mailto:keimc1@mail.montclair.edu">keimc1@mail.montclair.edu</a></td>
</tr>
<tr>
<td>Running</td>
<td>Spencer Kordecki</td>
<td><a href="mailto:msurunningclub@gmail.com">msurunningclub@gmail.com</a></td>
</tr>
<tr>
<td>Softball</td>
<td>Jennie Murphy</td>
<td><a href="mailto:montclairclubsoftball@gmail.com">montclairclubsoftball@gmail.com</a></td>
</tr>
<tr>
<td>Club Sport</td>
<td>Contact Name</td>
<td>Email Address</td>
</tr>
<tr>
<td>---------------------</td>
<td>------------------</td>
<td>--------------------------------------------</td>
</tr>
<tr>
<td>Swim Club</td>
<td>Ashley Radice</td>
<td><a href="mailto:msuclubswim@gmail.com">msuclubswim@gmail.com</a></td>
</tr>
<tr>
<td>Table Tennis</td>
<td>Elizabeth Cho</td>
<td><a href="mailto:MSUTableTennis@gmail.com">MSUTableTennis@gmail.com</a></td>
</tr>
<tr>
<td>Tennis</td>
<td>Christine Na</td>
<td><a href="mailto:tennisclubmsu@gmail.com">tennisclubmsu@gmail.com</a></td>
</tr>
<tr>
<td>Unified Sports</td>
<td>Nicole Francis</td>
<td><a href="mailto:unifiedsportsmsu@gmail.com">unifiedsportsmsu@gmail.com</a></td>
</tr>
<tr>
<td>Women's Soccer</td>
<td>Kristen Maday</td>
<td><a href="mailto:MSUWomensClubSoccer@gmail.com">MSUWomensClubSoccer@gmail.com</a></td>
</tr>
<tr>
<td>Women’s Volleyball</td>
<td>Kasia Wnek</td>
<td><a href="mailto:MSUWCV@gmail.com">MSUWCV@gmail.com</a></td>
</tr>
<tr>
<td>Wrestling</td>
<td>Nick Vessichelli</td>
<td><a href="mailto:msuclubwrestling@gmail.com">msuclubwrestling@gmail.com</a></td>
</tr>
</tbody>
</table>

For more information about any currently recognized Club Sports please consult the Club Sports website at [http://www.montclair.edu/campus-recreation/intramural-club-sports/club-sports/](http://www.montclair.edu/campus-recreation/intramural-club-sports/club-sports/) or contact the Club Sports staff at (973) 655-3346 or MSUClubSports@gmail.com.
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I. Introduction

Club Sports (hereafter written as "club" or "clubs") are formed by groups of students with a common interest in sport and recreation who collectively organize and participate in activities. Clubs can operate on a recreation, instructional, or competitive level with activities ranging from informal play, to regular practices and instruction, to intercollegiate competition. Club Sports are open to all Montclair State University students. Clubs are formed, developed, and governed by its student members, and receive administrative support from the Department of Campus Recreation.

A guide for recognized clubs with contact information as well as information regarding the Club Sports program can be obtained at the Club Sports Office (1105) in the Student Recreation Center, by calling (973) 655-3346, or by visiting the Club Sports website at http://www.montclair.edu/campus-recreation/club-sports/.

Purpose and Objectives

The Club Sports program aims to offer recreational and competitive activity for all interested Montclair State University students who have the desire to participate, to develop skills in specific sports, to gain and develop leadership skills, and to provide an opportunity for intercollegiate competition. This program allows for both formal and informal opportunities for instruction and participation in a wide range of recreational activities. The primary purpose of the Club Sports Program is to provide an outlet for students based around common interests, as well as helping to develop a feeling of belonging and understanding between individuals.

The Club Sports Program is dependent upon student involvement and organization in order to succeed. Initiative from a club’s members is necessary for an effective program. Clubs are organized by students who elect student officers to provide leadership for the organization, accountability and liability for the club’s activities. While clubs are encouraged to be self-supporting, the Department of Campus Recreation works closely with student officers in an advisory role to provide assistance and guidance to clubs.

This handbook is designed to assist clubs in their organization, management, execution, and administration in order to aid in fulfilling the club’s goals and objectives.

Benefits

There are numerous benefits to being involved in the Club Sports program. The following are benefits that members of recognized clubs can enjoy under the Department of Campus Recreation:

- **Leadership Opportunities** – As a member of a Club Sports team, each individual is entitled the opportunity to seek out a position of leadership. These positions include Club Officers, Safety Officers, Team Captain, or a position on the Club Sports Council. Leadership positions within the Club Sports program.
provide great experience and development of valuable skills. Leadership and involvement in your club will also provide valuable resume experience.

- **Web space** – Campus Recreation can offer free web space for teams to host their own site containing information about the club, practice and event times, rosters, pictures, and other content at the team's discretion. Websites will be designed, maintained, and updated by Campus Recreation periodically to keep everything as current as possible. More information on club websites can be found in the “Website” section of this handbook under the “Marketing” chapter.

- **Facility Space** – Through Campus Recreation, clubs are able to reserve facility space for practices, home matches, and other events. For more information on reserving facility space, refer to the Facilities and Competition section of this handbook.

- **Equipment Usage** – Clubs can use sports equipment specific to the sport upon approval from Campus Recreation. Clubs also have access to special event equipment such as chairs, tables, scoreboards, ice, etc for events pending availability of inventory.

- **Scheduling Personnel** – Campus Recreation can assist in hiring personnel for events on campus, such as Campus Police or EMS.

- **Promotion and Advertising** – Campus Recreation can assist in the promotion of any club. Campus Recreation's marketing team can aid in designing and creating flyers, promoting events on Campus Recreation's website and in the Recreation Center. This service is dependent upon availability of staff. Requests should be made at least three weeks in advance to allow time for the creation of any media. For more information contact the Club Sports staff at (973) 655-3346 or MSUClubSports@gmail.com.

Students generally agree that participating in recreational sports has provided many benefits including the following:

- Improves emotional well-being
- Reduces stress
- Improves happiness
- Improves self-confidence
- Builds character
- Provides a sense of belonging in the college community
- Improved interaction with diverse sets of people
- Is an important part of college social life
- Teaches team-building skills
- Is an important part of learning experience
- Aids in time management
- Improves leadership skills
II. Starting a Club

Membership and Eligibility

The Club Sports program at Montclair State University is a nondiscriminatory, equal opportunity organization and strictly adheres to all University equal opportunity and non-discrimination policies. The program is open to all Montclair State University students. Students under the age of 18 are not permitted to participate in club activities unless they are a matriculated Montclair State University student and have provided written consent from a parent/guardian. It is the club officers' responsibility to enforce membership policies, and any club found in violation will be subject to disciplinary action.

Prior to participating in any club activities, all members must sign a participation waiver, and provide emergency contact information. It is also required that all members read and sign the Participant Agreement prior to taking part in any club activities. These forms can be found on the Club Sports website at http://www.montclair.edu/campus-recreation/club-sports/ as well as in the attached appendix in this handbook (Appendix A and Appendix B). Each individual participant MUST bring the completed forms to the Club Sports Office (1105) in the Student Recreation Center or they will be ineligible to participate in any club activities.

How to Start a New Club

The Club Sports program encourages students to pursue the establishment of new clubs and further expansion of the program. In order to start a new club, students need to complete the following checklist prior to receiving official recognition as a Club Sport:

1) Complete the Club Sport registration form (available on the Club Sports website at http://www.montclair.edu/campus-recreation/club-sports/ or in Appendix C of this handbook) and submit it to the Club Sports Office 1105 in the Student Recreation Center.

2) Compile a list of interested students, including name, class, MSU CWID ID# and email address. There is a blank roster form available in the forms section on the Club Sports website and Appendix D of this handbook. It is recommended that a club have at least 10 interested participants on this form; however, this number will vary depending on the nature of the sport.

3) Provide information on any intercollegiate leagues or divisions (if applicable) that the Club would participate in. Also provide information on the amount of practice time deemed necessary as well as facility requirements to hold a practice.

4) Submit a proposed list of expenses of the club for the following year/semester as well as potential sources of income, such as donations, fundraising, sponsorship, or member dues.
5) Draft a constitution outlining the club’s mission, goals, officer responsibilities, and policies behind club operation. There is a constitution template available to assist you in this process and it can be found on the Club Sports website at http://www.montclair.edu/campus-recreation/club-sports/ and in Appendix E of this handbook. At this time members should select the club’s officers that will represent the club and communicate with the Department of Campus Recreation.

6) Schedule a meeting with the Assistant Director of Campus Recreation and one of the Club Sports Advisors to discuss the above and other aspects of the club.

The success of a club is dependent on the dedication and enthusiasm put forth by its student leaders. Clubs will need to gain approval from the Department of Campus Recreation as well as a majority vote by the Club Sports Council in order to officially gain Club Sports recognition. The Club Sports staff is available to assist in any aspect of this process as necessary. Feel free to contact the Club Sports office at (973) 655-3346 or at MSUClubSports@gmail.com with any questions or concerns.

**Club Constitution**

Each recognized club is an independent club and requires a written instrument of governance. This instrument, known as a Constitution, establishes the fundamental rules and principles by which the club operates and functions.

A template for writing or revising the club’s constitution is available on the Club Sports website at http://www.montclair.edu/campus-recreation/club-sports/. This template is designed to serve as a model, and is not a required format for a club’s constitution. Clubs may structure and govern themselves in any way deemed appropriate as long as its provisions do not contradict the policies of the Club Sports program, the Department of Campus Recreation, Montclair State University, or any state or federal laws.

**Annual Registration and Renewal**

All currently recognized clubs must submit an Annual Renewal form (available on the Club Sports website at http://www.montclair.edu/campus-recreation/club-sports/ and in Appendix R) to the Club Sports staff by the beginning of classes at the start of the Fall semester. This form can be turned in at the Club Sports Office 1105 in the Student Recreation Center. Failure to complete and return this form to the Club Sports staff may result in the club facing disciplinary action. In the event that any contact information changes for any of the club’s officers during the course of the year, it is imperative that the club immediately alerts the Club Sports staff of this change.

**Approval Process**

If you are starting a new club, you must follow the timelines (pgs. 11 and 12) which give detailed information and due dates. Failure to meet the due dates will result in your club not being approved.
Timeline for starting a Fall club

Clubs that want to start a club in the fall must plan about a year in advance before their club is up and running. Below is a recommended timeline to follow.

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>By April 1st</td>
<td>Express interest in forming club to Club Sport staff (Email <a href="mailto:msuclubsports@gmail.com">msuclubsports@gmail.com</a>), Find 4 E-board members and at least 10 club members, Fill out application, roster form, budget form, constitution</td>
</tr>
<tr>
<td>April 1st - September 30th</td>
<td>Meet with Club Sport Advisor to go over forms (application, roster, budget, constitution), develop budget details, member dues (based on equipment needs, coach payments, league fees, etc), league requirements, field requirements, CS staff will go over Handbook and policies with E-board members, Compile everything into a PowerPoint and send rough draft of PowerPoint presentation to CS staff before a meeting is set up with Coordinator</td>
</tr>
<tr>
<td>By October 1st</td>
<td>Presentation to Club Sports staff and Coordinator (PowerPoint required)</td>
</tr>
<tr>
<td>By November 1st</td>
<td>Hold Fall Interest Meeting</td>
</tr>
<tr>
<td>Over winter break</td>
<td>Continue recruiting members, planning and establishing dues, fields, league, coach, etc.</td>
</tr>
<tr>
<td>By February 1st</td>
<td>Hold Spring Interest Meeting</td>
</tr>
<tr>
<td>By March 1st</td>
<td>Collect 1st Installment of Dues (Dues may vary for some sports)</td>
</tr>
<tr>
<td>By April 1st</td>
<td>Collect 2nd Installment of Dues</td>
</tr>
<tr>
<td>By May 1st</td>
<td>Pay league dues, set up practice times and fields, search and select coaches if needed, research and purchase uniforms and necessary equipment</td>
</tr>
<tr>
<td>Over the summer</td>
<td>Set up game schedule, finalize practice schedule, assess budget to see if more dues need to be collected</td>
</tr>
<tr>
<td>Fall Semester</td>
<td>CLUB IS ESTABLISHED AND READY TO GO!</td>
</tr>
</tbody>
</table>
Timeline for starting a **Spring club**

Clubs that want to start a club in the spring must plan about a year in advance before the club is up and running. Below is a recommended timeline to follow.

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>By November 1st</td>
<td>Express interest in forming club to Club Sport staff by Email <a href="mailto:msuclubsports@gmail.com">msuclubsports@gmail.com</a>, Find 4 E-board members and at least 10 club members, Fill out application, roster form, budget form, constitution.</td>
</tr>
<tr>
<td>November 1st - February 1st</td>
<td>Meet with Club Sport Advisor to go over forms (application, roster, budget, constitution), develop budget details, member dues (based on equipment needs, coach payments, league fees, etc), league requirements, field requirements, CS staff will go over Handbook and policies with E-board members, Compile everything into a PowerPoint and send rough draft of PowerPoint presentation to CS staff before a meeting is set up with Coordinator.</td>
</tr>
<tr>
<td>By March 1st</td>
<td>Presentation to Club Sports staff and Coordinator (PowerPoint required).</td>
</tr>
<tr>
<td>By April 1st</td>
<td>Hold Spring Interest Meeting.</td>
</tr>
<tr>
<td>Over summer break</td>
<td>Continue recruiting members, planning and establishing dues, fields, league, coach, etc.</td>
</tr>
<tr>
<td>By September 15th</td>
<td>Hold Fall Interest Meeting.</td>
</tr>
<tr>
<td>By October 1st</td>
<td>Collect 1st Installment of Dues (Dues may vary for some sports).</td>
</tr>
<tr>
<td>By November 1st</td>
<td>Collect 2nd Installment of Dues.</td>
</tr>
<tr>
<td>By December 1st</td>
<td>Pay league dues, set up practice times and fields, search and select coaches if needed, research and purchase uniforms and necessary equipment.</td>
</tr>
<tr>
<td>Over Winter Break</td>
<td>Set up game schedule, finalize practice schedule, assess budget to see if more dues need to be collected.</td>
</tr>
<tr>
<td>SPRING SEMESTER</td>
<td>CLUB IS ESTABLISHED AND READY TO GO!</td>
</tr>
</tbody>
</table>
III. Administration and Leadership

Club Officers

Delegating responsibility to specific Club Officers greatly improves the efficiency at which a club will operate, and will help to provide leadership for the organization. A significant amount of time, organization, and commitment is required to effectively administer a club sport, so assigning leadership roles to a few individual members will help spread out the responsibility. The process for electing officers should be outlined within the club's constitution, as well as the roles of each club officer. Club officers are also responsible for communicating the policies and procedures of the Club Sports Program as outlined in this handbook, as well as all applicable University policies and procedures to the club's members. Club officers assume responsibility for the club and its actions. Below is a suggested list of duties and positions for good club leadership and delegation of responsibility. Roles and responsibilities should be catered to fit the club's needs and satisfy guidelines set up in the club's constitution. All roles should include, but are not limited to the following:

President:
- Serve as chief officer for the club.
- Primary contact and coordinator of all Club Sport activities
- Responsible for all club actions and functions.
- Schedules meetings, practices, and competitions.
- Coordinates fundraising and sponsorship efforts.
- Report results of competition and events to the Club Sports staff.
- Ensure submission of all necessary paperwork, forms, and reports by specified deadlines.
- Responsible for enforcement of all policies outlined in the Club Sports Handbook.
- Responsible for familiarizing successor with the Club Sports Handbook and all requirements of the position.
- Additional tasks and responsibilities as outlined in the Club’s constitution.

Vice President:
- Acts in place of the President in the President's absences.
- Handles logistics for meetings, practices, and competition.
- Responsible for confirming facility reservations prior to scheduled events.
- Additional tasks and responsibilities as outlined in the Club’s constitution.

Treasurer:
- Responsible for creating budget reports and requests.
- Handles all fiscal transactions including processing of expenditures, and the deposit of revenue.
- Retains receipts of all transactions.
- Should maintain an on-going and accurate summary of club account.
- Aid in all fundraising activities
- Additional tasks and responsibilities as outlined in the Club’s constitution.
Secretory:
- Maintains membership paperwork, rosters, travel requests, weekly reports and club meetings.
- Handles all official correspondence.
- Serve as Club Historian to track all events and progress.
- Record minutes of all meetings
- Handle social media (if applicable)
- Additional tasks and responsibilities as outlined in the Club’s constitution.

Each club should have two player captains, or as many as deemed necessary by the club. A captain does not necessarily have to be a club officer or vice versa. In addition, two or more student representatives should meet with the Club Sports staff every two weeks in order to keep up to date on all club activities. These representatives can be any student member or officer of the club. They will serve as the main points of contact between the club and the Department of Campus Recreation.

Member Roles and Responsibilities

Each club's members are responsible for knowing the policies and procedures of the Club Sports Program as outlined in this handbook, as well as all applicable University policies and procedures. As a member of a club, students have direct involvement in the administration and operation of their respective club. This involvement may include writing and revising the club's constitution, developing and administering the club's budget, providing content for the website, ensuring annual renewal of the club, coordinating events on and off-campus, organizing fundraising activities, and other administrative responsibilities as necessary. Members also have the ability to communicate directly and regularly with the Department of Campus Recreation to discuss and plan all aspects of a club's operations and activities.

Club Responsibilities

The following are responsibilities that the club must uphold. These are required to receive and maintain recognition as a Club Sport at Montclair State University for the Department of Campus Recreation.

- Understand that the university is not responsible for the activities of recognized clubs. Participation in the Club Sports Program is completely voluntary, and that individuals participate at their own risk. Participants should be aware of the possibilities of bodily injury and should understand that they are responsible for any and all costs arising out of injury or property damage sustained through participation.
- Adopt, maintain, and conduct business in accordance with a constitution and any other bylaws or regulations.
- Ensure that all activities will not interfere with academic responsibilities.
- Contain no provisions for and ensure against the sponsoring of destructive activities that would tarnish the reputation of the university or cause damage to the Club Sports Program, Montclair State University, personal property or individuals.
- Prohibit the use of alcohol and the unlawful manufacturing, distribution, dispensation, possession or use of illegal drugs or controlled substances.
• Prohibit the sexual harassment of all club members.
• State all rules and regulations of the club. This should include proper equipment procedures.
• Ensure that membership is limited to currently active undergraduate or graduate students.
• Understand that Club Sports are not agents of Montclair State University. Clubs may use the name of the university when describing the organization; however, Club Sports must themselves understand and make it clear in their representation to third parties that they speak only for their own members, and not for the university or the student body as a whole.
• Remain in good standing with local, regional, and national affiliations as appropriate.
• Maintain an active membership roster and submit to the Department of Campus Recreation completed waiver forms and participation agreements from all club members prior to participating in any club activities.
• Comply with all local, state, and federal laws and university regulations.
• Abide by all travel, equipment, and conduct policies.
• Complete all required forms and documents and submit to the Department of Campus Recreation. All of the required forms can be found on the Club Sports website at http://www.montclair.edu/campus-recreation/club-sports/ or in the attached appendix of this handbook. These forms include waivers, conduct agreements, semester schedules (Appendix P), monthly and annual reports (Appendix Q and R), and event reports (Appendix S).
• Deposit all money raised or collected from any club activity to the Department of Campus Recreation to ensure all funds enter into the club’s on-campus bank account. No part of the funds can be deposited into an outside bank account. University receipt books must be utilized.
• Receive approval from the Department of Campus Recreation prior to the sponsoring of any fundraising activities.
• Complete and submit accident/incident report forms for any accidents or injuries to the Department of Campus Recreation within 24 hours of occurrence.
• Ensure all individual club members are advised to review their medical insurance plans and receive any necessary medical advice before participating in any club activity.
• Inform all members that violation of any of the conditions or obligations may result in the loss of recognition.
• Clubs are responsible for scheduling and attending bi-weekly and/or weekly meetings with the Department of Campus Recreation.
• Clubs are also responsible for providing representatives to the Club Sports Council.

Campus Recreation Responsibilities

Campus Recreation aims to provide assistance and guidance for recognized Club Sports in order to facilitate growth and development. The following are support and services that are offered to recognized clubs:
• Use of university facilities, equipment, and services according to prescribed policies and procedures.
• Ability to be monitored by and receive other support services from the Department of Campus Recreation and other university sources.
• Receive the assistance of the faculty/staff advisors in the normal business activities and operations.
• Collect reasonable dues, sponsor fundraising events, and solicit funds according to University policy.
• Be listed in university/student publications.
• Sponsor program activities consistent with the purpose of the organization.
• Participate in leadership training workshops and programs.
• Receive other privileges that may be derived from being affiliated with the Department of Campus Recreation.

Coaching and Instruction

Each club has the option to seek out coaching and instruction for their team. If the club wishes to hire a coach or instructor, it is the responsibility of the club to create a job description, specifying the roles and responsibilities they wish the coach to assume. It is the responsibility of the club to recommend a qualified candidate for the position.

Any candidates applying for a coaching position must:
1) Submit a resume and cover letter to the Coordinator of Intramural and Club Sports specifying their qualifications and experiences
2) Interview for the position with a committee made up of all involved parties, including the Coordinator of Intramural and Club Sports, team officers, and/or any other parties selected to make up the committee.

A mutual decision will be made by the team in cooperation with the Coordinator of Intramural and Club Sports in regards to hiring a coach or instructor.

Any individuals that provide coaching or instruction to a recognized club may or may not be financially compensated for their services. It is up to the club to determine if the position will be for compensation or entirely voluntary, however, a mutual agreement must be met by both parties prior to such services being provided. Any financial compensation that a coach receives will be paid through a check from Montclair State University with funds from the club’s account. If a coach will be financially compensated, they are required to submit a Quote, Vendor Form, and W9 Form prior to starting his or her services. An invoice will need to be submitted at the end of the season for the payment to be processed. No coaches or instructors may be compensated through a third party institution or by club members directly. It is the responsibility of any coaches or instructors to assume full responsibility and liability for payment of all taxes, assessments, social security benefits, and other relative matters as required by law. A coach or instructor may be a faculty or staff member; however, it is not required to be associated with the University.

Prior to working with a club, all coaches or instructors, paid or voluntary, must sign a Coach Agreement form which can be found on the Club Sports website at
http://www.montclair.edu/campus-recreation/club-sports/ or in Appendix F of this handbook. This form must be filled out at the start of each season, even for returning coaches/instructors.

If parking accommodations are needed the coach must schedule to meet with the Program Assistant of Scheduling and Accounts to complete necessary documents. These documents need to be completed approximately 3-4 weeks in advance for processing.

It is important to note that any coaches or instructors of a club are NOT considered employees of the University and are not entitled to any benefits provided to Montclair State University employees, including, but not limited to, fringe benefits, workers’ compensation, health and unemployment insurance, pension plans, or any other benefits. As an independent contractor, a coach/instructor may not identify him or herself as an employee of Montclair State University nor are they permitted to represent Montclair State University, the Club Sports Program, or any recognized club in any capacity. Coaches or instructors that violate this policy will be terminated and the club will be subject to disciplinary action. Approved coaches and instructors will receive an ID and gain access to the Student Recreation Center as necessary for team events and activities inside the Recreation Center.

It is required that any coaches or instructors have a copy of their own personal insurance on file with the Department of Campus Recreation, as they are not covered by any University insurance policies. In addition, coaches/instructors must be First Aid/CPR certified. A copy of the coach/instructor’s valid certification cards must be on file with the Department of Campus Recreation.

Participation in the Club Sports Program is completely voluntary and monetary rewards should not be promised or given to any player, prospective or current, by the coach/instructor. Such actions are grounds for immediate dismissal of coaching duties. Any clubs who receive coaching and/or instruction services from individuals not approved by the Department of Campus Recreation will face immediate disciplinary action which may include, but is not limited to, club suspension, and possible removal of recognition as a Club Sport at Montclair State University.

NOTE: The Department of Campus Recreation has the right and obligation to protect the club, and if, in the Department’s opinion, the coach/instructor is not working in the best interests of the club, the coach/instructor will be relieved of his/her duties.
IV. Club Sports Council

Purpose

The Club Sports Council (“CSC”) exists to provide students a voice within the Club Sports Program. The CSC is composed of representatives from every Club Sport, Executive Officers, the Coordinator of Intramural and Club Sports and the Club Sports Advisors. The purpose of the CSC is to allow all clubs to get together to voice their opinions, questions, and concerns with their experiences as a club and with the program as a whole. The CSC gives club members the ability to help develop and improve the Club Sports Program for all involved parties, and aims to unify all clubs and allow them to regularly meet with each other to keep the entire program and all involved participants on the same page.

Membership and Representation

All clubs will have two members to serve as representatives for the club at CSC meetings. The club can pick any two members as representatives. These representatives can be Club Officers, captains, or any active members. There will also be four Executive Officers: President, Vice-President, Secretary, and Treasurer.

Meetings and Expectations

The CSC will hold a meeting once every month at the Student Recreation Center. The meeting will consist of all designated club representatives (two per club), the elected Executive Officers of the CSC, the Assistant Director of Campus Recreation, and the Area Supervisor of Club Sports. Meetings will provide a forum for all clubs where information about changes, policies, and deadlines of the program can be conveyed, as well as to share information and ideas from particular clubs or the Department of Campus Recreation. These meetings will also allow clubs to discuss ideas for projects, fundraisers, and other club activities with other clubs to provide feedback and support. Clubs can plan community service activities or other ventures aimed to raise awareness and support for their clubs and the Club Sports Program at council meetings. An agenda for each meeting will be prepared by either the Club Sports staff or the CSC President. Each meeting will include an open forum for clubs to voice any questions, concerns, problems, or information they would like to share about their club.

Voting

Each council representative will have one vote, as will each Executive Officer in all voting matters. The Coordinator of Intramural and Club Sports Recreation and Club Sport Advisors will not have a vote in any voting matter. Majority voting is required for any decision, and a tie will be considered a negative result. If a representative will not be present at a given meeting, prior notification must be given to the CSC Executive Board at least 24 hours in advance, and who will be present in his/her place. The replacement must be an active club member. Other club members not serving as a representative or officer of the council are allowed and encouraged to attend CSC meetings, however, they will not have voting rights.
V. Code of Conduct

Guidelines

Recognized Club Sports have certain rights and responsibilities including permission to make authorized use of the Montclair State University name and marks, permission to compete off-campus while representing the University, access to University space and resources, and participation in the Club Sports program. While participating in off-campus activities, clubs must be aware that they are always representing the University to the greater community. Club officers are responsible for ensuring that clubs abide by all policies of the Club Sports Program, Department of Campus Recreation, and Montclair State University. Club officers will be held accountable for the actions of the club as a whole and/or its individual members.

All clubs and their respective members are to adhere to the code of conduct outlined in this handbook, the Participant Agreement, as well as the policies and procedures outlined in the Montclair State University Code of Student Conduct. The Code of Student Conduct can be found at [http://www.montclair.edu/deanstudents/studentconduct/codeofconduct.html](http://www.montclair.edu/deanstudents/studentconduct/codeofconduct.html). It is the responsibility of a club’s members to be familiar with the Code of Student Conduct and to adhere to its policies. Failure to follow these rules may result in disciplinary action towards the individuals, as well as their respective club. Individual club members that have violated policy will be referred to the Dean of Students for disciplinary action if deemed necessary. In addition to University sanction, individuals may be subject to criminal prosecution under federal and state laws that specify severe penalties including but not limited to fines and imprisonment for criminal offenses if applicable.

Violations of the Code of Conduct

The following activities/conduct will not be tolerated. Any time an infraction occurs, an Infraction Report will be completed and the involved parties will be notified of the write-up via email. The involved parties will be required to hold a meeting with the Coordinator of Intramural and Club Sports to discuss the infraction.

Minor Infractions

3 Minor Infractions may lead to disciplinary actions against a club including, but not limited to, probation, suspension, or dismissal from the Club Sports Program.

Minor Infractions may include but are not limited to:

- Failure to submit or update forms and documents such as:
  - Contact information of Club Officers
  - Club Roster
  - Club Sports Liability Waivers
  - Club Constitution
  - Competition/Practice Schedules
- Travel Request Forms
- Coach Agreement Form
- Facility Request Forms
- Purchase Request Forms
- Semester/Yearly Budgets
- Non-use of allocated facility space
- Unexcused absence from meetings
- Failure to properly clean up any assigned facility space after use (includes the storage area)
- Failure to report all drivers for travel
- Failure of the club officers to fulfill their designated responsibilities

## Major Infractions

Once a Major Infraction is committed, Club President and all those involved will meet immediately with Coordinator of Intramural and Club Sports about the incident(s) to discuss Disciplinary Action(s).

Major Infractions may include but are not limited to:

- Violation of University's Alcohol and Drug Policy
- Inappropriate Accounting Practices
- Not abiding to league or tournament guidelines
- Unauthorized use of University Marks and Logos
- Misconduct, including, but not limited to:
  - Identification – allowing ineligible individuals to participate in club activities or travel
  - Falsification of information
    - All forms of ID
  - Misuse and damage of University and all Club related facilities
  - Unapproved sales
  - Hazing
  - Discrimination – specifically, violation of the MSU Non-Discrimination Policy
  - Harassment
  - Sexual Misconduct
  - Theft and Property Damage
  - Threats or physical abuse
  - Violation of any local, state, or federal laws
  - Possession and/or use of any weapons, firearms, and explosives at any Club Sports activity, gathering, or travel
- Traveling without prior approval from the Department of Campus Recreation
• If a club fails to renew registration during any academic year, the club shall forfeit all privileges for the competitive quarter and their next competitive quarter until the violation is corrected.

Alcohol and Other Drugs Policy

There is a zero tolerance policy for Club Sports in regards to alcohol and/or drug consumption. There is to be NO alcohol and/or drug consumption during any Club Sports activity, gathering, or travel. No alcoholic beverages and/or drugs are permitted in or on any facilities allocated to, contracted by or at which members of a recognized club are present. Responsibility for enforcing this policy with club members, staff, consultants, spectators and guests rests with club officers. Games or events may be delayed or cancelled by the University if the situation is not addressed. Club Officers will be held accountable for violations of this policy and all involved parties will face disciplinary action. Individuals found in violation of this policy will face disciplinary action and may be directed to the Dean of Students as deemed necessary.

Hazing Policy

Hazing in any form is not permitted at Montclair State University. Hazing is defined as any activity, action, or situation on or off campus which intentionally produces any mental or physical discomfort, embarrassment, harassment, or ridicule. Individuals responsible for any form of hazing will be directed to the Dean of Students to face disciplinary action as outlined in the Code of Student Conduct. Any organizations found responsible will lose club privileges, and may be subject to termination of all rights and recognition as a Club Sport under the Department of Campus Recreation. More information can be found in the Code of Student Conduct at http://www.montclair.edu/deanstudents/studentconduct/codeofconduct.html.

Disciplinary Process

A condition of receiving recognition as a Club Sports under the Department of Campus Recreation is agreement by the club to be bound by the decisions rendered during the Club Sports disciplinary process. All clubs are to be treated equitably in this process, as there will be a thorough investigation by the Department of Campus Recreation prior to delegation of disciplinary action. After a decision has been made in regards to disciplinary action, Clubs may engage in an appeals process in order to appeal any decisions made.

Upon report of an incident, the designated representatives of the Club Sport must contact Campus Recreation within 48 hours to arrange a meeting with the Director and Assistant Director of Campus Recreation. All current Officers of the club must be present at this meeting.

After report of an incident, the club and/or any responsible individuals will be automatically placed on probation until further action is determined. While under probation, the following club privileges are suspended:
• Use of the club’s Club Sports Account
• Travel
• Facility Use
• Use of the Montclair State University name, marks, and logos.

Additional infractions while under probation may lead to suspension of Club Sports recognition or individual suspension from Club Sports participation.

After meeting with the Director and Assistant Director of Campus Recreation, disciplinary action will be determined, and club representatives will be informed of the actions. In addition, if deemed necessary, individuals may be directed to the Dean of Students and subject to the University’s disciplinary policy in addition.

Sanctions

Disciplinary Actions (including but not limited to the following losses):

• Copying and printing services
• Equipment privileges
• Facility space for practice and/or competition
• Competitions at away contest
• Removal of officers, advisor, or coaches from their respective positions with the club
• Letter to the Dean of Students, Director of Student Conduct
• Budget allocation
• Sport club status

Appeals Process

Once Club Officers have been notified of the disciplinary decision, they are entitled to request an appeal. In order to appeal a decision, Club Officers must submit a written request to the Director of Campus Recreation that states the following:

• The charged infraction
• The action taken against the club
• Grounds for the appeal, which may include:
  o New information not available at the meeting with the Department of Campus Recreation
  o Procedural disputes that may change or affect the outcome of the decision
  o Severity of sanction

An appeal must be filed within 10 calendar days of notice of disciplinary actions. Failure to appeal within this time will render the current decision final. Written request of an appeal must be submitted within 10 calendar days or it will not be held as valid. A club will remain on probation during the appeals process.

After filing for an appeal, a meeting will be held with the Appeals Committee. All current
officers of the club must be present at this meeting. The hearing will be used to address the grounds for the appeal. The club’s violation will be discussed, and club officers will be given an opportunity to respond and introduce new information, discuss a procedural dispute, the severity of a sanction that causes the club undue hardship, or any other pertinent information.

At the conclusion of this hearing, the Appeals Committee will render a decision to uphold, reject, or modify the original disciplinary decision. It should be noted that appealing a decision is not guaranteed to maintain or lessen a punishment. There is a possibility that upon an appeal hearing, disciplinary action may become more severe than the original disciplinary action given. Club officers will be notified in writing of the decision of the Appeals Committee within three (3) business days of the conclusion of the appeal hearing.

As a condition of recognition as a Club Sport, all clubs agree that the decision made by the Appeals Committee is final and that no further appeals may be made. Once a club has served the term of its discipline as defined by the disciplinary process, the club would have to reapply for recognition as a Club Sport.
VI. Facilities and Competition

There are limited locations on campus available for Club Sport use for practices, matches, and events. The following locations are currently available for Club Sports use as the schedule allows:

Sprague Field (located adjacent to Panzer Gymnasium and the Red Hawk Parking Deck)

Student Recreation Center (located adjacent to Blanton Hall, Lot 20A, and Lot 22)
• Main Gym
• Multi-purpose room 1 and 2
• Racquetball Courts

While availability is limited, the Department of Campus Recreation aims to accommodate all clubs to the best of its ability. In some instances, practices or events may be cancelled, postponed, or relocated as necessary due to outside circumstances beyond the control of the Department of Campus Recreation. Other areas on campus, such as classrooms, may be available for reservation, however, there is no guarantee that space will be available in the preferred times and locations.

When using any field or facility space on campus, all participants must follow certain rules regarding the field’s use. Clubs are to ensure that the facility space is left in the same condition as when they arrived. All debris must be cleaned up and removed and all equipment returned to its original location. Common courtesy should be exercised in using and maintaining the facilities. No property may be removed from the facilities during or after use. Failure to maintain facility space may result in disciplinary action and loss of the right to reserve and use facility space. Only club members and any approved coaches or instructors are allowed to participate in any practices and activities. Any other participants are strictly prohibited from taking part in any club practice or match.

Facility Reservations

To reserve facility space for a practice, match, meeting, or event, a facility request form needs to be filled out and submitted to the Student Recreation Center. This form can be found on the Club Sports website [http://www.montclair.edu/campus-recreation/club-sports/](http://www.montclair.edu/campus-recreation/club-sports/) in Appendix G of this handbook. Facility reservations need to be made at least two weeks in advance to allow for proper notice for scheduling. Facility space is not guaranteed to be available for the requested date or time. However, the earlier a club submits its request, the more likely it is for the request to be accommodated. In the event that the club determines it necessary to cancel a scheduled event, a club officer or representative must contact the Coordinator of Intramural and Club Sports at least 24 hours prior to the scheduled event or the club may face disciplinary action, or possibly charged a cancelation fee if deemed necessary.
Competition

It is the club's responsibility to ensure that facilities are available and reserved for all home events. Clubs should contact opposing schools to confirm reservations in advance of all matches. Clubs should arrange a tentative schedule in advance outlining all home and away matches for the given semester or year as available and must submit it to the Coordinator of Intramural and Club Sports at the beginning of the given term.

It is not required for clubs to have an athletic trainer present at approved club events; however it is strongly encouraged in order to help protect the safety of all Club Sports participants. The presence of First Aid and CPR certified personnel is required at all events for safety purposes.

All clubs should consult the Event Checklist located on the Club Sports website at http://www.montclair.edu/campus-recreation/club-sports/ or in Appendix I of this handbook.
VII. Travel

Guidelines

Travel is often part of a club’s activities, especially on a competitive, intercollegiate level. Clubs are encouraged to seek competition against other schools, some of which may require travel. However, the Club Sports Program insists upon a number of policies to ensure the safety of all travel. Clubs must satisfy the following requirements prior to departing on any travel:

1. Meet with a Club Sports Advisor and submit a Travel Request form (available on the Club Sports website http://www.montclair.edu/campus-recreation/club-sports/ and in Appendix J of this handbook) at least fourteen (14) business days prior to the date of departure. Included with this form must be a roster of all traveling club members. Please also include a purchase request form to allow for payment of expenses such as tournament entrance fees, hotel and transportation costs, etc. Gas, tolls, parking, and meals may not be paid for by club funds (unless previously decided on by the team) and are personal expenses associated with travel. These items are not to be included on the purchase request form. Campus Recreation will place the hotel reservation upon receipt of a completed Purchase Request and Travel Request. Three weeks is often the standard minimum time required to allow for processing of the trip and any necessary payments, so it is strongly advised that these documents are turned in as far in advance as possible. These documents should be turned in to the Club Sports staff as far in advance as possible.

3. Ensure sufficient funds in the club’s account to allow for travel

4. Upon receiving the Travel Request, the Club Sports staff will send a completed authorization to the Trip Leader via email. Any changes that need to be made in regards to the trip after this point should be sent to the Coordinator of Intramural and Club Sports immediately.

5. All drivers must sign a Driver Agreement form and receive approval for any personal vehicles being used for the trip. All drivers must provide a copy of a valid driver’s license, and a copy of proof of auto insurance prior to travel.

6. All trip details will be reviewed and discussed at the pre-trip meeting. At least two Club members, including the Trip Leader, must attend a meeting with the Club Sport Advisor. It is the club’s responsibility to set up this meeting with the Department of Campus Recreation. Revisions can be made to the trip details at this meeting as necessary. If the club fails to attend a pre-trip meeting, travel will not be authorized.

7. Only authorized club members are allowed to participate in any sort of travel. This includes active student club members, coaches and instructors. Non-Montclair State University students, students that are not members of the club, or family and friends of active club members are strictly prohibited from traveling in any Montclair State University Club Sports vehicle. Any travel by those parties must be done separately, and may not be financed through club funds by any means. There are NO exceptions.
NOTE: Most hotels require payment upon arrival. Therefore, if a club plans to stay overnight during any trip, a check will need to be written prior to the trip for the club to ensure their ability to pay for the hotel. A minimum period of three weeks should be expected before the University is able to provide a check for payment.

Vehicles

Clubs are permitted to request use of University vehicles, rental vehicles, or use private vehicles for club travel. Regardless of the form of travel, all policies of Montclair State University, and the Department of Campus Recreation must be followed at all times. Use of 15-passenger vans of any kind is strictly prohibited for Club Sports use. For any Club Sports related travel that exceeds 800 total miles round trip, it is recommended to use commercial airline, bus, rail, or chartered bus.

Drivers

All drivers must be approved by the Department of Campus Recreation prior to travel. Drivers must be active members of the club and hold a valid driver’s license. Drivers must provide a valid copy of their state issued driver's license, valid copy of automobile insurance, and registration. Copies of each of these can be made at the Student Recreation Center Main Office. In addition, drivers must sign a Driver Agreement form prior to departure. This form can be found online at http://www.montclair.edu/campus-recreation/club-sports/ or in Appendix K. Failure to follow these policies may result in suspension of the driver from participation in the Club Sports program. Only persons who have completed the Driver Agreement form and provided copies of his/her valid state issued driver’s license and insurance information are permitted to drive any personal vehicles.

Other important travel guidelines to follow:

• No individual shall ride in or operate a vehicle of any kind, including a chartered bus, to or from any Club Sports activity while under the influence of alcohol, drugs, or any other controlled substance.
• No individual shall operate a vehicle while his or her ability to do so may be impaired by medication, illness, fatigue, or injury.
• Motorized vehicles are not to be driven more than 800 miles in any given 24 hour period.
• Driving between the hours of 10 PM and 6 AM are strongly discouraged.
• Drivers are to follow all laws and regulations of the Motor Vehicle Department, State Department of Transportation and the Federal Department of Transportation at all times.
• All individuals in the vehicle must wear a seat belt at all times.
• Defensive driving techniques should be exercised.
• Any traffic violations or accidents (regardless of severity) should be reported to local police and to the Coordinator of Intramural and Club Sports immediately. An Accident Report should be filed with the Department of Campus Recreation as soon as possible. Failure to do so will result in immediate disciplinary action.

Prior to all travel, clubs should consult the Travel Checklist on the Club Sports website at http://www.montclair.edu/campus-recreation/club-sports/ or in Appendix L.
Reimbursement Procedures

Club members are permitted to get reimbursement for travel under specific guidelines. Members are only eligible if their team’s account has sufficient fundraising monies to cover the cost. There are 5 specific items members are permitted to receive reimbursement for:

- Mileage & Tolls
- Registration
- Food
- Public Transportation
- Hotel Accommodations

In order to receive reimbursement each individual club member must:

1) Submit the **TR-1 Request for Travel Authorization form** 3-4 weeks prior to an overnight trip. Purpose of travel must be attached with this form (i.e. tournament registration information, brochure of event, etc). The form can be found on the Club Sports website.

2) Submit the **Travel and Expense Invoice** within 48 hours of their return. Both day trips and overnight trips may use this form. It must include itemized receipts for the 5 items listed above. No reimbursements will be given without receipts. Alcohol is not permitted to be included on reimbursements. For gas/mileage a gas receipt must be included or a print out from Google Maps or Mapquest will need to be attached to show mileage. Also, the GSA for per diem will need to be attached. This will show the amount of per diem that is allotted for a particular area of travel. The forms can be found on the Club Sports website.

If these forms are not completed on time, reimbursement will not be permitted. It is important to note that clubs can receive reimbursement ONLY IF their team’s account has sufficient fundraising monies to cover the cost. Clubs will have to plan for reimbursement during their budget planning.
VIII. Risk Management

The safety of Club Sports participants is of the utmost importance to the Club Sports Program. There are inherent risks involved in all recreation and competitive sports programs. All participants should be aware that involvement in the Club Sports program is completely voluntary.

Requirements of Participation

Prior to participation, all participants must sign a participation waiver and provide emergency contact information to the Department of Campus Recreation. A copy of each member's medical insurance card must also be on file with the Department of Campus Recreation. Failure to do so will prevent you from participating in any club functions. It is also strongly encouraged that all participants receive an annual physical examination from their doctor prior to engaging in club activities. Students that participate in the Club Sports Program are required to have their own personal insurance. There is no insurance provided and participation is completely voluntary. Students participate in this program at their own risk.

Safety Officers

In addition, all clubs are required to have two members that are American Red Cross CPR and First Aid Certified. These two members will be the designated safety officers for the club. At least one safety officer must be at every practice and all competition. Proof of certification is required to be filed with the Department of Campus Recreation. The Department of Campus Recreation offers First Aid and CPR training courses each semester at a discounted cost. Certification can be obtained through the Department of Campus Recreation or at your local American Red Cross. Campus Recreation will also provide training for safety officers on the proper way to fill out accident and injury reports. Exemption will be made for Hockey Clubs. EMS will be required at all games. A copy of the Accident report can be picked up in the Student Recreation Center, found on the Club Sports website at http://www.montclair.edu/campus-recreation/club-sports/, or in Appendix M of this handbook. Safety officers should always have at least one copy of this form on hand for all club activities.

Safety officers have the following responsibilities:

• The primary responsibility is to ensure the health and safety of the members of the club.
• Ensure that at least one safety officer is present at all club activities.
• Meet with and be approved by the Department of Campus Recreation.
• Maintain current CPR and First Aid certifications from the American Red Cross or other nationally recognized organizations. A copy of these certifications must be kept on file with the Department of Campus Recreation.
• Comply with policies, procedures, and emergency action plans.
• Enforce any rules and regulations imposed by any governing bodies, leagues, or conferences, and be a safety advocate for the sport.
• Ensure that a first aid kit is available at all practices and competitions. In addition, the safety officer is required to report the need for any additional supplies or if the kit needs to be re-stocked. The safety officer should contact the Club Sports staff with this information. First aid kits can be checked out with Campus Recreation.

• Ensure that no individual participates in practices, events, or any club activities unless they are approved members of the club, and have completed and submitted all waiver and participation agreements prior to participation. This includes coaches and instructors.

Accident and Injury Procedures

In the event of an injury, an Accident Report should be filed with the Department of Campus Recreation as soon as possible. It is recommended that an Athletic Trainer or EMS be present for all home matches to provide medical assistance as required. The following are steps that should be taken if an injury is to occur:

• An Athletic Trainer, EMS, or other First Aid/CPR certified personnel should attend to the injured person(s). A first aid kit is available through Campus Recreation. You can make arrangements to check one out prior to game day.

• If an injury occurs in the Student Recreation Center, the Building Manager should be notified immediately. For an injury or incident in another facility on campus, Campus Police should be contacted.

• If the injury is serious or life threatening, call Campus Police immediately at (973) 655-5222

• For an injury off-campus, alert the facility supervisor at the location of the event and Call 911 as necessary for further assistance.

• As soon as possible, complete an Accident Report form. If the incident occurs off campus, be sure to obtain any other documentation completed on site by other universities, police, ambulance personnel, doctors, or hospitals.

• Be sure to contact family members and/or emergency contact person(s) as indicated on the participation waiver form.

• Submit a completed Accident Report to the Club Sports Office 1105 in the Student Recreation Center within 24 hours of the incident (or within 24 hours of returning from travel). Clubs should notify the Coordinator of Intramural and Club Sports of any incidents that occur both on and off campus.

When completing an Accident Report, it is imperative to fill it out completely in its entirety. Make sure it contains every conceivable detail, no matter how small it may seem. Some examples include the victim’s condition, vital signs, medical assistance given (time, who administered treatment, etc), time of EMS/Police arrival, weather conditions, exact location of team members, conditions of playing surface, witnesses to accident, the name of those who provided care and the time. Record all contact information from at least one person who did witness the incident. If it is a serious injury, be sure to locate as many witnesses as possible to get as much information as you can. Also, NO PENCIL may be used on the form. IT MUST BE COMPLETED IN PEN.
The following are suggested steps that should be used for medical treatment:

- Maintain up to date training in First Aid and CPR procedures.
- Become familiar with location and use of all available emergency equipment and procedures.
- Follow posted procedures for medical emergencies.
- Provide first aid promptly and properly.
- Stay within the limits of your knowledge and ability.
- Use surgical gloves when dealing with blood and bodily fluids.
- Persons having injuries, which could be aggravated by movement, should not be moved.
- Thoroughly and accurately complete accident reports for any injury regardless of severity.
IX. Club Finances

During the course of operations, clubs will incur expenses. Budgeting and projecting expenses for the given semester/year will allow clubs the opportunity to forecast how much money needs to be accumulated in order to pay off these expenses. Clubs accumulate funds through player dues, fundraising, sponsorship, tier system, and donations. All club funds must be used for the benefit of the club and its active members, regardless of skill-level or participation.

Each club has its own financial account with Montclair State University through Campus Recreation, and all income is managed through this account. All income must be deposited into this account. All moneys collected and deposited into this account will be spent only for that specific club on whatever deemed necessary by the club itself. All spending must be approved by the Coordinator of Intramural and Club Sports.

Dues and Budgeting

Clubs do not receive direct funding from Campus Recreation and therefore need to raise money to fund all of the clubs activities. One of the more common ways to raise this money is through member dues. All active members must pay dues as outlined by the team’s budget in order to cover expenses of the club. Dues for each individual member are to be submitted to the Main Office at the Student Recreation Center so that the funds can be deposited into the club’s financial account. Each member is to bring their own individual dues to the Rec Center so that accurate records can be kept of who has and who has not paid their dues. Failure to pay individual dues will jeopardize the individual’s ability to participate in club activities. Campus Recreation will not provide funds to subsidize expenses, so teams must collect dues or income through other sources to pay for all club expenses. Dues must be turned in prior to the beginning of the team’s season or semester as required.

An effective way to determine accurate player dues is through budgeting. Prior to each season/semester, club officers should work with Campus Recreation and create a budget outlining all of the team’s projected expenses and projected revenues for the upcoming season/semester. The total expenditures should be divided up evenly amongst all active club members in order to set the required dues for all participants. All budgets and dues structures need to be approved by Campus Recreation. Setting up a meeting with the Club Sports staff is highly recommended to discuss the dues and budgeting process. A budget template can also be found on the Club Sports website at http://www.montclair.edu/campus-recreation/club-sports/ or in Appendix N of this handbook.

Guidelines for Income

There are a few different sources from which clubs can accumulate funds. Normally, funds come from the following:

Membership Dues

- After determining the total expenses for the given semester/year, this total is divided up evenly amongst all players. This is considered the membership dues for
each person.

- Club Treasurers must maintain an accurate and up to date record of all dues collected and outstanding, and reconcile the club’s financial records with Campus Recreation on a monthly basis.
- Individual members will personally deposit their dues at the Student Recreation Center. A database with each club member will be kept to ensure all participating members have paid their proper share. This is the only acceptable way for dues to be collected.

**Donations**

- Donations can be made to a specific recognized club and may be tax-deductible. Checks must be made out to Montclair State University. The club name should be written in the "memo" portion of the check. Checks written out to the club’s name cannot be processed and will not be deposited into the club’s account.
- Keep a record of the full address and name of any donors so that the club can thank them directly and contact them in the future.
- Major corporations have a matching funds program which may match a portion of a donation to a charitable organization. This option is one that a club should explore with alumni and non-student members, as well as with parents of student members who may be employed at companies offering such a program.

**Sponsorships**

- Sponsorship would provide an economic benefit to the club in exchange for an advertising benefit for the business.
- No club may enter into a sponsorship arrangement without prior written approval of the Director of Campus Recreation. All sponsor letters must be approved of in advance. More information about sponsorships can be found in the “Sponsorship” section of this handbook under the “Fundraising” chapter.

**Tier System**

- Clubs are placed into a tier based on criteria which includes but is not limited to the size, success, involvement and expenditures of the club.
- The tier a club is placed into determines how much money may be allocated to the club.
- Money allocated through the tier system is not required by Campus Recreation to be used on the club. Clubs should be dependent on their own revenue.

**Guidelines for Expenditures**

All club expenditures are made from the club’s account. Sufficient funds must be present in the account prior to a given expenditure is accrued. Campus Recreation is able to draw funds from the account to pay for goods and services with University-issued checks. In order to do this, a Purchase Request form must be completed in advance. In specific cases where a check may be needed beforehand, please turn in a Purchase Request form at least three (3) weeks beforehand.

Some examples of club expenses may include:
Equipment:
- Equipment purchases must be made through Campus Recreation. Clubs should plan these purchases in advance to allow for delays in delivery. Only equipment for general club use may be purchased with club funds. Specialized practice or field-of-play equipment intended for exclusive use of an individual member may not be purchased with club funds.

Uniforms and Apparel
- This may include jerseys, shorts, protective gear, warm-ups, and bags. As with equipment, these items should be planned for well in advance to allow for any possible delays in delivery.

Travel
- Clubs may use commercial airline, railroad, ferries, buses, cars, etc. for travel to and from approved Club Sports activities. Clubs traveling with more than twelve players may need to hire a chartered bus. Fees for these buses should be included into the semester/yearly budget beforehand. All travel and payment arrangements must be approved of by the Coordinator of Intramural and Club Sports before booking. Expenses associated with travel via personal vehicles, such as gas, tolls, parking fees, etc. are not covered by funds in the club’s account.

Lodging
- Overnight accommodations for approved Club Sports activities can be paid for from club funds. Due to payment policies for many hotels, clubs may need a check upon arrival, and it is recommended that club’s input this request at least three weeks prior to the date of the trip.

League/Tournament Fees
- Many leagues and tournaments charge an entry fee once per season. This should be factored into the club’s budget prior to the season.

Officials/University Police
- Clubs may be required to pay part or all of the expense for officials at events both home and away. Payment for these officials will come from the club’s account. In addition, the presence of University Police at an event can be requested for a fee, which will also be paid for from the club’s account. These expenses should be factored into the club’s budget prior to the season.

Purchase Process
All Club purchases must be approved by Campus Recreation beforehand. The following is the recommended process for making Club Sports purchases:
1) Determine the item(s) needed for the purchase (if for equipment, uniforms, etc.) and the quantity required.
2) Contact three different vendors and receive a quote price for the order. Any designs/logos should be included in order to receive an accurate price. Campus
Recreation can assist you in finding vendors that may be able to fulfill the order.

3) Fill out a Purchase Request Form (available on the Club Sports website at http://www.montclair.edu/campus-recreation/club-sports/ or in Appendix O of this handbook) and set up a meeting with the Club Sports staff. Please remember to present all designs or logos for items during this meeting.

4) Upon receiving approval for the purchase, Campus Recreation will contact the suggested vendor and receive an invoice.

5) After receiving an invoice, Campus Recreation will process the order and the University will write a check from the club’s account for the purchase.

Delivery and processing times for orders are dependent upon the schedule of the manufacturer, and therefore Campus Recreation cannot guarantee that items are received within any given time frame. Once any purchased items are delivered to the Recreation Center, the club will be notified when to pick up the items. It is recommended that clubs start this process as far in advance as possible, as manufacturing and shipping times are very difficult to predict.

**Refunds**

No refunds are given to individuals who sign up for a Club Sport.

Exceptions can be made for the following reason:

- If the participant sustains any injury or illness that prohibits them from participating in the club – A Doctor’s note and letter explaining reason for refund must be submitted to the Director of Campus Recreation. The Director retains the authority to make decisions on a case by case basis.
X. Fundraising

Fundraising Tips and Ideas

One key way to decrease individual member dues is through fundraising. Campus Recreation does not offer direct funding for clubs, so fundraising is one of the best ways to try to subsidize expenses. Organization is crucial to the success of your efforts. The following is a suggested process to organize fundraising efforts.

1. Form a committee. Designate, elect or volunteer club members to serve on a fundraising committee. Breaking committees down to handle specific aspects such as publicity, scheduling, facilities, selling tickets, etc. will also help.
2. Start early. The earlier you start, the more time there is to advertise the event and coordinate all of the necessary steps. Extra time will help members carry out their responsibilities on time and to promote the event as necessary.
3. Select the proper time and location for your event. Try to find what suits your event and your target audience best. (Any event fundraiser outside of Campus that serves alcohol, may not be consumed by club members.)
4. Set goals for your fundraiser. Create a plan of action to follow.
5. Publicize the event. Reach out to the community, such as schools, radio stations, newspapers, friends, family, local businesses, etc. Use flyers, banners, posters, signs, etc. Be sure that all postings on and off-campus are approved prior to posting. For rules and regulations regarding posting, consult the CSI handbook found at http://www.montclair.edu/campus-recreation/club-sports/.
6. Design a budget that estimates every possible expense as accurately as possible and the expected revenue. Talk to businesses about donating goods that clubs might need for the event. Fill out “Fundraising Event/Budget Form” (Appendix H) and hand into Club Sports Office for approval.
7. Evaluate the success of the event, document the positives and negatives, and what could be done differently in the future. An evaluation of the event should be turned in to the Club Sports staff within two weeks of the end of the event. Keep notes on the project from the beginning to the end.

The following are suggestions for specific fundraisers for your club:

• Hosting a competition. Charging an entry fee, selling tickets, running a concession stand, selling ads in a program, selling programs, or selling apparel commemorating the event.
• Team apparel sales. Selling apparel to friends, family, fans, and students could be a great way to raise funds for the team, especially at home matches. Use an order form so that you know can order the appropriate number of items and collect the money beforehand to be sure that the club can collect enough money to subsidize costs.
• Contact Alumni. Keep records of old members and contact the Alumni Association as well. Hosting alumni events, selling tickets, and focusing on building relationships with Alumni could help bring in future donations.
• Sending a newsletter out to past donors, sponsors, and alumni. Keeping them informed of the team’s progress and ongoing financial needs could also lead to future donations.
• Send a letter to friends and family.
• Organized fundraisers, such as selling magazines, can bring in a fixed percentage of what you sell.
• Hosting a golf outing.
• Bake sales.
• A banquet or end of season dinner.
• Hosting a club night at a local restaurant. Many places offer sponsored nights where clubs will receive a portion of all receipts during a given frame on a specific day. This can be a good way to raise money and spread publicity of the club in the local community.
• Candy sales

Be creative. There are many different ways to raise money in addition to the ideas listed above. If you have any other additional fundraising ideas that you would like to pursue, set up a meeting with the Assistant Director of Campus Recreation and the Club Sports staff to discuss. All fundraisers must be approved by the Assistant Director beforehand. You should also consult the NIRSA Club Sports Fundraising Resource Guide which can be found at http://www.nirsa.org/Content/NavigationMenu/NIRSABoardofDirectors/Fundraising_Resource_GUIDE.doc.

Sponsorship

Clubs are welcome to attempt to seek out commercial sponsorship in order to help subsidize expenses. Sponsorship can provide clubs with economic and/or in-kind benefits (such as products, discounts, services, etc.). No club may enter into a sponsorship agreement without written approval from the Director of Campus Recreation. All sponsor letters of agreements and/or contracts must be signed by the Director of Campus Recreation upon receiving approval. Any sponsorship agreements entered into by club members, coaches, instructors, alumni, etc. are prohibited and will be voided by the University. Unauthorized sponsorship agreements will subject the club to disciplinary action and may result in the loss of Club Sports recognition for the club.
XI. Equipment

All clubs will require some sort of equipment in order to participate in their particular sport. Campus Recreation does have some equipment available for some sports, and can lend it to clubs for use in sanctioned club events. Approval is required prior to using any equipment that belongs to Campus Recreation. It is recommended that the club provides its own equipment for club activities.

Purchases

To purchase equipment, clubs can follow the normal purchase procedure listed under the “Finances” chapter. All purchases must be approved before hand, and all expenses will be covered with funds in the club’s account. Clubs must provide a list of vendors, and an itemized price quote for all equipment purchases. Club officers should set up a meeting with the Club Sports staff to review the purchase and to gain approval. Upon approval, clubs are to contact the vendor for an invoice. After receiving an invoice the Club Sports staff can proceed with the purchase. Clubs will be notified when equipment orders are delivered to the Recreation Center. Clubs should consider participant skill, available space and facilities, quality, and storage options when making any equipment purchase.

Maintenance and Storage

Storage space for equipment in the Recreation Center is limited. However, if space allows, Campus Recreation will aid in storage of club equipment upon receiving approval. Any equipment stored in the Recreation Center must be stored neatly after each and every use. All equipment should be returned to its exact location prior to use. Clubs may not under any circumstances use Campus Recreation equipment that is not authorized for use by the club. It is imperative that clubs maintain the condition of the equipment closet or else the club may lose its privilege of storing equipment in the Recreation Center. Clubs should clearly mark all equipment with the club name and numbers for all items.

It is recommended that all clubs designate a club member to serve as an equipment manager. This person will act as a liaison between the club and Campus Recreation so that all parties are on the same page as to the inventory and condition of all equipment. This person should also determine the safety of all equipment and whether or not it meets the required standards and specifications and provide proper usage instruction to all members as necessary.

Inventory

All clubs should maintain an accurate written inventory of all club equipment in order to determine the amount and condition of all equipment on hand. This also provides an accurate indication of any equipment that may need to be purchased or repaired in the future. All clubs storing equipment in the Student Recreation Center MUST keep an accurate inventory, and need to keep a copy of this inventory on file in the Recreation Center. There is a blank inventory form that can be found on the Club Sports website at http://www.montclair.edu/campus-recreation/club-sports/ or in Appendix R.
XII. Marketing

Website

All clubs are entitled to have their own website hosted on the Campus Recreation website. Teams will be able to host their own site containing information about the club, practice and event times, rosters, pictures, and other content at the team’s discretion. Websites will be designed, maintained, and updated by Campus Recreation periodically to keep everything as current as possible. Clubs are required to provide content and information for their website. A two to three week period should be expected for content to be updated. All club websites will be linked directly from the Campus Recreation website hosted by Montclair State University. Campus Recreation can also assist teams in building their websites upon request. All content must be approved prior to being hosted online. All club websites must adhere to copyright law, comply with local, state, and federal laws, comply with University policies, maintain accurate information, and maintain high editorial standards.

Advertising and Promotion

One key aspect to continued success for a club is successful marketing. Marketing the club to the campus community can be crucial in maintaining a healthy club. Campus Recreation has an entire marketing team which can assist in promotion of your club. There are many opportunities to advertise your club. Campus Recreation would be glad to assist you in this process as needed. The following are a few possible suggestions:

- Flyers, posters, banners around campus and the Student Recreation Center. All flyers must be approved by the Department of Campus Recreation and the Center for Student Involvement prior to posting. Below are some of the basic requirements for posting according to the Center for Student Involvement:
  - Flyers may only be posted on designated bulletin boards and kiosks.
  - The maximum size for a flyer/poster for bulletin boards is 17”x22”.
  - Posting is not allowed on windows, window treatments, painted surfaces, walls, furniture, brick, concrete, wood surfaces, buildings, light poles, trees, on campus signage, or on vehicles.

For more information on posting around campus, consult the CSI Handbook at http://www.montclair.edu/campus-recreation/club-sports/

- Hosting events on campus.
- Community Service.
- Getting involved with other student organizations and events on campus.
- Holding table hours in the Student Center or Student Recreation Center.

The Montclarion, the weekly student newspaper, often runs articles about specific student organizations and events. This newspaper is distributed all around campus and reaches the entire campus community. Contacting the Montclarion staff will provide more information about ads, articles, or other involvement with the newspaper. The Montclarion’s website is http://www.themontclarion.org.
If you have any other ideas to advertise your club that you would like to pursue, please feel free to contact the Club Sports staff at MSUClubSports@gmail.com to discuss.

Licensing/Trademarks

As recognized club sports, clubs are permitted to use the name and logos of the University upon receiving prior approval. However, any unauthorized use of the University name, trademarks or logos will result in immediate disciplinary action and could lead to the loss of club recognition. Clubs must receive approval prior to using any University trademarks and logos on apparel, merchandise, websites, print media, or any other outlets for advertising.
XIII. Appendix

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M. Injury/Incident Reports
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O. Purchase Request
P. Semester Schedule Template
Q. Monthly Report
R. Annual Report (includes Equipment Inventory and Annual Renewal Form)
S. Event Report
Montclair State University – Campus Recreation
Club Sports
Appendix A

IMPORTANT: You must read and sign this waiver and release agreement prior to participating in your first activity with your Club Sport Team. I, the undersigned participant, request permission for myself to participate in the Club Sports program. These clubs are sponsored by Montclair State University's Campus Recreation, thru the Department of Recreational and Health Enhancement Services.

I consent to participate in the activity and acknowledge that I fully understand my participation may involve risk of serious injury or death, including losses which may result not only from my own actions, inactions or negligence, but also from the actions, inactions or negligence of others, the condition of the facilities, equipment, or areas where the activity is being conducted, and/or the rules of play of this type of activity. I understand that if I have any risk concerns, I should discuss them with the activity coordinators and staff and my health care provider before I sign this document and before the activity begins.

I certify that I am in good health and have no physical condition that would prevent my participation in this activity. Furthermore, I agree to use my personal medical insurance as primary medical coverage for payment of medical expenses incurred in the event an accident or injury occurs. I consent to emergency medical treatment in the event such care is required.

I agree that photographs, pictures, slides, movies, video or other media coverage of me may be taken in connection with my participation in the activity without compensation by the State of New Jersey, The New Jersey Educational Facilities Authority, Montclair State University, the Department of Recreational and Health Enhancement Services, Campus Recreation, its auxiliary organizations, and the officers, employees, volunteers, and agents of each of them (all of which are hereinafter, the "Event Holder and Facility Owner") and I consent to the use of photographs, pictures, slides, movies, videos, or other media coverage for any legal purpose.

Knowing and understanding the risks involved with participation in the activity, I hereby voluntarily and willingly assume responsibility for all risks and dangers associated with my participation in the activity. I agree I am financially responsible for any losses resulting from my actions during this activity.

In consideration of my participation in the activity, I hereby waive all claims or causes of action against the Event Holder and Facility Owner arising out of my participation in the activity and hereby release the Event Holder and Facility Owner from all liability in connection therewith except such loss or damage which was caused by the sole negligence or willful misconduct of the Event Holder and Facility Owner.

I have read this release agreement, accept its terms and understand their legal significance. This release is freely and voluntarily given with the understanding that right to legal recourse against the Event Holder and Facility Owner is knowingly given up in return for allowing my participation in the activity. My signature on this document is intended to bind not only myself but also my successors, heirs, representatives, administrators and assigns.

Name: ____________________________ Signature: ____________________________
(please print)                      Date: ____________________________

CWD #: ____________________________ Email: ____________________________

Birth Date: ____________________________

Emergency Contact Information

Contact Name: ____________________________ Relation: ____________________________
(please print)                      

Phone #: ____________________________

If a Club Sports participant is under the age of 18 his/her parent or guardian must sign below consenting participation based on the aforementioned statements of responsibility

Name: ____________________________ Signature: ____________________________
(please print)                      

Phone #: ____________________________
Club Sports
Participant Agreement
Appendix B

As a participant in the Montclair State University Club Sports Program under the Department of Campus Recreation, I agree to follow the rules and policies set forth by the Club Sports Handbook, the Department of Campus Recreation, and the University Code of Student Conduct. I understand and agree to the following:

- I understand that I represent Montclair State University and that my conduct is a direct reflection upon my teammates, school, coaches and the reputation of this club as a whole.
- I will not break any local, state or federal laws. Regardless of age, there will not be use of alcohol in vehicles/hotel rooms/apartments, etc. while traveling on behalf of Montclair State University Club Sports.
- On the field, I will conduct myself with the highest level of sportsmanship. I will respect coaches, teammates, officials, opposing teams and any Club Sports Program/Event staff.
- I will conduct myself responsibly and professionally at all Club Sports sponsored activities. These include home and away matches, as well as any extracurricular activities.
- I will represent Montclair State University, Campus Recreation, and my club in a professional and positive manner.
- I will follow facility regulations applicable to the venue.
- I will uphold all safety requirements and expectations when participating and traveling for any Club Sports activities.
- I will adhere to the policies outlined in the University Code of Student Conduct. I understand that these policies are applicable anytime I represent Montclair State University both on and off campus.
- In accordance with the Club Sports Alcohol and Hazing policies, I recognize that Campus Recreation and the Club Sports Program observe a NO tolerance policy. I understand that failure to comply will adversely affect my team and myself and will result in disciplinary action.
- I have read and understand the guidelines determining my conduct as outlined in the Club Sports Handbook and the Code of Student Conduct.

As members of the University community, all students have an obligation to uphold the University Code of Student Conduct as well as all local, state and federal laws. The Dean of Students has the right to make the final decision as to what constitutes a violation of the Code of Student Conduct and shall determine the specific disciplinary action as appropriate. I understand that failure to abide by all guidelines and regulations as outlined in this document, the Club Sports Handbook, and the Code of Student Conduct will result in disciplinary action according to the disciplinary policy of the Club Sports Program and of the University. I understand that Campus Recreation reserves the right to inform campus officials of infractions and that their decisions are independent of any decisions made by Campus Recreation and the Club Sports Program.

For more information, please consult the University Code of Student Conduct. This document can be found online at http://www.montclair.edu/deanstudents/studentconduct/codeofconduct.html

NCAA Bylaw
12.02.6 Intercolligate Competition

Intercolligate competition is considered to have occurred when a student-athlete in either a two-year or a four-year collegiate institution does any of the following (Revised: 1/10/95, 4/29/04)

a. Competes while representing the institution in any contest against outside competition, regardless of how the competition is classified (e.g., scrimmage, exhibition, or joint practice session with another institution's team) or whether the student is enrolled in a minimum full-time program of studies; (Revised: 1/10/91, 4/29/04) -Club teams are included in this statement- see 14.02.6.2

b. Competes in the uniform of the institution or, during the academic year, uses any apparel (excluding apparel no longer used by the institution) or equipment received from the institution that includes institutional identification (Revised: 1/16/93, 1/11/94)

c. Competes and receives expenses (e.g., transportation, meals, room or entry fees) from the institution for the competition.

14.02.6.2 Club Team.

Participation on either a two-year or a four-year collegiate institution’s club team is exempted from the application of this legislation, provided the institution does not sponsor the sport on the varsity intercollegiate level. (Adopted: 1/12/04, Revised: 5/14/09)

I have read and understand the above Participant Agreement, and with my signature, agree to abide by its contents.

Print Name ___________________________ Signature ___________________________ Date ___________________________ Club Name ___________________________

This form is required to be completed by each member of a recognized Club Sport at Montclair State University.
Club Sports
Recognition Application

Please turn in to the Club Sports Office (1105) in the Student Recreation Center

Appendix C

*UPON COMPLETION OF THIS FORM* please turn in to the Club Sports Office (1105) in the Student Recreation Center. This form is required to be completed by all currently recognized clubs prior to the start of club activities for the Fall semester. More information can be found in the Club Sports Handbook found at www.montclair.edu/campusrec/clubsports.

Name of Club Sport: ___________________________ Date: __________ Academic year: 20__ - 20__

Explain the goals of the club for the upcoming year (recreational, instructional, or competitive):

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

Please list any leagues/national organizations/governing bodies the club will be affiliated with (include name and website):

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

What facilities are required for practices/matches/events for this club? (List the cost of the required facilities).

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

Please list any equipment needed for practices/matches/events (individual and for the entire team) that the club intends to purchase for the upcoming year:

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________
When will clubs hold elections for officers (please check one)

☐ Fall
☐ Spring
☐ Summer

What is the season(s) of sport (check all that apply) :

☐ Fall
☐ Spring
☐ Summer

Club President: ____________________  Email: ________________  Phone: __________
Vice President: ____________________  Email: ________________  Phone: __________
Treasurer: ____________________  Email: ________________  Phone: __________
Secretary: ____________________  Email: ________________  Phone: __________

**Please attach any updates to the club constitution and by-laws if they have already been established**

**Please fill out the attached Club Roster form as completely as possible for all interested members.**
2013-2014 Roster
Appendix D

Please fill out roster neatly and bring it to the Club Sports Office (1105) in the Student Recreation Center
or email to MSUClubSports@gmail.com

Club Name: ___________________________  Website: ___________________________

League/Affiliation: ___________________________  League Website: ___________________________

Captain(s): ___________________________  Date: ___________________________

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Constitution Template
Appendix E

*NOTE* This document is a model template of a club's constitution. A club may choose to structure and govern itself in any way deemed appropriate as long as the constitutions provisions do not contradict the polices and procedures of the Club Sports program, Department of Campus Recreation, Montclair State University, or state and federal laws.

Constitution of the Montclair State University <name of sport> Club
Ratified/Revised on <Date>

Preamble
The preamble is an introductory statement, usually no longer than two or three sentences, stating the club's mission. The mission statement of the club defines its core purpose - why it exists. Effective mission statements are concise, contain a long-term vision, and are easily understood and communicated.

Article I. Name of Club Sport
The name of the club shall be Montclair State University ____________ Club.
(If the club will be referred to by a shortened or abbreviated name in the remainder of the constitution, refer to that in this section)

Article II. Purpose
Section 1. States the purpose of the club in one clear, concise statement

Section 2. Outlines the goals of the club. Examples would include "to enhance the skills and strategies necessary to win (club's division/section/state/nationals), to gain valuable management and leadership experience through the efficient and creative administration of the club, etc."

Article III. Membership

*NOTE* Clubs must be open to all Montclair State University students, and clubs may not discriminate in membership policies on the basis of race, color, sex, gender, religion, creed, age, sexual orientation, national origin, or any other legally protected status. A club may be required to limit participation in certain kinds of activity (such as practice, competition, or exhibition) to a certain class of individuals (ex: undergraduate students, men, women, individuals registered with the sport's National Governing Body, etc.) as per outside rules. However, membership in the club can not be restricted.

Section 1. Eligibility (Indicate who is qualified for membership)
Section 2. Active Membership (Explain what a member must do in order to be recognized as a member-in-good standing (such as pay dues on a timely basis, have a current and valid individual membership in the club’s National Governing Body, attend 80% of all practices, participate in competition, etc)

Section 3. Privileges (Explain the rights and privileges to which a member-in-good standing is entitled)

Article IV. Officers

*NOTE* Clubs must have four officers: a President, Vice-President, Treasurer, and Secretary. Clubs may have as many captains, equipment managers, competition managers, etc as it chooses, but the officers of a club are the only individuals vested by the club’s membership to assume the fiduciary and liability responsibilities of the club.

Section 1. Duties of Office

A. President (list and define all of the President’s duties and obligations)
B. Vice-President (list and define all of the Vice-President’s duties and obligations)
C. Treasurer (list and define all of the Treasurer’s duties and obligations)
D. Secretary (list and define all of the Secretary’s duties and obligations)

Section 2. Eligibility (Indicate any requirements needed to hold office. Examples would be “President must be a senior, must have been a member-in-good standing for two semesters, must have served as a committee chair, etc.)

Section 3. Elections (Identify who is responsible for electing the club’s board of officers, when they will be elected, the procedures used for elections and who is eligible to cast a vote)

Section 4. Term of Office (Define the length of each term of office, be it one academic year, one calendar year, several years, whether or not there are term limits, what the resignation procedure is, and how, and under what grounds, an officer may be removed from office)

Article V. Committees

Explain and define what committees or what divisions (such as men’s division, women’s division, etc) will exist in the club and the duties and obligations of each
Article VI. Meetings

Section 1. Executive Board (Indicate the frequency with which the club's Board of Officers meet. It is suggested that club officers meet at least twice a month to attend to the administrative business of the club)

Section 2. General Meetings (Indicate how many meetings of the general membership are to be held during a year and when they are to be held. It is recommended that clubs have a minimum of three general meetings each academic year: one early in the Fall Semester, one at the beginning of the Spring Semester, and one near the end of the Spring Semester)

Section 3. Special Meetings (Indicate the circumstances under which a special or emergency meeting is to be called, by whom the meeting is called, and how members are to be notified)

Article VII. Affiliations

Section 1. National Governing Body (Indicate whether the club has a collegiate, general, or masters membership in the sport's National Governing Body. Explain the rules of the NGB membership and the obligations of individual club members to maintain the club's member status)

Section 2. Leagues (Indicate any affiliations with local, state, regional, or national organizations)

Article VIII. Coaching/Instruction

Section 1. Goals (Explain the club's performance goals and indicate the nature and scope of coaching or instruction needed to meet those goals)

Section 2. Consultant (Indicate the procedures of soliciting the services of a Recreational Sports Consultant, the qualifications necessary for an ideal candidate and the selection process)

Article IX. Club Funds

Section 1. Dues (Indicate how much membership dues are, when they are collected, and how they are to be paid)

Section 2. Sponsorships (Indicate the procedure for procuring sponsorship income)
Section 3. Gifts (Indicate the procedure for soliciting and receiving cash donations, as opposed to donations of goods and services-in-kind)

Section 4. Expenditures (Explain the nature of expenditures, the process by which the club authorizes expenditures [majority vote, Board of Officers, 2/3 vote of general membership, or approval of the President and Treasurer for certain expenditures, etc] and any time or dollar amount limits to expenditures)

Article X. Amendments

(This should outline the amendment process for the club's membership if it is desired to revise, correct, articulate, or augment an article or section of a ratified constitution)

Section 1. Procedure for Amendment (Identify the procedure for presenting an amendment of the constitution to the general membership. Indicate whether amendment proposals require the formation of a constitutional committee to review the proposal. Indicate whether such a committee refers to its recommendation to the club's Board of Officers. Define the form an amendment should take)

Section 2. Ratification (Define the process by which a proposed amendment is reviewed, discussed, revised, and adopted. Set a time line for each step in the ratification process. Indicate the margin of vote of the club's general membership which must be in favor of a proposed amendment in order to ratify an amendment)

*NOTE* A club's constitution is an evolving document and should keep pace with changes in the sport, the club's focus and composition, and the club's ever-evolving mission. Club's constitutions should also be revised to reflect any changes in the policies and procedures of the Club Sports program as a whole. A club should review its constitution every two years. Once a club has formally amended its constitution and/or by-laws, the amended constitution must be submitted to the Assistant Director of Campus Recreation for approval.

Article XI. By-laws

(By-laws are a set of policies and procedures that define how the club executes the principles mandated in the constitution. By-laws are a set of separate and more fluid clauses and should be revised and updated with more frequency than a club's constitution. By-laws should be amended when needed, and should be reviewed once a year. Explain in this article the rules and regulations specific to the club)
Club Sports
Coach Application and Agreement
Please turn in to the Club Sports Office 1105 in the Student Recreation Center
Appendix F

Club Name: __________________________ Date: ______________

Personal Information

Coach Name: __________________________ Address: __________________________

Phone (day): __________________________ City, State, Zip: __________________________

Phone (evening): __________________________ Email Address: __________________________

Years with club: ______________

Emergency Contact Information

Contact Name: __________________________ Relation: __________________________ Phone: __________________________

Experience and Qualifications (Please list any certifications or relevant experience and attach Coaching Resume)

________________________________________

Season Dates

Fall Beginning date: __________ Fall Ending date: __________
Spring Beginning date: __________ Spring Ending date: __________

*If terms of the agreed dates are not met, the payment schedule is subject to termination.*

Payment Schedule

Total payment: $________

Payment schedule: ☐ Monthly  ☐ Semester  ☐ Annually

$ ______  $ ______  $ ______
Coaching services will be provided at the discretion of the club members for a period of one (1) year. All coaches must reapply for their positions each fall, regardless of how long they have been affiliated with the club. The agreement to coach does not imply employment by Montclair State University. Coaches will provide safe, organized instruction and training for various skill levels. Coaches may provide input concerning club business, but the final decision regarding club matters will be made by the club officers.

Coaches must always conduct themselves in a manner that does not detract from the reputation of Montclair State University. This includes behavior in game situations, contact with other teams, and interaction with event staff. Coaches will uphold Montclair State University's no hazing policy by not allowing a culture of hazing within the club. All coaches shall be subject to the following rules, regulations, and procedures:

1) The coach/instructor must be aware of and follow all University and Campus Recreation procedures relative to the Club Sports Program.
2) The coach/instructor shall be involved exclusively with coaching and teaching the club in practice and competition. He/she should refrain from participating in other areas of club management since a club sport is a student organization. The Club Sports officers are expected to serve as the liaison between the club and the Department of Campus Recreation. The key to the success of the Club Sports Program has been the continued emphasis on student leadership and participation.
3) The coach/instructor shall attend all practices and competitions.
4) The coach/instructor shall develop and employ safety procedures.
5) The coach/instructor shall promote good sportsmanship.
6) Club business matters (hosting tournaments, submitting forms, equipment requests) must be handled by the student members with the coach serving in an advisory capacity. Club activities and events should be a team effort and not left solely to the coach or student officers.
7) Participation in the Club Sports Program is completely voluntary, therefore monetary rewards or scholarships shall not be permitted or given to any player or prospective player by the coach.
8) The Club Sports staff has the right and obligation to protect the club, and if, in the staff's opinion, the coach is not working in the best interests of the club, the coach will be relieved of his/her duties.
9) Coaches must be recommended by the club members and must renew their coach's information form each academic year. Continuation of coaching duties is not automatic.
10) It is recommended that all coaches purchase medical and liability insurance.
11) The coach/instructor is NOT an employee of Montclair State University or the Department of Campus Recreation.

I, ________________________________, understand that, if approved, I will be coaching/instructing this Club Sport on a volunteer basis. Any compensation agreement for an instructor's services is strictly between the club and the instructor with approval by the Department of Campus Recreation. I have read and understand the coach/instructor responsibilities as outlined in the Club Sports Handbook and in this document. I understand that any infraction of these policies may result in the termination or suspension of my coaching or instructing duties. I also understand that Montclair State University does not carry liability, health, or travel/accident insurance to cover me and I will not hold the University, in part nor as a whole, responsible for any injury.

Coach Name (please print) ______________________ Signature: ______________________ Date: __________

Club President (please print) ______________________ Signature: ______________________ Date: __________

Coordinator of Club Sports (please print) ______________________ Signature: ______________________ Date: __________
Club Sports
Facility Reservation Request Form
Appendix G

Please Type or Print
Today’s Date: __/__/____

Reservation Notes:
1. All reservations programs/event must be inherent to the design of the facility
2. All program/event invitees must possess a valid Montclair State University ID card.

Section 1: Organization/Department Information

Name of Organization/Club: ________________________________

Contact Person: _____________________ Alt. Contact Person _____________________

Phone: ___________________ Phone: ___________________

Email: _______________________________ Email: _______________________________

Section 2: Event Information

Event Name: ________________________________ Type of Event: _______________________

Date(s) of Use: ________________________________

Alternate (2) Dates: ___________ ___________

Event Start Time: ___________ AM/PM Event End Time: ___________ AM/PM

Anticipated Attendance: ________________________________

Please Check Desired Area(s)

MSU Fields and Courts

☐ Sprague Field

☐ North ☐ South ☐ Whole Field

☐ Softball Stadium

☐ Yogi Berra Stadium

☐ Tennis Courts

☐ Court 1 ☐ Court 2 ☐ Court 3 ☐ Court 4

☐ Multi-Purpose Court

Sport(s): ________________________________

Student Recreation Center

☐ Multipurpose Room

☐ I ☐ II
☐ Natatorium
☐ Lane 1  ☐ Lane 2  ☐ Lane 3  ☐ Lane 4  ☐ Lane 5  ☐ Lane 6

☐ Racquetball Courts (Racquetball/Wallyball: Courts 1 & 2)
☐ Court 1  ☐ Court 2
Sport(s):

☐ Gymnasium
☐ Gym A  ☐ Gym B  ☐ Gym C
Sports(s):

☐ Conference Room

☐ Other:

Special Equipment:

Setup:

OFFICIAL USE ONLY: DO NO WRITE IN THIS BOX

Date Approved:

Location Approved:

Supervisor Signature:  Date:
Club Sports
Fundraising Event/Budget Form

Appendix H

Please turn in to the Club Sports Office (1105) in the Student Recreation Center

Club: ___________________________ Date: ___________________________

Submitted by: ________________________ Email: __________________________

Fundraising Event Information
Please list any general information about the event. Include dates, locations, and type of event

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Budget
Please plan a detailed budget with all necessary items
*Attach extra sheets as necessary

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Other Costs
Please list any other costs that are necessary for your event
(Ex: officials, buses, building/room fees, etc)

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
Reserving Facility Space

☐ Fill out Facility Request form and turn it in to the Club Sports Office 1105 in the Student Recreation Center
☐ Receive confirmation of approval
☐ Meet with Campus Recreation to discuss details of the event prior to making further arrangements

Pre-Event Planning

Visiting teams/participants

☐ Confirm event date(s)/start time(s)
☐ Confirm directions to event as well as parking information
☐ Confirm event time length
☐ Confirm travel time to/from event
☐ Confirm uniform colors in case of conflict
☐ Confirm availability of locker room or other facilities as necessary
☐ Forward waiver to all visiting participants and ensure completion and receipt prior to beginning of competition the day of the event

Referees/Officials arrangements

☐ Hire any necessary officials for event
☐ Arrange payment for officials
☐ Officials meet minimum qualifications for officiating event
☐ Confirm driving/parking directions for officials
☐ Confirm travel time for officials
☐ Confirm start time and duration of event
☐ Confirm availability of locker room or other facilities as necessary

Insurance

☐ Obtained proof of insurance if necessary for event

Equipment Setup

☐ Coordinate with Club Sports staff for time of set up of materials/equipment (day of or night before)
** Setup is the responsibility of the club

Finances/Registration

☐ Arrangements made for collection of entry fees before or at event
☐ Select volunteers to work registration table for participants/spectators
☐ Have money available to provide change for any type of transaction
☐ Receipts on hand to give to visiting teams/participants that give payment
Merchandise and Awards

☐ Trophies, T-shirts, etc designed and made before event
☐ If selling merchandise, have change on hand for transactions

Tournament bracket/format

☐ Bracket/format prepared and ready with all teams accounted for
☐ Send bracket/format out to all participants prior to the day of the event. Have copies available at event
☐ Create contingency plan in case of a withdrawal
☐ Confirm time for rest/meals between competition for participants

Athletic Trainer/EMS

☐ Make arrangements with Club Sports staff well in advance

Club Responsibilities

☐ Arrange for members to help supervise event, run scoreboards, scoreboard, clean up trash, etc
☐ Confirm event time and when members should arrive for set up
☐ Confirm event time length
☐ Confirm what uniform(s) to wear
☐ Confirm who is bringing what equipment if applicable
☐ Determine who is setting up beforehand and cleaning up after event

Media/Promotion

☐ Develop flyers and receive approval from Campus Recreation and CSI. Upon receiving approval, post around campus in approved locations
☐ Contact Club Sports staff about advertising event on Campus Rec website and events calendar
☐ Develop game day programs w/rosters
☐ Promote via other sources (facebook, myspace, etc) and contact other parties as necessary (Montclairion, SGA, other student organizations, etc)

Day of Event Checklist

☐ Set up is completed (including tables, chairs, goals, water coolers, etc)
☐ Review ground rules, facility guidelines, event format, etc with all participants
☐ Collect completed waiver from all participants
☐ Club enforces facility rules for both participants and spectators
☐ Club works with event staff, ensuring at least 2 club members are present at all times

Post Event Checklist

☐ Club cleans up all trash
☐ Club takes down and returns all equipment
☐ Notify Club Sports staff of results and wrap up of the event
☐ Turn in visiting waiver forms to Club Sports Office 1105 as soon as possible after event
☐ Complete an event/tournament report and turn it in to the Club Sports Office 1105
Club Sports
Travel Request Form
Appendix J

Please turn in to the Club Sports Office (1105) in the Student Recreation Center

General Information

Club Name: _________________ Trip Leader: _________________ Date: __________

Cell Phone: _________________ Email: _________________

Destination Information

Name of Event: _________________ School/Location: _________________

Address: _________________ City, State Zip: _________________

Type of Event: □ Scrimmage/Practice □ League Game □ League Tournament
□ Non-League Game/Tournament □ Other (please specify): ___________________

Event Information

Host Contact Name: _________________ Phone Number: _________________

Entry Fee: $ _________________ Event Date(s): _________________ Email: _________________

Departure Date/Time: _________________ Return Date/Time: _________________

Transportation Information (check all that apply)

□ Personal Vehicle(s) □ University Vehicle(s)*

□ Rental Vehicle(s)* from: _________________ Chartered Bus* from: _________________

□ Air* Airline: _________________ Flight No. _________________

□ Other (please specify) _________________

Approx. Miles from MSU ($0.555 per mile) __ Approx. Travel Time: ___ Estimated Cost (per vehicle): $ __________

Lodging Information

□ No lodging required (day trip)

□ Hotel/Motel Name: _________________ Address: _________________ Phone: _________________

Number of nights: _________________ Estimated Cost: $ __________

□ Attached is TR1 completed form

*NOTE*

All travel requiring overnight lodging should be submitted at least THREE (3) WEEKS in advance in order to allow for processing
As Trip Leader I understand that I am responsible for guiding my club’s actions on this trip.

Trip Leader Name: _______________ Age: ___ Trip Leader Signature: _______________ Date: ___

As traveling members of a Club Sport at Montclair State University, I understand that:

My actions do not only represent myself and my club, but also Montclair State University as a whole.

My actions on this trip shall be guided by the policies set forth in the Club Sports Handbook.

While traveling all MSU students must adhere to the Montclair State University Student Code of Conduct.

*Please check box for all members driving on trip

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*Any forms not submitted on time will not be accepted and will not be reimbursed.*
Club Sports Driver Agreement Form
Appendix K

Club name: ____________________________

I, ____________________________, (please print), as driver of a vehicle for the above named club, acknowledge my responsibility for the safety of the people riding in my vehicle. I will make every effort to drive within the limits of the law and always drive with discretion. I understand the university does not provide insurance coverage for my travel or for the passengers in my vehicle. It is my responsibility to have current, up to date insurance to cover any accidents that may occur while traveling.

MSU CWID # Make and Model of Vehicle Phone Number

Driver’s License Number State Expiration Date Street Address

Auto-Insurance Company Policy Number City, State Zip

Driver Responsibilities

Please initial next to each statement

—— I understand that I am personally responsible for any traffic citations that I may receive and that the University will not cover any such costs.

—— I understand that I must report any accident that I am involved in within 48 hours and complete all corresponding report forms.

—— I acknowledge that I have no DUI convictions, reckless driving convictions or any other convictions that has led to a license suspension or revocation.

—— I agree to drive safely and follow all local, state and federal laws and ordinances during travel. I will refrain from distracting behaviors while driving and will only transport approved individuals on this trip.

—— I understand that if my driver’s license is suspended, is no longer valid, or I am cited for DUI, I agree to notify a Club Sports staff member immediately and indicate that I am no longer able to drive. I understand that failure to notify a staff member of a suspended license or DUI citation I may face further disciplinary action including but not limited to removal from the club.

—— I acknowledge that my vehicle inspection and registration are up to date and the registration and insurance cards are present with me in the vehicle at all times.

*Must have attached a copy of driver’s license and insurance card.

Driver Signature ____________________________ Date ____________

Club Sports Coordinator Signature ____________________________ Date ____________
Pre-Planning for trip/event

☐ Designate a trip leader for travel

☐ Complete a travel request form and submit it to the Club Sports Office 1105 in the Student Recreation Center at least three weeks before date of travel. Include a travel itinerary outlining all details of the trip.

☐ Turn in Driver Agreement forms for all drivers if applicable

☐ Make any hotel/overnight arrangements if applicable. Forward this information to the Club Sports staff at least three weeks in advance so that a check can be provided prior to travel

☐ Directions to city and event (to and from hotel/lodging as well if applicable) confirmed and provided for all drivers

☐ Confirm departure time with all traveling members

☐ Confirm directions to hotel/overnight accommodations if applicable

☐ Confirm start time of event at destination with host school/site

☐ Confirm approximate lengths of time for travel and hours at which travel will occur

Obtain contact information for:

☐ Hotel/overnight accommodations

☐ Club(s) that you are competing against/facility of event or tournament

☐ All drivers and provide each driver with each others’ contact information and travel schedules

☐ Emergency contact information for each individual on travel roster

☐ Club Sports staff contact information

Money for trip costs

Forward all travel information to Club Sports staff at least three weeks in advance for check(s) to cover entry fee(s), transportation, and lodging expenses

**Club members should bring spending cash for any food, parking, gas, tolls, or other personal expenses during travel**

☐ Arrangements made with rental company for any rental vehicles if applicable

☐ Arrange and attend a pre-trip meeting with the Club Sports staff to go over details of the trip at least 48 hours prior to travel
Before Departure

☐ All necessary equipment packed (jerseys, uniforms, balls, helmets, etc)

☐ First aid kit packed

☐ Vehicles full of gas, serviced, and deemed safe for travel

☐ All vehicles have at least one cell phone and charger

☐ Confirm weather conditions for trip and that it is safe to travel

☐ Ensure all members have directions, contact information, license and insurance card, and/or tickets for travel as necessary

☐ Ensure that all checks and money are on hand prior to travel

During Trip and After Returning

☐ Be courteous and respectful. Follow all Montclair State University and Club Sports rules and guidelines

☐ Follow all safety procedures

☐ Keep all receipts of money spent, including tournament/entry fees

☐ Collect all equipment and uniforms used on trip

☐ Complete event/tournament report and turn in to the Club Sports Office 1105 along with any receipts if necessary for reimbursement
MONTCLAIR STATE UNIVERSITY
DEPARTMENT OF CAMPUS RECREATION AND INTRAMURAL SERVICES

INCIDENT REPORT
Appendix M

Complete this form and call the Fitness Office at x7883 and the Director of Campus Recreation

Day/Date __________ Site __________ Time __________
Name __________________________ Age ______ Gender (circle) M F
Address ______________________________________________________
Phone __________ MSU ID Number __________ MSU Status __________
Employee(s) __________________________ Supervisor __________

Nature of Incident:
___ Argument ___ Sexual Misconduct ___ Damaged/Lost Equip. ___ Schedule Conflict
___ Fight ___ Threatening Behavior ___ Theft ___ Trespassing
___ Physical Abuse ___ Verbal Abuse ___ ID Violation ___ Vandalism
___ Facility Emergency ___ Maintenance Emergency ___ Policy Violation ___ Injury
___ Other

Location of Incident: ____________________________________________
Activity Involved: _____________________________________________

Notifications:
Head Supervisor: __________________________ Contacted: Yes No Time ______
Campus Security __________________________ Contacted: Yes No Time ______
Director of Campus Rec ______________________ Contacted: Yes No Time ______
Other Agency _____________________________________________

Describe incident in detail: (fully describe the events, actions and conditions of the incident)
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________

Complete both sides
What action was taken in response to this incident?

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________


WITNESS STATEMENTS

Name ___________________ Phone # ___________________ ID # ____________

2) What happened?

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Name ___________________ Phone # ___________________ ID # ____________

2) What happened?

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

FOLLOW-UP COMMENTS

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Complete both sides
Montclair State University
Department of Campus Recreation and Intramural Services

**Injury / Accident Report**

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<td>Sprague Field □ Other</td>
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<td>Location</td>
<td></td>
</tr>
<tr>
<td>Aquatics</td>
<td>□ Yes □ No</td>
</tr>
<tr>
<td>Informal</td>
<td>□ Yes □ No</td>
</tr>
<tr>
<td>Group X</td>
<td>□ Yes □ No</td>
</tr>
<tr>
<td>Intramurals</td>
<td>□ Yes □ No</td>
</tr>
<tr>
<td>Body Fluid Spill</td>
<td>□ Yes □ No</td>
</tr>
<tr>
<td>Soil Kit Used</td>
<td>□ Yes □ No</td>
</tr>
<tr>
<td>Was Equipment Contaminated?</td>
<td>□ Yes □ No</td>
</tr>
<tr>
<td>If yes, specify what equipment:</td>
<td></td>
</tr>
<tr>
<td>Was equipment disinfected?</td>
<td>□ Yes □ No</td>
</tr>
<tr>
<td>Part of Body Injured</td>
<td></td>
</tr>
<tr>
<td>Abdomen</td>
<td>□ Yes □ No</td>
</tr>
<tr>
<td>Back</td>
<td>□ Yes □ No</td>
</tr>
<tr>
<td>Face</td>
<td>□ Yes □ No</td>
</tr>
<tr>
<td>Neck</td>
<td>□ Yes □ No</td>
</tr>
<tr>
<td>Torso</td>
<td>□ Yes □ No</td>
</tr>
<tr>
<td>Other</td>
<td>□ Yes □ No</td>
</tr>
<tr>
<td>CHECK ONE</td>
<td></td>
</tr>
<tr>
<td>Applied Ice</td>
<td>□ Yes □ No</td>
</tr>
<tr>
<td>Stopped Bleeding</td>
<td>□ Yes □ No</td>
</tr>
<tr>
<td>Immobilized</td>
<td>□ Yes □ No</td>
</tr>
<tr>
<td>Elevated</td>
<td>□ Yes □ No</td>
</tr>
<tr>
<td>Washed Wound</td>
<td>□ Yes □ No</td>
</tr>
<tr>
<td>Bandaged</td>
<td>□ Yes □ No</td>
</tr>
<tr>
<td>Rescue Breathing</td>
<td>□ Yes □ No</td>
</tr>
<tr>
<td>CPR</td>
<td>□ Yes □ No</td>
</tr>
<tr>
<td>AED</td>
<td>□ Yes □ No</td>
</tr>
<tr>
<td>Victim Self-Cared</td>
<td>□ Yes □ No</td>
</tr>
<tr>
<td>CHECK ONE</td>
<td></td>
</tr>
<tr>
<td>Aquatics</td>
<td>□ Yes □ No</td>
</tr>
<tr>
<td>Deck Assisted Rescue</td>
<td>□ Yes □ No</td>
</tr>
<tr>
<td>Distressed Swimmer</td>
<td>□ Yes □ No</td>
</tr>
<tr>
<td>Active Drowning Victim</td>
<td>□ Yes □ No</td>
</tr>
<tr>
<td>Passive Drowning Victim</td>
<td>□ Yes □ No</td>
</tr>
<tr>
<td>Suspected Head, Neck, Spine</td>
<td>□ Yes □ No</td>
</tr>
<tr>
<td>Backboard</td>
<td>□ Yes □ No</td>
</tr>
<tr>
<td>FILL COMPLETELY</td>
<td></td>
</tr>
<tr>
<td>Secondary Assessment</td>
<td></td>
</tr>
<tr>
<td>S. Signs &amp; Symptoms</td>
<td></td>
</tr>
<tr>
<td>A. Allergies</td>
<td>□ Yes □ No</td>
</tr>
<tr>
<td>M. Medications</td>
<td>□ Yes □ No</td>
</tr>
<tr>
<td>P. Past Pertinent History</td>
<td>□ Yes □ No</td>
</tr>
<tr>
<td>L. Last Oral Intake</td>
<td>□ Yes □ No</td>
</tr>
<tr>
<td>E. Events Leading to Incident</td>
<td>□ Yes □ No</td>
</tr>
<tr>
<td>Check One</td>
<td></td>
</tr>
<tr>
<td>Further Care</td>
<td>□ Ambulance to Hospital □ MSU Police □ Home on Own □ Returned to Activity □ Friend took Home □ Referred for Treatment</td>
</tr>
</tbody>
</table>

**Detailed Description of Accident (Required):**
Provide a factual account of what the injured party explains. How did injury happen? What was the person doing? Were safety rules ignored? Which staff member provided first aid (include title)? What first aid techniques were performed, using which supplies? (Use more paper if needed)


Follow up Required? □ Yes □ No

Complete both sides
COMPLETE FOR EVERY INCIDENT

Refusal of Care: I, the injured party, have been advised that I may have a medical condition(s) which may require an examination by a doctor. At this time, I am refusing care and advice given by the personnel listed on this form and require no further care from the Campus Recreation Department and Montclair State University.

Signature of Injured: ___________________________ Time: ___________________________
Witness of Refusal: ___________________________ Phone: ___________________________
Campus Recreation Personnel: ___________________________ Title: ___________________________

WITNESS 1: COMPLETE FOR EVERY INCIDENT

Printed Name ___________________________ Address ___________________________
Phone ___________________________ Email ___________________________
Signature ___________________________

Account of What Happened

WITNESS 2: COMPLETE FOR EVERY INCIDENT

Printed Name ___________________________ Address ___________________________
Phone ___________________________ Email ___________________________
Signature ___________________________

Account of What Happened

COMPLETE FOR EVERY INCIDENT

I, the injured party, herein certify that the information set forth above is true and correct to the best of my knowledge.

Signature of Injured: ___________________________ Time: ___________________________
Campus Recreation Personnel: ___________________________ Title: ___________________________

Date of Follow-Up: ___________________________ Staff Person: ___________________________
Follow-Up Comments: ___________________________
Club Sports Budget Template
Appendix N (pg. 1)

*FILL OUT BOTH PAGES!!

Club: __________________________
Name: __________________________

Academic Year: __________

<table>
<thead>
<tr>
<th>Item</th>
<th>Details</th>
<th>Amount (Highest estimated amount)</th>
</tr>
</thead>
<tbody>
<tr>
<td>League/Conference Fees</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Equipment (list more if needed)</td>
<td>1)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3)</td>
<td></td>
</tr>
<tr>
<td>Uniforms/Apparel (list more if needed)</td>
<td>1)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3)</td>
<td></td>
</tr>
<tr>
<td>Tournament Entry Fees</td>
<td></td>
<td></td>
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<tr>
<td>Officials</td>
<td></td>
<td></td>
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<tr>
<td>Off-campus Facility or Fields</td>
<td></td>
<td></td>
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<tr>
<td>Transportation</td>
<td></td>
<td></td>
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<tr>
<td>Lodging</td>
<td></td>
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<tr>
<td>Other</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Expenses: __________________________
Club Sports Budget Template
Appendix N (pg. 2)

*FILL OUT BOTH PAGES!!

Club: ___________________________  Academic Year: __________
Name: __________________________

**Revenue (money collected)**

Based on how much your total expenditures are, your club needs to collect money through member dues, donations, and fundraisers

<table>
<thead>
<tr>
<th>Item</th>
<th>Details</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Member Dues</td>
<td>Total Expenditures ________ divided by Number of Club Members ______</td>
<td>(Total Dues</td>
</tr>
<tr>
<td></td>
<td>______ = Amount of Each Player’s Dues _________</td>
<td>collected)</td>
</tr>
<tr>
<td>Fundraisers</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Donations</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
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</tbody>
</table>

Total Revenue
Club Sports
Purchase Request Form
Appendix O

Please turn in to the Club Sports Office (1105) in the Student Recreation Center

Club: ____________________  Date: __________

For all purchase orders, three different vendors must be provided with price quotes from each vendor. Campus Recreation will process the request and purchase the requested items. Sufficient funds must be present in the club's account or no orders will be placed. An order cannot be placed without receiving quotes from all listed vendors. Shipping times vary and are dependent on the vendor, so there is no guaranteed delivery time for any orders.

Item Name: ____________________

Type of Purchase:  
- ☐ Equipment
- ☐ Apparel
- ☐ Merchandise
- ☐ League/Tournament Fee
- ☐ Travel/Transportation
- ☐ Hotel
- ☐ Other (Please specify) ________________

Reason for Purchase: ___________________________________________

Description of Item: ____________________________________________
   (Include sizes, colors, quantity, etc)

<table>
<thead>
<tr>
<th>Vendor Name</th>
<th>Website</th>
<th>Phone Number/Contact person</th>
<th>Item Number</th>
<th>Quantity</th>
<th>Unit Price</th>
<th>Other prices (shipping fees)</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>3</td>
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</tr>
</tbody>
</table>

*Tax exempt

*For items over $250, please attach price quotes from all three vendors to this document*

Campus Recreation will inform the Club Officers listed below when all purchased items are delivered to the Student Recreation Center.

Club President: ____________________  Signature: ____________________

Phone: ____________________  Email: ____________________

Club Treasurer: ____________________  Signature: ____________________

Phone: ____________________  Email: ____________________
Additional Item Name:

Type of Purchase:  
- [ ] Equipment  
- [ ] Apparel  
- [ ] Merchandise  
- [ ] League/Tournament Fee  
- [ ] Travel/Transportation  
- [ ] Hotel  
- [ ] Other (Please specify)  

Reason for Purchase:

Description of Item:  
(Include sizes, colors, quantity, etc)

<table>
<thead>
<tr>
<th>Vendor Name</th>
<th>Website</th>
<th>Phone Number/Contact person</th>
<th>Item Number</th>
<th>Quantity</th>
<th>Unit Price</th>
<th>Other prices (shipping fees)</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
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<tr>
<td>3</td>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

*For items over $250, please attach price quotes from all three vendors to this document*

*Tax exempt

---

Additional Item Name:

Type of Purchase:  
- [ ] Equipment  
- [ ] Apparel  
- [ ] Merchandise  
- [ ] League/Tournament Fee  
- [ ] Travel/Transportation  
- [ ] Hotel  
- [ ] Other (Please specify)  

Reason for Purchase:

Description of Item:  
(Include sizes, colors, quantity, etc)

<table>
<thead>
<tr>
<th>Vendor Name</th>
<th>Website</th>
<th>Phone Number/Contact person</th>
<th>Item Number</th>
<th>Quantity</th>
<th>Unit Price</th>
<th>Other prices (shipping fees)</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
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<td></td>
<td></td>
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<td></td>
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<tr>
<td>2</td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*For items over $250, please attach price quotes from all three vendors to this document*

*Tax exempt
Club Sports
Semester Schedule Template
Appendix P

Please Turn In to the Club Sports Office (1105) in the Student Recreation Center

Club Name: ____________________________  Semester and Year: ____________________________

Prepared by: ____________________________  Phone: ____________________________  Email: ____________________________

Practice Schedule

<table>
<thead>
<tr>
<th></th>
<th>Sunday</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Time</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Event Schedule

<table>
<thead>
<tr>
<th>Date</th>
<th>Opponent, Event, or Tournament</th>
<th>Home/Away</th>
<th>Location</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>
Club Sports
Monthly Report
Appendix Q

Please turn in to the Club Sports Office (1105) in the Student Recreation Center

Club: ___________________________  Month: ___________________________

Submitted by: ___________________  Email: ___________________________

Travel
Please list any trips the club took during the last month. Include dates, locations, etc.
________________________________________
________________________________________
________________________________________
________________________________________

Competition and Events
Please list any competitions or events the club participated in this past month.
Describe the event. How did the club perform? Include results as applicable
________________________________________
________________________________________
________________________________________
________________________________________

Upcoming Events
Please list any competitions or events the club is participating in within the next month. Describe the event(s), locations, dates, times, and opponents (if applicable)
________________________________________
________________________________________
________________________________________
________________________________________

Club Finances
Please list any expenditures the clubs made within the last month. Include any budgetary information, if the expense was greater or less than anticipated, etc.
________________________________________
________________________________________
________________________________________
________________________________________
**Fundraising and Community Service Events**
*Please list any fundraising or community service events that your club participated in the past month.*

---

**Other News/Questions/Comments**
*Please list any other club news, changes in total membership, questions, comments, or concerns*

---

Please fill out the following table for all club events, practices, meetings, fundraising activities, or matches. Include the date, location, and number of club members that participate in the event.

<table>
<thead>
<tr>
<th>Date</th>
<th>Type of Activity (practice, match, fundraiser, etc)</th>
<th>Duration</th>
<th>Location</th>
<th>Total Participants</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>
Club Sports
Annual Report

Appendix R

Please turn in to the Club Sports Office (1105) in the Student Recreation Center

Club: ________________________________  Academic Year: ____________________________

Submitted by: ______________________  Email: ________________________________

<table>
<thead>
<tr>
<th>Current Cabinet Members</th>
<th>Future Cabinet Members for Next Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>President:</td>
<td>President:</td>
</tr>
<tr>
<td>Vice President:</td>
<td>Vice President:</td>
</tr>
<tr>
<td>Secretary:</td>
<td>Secretary:</td>
</tr>
<tr>
<td>Treasurer:</td>
<td>Treasurer:</td>
</tr>
</tbody>
</table>

**Travel**
Please list any trips the club took during the year. Include dates, locations, etc.

[Blank lines]

**Competition and Events**
Please list any competitions or events the club participated in this year. Describe the events. How did the club perform? Include results, scores, challenges, successes, etc as applicable

[Blank lines]

**Future Special Events**
Please list any special events or competitions you would like to participate in next year. What type of budget do you need to participate in those events?

[Blank lines]

**Budgeting and Fundraising**
Please list any remaining funds in your club’s account. What type of fundraisers did you hold and how much money was raised with those fundraisers?

[Blank lines]
Other News/Questions/Comments
Please list any other important club news from the last year, such as challenges the club faced, accomplishments, membership changes, awards and recognitions, etc. Also list any questions or concerns or feedback for Campus Recreation.

Suggestions
Please list any suggestions that could improve the program. How do you think things should be done differently? What did your club struggle with? What were your club’s strengths this year?

Goals
Please list your club’s goals for the upcoming year. Include any goals the club has for anticipated membership, in-game achievements, fundraising goals, etc.

Club Sports Staff
Please use the following to evaluate the Club Sports staff during the past year

Please circle one option for each statement

<table>
<thead>
<tr>
<th></th>
<th>Disagree</th>
<th>Somewhat agree</th>
<th>Strongly Agree</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. The Club Sports staff is easily accessible</td>
<td>□</td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>2. The Club Sports staff was knowledgeable and helpful with all questions and concerns</td>
<td>□</td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>3. The program policies and procedures are comprehensive and clear</td>
<td>□</td>
<td>□</td>
<td>□</td>
</tr>
</tbody>
</table>

Please list any other thoughts or comments that could aid the Club Sports staff in improving the program.
Club Sports
Equipment Inventory

Club: ___________________________  Semester/Year: ________________

Form Submitted By: ______________  Date: ________________________

Future Equipment Needs
List any additional equipment needs you would like for next year:

_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Description of Items (color, brand, etc)</th>
<th>Location</th>
<th>Condition (poor, fair, good, excellent)</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
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Club Sports
Club Sport Annual Renewal Form

"UPON COMPLETION OF THIS FORM" please turn in to the Club Sports Office (1105) in the Student Recreation Center. This form is required to be completed by all currently recognized clubs prior to the start of club activities for the Fall semester.

Name of Club Sport: ___________________________ Date: _________ Academic year: 20 ___ - 20 ___

Explain the goals of the club for the upcoming year:

__________________________________________________________________________________________

__________________________________________________________________________________________

Please list any leagues/national organizations/governing bodies the club will be affiliated with (include name and website):

__________________________________________________________________________________________

__________________________________________________________________________________________

Will any changes be made to your practice schedule? If yes, please list the changes below.

__________________________________________________________________________________________

__________________________________________________________________________________________

What facilities are required for practices/matches/events for this club

__________________________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________

Please list any equipment needed for practices/matches/events (individual and for the entire team) that the club intends to purchase for the upcoming year:

__________________________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________
What is the season(s) of sport (check all that apply):

☐ Fall (Sept.- Dec.) ☐ Spring (Jan.- April) ☐ Summer (May - Aug.)

Club President: ______________________________ Email: __________ Phone: __________

Vice President: ______________________________ Email: __________ Phone: __________

Treasurer: ______________________________ Email: __________ Phone: __________

Secretary: ______________________________ Email: __________ Phone: __________

Please list your club’s two Club Sports Council representatives for the upcoming year:

Representative: ______________________________ Email: __________ Phone: __________

Representative: ______________________________ Email: __________ Phone: __________

Please list the two safety officers for your club. Safety Officers will be required to present First Aid/CPR certifications at the Recreation Center, or enroll in a certification course through Campus Recreation.

Safety Officer: ______________________________ Email: __________ Phone: __________

Safety Officer: ______________________________ Email: __________ Phone: __________

Please list the name, phone number, and e-mail address of all coaches or instructors for the club:

________________________________________________________________________

________________________________________________________________________

What are the anticipated member dues for the upcoming season? Please attach the club’s budget for the upcoming season:

$ __________

What is the anticipated number of club members for the upcoming season? Please attach a completed club roster form:

________________________________________________________________________

**Please attach any updates to the club constitution and by-laws for the upcoming year.
Club Sports
Event Report
Appendix S
Please turn in to the Club Sports Office (1105) in the Student Recreation Center

Club: __________________________  Date: __________________________

Submitted by: __________________________  Email: __________________________

Event Information
Please list any general information about the event. Include dates, locations, and type of event

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Performance/Results
Please explain how the club performed, and the results of the tournament/event

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Positives Aspects
Please list any aspects of the event that you enjoyed, or found helpful. What did the hosts do that you thought improved the overall experience?

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Negative Aspects/Ideas for Improvement
Please list any aspects that you did not enjoy, or that may have detracted from the event. What do you feel should have been done differently, or included to improve the overall experience?

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Overall Experience
Please provide your overall thoughts on the experience. Is this an event you would participate in again? Do you think this is an event your club would host/host again in the future?

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________