

**ROWAN SPORT CLUB  
OFFICER MANUAL & POLICIES**



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## **IMPORTANT CONTACT NUMBERS**

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### **Sport Club Office**

Drew D'Elia  
Assistant Director  
[delia@rowan.edu](mailto:delia@rowan.edu)  
856-256-4982

Caitlyn McHugh  
Graduate Coordinator  
[Mchughc4@rowan.edu](mailto:Mchughc4@rowan.edu)  
856-256-4982

Sport Club Supervising Staff  
[rowansportclubs@gmail.com](mailto:rowansportclubs@gmail.com)  
856-256-4382

### **Other important on campus contact numbers**

Public Safety (Non-Emergency)  
856- 256-4922

Public Safety (Emergency)  
856-256-4911

Student Recreation Center  
856-256-4900

Student Health Center  
856-256-4333

**List of Sport Clubs**  
**For a list of Presidents and contact info, please visit the**  
**Sport Club Website**

Archery	Ski and Snowboard
Baseball	Soccer (Men's)
Basketball (Men's)	Soccer (Women's)
Cheerleading	Softball
Dance	Surf/Skate/Snow
Equestrian	Swimming
Field Hockey	Tennis
Golf	Ultimate (Men's)
Ice Hockey (Men's)	Ultimate (Women's)
Ice Hockey (Women's)	Unified Sports
Lacrosse (Men's)	Volleyball (Men's)
Lacrosse (Women's)	Volleyball (Women's)
MMA	Wrestling
Outdoor Adventure	Table Tennis
Paintball	Karate and Self-Defense
Parkour	Running (Petitioning)
Roller Hockey	Marksmanship (Petitioning)
Rugby (Men's)	
Rugby (Women's)	

## **INTRODUCTION TO SPORT CLUBS**

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The Sport Club program is sponsored by the Recreation Center at Rowan University's campus in Glassboro, NJ. The program provides opportunities for individuals who share a common interest in a specific sport to enjoy the benefits of a group experience. Clubs are regulated by university policy but retain the characteristics of self-administration and self-regulation. Participants assume a variety of roles within the club (member, officer, etc.) and are called upon to assist in all aspects of club operations. The role of the Assistant Director of Sport Clubs is to provide administrative guidance to each club and to ensure safe and efficient use of state facilities and funds. The key to the success of any club is student leadership, interest, involvement, and participation of its members.

This manual has been created to provide participants with the structural framework necessary for clubs to maintain recognition, develop leadership skills, and run safe and efficient programs. It is the responsibility of all sport club members, coaches and advisors to read understand and follow the rules and requirements set forth within the Rowan University Sport Club manual. Participation in a sport club is a privilege, one that can be taken away at the discretion of the Sport Club Staff. Please read the following document in its entirety to ensure your compliance with the Rowan University Sport Club rules and regulations.

### **Mission Statement**

Rowan University's Sport Club Program is dedicated to enriching the educational experience by providing safe opportunities to students for engagement in a variety of physical, sport activities across a broad range of skill levels and experiences. This includes activities that are competitive, semi-competitive, and recreational in nature. Further, the Rowan University Sport Club Program is a training ground for leadership, organizational development, and teaching. Ultimately, the mission is realized through a program that provides diverse sport activities while also affording the students opportunities to develop skills that will assist them beyond their years spent at Rowan.

### **Leadership Development**

Student organizations fulfill a very important role at Rowan University. These organizations provide a medium for students to enhance the lessons learned in the classroom through real life experiences and responsibilities. The sport club program exists not only to provide students with extracurricular competition in sport and the ensuing benefits that sport competition brings, but also to develop skills that will assist students beyond their years spent at the University. While the Assistant Director and other Sport Club staff members assist clubs with administrative needs and policy, the emphasis is on student leadership development and principles of self-governance. Sport clubs are student-run, and within each club the students are directly responsible for all aspects of managing and operating a successful competitive organization. As a result, sport clubs present a unique opportunity for students to develop both their athletic and leadership abilities.

## **INTRODUCTION TO SPORT CLUBS**

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### **Definition of a Sport Club**

A Sport Club is defined as a group of students voluntarily organized for the purpose of furthering their common interests in a physical activity. A Sport Club may be competitive, instructional, or recreational. The clubs are meant to be a learning experience for the members through their involvement in life skills such as fundraising, public relations, administration, and budgeting, as well as the development of skills in their particular sport. All qualifying students may participate in a sport club.

### **Eligibility Requirements**

The following members of the University community are eligible to participate in club competition and recreational club activities:

1. To participate in a competitive sport club, all participants must be currently enrolled at Rowan University. Students who graduate in the fall will **not** be able to participate in a competitive sport during the following spring semester. However, recreational clubs are open to students, Rec Center members, faculty, and staff.
2. Each member of a club must complete a liability waiver prior to participation in any club activity. This waiver must be on file in the Sport Club Office before a participant is recognized as an official member of the club. The participant must also provide a University ID number and an insurance card.
3. Rowan College at Gloucester County (RCGC) students are **not** eligible to compete on a Rowan University sport club. This is because RCGC students do not pay Rowan student fees.

## **OFFICE SERVICES**

### **Mail Service**

All mail or other correspondence will be kept in the Sport Club Office. All clubs will be provided with a mailbox in the Rec Center office area. It is recommended that mail is checked once a week. Mail service is available for official club correspondence. Mail is picked up on a daily basis at or around noon. Outgoing Club mail should be given to the Assistant Director. Mass mailings must be approved by the Assistant Director and are limited to one per semester. The official Club address is as follows and **must** be used as the delivery address for all Club business or whenever a Club address is required:

#### **OFF CAMPUS:**

\_\_\_\_\_ CLUB  
Rowan Rec Center  
201 Mullica Hill Rd.  
Glassboro, NJ 08028-9932

### **Telephone/ Fax Services**

Telephone and fax machines are available for club business. All calls and faxes must be made during regular business hours and approved in advance by the Sport Club Staff or Rec Center Secretary.

### **Duplication Services**

Duplication services are available through the Rec Center. Smaller quantity requests can be completed on the photo copy machine. Requests of more than 50 can be sent to Duplicating Services and the costs will be taken out of the club's personal account. Allow at least three working days for Copy Center orders. Work requests should be submitted to the Assistant Director of Sport Clubs for approval.

### **Assistant Director of Sport Clubs/ Sport Club GA/ Staff Supervisors**

All clubs will have access to either the Assistant Director of Sport Clubs, the Graduate Assistant of Sport Clubs, or a student supervisor, who will work with the club officers in order to determine proper budgeting, gaining practice time, creating travel plans, and any other administrative questions.



## **STANDARDS OF CONDUCT**

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As members of Rowan University, all Sport Club participants, coaches, and volunteers have an obligation to conduct themselves and their organization in a manner compliant with the university's philosophy and function as an educational institution. Members of Sport Clubs are expected to act in a mature and responsible manner both on and off campus and especially while participating in club activities. It is the responsibility of all club members to not engage in any actions that could result in harm to Rowan University's reputation. Inappropriate conduct or actions while participating in any Sport Club related activity could jeopardize the club's continued status as a recognized Sport Club. Furthermore, club members who participate in any activity which violates university policies, the guidelines of any appropriate governing body, or federal, state or local law will be subject to disciplinary action by the Sport Clubs office, Campus Recreation, and/or appropriate legal authorities. If an individual/club would like to appeal the decision of the Assistant Director of Sport Clubs, all appeals will be heard by the Director of the Recreation Center.

### **Rowan University Hazing Policy:**

Rowan University defines hazing as "any action taken, created, or situated which intentionally or recklessly subjects any person to the risk of bodily harm, mental or physical discomfort, embarrassment, harassment, or ridicule; or causing or encouraging any person to commit an act that would be a violation of law or university regulations; for the purpose of initiating, promoting, fostering, or confirming any form of affiliation with a student group or organization."

The practice of hazing students in the process of initiation into organizations is forbidden by the university and is considered a criminal offense in New Jersey. Report any incidents to the Assistant Director of Sport Clubs immediately. If hazing occurs, the Recreation Center will invoke consequences on the involved student-athletes and team, which may include, but aren't limited to: suspension from team, discontinuation of a team's season, community service and possible other sanctions as recommended by the University administration.

It is the responsibility of Sport Club members to be familiar with the hazing policy at Rowan University. Members of Sport Clubs, including athletes, coaches, volunteers, and administrative staff, are prohibited from engaging or encouraging others to engage in activities that are defined as hazing. As per the Rowan University Handbook, "The practice of hazing students in the process of initiation into fraternities, sororities, or other student organizations is forbidden by the university and is considered a criminal offense in New Jersey."

### **Alcohol and Other Drug Use**

Consumption or possession of alcoholic beverages or illegal substances is not permitted at any club function or event, including traveling to and from venues. Noncompliance with this policy may result in individual disciplinary action by the Assistant Director of Sports Clubs and may be sent to the Student Judicial Affairs Office. Any consumption, possession, or suspicion of consumption or possession may result in removal from the facility and disciplinary actions to the individual and club. Clubs are collectively responsible for individual members of their team. Rowan University does not permit use of tobacco products (cigarettes, chewing tobacco, etc.) at any University-sponsored events such as Sport Clubs events. Additionally all facilities are tobacco free. Spectators or club members must move outside of the fenced field areas for this use.

## **OBLIGATIONS/MAINTAINING OF RECOGNIZED SPORTS**

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### **Obligations of Recognized Sport Clubs**

#### **As a Sport Club, each club must:**

1. Adhere to all policies and procedures that are required to maintain club status.
2. Provide a plan for injuries and insurance:
  - a. It is highly recommended that all participants receive a physical examination prior to participation.
  - b. Each participant shares in the responsibility of safety and agrees to follow safe procedures and to avoid any unnecessary, hazardous situations.
3. Wear proper attire for their respective activity and appropriate protective equipment. If the participant chooses not to use such equipment, the participant must realize that he/she is doing so at his/her own risk.
4. Should an injury occur, an Injury Report Form must be completed and filed (within 48 hours) with the Sport Clubs office.
5. Be responsible for all financial obligations incurred in any treatment necessitated by an injury.
6. Remain in good standing with local, regional, and national affiliations as appropriate.
7. Have two club members certified in CPR/AED. Classes will be offered at various times throughout the year.
8. Avoid sponsoring or hosting any destructive activities that could tarnish the reputation of Rowan University or cause damage or injury to Sport Clubs, the university, personal property, or individuals.
9. Prohibit the use of alcohol and the unlawful manufacturing, distribution, dispensation, possession, or use of illegal drugs or controlled substances during any Sport Club functions.
10. Prohibit sexual or discriminatory harassment of all club members in accordance with University policy.

### **Maintaining a Sport Club**

#### **To maintain status as an active Sport Club, each club must:**

1. Maintain updated records of the following documents:
  - a. Constitution (updated every year)
  - b. Roster (Update roster as new members join)
  - c. Liability/Waiver forms for each member on the roster
  - d. Practice/Game Schedule
  - e. Officer Contact List (At a minimum, clubs must have a President, Treasurer & Safety Officer)
  - f. Semester and Annual Reports, including a report of the expenses and revenues for each semester.
  - g. Inventory Sheet of all university-purchased items
  - h. Budget Proposal and Report (submitted annually and revised each semester).
2. Have two officers present at all Sport Club meetings
3. Attend all required meetings throughout the year.
4. Submit facility reservation requests by the designated date/time.
5. Contact the Sport Clubs Office by the end of the spring semester identifying who the following year's president will be. If the club is transitioning to a new President, the incoming President will assume the role at the beginning of Fall Semester.
6. Complete a community service project each semester.



## **ROLES AND RESPONSIBILITIES**

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### **The Role of the Assistant Director of Sport Clubs**

The Assistant Director of Sport Clubs serves primarily as an advisor and resource person for the Sports Club officers. It is the responsibility of the Assistant Director to oversee and assist the Clubs in implementing safe practices, supervising club funds, facilitating club activities, and ensuring that all policies and procedures set forth by the University and Rowan Recreation Center are followed.

### **The Assistant Director of Sport Clubs Responsibilities:**

1. Act as an advocate for all club programs
2. Assist clubs with all business affairs
3. Assist clubs in maintaining an accurate accounting of their funds
4. Approve and signs all required paperwork
5. Communicate regularly with club officers
6. Provide information on matters of liability, travel, budgets, equipment purchase, scheduling, and fundraising
7. Approve use of auxiliary services such as copying, mailing, and faxing
8. Act as a liaison with University departments
9. Act as a contact with other Universities
10. Serve as a mentor for all club programs
11. Enforce all university rules and regulations

### **Club Officer Guidelines**

The following are guidelines designed to assist in determining the duties of Club leadership:

1. For students to meet the University requirements to be eligible for, elected to, appointed to, or hold office in a Sport Club they:
  - a. Must be a student officially enrolled at Rowan University
  - b. Must be in good standing with the University as defined by the offices of Admissions and Records and Student Judicial Affairs.
  - c. Must meet all other reasonable standards established by the student organization and included in the organization's constitution and/or bylaws.
  - d. Must be familiar with the information presented in this handbook and share and enforce the policies with club members, participants, spectators and coaches/instructors
  - e. Use initiative and good judgment when handling club matters
  - f. Maintain effective communication with the Sport Clubs Office and Recreation Center staff
  - g. Ensure that an updated copy of the club's constitution is on file with the Sport Clubs Office
  - h. Submit all forms and paperwork complete and on-time, including to the Sport Clubs Office.
  - i. Prepare and submit accident/incident reports completely and in a timely manner.
  - j. Hold regular club meetings to discuss any and all necessary club business with the membership.
  - k. Meet all established deadlines as required.
  - l. Must know the exact status of the club (financial, compliance, and members' involvement)

## **ROLES AND RESPONSIBILITIES**

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### **Responsibilities of Sport Club Officers**

Each club is required to have a president, treasurer, and risk manager. It is recommended that each club also elect a vice president to assume the responsibilities of the president if he/she is unable to perform their duties. Dependent upon the needs of the club, it is also recommended that you elect specific officers for specific duties such as a travel officer/scheduler/technology officer. Sport Club Officers should be undergraduate students unless otherwise approved by Assistant Director, Sport Clubs. The responsibilities are as follows:

#### **PRESIDENT**

1. Serves as a liaison between Sport Club Staff and the club members
2. Operates the club in compliance with the policies outlined in the Sport Club Manual, and informs other club members of the contents in the Sport Club Manual.
3. Submits a current roster of members, officers, and coach, and updates as needed
4. Assures each club member signs a waiver before participating
5. Submits an annual budget proposal in accordance with the Treasurer.
6. Submits necessary paperwork, forms, and reports by the indicated deadlines.
7. Prepares and submits a semester report summarizing club activities.
8. Meets financial obligations incurred as a club.
9. Submits a facility request form for scheduling practice facility space.
10. Attends all required Sport Club meetings and trainings.
11. Completes and submits an Injury Report for all injuries requiring medical attention when a Sport Club Supervisor is not present.
12. Informs the succeeding club president of the officer responsibilities and assists him/her in understanding the policies and procedures governing the program.
13. Works with other club members to promote the club (or appoint a marketing chairperson).

#### **TREASURER**

1. Collects dues from the members and ensures prompt transmittal of forms and dues
2. Maintains records of receipts and expenditures.
3. Pays approved bills.
4. Documents each expenditure by providing purchase receipts.
5. Ensures that club monies are used properly.
6. Knows and monitors the rules and regulations governing the financing of student organizations.
7. Initiates and ensures that club members assume responsibility for generating funds
8. Submits an annual budget proposal in accordance of the President.

#### **Sport Club Meetings**

There will be a mandatory introductory meeting for all club sport officers at the start of each academic year. In addition, each club is responsible for sending at least two officers to monthly meetings. It is recommended that all officers/advisors/coaches attend the meetings; however it is only mandatory for two officers. Officers are expected to check their email on a regular basis to ensure efficient communication between the Assistant Director of Sport Clubs and each club.

## **ROLES AND RESPONSIBILITIES**

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### **CONSTITUTION**

Each club must develop a constitution suited to the practical operation of their club. A constitution outline is available on the Sport Club website or from the Sport Club Graduate Coordinator. The constitution must be easily interpreted so the club can operate consistently from year to year. If modifications are made to the constitution, a new copy must be on file in the Sport Club Office as soon as possible. Club constitutions may not conflict or supersede any of the policies or procedures contained in the Sport Club or University handbook. The following elements should be included:

General Information: club name, purpose, meetings, funds, duties, advisors, coaching duties, membership and eligibility qualifications, officer qualifications, advisors, and coaches/managers.

A club's constitution should be the "operating guide" on how the club should run, make decisions, and any other important matters that may arise. Club Constitutions must be updated and resubmitted each year by the Monday following Labor Day weekend.

### **COACHES/ INSTRUCTORS**

A club is first and foremost a student organization. A coach should restrict his/her contributions to coaching and should minimize active involvement in the club. The philosophy and key to the success of the Sport Club program is the continued emphasis placed on student leadership and participation. Coaches are not to run the club for officers or to perform their duties unless they are students. Coaches should be mindful in the relationship with the students and in turn, they will see the athletes grow, mature, and develop learning skills and habits to use throughout their lives. The Sport Club Office does not have the expertise to determine the technical skills of a coach/instructor and therefore, relies on the judgment of the Sport Club members to evaluate those qualities and skills. However, selection of coaches and instructors are always subject to the approval of the Sport Club Office. The Sport Club office has an obligation to protect the student members of the Sport Club Program. If, in the sole discretion of Campus Recreation, a coach is not fulfilling his/her duties, is not adhering to stated or written policies and procedures, is potentially threatening the health, safety, or well-being of any club member, or is not otherwise working in the best interest of the club, he/she will no longer be welcome to serve as a coach/instructor.

#### **The following are recommended duties of a Sport Club coach/instructor:**

1. Develop and improve skills of club members.
2. Assist club officers in scheduling practices and games.
3. Develop and employ safety practices for all participants to include the inspection of sport gear and the reporting of any hazardous facility condition.
4. Attend all games and practices.
5. Promote good sportsmanship on and off the field.
6. Help advise students on equipment purchases that may be necessary for practices and games.
7. Restrict his/her involvement with the club to teaching and coaching in practice and competition and must not participate in other areas of club management.

#### **Coaches Benefits**

All Coaches/Instructors are eligible to receive a free membership to the Student Recreation Center each semester. To do, they need to set up an appointment with the Assistant Director of Sport Clubs.

## **RISK MANAGEMENT**

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### **Liability**

The university provides no physical examinations for participants in any sport club program. However, we recommend that all participants receive a physical examination from their doctor prior to playing in any sport club program. All participants are required to complete a participation agreement each year. Rowan University disclaims all liability for loss, injury or other damage arising out of participation in recreational sports. All participants are to complete an Assumption of Risk/Release of Liability Form prior to participation. Participation agreements can be picked up in the Sport Club office or found on the Sport Club Web site. All club members are urged to obtain some form of adequate health insurance.

### **Insurance**

All students must have their own health insurance to be enrolled in the University. It is the responsibility of each participant to verify their own insurance status and ensure they have appropriate coverage for all club related activities, including travel. Rowan University does not provide any accident, health, hospitalization insurance or the like for participants in recreational sports.

### **Waivers**

Each participant must fill out a Waiver, Assumption of Risk, and Emergency Contact Form prior to any participation in Sport Club activities. Club presidents must collect the waivers and turn them in to the Office of Sport Clubs (including waivers for individuals that participated prior to team cuts). A signed waiver must accompany any additions to the Participant Form. Any participant under the age of 18 must have a legal guardian sign their waiver. The fax machine in the Rec Center can be used for this purpose, if necessary.

### **First Aid & CPR Certifications**

There must be two individuals on each club certified in First Aid and CPR. The Recreation Center will set up several dates on campus for individuals to obtain certification. Clubs must inform the Sport Club staff on which individuals from their club will become certified, and the date they will attend the certification class. If you cannot make any of the dates that are scheduled by the Office of Sport Clubs, you must contact the Red Cross/VEEMS to set up a certification test on your own. A Sport Club will be unable to begin practices until this is completed and reported to the Assistant Director of Sport Clubs.

### **Medical Personnel**

Sports that are deemed high-risk will be required to have an EMT on site during home contests. All other contact sports must have a Supervisor present. Contact the Sport Club staff for your club requirements before planning to host a home contest.

## **RISK MANAGEMENT**

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### **Environmental Conditions**

Club Presidents are responsible for inspecting playing surfaces prior to each practice or competition to identify and remedy any unsafe playing conditions. Any unsafe facilities that cannot be remedied immediately should not be used. Unsafe conditions must be reported immediately so that they can be remedied prior to the next use of the facility. Club Presidents are responsible for assessing weather conditions which may be hazardous. Any unsafe environmental conditions that may limit visibility or inhibit the ability to perform the necessary actions required for each sport must be taken into consideration. If conditions are deemed unsafe, the club should cancel practice or competition immediately. In the case of lightning, everyone should find the nearest indoor facility for refuge. In the absence of a building, all players should take coverage in a vehicle with the windows rolled up. Participants may not resume play until a minimum of 30 minutes has passed since the last flash and lightning detectors are used and approved. In order to prevent heat related illnesses, make sure to take frequent breaks to replenish lost fluids during exercise. Club participants should be sure to hydrate adequately prior to participation.

### **Reporting an Injury**

All injuries must be reported to the Office of Sport Clubs the day following an injury by filling out an Injury Report Form (See Appendix P for Injury Report Form). Forms are to be available during practice and competition so the reports can be filled out completely and accurately on-site. For away events, an Injury Report Form can be found in the travel packet and must be turned into the main office when arriving back to Rowan. Life threatening injuries must be reported to the Assistant Director of Sport Clubs as soon as the injured party has received the proper medical attention needed. During normal business hours (8:30am – 4:30pm), injuries can be reported to the Campus Recreation office (856) 256-4900. Outside of normal operating hours, notify the Assistant Director of Sport Clubs by cell phone. If you do not reach the Assistant Director directly, leave a detailed message including your name, club sport, name of the person injured, their disposition and a phone number where you can be reached.

### **Emergency Preparedness Plan**

At Rowan, we rely on a number of ways to communicate to our students and employees, including email, voicemail, Internet and the media (i.e., radio, television and newspapers). Subscribers will receive instructions about weather related class cancellations and/or University emergencies on registered devices (i.e., cell phone, email, voicemail). To subscribe, please visit <http://www.rowan.edu/selfservice>. In addition to subscribing to the Rowan Alert, you may want to register your cell phone with the Gloucester County alert system at [www.gloucesteralert.com](http://www.gloucesteralert.com). Both programs are free and provide users information in a timely manner. If you have any questions or concerns about the Rowan Alert, feel free to call the technology Support Desk at 856-256-4400.

### **Risk Management- Concussion Protocol**

Rowan Sport Clubs recognizes that sport induced concussions pose a significant health risk for those student-athletes participating in athletics. With this in mind, we have implemented policies and procedures to assess and identify those student-athletes who have suffered a concussion. In any circumstance where a concussion is suspected in an athlete, the first priority is to remove the athlete from further competition until a thorough sideline assessment can be made. In all circumstances, document the player's name, position, circumstance of injury, duration of confusion and any post-concussive symptoms. All athletes who sustain a concussion should be referred to a physician within 24 hours. Furthermore, if there is a question about the state of mental clearing it is best go in the direction of conservative assessment and withhold the athlete from further competition until a physician's assessment can be arranged. A list of concussion systems can be found below:

#### **Physical Symptoms**

Headache  
Vision Difficulty  
Nausea  
Dizziness  
Balance Difficulties  
Light Sensitivity  
Fatigue

#### **Cognitive Symptoms**

Memory Loss  
Attention Disorders  
Reasoning Difficulty

#### **Emotional Symptoms**

Irritability  
Sadness  
Nervousness  
Sleep Disturbances

### **Sideline Management Concussions**

**\*If there is Sport Club Staff on-site, they have the right to deny participation if there is any question regarding concussions.**

#### **Grade 1 Concussions**

The athlete should be assessed every 5 minutes until post-concussive confusion has cleared.

If the athlete has no confusion at 15 minutes and is free of the SIGNS AND SYMPTOMS OF CONCUSSION listed above, have the athlete perform sport-specific drills. If the athlete remains free of symptoms, the athlete may return to competition that day.

#### **Grade 2 Concussions**

Assess the athlete for post-concussive clearing of his/her confusion every 5 minutes for the first 30 minutes, then every 15 minutes until symptoms resolve. The athlete should NOT return to the current competition, even if symptoms completely clear.

#### **Grade 3 Concussions**

All athletes with documented loss of consciousness *or* post-concussive confusion lasting more than 60 minutes shall be considered to have a Grade 3 concussion. If the athlete remains unconscious, he/she should undergo cervical spine immobilization and be transported by rescue squad to the nearest emergency department. When the loss of consciousness is brief (<15 seconds) or the athlete has prolonged post-concussion confusion, evaluation should be conducted by a physician or the Emergency department in an expedient manner. Assess the athlete for post-concussive clearing of his/her confusion every 5 minutes for the first 30 minutes, then every 15 minutes until symptoms resolve. The athlete should **NOT** return to the current competition, even if symptoms completely clear.

## **TRAVEL POLICY**

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### **Driver Selection**

In order for an individual to be eligible to drive during Sport Clubs trips, a driver must:

- a. Be at least 18 years of age
- b. Have a valid driver's license
- c. Have current vehicle registration (if driving a private vehicle)
- d. Possess personal automobile insurance coverage as mandated by the State of New Jersey
- e. Agree to obey all local, state and federal traffic laws
- f. Agree not to drive under the influence of alcohol or any illegal drug
- g. Agree not to possess or transport any alcohol, illegal drugs, firearms or weapons
- h. Agree to wear a seatbelt and require all passengers to wear a seatbelt
- i. Agree to abstain from horseplay, racing or other distracting or aggressive behavior
- j. Not permit any unauthorized persons to drive the vehicle

### **Required Documentation**

The following documentation is required to be considered an authorized trip:

**Sport Club Trip Itinerary** – will include the following information:

- a. Club name
- b. Location of the tournament/contest (city and state)
- c. Route Club is traveling (attach directions)
- d. Mode of Transportation
- e. Tournament or contest date(s)
- f. Estimated time of departure and return
- g. Travel Roster- list the names (first and last) of all students who will be traveling. All students who drive vehicles during club travel, whether privately owned or commercially rented must complete the Driver's Form

### **Driver's Form-**

For any individual that may potentially be driving during the trip. This needs to be done once during the year for each potential driver. The information collected will be driver's license information and insurance information. A valid license for all drivers and recent insurance card for all vehicles used must be photocopied and attached to the drivers form.

### **Liability Waiver, Release, and Indemnification Forms –**

Liability Waivers must be completed for EVERY PARTICIPANT WHO IS TRAVELING. Any student that does not have a liability/waiver on file in the Sport Clubs office will put the club in jeopardy of not being authorized for travel to the event. The President is expected to ensure that these documents are with the club on all trips.

**\*\*All documentation is due one week in advance to the Sport Clubs Office\*\***

## TRAVEL POLICY

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### Travel Options

Clubs can choose from a variety of modes of transportation including airlines, chartered buses, commercial rental vans and buses, and private vehicles to get to their competition sites.

#### 1. Rowan Bus Service

Rowan has bus services available through SGA. For availability and pricing, contact Bridgid Rafferty at [raffetyb@rowan.edu](mailto:raffetyb@rowan.edu) or 856-256-4540.

#### 2. External Bus Service

a. Chartered services are typically more expensive than other modes of transportation because of the cost of the certified driver, particularly if the trip lasts more than one day. However, the charter service does provide licensed driver and the club can just sit back and enjoy the ride. If travel is longer than 6 hours, it is highly suggested that a certified driver is used.

#### 3. Privately Owned Vehicles

a. While private vehicles provide a very cost effective means of transportation, there are disadvantages that must be considered. Liability issues should be a primary concern for clubs that choose to use personal automobiles to travel. Be sure that each vehicle has appropriate insurance, current inspection and registration, and that individuals traveling in private vehicles understand that they do so at their own risk. Drivers need to be aware that by choosing to drive, *they assume responsibility for the safety of those traveling in their vehicle*. This means that drivers must follow all traffic laws and safety guidelines, and should also make sure that their vehicle is in a safe working condition before beginning the trip.

#### 4. Air Transportation

a. Air transport will be allowed for any trip over 6 hours driving time provided that it has been budgeted for prior to the start of the school year, or permission has been given by the Assistant Director of Sport Clubs. Reservations must be on a commercial airline and they must be made through the Sport Club department unless given permission otherwise. Arrangements for transportation to and from the airport will be the responsibility of the club members.



## **TRAVEL POLICY**

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While traveling, teams are responsible for the following:

1. Traveling with their approved authorized drivers
2. Obeying the posted speed limits
3. Making sure each individual traveling has a seat and seatbelt
4. Adhering to all local seatbelt/cell phone laws

### **Emergency Procedures**

If you are involved in an accident:

1. Stop immediately and notify the local police or call 911
2. Fill out a police report (necessary for insurance purposes)
3. Obtain the names and addresses of all witnesses
4. Do not make any statements as to who is at fault.
5. Do not make any offers to pay damages. (Fault or legal liability will be decided by the appropriate authorities)
6. If you are driving a rental vehicle, follow the notification and emergency procedures outlined in the rental packet
7. Please contact the Assistant Director of Sport Clubs if an emergency or breakdown occurs.

### **Behavioral Expectations during the Trip:**

As representatives of Rowan University, all Sport Clubs members are expected to conduct themselves in an appropriate manner when traveling. Member behavior can impact a club's reputation as well as the reputation of Rowan University. The policies and procedures of Rowan University and those articulated in this handbook are in effect when clubs travel. Reports of violations or any other activities that negatively reflect upon Rowan University may result in disciplinary actions. Depending on the circumstances of a situation, privileges such as facilities and funding may be frozen until the situation is resolved.

### **Travel Confirmation Letters:**

Occasionally, club members will need to be absent from classes in order to attend scheduled Sport Clubs competitions. At such times, club members can prevent misunderstandings and academic difficulties by obtaining a letter from the Sport Club Office verifying the club's plans to travel and compete. If a letter is needed, it must be requested at least 2 weeks prior to leaving for travel. Sport Club travel is not a university excused absence. Therefore, trip confirmation letters do not mandate that professors excuse the absence. To avoid a negative situation, club members are highly encouraged to discuss class absences as a result of Sport Club participation with their professors in advance. Club members are responsible for all work missed during their absence and are required to comply with their instructor's demands for rescheduled or make-up exams and assignments.

## **TRAVEL PAPERWORK PROCEDURES**

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### **Pre-Travel Procedure**

Before you travel, you **MUST** submit a Travel Itinerary. In addition, a Request for Travel Form must be submitted in advance of your departure date. Otherwise, you are traveling at your own personal expense and are not covered for any liability by University Insurance. A sport club travel packet must be picked up at the Rec Center main office before departing Rowan University.

1. A Travel Itinerary can be found on the Rowan Sport Club Webpage. A link will direct you to a form which can be completed and submitted electronically. The travel itinerary is due **two weeks before travel if it's an overnight trip. For day trips, the travel itinerary is due one week before travel.** No hard copies are required for submission.
2. If your club is travel overnight, a Request for Travel Form must be completed in addition to the Travel Itinerary. The Request for Travel Form is submitted to either Drew or Denise **three weeks before travel.**
3. Request for Travel form applies when your trip costs more than \$250 or requires an overnight stay
4. Attach documentation such as event registration, flyers, and/or invoices which contain the dates and times of the event.
5. A travel roster and driver list must be attached to the Travel Request Form. Each traveler **MUST** have a travel waiver submitted.
6. Include all estimated costs; you cannot ask for additional funds later. Be sure to add tax to hotels or obtain a quote.
7. If requesting mileage reimbursement (45 cents per mile), attach print-out of mileage program such as Google Maps or Mapquest
8. Pre-payments are possible for registration fees. Hotels cannot be paid for in advance.
9. Even if you are not requesting reimbursement, submit a Request for Travel form to ensure you are covered by Rowan Insurance.
10. Pick up travel packet at the Rowan Rec Center main desk. This large envelope contains emergency protocol procedures, an emergency contact list, injury reports, and safe travel tips. Please use this envelope on trip to hold injury reports, receipts, and event results.

### **Post Travel Procedure**

1. Post-competition report must be submitted online through the Rowan Sport Club website by **Tuesday 11:59pm, or two days following the return date.**
2. If any injuries occurred on the trip, Injury Report Forms must be immediately submitted to the Main Office upon returning.
3. For reimbursements, a Travel Request Reimbursement Form must be completed. This form can be printed from the Rowan Sport Club website or picked up at the Rec Center Main Office. Please attach original receipts to the back of the form. If payment was with credit card, the last four digits must be on the receipt. If student paid with a personal check, our office will need a copy of the bank statement which shows the check was deposited. Reimbursements forms are due two weeks after returning to Rowan.

## **FACILITIES AND SERVICES**

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Facilities will be reserved for registered club sports use per space availability. Due to the large number of programs administered by the Intramural Sports program and the Recreation Center, field and gymnasium space may be limited. Depending on availability, Sport Club teams may not have priority over other groups, including intramural programs and fitness classes. Within the Sport Club program, however, preference will be given to clubs that have an established program, are registered as a club sport, and have demonstrated facility need. While all clubs may request practice time, clubs that are currently in season have priority over those that are not in season. For all programs, scheduled games will be allotted space in preference to practice times. Any club that damages or leaves trash at the field or facility may have their facility privileges taken away based on the digression of the Assistant Director of Sport Clubs.

Outside of the regularly scheduled practice and game times sport club members do not have priority in use of recreation center space, including fields and gym areas. Under no circumstances may you use your sport club affiliation to displace other patrons using these spaces.

**Please review the following procedures:**

### **Weekly Practice Requests:**

1. Reservations are made with the Assistant Director or Graduate Coordinator prior to start of the semester.
2. Reservation request forms must be used for all requests.
3. Reservation requests are to be submitted as soon as possible to obtain the time your club is looking for.
4. Granting reservation requests is based on availability and competitive season timeframes.
5. Failure to use reserved space may result in losing the privilege of reserving space for the following semester.

### **Special Events**

1. Reservation request forms must be used for all requests.
2. Requests should be placed with the Assistant Director for Sport Clubs as early as possible but no later than one month prior to the event.
3. The Rec Center will provide a supervisor to open the facility.
4. All costs associated with the event must be paid in advance, or as agreed upon by the Assistant Director of Sport Clubs.
5. Any damage costs that may occur to the facility due to the event will be billed to the sponsoring club.
6. Reservation requests are limited to one per month unless cleared by the Sport Club Office.
7. The Club is responsible for preparation of facilities including setting up and putting away equipment and cleanup. Facilities must be left as they were found before use.

## **BUDGET/FINANCES**

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### **Club Accounts**

All Clubs are provided with an account through the University Banner system. Clubs may NOT have bank accounts outside of Rowan University. There can be no deviation from this rule as your Club uses Rowan's name, likeness, and in some cases money to actively participate in leagues and promotional materials. Rowan University is a state school therefore we must adhere to state accounting and budgeting guidelines. The ultimate goal of each Club should be to minimize expenses, and maximize funding to grow accounts to a point where, in the event of an emergency, funds will not be a problem. All accounts carry over to the next fiscal year so there is no need to worry about money lost at the end of each school year. You may make an appointment with the Assistant Director of Sport Clubs or the Secretary of the Rec Center for account updates, however please keep in mind that the banner reports may not be current and therefore may not have the most accurate and up-to-date accounting of your budget. It is extremely important that each club monitor revenue and expenditures themselves and keep detailed records of all money deposited as well as all expenditures.

### **Funding**

Rowan University Sport Clubs will receive financial support from the Student Recreation Center based upon, but not limited to:

1. The Sport Club Point/Tier System
2. Invitations to Regional or National tournaments in which it may not have been foreseen that the team would qualify.

In the case of post-season play, and/or other extenuating circumstances which may require additional funding, a written proposal must be presented to the Assistant Director detailing the reason for the request as well as all expenses associated with the request. The Recreation Center has set aside some funds to account for these instances, however please be advised that many factors are considered when making these decisions, and that typically, the club is only subsidized a portion of the request. Please realize that the limited money received by the Rec Center will not cover all the costs of your team or activity and in many cases, dues, fundraising, and contacting donors may be necessary to maintain the fiscal integrity of the Sport Club.

### **Membership Dues**

While club membership dues aren't mandatory for all clubs, some clubs do require them. Dues must be established in advance by the officers of the club, stated in the club's constitutions and enforced consistently and fairly. Funds received from dues should be deposited directly in the clubs account within 24 hours of collection.

### **Fundraising/Donations**

Fundraising activities are a vital and necessary component of many successful clubs, particularly those that are competitive. We highly encourage you to review all planned fundraising activities with the Assistant Director of Club Sports to ensure that your club is following university policy and/or any other requirements. Clubs are permitted to accept donations from family, alumni, and community groups; however any efforts to contact businesses in the local community MUST be pre-approved by the University. Please be prepared to write "thank you" letters for all donations.

### **Income/Deposits**

All Club income must be accounted for, and must be deposited through team accounts with the Rec Center. All deposits for any Club activity must to be handed into the Rec Center (front desk) and signed by the person dropping off the money. The staff at the Rec Center will provide you with a receipt for your records. Acceptable forms of payment are cash, check, credit card, or Rowan Card. Checks must be made payable to Rowan University with a memo to which specific club.

### **Purchasing Procedures**

The first and most important policy regarding purchases and expenditures is that each club **MUST** have sufficient funds in accounts to cover the cost of purchases. Bills and invoices will not be processed if adequate funding is not in the system. A good rule of thumb to follow with respect to all purchases is to **PLAN** ahead. Please remember your Club is working within a University system that requires up to several weeks for checks to be cut, signatures to be received, documentation to be reviewed, etc. In addition, we recommend that each club only have the President and/or treasurer as the only team members dealing with purchases. From a communication standpoint, it becomes difficult to effectively manage the purchasing process if too many people are involved.

Clubs may not use budgets for anything other than purchases for the betterment of the club. For apparel orders, officers must provide a copy of art work for to be approved before they make any purchases. The Assistant Director for Sport Clubs will have access to view all account funds and can freeze accounts if they are mismanaged. It is highly recommended that you discuss all purchases with the Assistant Director so they he may guide you appropriately.

The following is a list of approved allocated fund expenses:

1. Travel expenses: hotel, vehicle rental, trip insurance, gasoline, flight.
2. Tournament entry fees
3. Team league or association fees
4. Facility use fees
5. Officiating fees
6. Team equipment and uniform purchases (inventory items)
7. Banquet and meeting expenses
8. Advertising expenses
9. Awards

Club Sport allocated funds may *not* be used for the following items:

1. Personalized equipment (non-inventory items)
2. Personal association memberships
3. Personal meals
4. Payment of students for services other than officiating.

### **Purchasing Procedures**

All purchases must follow the university purchase order system. This means that the company must receive a purchase order by the university before the order is processed. In order to make a purchase, it is highly recommended that you get 3 quotes when possible. These quotes must be submitted to either the Assistant Director of Sport Clubs or the Secretary as soon as possible. The quote must have the name, address and phone number of company, as well as the quantity, make, item #, and price. The company that you are purchasing from must be verified in the system as having a NJBRC (New Jersey Business Registration Certificate) and W9 on file or the purchase order cannot be processed. To prevent wasted time and energy, it is recommended that you check with the Rec Center secretary before you begin the purchasing process to see if your vendor has all documents on file with the university.

### **Payment for Officials**

Officials are paid on either one of two forms: a Personal Service Contract or a Special Assignment Contract. Those officials who are not students or employees of Rowan University will be paid on a Personal Services Contract and are not required to have a W9 on file. Any student or employee who is serving as an official for any sport must fill out a Special Assignment Contract. Completed forms must be handed in to the Rec Center as soon as possible so that payment can be processed in a timely manner.

### **Travel Procedures**

All clubs who plan on traveling at any point in the season are required to submit only one travel request with the team's schedule attached to it. In addition, all club members who will be traveling must complete the waiver and release form. The Assistant Director will submit these forms to Accounting Services, which will cover your club's travel for the entire season. In addition to these forms, it is also required to have an Authorized Driver List on file with the Sport Club Office. Purchases for travel (hotel, airfare) are the responsibility of your club; however the University may be able to assist with large scale purchases. Travel that includes hotels and airfare must be planned well enough in advance to get the best price and to ensure that all procedures are followed. Reimbursements for any travel will occur with proper documentation and only if adequate funds are available in your account

### **Reimbursements**

All reimbursements to you or family members must include a receipt/invoice from the vendor and a copy of your credit card statement or copy of the check (front and back) used in the purchase to show that the names on each document match. If a credit card is used, a copy of that credit card is also required. We will also need name, banner number (if student or employee), and permanent home address. Please note Rowan University is a tax exempt institution and will not reimburse taxes on any item, therefore please use a tax exempt form when making purchases.

### **Tax Exempt Status:**

All accounts held by Sport Clubs are considered exempt from New Jersey State Sales Tax. To receive this tax-exempt status, officers must pick up a Tax Exempt form at the Sport Club Office and bring the paper to the vendor.

## POINTS SYSTEM FOR BUDGET ALLOCATION

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### Budget Allocation Process

1. Each spring the club will complete a Budget Request for their funds.
2. Each club will be required to attend a budget hearing in April to defend your request.
3. Criteria that are taken into consideration during budget hearings include but are not limited to:
  - a. Meeting and training attendance, fundraising efforts of the club, costs of the club, competition levels, number of members, amount of practices, and level of positive representation of the Sport Clubs.
  - b. The Assistant Director of Sport Clubs will use both a Point System and Tier system to allocate the respective amount of money for each club.
  - c. Late budget requests will automatically receive a reduced consideration.
4. Preliminary allocations to each club will be based on but not limited to: membership, years in existence, league dues, membership dues, competitive schedule, fundraising, national/regional participation, tier classification, facility usage, community service, and maintaining a club website. Clubs will be deducted allocation for infractions.

### Point System

Once a club has been recognized by the University for one full year, they are eligible to receive University funding. Funds for recreational, semi-competitive, and competitive clubs will be allocated based on the following point system: **After gathering the amount of points per club, the points will be multiplied based on which of the 4 Tiers that club falls into.**

#### 1. Members

- Defined: Total members reported on the official Participant Form accompanied by a waiver.

Point Breakdown:

- 1pt- 5-10 members
- 2pts- 11-20 members
- 3pts- 21-30 members
- 4pts- 31-40 members
- 5pts- 41+ members

#### 2. General Requirements

- Defined: Paperwork deadlines and performance in roster checks.

Point Breakdown:

- Signed Officer Form: 2 points
- Constitution: 2 points
- Emergency Action Plan: 2 points
- First and Second Roster Checks: 4 points
- CPR/First Aid Requirements: 2 points

#### 3. League Dues

- Defined: The amount paid through your club account required by your governing body in order to participate in the league or conference.

Point Breakdown:

- 0pts- \$0
- 1pt.- Up to \$100
- 3pts- \$100.01-\$500
- 5pts- More than \$500

## POINTS SYSTEM FOR BUDGET ALLOCATION

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### 4. Club Member Dues

- Defined: Dues paid by each individual club member to participate. This does not include funds from external parties.

Point Breakdown:

0pts- \$0

1pt.- Up to \$100

2pts- \$100.01-\$300

3pts- \$300.01-\$500

4pts- \$\$500.01-\$1000

5pts- More than \$1000

### 6. Fundraising

- Defined: Funds raised by the club that are deposited into the club “fundraising account”(does not include member dues). This can come in the form of fundraising initiatives, donations or sponsorships.

Point Breakdown:

1pt- \$100.00-\$500.00

2pts- \$500.01-\$1000.00

3pts- \$1000.01-\$1500.00

4pts- \$1500.01-\$2000.00

5pts- \$2000.01+

### 7. National/ Regional Competition Participation

- Points are awarded based on both travel and qualifying events.

Point Breakdown:

0pts- No Travel

1pt- Travel up to 1 hour

3pts- Up to 3 hours

4pts- **Qualified** for a Regional Tournament, or traveled 3-7hrs

5pts- **Qualified** for a National Tournament, or traveled 7+ hrs

### 8. Community Service

- Community Service is defined as services volunteered by individuals or an organization to benefit a community or its institutions. Community Service points will be awarded based on the fact that a minimum of 50% of your club roster participates in the project. Community Service projects must be reported prior to and after the event to the Sports Club Office via the Community Service Form. 1 pt will be awarded for each community service act (Max of 5pts per year)

### Strikes

- Strikes will result in a deduction from your club’s point total. Each strike is a subtraction of 3 points. A total of 6 strikes will result in a probationary hearing. Strikes are given for the following infractions:

1. Failure to send at least one club representative to monthly meetings
2. Failure to meet minimum roster check requirements
3. Consistently late paperwork. All paperwork will have a due date. Failure to hand in paperwork by the due date will result in a deduction of club points at the discretion of the Director of Sport Clubs.
4. Unauthorized travel and unauthorized purchases.
5. Leaving a practice facility in unsatisfactory condition. If the problem persists, access to the



- facility will be denied.
6. University van and travel misuse will result in a deduction of points at the discretion of the Assistant Director of Sport Clubs. If the misuse persists, the privileges of University van use will be removed.
  7. Other actions resulting in the loss of points at the Assistant Director’s discretion include, but are not limited to: mispending university allocated funds, paying for Tournaments that aren’t attended, hazing, participation by ineligible players, illegally hosting guests on campus.

**The Tier System Process**

Two times per year, clubs are evaluated and placed in a tier system consisting of 4 levels: Tier A, Tier B, Tier C, and Tier D. If the club does not meet all the requirements of the tier they are placed in, they will be moved back a tier. Likewise, if a club exceeds the requirements of the tier they are placed in, they may be moved up a tier at the digression of the Assistant Director of Sport Clubs. Each tier level differs by criteria’s such as point system allocation, competition level, level of risk, facility rentals, travel expenses, national recognition, club organization, and membership demand. Depending on which Tier a club is placed into, will determine the amount that their total points from the point system is multiplied by (½, 1, 1.5, or 3). First year clubs will not receive funding their first year, but will be placed into a Tier at the end of the year. The following chart is the basic criteria for evaluating clubs

<b>Tier A X ½ point</b>	<b>Tier B X 1 point</b>	<b>Tier C X 1.5 points</b>	<b>Tier D X 3 points</b>
Recreational/ Instructional club	Competitive and or/ semi-competitive	Competitive and higher risk sports	Highly Competitive, competes at the National level
	Has at least 12 active members	Have an established coach/ consistently organized club	Heavy traveling expenses to attend games/ tournaments
		Consistently high membership results in an A and B team	Must pay facility rentals for all practices/ games

**INTRAMURAL PARTICIPATION**

A Club Sports member is defined as one who has practiced or played in a contest for a respective club at any time during the academic year. Sport Club athletes are eligible to participate in intramural sports, however when competing in the same (or similar) sport there may be no more than two Club members on any intramural team. This includes combination of male and female players for co-ed intramural competition. Restrictions for Intramural Sports participation are as follows:

<b>Intramural Sport</b>	<b>Club Member Roster Maximum</b>
Indoor Volleyball	2 Volleyball Club Members
Sand Volleyball (Doubles)	1 Volleyball Club Member
Sand Volleyball (4 on 4)	1 Volleyball Club Member



Soccer	2 Soccer Club Members
Softball	2 Softball Club Members
Ultimate Frisbee	2 Ultimate Club Members
Wallyball	1 Volleyball Club Member

## MARKETING

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Marketing is crucial for all Sport Clubs to attract new members and inform others of club activities. Sport Clubs are encouraged to use a variety of methods for exposure such as.

1. Appointing a Marketing Chairperson for the club.
2. Promoting the club during Sport Clubs Fairs and other tabling opportunities.
3. Publicizing regular meetings, games, and special events through:

### **Club fliers, posters, handbills, and promotional wall advertisements**

All fliers and advertisements must be reviewed and approved by the Assistant Director of Sport Clubs or the Graduate Assistant of Club Sports before anything is printed or distributed. Clubs may not distribute fliers to any on or off campus location without approval.

### **Residence Hall Distribution**

Organizations who wish to publicize their program or event in the residence halls or apartments must submit a copy of the flier for stamped approval to the Office of Residential Learning/Housing located in Savitz Hall (typically someone from the office will stamp it while you wait). The flyer should include the sponsoring group, date and time of event. Once approved, clubs must make 248 copies of the flier to cover all of the RA areas on campus. Fliers must be dropped off to the Residential Learning Office at least 3 days in advance of date wishing to post. Resident Hall Directors will distribute the fliers to their RA's to post. Clubs are not permitted to post information in the halls directly.

### **Calendar on Sport Clubs Website**

The Sport Club events calendar is on the home page of Sport Clubs, and displays a calendar of all registered club events on campus. If your club's event is not already on the calendar and you wish for it to be added, e-mail the Sports Club department with the details of the event. A confirmation e-mail will be provided

### **Digital Signage**

The Recreation Center has an electronic monitor that is located in the lobby of the facility. The monitor runs news and events happening on campus. You may email your flier to the Assistant Director for review and approval, and he will ensure that the flier gets posted. Your announcement can run a maximum of one week prior to your event.

The Student Center also has digital signage; if interested in posting you must register your club with the Student Center. Please visit the Student Center website for more details on the posting process for that facility.

### **Rowan Radio 89.7 WGLS-FM/ Rowan Television Network**

Rowan Radio 89.7 WGLS-FM is the local FM radio station and RTN is the local TV station at the University. Both have many listeners/ watchers and are a superior reach for a college radio station/ television station. They run ads during and between programs. Write up the announcement that your group would like to make and e-mail it to the production director.

### **Rowan Announcer**

The Rowan Announcer sends out an email to all Rowan students and staff. You must be registered with SGA in order to be able to post announcer messages. Staff in the Sport Club Office can assist with this process. An important rule is that no email will be accepted for an announcement sent within 24 hours of a scheduled event.

### **Online Media**

The Department of Sport Clubs has recently created both a Rowan Sport Clubs facebook fan page, as well as a Rowan Sport Clubs you-tube account. Become a "fan" of Rowan Sport Clubs on facebook to market your club to prospective members. Upload a video of your club on YouTube and we will add it to the Rowan Sport Club Channel. It is also recommended that each club has their own website. Websites are a great way to recruit new members. Clubs are encouraged to post tournament/league results and photos. All websites will be monitored on a regular basis to ensure proper use.

### **Logo Usage\***

Any items being purchased that include the word "Rowan" or any type of Owl image must be sent through the appropriate licensing and trademark approval before the order is placed. Whether the item(s) is to be donated or purchased, the order must be placed through the Sport Club office and a licensed vendor must produce these items. All teams acquiring materials with the word "Rowan" and/or any image containing an Owl without following these procedures may be subject to immediate suspension.

Any and all items purchased by Club Sport teams must have their artwork approved before ordering. Please be aware of these guidelines when designing artwork:

1. Items planned to be sold to the public MUST have the SPORT CLUBS logo on it somewhere. Items just for the team's use are not required to have the Club Sports logo on it.
2. Before placing an order with a vendor, drop your artwork off at the Club Sports office to get design approval. Approval may take up to a week or more.
3. Wording needs to draw a relationship to Sport Clubs only when there is a duplicate ('competing') University Program (ex 'Rowan Wrestling' is permissible; 'Rowan (Men's) Soccer' is not permissible).

\*The usage of Rowan logos and branding is currently under review. Sport Clubs should always contact the Assistant Director of Sport Clubs before making any final apparel purchases to have their orders approved.



### **Rules and Regulations Governing the Use of Recreation Outdoor Facilities and Sports Fields**

**The primary function of the outdoor facilities is to serve the needs of the students. In the interest of maintaining fields and outdoor facilities in proper and safe condition, the following guidelines are to be followed by those using the fields. These guidelines will be strictly enforced.**

1. Scheduling of outdoor facilities, such as the intramural field, for recreational purposes has been delegated to the division of campus recreation. Outdoor facilities may be reserved only during stipulated hours.
2. Possession and/or consumption of alcoholic beverages are prohibited on all outdoor facilities and fields.
3. No transportation equipment of any kind is permitted on the field. This includes cars, bikes, trucks, vending stands, and motorcycles. Any damage incurred by a vehicle will be paid for in full by the person or organization responsible for the activity.
4. No holes, ditches or pits may be dug for any purpose. The field is to be used as is unless complete written authorization is given by the Rowan Rec Center Assistant Director of Facilities.
5. All persons and organizations using university facilities are expected to leave the facility in the same or better condition that they found it. This includes responsibility for returning equipment to its proper place and removal of all debris, garbage, etc.
6. Street shoes are not permitted on any outdoor tennis courts. Only smooth, soft-soled tennis shoes are permitted. No bikes, skateboards, or other modes of transportation are permitted. Only the game of tennis is permitted to be played on all outdoor tennis courts.
7. Because of the expense, the time necessary to grow grass, and the "shared" use of most university field areas, rain becomes a reason for canceling scheduled activities. If, when a person stands on the playing area, water comes out of the ground around the individual's foot, and/or visible puddles have formed on the field, the organization must not use the area for practice or play.
8. If maintenance services are required for damages that occur, the organization or individual that was responsible for the activity will be billed.
9. Willful destruction or abuses of university property will result in forfeiture of the outdoor facility and field use privilege and/or other disciplinary action.

FAILURE TO OBSERVE ANY OF THE ABOVE RULES AND REGULATIONS WILL RESULT IN FORFEITURE OF THE RIGHT TO USE RECREATIONAL OUTDOOR FACILITIES AND SPORTS FIELDS. ORGANIZATIONS WHO USE THE FACILITIES MUST ASSUME RESPONSIBILITY FOR ENFORCING THE ABOVE REGULATIONS BY MEMBERS OF THEIR ORGANIZATION.

## **Inclement Weather and Cancellation Policies** **For Outdoor Sports Fields**

Because of the expenses and time necessary to grow grass and maintain quality outdoor field conditions, rain becomes a primary reason for canceling scheduled contests and practices. Because most of Rowan Campus Recreation's fields are "shared" use areas, everyone must share the responsibility of assisting the university in the maintenance of outdoor field space. Organizations will be held responsible for adhering to and enforcing the rain cancellation policy.

### **Rain Cancellation Policy**

If it has rained prior to, or if it is raining during the activity, the organization must cancel the activity, if water comes out of the ground around the participants feet and/or visible puddles have formed ANYWHERE on the field.

### **Procedures**

1. In the absence of a Sport Club staff member, the club president or coach must make this determination. If it has rained during the 24-hour period prior to contest or practice, the club president or coach must perform the "foot" test, which simply consists of standing on the playing field and watching to see if water comes out of the ground around his/her feet. They must also walk the field to determine if puddles have formed, making the surface unplayable. The same procedure must be done if it begins to rain during the activity. (IF LIGHTNING OCCURS DURING THE SCHEDULED PRACTICE/COMPETITION ALL ACTIVITY MUST CEASE FOR AT LEAST 45 MINUTES AFTER THE LAST STRIKE)
2. If you are having difficulty making a decision after 5:00pm during the week or on the weekend, contact the Sport Club Graduate Coordinator. If necessary, the Graduate Coordinator will come and render a decision.
3. If you are unable to reach the Graduate Coordinator, adhere to the policy and/or contact the Building Manager on duty at the Rec Center. Please consider the long-term effects on field conditions and your organizations privilege of using the field.

### **Penalties:**

1. If damages occur and maintenance is required, the sports club or individual responsible for the organization of the activity in which the damage occurred will be billed for the costs of labor and materials by the grounds department.
2. Suspension or forfeiture of the right to use outdoor facilities and sports field to be determined by the Division of Campus Recreation.
3. Loss of club recognition and funding.

\*Sport Club Staff or Rec Center staff maintain the right to deny a club usage of an outdoor facility at any time if they feel the weather becomes unsafe or harmful to the conditions of the facility.

If you have any questions regarding this policy, you can contact either the Rowan Rec Center Assistant Director of Facilities or the Graduate Coordinator for Intramurals/Sports Clubs.

# Appendix: Sample Constitution & Emergency Action Plan

## CONSTITUTION GUIDE FOR SPORT CLUBS

Constitution \_\_\_\_\_  
(Club Name)

Adopted \_\_\_\_\_  
(Date)

### ARTICLE I – NAME

State the official name of the sport club organization.

### ARTICLE II – PURPOSE

State the reason for the formation of the club and the club's objectives, including team mission statement.

### ARTICLE III – MEMBERSHIP

- A. State which people are qualified for membership (assuring that no discrimination due to race, creed, ethnicity, sexual orientation, or any other protected group by New Jersey Law shall take place).
- B. State what a member must do to be recognized as a full member.
- C. State what rights and privileges a full member has.

### ARTICLE IV – MEETING

- A. State how many meetings of the membership are to be held during the school year and when they are to be held.
- B. State procedures for calling regular and/or special meetings/practices.

### ARTICLE V – EXECUTIVE BOARD

- A. State what officers will make up the club and what each officer's duties will be.
- B. State procedures for handling vacancies within the Executive Board.

### ARTICLE VI – ELECTIONS

- A. State which officers will be selected by the membership, how long the terms of these offices will last, and how many times a person may hold the same office.
- B. State the nominating procedures and when they will take place.
- C. State how nominees will present their qualification and how and when elections will be held.
- D. State procedures in case a runoff is necessary.

### ARTICLE VII – FUNDS

State the procedures for the allocation of club funds (revenues and expenses) and collection of dues if applicable.

### ARTICLE VIII – COMMITTEES/DIVISIONS

State what standing and/or ad-hoc committees or what divisions will exist in the club and the function and composition of each.

### ARTICLE IX – AFFILIATIONS

- A. State any affiliations with local, state, regional, or national organizations.
- B. State adherence of any rules by a sports governing body.

ARTICLE X – ADVISOR

State the procedures for the qualifications and selection of a club advisor and the function and duties of said person.

ARTICLE XI – COACH/MANAGER

State the procedures for the qualifications and selection of a Coach/Manager and the function(s) and duties of said person(s).

ARTICLE XII – RATIFICATION

State how the constitution will be approved by the membership.

ARTICLE XIII – AMENDMENTS

State how an amendment will be presented, to who it will be presented, and how it will be ratified.

ARTICLE XIV – BYLAWS

State procedures for the inclusion of any rules or regulations specific to the club.



## **Sport Club Emergency Action Plan**

In the event of an **EMERGENCY** at a Rowan Sport Club practice or event where there is not Sport Club Staff or other certified personnel present, the Club Coach and/or Team Officer should take the following steps. **During competitions**, these situations may be handled by the EMT/Ambulance if present, Sport Club First Responder, and/or the Sport Club Supervisor provided by the Campus Recreation.

1. Become the “Person-in-charge” who assumes overall responsibility for the situation;
2. Prepare yourself to use your specific safety training (CPR/AED & First Aid) **ONLY IF YOU ARE CERTIFIED. DO NOT ATTEMPT ANYTHING FOR WHICH YOU ARE NOT PROPERLY TRAINED.**
3. Assess the nature of the injury immediately;
4. Call EMS at 856-256-4911 and report the emergency
  - a. Identify yourself
  - b. Give the location of the incident (Be specific)
  - c. Describe the nature of the injury
  - d. Ask for the appropriate assistance
  - e. Do **NOT** hang up until the dispatcher has all of the necessary information and tells you to hang up!
5. Perform CPR or basic first-aid **if necessary and you are certified**;
6. Do not move the injured person from the playing area if you suspect a serious injury. **A game or practice NEVER takes precedence over an injury**;
7. Signal a team member to assist you;
8. **Remember: you are the “Person-in-charge” giving full attention to the injured person!**
9. Assisting team members should meet the emergency response vehicles and be responsible for “crowd” control – keeping people away from the scene.

**During an emergency**, three key people must have clearly outlined roles & responsibilities

- Charge Person: the person who assumes overall responsibility of the situation and has specific training like First Aid/CPR, fire response.
- Call Person: assists the charge person, calls, and meets emergency vehicles/notifies BM.
- Control Person: responsible for “crowd” control – keeping people away from the scene.
  - **\*\*Note**: the person filling the above roles will depend on the emergency and circumstances.

**After an emergency**, important follow-up tasks must be completed:

- Incident/Accident Report: If no staff members were present to assist, obtain this form from inside the Rec Center and document the emergency to the best of your ability.
- Written/Verbal communication to Sport Club Director
- Analysis: what did/did not work in the response plan; any patterns or similarities to previous incidents?

\_\_\_\_ I understand that anyone with a pre-existing condition is encouraged to have an I.D. bracelet or tag that lists all information vital to the condition.

\_\_\_\_\_ I understand that as sports club athlete I should:

- Maintain good mental and physical fitness for the sport. Avoid being under the influence of alcohol or dangerous drugs when participating. Keep proficient in my sport skills, striving to increase them through continuing education and reviewing them in controlled conditions and a period of inactivity.
- Be familiar with my sport. If not, obtain a formal orientation from a knowledgeable, local source. Do not engage in any sport club event unless specifically trained to do so.
- Use complete well maintained, reliable equipment with which I am familiar; and inspect it for correct fit and function prior to each use.

\_\_\_\_\_ I affirm, to the best of my knowledge that I am in good physical and mental health and free from cardiovascular, respiratory or other diseases or ailments, which could endanger my performance.

\_\_\_\_\_ I affirm that I am of lawful age and legally competent to sign this waiver or that I have acquired the written consent of my parent or guardian.

\_\_\_\_\_ In full awareness of the above and in consideration of my participation in sports club activities, I waive, release and discharge any and all claims for death, personal injury or property damage against Rowan, The State University, its officers, agents, and employees, which I may have, or which may hereafter accrue to me as a result of my participation in the sports club. I agree to indemnify and hold harmless Rowan, the State University, its officers, agents, and employees, from any claim or loss of death, bodily injury or property damage arising in any manner out of my presence or activities in the course of my participation in this sports club activity. I further understand and agree that this waiver, release indemnity and assumption of risk are to binding on my heirs and assigns.

I have fully informed myself of the contents of this Informed Consent and Waiver form by reading it before I signed it on behalf of myself, my heirs, and assigns.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

(Of Parent or Guardian if individual is a minor)

## Appendix: Sport Club Forms

\*Please see the Sport Club Website  
or the Rec Center Main Office for the  
most updated copies of Sport Club  
Forms.