

**ROWAN UNIVERSITY  
SPORT CLUB OFFICER MANUAL & POLICIES  
2024-2025**



## **IMPORTANT CONTACT NUMBERS**

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### **Sport Club Office**

Drew D'Elia  
Assistant Director  
[delia@rowan.edu](mailto:delia@rowan.edu)  
856-256-4908

Nathan Ugochukwu  
Graduate Coordinator  
[Ugochu79@rowan.edu](mailto:Ugochu79@rowan.edu)  
856-256-4542

Sport Club Supervising Staff  
[rowansportclubs@gmail.com](mailto:rowansportclubs@gmail.com)

### **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

## **INTRODUCTION TO SPORT CLUBS**

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The Sport Club program is sponsored by Campus Recreation 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. All sport club participants must be enrolled at Rowan University and taking at least 3 credits.\* Students who graduate in the fall semester 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 & agreement prior to participation in any club activity. This waiver can be found on the Campus Recreation Proflink page.
3. Rowan College at Gloucester County (RCGC), Rowan College at Burlington County, and Rowan Choice students are **not** eligible to compete on a Rowan University sport clubs that travel off campus for competitions. They are eligible to participate on a sport clubs that don't compete and have their club activities on campus.
  - Students registered in the 3+1 program are not eligible for sport club participation.

\*Nationals governing bodies for competitive sport clubs may require full-time status for competitions.

## **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, vaping, etc.) at any University-sponsored events such as Sport Clubs events.

## **OBLIGATIONS/MAINTAINING OF RECOGNIZED SPORT CLUBS**

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

**To maintain status as an active sport club, each club must:**

1. Adhere to all policies and procedures that are required to maintain club status, these include:
  - a. Attending sport club officer trainings
  - b. Completing at least one community service project per semester
  - c. Submitting a club constitution and posting it to Proflink
  - d. Maintaining the sport club's Proflink page
  - e. Ensuring at least one officer is registered as Risk Manager (CPR Certified)
  - f. Submitting appropriate sport club membership waivers and travel paperwork
  - g. Understanding and abiding by the financial policies of the University
  - h. Following safe practice policies as outlined in officer training
  - i. Submitting semester and annual reports, including a report of the expenses and revenues for each semester.
  - j. Submitting a budget proposal and attending a budget hearing
  - k. Communicating any new officers to the Sport Club Office.
2. 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. Rowan University nor Campus Recreation offer additional injury insurance for sport club members.
3. Should an injury occur, an Injury Report Form must be completed and filed (within 48 hours) with the Sport Club Office.
4. Remain in good standing with local, regional, and national governing bodies as appropriate.
5. 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.

6. 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.
7. Prohibit any form of hazing as outlined in the sport club waiver & agreement and officer training
8. Prohibit sexual or discriminatory harassment of all club members in accordance with University policy.
9. Any behavior violating the Rowan University Code of Conduct must be reported to the Assistant Director of Sport Clubs.

## **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 sport clubs in implementing safe practices, supervising club funds, facilitating club activities, and ensuring that all policies and procedures set forth by the University and Campus Recreation 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 national governing body paperwork
5. Approved club events
6. Communicate regularly with club officers
7. Provide information on matters of liability, travel, budgets, equipment purchase, scheduling, and fundraising
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
12. Serve as a mandatory reporter for all Title IX and hazing related incidents

### **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 and taking at least 3 credits
  - b. Must be in good standing with the University as defined by Office of Admissions and Office of Community Standards.
  - 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 Campus Recreation 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)

#### **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.

**Risk Manager:**

1. Submits travel itinerary for any club travel off-campus
2. Completes injury report in the event a SC Staff member is not present
3. Maintains copies of club emergency contacts
4. Checks out first aid kit
5. Hold a Red Cross CPR Certification

**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 one officer to monthly meetings. Two officers in attendance is highly recommended and you will receive the full point amount. It is encouraged that all officers/advisors/coaches attend the meetings. 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.

**CONSTITUTION**

Each club must develop a constitution suited to the practical operation of their club. 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 uploaded to your club's ProfLink page. 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.

**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

**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.

**All new head and assistant coaches must attend a mandatory coach training in the beginning of the Fall semester.**

### **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 and complete the necessary paperwork.

## **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.

### **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. Waiver can be found on the Campus Recreation ProfLink page. It's the responsibility of the club president to ensure each member completes a waiver.

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

There must be one individual on each club certified in First Aid and CPR (two recommended). Campus Recreation 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/VEMS to set up a certification test on your own. All CPR/First Aid Certifications must be uploaded to the dropbox on the Campus Recreation ProfLink page.

### **Medical Personnel**

Rugby and Ice Hockey will be required to have an Athletic Trainer/EMT on site during home contests, along with a Sport Club Supervisor that is CPR/First Aid certified. All other home events will at least have a Sport Club 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. Sport Club Supervisors will complete any injury reports at home events. For away events, an Injury Report Form can be found in the travel packet and must be turned into the Rec Center 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**

We rely on a number of ways to communicate to our students and employees, including email, text, voicemail, and 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 show concussion symptoms must go through the return-to-play protocol. The individual must be cleared by the Sport Club Athletic Trainer, the Wellness Center or a personal physician in order to return to practices or games. Documentation must be submitted to the Assistant Director.

**\*If there is Sport Club Staff on-site, they have the right to deny participation if there is any question regarding concussions. Coaches and sport club officers are required to assist in this process.**

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

## TRAVEL POLICY

### 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.

### 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.

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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. External Bus Service

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. Please see the [Rowan Procurement Page](#) for the preferred transportation vendors.

#### 2. Privately Owned Vehicles

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.

### **3. Rental Car**

Rental cars may be used for transportation. Enterprise is the preferred vendor. Please be aware of the rental car policies for the particular state you are renting in.

### **3. Air Transportation**

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 POCEDURES**

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### **Pre-Travel Procedure**

Before you travel, you **MUST** submit a Travel Itinerary Form. 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 Form can be found on Campus Recreation Proflink page. 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 travelling overnight, a Request for Travel Form must be completed by all traveling members. The Request for Travel Form is submitted to the Assistant Director **three weeks before travel.**
3. Attach documentation such as event registration, flyers, and/or invoices which contain the dates and times of the event.
4. Each traveler **MUST** have a travel waiver submitted.
5. Pre-payments are possible for registration fees, hotels, and flights. Please set up a meeting with the Assistant Director if this applies to your trip
6. 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. A post-competition/event report must be submitted through the Campus Rec Proflink page 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. Travel Expense Forms will be required for overnight trip reimbursements. 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 students 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 through the Practice Request Form on Proflink.
2. Granting reservation requests is based on availability , competitive season timeframes, and tier status
3. Failure to use reserved space may result in losing the privilege of reserving space for the following semester.

**On-Campus Events**

1. Requests should be placed with the Assistant Director or the Graduate Coordinator for Sport Clubs as early as possible, but no later than 3 weeks prior to the event.
2. Once the reservation is approved by the Sport Club Office, the reservation needs to be submitted in Proflink no later than 1 week 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
6. 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. All club withdrawals and deposits can be found in your sport club's google drive folder. 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**

Funding for each club is based on both needs and the tier system. Clubs are required to submit a budget report in April to propose a specific budget for the upcoming academic year. Funds carry-over from year to year, however, it is expected that the club uses the allotted funds on the proposed items that were covered in the budget hearing. Having a large carry over will result in a smaller allocation amount for the upcoming academic year.

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. A post-season funding request will never cover all the costs of a trip.



**Membership Dues**

While club membership dues aren't mandatory for all clubs, a majority of clubs do require them. Dues must be established in advance by the officers of the club and communicated to club members. 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 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. Team meals
9. Advertising expenses
10. 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.

A university credit card may be used for registrations and hotels, along with any vendors that do not accept check or purchase orders. Please contact the Assistant Director if this is the case for your purchase.

#### **Payment for Officials**

All officials are paid through ArbiterPay. Please provide the Sport Club Office with the email address of the official and the amount your club is paying the official. Officials will be paid within 2 weeks after the event.

#### **Reimbursements**

Any non-travel reimbursements need to be submitted through the Campus Recreation Proflink page. 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. The tax-exempt form can be found under the "documents" section of the Campus Recreation Proflink page.

## **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:

- Uploaded Constitution
- Accurate Proflink page
- Monthly Meetings
- Roster Checks
- Travel Paperwork
- Community Service
- Dues/Fundraising

- Campus Involvement
- National/Regional Competition

#### 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.

## Tier System

#### Tier C (lowest tier)

- Clubs with **less than 60 points** at the end of the academic year
- The most a club can ask for is **\$4000**
- Must generate at least **20% in revenue**
  - So if \$3000 is given, then \$600 must be fundraised (includes dues)

#### Tier B

- Clubs with **61-85 points**
- The most a club can ask for is **\$7500**
- Club must generate **30% in revenue**

#### Tier A (highest tier)

- Must have at least **86 points** by the end of the academic year
- There is **no cap** for funding (greater than \$8000)
- Must generate **40% in revenue**

\*Point ranges based off the 2024-2025 academic year



## INTRAMURAL PARTICIPATION

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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:

Intramural Sport	Club Member Roster Maximum
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 flyers, 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.

### **Events on Proflink**

All events submitted and approved on Proflink will appear on the club's Proflink page, as well as the university's home Proflink page. All events on campus must be submitted through Proflink for approval.

### **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.

#### **Social Media**

Sport clubs are encouraged to have social media accounts (Instagram, Facebook, X). All content posted must be with the guidelines of the Rowan Code of Conduct. Posts that violate this will be required to be removed and the club may be subject to disciplinary action.

#### **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, send your design to the Assistant Director for approval.
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).

**Rules and Regulations Governing the Use of**  
**Recreation Outdoor Turf Facilities**  
**(IM Field, Football Stadium, Varsity Soccer Field)**

The field may be closed at anytime due to inclement weather and emergencies without prior notification. Every attempt will be made to communicate field closure decisions when possible.

***Strictly Prohibited from field***

1. Accessing area during unsupervised times or during field closure
2. Food, gum, sunflower seeds, nuts & drinks other than water
3. Glass of any kind, alcoholic beverages, tobacco products or drugs
4. Metal cleats (including metal tipped), barefeet and high heels
5. Golfing, track throwing activities, hitting, throwing or kicking balls against the fence
6. Motor vehicles, bicycles, skateboards, inline skates or scooters inside the field or attached to the fence
7. Grilling, propane, open flames or fireworks
8. Spray painting or chalking lines without prior approval
9. Moving, altering, dragging or removing equipment without prior approval
10. Staking items, tables, chairs or any other items that may penetrate the surface
11. Pets - exception for service animals
12. Conducting structured activities without departmental authorization
13. Suntan lotions, oils or creams of any kind – Apply prior to entering the turf area

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.

## Appendix: Sample Constitution



## 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.