

University of New England  
**CLUB SPORT HANDBOOK**

Updated: May 2007

## **CLUB SPORT MISSION**

The University of New England Club Sport program promotes and advances healthy lifestyles through participation opportunities, both on and off campus. The program stresses teamwork, community, and student development. Expanding on these three core values the program aims to aid in a healthy lifestyle, self-confidence, and building relationships on and off campus.

## **INTRODUCTION TO CLUB SPORTS**

The University of New England Club Sport program is a unique campus experience emphasizing recreational opportunities, student development and leadership activities. The success of club sports is dependent on student involvement, availability of facility or training space, coaches and advisors, educational opportunities and effective student leadership. Club sport teams are funded entirely by the Undergraduate Student Government. Currently the University of New England sponsors these club sports: *Dance Team, Gymnastics, Men's Baseball, Men's Volleyball, Ultimate Disc, Equestrian Club, and Men's Swimming.*

## **Club Sport Recognition**

In order to be recognized as a Club Sport all teams must adhere to the following guidelines.

- 1) Adhere to all guidelines set fourth by the Coordinator of Recreational Sport, Club Sport Council and coach/advisor.
  - 2) Maintain an active roster with the Coordinator of Recreational Sport
  - 3) Follow all procedural guidelines set forth in this handbook as pertains to competition, travel, behavior, and all other areas covered by the handbook. This includes filling out all appropriate paperwork before participation.
  - 4) Must compete with another institution in a competitive athletic/recreational event.
  - 5) Must have two team representative sit on the Club Sport Council and attend all meetings.
  - 6) Submit and update a specific Club Sport Constitution to the Club Sport Council.
- \* The determination of varsity status lies within the university's administration. Club Sports are not an avenue for a team to become a varsity sport. Club Sports are part of the Athletics Department, however cannot compete at the NCAA level.

## **Club Sport Constitutions**

Each club sport will develop and maintain their own constitutions that will outline the club sport's mission, policies, and procedures. All club sport constitutions will be filed with the Club Sport Council and the Recreational Sports Office.

## **Financing**

Each club sport is required to submit an annual budget with the Coordinator of Club Sports and Undergraduate Student Government. Budget monies are acquired as follows:

- 1) Request funding through the Club Sport Council. (USG)
- 2) Money not provided by the Club Sport Council must be raised by the club sport through the means of dues, donations, or other fund raising projects.

- 3) Club sport revenues that are earned through use of the University of New England's name must be deposited into the club sport's respective budget through the Coordinator of Club Sports.

### **Purchases/Expenditures**

Club sport teams are only allowed to purchase or pay for any dues, fees, etc. with the approval of the Coordinator of Recreational Sport. All purchases or expenditures will be done with either a purchase order or voucher. Proper signatures of the Coordinator of Recreational Sport, Athletic Director, and Dean of Students(if necessary) are needed for all purchases or expenditures.

### **Facility and Contest Scheduling**

All facility use by Club Sports is to be requested and coordinated with the Coordinator of Recreational Sport. All practices and games must be approved in advance. Field or facility requests must be submitted for approval at least one week in advance. Facility request forms can be obtained through the Recreational Sport Office.

The Coordinator of Club Sports and club sport coaches will have the final approval in determining event schedules.

### **Equipment**

Club Sport equipment will be stored by the Coordinator of Club Sports, unless permission is granted to hold onto equipment for the duration of the club sport season. All equipment purchased with club sport money must be returned at the time specified by the Coordinator of Club Sports.

### **Travel**

A Team Travel Roster, Behavioral Agreement, and Trip Itinerary Form must be submitted to the Coordinator of Club Sports at least two days prior to each scheduled contest or trip. Individuals listed on the travel forms must be club members and all necessary paperwork must have been filed with the Recreational Sports Office in order to be eligible to travel with the club sport. A copy of each traveling member's medical form and the club sport's trip itinerary form will be given to the club sport's student representative for safety purposes.

University van or car requests must be done at least two weeks in advance. All club sport coaches or advisors must become van certified through the University of New England's Facilities Department in order to be able to drive the university vehicles. This same policy applies to any student member of the club sport program who wishes to become van certified.

In order to have gas and toll money reimbursed, the driver of each vehicle must provide the Coordinator of Club Sports with receipts.

Meal money is an option that the club sport teams can request for trips, however, this money will be coming directly out of their team's account. Problems may arise if the club sport did not designate a certain amount of money for meals.

### **Participation Release**

All club sport participants are required to complete a number of forms (wavier/liability release, medical, behavioral agreement) before participating in any club sport activity. It is the responsibility of the club sport coach and student representatives to submit all forms and releases to the Recreational Sports Office before an individual begins participating.

An individual must be a student at the University of New England who is in good academic standing in order to participate in club sport programs.

### **Roster**

All members participating in a club sport should be listed on the Club Sport Roster Form. It is the responsibility of the club sport coach and student representatives to report any roster changes that occur throughout the year to the Coordinator of Club Sports and the Club Sport Council.

## **PROGRAM LEADERSHIP**

### **Coordinator of Club Sports**

The Coordinator of Club Sports is responsible for the coordination and administration of the club sport program. The coordinator will oversee programming to ensure the safety of all participants, as well as ensuring that each club sport adheres to the philosophical basis of the club sport program. This individual will advise the Club Sport Council and administer all Club Sport Council meetings.

### **Recreational Sports Office**

All pertinent paperwork for club sport teams will be filed with the Recreational Sports Office.

### **Club Sport Council**

The Club Sport Council serves as a student run advisory group that assists the Coordinator of Club Sports with the administration of the Club Sport program. Each club sport must have two elected representatives that sit on the Club Sport Council.

The Council will also be made up of the Coordinator of Club Sports, USG Club Sport Representative, and USG's Financial Manager. The council will meet at least once a month, and more if needed. All CSC members must attend all meetings.

The council's duties consist of:

- \*To function in a fiscal management capacity for funds allocated to the Club Sport program.
- \*To form an organized group to promote participation in the Club Sport program at UNE.
- \*To serve as a forum for ideas and concerns.
- \*To vote on all pertinent issues that the Coordinator of Club Sports sees necessary.

### **Club Sport Officers**

Each club sport will elect two officers to represent the team on the Club Sport Council. Elections for each club will be held in April for the following school year. The term of officers for club officers is one year, from May to May.

#### **Club Sport Officers are responsible for the following:**

- \*Administer individual club sport meetings when necessary.
- \*Attend all Club Sport Council meetings.
- \*Complete and submit all required forms, reports, and requests by the established deadlines.
- \*Prepare yearly budget requests in May for the following year.
- \*Work with the Coordinator of Club Sports and club sport coach to obtain travel approval and to make all travel arrangements.
- \*Advertise their specific club sport events.
- \*Maintain club sport equipment and supplies when given the responsibility.
- \*Enforce and update their specific Club Sport Constitution as necessary.
- \*Ensure compliance with the club sport with all campus, local, state, and federal regulations.
- \*Train and facilitate the transition of newly elected club sport officers.
- \*Notify Club Sport Council of all changes in membership, officers, advisors and coaching positions.
- \*Obtaining all purchase approvals through the Coordinator of Club Sports.

### **Club Sport Coaches/Instructors**

Club Sport coaches are responsible for administering all practices and coaching all contests. Coaches should possess the correct knowledge as it pertains to each club sport. All club sport coaches must be hired through the Department of Athletics and the Recreational Sports Department. The Athletic Director and Coordinator of Club Sports must approve any payment for services rendered to club coaches or instructors.

### **CONDUCT**

Participants of the club sport program are expected to conduct themselves in a manner compatible with the University of New England rules and regulations, local and state laws, and governing body guidelines. All participants are required to read and sign the Behavioral Agreement Form prior to each and every trip.

### **GOVERNANCE and DISCIPLINE**

Self-governance is an important component of the club sport experience. Every club sport is responsible for the actions of its members (both on and off campus) and the discipline of inappropriate conduct. A review by the Club Sport Council and the Athletic Department may be required to assist in determining sanctions of a club sport or its members.

It is the responsibility of the club to discipline members for any internal problems that may arise. Issues that have external effects to the club sport team may result in penalties taken against the entire club membership. Any action perceived as harmful to the image,

or public perception of UNE and/or that puts any individual at physical or mental risk will be handled with an Administrative Hearing. An act that violates UNE rules and regulations or local, state or federal laws will be referred to the appropriate agency.

### **Disciplinary Actions**

Disciplinary actions may be administered to individual club sport members or the entire club sport.

### **Probation**

Club sport teams may be placed on probation for not following the rules and regulations of the Club Sport Handbook, or for not obeying the rules and regulations of the university. Probationary club sport teams may not be eligible for certain allowances during the period of probation. They may still be represented on the Club Sport Council, however, certain voting rights may be taken away at the discretion of the Coordinator of Club Sports.

### **Suspension**

Club sport teams may be suspended at any time for inappropriate actions. Suspended club sport teams will forfeit the ability to schedule facility space, will not be eligible for funding, loses voting rights on the CSC, and will have all club sport activities suspended. Following the suspension period, the CSC and the Athletic Department will assign a club sport probationary or inactive status following review.

### **Appeals**

Any appeals regarding disciplinary actions must be submitted in writing to the Club Sport Council and the Coordinator of Club Sports within one week of the sanction.

### **MEDICAL/LEGAL RESPONSIBILITIES**

It is recommended that each club sport member have a physical exam before participating in club sport activities to determine any limitations the individual may possess. The responsibility to determine who is able to safely participate remains with that of the individual student participant. The University of New England does not assume responsibility for the cost of medical care given to participants in connection with injuries sustained in club sport activities. In addition, the University of New England does not accept legal responsibility for injuries to third parties by the activities of any club sport or its participants while traveling by private or public transportation.

### **REPORTS/FORMS**

It is the responsibility of the coach and club sport representatives to fill out all necessary reports and forms. This includes the annual report, budget request, waiver/release forms, roster form, behavioral agreement form, medical form, etc.

### **Annual Report**

Each club sport must submit an annual report by May 1st to the Club Sport Council. The report serves as a historical perspective for planning, goal setting and to assist the new

leadership of the club sport and the CSC with program development. The report should include the following information:

- \*Club goals and status of goals
- \*Member names and contact information
- \*Club sport activities for the past year
- \*Budget and expenditure report
- \*Summary of fundraising activities
- \*Records of coaches/instructors, advisors, representatives
- \*Accomplishments
- \*Challenges
- \*Concerns and suggestions for resolving concerns

If a club sport does not submit their annual report accurately the Club Sport Council will take appropriate action.

### **Budget Request**

Each club sport must submit a budget request for the following year by May 1st to the Club Sport Council. The request should be thorough and include all foreseen expenses.

If a club sport does not submit a budget request by the end of the spring semester the Club Sport Council will take appropriate action.

