



INTRODUCTION:

This handbook is designed to assist both experienced and inexperienced officers to better understand the administrative details necessary for successful club operations. In addition to striving to provide for the best possible experience for your members, it is important to also keep in mind that given today's litigious society, it is vitally important to both you as a formal club officer and to the university that all necessary requirements as outlined in this booklet are addressed in a proper and timely manner.

More detailed information is available online in the President Handbook @ http://athletics.colgate.edu/recsports/club/club_forms.htm.

Other questions should be directed to the Recreational Sports (Rec. Sports) Office. We are most interested in you and your club members having the best experience possible.

Janet Little, Director of Recreational Sports jlittle@mail.colgate.edu

Julie Vair, Administrative Assistant, Recreational Sports jvair@mail.colgate.edu

Recreation Sports Office
101-102 Huntington Gym
(315) 228-7613

Club Sport Code of Conduct:

It is a privilege and not a right to be a member of a club sport at Colgate. Every club sport athlete is expected to conduct him/herself in a manner that reflects positively on the club, the Department of Recreational Sports and the University. As a member of the student body at Colgate, each student club member must act in accordance with all University policies and procedures as published by the University. In addition, student-athletes are required to obey the requirements and prohibitions set forth by municipal ordinances and state and federal laws, both criminal and civil. The club officers carry a big responsibility in this area.

All Club Sport members are responsible for complying with all federal, state, University and Departmental guidelines pertaining to alcohol and drug use.

Hazing Policy:

Colgate University policy and New York State law, strictly prohibit all forms of hazing, including in connection with initiation or continuing affiliation with a Club Sport. Hazing is illegal at Colgate and is therefore not to be associated with any clubs. Hazing is generally defined as being any action or activity [whether on or off campus] which recklessly endangers the physical or mental health or well being of another person or which violates the dignity of another person. Hazing is further defined as any activity that involves the forced consumption of food, alcohol or drugs or any other substance in the course of initiation or continuing affiliation with an organization. Groups which are found to have violated the university hazing policy as stated in the Colgate Student Handbook will forfeit recognition and cease to exist.

Internet

Colgate Club members should not post photographs, video, narrative descriptions or other content depicting or describing themselves or teammates from any team gathering, event, or social gathering or other event or circumstance that reflects negatively on Colgate University, Colgate Department of Recreation, the club or its members.

Clubs may setup websites or discussion group through the Colgate portal. If your club is interested in doing this please contact Julie (jvair@mail.colgate.edu) or visit the Colgate ITS site for [Requesting Web Space](#) at <http://computing.colgate.edu/Index.asp>.



GETTING STARTED AT BEGINNING OF NEW SCHOOL YEAR:

Attend initial club officers' meeting during first week of class. Every club that desires recognition must be represented. Club Officers must also meet with Janet prior to the start of their season.

Club Leadership and Continuity:

Due to the on-going administrative workload coupled with insuring that future club operations will continue smoothly, it is recommended that each club have enough officers who work closely together to fulfill all of the administrative requirements of the club.

The following leadership tasks are crucial:

1. Preside over club meetings, oversee club business and responsibilities and take care of club publicity
2. Represent club at Activity Fair in Fall
3. Maintain regular contact with Rec. Sports Office.
4. Familiarize yourself with the various Club forms prior to the start of the season. Forms are all available online and most can be submitted by email. The next page provides an overview of the forms.
5. Arrange for club's practice/game facilities
6. Set up club's competitive schedule (tentative until approved) and Officials for home contests
 - a. Arrange for travel accommodations, van request, hotel reservation, trip itinerary
7. Oversee club spending and budget, ensuring the club will not be overspent at year end
 - a. Assure that all club member dues are collected and turned in to Rec. Sports Office for deposit in a timely manner
 - b. Arrange for travel advances and reconcile each promptly by returning receipts and cash
 - c. Arrange for any reimbursements which might be due to club members
 - d. Request approval for all club purchases (food / equipment / uniform / clothing etc) in advance and then submit all bills/receipts/deposits to the Rec. Sports Office
8. Write follow-up thank you letters for club gifts when requested by Rec. sports office

It is further strongly suggested that all clubs allow for new officer transition at least one semester prior to when senior officers graduate. By doing so, outgoing senior officers will be present to guide and mentor the incoming officers and allow the new officers to "hit the road running" the next new academic year.

STAY IN TOUCH:

One of the first and most important items to keep in mind is to **stay in regular contact with the Recreational Sports office [101-102 Huntington]**. You should try to stop by or check in by email at least once a week while your sport is in season and once a month when you are out of season [in addition to the ends of each semester]. Let us know what you're doing and how it's going. We like to share weekly highlights in department meetings and newsletters and need your help to do so. The Rec. Sports professional staff is most interested in both your successes and your needs and will do everything they can to assist in making the club experience as enjoyable as possible for each and every officer and member. We understand the amount of work each club leader must put forth if his/her club is to be successful. So, stay in touch . . . we are here to assist [phone EXT 7613 or via email].

Club Mail Boxes:

Each club is assigned a mail box slot within the Office of Recreational Sports. Club officers should check their mail box each time they stop by the office.



POLICIES AND PROCEDURES:

How to do what you need to do!!!

Scheduling Practices and Contests

Before starting your first practice, you will need to contact the Rec. Sports Office and let Julie (jvair) know what facilities you would like to request for both practices and games. Julie will try to get everyone into the comprehensive schedule on an equitable basis.

Van Requests should be submitted as soon as possible as its 1st come 1st served.

Familiarize yourself and your members with the Tyler's Field and Sanford Field House "User Rules and Regs" available online for clubs that use those facilities.

Equipment / Uniform Purchase:

Purchase: All club equipment and clothing purchases **Must be Pre-Approved** by the Rec. Sports office and should be purchased through the university billing process.

Only club-owned equipment may be purchased with university funds. Any personal equipment must be paid for by the individual member through the dues process.

Uniforms and Equipment Check-Out:

All Club Owned Equipment and Uniforms are Stored in Huntington Cage

Club officer or designee may check out club owned equipment from the Huntington Cage during open hours. This equipment will be signed out in the name of the individual club officer and is that person's responsibility to look after it for the time it's being used and get it returned at the end of the practice, game or the club sport season. Fines will be levied for uniforms not returned at the end of the season.

Club President or designee may sign out needed Uniforms and items from the Huntington Cage for each contest/week-end. Those uniforms must be turned in at the cage for laundering promptly (within one day) following return to campus. If the club gains approval for individual uniform sign-out, the President must provide list of approved players for Recreational Sports Office.

Physical Education Credit Reporting:

It's a graduation requirement and needs to be done accurately!!!

The Physical Education graduation requirement calls for two Physical Education credits. One of those credits can be fulfilled through participation in a club sport.

To qualify for one credit, a student must be officially logged on the club's Physical Education attendance card for a minimum of 30 hours.

The official form (Club PE Credit.xls) is located online. It is only necessary to track attendance for students who wish to earn PE credit for the year. An individualized accounting of hours is to be kept on a weekly basis throughout a sport season and the spreadsheet **MUST** be emailed to Julie at the end of the fall Semester and at the completion of the year. A Printed/Signed copy **MUST** also be turned in to Rec. Sports.

End Of Semester And End Of Year Reports:

At the end of **each semester**, each club president will be expected to fill out an **End of Semester /End of Year Form**. The purpose of this report is to provide updated information for each club for the Rec. Sports Office to use on an ongoing basis for historical purposes and for fundraising solicitations and responses. It also provides essential information and facilitates understanding regarding ongoing club operations and various administrative requirements.



FINANCIAL MATTERS:

Club Sport Philosophy - Individual members of each club sport are expected to personally shoulder some portion of the overall cost of their individual involvement.

Club may have up to 3 accounts - 1) University Budget – fixed annual amount ,
2) Agency Fund – dues and earned \$\$, 3) Gift Fund – Alumni and Parent's donations

Clubs Officers Must:

- Meet with Director of Recreational Sports to learn what money is available for club for the year
- Create a budget plan for the year – project normal expenses – travel, officials, equipment – must keep expenses within number of dollars available or collect dues
- Determine Individual Dues amount and Collect if want to do more than the dollars will support

Travel Policies:

University funding and member dues can be used to reimburse individuals for some club travel expenses. In other cases, individuals are expected to pay their own way.

Transportation: Club budgets must pay for Colgate vans at \$.55/mile and \$5 a day. If personal cars are used for travel, club budgets should attempt to reimburse the gasoline expense through **actual trip gas receipts** or through **tracking mileage** at .15/mile. Some clubs may be forced to pay less than this amount given overall funds and spending priorities.

Keep van gas receipts separate – your club will be reimbursed!

Van Cancellations need to be made at least 1 day prior to departure to avoid the \$5/day fee.

Meals: Most individuals pay for their own meals on club trips. The maximum reimbursement is \$15/day/person. Keep meal receipt or have everyone sign for cash received on a **Club Sport Cash Reimbursement Form**.

Club payment for team banquets and any non-meet entertainment is discouraged.

Lodging: Clubs are encouraged to stay with area parents or look for inexpensive on-campus accommodations at the school to be visited. Ask the host school for suggestions or search the internet for clean, safe and inexpensive motels. Janet will pay for rooms with departmental credit card. Send an email to Janet or Julie with your lodging request well in advance of the trip – include dates, number of rooms & players (4/room), name of hotel, address, phone number and special rate if applicable.

To Get Money:

- **Cash Advance** for club expenses - Email request for Cash Advance at the beginning of the week to Janet. Pickup the voucher from Janet then take it to the Accounting Office to receive the cash. **Upon Return** from trip, bring extra cash, receipts, Cash Reimbursement forms totaling the amount of the Cash Advance to Rec. Sports. **Every trip advance must be reconciled with the Rec. Sports before any further advance will be provided.**
- **Cash Reimbursement** – If sufficient funds are available, individual club members may be given trip per diems or can be reimbursed [as club treasuries permit] for such things as entry fees, gas and food. Reimbursements are accomplished through two methods – producing receipts for the expenses incurred or through a completed **Cash Reimbursement Form**. All gas receipts for a university van are to be separate and specifically noted as these expenditures are credited back to your account.

Forms & Receipts should be brought to Rec. Sports in a timely manner.



- **Check** (for Entry Fee or Bill) – At least 1 week prior to due date, bring/email Janet the necessary information that describes what event the check is needed for, how much, who the check should be made out to, and the mailing address to send check or who will pick it up.
- **Officials** – Use well-qualified students or hire professional officials through the local assigning board. To get officials paid – student officials must fill out a student pay slip and pros need to fill out a W-9 form on the field before or after each game. All forms need to be given to Rec. Sports in a timely manner

DUES:

Most competitive travel clubs ask each individual club member to pay some amount of dues to help offset team or personal expenses. Dues should be collected in cash or checks made out to Colgate University and brought to the Recreational Sports office for deposit directly after collection.

FUNDRAISING:

2 Types of Fundraising

1. Earned Agency Funds – Club Individual Dues and Activities and work done by club members to raise money.. Examples are selling programs or concessions at varsity games, selling t-shirts, Frisbees, etc. **All club sport agency fundraising events must be approved by the Recreational Sports Office.**
2. Gift or Donor Funds - Letters and phonathons to solicit or encourage donations from alumni, parents and friends of club. **All club sport donor fundraising efforts and communications are strictly managed and controlled by Colgate's Annual Fund Offices via the Rec. Sports Office.**

To facilitate the club's fundraising efforts, the club president will be asked to submit information about the club to the Rec. Sports Office several times a year for use in fundraising solicitations and responses. The most typical method for that is the required semester and year end report.



FIRST AID AND SAFETY:

First Response Coverage:

Colgate provides on-field medical first aid [First Response] services for many club sports. A First Response staff member is assigned as available to each home contest as well as to practice sessions for the rugby and ice hockey clubs.

For any **cancellations/changes with competitive schedules**, the club president is asked to notify Rec. Sports ASAP. If change occurs outside of the normal work week, direct contact must be made with the Coordinator of First Response Staff – Andi Jones – AeJones@students.colgate.edu .

Important Note Concerning the Reporting of Injuries:

Any serious injury, i.e. fracture, cut requiring stitches, severe sprain should be reported to Rec. Sports. Initial reporting must be made to the on-field First Response staff if available. If no First Response staff is available, report to the Student Health Center or the Hospital Emergency Room for care. **It is vitally important that any accident or injury that takes place in the absence of a First Response staff member [including any injuries at away contests] be reported to Rec. Sports as soon after the incident as possible.**

Insurance Matters:

As per university policy, all Colgate students are responsible for their own basic insurance coverage.

All formally registered club participants [listed on roster and who have handed in Assumption of Risk/Release of Liability and Health History Forms] are accorded additional protection under university purchased Excess Medical Insurance coverage. This coverage is for in-contest participation. Please be advised that this coverage begins only after individual policy coverage limits have been exhausted and all individual deductibles paid. Additional Catastrophic Insurance coverage may be available for claim assistance.

USE OF UNIVERSITY VANS:

Reservations:

Officially recognized clubs are privileged to use university-owned vans for transporting club members to/from official club functions on an “as available” basis. To request a van you should complete a **Vehicle Request Form** and get your requests in as early as possible to the Rec. Sports Office. There are never enough vans to meet overall university demands on a given weekend, so the sooner a request is received the more likely a reservation can be made. Vans are allocated on a “first come – first served” basis.

Cost of Vans:

The cost of vans is charged directly to your budget at the rate of .585/mile, plus \$5/day. This fee covers the cost of all Van gasoline. **All gas receipts for a university van are to be separate and specifically noted** as these expenditures are credited back to your account.

Getting Drivers Certified/Van Driving Policy:

All drivers of university vans must become **certified** through **Campus Safety** before they drive any university van. **ONLY Colgate certified drivers are permitted to drive university vans.** Clubs should attempt to have several of their student members certified in order to provide for sufficient flexibility.

Rec. Sports will send emails to club officers whenever classes are announced throughout the year.



Travel Checklist

Checklist for all club travel away from campus

[prior to leaving]:

1. Be sure that transportation is confirmed.
2. For overnights in a motel – determine what motel you want to stay in (good location, safe, clean, inexpensive) and how many rooms you need. Send information to Janet/Julie in an email. Check with host team regarding good hotels near the site and whenever possible save money by staying with Colgate student families.
3. Your Motel will be confirmed and paid for with the departmental credit card.
4. Make sure that a completed **Trip Itinerary Form** is turned in to the Rec. Sports Office before you leave.
5. Reconfirm game times/location with opponent.
6. Project total trip cost
7. Make an appointment to pick up Disbursement Voucher from Janet for Travel Advance – 1 week in advance if check is needed
8. Pick up Travel Advance cash/check at Controller's Office (M-F 10–12, 1–4).
9. Be sure members have uniforms, details/logistics for departure worked out.
10. Pick up keys and driver log for university van at B & G Office by daily deadline Monday-Friday 4PM.

[during / after return to campus]:

1. Pick up Motel bill at checkout.
2. Return uniforms to Huntington Equipment Issue Room (Cage) for laundering
3. Park van in same location that you got it from, fill out van driver log, tidy up van [remove all trash], turn off all lights, lock doors of van, lock doors of garage and drop keys and log in "Drop Box" at back of the Service Building.
4. Reconcile cash advance - collect all receipts and/or cash reimbursement forms with signatures for any expenditure related to your cash advance and take these with any remaining cash, to the Rec. Sports Office on the first business day following your return to campus.
5. Bring gas receipts (for miles driven on trip) to Rec. Sports Office or note mileage of trip for possible reimbursement of individuals using personal cars. Mark gas receipts for the VANs clearly as the gas charges will be credited back to your account.

Janet Little: Director, Recreational Sports

Julie Vair: Administrative Assistant, Recreational Sports