

# Brandeis University



## Club Sports Handbook 2024-2025

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[www.brandeisjudges.com/recreation/clubsports](http://www.brandeisjudges.com/recreation/clubsports)

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# **SECTION 1**

## **PROGRAM COMPOSITION**

# *Club Sports Overview*

## **WHAT ARE CLUB SPORTS?**

The Club Sports Program offers members of the Brandeis University community the opportunity to participate in non-varsity intercollegiate athletic competition and formalized group instruction.

Club Sports are Brandeis University recognized student organizations that establish their own leadership, structure, membership requirements, competition schedules, dues, and fundraising events. The clubs provide social, competitive, instructional, and safe environments based on the common interests of the participating members.

Membership in a club is open to all students, faculty and staff. It is our desire to extend to each person at Brandeis University the opportunity to participate individually or with a team in a club sport. These interests can be competitive, or instructional in nature.

The Club Sports Program is overseen by the Club Sports Coordinator, who offers professional guidance to the clubs, access to facilities, equipment, budget guidance, marketing, and office services (telephone, copier, fax, mailboxes, and other information resources) in supporting the student clubs. The program also provides funding support for travel, competitions, league dues, entry fees, officials' fees, and equipment.

## **PHILOSOPHY**

### ***Mission:***

To provide diverse sports opportunities for all students across a broad range of skill levels and experiences.

### ***Vision:***

The Club Sports Program strives to provide a dynamic learning environment while promoting sportsmanship, skill development, and camaraderie through sport and play and interaction with club members, coaches, administrators and opponents. We aim to be a model for student leadership – in the way students conduct themselves during events and through the administration of the program.

# *Club Classifications*

Clubs are classified into one of two categories: competitive or instructional. No priority is given to one classification over another. All clubs within the program must fall clearly into one of the classifications. New clubs applying for admission that do not meet the requirements of one or the other group will not be considered for inclusion in the program.

## **Competitive Clubs**

Competitive clubs are those that engage in competitive activity with other colleges, universities or leagues. Coaches are not required for competitive clubs, although they are encouraged. In order for a club to be considered competitive, that club must provide at least two opportunities for its members to compete with people outside of the Brandeis community. Not all members are required to compete for a club to be considered competitive.

Competitive Clubs: Archery, Cheerleading, Climbing, Crew, Equestrian, Gymnastics, Lacrosse (women), Nordic, Quidditch, Rugby (men & women), Sailing, Skiing, Squash, Table Tennis, Ultimate (men & women), and Volleyball (men).

## **Instructional Clubs**

Instructional clubs are those that focus on skill instruction. Instructional clubs are required to have a coach, instructor, teacher, sensei, etc, who cannot be a member of the club. Instructional clubs may travel to view demonstrations or exhibits, but do not compete.

Instructional Clubs: Boxing, Brazilian Jiu Jitsu, and Krav Maga.

# *Club Membership*

Not all student organizations engaged in a sport activity are, or can be, recognized as members of the Club Sports Program. Inclusion in the program is dependent upon proven continued interest in the activity, capability for sustaining such interest in the Brandeis University student community, and the ability of the Department of Athletics, Physical Education and Recreation to meet club needs via the Club Sports Program. Clubs that duplicate a varsity sport will not be considered for inclusion.

Membership in the Club Sports Program provides student organizations with direct access to a variety of services offered through the Department of Athletics, Physical Education and Recreation. The Club Sports Coordinator is available to assist clubs with scheduling, budgeting, providing travel information, and with promotional advice.

## **INDIVIDUAL MEMBERSHIP REQUIREMENTS**

1. Currently enrolled Brandeis University undergraduate and graduate students, and Faculty/Staff who possess a valid Brandeis University ID are eligible to participate in the Club Sports Program.
2. Each club sports member must complete all required online information be eligible to participate.
3. Club members must adhere to Brandeis University, Department of Athletics, Physical Education and Recreation, and Club Sports Program policies, procedures, expectations, and code of conduct.
4. Individual club members are responsible for adhering to all policies that govern the club in which they participate
5. Brandeis University Alumni and community members are not eligible to participate in the Club Sports Program.
6. Brandeis University Club Sports Program will not support any exclusion to participate on the basis of race, color, national origin, ethnic group, religion, sex, sexual orientation, age, or disability.

**\*\*Note: The Department of Athletics, Physical Education and Recreation does not carry insurance to cover injuries incurred while participating in, or traveling for, a club sports activity.**

## **PROGRAM MEMBERSHIP REQUIREMENTS**

In order for a club to be in good standing within the program, it must meet all of the following requirements:

1. Be either competitive or instructional in nature.
2. Have at least 10 active members with eligibility forms on file. (Exception – if a competitive club engages in a team sport that requires fewer than 10 players to participate at a given time, then that number shall be considered that club's requirement. E.G. – Volleyball plays six-a-side. Only 6 members are required.)
3. Maintain a current constitution on file with the Club Sports Office.

Each club constitution will contain articles dealing with:

- Name
- Purpose
- Members
- Officers
- Elections

Additional articles may also be included. (See Sample Constitution in Appendix D)  
All Club constitutions must be ratified every two years by a 2/3 majority of club membership.

## **NEW CLUB MEMBERSHIP PROCESS**

Application for membership in the Club Sports Program is made to the Club Sports Council. The following items must be submitted to the Club Sports Coordinator in order to receive consideration:

1. A letter of application addressed to the Club Sports Council, listing the names of club officers, membership participants (include their status as students, faculty, or staff).
2. A copy of the club's budget that should include complete itemized accounting of all revenues and expenses covering the past two seasons (if applicable). If club officers anticipate any budget changes for the next activity season, such dollar adjustments should be outlined in detail.
3. A copy of the club's activity schedule for the past two sports seasons (if applicable). Also included should be information concerning the time and duration of in-season practices, the type of facilities used or desired, and the length of the sports season.
4. A copy of the club's constitution and by-laws, which should include detailed information on the official regulatory body and any other rules, regulations, and/or requirements that may apply to the club.

5. A complete listing of all equipment inventory owned by the club. If equipment used during practice sessions and/or competition activities is privately owned, and then list such equipment under the heading 'privately owned'.

**The Club Sports Council will consider the information submitted and make its decision based upon the factors listed below:**

1. The availability of facilities and required equipment, as well as the impact of the proposed program upon the usage patterns of existing facilities and equipment for intercollegiate, recreational, and intramural purposes.
2. The club's financial resources and potential earned monies to adequately fund the proposed program.
3. The degree of student participation and interest in the proposed club sport activity.
4. For competitive clubs - the availability of adequate competition within the established club sport region, which includes Massachusetts, Rhode Island, Connecticut, Vermont, New Hampshire, Maine, and New York.

Appeals of the Council's decision concerning membership in the Club Sports Program may be submitted in writing to the Club Sports Coordinator, who will then route the appeal to the Assistant Athletic Director, who may then reconvene the Club Sports Council. The Council will only consider such appeals if new information concerning the petitioning club becomes available, or if conditions exist that warrant further discussion.

## **RENEWAL OF EXISTING CLUBS**

In order for a club to remain active and receive funding each year, each club must submit a Club Renewal sheet for the following year to the Student Union. Clubs must also submit a budget request to the Club Sports Coordinator for the following fiscal year by March 1st<sup>h</sup> of the current year. Clubs that fail to meet these requirements will be dropped from the program.

# *Structure of Club Organizations*

The structure and organization of each club within the program can differ greatly. Since each club is a separate entity, each can decide for itself what type of administrative model works best. Only three requirements are imposed by the program: 1) that each club elect a president, 2) that a treasurer be identified, and 3) that officer positions be held by undergraduate students only. For instructional clubs, the president may also serve as the treasurer. For competitive clubs, the president and treasurer must be different people. Beyond that, clubs may determine for themselves all other aspects of administration: coaching, executive board, other elected offices, etc.

## **OFFICERS**

A club's organizational structure will vary based on individual club's organizational structure and responsibilities needed for governance. Here is an example of how clubs may be organized.

### *President (required)*

- Provides the overall direction to the club, overseeing the work of the other officers and ensuring they work together as a team.
- Serves as a liaison between the club, its coach, and the Club Sports Coordinator.
- Schedules and runs organizational meetings.
- Monitors the activities of the club, ensuring compliance with Brandeis University policies and procedures as well as the club's constitution affecting the club.

### *Vice President*

- Acts in place of the president when necessary.
- Oversees council chairpersons and the work of the council.
- Often heads special projects/councils such as fund raising drives, tournament arrangements, publicity and promotion campaigns, etc.

### *Secretary*

- Handles club correspondence such as match and tournament scheduling with other schools and teams or communication with conference and association personnel.
- Maintains membership lists.
- Maintains all club files and records.
- Keeps the membership informed of upcoming events, and distributes meeting minutes and other pertinent information to the membership.

### *Treasurer (required)*

- Manages and records all financial transactions of the organization.
- Keeps detailed records of the club's financial transactions.
- Establishes the annual budget for the organization in consultation with other club officers.
- Reports the financial status of the club to the membership.

Role definitions should be tailored to a club's particular needs. Clubs may want to have an officer for fund raising and/or race/tournament/game coordination. Club constitutions must specify with whom these responsibilities lay.

## **Officer Expectations**

Club officers must assume the highest level of expectations to ensure success of their Club and the Program. All Club officers must adhere to the following expectations:

- 1) **Communication:** As a student organization, communication is vital to the success between the Club officers and members as well as the Club Sports Coordinator.

**Communication also involves checking and efficiently replying to weekly:**

- Phone calls
- E-mail inquiries
- Club Mailbox

- 2) Read and understand the contents of the Club Sports Handbook.
- 3) Attend all required Club Sports meetings and trainings.
- 4) Submit all required forms on time and completed.
- 5) Ensure all club members have completed required online information.
- 6) Inform club members of policies, procedures, expectations, Code of Conduct, emergency procedures, and other regulations that must be followed.
- 7) Ensure club is compliant with policies, rules, and guidelines.
- 8) Remain in good standing with local, regional, or national governing associations.
- 9) Ensure all club financial accounts and obligations are met.
- 10) Submit a budget request for the club by the date set in spring term.
- 11) Arrange facility reservations for all club functions through the Club Sports Coordinator.
- 12) Ensure facilities are inspected prior to play and respected by leaving them in better condition than when you arrived.
- 13) Ensure equipment and supplies are returned in good condition minus wear and tear.
- 14) Notify Club Sports Coordinator of all changes or updates to event schedule, practices, games, fundraising events, purchases, promotional materials, or any other club related activities.

## COACHES

If a Club desires, members may seek the assistance of a coach/instructor. For instructional clubs, a coach/instructor is required. It is imperative that the coach/instructor maintains the same philosophy of student development incorporated into the Club Sport Program and the Department of Athletics, Physical Education and Recreation.

Relationships between a coach and a club are unique to each club. The role of a coach within the club should be clearly specified in the club constitution. While coaches may have varying degrees of involvement with club administration, club coaches should not be too heavily involved in planning the direction of a club.

The Department reserves the right to remove any coach if the Club Sports Program philosophy and policies are not followed.

### Eligibility of a Coach

1. Coaching and/or playing experience in club's respective sport.
2. Reviewed "Coaching/Instructor Form" on file with The Department.
3. Meeting with the Club Sports Coordinator prior to conducting any instructional practice sessions.
4. Approved by the Club Membership.
5. If admittance is needed into any University facilities for practice, instruction, etc., the coach may be issued a temporary Gosman Center ID card.
6. Ineligible to participate in club competition (unless he/she qualifies as a Club Sport Member.)
7. Coach/Instructor must carry his/her own travel and health insurance.
8. Coaches must allow the students to take on the administrative requirements and decision making of the club.

### How to Hire a Coach

Clubs are free to offer coaching positions to anyone that they see fit. All coaching candidates must first meet with the Club Sports Coordinator prior to official appointment. Club coaches will undergo a background check.

If clubs need assistance in identifying potential candidates, the Club Sports Coordinator can have job openings posted on the Brandeis University website, boston.com and monster.com. Beyond this, clubs can post vacancies in sport-specific websites and publications. Typically, once candidates have been selected, clubs will interview applicants independently, alerting the Club Sports Coordinator once they have reached an agreement with a particular candidate. The Club Sports Coordinator will help clubs conduct interviews should they request assistance.

**A coach will not be considered officially hired until they have applied online, filled out an I-9 (with supporting documentation), and had their background check completed.**

# *Club Sports Council*

## **Club Sports Council**

The Club Sports Council is the primary governing body of the Brandeis University Club Sports Program. The Council works with the Club Sports Coordinator in shaping the future of the Club Sports Program.

The Council is responsible for establishing and reviewing policies related to the operation of the program, evaluating and reviewing budget requests, and allocating individual club funds. The Council is also responsible for evaluating and reviewing requests for new club membership, responding to questions and issues concerning clubs, and making recommendations regarding club and individual member status when disciplinary or conduct issues arise. All council decisions shall be considered recommendations for approval by the Athletic Department

## **Council Organization**

The Council will consist of 7 members. The composition of the council will be consistent with the composition of the program. (I.E. - the ratio of council representatives from competitive versus instructional clubs will be equal to the ratio of competitive versus instructional clubs within the club sports program.) Council seats will carry year-to-year re-appointment privileges.

New Club Sports Council members will be selected by each club at the beginning of the academic year. Each club will have one vote. Clubs may determine in their own manner for whom that vote will be cast. Depending on the number of open seats, each club will select up to 6 people as competitive representatives and one person as instructional representative.

## **Expectations of Club Sports Council Members**

- Have a general understanding of the Club Sports Program.
- Understand Club Sports Council role.
- Attend and be prepared to contribute to all Club Sports Council meetings and trainings by reviewing upcoming agendas and bringing required materials.
- Represent the best interests of all recognized clubs.
- Assist in the continual education and development of the Club Sport Program for the future.
- Actively participate and understand the Club Sports Council activities and procedures.
- Continually communicate with the Club Sports Coordinator during member year.
- Conduct themselves in a professional manner at all Council meetings.

## **Council Operating Procedures**

1. The Council will meet on average 2/3 times a semester, September through April. Additional meetings may be called at any time at the discretion of the Club Sports Coordinator.
2. Quorum
  - a. Council business items (membership in the program, policy decisions, and disciplinary sanctions) will only take place when a quorum is present.
  - b. A quorum shall consist of 4 members, the Club Sports Coordinator will only vote in the event of a tied vote.
  - c. The Club Sports Coordinator may direct the Council into Executive Session should a quorum not be present. (Executive Session will grant the Council decision making authority despite the lack of a quorum.) The Executive Council will also be responsible for special or emergency budget allocations and minor exceptions to policy. All decisions made will be ratified at the next scheduled meeting.
3. Decisions of the Council will be made based on the following criteria:
  - a. With regard to matters that affect the Club Sports Program as a whole, a 2/3 majority will be required.
  - b. With regard to matters that effect individual clubs, a simple majority will be required.
  - c. With regard to disciplinary matters, a 2/3 majority shall be required.
4. Voting members of the Council must cast their votes in person; proxy votes and substitutions are not permitted.

**SECTION 2**  
**POLICIES & PROCEDURES**

# Finance

## **BUDGET ALLOCATION**

The Club Sports Program receives an allocation for operating funds through the Department of Athletics, Physical Education and Recreation, and from the Finance Board via the Athletic Department. Once an amount has been established, the Club Sports Council will consider club budget requests and apportion funds to each club.

Clubs are required to complete a Budget Request Form and justify expenses for the next fiscal year. Individual Club Sports budget requests are due to the Club Sports Coordinator for the following academic year by March 1st. The Club Sports Coordinator will be available to help guide clubs through the budget process. The clubs' individual budget submissions will be utilized for the request/ presentation to the Club Sports Council.

Awarded funds are typically announced on May 1<sup>st</sup> and allocated to the club's account on July 1<sup>st</sup> of each year. Allocations are designed to provide a portion of the club's operating budget. Clubs in good standing that turn in a budget request after the posted deadline will receive an automatic deduction of \$500.00 for the next academic year. Active clubs in good standing that do not submit a budget at all will only be eligible to receive a "seed account" (\$200.00) for the next academic year.

### **Criteria:**

Three factors will be taken into account by the Club Sport Council when determining individual club allotments:

- Club Activity
  - Including number of members in a club (relative to previous years), competitive nature, community involvement, and previous years' expenditures.
- Operating costs
  - Including all officials' fees, travel costs, equipment needs, entry fees, league dues, insurance, etc.
- Leadership
  - Leadership points will be accumulated through the year. Points consist of paperwork turned in on time, attendance at meetings, First Aid kit check-out, results reporting, and fundraising.

## **Budget Hearing Guidelines**

If clubs choose, they can defend their request during the budget hearings. Clubs will have up to 10 minutes to present and defend their request, followed by questions from the Council. Approval of Sport Club Budget will be done with a simple majority votes.

## **ACCOUNTS**

The Club Sports Program maintains all deposits and disbursements for the Club Sports Accounts. Money allocated by the Club Sports Council will reside in an Operating account. Funds from the operating account that are not utilized by the end of the fiscal year will be forfeited. Clubs may also utilize a Fundraising Account, which allows a balance to be carried over from year to year. All club dues, fundraising, gifts, and sponsorship revenue will be deposited into this account.

Department policy prohibits groups from managing funds through an outside organization. Concealment of funds will result in disciplinary actions by the Council.

### **Operating Accounts**

Each club will have two separate operating accounts: an A-Board account and for some an Athletics account. Funds allocated into each account will be for use during that academic year, and will not roll over to the following year. Operating money is prohibited from use for the following types of expense: food, publicity, fundraising efforts, awards or gifts, and personal apparel.

**A-Board / Athletics Account:** used for coach salaries, membership fees, official's fees, entry fees, league fees, travel (to local competitions, practice or nationals), uniforms, equipment.

### **Fundraising Account**

The fundraising account may be used to purchase anything. All operating account allowable expenses may also be purchased with fundraising money. Any activity that does not directly relate to the purpose of the club (e.g. – banquets or cook-outs) must be paid for with fundraising account dollars.

Money generated by the club by way of sale, donated time/service, advertising, or sponsorship is considered fund-raised money. Club fundraising accounts roll over each year, and all year-end surpluses will be available the following year.

### **Gift Account**

The gift account will be used for all donated money, including money given for naming rights. Like the fundraising account, money in the gift account will roll over annually. All documentation that arrives with donated money must be turned in so it can be sent with the donation to the development office. The development office will address the official letter of thanks to the donor, as well provide the donor with tax information.

## **FUNDRAISING**

Clubs are encouraged to generate revenue through fundraising activity. A fundraiser shall be considered any activity undertaken by the collective members of the club for which goods/services are exchanged for money.

Examples of fundraisers are; concessions/food sales, souvenir/apparel sales, services (coaching, flyering, etc.), and labor (raking leaves, mowing lawns, etc.).

All fundraisers must be registered through the club sports office in order for the income to count towards a club's leadership points. Registration consists of submitting a fundraising information sheet (Appendix F) to the club sports coordinator 1 week prior to the start of the fundraiser.

## **FUNDS PROTOCOL – A BUDGETARY HOW-TO**

### **Methods of Expenditure**

There are three methods by which clubs can purchase goods and services, or pay bills; credit card, check, and budget transfer (within Brandeis only). The cost and vendor will determine the method of payment, which will in turn determine how long it takes to acquire goods or pay bills.

#### **Credit Card**

Payment by credit card is the fastest and easiest and most desirable way to pay for everything. When possible, all purchases/bills will be paid using the credit card. There is a \$1,500 limit per purchase, however, and anything exceeding that amount must be paid with a check.

#### **Checks**

In order for the University to write a check, a W9 tax form for that vendor must be on file. If no form is currently on file, the form must be acquired from the vendor. (the specific Brandeis University vendor form must be used). Once the form is on file, it is generally 2-3 weeks between the request for payment from a club and the actual receipt of payment by the vendor. For this reason, clubs are encouraged to plan well in advance when they need to pay bills or buy things by University issued check.

### **Types of Expense**

#### **Purchasing Goods**

Two ways a club can go about purchasing an item: 1) submit a purchase request form with all of the relevant information to the Club Sports Coordinator who will then complete the purchase, or 2) meet with the Club Sports Coordinator and buy online with the department credit card. In both scenarios, clubs should know exactly what they want and where to get it prior to submitting forms to/meeting with the Club Sports Coordinator.

## **Paying Bills**

Whether it's for goods already received or dues of some nature, an invoice, quote, or other type of documentation is required to pay bills. Bills will be paid via credit card when possible, but clubs should always provide plenty of time for checks to be processed when turning in paperwork to pay bills, regardless of anticipated payment method.

## **Paying Coaches**

The payment process for coaches depends on the regularity with which they attend practices. For coaches who attend all club practices, the entire payment process will be handled by the Club Sport Coordinator. For coaches whose attendance is only intermittent, the coach or club officers will be required to submit a payment requisition to the Club Sports Coordinator for the desired amount.

## **Reimbursements**

Clubs will frequently need to front personal money to pay expenses. In this event, documentation of the expense must be provided before a student or coach can be reimbursed. If clubs intend on using personal money to pay for things, they should be very well aware of their financial status. If a club has spent all of their funds and then chooses to spend personal money in the hopes of a reimbursement, they will need to fund-raise after the fact to generate the revenue.

For reimbursements for travel expense, the University form requires a signature from the person being reimbursed. An e-mail will be sent out to the student or coach to let them know that the form is ready and waiting for their signature.

## **Income**

All income must be turned into the Club Sports Coordinator and deposited into either the Fundraising account or the Gift account. A deposit form will be filled out and signed by the club leader and then signed by the Club Sports Coordinator. A copy of the form will be given to the club.

# Travel

All club related travel must be approved by the Club Sports Coordinator. To gain approval, a club must:

- 1) Submit a travel schedule for the semester to the Club Sports Coordinator, communicating your van and or flight needs.
- 2) Input each individual event in to DSE by following these steps: **(This includes home competitions, although the travel section will not need to be filled out)**
  1. Go to <http://www.brandeisjudges.com/recreation/clubsports/join> and click on "Events" for your sport
  2. Log in to your Brandeis account by pressing "log in" in the right hand corner of the page
  3. Click "Add an Event" in the upper right hand corner
  4. Change "Event type" to game, tournament, or event
  5. Fill out:
    - a. Event/Opponent Name
    - b. Event start
    - c. Event end
    - d. Location
  6. Press "submit"
  7. Press "edit" listed to the right of the event name
  8. Click "Members" to the right of "Basic info" and **check each club member participating in the event**
  9. Click "Travel" to the right of "Members" and fill out all required information for
    - a. Site
    - b. Method of Travel
    - c. Lodging
    - d. Arrangement
  10. Press submit
- 3) Follow up with Coordinator as the event gets closer to make sure your arrangements are all set.

## TRAVEL FORM OMISSION PENALTIES

Failure of clubs to submit travel forms prior to away competitions will result in the following sanctions against that club.

During the course of an academic year, if a club fails to turn in at least two of the travel forms for their first three events, **or** if at any point in the year they have turned in less than 75% of their travel forms, that club shall be issued a warning.

Warnings will come in the form of an e-mail from the club sports coordinator to the club president. The warning will be in effect for the duration of that academic year.

After a warning has been issued, a single failure to submit a travel form in the appropriate time-frame will result in a club being placed on probation. Probation will last for the

remainder of the current term through the end of term in which the club next competes.

During the term of probation, if a club fails to submit more than one travel form for their next three competitions on time, **or** fails to submit at least 75% of their travel forms on time, that club shall receive a suspension of privileges.

The nature and duration of the suspension will be determined by the club sports council, and could include restriction of access to facilities, vans, and funding, or removal from the program.

## Transportation

When available, The Department will provide transportation to away competitions. It is important that clubs submit their travel schedule in a prompt fashion, as there are a limited number of vans available, and a large number of programs vying for their use (**Priority will be given to clubs who submit requests in a timely manner, and who are traveling the greater distance.**) When departmental vans are not available, clubs may rent vans or drive in private vehicles.

In order for an individual to be permitted to drive a Department or rented van, they must meet the following criteria:

- Be an active member, coach or instructor of a club.
- Provide a valid driver's license.
- For Students - complete a Driver's Safety course offered by the Department of Public Safety.

The following restrictions shall apply to clubs and club members at all times while driving both vans and private vehicles.

- Drivers may drive a maximum of six consecutive hours.
- Clubs may travel no more than 18 hours in one day.
- Travel between the hours of 12 midnight and 6 AM is prohibited.
- For every 2 hours driven, a break of 1 hour is required.
- A single driver may drive no more than nine hours in one day.

Students are permitted to drive their own vehicles to away competitions. Students driving private vehicles who will carry other club members must provide a driver's license and proof of insurance to the Club Sports Coordinator.

Flights and buses may be used for competitions when teams are traveling to longer distances, however, **funds from A-board may only be used for these if they are directly connected to or are a pathway to a national competition.**

First Aid kits are required for all club travel.

## **Hotels**

When clubs stay off-campus overnight, they are expected to make their own lodging arrangements. These arrangements should be shared with and reserved with the department credit card, by the Club Sports Coordinator as soon as they have been determined. When possible, 3-4 weeks' notice should be given to the Club Sports Coordinator for overnight stays.

# Facilities

The Club Sports Program utilizes a variety of facilities to accommodate the needs of all the clubs. Each facility has its own rules and regulations. Clubs are asked that after each use a facility be left in better condition than it was prior to each practice, meeting or competition. All clubs must seek facility use approval through the Club Sports Coordinator.

## **GOSMAN SPORTS CENTER**

- Field House (Auerbach Arena, Tennis Courts 1,2,3, Track)
- Multi-Purpose Room (MPR)
- Linsey (MPR 1, MPR 3, MPR 4)
- Dance Studio
- Shapiro Gym (Courts 1, 2, 3)
- Squash Courts

## **TURF FIELD**

The turf field is used by clubs primarily as a competitive field. Club use of the turf field for practices will be minimal. Clubs must adhere to the following policies at all time while using the turf field. Opponent behavior during use of the turf field will reflect on the host club.

- No metal cleats!!! Only molded rubber/plastic cleats are permitted on the field. The maximum allowable length of the cleat is one half inch (1/2").
- No smoking or chewing tobacco.
- No chewing gum or sunflower seeds.
- No dogs or pets.
- No bicycles.
- No food or drink other than water

## **CLUB SPORTS FIELD**

Located adjacent to the train tracks next to the Brandeis-Roberts MBTA station, the Club Sports field is for the exclusive use of the Club Sports Program, and is the primary outdoor practice space.

## **CHAPELS FIELD**

Located in the center of campus, Chapels field may occasionally be used as a secondary outdoor practice facility. Reservations are managed by Conference & Event Services, but all requests for the use of Chapels should be directed to the Club Sports Coordinator, who will contact Conference & Events on behalf of the club.

# *Risk Management*

Despite the best of intentions and the most cautious of plans, accidents and injuries can still happen. Knowing how to minimize the risk of these events taking place, and reacting to them in a proper manner can help make things easier for all parties involved.

## **REQUIREMENTS**

- 1) Completed online forms for all members.
- 2) An Incident Report filed for every injury with the Club Sports Coordinator must be on file within 1 working day of incident.
- 3) First Aid Kits must be taken to all away competitions.

All Coaches and club officers are encouraged to be certified in Adult CPR and First Aid. Clubs are also strongly encouraged to have an EMT/Athletic Trainer available at all competitions.

## **EMERGENCY ACTION PLANS**

### During Practices:

In the event of an emergency (Injury, illness, violence, etc) Campus Safety should be contacted (911 on a campus phone, 781-736-3333 on a cell phone). Campus Police will act as dispatchers in the event that Emergency Medical Personnel is needed.

At practices held at off-campus locations 911 should be called in case of all emergencies. Follow established protocol at any non-Brandeis University facility.

### At Home Competitions:

All home competitions require medical coverage (BEMCO, CAT, EMT), Regardless of the presence of Emergency Medical Personnel, Campus Police should be contacted regarding any act of violence.

At home competitions held at off-campus locations 911 should be called in case of all emergencies. Follow established protocol at any non-Brandeis University operated facility.

### At Away Competitions:

Clubs will follow emergency action protocol established by the host school/institution. Club Coach or two officers must make themselves aware of on site medical personnel.

### While Traveling:

Clubs should summon appropriate local emergency personnel when applicable. First Aid kits must accompany all traveling parties.

## **CATASTOPHIC INJURY**

Every effort shall be made to insure the safety of all Club Sports participants. Occasionally, events beyond reasonable control may arise, causing catastrophic injury. An injury shall be considered catastrophic if there is:

- Prolonged unconsciousness
- Loss of digits/appendages
- Severe bone breaks/joint damage
- Critical head trauma
- Potential organ failure
- Auto accidents
- Substantial blood loss

In the event of serious injury or illness, the following guidelines apply: (in addition to emergency action procedures)

### **Notification Protocol**

Immediate contact must be made with professional staff in the event of catastrophic injury.

**Derek Jenesky** – Club Sports Coordinator      **(508) 208-6628**

If no contact can be made with the Club Sports Coordinator, contact:

**Tom Rand** – Sr. Associate Athletic Director      **(207) 318-4405**

### **Media**

In the event of a tragedy, all club sports members and coaches are requested to deflect media questions to the Office of the President. Immediate contact should be made with the Club Sports Coordinator under any circumstance where members of the media seek to question club sports members or coaches regarding events unrelated to normal club activity.

# *Equipment*

All clubs are responsible for providing their own equipment. Equipment may be purchased by individuals, or by the club with funds from either the operating or the fundraising accounts.

## **Individual Equipment**

Any equipment purchased with individual money is the property of that individual and is not part of club sports inventory. Fundraised money may be used to purchase individual equipment. The Club Sports Coordinator will have the final decision on requests to use fundraised money for individual equipment.

## **Club Equipment**

All equipment purchased with club operating budget money is the property of the club sports program. Clubs may purchase club-owned equipment with fundraised money. The following guidelines apply to all such equipment:

- Purchase requests must be made through the Club Sports Coordinator.
- Equipment is part of the club sports inventory.
- Equipment must be returned to the Club Sports Coordinator immediately following the team's competitive season.

## **Dispersal and Return**

Club-owned equipment may be obtained directly from the Club Sports Coordinator. Club coaches or officers may make requests for the dispersal of equipment. Once equipment has been issued, care of that equipment rests solely with club members.

All equipment must be returned to the Club Sports Coordinator immediately following the end of season. One individual (club officer or coach) will be responsible for returning all club-owned equipment. Any equipment not returned will be replenished for the following year using operating account funds.

## **Uniforms**

Club uniforms that are purchased with operating account funds must adhere to Department of Athletics, Physical Education and Recreation standards, and must conform to the Brandeis University color scheme, and be identifiable as Brandeis University and/or Judges. Clubs that purchase uniforms with fundraised money are encouraged but not required to follow the same standards.

# Conduct

Club Sports participants are responsible to the club and to the University for personal conduct. Individual conduct reflects upon the club, the program, the Department of Athletics, Physical Education and Recreation, and Brandeis University. Irresponsible behavior can affect the club's privileges and status in the Club Sports Program. Loss of fee funding, suspension of travel privileges, and denial of facility use are possible sanctions to sport clubs exhibiting a pattern of inappropriate or irresponsible behavior. It is important for all members to consider the intent of the Club Sports Program, its policies and procedures, as well as those of Brandeis University when participating in any student organization or activity. The Club Sports Program at Brandeis University exists for the mutual benefit of its participants and the University community, not for the selfish interests of individuals.

The Club Sports Council will decide upon any disciplinary action pertaining to sport clubs. Individual clubs are expected to follow through with any recommendations the Council makes in order to avoid possible loss of status as a club sport. If a club does not approve of a decision made by the Council they may appeal this decision. The appeal should be in writing and addressed to the Club Sports Coordinator.

## **CODE OF CONDUCT AGREEMENT**

The Code of Conduct Agreement serves as a guideline for how individuals are expected to behave when participating in Brandeis University Club Sports sponsored or endorsed activities. All club members participating in an event sponsored or endorsed by Brandeis University are representing their club and Brandeis University at all times. Club sport members are expected to represent themselves and their club with sportsmanship-like and moral behavior before, during, and after any sport club activity. Guidelines of the Code of Conduct include but are not limited to the following examples:

- 1) To adhere to all rules & regulations as set forth by The Department as may pertain to the governance of the club.
- 2) To follow directives issued by either the coach/leaders of the club, or the administration of The Department.
- 3) To display sportsmanship and socially acceptable behavior during all games, practices, and/or events related to the club.
- 4) To refrain from acts that would negatively reflect on the club or the University. These acts would include, but not be limited to: destruction of property (either public or private); post games or practice party altercations; and any form of sexist, racist, or verbal/physical abuse or harassment.
- 5) To refrain from consuming alcohol prior to practices, games, or on return trips from away competitions. Alcohol should never be present during any practices or games.
- 6) Club sponsored parties are prohibited.

## HAZING

Hazing is against the law in Massachusetts. Not only is it demeaning, but there have been well-publicized cases of students severely injured or killed while undergoing hazing rituals at other Universities.

The term "hazing" should mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct may include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption (or deprivation) of any food, liquor, beverage, drug or other substance or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

Any individual who is a principal organizer or participant in the crime of hazing as defined herein shall be punished by a fine of not more than \$3,000 or by imprisonment in a house of correction for not more than one year or by both such fine and imprisonment.

Any individual who knows that another person is the victim of hazing as defined above and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or herself, or others, report such crime to the appropriate University administrator or appropriate law enforcement official as soon as reasonably practical. Failure to report such crime shall be punished by a fine of not more than \$1,000.

An individual in alleged violation of the hazing policy may not use consent as a defense to any prosecution.

# *Disciplinary Procedures*

Should club members or entire clubs fail to follow written guidelines the Club Sports Council will take the following recommendations into account when deciding on appropriate sanctions:

1. Suspension of the offending individual from the team for a period of time deemed appropriate by the Department of Athletics, Physical Education and Recreation along with financial reimbursement, if appropriate.
2. For repeated offenses by the same person(s): disqualification from all Club activities for a period of no less than one full semester from the date of the offense. Subsequent offenses shall result in the permanent disqualification of the individual from all activities associated with the club.
3. For any offense involving the club acting as a unit possible sanction include probation, suspension, or monetary penalties.
4. For any repeated offenses by the club acting as a unit: permanent suspension of the club from the program and budgeting area administered by The Department. Reinstatement of the club after such a suspension can be accomplished only upon petitioning to the Athletic Department after a period of one year has elapsed from the original suspension date.

## **APPEAL PROCESS**

Decisions of the Club Sports Coordinator and the Club Sports Council may be appealed to Assistant Athletic Director Tom Rand by following these procedures:

- í Within seven days of the date on the disciplinary action a written notification from the club president or representative to the Assistant Director indicating the reasons for the appeal must be submitted
- í The Assistant Director will rule on the appeal after investigating the situation and may uphold, reject, or modify the action taken by the Club Sports Council. Parties involved will be notified of the appeal results in writing.

In instances involving severe misconduct, the Director of Athletics will serve as the final mediator in the appeals process.

# *Appendices*

<b>Purchase Request</b>	.....	A
<b>Budget Request Packet</b>	.....	B
<b>Sample Constitution</b>	.....	C
<b>Fundraising Registration</b>	.....	D



# Brandeis Club Sports

## Budget Request Form

Club Name: \_\_\_\_\_ Active Members: \_\_\_\_\_ Year Founded: \_\_\_\_\_

Governing Bodies:      **Local:** \_\_\_\_\_      **National:** \_\_\_\_\_  
    Dues/Member: \_\_\_\_\_      Dues/Member: \_\_\_\_\_  
    Dues/ Club: \_\_\_\_\_      Dues/ Club: \_\_\_\_\_

Club Administration:      **President:** \_\_\_\_\_      **Vice Pres:** \_\_\_\_\_  
    **Treasurer:** \_\_\_\_\_      **Secretary:** \_\_\_\_\_

Coaches/Instructors:      **Head:** \_\_\_\_\_      **Assistant:** \_\_\_\_\_

### Income

Income Source	Description	2010-2011 Actual	2011-2012 YTD	2012-2013 Projected
Dues	Dues per member ( ) x # of members ( )			
Fundraising	(provide details on worksheet)			
Donations	(provide details on worksheet)			
Sponsorships	(provide details on worksheet)			
Other	(provide details on worksheet)			
<b>Total</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

### Expense

F-Board Expense	Description	2011-2012 Allocation	2011-2012 Projected	2012-2013 Request
Coaching	(indicate amount per coach per year)			
League Fees	(fee to compete in a local/regional league)			
Club Membership	(cost of club to belong to a governing body)			
Member Fees	(cost for club members to belong to association)			
Event Entry Fees	(cost to enter tournaments/matches, etc. List # of events)			
Officials' Fees	(cost for officials. List # of officials/game & # of games)			
Facility Rental	(cost to rent facilities. List facility names)			
Insurance	(cost to insure property)			
Clinic Fees	(cost for club members to attend clinics)			
<b>F-Board Total</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

Athletics Expense	Description	2011-2012 Allocation	2011-2012 Projected	2012-2013 Request
Travel	(lodging & transportation expense. Details on worksheet)			
Uniforms	(department owned uniforms only)			
Equipment	(provide details on worksheet)			
Maintenance	(equipment and facility maint. costs. e.g. - field lining)			
<b>Athletics Total</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**Total 2012-2013 Budget Request** \$ -



CONSTITUTION OF BRANDEIS [CLUB NAME] CLUB  
Adopted [Adoption Date]


**Section Required**            Article I  
Name

The official name of this organization shall be the Brandeis [Club Name] Club.

**Section Required**            Article II  
Purpose

The purposes of this organization are:

- To engage in the training for, and competition of, the sport of [Club Name].
- To encourage, support, and promote the sport of [Club Name].
- To provide support and encouragement to [Club Name] athletes both within and without the Brandeis community.

**Section Required**            Article III  
Members

- Section 1.      Active club members shall be considered any person who has completed all required online forms, has paid all required dues, and has attended more than fifty percent of club practices and meetings. Active members may engage in competition under the club name; travel with the club; have voting privileges; be elected officers or captains; and propose constitutional amendments.
- Section 2.      Inactive members shall be considered any person who has attended a club practice, but less than half of the practices, failed to pay dues, and/or failed to complete online forms. Inactive members may attend practices only.
- Section 3.      All active members are required to pay club dues. Dues shall be determined by the Executive Committee at the start of each academic year.
- Section 4.      All voting members of the Brandeis [Club Name] Club must be full-time undergraduate or graduate students at Brandeis University.
- Section 5.      Membership shall not be denied to any student on the basis of race, color, national origin, religion, sexual orientation, age, marital status, disability, or veteran status.

**Section Required**            Article IV  
Officers

- Section 1.      The officers of the [Club Name] Club shall be President, Vice President, Treasurer, and Secretary.  
The President shall:
- a. Be the Chief Executive and Administrative Officer of the Executive Board.
  - b. Be responsible for coordinating all aspects of the operation of the Club.
  - c. Be the principal spokesman for the Club and be responsible for formal contact with the University and any other organizations.
  - d. Assist in settling all disputes between Board and team members, making the final decision if an agreement cannot be reached.
  - e. Delegate his/her authority as he/she sees fit.
  - f. Orient the newly elected President in the spring.
- The Vice-President shall:
- a. Work to coordinate all the activities (including fund raisers, meetings, etc.) between the club and the Board.

b. Be responsible for coordinating at least one major fund raiser each semester.

- c. Oversee any committees that are appointed by the Board.
- d. Assume the office of President should the President be unable to complete his/her normal term.
- e. Orient the newly elected Vice-President in the spring.

The Treasurer shall:

- a. Be the Chief Financial Officer for the Club.
- b. Be responsible for maintaining official financial records.
- c. Account for all expenses and incomes in an organized manner.
- d. Prepare financial statements and reports at the request of the President and/or the Executive Board, but shall show it to any other club member at his/her discretion.
- e. Develop and present the annual budget to be approved by the Club Sport Council.
- f. Orient the newly elected Treasurer in the spring.

The Secretary shall:

- a. Publish and preserve all records of the Club.
- b. Keep minutes of each Board meeting.
- c. Keep a current team roster.
- d. Keep a current list of alumni, supporters and parents.
- e. Keep a current inventory of team equipment.
- f. Be responsible for all Club correspondence.
- g. Organize the purchase of clothing, coordinating the financial aspect with the Treasurer.
- h. Orient the newly elected Secretary in the spring.

- Section 2. The term of each office shall be one year, to begin in May of the current year, and end in May of the following year.
- Section 3. Officers shall be registered for at least 6 hours while in office.
- Section 4. Officers shall not be on disciplinary probation.
- Section 5. Officer positions may only be held by undergraduate students.

**Section Required**



Article V  
Elections

- Section 1. Elections for each office will be held in the final month of each academic year.
- Section 2. Nominations for office may be made by any active club members. Members who accept a seconded nomination shall be considered in the running for that office.
- Section 3. Elections will be done by a silent simple majority vote.
- Section 4. Instant runoff balloting procedures will be used in all elections.
- Section 5. Should an office become vacant outside the normal course of a term, election for that office will be held at the next club gathering. The newly elected officer will complete the current term, after which the office will once again be up for election.

Article VI  
Meetings

- Section 1. All practices and contests shall be considered club meetings. Practices will be held Monday, Wednesday and Friday throughout the academic year, excluding holidays, vacation days, and finals week.
- Section 2. Executive Board members may call meetings outside of regular practice times if they so choose. Active club members may ask club officers to call meetings on their behalf, but may not do so without officer support.

Article VII  
Affiliations

Section 1. Individual membership into USA **[Club Name]** shall be at the discretion of each club member.

Article VIII  
Committees

Section 1. The Executive Committee shall consist of the club President, Vice President, Treasurer and Secretary. The Executive Committee shall be responsible for all club actions and decisions.  
Section 2. Additional committees may be formed at the direction of the Executive Committee. Committee work shall be overseen by the Vice President, although he/she need not chair all committees.

Article IX  
Coach

Section 1. Appointment of coaches will be made by unanimous decision of the club officers.  
Section 2. All Club Sport Coaches must be approved by the Club Sport Coordinator, and complete a CORI form.  
Section 3. Removal of coaches shall be done by a simple majority of club officers followed by the ratification by a simple majority of active club members.  
Section 4. The Head Coach of the **[Club Name]** club shall be a paid position. Payment of any assistant coaches shall be the decision of the club officers. All coaches shall be considered independent contractors.

Article X  
Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the organization in all cares to which they are applicable and in which they are not inconsistent with the constitution, bylaws and special rules of order the organization may adopt.

**Section Required**



Article XI  
Ratification

Ratification of the **[Club Name]** Club constitution shall be done by a two-thirds majority silent vote of active members. A quorum of active members must be present. Active club members must all have been given ample time to read the proposed constitution, and sufficient discussion must be allowed. The Club constitution must be approved by the Club Sport Council.

**Section Required**



Article XII  
Amendments

This constitution may be amended at any regular meeting of the organization by two-thirds vote, provided the amendment have been submitted in writing at the previous regular meeting. All amendments must be approved by the Club Sport Council.

Article XIII  
Bylaws

The addition of any bylaws shall be done by a simple majority vote of active members.

# Brandeis Club Sports

## FUNDRAISER REGISTRATION SHEET

CLUB NAME		TODAY'S DATE	
-----------	--	--------------	--

NAME OF FUNDRAISER	
--------------------	--

FUNDRAISER START DATE		FUNDRAISER ENDING DATE	
-----------------------	--	------------------------	--

FUNDRAISER LOCATION	
---------------------	--

DEPARTMENT VANS NEEDED?		YES		NO	QUANTITY	
-------------------------	--	-----	--	----	----------	--

DESCRIPTION OF ACTIVITY

CLUB OFFICER NAME	
-------------------	--

<i>FOR OFFICE USE ONLY</i>			
FUNDRAISER APPROVED?	YES	NO	
SIGNATURE		DATE	

### POST FUNDRAISER WRAP-UP

FUNDRAISER ENDING DATE		TOTAL FUNDRAISER INCOME	
------------------------	--	-------------------------	--

TOTAL FUNDRAISER EXPENSE		NET INCOME	
--------------------------	--	------------	--

CLUB OFFICER NAME		OFFICE	
-------------------	--	--------	--

CLUB OFFICER SIGNATURE		DATE	
------------------------	--	------	--

CLUB SPORTS COORDINATOR SIGNATURE	
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