All Club Sports are recognized and funded by the Student Association
# Club Sports Handbook

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Introduction

Welcome to the Campus Recreation Club Sport Program. Club Sports bridge the gap between intramural sports and Division I Varsity athletics. At the University at Albany, Club Sports provides opportunities for students to participate in a variety of recreational and sport activities. Each club is a Student Association recognized organization affiliated with Campus Recreation.

The key to success of Club Sports is student leadership, interest, involvement and participation. Clubs may be instructional, recreational, competitive or a combination thereof. Characterized as being student-initiated and student-managed, the structure of Club Sports allows athletes opportunities for leadership, decision-making and enhancing transferable skills. Club officers are enriched with valuable experience in budgeting, event planning, scheduling and other administrative duties.

We hope that through your involvement as a club officer and club athlete you will have the opportunity to gain and enhance competence in your chosen sports activity, while also developing valuable leadership and management skills. If at any time the Campus Recreation team can be of assistance to you, or you wish to share any comments questions or concerns regarding the Club Sports program, please do not hesitate to contact us at (518) 442-2627, or stop by and see us in the Physical Education building, room B107.

Club Sports are governed by rules and regulations established for student organizations, Campus Recreation and the University at Albany. The Club Sports Handbook contains policies and guidelines to be followed by all club sports. This handbook will serve as a guide for club officers and club members in the daily management of their respective clubs.

Affiliated Club Sports Mission

The mission of the Affiliated Club Sports program is to support competitive, recreational and instructional opportunities for the University at Albany community. We are committed to the development of successful and quality teams with a focus on enhancing the collegiate experience through leadership development, teamwork, sportsmanship, diversity, responsible and ethical conduct, healthy active lifestyles and fun. The University at Albany Club Sports program is committed to providing fair and equitable treatment for all club athletes.

Affiliation Policy

All club sports are considered student organizations recognized by Student Association with affiliation as a Club Sport with Campus Recreation. In order to distinguish clubs from Varsity programs, all clubs must make the name designation of “_____ club” or “club _____” at the University at Albany to be recognized by the Campus Recreation Club Sport Program. Campus Recreation reserves the right to refuse affiliation to any club requiring extensive facility requests and resources involving high liability or risk factors which do not properly represent the University at Albany student body. The Campus Recreation Club Sport Program also reserves the right to refuse affiliation to any club that is similar in mission and activity to any existing club, if it is determined that an acceptable opportunity to participate has been granted by that existing club.
Affiliation Process

In order to apply for affiliation clubs must be fully recognized by the Student Association. Once recognized by SA, clubs must submit a written proposal to the Assistant Director Club Sports and include the following:

1. Introduction of the club.
2. Short term and long term goals of the club.
3. Needs of the club. This could include, but is not limited to, financial needs, facility needs, administrative needs, etc.
4. A list of interested members (roster) including their UAlbany student ID number.
5. A copy of all appropriate SA paperwork.
6. A copy of the club’s constitution and bylaws.
7. A list of e-board members including names, year, phone #, email and student ID number.
8. Name and contact information for the faculty advisor.
9. Name and contact information for the coach or instructor (if applicable).
10. Copies of 2 member’s CPR/AED/First Aid certifications.
11. Any specific safety concerns.

Once the proposal is reviewed by the Assistant Director and all required information is received, an affiliation hearing will be scheduled by the Club Sport Advisory Council (CSAC). The club requesting affiliation will be notified of the meeting date and may send a representative from the club, preferably the President, to attend the hearing. The CSAC will make a recommendation to the Assistant Director of Campus Recreation to approve or deny the affiliation request based on the following criteria:

1. Nature of the sport. Does the sport present high liability or risk factors that do not adequately represent the University at Albany student body?
2. Level of interest in the sport.
3. Facility space.
4. Financial information (amount needed to properly run club, dues, SA budget).
5. Degree of potential risk to club members.
6. Degree to which the club’s activities reflect the mission and goals of the Club Sport Program and the University at Albany.
7. If there are any similar clubs that are already affiliated with the Club Sport Program.

The Assistant Director of Campus Recreation will review the affiliation request and the recommendation from the CSAC and will notify the club within two weeks of the affiliation hearing.

If a club is accepted into the Club Sport Program, they will be granted a provisional status. Provisional clubs may take advantage of the same affiliation privileges as full status clubs, but must wait one academic year to be granted full status. During this time the club must abide by all Campus Recreation and Club Sport policies or risk losing affiliation.
Affiliated Privileges

The following are privileges granted to affiliated Club Sports teams:

1. General administrative assistance and guidance from the Assistant Director of Campus Recreation. The Assistant Director and Campus Recreation has an open door policy, so any questions, concerns or feedback is welcomed.

2. Ability to request facility scheduling in/on University facilities for practice and events (game, match, tournament, service project, clinic, workshop, etc.) based on availability and compliance.

3. Inclusion in the club officer e-mail list as well as other forms of social media used by Campus Recreation.

4. Voting privileges on any decisions brought before club officers. This includes the ability to nominate a club member for election to the Club Sports Advisory Council.

5. Publicity of upcoming events and results to the University community as well as opportunities to reach freshman and new students through marketing and promotions completed by Campus Recreation.

6. Ability to be listed on the Campus Recreation and Club Sports web page as well as a link to the individual club’s MyInvolvement page.

7. Access to club email account provided by the University at Albany.

Please Note: Failure to adhere to the policies and guidelines outlined in this handbook can result in any or all Affiliated Privileges being revoked.
Responsibilities

Clubs

Clubs are ultimately responsible for making certain that each club athlete of their respective club meets the minimum eligibility requirements and participant responsibilities. In addition, the entire club is responsible for making certain that the following club responsibilities as well as the policies and procedures in this handbook are met and/or followed by the club as a whole and each club participant. The Assistant Director of Intramurals and Club Sports and/or the Club Sport Advisory Council reserves the right to add responsibilities during the course of the academic year.

1. In all activities, clubs assume full responsibility for abiding by local, state, and federal laws; Student Association, University regulations, Campus Recreation and Athletic/Recreation facilities. Failure to comply with any of these laws, regulations, or guidelines may result in loss of affiliation with Club Sports, loss and/or suspension of club privileges (i.e. facility space), verbal and/or written warning.

2. Clubs are responsible for maintaining recognition as a student organization at the University at Albany with the Student Association.

3. All club sport teams are strongly encouraged to allow as much student participation as possible in accordance with Student Association policy.

4. Clubs are responsible for submitting trip itineraries and travel rosters for all events not at the University at Albany campus to the Assistant Director by the Wednesday before the trip. Please see travel form in Appendix B.

5. Clubs are responsible for reporting all competitive and non-competitive events and results to the Assistant Director of Campus Recreation.

6. Clubs are responsible for providing two members that are certified in CPR/First Aid/AED/Blood Bourne Pathogens, one being the safety officer. All clubs should carry their first aid kit when practicing, competing, or traveling.

7. Clubs are responsible for working with the Assistant Director of Campus Recreation to establish a risk management plan for their club.

8. Clubs must have a UAlbany faculty or staff member serve as a club advisor.

9. Clubs are responsible for reporting any violations, accidents or injuries to the Assistant Director of Campus Recreation immediately.

10. Responsible for keeping an accurate budget or financial ledger.

Club Members

Each individual club athlete should recognize that he/she is responsible for his/her own person and the well-being of the group he/she is a part of. Each club member should share, with other club members the responsibility of safety and agree to follow safety procedures, and to avoid unnecessary and hazardous situations. Each club member accepts responsibility for the outcome of situations resulting when his/her actions are beyond the generally accepted practices for safety in the activity. The club will be held responsible for the actions of individual club members as well.
1. Club members must be recognized as a current student by the University at Albany with a valid SUNY ID Card.
   A. Registered students must be enrolled and paying fees for the semester they are participating in club sports. In addition each student must have a cumulative GPA of 2.0 or higher to participate with the exception of first semester freshmen.
   B. Some clubs may have other competitive restrictions from their sport governing body that restrict competing with the club.

2. All club members should wear proper attire and appropriate protective equipment.

3. The injured party is responsible for all financial obligations incurred in any treatment necessitated by an injury.

Coaches and Instructors
Campus Recreation establishes a relationship each year with the student executive board members of all Student Association recognized club sports and expects those students to be responsible and accountable for all club business including managing practices, finances, communication league/conference affiliation, risk management, uniforms etc.

Although a club sport participating in the Campus Recreation Club Sports Program may contract with an outside entity or person to serve as an instructor or coach, Campus Recreation does not recognize the authority of the instructor/coach to conduct official club business on behalf of the club. Only the authorized club officers have the ability to utilize University and Campus Recreation services on behalf of the club. Any contract or agreement with an instructor/coach is a relationship between the club members and the coach only. Campus Recreation does not recognize such an agreement in the conducting of club business by its student officers.

Please note, that the club is responsible for the behavior of any instructor/coach who is associated with the team and the club may face the loss of access to services, Affiliation status or even judicial action if warranted due to a coach's behavior.

Consequently, Campus Recreation recommends that any club team seeking the services of an instructor or coach require a background check and references before pursuing any agreement.

Faculty/Staff Advisors
Each Club Sport is required to select an advisor who is a full-time Faculty or Staff at UAlbany. Club officers are responsible for all communication with their advisor. For more information regarding the role of your advisor please see the Office of Student Involvement & Leadership’s Student Organization Handbook.
Duties of Officers

Because Club Sports are student-run and student-managed organizations, club business is the responsibility of club officers. Each club must have a minimum of four student officers in good academic standing: president, vice-president, treasurer, safety officer or a secretary or equivalent position. For example: president, club liaison, safety officer and treasurer. 

The following is a list of suggested duties for each officer. However, individual clubs should identify the responsibilities of each officer. Other officer positions may include: webmaster, social chair, community service chair, fundraising chair etc...

President
1. Serve as the liaison with Club Sports, Club Sport Advisory Council and Campus Recreation
2. Communicate all Club Sports policies and procedures to all club members.
3. Responsible for completing and submitting (or delegating) the following:
   - Event Schedules at the beginning of each semester
   - Purchasing Requests
   - Facility Reservation Requests at the beginning of each semester
   - Seek authorization for club business through Campus Recreation. Examples include: fund-raising activities, publicity, hanging flyers, creating new logos or using the University logos, and sponsorship.
   - Trip Itinerary and Travel Rosters prior to the club travels anywhere outside of the University at Albany campus. (Complete All Travel Documents)
   - Results after any competition
   - Student Association budget proposal and presentation during the spring semester
   - Event Agreement as needed for events on campus
   - Community Service Activities
   - Annual Report at the end of the spring semester

All forms are available both online at http://www.albany.edu/campusrecreation.shtml and with the club mailboxes in the Campus Recreation office.

4. Attend the Club Officer Training. These training sessions are designed to help support officers have a successful season, inform club officers of the expectations from the Club Sports office and educate club officers on the guidelines that apply to Club Sports.

5. Responsible for attending or providing a club member in attendance at any CSAC meeting. These meetings are an opportunity share ideas from club to club and learn leadership and management skills pertinent to the operation of sport clubs. It is strongly encouraged that at least one officer attend these meetings.

7. Responsible for attending or providing a club member at all club sport special events, for example the Student Association Block Party and Great Danetopia.

8. Responsible for all material posted on the Club Sports MyInvolvement page, podium and any social media website page.

Vice-President
1. Serve as the president in all duties as determined if the president is unable to do so.
2. Assist the president in all duties as determined by the president.
Treasurer
1. Pass the Student Association treasurer’s exam and keep accurate records of all club accounts, allocated funds and inventory - preparing for audits.
2. Responsible for submitting all Purchase Order Requests, Reimbursement Requests, Fee Payment Receipts properly and promptly to the Campus Recreations office and the Assistant Director.
3. Assist the president with the Student Association budget proposal and presentation during the spring semester.

Secretary
1. Submit all home and away results from events to Campus Recreation
2. Submit a Community Service Form after a club completes a community service activity
3. Maintain all documentation (notes, e-mails, and memos) of club meetings

Safety Officer
1. Have CPR, First Aid, AED, BBP certification and report club injuries.
2. Check safety and standards of club equipment.
3. Create/implement risk management plan.

Changing of Officers/Transition to New Leadership
The successful transition from outgoing to new leadership is vital to the continued success of the club. This includes:
1. Turnover of all club records and inventory of all club equipment to new club officers.
2. Review of all financial records.

Club Safety Officer
Club teams are required to have one officer position dedicated to the safety and risk management of their club. The safety officer is responsible for the following:

- Obtaining and maintaining CPR, First Aid, AED, and Blood Borne Pathogen certification
- Developing a club risk management plan specific to their sport - the Assistant Director of Campus Recreation can assist in this endeavor.
A sound risk management plan that is effectively administered minimizes the likelihood of injury and reduces chances of negligence.

- Regularly attending practices/events
- Attending mandatory leadership training for safety officers
- Determining equipment standards and safety
- Maintaining contents in club’s first aid kit/supplies
- Responsible for safety and risk management concerns
- Have visiting teams fill out visiting team waivers prior to having home events at UAlbany
- Reporting all injury and travel incidents in a timely manner to the Assistant Director of Campus Recreation
- Regular inspection of club facilities, fields and equipment to identify and eliminate hazardous conditions
- Communication of emergency procedures

**CPR, First Aid, AED and Blood Borne Pathogen Certification**

Each club will be required by the Fall semester of each school year to have at least one club athlete and one safety officer who regularly attend club practices and events certified in CPR, First Aid, AED, and Blood Borne Pathogens.

American Red Cross Certification classes will be offered at no cost through Campus Recreation and are limited to only one person per club, advance sign-up is required. Clubs will be required to document their club member’s certification and present the certifications to Campus Recreation to receive credit for their club by the due date set by the Assistant Director of Campus Recreation. All club athletes who are interested in becoming certified through the American Red Cross are encouraged to do so on their own.

**Recommended Medical and First Aid Emergency Procedures for Club Safety Officers**

The following are some general steps which Safety Officers should follow if a first aid situation or medical emergency arises.

1. Any first aid incidents or medical emergencies occurring during a club sport activity on another campus or venue should be handled following the guidelines provided by the host college/university.

2. Club members certified in CPR/First Aid/AED/Blood Borne Pathogens should be the first to respond.

3. University Police must be notified immediately (#442-3131) whenever a personal injury or medical emergency occurs while utilizing campus facilities.

4. The Safety Officer or any member who is certified in CPR/First Aid/AED/Blood Borne Pathogens should be the first to respond. If not present, establish one person (i.e., President, player, coach, Gym Supervisor, Building Host) to take charge and to control potential confusion by asking the other participants to move away from the scene. **DO NOT** move, or permit “bystanders” to move the injured individual if there is any evidence of possible broken bones, neck, back or head injuries.
5. An injury report form must be completed for any injury. This form should be in your first aid kit. Forms can be found online or in the Campus Recreation office in the Physical Education Building (B107). The accident report must be brought to the Assistant Director of Campus Recreation no later than 24 hours after the occurrence.

6. It is important that a Campus Recreation employee be notified following the injury of a participant. Be sure to get names and phone numbers of individuals who actually witnessed the entire incident.

7. While traveling, if a University at Albany Club Sport member is injured the club must contact the Assistant Director of Campus Recreation as soon as possible.

Injuries, Open Wounds & Lacerations
Whenever a Club Sports participant suffers a laceration or wound where bleeding occurs, the competition shall be stopped at the earliest possible time and the participant will be required to leave the field of play. The participant will not be allowed to return to the competition until the wound has been covered and the bleeding has stopped. Participation in sporting activities may cause injury and exposure to blood borne pathogens. Blood borne pathogens are pathogenic microorganisms that are present in human blood and can cause diseases in humans. These pathogens include, but are not limited to, Hepatitis B virus (HBV) and Human Immunodeficiency Virus (HIV).

In order to protect all participants and employees from this risk, the following apply to all Club Sports activities:

1. Any player that is bleeding must be removed from any contest until the bleeding has stopped and the wound has been completely covered.

2. A player that has blood on a uniform must be removed from the contest until the soiled clothing has been changed.

Risk Management
The Campus Recreation Club Sport Program and the University at Albany are concerned about the well-being of all participants in our programs. Risks are inherent in most recreational activities. Therefore, our program, office, and facilities are constantly searching for ways to reduce these risks through risk management strategies. Due to the Student Association recognized status of all sport clubs, it is your responsibility as club officers to do the same for each of your clubs. Liability exposure is a serious issue, and each individual club sport should realize that participating members are only covered by their personal insurance or by any other additional insurance purchased by the Student Association.

*Each sport club should implement their own risk management strategies in addition to Campus Recreation’s Risk Managements policies and purchase liability insurance for higher risk activities (if applicable or necessary).*

Inherent Risk (to be shared with all members)
Student participation in any Campus Recreation programs includes and involves RISKS, HAZARDS, AND PHYSICAL STRESSES that a participant will be exposed to through sports activity. Students must understand the risks of participation and should carefully consider those risks. Club sports participants must release the Student Association, University at Albany, its Trustees, officers, officials, agents, employees, and all persons participating in such program from any responsibility or liability for personal injury or property damage sustained by any student during or because of participating in the activities of the organization.
Health Insurance

Due to the inherent risk of injuries associated with recreational activities, obtaining adequate health insurance before the participation in a Club Sport is strongly encouraged by the Campus Recreation Club Sport Program.

Fire

- Whenever you hear a fire alarm in a facility, stop all activities in progress and evacuate the building.
- When evacuating the building, make sure all people vacate the area and move outside. Do not allow club members to enter another part of the building to retrieve personal belongings.
- You may not re-enter the building until the alarm is turned off
- If you discover the fire, activate the closest alarm and then call the emergency number (911) to confirm the report.

Power Failure

- Suspend all activity in progress. If all areas are dark and it’s too difficult to move activities to a lighted area, ask all club members to sit down and be patient. Make a general announcement informing the participants/spectators that there is no need to evacuate. Remain calm.
- Report the power failure to the University at Albany building host on duty or contact the University Police Department at 431-3130. The power failure might only be at the facility where you are.

General Risk Reduction

Although there is no way to completely eliminate risk associated with a program or event, there are ways to reduce risk and provide a safer environment for program participants. Here are a few things that your organization may be able to do to identify and reduce risk:

1. Emphasize safety during all club activities
2. Complete a pre-event planning form to clarify needs and expectations at the event or practice
3. Cancel the event if the conditions are dangerous or the group is not prepared to assume full responsibility for the risk involved
4. Identify, assess and inform participants regarding the specific risks involved in the event; these could include physical risks (such as an event with physical activity) and liability risks (such as events involving minors or travel). For outdoor activities, severe weather and thermal stress are risks
5. Identify options for reducing risks by including, but not limited to:
   a. Purchasing additional liability insurance
   b. Preparing liability waivers, if necessary where participants are age 18 or over. Where a participant of minor age is involved, a Parental Guardian Consent Form should be used
   c. Providing advanced training
   d. Assess the capability of the group to manage risk
   e. Identify the challenges in managing risk, as well as resources to assist in your planning
   f. Communicate with everyone involved (officers, members, advisors, participants, and facility staff)
   g. Wear proper protective equipment applicable to the sport or activity at hand
   h. Promote a culture of safety
Spot Checks

One Site Supervisor will be assigned to every event, and will be checking in periodically at practices. The Supervisor will conduct spot checks. At each spot check, officers must show that their first aid kit and safety officers are on-site. Failure to produce a first aid kit or safety officers will result in a warning from the Site Supervisors and could lead to additional discipline if this is not a clubs first offense. Site Supervisors reserve the right to cancel practice immediately and refer the club to the Assistant Director of Intramurals and Club Sports for additional sanctions.

Transportation and Travel

Campus Recreation requires a Travel Authorization Form, Itinerary Form, Drivers Info Form and Travel Roster be turned in to the Assistant Director of Campus Recreation no later than 10 days prior to the date of departure. The following are expectations for student behavior during any University and Student Association and club sponsored travel. These expectations are designed to ensure the safety and enjoyment of all travel participants.

To provide clarity, the word “travel” as used in this context refers to any and all activities undertaken by the club sport from the time the club departs from the University at Albany campus through the time the club returns to University at Albany campus.

Each affiliated club sport is expected to conduct its affairs during travel in a mature and responsible manner in accordance with the policies and procedures set forth by this handbook, the University at Albany Community Rights and Responsibilities Code and applicable local, state and federal laws. Failure to abide by Campus Recreation, Student Association, the University at Albany, or local, state and federal expectations may result in disciplinary sanctions on individual members or the entire club sport organization.

All club sport members are required to carry valid University identification and/or valid driver’s license while on any trip.

It is expected that all club sport members stay in their overnight accommodations and not other accommodations at an appropriate time, and respect the property and privacy of others at the same accommodations.

Before Traveling to Any Event

A Travel Request and Itinerary Form must be submitted to the Assistant Director of Campus Recreation 10 days prior to the date of departure, regardless of the mode of transportation or source of funds.

The following information is required on the Travel Authorization and Itinerary Form:

- Purpose and destination of trip
- Name and phone number of contact at tournament/event site
- Hotel information (if applicable)
- Names of club members traveling and emergency contact name/phone number for each
- Mode of transportation
- Name of trip leader (person responsible for the trip) and a cell phone number
• Time of departure from University at Albany Campus
• Estimated time of arrival at tournament/event site
• Time of departure from tournament/event site
• Estimated time of arrival to University at Albany Campus
• Approximate mileage and planned travel routes
• Approximate total cost of the trip

**Trip Leader Responsibilities**

The Trip Leader can be any student member of the club, however he/she must commit to upholding the following responsibilities for each trip that they lead:

1. Adhere to the trip itinerary submitted through the Travel Authorization and Itinerary Form.
2. Understand and agree to enforce Campus Recreation travel policies for the duration of the trip.
3. Report any accidents, incidents, and/or violations of Sport Club policy the Assistant Director of Intramurals and Club Sports.

**Hotel/Motel Regulations**

If the club would like to stay in a hotel/motel, a designated club officer should make the club's reservation. Then, communicate the information listed below to the Assistant Director of Campus Recreation through the Travel Request Form. If the club would like to spend funds directly, they can make the accommodations and have the Assistant Director use Club Sport Funds to pay for the rooms on the Club Sport credit card. All rooms are tax exempt, and clubs need to let the hotel know when reserving any rooms. Hotel rooms on busy weekends sell out quickly; plan ahead. Contact the host of the event to determine if early arrangements need to be made in order to reserve a room for that day/weekend.

**Club Sports Advisory Council**

The purpose of the Club Sports Advisory Council is to provide representation for club sports officers and members in matters pertinent to the Club Sports program. The Council will consist of a representative from Campus Recreation (chairperson), a representative from the Student Association and seven (7) representatives from the Club Sport program teams, all working to develop agendas, assign duties, moderate discussion, and relay pertinent information. Nominations for a spot on the council will take place at the beginning of each fall Semester or when a spot opens up due to being vacated.

The ten (10) student members represent all of the clubs.

The duties of the Club Sport Advisory Council will include but not be limited to the following:

1. Develop and/or evaluate new and existing policies, guidelines, programs, and functions of Club Sports
2. Review and make recommendations for the Club Sports allocations, where appropriate
3. Consult with Assistant Director on administrating sanctions as needed
4. Review & make recommendations on requests for student organizations requesting affiliation
5. Foster relationships with other registered student organizations on campus
6. Accept responsibilities as assigned by the Assistant Director of Campus Recreation if necessary
7. Represent and pass on information to assigned Club Sports Council
Nominations for the Club Sport Advisory Council will be taken at any time during the academic year. No Club will have more than one representative on the Council at a time. Members will be appointed for two semesters. The Council will be scheduled to meet once per month and when deemed necessary by the Council or Assistant Director Campus Recreation.

Prospective members should have knowledge of the policies and procedures of, an interest in, and a good understanding of the concepts of the Club Sport Program.

**University Policies**

Participants in the Campus Recreation Club Sport Program must adhere to all applicable University policies and guidelines. Selected policies and guidelines have been referenced throughout this handbook. For a more complete list of University code of conduct policies and guidelines, and to see the Community Rights and Responsibilities go to: [http://www.albany.edu/studentconduct/introduction.shtml](http://www.albany.edu/studentconduct/introduction.shtml).

**Alcohol, Illegal Drugs, and Hazing**

Please note that use of alcohol and illegal drugs and incidences of hazing are of particular concern for Club Sports. Use of alcohol or illegal drugs at any event associated with Club Sports is a violation of University policy. All reported and substantiated violations of University policies governing alcohol, illegal drugs, and hazing (not limited to) will immediately be referred to the Office of Conflict Resolution and Civic Responsibility. For the processes and penalties please see the Community Rights and Responsibilities at [http://www.albany.edu/studentconduct/introduction.shtml](http://www.albany.edu/studentconduct/introduction.shtml).

**External Contracts and Waivers**

Campus Recreation is not authorized to negotiate contracts or waivers for vendors or facility use at locations external of University at Albany. For example, the Ice Hockey Club practices at off campus locations. Any binding contracts for facility use must be made between the Student Association and the facility or vendor; not Campus Recreation, or the University at Albany.

**Administrative Process**

All club athletes are expected to act in a mature and responsible manner both on and off campus during club-related activities realizing that their actions, whether positive or negative, are a reflection upon their club, the Student Association, the Campus Recreation Club Sport Program and the University at Albany. A position of leadership in a student group or club sport entails responsibility. Student members that disregard policies and procedures of the Student Association, the Campus Recreation Club Sport Program, University at Albany, or State and Federal Law will result in administrative action. A Club Sport and its officers may be held collectively or individually responsible when violations occur by those associated with the Club Sport.

**Discipline and Infractions**

In all conduct issues; the following process will take place:

1. The club will be notified that Campus Recreation is aware of the incident in writing (via e-mail or official letter).
2. A meeting will be scheduled with club officers and the Assistant Director of Campus Recreation following the written notice.
   a. The meeting will involve discussion of the alleged violation, a review of proper policies and rules, and the club officers will have the opportunity to state their case.
   b. Any violations of The University at Albany’s Community Rights and Responsibilities will be referred to Conflict Resolution.
3. Depending upon the severity of the incident, a suspension of privileges may occur immediately while proceedings are taking place. In cases of critical incidents in which local, state, or federal authorities and/or the University at Albany’s Office of Conflict Resolution and Civic Responsibility become involved, disciplinary decisions made by Club Sports Advisory Council and Campus Recreation will be in addition to any sanctions levied by other authorities.
   a. The Assistant Director may consult with the Club Sport Advisory Council in determining the status of the club in the club sport program once the referral is resolved.
4. Depending on the severity of the violation the following sanctions may be taken against the club or club member:
   a. Warning- club or club member will receive a warning, but action will not be taken
   b. Suspension- privileges will be suspended for club or club member
   c. Probation- club or club member will be in danger of termination
   d. Freezing budget- Freezing use of SA budgeted funds
   e. Termination- affiliation with the Club Sport program will be terminated for club or club member
5. Determination of violation of Campus Recreation policy only
   a. The Assistant Director will review and notify the club of any sanctions.
   b. The club will have five (5) University business days from the receipt of the original sanction notification to appeal the decision in writing to the Associate Director of Campus Recreation.
   c. If a club fails to respond to initial notification of charges, the evidence against the club will be considered and a decision will be based on that evidence.

Campus Recreation reserves the right to remove a club sport or club member for any violation of this policy manual.

Form Descriptions

Clubs are required to turn in forms at various points throughout the year. These forms are explained and can be found online or in the Campus Recreation office. This includes the following forms: Attendance Roster, Semester Event Schedule, Facility Reservation Request, Trip Itinerary and Travel Request, Visiting Team Waiver, Purchase Order Request, and Reimbursement Request. In order to help reduce paper waste, please try to submit all forms electronically.

1. Event Schedule: Event Schedules are due at the beginning of each semester. This form is used to let the Club Sports office know what the clubs semester schedule entails. All events should be included on this form – home events, away events, and/or meetings that require travel.
2. Club Sports Roster: The club roster will be due two times per year, once during the fall semester and once during the spring semester. All rosters should include club athletes’ names, student id number, e-mail, and year in school.
3. Travel Request: This form should be submitted anytime a club, or club members, travels together out of the Capital District Area. These forms should be submitted together, and are due before travel occurs.

4. Visiting Team Waiver: All events hosted in the University at Albany facilities require visiting teams to fill out a waiver. In effort to increase efficiency please e-mail this waiver to visiting teams prior to the event.

5. Purchase Request: All purchasing of equipment and other club related funding purposes will have to have a purchase request turned into the Office of Campus Recreation. Refer to the Treasurer’s Guide.

6. Disbursement/Reimbursement forms: All funding requests and any monetary policies are now handled by the Business of Office of Campus Recreation and please refer to the Treasurer’s Guide.