



# Sport Club Handbook

## 2019-2020 Academic Year

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## Important Contact Information

### Barnes Center at The Arch

- 150 Sims Drive, Syracuse NY 13244
- 315.443.8000
- [syracuse.edu/BeWell](http://syracuse.edu/BeWell)
- @BeWellSU on Facebook, Instagram and Twitter

### Barnes Center at The Arch Recreation

- 315.443.4386
- Mailing Address:  
Barnes Center at The Arch, Recreation  
150 Sims Drive, Suite 125  
Syracuse, NY 13244  
Attn: Club Name

### Sport Club Administrative Team

Aaron Knighton, associate director for sports programs

- Phone: 315.443.3060
- Mobile: 315.254.6082
- Email: [aknighto@syr.edu](mailto:aknighto@syr.edu)

Angie Petrie, assistant director of sports programs

- Phone: 315.443.5008
- Mobile: 315.382.8054
- Email: [apetrie@syr.edu](mailto:apetrie@syr.edu)

## Important Program Dates

### Fall 2019

#### August

- **Open** - Mandatory Online Sexual Assault Prevention Training for Student Athletes (For all members.)
- **Open** - Mandatory Online Alcohol EDU Training (For all members.)
- **Open** - Mandatory Online Concussion Education (For officers.)
- **Aug. 25** - Mandatory Officer's Organizational Meeting
- **Aug. 28** - Mandatory Officer's Sexual Harassment/Title IX Training
- **Aug. 29** - Mandatory Officer's Organizational Meeting
- **Aug. 30** - Mandatory Officer's Sexual Harassment/Title IX Training

#### September

- **Sept. 1** - Mandatory First Aid and CPR Training (One to two members must attend.)
- **Sept. 3** - Sport Club Activity Fair, 5:30-8 p.m., Flanagan Gymnasium, Barnes Center at The Arch
- **TBD** - Sport Club Council Meeting
- **TBD** - Sport Club Advisory Board Meeting
- Upon completion of training and registration, clubs will be cleared individually to begin practicing and host other activities.
- Upon completion of required trainings and waiver, participants will be cleared individually to participate.

#### October

- **TBD** - Sport Club Council Meeting
- **TBD** - Sport Club Advisory Board Meeting

#### November

- **Nov. 3-7** - Anti Hazing Week (Officers are required to attend mandatory speaker event.)
- **Nov. 6** - Spring Facility Requests Due
- **Nov. 24 through Dec. 1** - Thanksgiving Break
- **Nov. 29** - End of Semester Report Due

#### December

- **Dec. 8** - Last Day of Fall Club Activity

## Important Program Dates Cont.

### Spring 2020

#### January

- **Jan. 13** - First Day of Spring Club Practices
- **TBD** - Sport Club Council Meeting
- **TBD** - Sport Club Advisory Board Meeting

#### March

- **TBD** - Sport Club Council Meeting
- **TBD** - Sport Club Advisory Board Meeting

#### April

- **Apr. 1** - 2020-21 Budget Requests Due
- **Apr. 1** - Fall 2020 Practice Requests Due
- **Apr. 20** - End of Year Reports Due
- **Apr. 24** - Final Date to Make 2019-20 Purchases
- **TBD** - Sport Club Council Meeting
- **TBD** - Sport Club Advisory Board Meeting

#### May

- **May 3** - Last Day of Spring Club Activity
- **May 3** - All Club Equipment Returned

## **Introduction**

Welcome to the Sport Club program at Syracuse University. Sport Clubs provide opportunities for students to participate in a wide variety of recreational and competitive sport activities in an inclusive environment. A Sport Club is a registered student organization formed by individuals with a common interest in a sport or activity. Sport Clubs are organized, and operated by students under the administrative supervision of Barnes Center at The Arch Recreation.

The key to success of a Sport Club is student leadership, interest, involvement and participation. Clubs may be instructional, recreational, competitive or a combination of all three. Characterized as being student-initiated, student-managed and student-led, the structure of Sport Clubs allows students the opportunity to enhance transferable skills such as leadership, collaboration, organization, communication and decision-making. Sport Clubs are governed by the rules and regulations established for student organizations, the Barnes Center at The Arch and Syracuse University.

We hope that through your involvement as a club officer and participant you will have the opportunity to gain and enhance competence in your chosen sports activity while also develop other valuable leadership and management skills. If at any time the Barnes Center at The Arch Recreation team can be of assistance to you, or you wish to share any comments questions or concerns regarding the Sport Clubs program, please do not hesitate to contact us at 315.443.4386, or stop by and see us in the Barnes Center at The Arch, Suite 125.

This Sport Club Handbook contains policies and guidelines to be followed by all Sport Clubs. This handbook will serve as a guide to assist Club officers and participants in the daily management and operation of their respective clubs.

## **The Barnes Center at The Arch Vision and Mission**

Every Syracuse University student will have the capacity to learn, connect and thrive in a healthy, respectful and supportive environment. We strive to be leaders in college wellness by providing integrated care and an unsurpassed student experience. Utilizing a social justice framework, we endeavor to create an inclusive and welcoming environment that is safe and comfortable for all we serve.

Our mission is to provide quality integrated wellness services and programs which support a holistic and inclusive student-centered experience promoting lifelong growth and development.

## **Sport Club Administration and Leadership**

The Barnes Center at The Arch Recreation team consists of full-time professional staff members to support the Sport Club Program and all their activities. The Sport Club Administration Team is comprised of the associate director for sports programs, assistant director for sports programs and the sport club coordinator. The Sport Club Administration Team is available to assist clubs in implementing sound safety and risk management practices; managing funds and accounts; facilitating arrangements for travel, competitions and special events; ensuring that all University and program procedures are followed; and providing and tracking required trainings. The associate director for sports programs serves as the liaison between the program and the University's administration, as well as the advisor to the Sport Club Council and Sport Club Advisory Board.

## **Sport Club Advisory Board**

The Sport Club Advisory Board is comprised of five officers from recognized Sport Clubs and provides input and recommendations to the Sport Club Administration Team regarding policies, procedures, budget allocations and recognition of new clubs. The associate director for sports programs will serve in an advisory capacity with the board. The advisory board will meet once a month, or as needed. Board members will be selected from officers of recognized clubs. Applications to serve one year terms on the advisory board will be available at the beginning of the fall semester.

## **Sport Club Council**

The Sport Club Council is a monthly gathering of officers from each of the recognized Sport Clubs. Monthly meetings will be centered on discussing successes and challenges clubs are experiencing and idea sharing. Clubs are required to send at least one officer representative to the council meetings. Meetings will be moderated by a member of the Sport Club Administration Team and/or members of the Sport Club Advisory Board.

## **Club Leadership Opportunities**

The level of accomplishment of each club will be a direct result of its leaders' efforts and the participation of its members. Students are given the opportunity to become directly involved with the administration and supervision of their organization. Each club must elect, appoint or designate a minimum four student officers, including president, vice president, treasurer and safety officer.

Club officers should be prepared to devote time and energy toward developing the organization and assuring its continuity. Responsibilities include, but are not limited to:

- Checking, on a weekly basis, the club's mailbox located in the Barnes Center at The Arch.
- Completing officer trainings and attending all other required training, meetings and events.
- Conducting club meetings/practice sessions and providing daily management such as reserving facilities for practice and/or competition, planning fundraisers, collecting club mail, etc.
- Coordinating all club activities (schedules, travel, inventories, fundraising) with the Sport Club Administration Team.
- Developing and implementing orientation for all new club officers.

- Ensuring all members have completed required trainings, participation waivers and are cleared by Sport Club Administration Team before allowing any individuals to participate in club activities.
- Ensuring club activities are conducted safely and in accordance with program risk management protocols.
- Ensuring that all club financial obligations are met and that a club does not exceed its annual budgeted spending.
- Ensuring timely completion of registration forms, facility request forms, travel forms, and other forms.
- Maintaining a 2.2 GPA.
- Maintaining accurate club rosters.
- Maintaining complete equipment inventory records and updating the club's inventory when requested by the Sport Club Administration Team.
- Registering the club with Barnes Center at The Arch Recreation each fall. This also registers your club as a student organization.
- Reporting any injury or incident that occurs at club practices or competitions to the Sport Club Administration Team within twenty-four hours, and completing the [online accident/ incident report form](#).
- Reporting major accidents/injuries immediately to the associate director for sports programs.
- Serving as a liaison between club members and the Sport Club Administration Team and maintaining appropriate communication throughout the year.
- Submitting all required financial and administrative forms complete and on time.
- Understanding and abiding by University guidelines, policies and procedures. Informing club members of such policies, procedures, expectations, emergency procedures and other regulations.

*Please note: Officers' responsibilities may include other tasks and duties in addition to those listed above.*

## Membership and Eligibility Requirements

Only students of Syracuse University and SUNY College of Environmental Science and Forestry (SUNY ESF) are eligible to become a member of a Sport Club. Each club will determine its own membership in accordance with University and program policies. Membership and participation in all Sport Clubs must be open to all students regardless of age, color, ethnic or national origin, disability, marital status, political or social affiliation, race, religion, sex, or sexual orientation. Although clubs prefer not to limit the number of members allowed to join their ranks, it is recognized that only a certain number can realistically participate in practice and/or competition.

Clubs may not charge fees for individuals to tryout. If teams utilize tryouts to select team members, all players must tryout, including returning players. Each club must determine a fair and equitable method for accommodating members' needs for participation in practice and competition. Not all club members may be eligible to compete.

Each club is responsible for knowing its own association/league regulations and for ensuring that it is meeting those regulations. In addition, some clubs may not accept new members beyond an established date. SU students are required to maintain a 2.0 GPA in order to participate on a Sport Club. Clubs may conduct up to

two tryout sessions with all individuals having signed participation waivers. Participants that are selected for the club must complete all required trainings before participating in club practices.

## Process for Attaining Active Status - Returning Clubs

Please note that registration as a Sport Club is a privilege and Barnes Center at The Arch reserves the right to revoke an organization's registration status at any time.

### Clubs

- Submit [Registration Form/Officer List](#)
- Submit updated constitution (See [new template.](#))
- Submit initial roster (if available)
- Submit signed [Advisor Agreement](#)
- Submit certifications for First Aid/CPR
  - One member for Recreational Clubs
  - Two members for Competition Clubs

### Officers

- Complete Online Sexual Assault Prevention for Student Athletes Training (Everfi)
- Complete Online Training Alcohol EDU (Everfi)
- Complete Online Concussion Education Training (SportRisk)
- Submit signed Individual Sport Club Participation Waiver
- Attend mandatory Club Officer Organizational Meeting
- Attend mandatory, in-person Title IX Training

### Coaches (New and Returning)

- Submit resume
- Complete screening/interview with Sport Club Administration Team
- Complete HR Background Check
- Submit signed [Coaches Agreement](#)
- Review Sport Club Handbook
- Complete HR Staff Online Trainings
- Complete Online Concussion Education Training (SportRisk)

## Club Members

- Complete Online Sexual Assault Prevention for Student Athletes Training (Everfi)
- Complete Online Training Alcohol EDU (Everfi)
- Review Sport Club Handbook
- Submit signed Individual Sport Club Participation Waiver
- *Please note: Club members need to be cleared individually by the Sport Club Administrative Team in order to become active and eligible to practice and compete.*

## Advisors

Each club is required to have a faculty or staff advisor of the group's own choosing. Some advisors play very active roles: attending meetings, working with student officers and assisting in program planning and development. Ideally, advisors will maintain some regular contact with the club. An advisor accepts responsibility for staying informed regarding activities of the organization and for advising officers of the organization on the appropriateness and general merits of policies and activities. However, advisors are not responsible for the actions or policies of student organizations; students are solely responsible.

### Basic Advisor Expectations

- Assist club but do not dictate the Sport Club's activities. Advisors should be frank, however, in offering ideas, considerations or group discussion topics.
- Assist in orienting new officers and developing the leadership skills of members.
- Attend some events of the club throughout the year.
- Be aware of the goals and directions of the club.
- Encourage members to fully participate, assume appropriate responsibility for activities and maintain a balance between academic activities and extracurricular commitments.
- Ensure the club's compliance with University policies and procedures.
- Provide continuity within the club from year to year. They should be familiar with the constitution and bylaws.
- Recognize and support participation in Sport Clubs for its contribution to the educational and personal development of students.
- Stay well informed about the plans of the club.
- *The voluntary association between Advisor and a Sport Club should continue as long as both parties believe the relationship is productive and mutually satisfying.*

## Coaches and Instructors

Each club may identify one or more volunteer coaches or instructors to assist with practice and competition. Coaches and instructors must abide by the following guidelines:

- All coach/instructors must be vetted and approved by associate director for sports programs.
- All coaches/instructors must complete mandatory Sport Club training including sexual harassment and Title IX training.

- All coaches/instructors must undergo a University background check prior to approval.
- Club officers must provide the associate director for sports programs with the prospective coach/instructor email address to get necessary HR background check forms sent electronically.
- Coach/instructor must sign a [Volunteer Coach/Instructor Agreement](#).
- **Coaches/instructors are not representatives of Syracuse University and may not sign contracts or agreements nor facilitate contracts or agreements on behalf of the University or club.**
- Coaches/instructors should help to ensure good sportsmanship at all times. Club members and coaches/instructors should conduct themselves in a manner that does not detract from the reputation of Syracuse University.
- Participation in the Sport Club Program is completely voluntary. Monetary rewards or scholarships shall not be promised to any student-athlete or prospective student-athlete by the coach/instructor, any “friend of” organization or program booster.
- Prospective coach/instructor must submit a coaching resume.
- The coach/instructor has an obligation to protect the safety of club members and should ensure steps are taken to reduce the risk of injury.
- The coach/instructor is a volunteer position. The University will not pay for such services, nor will it extend any benefits to the individual.
- The coach/instructor may attend league organization meetings when club officers are unable to attend. This must be approved by the associate director for sports.
- The coach/instructor must restrict his/her involvement with the club to teaching/coaching and should refrain from activities involved in the club’s management as discussed in the Club Officer Training Session. **Club officers, NOT the coach/instructor, must serve as the liaison between the club and the Sport Club Administration Team.**
- The coach/instructor shall be aware of and follow all Syracuse University and Barnes Center at The Arch policies and procedures relative to the Sport Club Program.
- The utilization of a non-student coach/instructor is subject to the approval of the associate director for sports programs.

Coaches must understand and accept the philosophy and policies of the Sport Club Program and be aware that club officers and members, the Sport Club Advisory Board and the Sport Club Administration Team have the authority to terminate any relationship with the club.

## New Sport Club Process

Any group of students with an interest in a sport-related activity can follow procedures listed below to request becoming affiliated with the Sport Club program. Requests for new clubs will be evaluated based on potential risk, possible duplication of existing clubs, student interest, financial support and available facilities.

1. Schedule a meeting with the associate director for sports programs to discuss eligibility.
2. Review the Sport Club Handbook.
3. Complete [Sport Club Registration Form](#).
4. Complete a [Club Constitution](#).
5. Complete an [Advisor Contract](#).

6. Provide a proposed budget.
7. Provide a list of interested participants.
8. Meet with the Sport Club Administration Team and Sport Club Advisory Board to request admittance into the Sport Club program.

## Insurance, Risk and Responsibility

Each individual participating in a Sport Club activity assumes responsibility for their health. It is recommended that all individuals who intend to participate should, for their own protection, have a physical examination before participating. In addition, clubs may sign out a first aid kit.

The university assumes no liability for accidents or injuries incurred in connection with participation in a Sport Club activity. Syracuse University DOES NOT provide insurance coverage for accidents or illness incurred while participating in a Sport Club activity. It is recommended that each individual secure their own insurance policy. Every University student is required by University policy to carry appropriate health insurance.

In the event that an injury occurs on university premises during a special event, practice or competition, club representatives should immediately contact the Department of Public Safety by calling 315.443.2224, #78 from a mobile phone or 711 from a campus phone. The safety officer must complete an [Accident Report Form](#) found online and submit to the associate director for sports programs immediately following an incident occurring on- or off-campus.

## Liability Waiver (Please read carefully.)

All participants in the Sport Club Program are exposed to the possibility of physical injury including death and disability due to the nature of these activities. Each participant accepts the risk and responsibility as their own by choosing to participate in these activities. By so participating, each participant waives and releases any and all rights and claims for damages that the participant or his/her heirs or successors may have against Syracuse University or its personnel arising out of or resulting from the participant's participation in the Sport Club Program except to the extent caused by negligence of Syracuse University or its personnel.

## Risk Management

To provide a safe and positive recreational experience for all participants, it is necessary to try and prevent accidents and injuries before they happen. It is strongly recommended that every Sport Club develop, implement and practice the following safety policies.

- Become familiar with accident and liability insurance available through the national association governing your sport and the University. Remember, participation in sport club activity is strictly voluntary. Medical insurance is the responsibility of club participants.
- Develop and practice safety guidelines relevant to your sport as established by your certifying agency.
- Encourage all members of your organization to carry personal health insurance.
- Encourage all members of your sport club to have a physical examination or appropriate activity testing prior to participation in club activities.

- Have at least one or two First Aid and CPR certified members available at club practices, games, etc. Certified trainers are suggested for all home/away competitions.
- Inspect fields and facilities prior to every practice session, game or special event. Report any unsafe conditions to the associate director of sports programs immediately. If at an off-campus site, report the condition to the proper managing authority. Do not use facilities if they are unsafe.
- Know safe procedures for blood borne pathogen issues.
- Review the club's emergency procedures with Barnes Center at The Arch Recreation.
- Sport Club officers, club members, volunteer coaches and instructors should emphasize safety during all club related activities as per university and club association guidelines.
- Sport club safety officers are required to submit an accident report for injuries that occur to club members during on-campus or off-campus practice or competition. These reports must be submitted to the associate director of sports programs within 24 hours after each occurrence. Accident forms are available on the [Barnes Center at The Arch website](http://syracuse.edu/BeWell) (syracuse.edu/BeWell). Reports are also required for injuries that occur to visiting club members during on- or off-campus home competitions.
- The Sport Club Administration Team will work with clubs to coordinate athletic training services for home competitions and practices for high risk sports.

Again, all participation in sport club activities is strictly voluntary. Participants are responsible for their own medical insurance. Syracuse University and the Barnes Center at The Arch are not responsible for any injury or property loss incurred by participants while involved in any sport club activity.

## Head Injury Policy

This policy is in addition to any rules imposed by your league and/or association. This policy will not be superseded by any league or association rule(s) regarding head injuries. In some instances, a league or association rule may call for a lengthier absence from competition after a head injury. Please review the following policies:

- Officers for each club are required to complete online concussion awareness program.
- Accident reports are submitted to the associate director for sports programs for all injuries, including individuals that may display concussion symptoms.
- Players with a suspected concussion are directed to go to the Barnes Center at The Arch or other physician to receive medical care.
- Players that have been diagnosed with a concussion need to provide documentation of medical clearance from a physician to the assistant director for sports programs to be able to return to practice or competition.
- Players may not return to practice or competition prior to acknowledgement by the assistant director for sports programs of receipt of medical clearance from a physician.

## Concussion Information

### What is a Concussion?

A concussion is a type of traumatic brain injury. It follows a force to the head or body and leads to a change in brain function. It is caused by a blow to the head or body from contact with another player, hitting a hard

surface such as the ground, ice or floor, or being hit by a piece of equipment such as a bat, lacrosse stick or field hockey ball.

Concussions may:

- Can happen even if you do not lose consciousness.
- Change the way your brain normally functions.
- Occur during practice or competition in any sport.
- Present itself differently for each person.
- Range from mild to severe.

### How Can I Help Prevent a Concussion?

The following are basic steps you can take to help protect yourself and others from concussion:

- Avoid striking an opponent in the head. Undercutting, flying elbows, stepping on a head, checking an unprotected opponent, etc.
- Do not initiate contact with your head or helmet. You can still get a concussion if you are wearing a helmet.
- Follow your club's rules for safety and the rules of the sport.
- Practice good sportsmanship at all times.

### What are symptoms of a concussion?

No two concussions are the same. You may notice some of the symptoms immediately, or they appear hours or days after the initial impact.

Concussion symptoms include:

- Amnesia
- Balance problems or dizziness
- Concentration or memory problems (forgetting game plays, facts, meeting times, ect.)
- Confusion
- Double or blurred vision
- Feeling sluggish, foggy or groggy
- Feeling unusually irritable
- Headache
- Loss of consciousness
- Nausea (feeling that you might vomit)
- Sensitivity to light or noise
- Slowed reaction time

### What should I do if I think I have a concussion?

**Report it:** Tell your athletic trainer, coach or captain. Never ignore a blow to the head or concussion symptoms. Also, tell your athletic trainer, coach or captain if one of your teammates might have a concussion.

**Get checked out:** Your athletic trainer or health care professional can tell you if you have had a concussion and when you are cleared to return to play.

**Rest:** Due to brain vulnerability after a concussion, an athlete may be more likely to suffer another concussion while symptomatic from the first one. In rare cases, repeat head trauma can result in brain swelling, permanent brain damage or even death. Continuing to play after a concussion increases the chance of sustaining other injuries too, not just concussion.

**It's better to miss one game than the whole season. When in doubt, get checked out.**

For more information and resources, visit the [NCAA Well-Being website](https://www.ncaa.org/health-and-safety) (ncaa.org/health-and-safety) and the [CDC website](https://www.cdc.gov/headsup/) (cdc.gov/headsup).

## Emergency Contact

Each Sport Club member is **required** to provide Emergency Contact information. This information will allow the associate director for sports programs to notify the correct individual in the event of an emergency. Club officers must submit a completed [Excel form with all club members' information](#) located on [syracuse.edu/BeWell](https://syracuse.edu/BeWell). Members who join clubs after the start of the year academic year must provide this information prior to their participation.

## Transportation

It is the policy of Syracuse University that funds will not be allocated to clubs for transportation. All transportation costs for vehicle rental and usage, fuel and overnight accommodations will be the responsibility of each individual club. The University may provide some assistance to clubs who travel for regional and/or national competition if funds are available. Insurance coverage for non-university vehicles or their drivers and passengers will not be provided. Each club is required to complete an [online Travel Form](#), located on [syracuse.edu/BeWell](https://syracuse.edu/BeWell) the Monday prior to traveling to an off-campus event.

### Large Vans

When large passenger vans are utilized for any form of travel, the following guidelines apply:

- Seatbelts should be used at all times by all passengers regardless of seating location and, in addition, must comply with applicable state laws.
- All drivers must have safe driving records. Experience driving vans or similar vehicles is strongly preferred.
- Whenever possible, drivers should be experienced, non-student adults. If it is necessary for students to drive, they should, whenever possible, be:
  - Non-participants (i.e. non-competing team members, coach, manager, statisticians, etc.)
  - 21 years of age or older
    - Under no circumstances may a driver less than 18 years of age be assigned.
- Single day total driving mileage per van should not exceed five (5) hours (roughly 250 miles). Rest stops and rotation of drivers roughly every two hours are strongly encouraged. For example:
  - Van travels up to two-and-a-half (2.5) hours (roughly 125 miles) to site of competition and then returns, same day. (Fresh, alert, non-fatigued persons should drive on the way home.)

- Van travels up to five (5) hours (roughly 250 miles) to site of competition, team stays overnight and returns the following day. (Rotate drivers every 2 hours.)
- Loading of luggage racks on top of these vehicles is strongly discouraged due to the increased roll-over risk.
- There is no driving between midnight and 6 a.m.

## All Other Vehicles

When vehicles other than large passenger vans are utilized for any form of travel, the following guidelines apply:

- A valid driver's license is required for each driver and all applicable local, state and federal laws must be adhered to.
- There is no driving between midnight and 6 a.m.
- Seatbelts should be used at all times by all passengers regardless of seating location and, in addition, must comply with applicable state laws.
- All drivers must have safe driving records. Experience driving vans or similar vehicles is strongly preferred.
- Whenever possible, drivers should be experienced adults (approved team/group personnel). If it is necessary for students to drive, they should, whenever possible, be:
  - Non-participants (e.g., non-competing team members, manager, statisticians, etc.)
    - 21 years of age or older
    - Under no circumstances may a driver less than 18 years of age be assigned.
- Single day total driving mileage should not exceed ten (10) hours or 600 miles.
- An individual may not drive more than four (4) hours in a day.
- Drivers should be rotated every two (2) hours.
- A rest stop of 15 minutes (taken all together) for every two (2) hours of driving is strongly recommended.
- Immediately following a competition (same day), a competing individual may not drive more than two (2) hours, and the team may not drive/travel more than five (5) hours or 300 miles.
- Rotate drivers every two (2) hours or less.

## Finances

Each recognized Sport Club is eligible to receive financial support from Barnes Center at The Arch Recreation through the Co-Curricular Fee. Financial support may be provided for the following:

- Events (tournaments, games, entry fees, etc.)
- Facility rental
- Flyers/Posters/Programs
- Non-personal equipment purchase and repair
- Officials' fees
- Organization/League Dues
- Uniforms that remain with the University

The members of each club generally share in the financial support of their club through the payment of annual individual dues and fundraising projects. This helps to subsidize additional expenses not covered by Sport Club allocations. Clubs must comply with the following to become eligible to receive funding:

- The club must be a registered Sport Club no later than **September 30**.
- Club officers must meet with the Sport Clubs Administrative Team to determine funds allocated to that group for that academic year.
- Clubs receiving funding for equipment must provide specific information on each item requested for purchase, including the name of the vendor.
- Clubs are responsible for submitting a budget request for the following academic year to the associate director for sports programs for review with the Sport Club Advisory Board.
- Annual budget request information is given to club representatives in January.
- Individual appointments may be scheduled with the Sport Club Administration Team to discuss budget request guidelines and questions regarding the budget process.
- The advisory board will review each request independently and make recommendations for each club to the associate director for sports programs.
- Clubs wishing to appeal their recommended allotment may do so in writing to the associate director for sports programs who will discuss the appeal with members of the board.
- Clubs that fail to meet the budget request deadline are allowed to submit a request to the associate director for sports programs in the fall and may receive no more than fifty percent of their previous years' allocation.
- Clubs inactive for one or more years and new clubs serve a probationary period of one academic year before being eligible to participate in the annual budget allocation process. Limited funds are available to new or reinstated clubs during their return or first year of operation.
- Clubs must use funds specifically for which they were allocated. Payment for tournament entry fees, league membership fees and facility rental fees must be accompanied by an invoice and [Expenditure of Funds Form](#) located at [syracuse.edu/BeWell](http://syracuse.edu/BeWell). Students will not be reimbursed for payments made for club activities.
- Funding may be available to clubs for special events through Student Association. Officers must contact the associate director for sports programs for procedures to request such funds.

## Sample Sport Club Budget Request

Brief description of your club:

- Purpose of your club
- The number of years your club has been active
- League, regional and/or national organization affiliation
- 2019/20 Fall and Spring Semester club highlights
- Breakdown of Club membership (undergraduates, graduates, faculty, staff)

#### Sources of Income:

- Dues collected from club members
- Other out-of-pocket costs (personal equipment, travel, meals, etc.)
- Fund-raisers (t-shirt sales, income from hosting a tournament, etc.)
- Donations

#### Itemized Request (listed in order of priority):

- Item (please be specific)
- Costs
- Total requested
- Rationale for each item requested

#### Submitting Budget Request:

- Must be typed.
- Must be provided as an electronic copy.
- Are due to the associate director for sports programs in March (see [important dates.](#))

#### Fundable Items:

- Club Equipment that will remain property of Syracuse University
- Club Uniforms that will remain property of Syracuse University
- Facility Rental/Supervisor Fees
- Medical and Safety Personnel for home competition
- Organization/League Dues
- Referee/Judge Fees
- Tournament Entry Fees (home and away)

#### Non-fundable Items:

- Accommodations
- Coaching Fees
- First Aid Kit
- Gas and Tolls
- Meals
- Promotional Items
- Stationary
- Telephone
- Trophies
- Vehicle Rental
- Website Fees

## Equipment

Clubs are eligible to receive funding for equipment. Equipment funded through the budget process is property of Syracuse University and is governed by a check-out system. Club representatives should become familiar with the following check-out system:

- All equipment that is purchased for club use as an approved budget item becomes available for use only by the club for which it was purchased.
- Club equipment cannot be utilized for personal use.
- Upon receipt of the equipment, the club becomes responsible for its maintenance and care.
- The university retains ownership of the equipment and the club is responsible for lost, damaged or stolen equipment.
- All Sport Club items that are checked out by a club representative must be returned prior to the end of the academic year for summer storage. Arrangements will be made for clubs active during the summer and those with their own storage space.
- Club members who sign out uniforms are responsible for their proper return.
- Any equipment damaged or not returned may be charged against the club. Any remaining funds allocated for the club will be frozen until the proper equipment is returned or will be used to purchase replacement equipment. If the club has expended all of its allocated funds for that fiscal year, the funds to replace the equipment will be taken from the following years' allocation.
- Uniforms not returned will be charged through collections against the club member who signed them out.
- The associate director for sports programs may suspend all club activity until all equipment is returned and can place individuals on the stop list with a bursar hold.

## Practice Request and Facility Reservation

Clubs must submit a Practice Request Form for the use of athletic facilities (Coyne Field, Skytop Turf, Upper Hookway, and Manley Field House) to the assistant director for sports programs in order to conduct practices and competitions.

Clubs that wish to host a special event (competition, tournament, show, etc.) in any Recreation facility (Barnes Center at The Arch, Flanagan Gymnasium, Women's Building, etc.) must complete a [Facility Reservation Request](#) online, in the [Wellness Portal](#) (mywellness.syr.edu) for approval.

## Scheduling

The Sport Club Administration Team will assist club representatives with scheduling matches and tournaments.

Many Sport Clubs are organized for the purpose of competition. As a Sport Club, groups are not restricted to competition with other colleges and universities and may also compete with other viable, organized clubs. In the establishment of their extramural schedules, the club officers, advisor or coach/instructor should give consideration to the maintenance of a balance between home and away contests.

Club competition will have priority over club practice for the use of facilities. However, it is the discretion of the associate director for sports programs to limit the number of competitions due to budgetary constraints or conduct sanctions.

It is required that a signed agreement for all home contests be on file with the Sports Club Administration Team. Clubs must keep updated listing of all scheduled competitions/events on file with Sport Clubs Administration Team.

## Officials, Referees and Judges

The Sport Club Administration Team will assist club representatives with arranging officials, referees or judges for matches and tournaments. Club representatives need to provide qualified, certified individuals to officiate, referee or judge any competitive activity or special event that takes place on university premises.

Official Verification and W-9 Forms must be completed and signed by referees/officials/judges at the time of the competition or special event and returned to the associate director for sports programs for prompt and proper payment.

## Off-season Responsibilities of Officers

**Budget Proposals:** Officers must complete and submit team budget proposals in a timely manner. Budget proposals will generally be due at the end of March. Failing to submit a budget proposal on time will result in a reduced budget allocation. Late budget proposals will result in a fifty percent reduction in the funds the club may receive.

**Mailbox:** Officers must check the team mailbox located in Barnes Center at The Arch Recreation, Suite 125 at least once a week and carefully examine and properly respond to all correspondence.

**Social Media:** Officers are responsible for checking their team's social media pages (if applicable) and keeping them up to date.

## Conduct

### Syracuse University Code of Student Conduct

Students at Syracuse University are expected to conduct themselves in a manner supportive of the educational mission of the institution. Integrity, respect for the person and property of others, and a commitment to intellectual and personal growth in a diverse population are values deemed fundamental to membership in this University community.

The Code of Student Conduct applies to all students and student organizations at Syracuse University. Violations can occur either on or off campus, and individuals and/or groups can be held accountable. Ignorance of the code and/or acts committed under the influence of alcohol or drugs do not diminish one's responsibility. The following behaviors, or attempted behaviors, are considered violations of the Syracuse University Code of Student Conduct:

1. Physical harm or threat of physical harm to any person or persons, including, but not limited to: assault, sexual abuse, or other forms of physical abuse.
2. Harassment, whether physical, digital, oral, written or video, or any other violation of the Syracuse University Ant-Harassment Policy or Sexual Harassment, Abuse, and Assault Prevention Policy.
3. Conduct, whether physical, verbal or electronic, oral, written or video, which threatens the mental health, physical health, or safety of anyone.
4. Academic dishonesty,\* including, but not limited to plagiarism and cheating, and other forms of academic misconduct; such as misuse of academic resources or facilities, intellectual property theft and/or misuse of computer software, data, equipment, or networks.
5. Intentional disruption or obstruction of lawful activities of the University or its members including their exercise of the right to assemble and to peaceful protest.
6. Theft of or damage to University, personal, public, or private property/services or illegal possession or use of the same.
7. Forgery, alteration, or fabrication of identification cards, records, grades, diplomas, University documents, possession or purchase of falsified identification cards or misrepresentation of any kind to a University office, University official, or law enforcement.
8. Unauthorized entry, use, or occupation of University facilities that are locked, closed, or otherwise restricted as to use.
9. Disorderly conduct including, but not limited to public intoxication, lewd, indecent or obscene behavior.
10. Illegal use or of possession of alcohol, drugs, or drug paraphernalia or any other violation of the Syracuse University Policy on Alcohol, Other Drugs, and Tobacco.
11. Illegal purchase, distribution, manufacture, or sale of alcohol, drugs, or drug paraphernalia, or any other violation of the Syracuse University Policy on Alcohol, Other Drugs, and Tobacco.
12. Failure to comply with the lawful directives of University officials who are performing the duties of their office, especially as they are related to the maintenance of safety or security.
13. Unauthorized possession or use of any weapon including: firearms, BB-guns, airsoft guns, air rifles, explosive devices, fireworks, or any other dangerous, illegal, or hazardous object or material, and improper use as a weapon of any otherwise permitted object or material. This includes violations of the university's weapons policy. Exceptions may be approved by the Office of Student Rights and Responsibilities for theatrical productions or athletic/recreational events.
14. Interference with or misuse of fire alarms, blue lights, elevators, or other safety and security equipment or programs.
15. Assistance, participation in, promotion of, or perpetuation of hazing.

16. Assistance, participation in, or promotion of a student organization that has lost University recognition on a temporary or permanent basis.
17. For student leaders, failure to intervene or notify the University when a student knows of a situation that threatens the health and safety of another individual or the campus community.
18. Violation of any international, federal, state, or local law.
19. Violation of University policies, rules, or regulations that are published in the Student Handbook, or any other official University publications or agreements.

Other policies of the University may be found on the Syracuse University website and in other University publications. Please find [additional information online](https://www.syracuse.edu/life/students). (syracuse.edu/life/students)

## Student Leaders

Syracuse University considers student leaders to be those that hold positional offices in organizations (i.e. president, vice president, secretary, treasurer, recruitment chair) or those that influence the behaviors and decisions of an organization (i.e. unofficial membership coordinator or event planner).

## Amnesty

Syracuse University encourages all community members to care for themselves and others. Therefore, when a student or student organization initiates help from a campus or community resource, involved students or organizations will generally not be subject to the University's Code of Student Conduct. Students may be required to complete educational interventions designed to assist them in their decision-making process and/or the outcomes of their decisions and the University will generally alert emergency contacts. The University retains the right to hold individuals and organizations accountable when the health and safety of community members is at risk.

## Syracuse University Anti-Hazing Policy

Syracuse University is dedicated to promoting a safe and healthy campus environment for its students, faculty, staff and visitors. In addition, Syracuse University is committed to promoting an environment that fosters respect for the dignity and rights of all its community members. As such, the University will not tolerate hazing activities by any individuals, groups, teams, or recognized student organizations. For more information regarding Syracuse University's Statement of Student Rights and Responsibilities, call the Office of Student Rights and Responsibilities at 315.443.3728 or the Office of the Senior Vice President for Enrollment and the Student Experience at 315.443.4357 for more information.

## Enforcement:

Syracuse University will enforce this policy through internal disciplinary procedures, the external prosecution of alleged offenders, or both. Individuals who participate in acts of hazing will be held accountable under this policy and the Code of Student Conduct. For more information regarding the Code of Student Conduct, call the Office of Student Rights and Responsibilities at 315.443.3728.

## Definitions (as of August 13, 2018)

Hazing is punishable under New York State Law as follows:

**New York Penal Law 120.16; Hazing in the First Degree:** A person is guilty of hazing in the first degree when in the course of another person's initiation into or affiliation with any organization when such person engages in intentionally or recklessly conduct. This includes engaging physical contact or requiring physical activity during the initiation or affiliation ceremonies, which creates a substantial risk of physical injury to such other person or a third person and thereby causes such injury. Hazing in the First Degree is a class A misdemeanor.

**New York Penal Law 120.17; Hazing in the Second Degree:** A person is guilty of hazing in the second degree when, in the course of another person's initiation or affiliation with any organization, he intentionally or recklessly engages in conduct, including, but not limited to, making physical contact with or requiring physical activity of such other person, which creates a substantial risk of physical injury to such other person or a third person. Hazing in the Second Degree is a violation.

In addition, Syracuse University defines hazing to include any action that intentionally or recklessly causes or poses a substantial risk of harm to the mental or physical health or safety of one or more persons. Subjecting any person to and/or encouraging any person to commit an act that violates human dignity, the Code of Student Conduct, or the law for the purpose of initiating, promoting, fostering, or confirming any form of affiliation with a group or organization is prohibited. The express or implied consent of participants or reporting individuals will not be a defense.

## Examples

Examples of hazing include, but are not limited to:

- Actual physical harm (e.g., paddling, beating, branding)
- Expecting certain items to always be in one's possession
- Forced or coerced consumption of alcohol or other substances
- Forcing new members to be deprived of maintaining their normal class study or schedule
- Illegal activities such as requirement to steal local items as part of a scavenger hunt
- Participation in physical activities such as calisthenics or other exercises
- Performing any service or action under coercion or duress (e.g. running errands, cooking, cleaning)
- Requirement to eat spicy foods, other substances
- Requirement to endure hardships such as staying awake, menial tasks, physical labor, running while blindfolded, etc.
- Requiring new members to perform skits with degrading, crude or humiliating acts
- Sleep deprivation
- Threats of harm
- Verbal abuse (i.e. name calling, yelling, screaming, berating)

## Sanctions

Hazing poses substantial risks to the safety and well-being of individual students and the University community. As such, violations of this policy will result in referral to the Office of Student Rights and Responsibilities for the club and the individuals who have allegedly hazed others. Possible disciplinary action may include, but is not limited to, any or all of the following: suspension or expulsion from the University, loss of University recognition and privileges, referral to law enforcement, participation in educational programs, and other educational or remedial action appropriate to the circumstances. Sanctions imposed under this policy do not diminish or replace the penalties available under generally applicable federal, state, and local laws.

## Reporting

To make a report of hazing, or to determine whether a proposed activity constitutes or will constitute hazing, the following resources are available via telephone:

- Department of Public Safety at 315.443.2224
- Barnes Center at The Arch Recreation 315.443.4386
- Office of Student Rights and Responsibilities at 315.443.3728
- Anonymous reporting via 315.443.TIPS (8477)

Online reporting forms can be found at:

- The [Office of Fraternity and Sorority Affairs website](http://fasa.syr.edu). (fasa.syr.edu)
- The [Department of Public Safety website](http://dps.syr.edu/law-enforcement/report-a-crime) (dps.syr.edu/law-enforcement/report-a-crime) through the [Silent Witness Anonymous Reporting System](#).
- Students, faculty and staff who suspect hazing is occurring can also report via the “hazing flag” in [Orange SSuccess](#).

## Overview of Sport Club Conduct Process

All actions that may potentially violate the Code of Student Conduct will be reported to the Office of Student Rights and Responsibilities for resolution. Any potential violations or non-compliance with Sport Club or Barnes Center at The Arch policies will be addressed by the Sport Club Administration Team. An administrative meeting will be held if a club, its members and/or coach are in violation of program or departmental policies. The Sport Club Advisory Board may also be notified of alleged violation(s). The associate director for sports programs will arrange an administrative meeting with the officers or other individuals to discuss the alleged violation(s) and to determine what if any sanctions are warranted. Sanctions for individuals or clubs may include but are not limited to written warnings, probation, educational programs, community service and suspension.

## Appeals

Clubs or club members may appeal the outcome of their administrative meetings to the Barnes Center at The Arch director of recreation. Appeals must be submitted in writing within five (5) business days of being notified of sanctions. A decision from the director will be pursued as quickly as possible and will serve as the final resolution of the incident.

## Participant/Coach Conduct

Sport Club participants have an obligation to conduct themselves and their organization in a manner that is compatible with the University's philosophy and function as an educational institution. All Clubs must comply with the University Recognition and Standards for Student Organizations of Syracuse University, which shall be part of the basic rules, charter, constitution or by-laws of each group. This pertains to student-athletes and volunteer coaches/instructors. Club members are expected to act in a mature and responsible manner both on- and off-campus and when participating in club-related activities.

Acts that may cause a club, its members or coach(s)/instructor(s) to be sanctioned include, but are not limited to, the following categories:

1. Violations of Student Code of Conduct or other University policies.
2. Inappropriate conduct or actions, including the misuse of equipment or facilities and inappropriate language while participating in any club-related activity.
3. The presence of alcohol at an event involving the club including, but not limited to, competitions, practices, fundraisers and banquets.
4. Allowing participation of ineligible individuals or individuals that have not completed all trainings and requirements and have not been cleared to participate by Sport Club Administrative Team.
5. Delinquency when turning in forms, requests, reports, equipment return, etc.
6. Non-compliance with any policies and procedures outlined in Sport Club Handbook.

## Trademark and Licensing

Sport Clubs recognized by Syracuse University Recreation are authorized to utilize select University marks in conjunction with team names, uniform designs and creation of promotional products.

Sport Clubs with corresponding NCAA Syracuse University team names must incorporate indication of Club Sports status, i.e. "Lacrosse Club at Syracuse University." Sport Club identity, artwork and any use of Syracuse University marks or references must be approved by the associate director for sports programs prior to use. Use of the University's name for any commercial purpose or in any way which may reflect adversely upon the University is prohibited.

All Sport Clubs are required to use an officially licensed vendor for the production of uniforms and promotional products. Visit the [Office of Trademark Licensing](http://trademarks.syr.edu) (trademarks.syr.edu) to find a licensee who can assist in sourcing items and who are approved to produce University artwork.

## Sales and Solicitations

Any club or club member wishing to solicit funds or engage in the sale or promotion of services or products must receive permission from the associate director for sports programs. The University maintains the right to deny any application or restrict any such activity to particular locations, times and format.

Clubs must gain approval from the associate director for sports programs for all fund-raising activities, printed items (flyers, posters, etc.), uniforms and advertisements. Copies can be made in the Barnes Center at The Arch Recreation office, no more than 250 a semester, but sending an electronic copy is best. We will not copy at the time of drop off, you will need to leave it and pick it up later in the day or the following day. "Raffles" are illegal at colleges and universities in New York State. As such, clubs must use the terminology "donation" or "drawing."

## Donations

Clubs may solicit donations from sources outside of the university. In order to insure clubs receive and have access to these gifts, they must comply with the following:

- The prospective donor must forward a check payable to Syracuse University.
- The donor must include a letter indicating the donation be expended on behalf of the specific club and whether it should be tax deductible.
- Donations of equipment are subject to review and inspection prior to acceptance.
- The associate director for sports programs will notify the club once a donation has been made.
- Expenditures of money donated or use of equipment must be consistent with the educational mission of the university and purpose of the club.
- Upon receipt of donations, a club representative is required to send the donator a thank you letter from the club.

## Academic Responsibilities

Regular class attendance is the responsibility of the student. Students are responsible for all work, including tests and written assignments, as well as special class meetings. Syracuse University students are required to maintain a cumulative 2.0 GPA in order to participate in a Sport Club.

Membership in the Sport Club Program does not give a student the right or privilege to be absent from class. Thus, absence from class for valid reasons is excused by faculty members only. Students should inform faculty members of known absences well in advance. The associate director for sports programs will provide informational memorandums to faculty members for club trips that take place during class periods. It is the responsibility of the club officer to request these well in advance from the associate director for sports programs.