



Salisbury University

**Sport Clubs
Handbook
2019-2020**

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WELCOME

Club Sport Student-Athletes, Advisors, and Coaches:

Welcome to Club Sports at Salisbury University! We hope and trust your experience with us will be a rewarding one. The professional staff at Salisbury University recognizes the importance of the sports club program, and we want you to use this handbook as a resource to enable you to have the best experience while participating. We look forward to working with you this year to enable your club to have an outstanding season of participation.

This handbook serves as a resource for students, coaches, advisors, and professional staff at Salisbury University. The Handbook also serves as one of several training tools to help new presidents and club sport executive staff members become knowledgeable about our policies, facilities and guidelines. We'd like our student Executive Staff to be as knowledgeable as the professional staff in these areas.

This is a living document, continuously undergoing changes and revisions. Student involvement in its evolution is valued. As you read your Handbook, please note any areas that concern you, areas of ambiguity or typos you encounter and forward that information to the Assistant Director of Athletics and Campus Recreation.

Above all, we hope your experience at Salisbury University is challenging and rewarding. Thank you for choosing to participate in, and lead, through Club Sports at SU!

Jessica Stoltz
Assistant Director of Athletics and Campus Recreation

Dr. Gerard DiBartolo
Director of Athletics and Campus Recreation

SPORT CLUBS OVERVIEW

THE HANDBOOK

This handbook was created to help you manage your club efficiently and effectively. Please use this handbook as a resource on how to handle your club's business. You are responsible for knowing its contents, informing your club members, and abiding by the guidelines listed.

DEFINITION AND PURPOSE OF A SPORT CLUB

A sport club is a student organization, registered with the Department of Athletics and Campus Recreation that has been formed by individuals motivated by a common interest and desire to participate in his/her favorite sport activity. Clubs vary in focus and programming since the student members manage the operation of the club. A sport club may be oriented toward competition, teaching, recreation, or socialization.

Sport club programs fill the void between intramural sports activities and intercollegiate athletics. Sport clubs give the campus community an opportunity to participate in competitive sport activities, learn and improve their skills, and enjoy the recreational and social aspects of belonging to a club. Previous experience is not required to join a club team.

The Sport Club Programs are supervised by the Assistant Director of Athletics and Campus Recreation, to whom all sport club matters should be channeled through. He/She controls funding, scheduling of facility space, and acts as the final authority in all club matters.

The success of any sport club program is a direct result of the student leaders of the individual clubs. Student leaders are directly responsible for club administrative matters and motivating club members to take part in various activities and duties.

MEMBERSHIP

REQUESTING RECOGNITION AS A SPORT CLUB

Students interested in starting a club sport must apply for recognition into the Salisbury University Campus Recreation Sport Clubs program. The decision whether or not to recognize a club as part of the Sports Clubs program is at the discretion of the Assistant Director of Athletics and Campus Recreation and the Director of Athletics.

Those that wish to create a club may request recognition through the online form, ***Apply to Form a New Sport Club***. This form requires information such as:

- Membership roster (at least 10 members)
- Questions regarding club activity (travel, practices, competitions)
- A copy of the club's constitution and bylaws
- Equipment inventory (if applicable)
- Financial needs
- Local and national governing bodies information

CRITERIA FOR CONSIDERATION

- Evidence there is sufficient student interest in participating
- Evidence of responsible student leadership
- Availability of appropriate facilities for practices and competitions
- Potential impact (i.e. facility use, equipment, personnel) of club on Salisbury University Sport Club Programs already in existence
- The ability for the club to financially support its activities
- Availability to compete within the Mid-Atlantic region
- Where deemed appropriate by Assistant Director of Athletics and Campus Recreation, the existence of a recognized governing body for the sport, as well as qualified coaches and instructors
- Degree of potential risk involved with club activities and ability of members to manage those risks
- Degree to which Campus Recreation staff can adequately support the needs of the club

AFTER CONSIDERATION AND APPROVAL

Once a club is considered and approved by the Assistant Director of Athletics and Campus Recreation and the Director of Athletics, the club will be deemed "provisional status" its first year as a club. During this year, a sport club must have a successful operation to become eligible for funding from Campus Recreation in its next year. A successful operation includes but is not limited to:

- Maintaining a roster of at least 10 members
- Successfully turning in all paperwork on time
- Obtaining a schedule of competitions approved by the Assistant Director of Athletics and Campus Recreation
- A plan for successful fundraising strategies to support the club's needs
- Other considerations by the Assistant Director of Athletics and Campus Recreation, as deemed necessary

INDIVIDUAL MEMBERSHIP WITHIN A CLUB

WHO CAN JOIN

Membership in all clubs is open to all Salisbury University students, faculty, and staff regardless of skill level. Undergraduate and graduate students must be enrolled full-time (12 credit hours for undergrad; 9 credit hours for graduate students and 6 credit hours for GA graduate students) unless the student is a graduating senior (only required to take what is needed to graduate). Eligibility is based on each sport's governing body regulations. Bridge students are not eligible for sport club participation during their Bridge semester.

VARSITY STUDENT-ATHLETES

Intercollegiate athletes may compete for a sport club in the same academic year that they are listed as varsity student-athletes. However, the sport club in which they choose to participate should not be involved in an activity similar to their varsity participation. If the participant wishes to play the same club sport that he/she played a varsity sport, the participant may not play in the same fiscal year that he/she played varsity. (Ex: If the participant played varsity women's soccer in 2016 and decides to no longer play, that participant must wait until 2017 to play club women's soccer).

EQUAL OPPORTUNITIES

Membership and participation within a club must be free from discrimination based on race, gender, religion, ethnic group, national origin, political affiliation, sexual preference or identity, ability, or on the basis of the exercise of rights secured by the First Amendment of the United States Constitution. Each club constitution should carry a statement to this effect.

ROSTER SIZES

A sport club may not restrict the number of members allowed to join the team; however, it is recognized that only a certain number can realistically participate in competition. It is the responsibility of each sport club to consider a fair and equitable method by which to accommodate all of its members' needs.

Club officers should contact the Assistant Director of Athletics and Campus Recreation every time there is a change to the club roster. Officers should keep an up-to-date roster at all times.

ELIGIBILITY

Eligibility within a club sport is based on full-time enrollment as an undergraduate student. The exception to this rule applies to seniors in his/her last semester before graduation, where he/she may only be enrolled in the number of credit hours needed to graduate. Club officers should check with the individual club sports' leagues, conferences, and other memberships for maintaining a certain GPA to participate. These guidelines should be shared with the Assistant Director of Athletics and Campus Recreation.

IMAGE AND PERCEPTION

Sport clubs, as with any SU organization, need to be aware of the image it portrays to the general public and campus community. In addition to representing themselves, Sport Clubs represent the entire Department of Athletics and Campus Recreation and Salisbury University. Common sense and good taste should be a priority when a club or its members publicizes information online, during practices and competitions, or during any activity held by the club. Sport Clubs who are discovered to be engaging in inappropriate behavior or presenting themselves in poor taste will be sanctioned. Examples of this type of behavior include lewd acts, alcohol consumption, hazing, sexually explicit images, or a general disregard for a standard of decency.

OFFICERS

ELECTIONS

Each sport club must elect the following officers to hold positions for the club:

- President
- Vice-President
- Treasurer
- Other suggestions: Safety Officer, Website/Social Media Coordinator, Fundraising Officer

All officers must be full-time (12 credit hours) Salisbury University undergraduate students. It is advised to hold a meeting with your club to determine strengths among your members for suggestions on officer positions.

OFFICER DESCRIPTIONS

Since clubs are self-administered, the management of club business is the responsibility of the officers. Each club should outline the responsibilities of its officers in its constitution and bylaws. The following list of suggested duties should serve as a guideline. Sport Club officers' responsibilities include, but are not limited to:

President

- Serve as the liaison between the club and the Department of Athletics and Campus Recreation, with the contact being the Assistant Director of Athletics and Campus Recreation.
- Conduct elections of officers for the following fiscal year by May 1st
- Attend all meetings called by Assistant Director of Athletics and Campus Recreation
- Ensure that all required forms and reports are submitted on time
- Inform club members of the contents of the *Sports Club Handbook*, *The Student Organization Handbook*, and the University Regulations
- Familiarize the incoming President with all club procedures and financial status prior to his/her assumption of duties
- Delegate responsibility to involve other club members
- Be CPR/AED certified, and/or ensure another member of the club's board is (strongly encouraged)

Vice President

- Preside over club meetings and business during the President's absence
- Assist the President in completing reports and required forms
- Notify the Assistant Director of Athletics and Campus Recreation of any changes in the club's schedule
- Check the club mailbox in the Campus Recreation Office and e-mail at least once a week
- Arrange club travel and promotion
- Organize the club's presentation for Student Activities Fair and other promotional events

Treasurer

- Collect club dues (if used) and keep an accurate record of all transactions. All money must be deposited in the Salisbury University Sport Club account. **No outside bank accounts are allowed!**
- Keep ALL receipts to document all expenditures
- Work with the President to prepare club's budget request
- Maintain club records needed for the annual budget request

Fundraising Officer

- Be the direct line of communication between the club and Assistant Director of Athletics and Campus Recreation
- Submit all fundraising proposals to Assistant Director of Athletics and Campus Recreation
- Take lead on all details of fundraisers

Safety Officer

- Ensure that all ***Assumption of Risk and Waiver of Liability Forms*** are collected and submitted before ANY participation occurs
- Routinely inspect club equipment and facilities for safe use
- Complete and submit an ***Accident Report Form*** after any injury/accident
- Keep the club's first aid kit stocked and ensure it is on site for all practices and competitions
- Ensure at least one member with CPR & First Aid certification is present at practices and competitions
- Ensure club compliance with all Campus Recreation and University safety policies and emergency actions procedures

Website Coordinator

- Create and maintain a club website that can be linked to the general SU sport clubs website
- Update pertinent information regularly, including meeting times, schedule, and any information students should know
- Website suggestions include, but are not limited to: Facebook, Twitter, Instagram, Weebly, blog websites, etc.

TRANSITION TO NEW LEADERSHIP

By May 1st of each year, the President must have held elections for the upcoming fiscal year to transition into new leadership. The successful transition from outgoing to new leadership is vital to the continuing successful operation of the club. The following steps must be taken by the outgoing and incoming officers for a successful transition:

- Turnover and explain all club records with the help of our ***Transitioning Presidencies*** form (handed out at April meeting to all club Presidents)
- Inventory of all equipment
- Scheduling a meeting between outgoing and incoming officers and the Assistant Director of Athletics and Campus Recreation
- Review all forms, including last year's budget allocations and end of year reports

COACHES, INSTRUCTORS, AND ADVISORS

COACHES AND INSTRUCTORS

It is encouraged that each sport club secure the services of a knowledgeable and certified instructor or coach for its team. The coach or instructor should be knowledgeable of the sport and know how to minimize injuries during said sport. Requirements of coaches and instructors before starting each year include:

- Reading, understanding, and completing the ***Coach's Role and Responsibility Form*** as well as the ***Volunteer Contract*** and turning this into Assistant Director of Athletics and Campus Recreation
- Turn in copies of all relevant certifications and qualifications to the Assistant Director of Athletics and Campus Recreation
- Obtain CPR/AED certification prior to the start of season, and turn in proof of certification to Assistant Director of Athletics and Campus Recreation (will be covered by Campus Recreation and should be coordinated with Assistant Director of Athletics and Campus Recreation)

*Please note: Coaches and instructors are not and will not be considered an employee of Salisbury University.

ROLE OF COACHES AND INSTRUCTORS

Coaches must acknowledge and respect the leadership positions held by the student officers and abide by all decisions made by this group. Recommendations made by the coaches will be considered, but final decisions will be made by the officers and/or club because they are ultimately held accountable. The expected roles of a Sport Club coach/instructor are:

- To follow all University and Department policies and guidelines relative to SU Sport Clubs
- To be involved strictly with coaching/teaching the team in practice and competition and must refrain from participating in other areas of club management (student officers serve as the liaison between the club and the Department of Athletics and Campus Recreation, **not the coach or instructor**).
- To be a positive role model for all club participants
- To provide proper supervision
- To select goals that are attainable and challenges that are realistic

Coaches/instructors may be sanctioned or dismissed for the following:

- Managing club business, including scheduling, travel arrangement, submitting forms
- Failure to abide by University & Department Policies
- Acting in a manner deemed unsafe by Assistant Director of Athletics and Campus Recreation
- Failing to favorably represent Salisbury University in a public setting

Campus Recreation has an obligation to protect the club and its members. If, in the opinion of the Assistant Director of Athletics and Campus Recreation, the club or any member is being neglected or misled by the coach/instructor, or if the coach/instructor is not working in the best interests of the club, he/she can be relieved of all coaching and/or teaching functions. Coaches and instructors will be afforded the same due process as the club and its members.

Coaches and Instructors may be reimbursed for mileage to away contests and any tolls while traveling to the away contest.

FACULTY/STAFF ADVISORS

All sport clubs are strongly encouraged by the Department of Athletics and Campus Recreation to have a faculty/staff advisor. The faculty/staff advisor should have an interest in your specific sport club and be willing to offer voluntary guidance in planning. Requirements of a faculty/staff advisor before starting each year include:

- Completing the **Advisor Agreement Form** and a **Volunteer Contract** turning this into Assistant Director of Athletics and Campus Recreation
- Setting up a meeting with the club President to discuss logistics and expectations of both parties

ROLE OF FACULTY/STAFF ADVISORS

The advisor's main focus should be to provide advice to the sport club. He/She is considered a valuable link between the club and Salisbury University. Advisors must acknowledge and respect the leadership positions held by the student officers and abide by all decisions made by this group. Recommendations made by the advisors will be considered, but final decisions will be made by the officers and/or club because they are ultimately held accountable. The expected roles of a Sport Club advisor are:

- Provide assistance with activity planning
- Supervise fundraisers
- Offer assistance in budget preparation
- Serve as a resource regarding University matters
- Provide guidance on balancing club, school, and personal life
- Know the guidelines and procedures for sport clubs and ensure student leaders are also informed
- Attend club meetings, activities, and home contests
- Travel with clubs on away trips
- Attend club games, home and away

Advisors may be reimbursed for mileage and tolls while traveling for away contests.

RESTRICTIONS

Sport club advisors must be a current full-time faculty or staff member. Advisors may not be a graduate assistant.

HEALTH/SAFETY MANAGEMENT

ASSUMPTION OF RISK

Each participant in the Sport Club Program is required to complete an ***Assumption of Risk and Waiver of Liability Form*** prior to any participation, and may not participate until these are turned in and receive confirmation from the Assistant Director of Athletics and Campus Recreation that forms are complete and approved. This document informs the participants of the potential risks or dangers associated with activity. Those clubs not in compliance will be subject to program sanctions.

MEDICAL EXAMS AND INSURANCE

The University strongly recommends that all sport club participants have annual physical examinations. Salisbury University and Campus Recreation assume no responsibility for any participant with an existing health condition that makes it inadvisable for him/her to participate in any given activity. Furthermore, as per the ***Assumption of Risk and Waiver of Liability form***, Salisbury University will not be responsible for medical insurance and for injuries related to sport club participation. The sport club president is responsible for having at least two individuals who are certified in CPR/First Aid at every activity. He/She is also responsible for having a first aid kit on site. We will try to have first responder's at all home games to cover any injuries. It is imperative that all club schedules are up to date at all times. Please contact the Assistant Director of any cancellations.

All participants who are practicing, participating in scheduled club events, and/or traveling with the club are strongly encouraged to carry adequate health and accident insurance coverage. Adequate insurance should include coverage for injuries incurred while participating in club activities and during periods of travel to and from such activities. Salisbury University will not be responsible for additional medical costs not covered by an individual's insurance. The University does NOT hold any insurance policy on Campus Recreation participants.

CPR AND FIRST AID

Updated 10/2018

It is mandatory that each club have at least two people at every practice that have been certified in CPR/First-Aid/AED. These individuals should be able to administer basic first responder assistance in the event of an injury or emergency. There are classes offered through the Student Health Center, as well as local agencies. **It is encouraged that the two club members include a/the volunteer coach as well as the President or another member of the club board who participates in every practice and contest. Please contact Assistant Director of Athletics and Campus Recreation prior to the start of the season to coordinate a time to receive certification.** For assistance in locating other agencies, contact the Assistant Director of Athletics and Campus Recreation.

SCHEDULING

Scheduling for season activities is the responsibility of the individual sport club. All scheduling, whether practices, contests, or other on-campus activities, must be approved by the Assistant Director of Athletics and Campus Recreation. These should be turned in by the deadline designated by the Assistant Director of Athletics and Campus Recreation.

PRACTICES

Sport clubs may only schedule SU facility space for practices during its season of play (ex: field hockey has contests in the fall only; therefore may only schedule set practice times in the fall). The request to schedule practices must be sent to the Assistant Director of Athletics and Campus Recreation.

CONTESTS

CLUBS WITH A SANCTIONED LEAGUE THAT LEADS TO PLAYOFFS

Equestrian, Field Hockey, Men's and Women's Lacrosse, Women's & Men's Soccer

If the club's regular league play encompasses one semester, and its playoffs and National Championships are included in that semester, each club may play participate in a maximum of eight (8) contest dates in their regular season, and one (1) event (weekend tournament or play date) in their off-season, for a total of nine (9) contest dates in one fiscal year. Exemptions include any end-of-season playoffs that lead to a National Championship, as well as any National Championship games. This is contingent upon each club having sufficient funding for travel and miscellaneous expenses pertaining to these contests.

Men's and Women's Rugby

If the club's regular league play encompasses one semester, and its playoffs and/or National Championship are in another semester, each club may play participate in a maximum of fourteen (14) contest dates in one fiscal year. Exemptions include any end-of-season playoffs that lead to a National Championship, as well as any National Championship games. This is contingent upon each club having sufficient funding for travel and miscellaneous expenses pertaining to these contests.

Ice Hockey

If the club's regular league play encompasses two semesters, each club may participate in a maximum of twenty (20) contest dates in one fiscal year. Exemptions include any end-of-season playoffs that lead to a National Championship, as well as any National Championship games. This is contingent upon each club having sufficient funding for travel and miscellaneous expenses pertaining to these contests.

CLUBS WITHOUT A SANCTIONED LEAGUE

Golf, Gymnastics, Sailing, Men's and Women's Ultimate, Volleyball, Weight Lifting

Those clubs who participate outside of a league, and typically sign up for weekend tournaments, regattas, and meets may participate in a maximum of eight (8) total tournaments, regattas, or meets in one fiscal year. This is contingent upon each club having sufficient funding for travel and miscellaneous expenses pertaining to these contests.

HOME CONTESTS

The proposed schedule of all home contests should be sent in to the Assistant Director of Athletics and Campus Recreation. Home contest days and times will be determined based on Salisbury University's master campus schedule, the athletics schedule, availability of facilities, interference of other activities, and times.

AWAY CONTESTS

Any away contests must be approved by the Assistant Director of Athletics and Campus Recreation. Contests (excluding National Championships) must be within the Mid-Atlantic region (PA, NJ, NY, DE, VA, WV, MD, DC, NC). Contests further than this region must receive special approval. A sport club's away schedule's approval from the Assistant Director will be based on financial availability and realistic projection of feasibility.

NATIONAL CHAMPIONSHIPS

All sport clubs are qualified to compete for national championships. National championships are considered a special request and proper paperwork must be filled out in order to process this request.

If a sport club has two national championships it is able to compete for (ex: fall national championship and spring national championship), the sport club must declare which championship they will compete for BEFORE the start of fall seasons. If the sport club does not qualify for one national championship, the club may NOT compete for the other championship (ex: if sport club declares they will compete for the fall national championship and does not qualify, the club may not compete for the spring national championship).

RESTRICTIONS

Home contests should not be scheduled while the University is not in session or during finals week. These dates include:

- Labor Day, Memorial Day, MLK Jr. Day, President's Day
- Thanksgiving Break, Winter Break (see Assistant Director for clarification)
- Spring Break, Final exam week

CONFERENCE AFFILIATIONS

A Sport Club desiring to affiliate with a conference or league for scheduling or competition must secure prior approval from the Assistant Director of Athletics and Campus Recreation.

FACILITY RESERVATIONS AND USE

Members of the Sport Club Program are eligible to use designated facilities that fall under the jurisdiction of Campus Recreation. The Assistant Director of Athletics and Campus Recreation may also make arrangements for clubs to use other facilities, either on- or off-campus, if necessary.

All requests for Campus Recreation facility space must be made through the Manager of Facilities. Practice facility requests for fall semester must be turned in to the Assistant Director of Athletics and Campus Recreation the summer before classes begin. Fall practice facility requests will be considered only after all required membership forms for the year are turned in. Requests for the spring semester must be turned in to the Assistant Director of Athletics and Campus Recreation by the end of the fall semester.

Campus Recreation is responsible for canceling the availability of fields due to inclement weather conditions before and during a scheduled event.

Any damage or problems regarding assigned facilities/cancellation of reservations must be reported immediately to the Assistant Director of Athletics and Campus Recreation. Clubs found to be damaging facilities or equipment will be charged for repairs and subject to program sanctions.

Note: Alcoholic beverages are not permitted in or on Salisbury University Campus Recreation facilities. It is the club's responsibility to monitor all club events (including the actions of spectators) to ensure alcoholic beverages are not on site. Dogs and pets are also prohibited from SU grounds. Games will be delayed until individuals who have or had alcohol and/or pets leave the facility. Games will be canceled, and clubs sanctioned, if the situation is not addressed.

INTRAMURAL / CLUB SPORT TURF POLICIES

Please be advised of the following facility policies at Salisbury University. Your attention to these policies must be upheld. Failure to abide by these policies may result in probation (which could include the loss of facility access for practices and games).

Please refer to and uphold these guidelines:

1. As a club, you will assume all responsibility of the new Campus Recreation Turf field and its policies during your allotted practice and game times. Campus Recreation will help to provide supervision during some contests; however, all practice time slots and anything that happens on the turf during this time OR during game times is the responsibility of the club. Failure to abide by any of the following procedures will result in loss of facility use privilege.
2. Use field complex and amenities at your own risk.
3. The turf is only available for use when the gate is unlocked. Climbing the fence is prohibited.
4. Always LIFT and CARRY (do NOT drag) goals and equipment.
5. Throw away all trash in the trash bins provided. The turf is not regenerated like natural grass, so anything left on the turf remains there. Upon completion of games and practices, walk the field and clean up ALL trash.
6. In the event of an accident or injury resulting in bodily fluids on the turf: STOP ALL ACTIVITY, and contact the First Responder on duty for clean-up.
7. For obvious reasons, please refrain from spitting on the turf.
8. Notify the Assistant Director of Athletics and Campus Recreation if any areas of the turf are damaged.

The following articles are PROHIBITED:

1. No vehicles may drive on the pathways of the turf intramural field or the field itself. No parking inside the gated area at any time.
2. No pets are permitted inside the gated areas. Pets and their owners may sit on the sidewalks perimeter of the gated areas.
3. Salisbury University is a smoke-free campus. No smoking, tobacco products, e-cigarettes, or vaping is permitted within facilities.
4. No sunflower seeds or gum is permitted on the turf. All trash from your events must be picked up and thrown away. Excess trash must be thrown in dumpsters and not left on the ground.
5. Absolutely NO alcohol is permitted within the gated intramural field area. Your club will be immediately suspended if alcohol is found during your permitted practice or contest timeslot.
6. No glass of any type
7. No sharp objects like stakes, corner flags, or poles that could penetrate or damage the turf
8. No Portable heater or any open flame

EQUIPMENT

OWNERSHIP

All equipment purchased with Campus Recreation allocated funds become the property of the Salisbury University. All such equipment must be accounted for in a year-end inventory. Lost or damaged equipment purchased with Campus Recreation funds must be replaced by the club. Sport Club equipment may be used only during the club's designated activity season.

Any purchases made individually outside of Campus Recreation allocated funds become the personal property of the individual (ex: warm-up jackets purchased with personal monies, with the understanding that the individual will not be reimbursed through Campus Recreation).

ORDERING

Please refer to the "Finances" section of the handbook for guidelines on ordering equipment.

STORAGE

Any equipment purchased with Campus Recreation allocated funds must be suitably stored pre-, during-, and post-season in its designated storage unit with the Campus Recreation Department.

ORGANIZATION

Each club should appoint an Equipment Manager to monitor and control club equipment. This person should have an organizational chart to check in/out both uniforms and equipment, being certain each member turns in what he/she has checked out.

FINANCES

Club members are responsible for tracking and managing its club's funds. This includes budget preparation, account management, fundraising, and requesting Campus Recreation funds. Campus Recreation funds are allotted on an annual basis after review of the club's budget request.

CAMPUS RECREATION ALLOCATED FUNDS

Each year once a club has undergone a provisional year, sport clubs may request funding from the Department of Athletics and Campus Recreation. These funds will be administered by the Director of Athletics as well as the Assistant Director of Athletics and Campus Recreation. Club account ledgers will be kept in the Campus Recreation office, and may be seen at any time by club officers and advisors.

USE OF CAMPUS RECREATION ALLOCATED FUNDS

Funding from Campus Recreation is meant for specific purposes. ALL items or services an officer is planning to purchase with Campus Recreation funding MUST be approved in advance. Allocated funds from Campus Recreation may be used for:

- Travel reimbursement
- Vans to away contests
- Uniforms
- Equipment
- Contest fees

Funding from Campus Recreation may NOT be used for:

- Banquets, parties, flowers, or decorations
- Salaries and wages for coaches, instructors, and managers
- Any item that becomes the permanent possession of a participant (ex: warm-up jackets you would like to keep)
- Meals and mileage for officials, coaches, or advisors' spouses
- Gifts or awards

PURCHASING PROCEDURES

Clubs wishing to use allocated funds for the purchase of goods and services must submit a **Purchase Request Form**. All requests should be turned in SIX WEEKS in advance of the date equipment/services are desired due to the complex process of purchasing with University funds. All requests must have the following information before they will be accepted by the Sport Club Office:

- Vendor's Name
- Quantity/Price Per Unit and Total Price
- Address
- Contact Person
- Telephone and Fax Number
- Federal Tax Identification Number (FEI#) a nine- digit number (call the company to obtain)

Arrangements for unusual expenditures must be made in advance with the Assistant Director of Athletics and Campus Recreation.

REIMBURSEMENT

If an officer wishes to be reimbursed individually, this must be approved in advance. Officers must have **original receipts** with the request. Copies will not be considered. Please fill out the **Check Request Form** found on the Campus Recreation website under “forms.”

Campus Recreation will not be responsible for purchases that have not been approved. The individuals making the purchase will be held fiscally responsible. All purchases including reimbursements must be pre-approved by the Assistant Director of Athletics and Campus Recreation.

SU FOUNDATION ACCOUNTS

The Salisbury University Foundation account is a foundation for team dues, fundraising dollars, and donations to be held. These funds roll over each year. It is encouraged for clubs to fundraise annually to build their individual Foundation accounts. Each club has a donation page on the Campus Recreation website (www.salisbury.edu/campusrec → Sport Clubs → Give to SU Sport Clubs). If you see that your club does not have a page, please let the Assistant Director of Athletics and Campus Recreation know.

Clubs with money in a Salisbury University Foundation account may access funds by submitting a request to the Assistant Director of Athletics and Campus Recreation with the amount of funding needed. If approved, each club must submit appropriate invoices in order for Foundation money to be available. Previously mentioned procedures for accessing funds must also be followed for Foundation accounts.

If your club does not currently have an SU Foundation account and you wish to open one, please see the Assistant Director of Athletics and Campus Recreation.

FUNDRAISING

It is not in the policy of the Sport Club Program, nor is it financially possible, to fund 100% of all club expenses incurred. Sport clubs are expected to supplement their allocated funds with self-generated revenue such as membership dues, donations, and other fundraising events. Each club receiving Campus Recreation funding is responsible for raising additional monies.

GUIDELINES

Fundraising, other than membership dues, must follow these guidelines:

- Submit the **Fundraising Proposal Form** outlining the activity the club wishes to participate in to the Assistant Director of Athletics and Campus Recreation one month in advance of the fundraiser
- After approval for the fundraising activity, and after activity is complete, turn in all funds collected no later than 24 hours (or first business day) after the event
- Funds should be deposited in the SU Foundation account through the Assistant Director of Athletics and Campus Recreation
 - o Funds deposited into the SU Foundation account can be rolled over into next year's budget
 - o NO SPORT CLUB may have an outside banking account. Any clubs found to be in violation will be subject to probation and/or suspension.

DONATIONS

In order to accept donations, clubs must ensure they receive gifts according to the donor's specifications and that the donor is able to take advantage of any tax benefits. Anyone wishing to make a donation to your club must contact the Assistant Director of Athletics and Campus Recreation for further information. Checks must be made payable to the "Salisbury University Foundation". Checks made out simply to SU or the specific club cannot be accepted in the Foundation as a donation.

REQUEST FOR ADDITIONAL FUNDING

ADDITIONAL FUNDING

Any requests for funds, in addition to those already allocated, should be turned in on the **Special Request Form** to the Assistant Director of Athletics and Campus Recreation. A full description and explanation of the need for additional funds must be included in this request. A representative of the club should be prepared to meet with the Assistant Director to discuss this request.

FUNDING FOR NATIONAL EVENTS

All requests for additional funding for a national tournament must be submitted to the Assistant Director of Athletics and Campus Recreation. All requests must include the following information:

- Official letter of invitation to national event
- List of club members invited to participate in national event
- Itemized list of all expenses
- Itemized list of funds raised for event
- Total amount requested (expenses & total funds raised)

TRAVEL

LOCATIONS

Sport clubs should plan all away contests within the mid-Atlantic region (Maryland, Pennsylvania, New Jersey, New York, Delaware, Virginia, West Virginia, D.C., and North Carolina). Any travel outside of these locations must obtain special approval from the Assistant Director of Athletics and Campus Recreation, and fill out a ***Request for Purchase/Travel Form***, noting the special request.

REQUESTING AND USING A SCHOOL VEHICLE

Club travel should be done in SU vehicles when possible. Vans are available to all clubs for rental at 25 cents per mile in-state and 55 cents per mile out of state. Below are the procedures and guidelines for requesting a school vehicle:

1. Fill out and turn in a ***Van Request Form*** to the Assistant Director of Athletics and Campus Recreation one month prior to travel.
2. Upon approval, the faculty/staff advisor of the sport club must be the one to check out/pick up and drive the school vehicle. **No student is permitted to drive a school vehicle.**
3. Vehicle binders may be picked up from Motor Pool between 8:00am and 4:30pm on weekdays, and from the Campus Police office outside of these hours.
4. After the completion of the contest, sport clubs must leave within one hour in the school vehicle to return to campus.
5. Remove all food and trash from vehicles – return in the same or better condition than when picked up. Clubs failing to clean vehicles after use **will be fined** and subject to the loss of this privilege.
6. Personal items left in school vehicles are the responsibility of the owner, not the school. Lost or stolen items will not be replaced.
7. Any traffic accidents must be reported to the SU Police, Campus Recreation, and Motor Pool as soon as the accident occurs.
8. **Under no circumstance may alcohol or drugs be in any SU vehicle at any time.**
9. Follow all rules related to the use of [motor pool vehicles](#). Only Salisbury University Club members may ride in vehicles.

USING PERSONAL CARS FOR TRAVEL

When school vehicles are not available, private vehicles may be used. All owners, drivers, and occupants of private vehicles during school trips, practices, games, and events are responsible for their own insurance coverage, including third-party liability.

Salisbury University assumes no responsibility for the use of private vehicles. The owner of the vehicle assumes all liability for everything that happens to and in that vehicle. Gas reimbursements are possible in private vehicles by following the procedures below:

PROPER TRAVEL PROCEDURES

ONE MONTH IN ADVANCE OF TRAVEL

- Arrange for a school van (see school van procedures)

ONE WEEK IN ADVANCE OF TRAVEL

- Fill out the online *Travel Itinerary* (any club, regardless of status or travel arrangements)
- Be certain every member of the sport club roster has turned in an *Assumption of Risk and Liability Waiver*
- Notify the Assistant Director of Athletics and Campus Recreation of any person not traveling with the rest of the club

CONSEQUENCES

Any sport club that does not perform the proper procedures outlined in the travel sections above (ie. travel without filing paperwork) is subject to program sanctions and/or suspension.

TRAVEL RISK MANAGEMENT PLAN

Each Sport Club should develop their own travel risk management plan. Below are suggestions to start:

1. Create an itinerary.
2. List the terrain of the area and any weather conditions expected.
3. Determine the distances to be traveled; there should be two drivers for every 250 miles.
4. Plan the routes and hotels you will be using. Consider secondary routes and alternative lodging.
5. What is your mode of transportation: School van or personal cars?
6. Know the maximum and minimum number of participants who will be going on the trip to determine how many vehicles are needed.
7. Do a safety check on the vehicle.
8. Ensure all drivers have a valid driver's license and have the reputation as safe drivers.
9. Verify current certifications and experience needed to staff the activity (i.e., CPR/First Aid and extensive knowledge driving in the area you're traveling).
10. Establish the policies and procedures to use during emergency situations (i.e., carrying waiver forms, insurance and emergency contact numbers for participants).
11. Know the equipment you will bring on your trip and check equipment before you leave.
12. Share lists of uniforms and equipment required of participants.

SUPPORT SERVICES

COPYING

Copying can be done through the Assistant Director of Athletics and Campus Recreation. Each club's account will be charged for copies made at 5 cents per copy.

MAIL SERVICE

Campus Recreation will coordinate mailing items of club business, after approval by the Assistant Director of Athletics and Campus Recreation. It is required that all club correspondence be delivered to the **Campus Recreation Department, Maggs PAC, Salisbury University, Salisbury, MD 21801**. All incoming mail will be distributed through the Assistant Director of Athletics and Campus Recreation.

DELIVERY ADDRESSES:

For Envelopes and Overnight Packages:

Campus Recreation
Salisbury University
1101 Camden Ave.
Salisbury MD 21801

For Packages, UPS, and FedEx:

Campus Recreation
Salisbury University
119 Bateman St.
Salisbury, MD 21801

MEETING SPACE

Clubs can reserve space in Maggs PAC for meetings by reserving rooms with the Manager of Facilities, Matt Nein (410 543-6345). Facilities used for meetings must be left in clean condition. Continued use of rooms depends on responsible use. Clubs may be charged for clean-up expenses if rooms are left in poor condition.

PUBLICITY

Clubs are allowed to publicize by posting flyers in Campus Recreation facilities. All flyers must be submitted and approved by the Assistant Director of Athletics and Campus Recreation for posting. Clubs may not post things themselves in Campus Recreation facilities. Clubs may be sanctioned for violating University posting regulations. All postings in Maggs PAC must be on non-painted walls.

Please send any information you wish for the SU Sport Club webpage to read to the Assistant Director of Athletics and Campus Recreation.

TELEPHONE

Telephones are available for approved club business, such as making travel arrangements or obtaining price quotes on approved club purchases. All calls must be made in the Sport Club Office and approved by the Assistant Director in advance. Records of all long distance calls must be kept on the long distance telephone log sheet in the Sport Club Office.

WEBPAGE

The Sport Clubs webpage is a great tool for your club to advertise its happenings. If you have a Facebook, Twitter, Instagram, and/or blog page that you would like to link to the SU Sport Club webpage, please follow the guidelines below and send your link to the Assistant Director of Athletics and Campus Recreation for approval and posting.

This is Salisbury University's Acceptable Use Policy for webpages posted and maintained on all SU Web servers. For more information about the policy, please contact the SU Web Development Office.

The SU Web Development Office has overall responsibility for all pages maintained on the SU server. The Web Development Office may act in support of this Acceptable Use Policy by modifying or removing pages from other SU servers. To ensure consistency of web presentation across the University, all activated web servers connected to the internet must be official SU servers.

Departments and offices may not operate backdoor servers. The web page/site author is responsible for content of individual official or personal pages posted and maintained on SU servers. Page content and messages must conform to state and federal laws and to University regulations. Student page content and messages must conform to the Code of Conduct.

- Official pages and personal pages must not be constructed or used as business pages or for profit
- A web page/site author cannot host an external (non-SU) organization, whether that organization operates for-profit or not-for-profit, on his or her personal page
- An organization supported by web pages must be Salisbury University-related. The web page/site author must respect copyright and trademark rights of all organizations
- **Pages for an SU club or organization must be pre-approved by the organization's official advisor, as well as the Assistant Director of Athletics and Campus Recreation**
- Pages for an SU club or organization must be established and maintained in a separate computer account assigned to the organization, not in the private account or pages of individuals

EMERGENCY ACTION PLAN

Note: In any emergency, injury, etc. an **Accident Report Form** must be filled out and turned in to the Assistant Director of Athletics and Campus Recreation within 24 hours of the incident.

The Emergency Action Plan (EAP) is to serve as a guideline for the sport club personnel, Emergency Medical Staff (EMS) and the University Police who respond to injuries/illnesses incurred by student -athletes involved in activities that are sponsored by the Athletics and Campus Recreation Department. It is essential that the Department have a developed emergency plan that identifies the role of each member of the emergency personnel, emergency communications, the necessary emergency equipment and the emergency protocol for each sporting venue.

ATHLETICS EMERGENCY PERSONNEL TEAM

1. First Responders
2. Coaches and Instructors
3. Safety Officers
4. Venue Supervisors
5. Emergency Medical Service Personnel
6. Student Health Services
7. University Police

First Responders: provides health care for those who participate in the club sports program at Salisbury University. They provide basic first responder services to student-athletes when they become injured or ill.

Coaches and Instructors: are responsible for all athletes to be equipped with and wearing the required protective equipment during all practices and games.

Safety Officers: are student-athletes part of the sport club voted in as such. Safety Officers should be trained and certified in CPR, First Aid, and AED. They must know entrance and exit strategies for EMS & EMS vehicles and are in charge of notifying University Police of an incident requiring EMS transportation.

Venue Supervisors: are responsible for crowd control in the occurrence of an injury or illness by a student-athlete. It is recommended they be trained and certified in Cardio-pulmonary Resuscitation, First Aid and Automated External Defibrillator. They must know entrance and exit strategies for EMS & EMS vehicles and are in charge of notifying University Police of an incident requiring EMS transportation.

Emergency Medical Service Personnel: EMS personnel will not be at present any venues and normal emergency procedures should be used to obtain their services by dialing 911. If no Certified Athletic Trainer is present 911 should be called immediately.

Student Health Services (SHS): refer to the Salisbury website www.salisbury.edu/health for information concerning the Health Services hours and standard of operation. They can be contacted at 410-543-6262.

University Police: serves as an ancillary service in cases of injury or illness and provides support with crowd and traffic control in cases where EMS services are needed. One mobile AED is in all campus police vehicles that can be dispatched in cases of an emergency.

EMERGENCY PROCEDURES

1. Determine the severity or extent of the injury/illness and contact the necessary medical personnel. Do not attempt to move if a suspected head or neck/back injury has occurred or a suspected respiratory or cardiac emergency has occurred contact 911 immediately and Campus Police to assist with crowd and traffic control.
2. Stabilize, assess, and treat for shock and control bleeding. Monitor airway, breathing and circulation within your personal qualifications until a more qualified person arrives. Maintain control of the situation.
3. If the injured person requires transportation of non-life threatening injury, contact dial 911 for an ambulance or arrange their own transportation to the appropriate healthcare facility. **Any life or limb threatening injury contact 911.** If unsure dial 911.
4. Any life or limb threatening condition such as; cardiac, respiratory, sudden illness, suspected fractures or dislocations or medical condition, which, renders the effected person unable to make a decision, dial 911 immediately.
5. A detailed and in-depth report must be submitted within 24 hours of an incident, which required Emergency Medical Services, to the Campus Recreation Department. In addition, a non-employee injury report must be completed and submitted to Environmental Safety for record keeping purposes. This form is available online: <http://www.salisbury.edu/healthsafety/Forms/IncidentRptFormNonEmployee-formfil.doc>

SUPPORT PERSONNEL

Campus Police can be contacted to assist in transportation in non-emergency cases. They should also be contacted in cases of emergency to assist in crowd control and assist in directing emergency vehicles.

AUTOMATED EXTERNAL DEFIBRILLATORS (AED)

There are a number of AEDs located around campus and are available if a need arises in Cardiac emergencies. It is recommended only those trained in the use of the AED devices use them in emergencies. If a Respiratory or Cardiac Arrest is suspected contact 911, follow CPR and AED guidelines and stay within your personal qualifications until a more qualified person arrives.

Locations of the AEDs:

1. One located in the Bridgeway of the outdoor tennis court building
2. Softball Complex
3. One in the Maggs PAC Aquatics center (pool)
4. One in the upstairs hallway in Maggs PAC outside the Fitness Center
5. One in the lobby and in main hall upstairs of Maggs PAC
6. Baseball - TBD
7. One is in the East Campus Complex Building Weight Room
8. One is carried as a mobile unit by Campus Police
9. One in Holloway Hall
10. One in Sea Gull Stadium concourse

EMERGENCY TELEPHONE NUMBERS

Emergency Medical Service.....	911
Campus Police.....	410-543-6222
Student Health Services.....	410-543-6262
Athletic Training Clinic.....	410-543-6355

Campus Intramural, Club Sports & Recreation.....	410-543-6350
Department Athletics.....	410-548-3503
Peninsula Regional Medical Center General Number.....	410-546-6400

REFERRAL NUMBERS

Peninsula Orthopedics Associates.....	410-749-4154
Apple Discount Drugs.....	410-749-8401
Salisbury Immediate Care Center.....	410-543-2020
Your Doc’s In	443-944-0187
Peninsula Regional Medical Center.....	410-546-6400

SAFE SHELTERS

- Salisbury University East Complex Parking Garage adjacent to the tennis courts
- Visiting teams will seek shelter in their vehicles or bus
 - o If seeking shelter in the Salisbury University East Campus Parking Garage you must be in an area of the garage where there are no cross breezes, away from the garage car entrances and exits, must not be sitting or standing in water, must be away from metal fencing or screening, must be below the level of the metal screens (preferably sitting against a block wall) or sitting in a vehicle within the parking garage. Must avoid any area where horizontal lightning is a threat.

PREVENTING DISEASE TRANSMISSION

While the risk of becoming infected while administering first aid is remote, there is a small chance that some blood-borne infectious diseases can be transmitted. In order to reduce risk, use the following procedures if confronted with blood or other potentially harmful bodily fluids:

- A participant that is bleeding shall be removed from a sport club activity until the bleeding has stopped and the wound has been completely covered.
- A participant that has blood on a uniform shall be removed from the contest until the soiled clothing has been changed.
- Before treating any injury involving blood or other body fluids, gloves (rubber, latex) must be worn by the person administering first aid.
- Immediately wash hands after administering first aid, even if gloves were worn and no contact with blood occurred.

In a Campus Recreation supervised facility, get a Facility Supervisor to clean all blood-contaminated surfaces and equipment.

Any materials (including gauze, band-aids, paper towels, etc.) that come into contact with blood or other body fluids shall be handled while wearing gloves. Bloody materials should be placed in a bio-hazardous bag and then deposited in the bio-hazardous waste container located in the Athletic Training Clinic.

DO NOT DISCARD INTO ANY TRASH RECEPTACLE.

FIRE

1. Whenever you hear a fire alarm in a facility, stop all activities in progress and evacuate the building.
2. 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.
3. Close all doors leading into the building.
4. You may not re-enter the building until the alarm is turned off and/or a uniformed officer gives you permission to enter the building.
5. If you discover the fire, activate the closest alarm and then call the emergency number (911) to confirm the report. After evacuating the building, direct someone to watch for and direct the fire fighters to the correct location.
6. Do not attempt to extinguish a fire.

POWER FAILURE

1. Suspend all games in progress. If all areas are dark and it's too difficult to move games to a lighted area, ask the participants to sit down and be patient. Make a general announcement informing the participants/spectators that there is no need to evacuate. *Be calm.*
2. Report the power failure to the Campus Recreation facility supervisor on duty. The power failure might only be at the facility where you are.
3. Try to assist others who are wandering around. Encourage participants/spectators to stay out of dark areas (i.e., locker rooms, bathrooms).

UNSAFE FACILITIES

1. Once facility has been deemed unsafe and closed, it may not be reopened without approval from an appropriate Campus Recreation professional staff member and University Police.
2. If you have to close the facilities for safety:
 - a. lock the doors
 - b. turn off the lights
 - c. keep participants away from the facility
 - d. post signs if possible

CAMPUS CLOSURE

1. Sport club sport activities will not be held whenever the campus is closed due to inclement weather. Call the campus switchboard (410)543-6000 for current campus closure information.
2. If the campus should close while a sport club event is in progress, the game or match in progress should cease immediately (*the game should be suspended*) and everyone sent home. Take note of game status (time remaining, score, etc.) when you are in a safe location.
3. Try to reschedule the event and contact the Assistant Director of Athletics and Campus Recreation regarding the cancellation.

THUNDER AND LIGHTNING

SAFETY GUIDELINES

If an individual can see lightning and/or hear thunder, he/she is already at risk. Louder or more frequent thunder indicates that lightning activity is approaching, increasing the risk for lightning injury or death. The club officers, advisors, and coaches should work with the officiating staff when thunderstorms are in the area. The Safety Officer or designee is responsible for using the tools listed below to make the final determination with regards to continuation of play during poor weather conditions. Once a decision is made to suspend play, all participants and spectators must evacuate the area and move to a safer place. If participants are unable to completely evacuate the area, they should utilize the venue-specific safe shelters listed in the Emergency Action Plan.

LIGHTNING DETECTION

The Salisbury University Athletic Training staff has, in the past, carried one lightning detector while another is housed with the athletic grounds maintenance crew. These have recently been deemed unsuccessful in great lightning detection. The University is now using the WeatherBug app, found in app stores on devices, for a more reliable mapping of lightning strike per location. It is advised that coaches, advisors, and the Safety Officer has this app downloaded on their devices.

FORMS

All forms can be found on the Salisbury University Campus Recreation webpage,

<https://www.salisbury.edu/experience-campus/athletics/campus-recreation/club-sports/resources.aspx>

FOR ALL MEMBERS:

- *Assumption of Risk and Liability Waiver*

FOR OFFICERS:

FINANCIAL FORMS

TRAVEL AND COMPETITION MANAGEMENT

SPORT CLUB OPERATIONS

FOR ADVISORS:

- *Advisor Agreement Form*
- *Volunteer Agreement Contract*

FOR COACHES:

- *Coach's Agreement Form*
- *Volunteer Agreement Contract*