

Welcome to the Club Sports Association (CSA). Club Sports are facilitated by students through the athletic department and funded through the Student Association by your mandatory student activity fees. It is important for you to take an active role in the management and direction of your team.

This handbook was put together so that you will know the correct procedures for running a successful team. If there is any topic that is not covered, please feel free to ask one of the CSA Executive Board members or the Student Association Vice President. We will be able to answer your questions, and they will help us make this handbook better in the future.

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What is the Student Association and where do Club Sports fit in?

All full and part time fee paying undergraduate Geneseo students are members of the Student Association (SA). The Executive Council of SA budgets almost one million dollars per year towards student life at Geneseo. Since the Club Sports Association (CSA) receives a budget from SA, it is part of that larger organization, and being part of SA brings with it both added benefits and responsibilities. The SA is governed and managed by eight students who are elected to the SA Executive Committee (SA Exec) each spring. SA Exec is

responsible for ensuring that everything is managed in a sound and responsible manner. Thus, the Executive Committee both sets and enforces all policies of SA, holding funded organizations such as CSA accountable to the students whose money they receive. The Student Association Vice President is the member of SA who is responsible for maintaining communication between SA and CSA. This person is the liaison between organizations and is there to provide input on SA policies and to oversee the operations of CSA. The executive board of CSA along with each individual team captain and treasurer, have extensive responsibilities to fulfill. First, they are responsible for managing their individual team or the Club Sports Association as a whole, in such a way that their benefit to the entire college Community is maximized. Second, both as role models and public officials, they are responsible for adhering to the highest standards of ethics and constructive and responsible behavior in their activities and for encouraging similar behavior among their peers. Finally, elected officials of CSA are responsible for learning and following all SA Policies and procedures in managing their organization.

SA Meetings

It is the responsibility of each Club Sports team to send a representative to every meeting of the Student Association held Wednesdays at 6:15 PM in the College Union Hunt Room.

There is a sign in/sign out sheet that must be signed by the representative before the meeting begins and after it has ended. Failure to attend these meetings will result in the freezing of a team's budget.

CSA Meetings

Meetings for all Club Sports team Presidents are held once per month during the academic year. Meetings are run in accordance with parliamentary procedure as stated in the Roberts Rules of Order. Attendance at this meeting is mandatory.

There is a sign in/sign out sheet that representatives of the organizations are responsible for signing. Failure to show for up two meetings a semester will result in that sports budget being frozen. A team may be expelled from the Club Sports Association for failure to attend meetings.

Club Sports Philosophy

If the University fields a team in an individual sport at the Varsity level, no club team may participate in that sport. The Club Sports Association is not a vehicle to Varsity status for club sports teams.

Roster

This form will be filled out before the first competition and updated as new members are added. If a student is not on the roster form, they may not participate in any practice or games. A copy must be handed in to the Director of SA Programs, Personnel and Finances in Union 316 within 2 weeks of the start of the season.

Medical History/Waivers

Every member must complete the form before participating in an activity. These forms must be at every competition in case of an emergency. A copy must be handed in to the Director of SA Programs, Personnel and Finances in Union 316 within 2 weeks of the start of the season.

Contest Scheduling

Individual teams are responsible for scheduling games, with the assistance of the Club Sports advisor (**Brooks Hawley**), unless leagues schedule them. Any contracts are to be signed by SA President. This will insure that fields or gym space can be reserved. The advisor will assist with the scheduling of games for individual teams.

Schedules for games in the fall should be finalized by the Tuesday after Labor Day. March 1st is the deadline for the spring schedule. These deadlines will insure that the facility manager can add these contests to the master schedule. All facility reservations must be done through the **facility manger (Mr. Jim Lyons – lyons@geneseo.edu – Merrit Athletic Center 219 – x5450)**

For nontraditional seasons, November 1st and February 1st are the deadlines for scheduling fields and gyms.

Facility Reservations

It is never too early to begin planning for your season. The athletic schedules are prepared one year in advance. Athletic practice schedules are set up in August, October and December. Reservation forms are to be filled out to schedule gym and field time. These forms are available in the facility manager's office. Athletic practice schedules are updated on a weekly basis, Wednesday mornings. The Club Sports advisor will take the Wednesday printout to the Thursday afternoon Club Sports meeting. Club Sports teams can fill in open gym or field times. On Thursday afternoon, the Club Sports advisor should return the sheet to the facility manager, copies to the Athletic Director, Coaches, Club Sports Executive Board, Equipment Issue Cage and post on the Club Sports bulletin board. A team may not use any facility spaces (indoor or outdoor) until approval is received from the Club Sports Advisor.

All changes must go through the facility manager. If for some reason you know you are not going to use your allocated time, please notify the facility manager as soon as possible so that another team will have an opportunity to use the facility.

February and March are the busiest months for the indoor facilities. All the winter teams, spring teams and teams in their nontraditional season are using our facilities. Tournaments and sectional contests cannot be built in. These are events that come up on short notice and will "bump" practices that are already scheduled.

Gyms/Fields

Each team is responsible for maintaining a clean and safe environment in which to practice or play. If nets are used, the team is responsible for raising the nets and securing all ropes. The scoreboards are to be covered if baseball or rugby are using the gym. All portable goals should be put away.

Varsity teams, Intramural teams, Club teams and outside agencies use the following fields:

Letchworth Fields

Raschi Field

Upper Alumni

Alumni Field

Holcomb

Onondaga

Southfield

Cancellation of Games

If games are cancelled for whatever reason, the facility manager must be notified immediately. The Club Sports Advisor must also be notified so the game can be rescheduled if possible. If there is a signed contract, the opponent and officials should be notified as soon as possible. If weather conditions or playing conditions warrant cancellation, the decision should be made by the Club Sports advisor, in conjunction, with the Athletic Director. Games should not be rescheduled in the spring for outside sports until April due to field conditions.

Requesting Field Markings

The maintenance staff of the college marks out all athletic fields. Again, it is never too early to notify the Club Sport Advisor of your needs. The athletic department gives maintenance their fall requests in July and the spring requests in January. You should plan on at least two weeks notice for any field marking. In the spring, no fields will be marked until after spring break. The staff that marks the fields also runs the ice arena, so they cannot get outside until the ice is shut down. The Athletic Director, in consultation with maintenance, will determine if a field is fit to be marked. If a field is deemed not fit to be marked a game should not be played on the field until it dries out.

Locker Rooms

Locker rooms are available in Schrader if proper notification is given to the facility manager. University Police must be notified that a visiting team will be using the locker rooms on that date. The home team is responsible to direct the visiting team to the locker room and be responsible for their stay on campus. Representatives of the home team should check the locker room after the visiting team leaves, and report any damages to University Police.

Residence Halls on Southside

The residence halls on Southside are not to be used for any reason when a contest is played on Onondaga Field. When the visiting team arrives on campus, they will be told not to enter the residence halls for any reason. It is the home team's responsibility to monitor the situation.

Anti-Hazing

Geneseo prohibits student organizations to engage in any practice in connection with an initiation into an organization. The following are examples of hazing:

- Participation in activities which involve illegal acts.
- Forced participation in physical activities.
- Forced application of foreign substances on the body resulting in lewdness or a potential for bodily harm.
- Excessive fatigue and stress through deprivation of privacy or sufficient Sleep
- Forced consumption of any food, liquor, or drug
- Required conduct that would embarrass or negatively affect the dignity of the individual
- Use of physical brutality
- Any other activity that is deemed as hazing by the CSA Advisor.

New athletes must attend one of two Anti-Hazing workshops given in the Semester by the Student Association Vice President.

Drug & Alcohol Policy

Club Sport team members represent the college. Drugs or alcohol at meetings, practices and/or games will not be accepted. These actions will result in a frozen budget for the remainder of the semester and could also result in judicial action by the college.

Spending Your Budget

Each year the Student Association (SA) compiles a budget to gauge its costs and revenues. The budget of the S.A. is, for the most part, the sum of the budgets of all of its funded organizations, of which CSA and your team are a part. Your budget authorizes you to spend S.A. Funds in a specified manner. For example, if your budget has a line for baseballs at \$75 that means you can spend up to \$75 on baseballs. You cannot spend all or part of the \$75 on anything else unless your budget is realigned (see below). Similarly, if a new expense not planned for in your budget develops or the amount allocated in your budget is not sufficient for the actual expense, you request a budget increase (see below).

In order to access the funds in your budget you must contact the CSA Treasurer. The treasurer is responsible for making sure that the appropriate documentation is forwarded to the S.A. so that a check may be processed.

Purchases are made in a few ways. A charge authorization (CA) is available from the SA Assistant in CU 316. A C is a form in duplicate that authorizes a specific person to purchase up to a certain amount of goods at a specified store. You must return the yellow sheet of the CA and a copy of the receipt to the your team Treasurer as soon as possible after your purchase. A CA is a legally binding document and must be treated as such. S.A. is a tax-exempt organization, and the use of CA's for official S.A. business makes the transaction tax-exempt.

Purchase orders (POs) are another way to access funds allocated to your team. POs are generally used for purchases from vendors outside of

Geneseo and for large purchases in Geneseo. POs are available from the S.A. Director of Programs, Personnel and Finance. POs are used to purchase an item at a specific cost from a specific vendor. Purchase orders are legally binding documents and must be treated as such. Again, since S.A. is a tax-exempt organization, and the use of POs for official S.A. Business makes the transaction tax-exempt.

Any purchases made at Wegman's or Wal-Mart need a credit card. Stop in the S.A. office to sign out a card. These cards must be returned immediately after the purchase is made.

Check Requests are used to pay all bills. A detailed receipt must be attached.

The above noted methods are the preferred means of S.A. purchases. Please note that any purchases made with cash can be reimbursed if accompanied by a detailed receipt, but the S.A. is unable to reimburse individuals for tax because of our tax-exempt status. If you know in advance that you will be making a cash purchase, tax exempt certificates can be obtained through the S.A. Office. If you have any financial questions contact the SA Vice President, the Director of Business Affairs or the Director of S.A. Programs, Personnel & Finances.

REQUESTING OF ADDITIONAL MONEY

Budget Increases

All requests for a budget increase must go through the following process:

1. Obtain a Budget Increase/Realignment Request form from the S.A. Office (see attached form). Complete this form and attach a type written rationale.
2. The rationale must be given to the Director of Business Affairs of the SA Executive Council for addition to the agenda of the next open Student Association meeting (held weekly). Readings are due on Friday by noon in the SA office, CU room 315.
3. SA Exec will give the proposal a first and second reading at two consecutive SA meetings and vote on approval of the budget increase.

*** A representative from your team's Executive Board and a member of the CSA Executive Board must attend the Student Association Business meetings***

Budget Realignments

A budget realignment is used to change the way in which money is allocated in your club's budget. For example, if there is \$200 for practice balls, but you later decide that the money could be better spent on something else, you would need to submit a budget realignment

request form. Budget realignments follow the same procedures as above, except the request only requires one reading from SA Exec. See the Director of S.A. Programs, Personnel & Finances for further details.

Permanent Equipment Requests

The Permanent Equipment Fund is used to purchase equipment with a durability span of 3 or more years and costs more than \$300 per unit. To access the Permanent Equipment Fund follow the same steps detailed under BUDGET INCREASES, except using a Permanent Equipment Request which can also be obtained in the Student Association Office.

Revenue

Any money collected on behalf of the individual clubs or the Club Sports Association must be deposited at the Student Association Ticket Office, located on the first floor of the MacVittie Union, within 24 hours of collection. Failure to deposit revenue may lead to your budget being frozen until deposits are made.

Dues/Fees

Anyone collecting money from team members on behalf of the individual teams or the Club Sports Association (ie. Dues, fees, etc.) must issue a receipt to the individual and retain a copy of that receipt for records. Receipt books can be obtained from the Club Sports Executive Board.

Fundraising

To raise money by fundraising.....

1. Obtain information regarding
 - how much money you expect to raise
 - how much money you may need to spend to start the fundraiser
 - a brief description of the fundraiser
2. Obtain an Application for Permission to Conduct Fundraising Activities on Campus forms from the Activities Office (Union 321) and complete the appropriate parts.
3. Obtain a Student Association Fundraising Form from the Student Association Office (Union 316) and complete the appropriate parts.
4. Submit both forms to the SA Director of Business Affairs of Central Council and it will be added to the agenda of the next Student Association business meeting.

Publicity

According to the SUNY Board of Trustee's guidelines, all programs, publications and publicity funded in full or in part by student activity fees, must note such support including clearly in print, "Supported by student activity fees." The SA logo must be included in all media and be clearly visible and of a readable size. Organizations failing to comply with this resolution will have their budget frozen after the first warning. S.A. Logo stamps are available in the S.A. Office or at sa.geneseo.edu.

Services Available

S.A. funded organizations are able to make copies in the S.A. Office free of charge, up to 1875 per semester (anything over will be billed to the

organization at \$.05/copy). Check with Nancy Chirico if you do not have your copier code number. There is a fax machine in the S.A. Office that may be used for organizational use only to send or receive a fax. Leave the fax with the Student Association office assistant or any other member of SA Exec to fax for you. The fax number is (585) 245-5284. Additionally, organization members that make long distance phone calls as they relate to their organization may be reimbursed for the phone calls. Submit a copy of the phone bill with the number highlighted and documented as to what the call pertained to. A check request will be processed by the Director of S.A. Programs, Personnel & Finances to reimburse for this expense.

Insurance Coverage

The Student Association carries insurance coverage specific to Club Sports. It is necessary then, at the beginning of each semester, to complete a roster of members and give a copy of it to the Club Sport Advisor and the Director of S.A. Programs, Personnel & Finances. Notify the Advisor and Director of S.A. Programs, Personnel & Finances of any additions or deletions to the roster. This assists the insurance company if there are any claims made. If there are any injuries during regulated practice or games, please notify the CSA Advisor and Director of S.A. Programs, Personnel & Finances immediately.

Uniforms

There is a CSA priority uniform policy. CSA teams may check with the CSA executive board to see where their team falls in line to receive a uniform in any given year. It averages that two clubs may receive funding to purchase new uniforms in a year. Uniforms must be signed out from the SA office at the beginning of the academic year. It is the responsibility of the individual team members to keep the uniforms clean and in good repair. If a uniform is damaged or lost, the team member is personally responsible for reimbursement to the Student Association for the uniform. Uniforms must be returned at the end of your season or academic year, whichever comes first.

Driver/Passenger Forms

All club members traveling to events must fill out the Driver Agreement and Passenger Agreement forms available in the SA office. Additionally a detailed travel itinerary is required and should be submitted with the Driver and Passenger Agreement forms AT LEAST 2 weeks prior to the trip date.

The itinerary must include:

- Date(s) and Time(s) of Travel
- Destination
- Driver and Passenger names
- Purpose of the trip
- How the trip is being funded
- Name and phone number of person coordinating the trip.

**Club Sports members will list all game and practice dates for which they are travelling in their itineraries, and may refer to the itinerary dates on the Driver and Passenger agreement forms