



Wellness & Recreation Club Sport Manual 2009-2010

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Wellness & Recreation
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WELCOME

Welcome to the Club Sport program at SUNY New Paltz. This is an exciting opportunity for you to become involved in the campus community. As with any organization there are policies and procedures that your organization must adhere to. In order to help ensure the success of your club sport you should become familiar with this Manual.

The Club Sport organizations at SUNY New Paltz are recreational, competitive, or instructional student organizations run for students by students. Club sports provide competitive, recreational and instructional opportunities to the SUNY New Paltz community. Club Sports are student-initiated and requires students to be responsible for leadership, decision-making and organization.

The purpose of this manual is to serve as an aid to officers, members, advisors and coaches/instructors in the conduct of their club sport. In addition to containing specific policies and procedures, this Manual also assists club sports by explaining those privileges and responsibilities associated with becoming a registered Club. Any questions pertaining to club sports or the club sports program should be referred to and discussed with the Director of Wellness & Recreation.

Student leadership, student interest, and student participation are important ingredients for successful club sport activities. While the Director of Wellness & Recreation provides advisement, guidance and encouragement, it is active student involvement that leads to a positive, fulfilling experience for club sport members. Student members determine the success and effectiveness of their club sport.

It is our hope to extend to each student, faculty, and staff at New Paltz the opportunity to participate individually or with a team in a Club Sport.

Good Luck,

Keith Kenney
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Introduction

A Club Sport is a student organization recognized by the Student Association, Club Sport Review Committee and the Office of Wellness and Recreation.

A club sport at New Paltz is a student organization derived and sustained through the leadership and interest of the students.

Club sports are established to promote and develop the interests and skills of members in a particular sport activity. Due to the diversity of students' interests and skills, New Paltz club sports offer many unique opportunities to the student body. Generally, club sports fall into three categories: Instructional, Recreational, and Competitive. An instructional club sport helps enhance or teach a particular sport activity. A recreational club acts primarily as a social outlet for club members and allows them to gather and participate in a particular sport activity. Competitive clubs allow players to continue to play and develop their skills in a sport activity at a competitive level. These clubs usually belong to leagues or associations, competing in contests or tournaments with other universities.

The Director of Wellness & Recreation is Keith Kenney. Keith is available to students and coaches/instructors as an advisor to all competitive sports. It is also recommended for instructional and recreation clubs to take advantage of Keith and the office of Wellness & Recreation as an advisor. The advisor duties will be provided later on in this document. Keith can be reached through the Office of Wellness & Recreation in room 207 in the Athletic & Wellness Center, by telephone at 257-6956 or by e-mail at kenneyk@newpaltz.edu. Should you have any questions, comments, or suggestions regarding the Club program, please do not hesitate to contact Keith.

Role of Wellness & Recreation

Wellness & Recreation serves multiple roles pertaining to the Club Sports program. First, the Wellness & Recreation Director serves as an advisor to each competitive club. The staff is responsible for ensuring that all clubs are following documented policies and procedures, as well as to evaluate, revise and add new policies and procedures as necessary. These responsibilities demonstrate the primary role of Wellness & Recreation. This description is not meant to be all-inclusive. Wellness & Recreation will provide a list of services for Club Sports that are listed later on in this manual. Finally, the Wellness & Recreation staff maintains an open door policy. Students are invited to stop by at anytime to discuss concerns or to offer suggestions.

MEMBERSHIP AND ELIGIBILITY REQUIREMENTS

Club Sports are available to all SUNY New Paltz students, faculty, staff and administrators. All Club Sports must meet the guidelines established in the Student Association Constitution (Article 4 - Student Organization Recognition). (Note: Some competitive Club Sports leagues may have eligibility requirements prohibiting faculty, staff, or administrators)

Club sports are student organizations at New Paltz, which have been recognized by the College. Club sports are not agents of the College, and have no authority to represent the institution nor commit it to any contract without prior explicit written approval from the

Student Association. Each club sport will determine its own membership rules. Membership in any Club sport shall be open to any member of the College community who is willing to subscribe to the stated aims and to meet the stated obligations of the Club Sport. However, membership requirements must be free from discrimination based on gender, race, ethnicity, religion, and/or disability. Club sport participation is limited to members of the College community. Individuals outside the College community are not eligible to participate in club sports. Below is a list of definitions that you should be aware of when considering memberships for a club sport.

1. The term, “College,” means the New Paltz and collectively, those persons responsible for its control and operation.
2. The term, “student,” includes all persons taking courses at the College, both full-time and part-time, pursuing undergraduate, graduate, or extension studies.
3. The term, “organization,” means a number of persons who desire to come together to support a particular view, explore common interests, or accomplish identified tasks and who are willing to subscribe to the stated aims and meet the stated obligations of the organization.
4. The term, “club sport,” means a number of persons in association who have complied with the formal requirements for the Office of Wellness & Recreation and Student Association recognition as established in the Student Association Constitution (Article 4-Student Organization Recognition)
5. The term, “*Registered Student Organization*,” means a Student Organization that has complied with the formal requirements for registration with the College as provided by the Student Association.

Forming a New Club Sport

The college encourages the formation of new club sports which address needs and purposes that are not currently being fulfilled by existing student clubs and organizations. Students interested in forming a new club sport must demonstrate a need to exist on campus, provide goals and objectives for the new club sport, and describe how their club sport will benefit their members and the college community.

A. Petition Student Association for recognition. (Refer to Student Association Constitution Article 4)

B. Obtain approval by the Club Sport Review Committee. The club will be asked to satisfy SUNY New Paltz’s concern for safety and whether a coach will be required.

C. Obtain approval and recognition of the Director of Wellness & Recreation after submitting recognition form.

D. Each Club Sport will have to provide:

1. A description of the purpose of the club sports
2. An explanation of the link to the mission of the College
3. An explanation of college facilities needed for club sport use
4. A description of equipment needed for club sport use
5. The number of students expressing interest along with their class standings
6. An explanation of how the new club sport differs from similar student clubs or organizations which already exist
7. A description of similar club sports which exist at other campuses
8. A description of a plan for equipment storage if necessary.
9. Constitution – Each club must have a set of operational guidelines and rules by which the club governs its self. Every 3 years, each club must review, amend, and resubmit their constitution to both the Office of Wellness and Recreation and the Student Association for ratification. Provided is an example format with required information:

Required information for Club Constitutions:

- i. Name
- ii. Purpose
- iii. Membership
- iv. Meetings
- v. Executive Board
- vi. Officers
- vii. Elections
- viii. Committees
- ix. Affiliations (to Unions, Leagues, etc.)
- xi. Coach
- xii. Ratification

Roles within a Club Sport

The Student Participant

Club sports are student initiated and student controlled organizations that offer unlimited opportunities for students to become directly involved in the leadership, administration, and organization of the club's activities. In addition to being able to continue participation or learn a new sport activity, students are also in charge of supervision of the club and can actively take part in the management of the organization. Collectively, club sport members have responsibility for: writing their club's constitution and by-laws; determining their membership requirements; establishing their club's dues schedule; selecting their club's advisor; establishing the duties of their club's officers; selecting their club's coach; and developing and administering their club's budget. Students may also take direct leadership positions as an officer within their respective club. The effectiveness and success of each club sport depends on the involvement of its members.

The Club Sport President

It is the responsibility of each club sport President to promote and coordinate his/her club's activities on campus and to work collaboratively and cooperatively with those College offices which assist Club Sports in achieving their goals.

In addition to the duties of the club sport President as outlined in the club's constitution, each Club Sport President is responsible for the delegation (to other officers) and completion of the following requirements:

1. Serving as the liaison between the club and the Director of Wellness & Recreation keeping him informed of all club sport business.
2. Constitutions should be revised and maintained from year to year. Any modifications of a constitution should be properly executed through leadership of the club sport president.
3. Educating club members and operating the club in accordance with the contents of the Wellness & Recreation Club Sport Manual, the club's constitution, and the SUNY New Paltz code of conduct and other published policies in the student handbook.
4. Submit annually, during the first two weeks of Fall semester, updated paperwork to the Wellness and Recreation Office, including, but not limited to, a team roster, proper facility requests, Advisor, list of equipment to be used, and a practice and competition schedule.
5. Know what services are available to Club Sports.
6. Preside over club sport meetings.
7. Approve club sport's budget, schedules, and spending patterns
8. Making sure a club sport representative (preferably an officer) attends all appropriate meetings to give and receive club updates. Failure to attend these meetings could result in the loss of facility privileges and jeopardize the registration status of the club sport at SUNY New Paltz.
9. Keeping all required paperwork current with the Office of Wellness & Recreation.
10. Informing the next club president of the routines and guidelines for club operation prior to the next president's assumption of duties. All paperwork, budgets, and correspondence pertaining to the club activities should be passed on.
11. A Competitive Club sport is defined as a group who belongs to leagues or associations competing in contests or tournaments with other universities. Presidents of these competitive clubs are responsible for securing membership in an appropriately sanctioned sport league, and may be required to provide proof of membership.
12. Securing the services of an experienced and knowledgeable non undergraduate coach for Competitive Club Sports.

The Coach/Instructor

New Paltz Club Sports are encouraged to operate with the services of a coach/instructor. Competitive Club Sports will retain a non undergraduate coach who will be present at all practices, home scrimmages, and competitions. A coach of a Club Sport at New Paltz assumes considerable responsibility, and should understand the following:

1. The coach should maintain the philosophy of student-development and allow the students to take on as much responsibility in the administration of the club sport as possible.
2. The coach may assist club officers in scheduling practices and games, but paperwork should be completed by the officers of the club.
3. The coach should be experienced and knowledgeable in their sport (e.g. training, strategy).
4. The coach must have CPR and First Aid certification.
5. The coach must attend all home practices, home scrimmages, and home competitions in order to fulfill his/her commitment to the club sport, and assume control of club sport activities during those times relating to coaching decisions.
6. The coach should aim to develop and improve the skills of the club sports members.
7. The coach should maintain a philosophy which promotes fair play and conduct both in and out of competition among all club sport members.
8. The coach should be aware of emergency procedures relating to the facility at which the club sport conducts its activities.
9. New Paltz will not assume any responsibility for paying club sport coaches. Coaching agreements are contracts between the club sport and the coach not with New Paltz.

The Club Advisor

1. The Director of Wellness & Recreation will serve as advisor for all Competitive Club Sports.
2. It is highly recommended that all Recreational and Instructional Club sports use the staff of the Office of Wellness & Recreation as their advisor.
3. The general purpose of an organization's advisor is to provide insight and guidance that assists a student organization in furthering its purpose and enhancing the meaningfulness of organizational membership.

4. Registered student organizations are strongly encouraged to take full advantage of the valuable role an advisor serves.
5. As a general rule, the advisor should counsel the organization in the exercise of responsibility, be familiar with the organization's programs, and be familiar with SUNY New Paltz policies and procedures. The advisor does not have authority to control the policies of an organization.
6. The advisor and the student organization shall mutually agree upon specific written duties or expectations of an advisor. The responsibilities may include, but are not limited to:
 - a) Providing continuity for the student organization by assisting with the transition of officers.
 - b) Being reasonably informed of the purpose and activities of the student organization;
 - c) Assisting the student organization in complying with the policy on registered student organizations with the Student Association and the office of Wellness & Recreation.
 - d) Accompanying and/or assisting, as needed, the organization's officers in their dealings with the College or the outside public on behalf of the organization;
 - e) Being reasonably informed of the student organization's financial matters
 - f) Assisting the student organization in setting goals and objectives
 - g) Being available to the organization's officers and members for consultation
 - h) Providing constructive feedback
 - i) Assisting with game scheduling, scheduling of practices, furnishing rosters, travel forms, and insurance forms needed through the competitive club's professional membership or league.
 - j) Assisting in other responsibilities mutually agreed upon between the advisor and the student organization.

Services Available to Club Sports

1. Your club sport will be permitted to reserve space on campus for meetings, practices, competitions or programs when available.
2. Your club sport will be permitted to post information around campus about its meetings, practices, competitions, and programs.

3. Your club sport will be provided a list of first year students and transfers who are interested in receiving further information about your club sport.
4. Student Association and the Office Student Activities and Union Services will be able to direct students who wish to become members of your club sport to you.
5. Use of a fax machine for club business only when available during business hours in Wellness & Recreation office.
6. Use of a copy machine in Wellness & Recreation office (maximum of 250 copies per academic year, if more copies are needed then the team will be charged for the additional copies.)
* If you need more than 50 copies then you need to give Wellness & Recreation at least 5 business days to make the copies.
7. The right to promote your club sport with use of the Wellness & Recreation website, e-newsletter and other Wellness & Recreation marketing & promotion options. Our staff will assist with promotion of your Club Sport and events using our promotional means.
8. The right to have access Strength & Conditioning consultant to work with captain or coach in designed a strength & conditioning program.
9. The right to reserve a meeting space, and practice/facilities as available.
10. The right to reserve Strength & Conditioning room for team workout when available during post hours. New Paltz NCAA varsity teams receive first priority
11. The right to promote all events, programs, contests conducted (following all advertising guidelines)
12. Equipment storage space if available in the Athletic & Wellness Center and Elting Gym. This can be discussed on a case by case basic and will be determined based on space available. Equipment storage is not guaranteed.

To utilize any of the above services, visit the Wellness & Recreation during posted office hours

Facility Space

All reservations for use of gymnasium or outdoor field space must be reserved through the Wellness & Recreation office. There are no exceptions.

All meeting room space or indoor facility, excluding gymnasium space, MUST be processed through the Director of Wellness & Recreation.

All reservations should be made at least two weeks (14) days in advance prior to the events. The earlier the reservation request is made the better chance of being granted the reservation. Reservations for semester use must be processed one (1) semester in advance.

RESERVING SPACE and FACILITIES

- All scheduling of club practices, scrimmages and competitions will be coordinated through the Office of Wellness & Recreation on an as available basis.
- Facilities are scheduled in the following order:
 1. Intercollegiate Athletics
 2. Wellness & Recreation (including Intramural Events)
 3. Club Sports
 4. Open Recreation

Facility space is assigned by filling out a Facility Request Form. Priority will be based on the points system designed by the Wellness & Recreation Department.

Facilities that are available are: Old Practice Field, Intramural Field, Rugby Field, Turf, and Women's Soccer Practice Field as available for Club Sports use.

- A request for the use of any University Facility must be completed for each event. These forms may be obtained from the Wellness & Recreation office. They must be submitted prior to the start of each semester and in writing. If in compliance, then facility space will not be reserved!

Club Sports desiring to use Recreational facilities for their activities must submit the request using the Facility Request Form accessible via the Wellness & Recreation web page: Campus Recreation will begin accepting facility requests on August 24, 2009.

Practice and game facilities should be reserved once your organization has registered with the Student Association. Because of changing schedules, dates, and times, the Wellness & Recreation staff may not always be able to accommodate your scheduling needs and/or requests. Given the number of club sports that utilize the facilities, it is very difficult to change a practice time/reservation made for that semester. When filling out facility reservation forms please make sure that times are conducive to the members of your club sport. In addition, make sure that the facility reservation form is read carefully and filled out completely before it is submitted. Each club sport will be held liable for all the information on the facility reservation form. Times for the use of facilities will be assigned on an equitable basis. Club sports in season will be given priority on their home court or field if possible.

The following are acceptable requests for the use of facilities:

1. Club Meetings
2. Practice
3. Recreational Instruction
4. Competition
5. Equipment Storage

Guidelines

Any time a club sport has reserved a facility, it must be used. If the club sport cancels a practice, game or reservation, that club sport's President/ Representative must contact the Director of Wellness & Recreation **at least twenty-four hours in advance**. Failure to use a reserved facility jeopardizes that club sport's ability to reserve facilities for future use. Any club sport using a facility is obligated to clean up after the activity. The Wellness & Recreation staff has the authority to deny unauthorized persons access to the facility. A valid SUNY New Paltz ID is required to use all facilities.

NOTE: All Facility request forms must be turned into the Office of Wellness & Recreation to Joe Deck in room 206 in the Athletic & Wellness Center.

Field Paint

If teams need to paint lines of the Recreation Field they must first receive clearance from the Wellness & Recreation Department. We ask that clubs purchase color paint other than white. Clubs will need to purchase their own paint and line their own fields for practices and games.

NO LINES WILL BE PERMITTED TO BE PAINTED ON THE TURF FIELD.

Maintenance Fee

A maintenance fee of \$50.00 if a one-time event, \$350.00 per semester is also applied to all club sports using outdoor athletic facilities. The fee is used solely for turf maintenance (i.e. grass seed, top dressing sand, fertilizer, etc.)

Consequences:

- Any team that practices when they are not supposed to or without getting permission first will lose the use of facilities for one calendar year.
- Clubs that do not adhere to the policies presented by the Athletic Department will lose facility space (indoor or outdoor) for one calendar year.
- Once a club's privileges are restored, the club is on probation. A second violation will result in non-recognition by the Department which means that the club will not be allowed to use college facilities.
- New Paltz Athletics requires (2) two weeks notice on scheduling athletic facilities. Facility Request forms will not be collected without two weeks notification.
- **Conduct of Club Members**-The SUNY New Paltz alcohol and drug policies shall be followed at all times. Absolutely, NO alcohol or drugs at any time. All club sports members are expected to comply with College policies, campus regulations, state and federal laws.
- **Field Usage**-Once approved for field space, the club is responsible to maintain the area like it was prior to their practice/event. All trash needs to be cleaned and removed from the site. Equipment used needs to be returned as well.

- **Vehicles**-No vehicles are to be taken on the service road by the Intramural Fields or parking in areas (i.e. fields, sidewalks, etc.) not approved by the campus.
- **Turf Policy**-The following policies **MUST** be followed when using the Turf Field. (Turf usage is for practices only). If not, the club sport will lose the opportunity to use the facility for a minimum of one calendar year.
 - All unauthorized users will be considered trespassing.
 - No food or Drinks (only water)
 - No Gum, dogs, bicycles, or golfing
 - No smoking
 - All trash must be removed following event.

President's Meetings

The Director of Wellness & Recreation will hold organizational and informational meetings throughout the academic year. These meetings are designed to aid the president and his/her executive boards effectively administer their club sport. Each club is responsible for having a representative attend each of these meetings. If the President of a club sport is unable to attend, then another representative must attend the meeting. Failure to attend these meetings could result in the loss of facility privileges and jeopardize the registration status of the club sport at SUNY New Paltz.

SCHEDULING GUIDELINES

- Tentative schedules, including time and location of activities/events must be submitted prior to the start of each semester, preferably one semester in advance.
Once season begins, no facility reservations will be accepted!

It is recommended that events and/or competitions be scheduled as home event one week, then away game the following week.

- Some leagues and associations do the scheduling for the club. Sometimes leagues prepare a schedule and the individual club may add additional events as long as they do not interfere with the league schedule. Check with your league as to what the rules are on scheduling
- Arrange a schedule with clubs of equal ability.
- Arrange a tentative schedule the semester previous to the semester of competition. If you compete in the spring, prepare a tentative schedule in the fall. If you compete in the fall, prepare a tentative schedule in the spring.
- Confirm the date, time, and location on the schedule as soon as possible. Use contracts for home competitions.
- Call the away club president at least 24 hours prior to the contest if for any reason the club must cancel. Last minute cancellations should be avoided if at all possible.

Scheduling of Competitions

Many club sports are organized for the purpose of competition. In establishing a competition schedule club officers, advisors, coaches and instructors should give consideration to the maintenance of a balance between home and away contests. The Director of Wellness & Recreation will assist club representatives if needed when scheduling their games. It is recommended that all club sports join a league. A copy of these schedules should be submitted to the Director of Wellness & Recreation.

CLUB STATUS

A. Retaining Club Status: New Paltz requires the following to retain club status:

1. Complete and file the following forms with the Director of Wellness and Recreation by the second week of classes in each semester:

- a. Membership Roster
- b. Volunteer Coach Form (if applicable)
- c. Recognition Renewal Form
- d. Facility Request Form
- e. Game Schedule
- f. League Information
- g. Equipment Inventory
- h. Emergency Contact Information for each club member
- i. Copy of CPR and First Aid certification cards for each coach/advisor.

2. Every club is required to have an elected President, Vice President, Treasurer and Secretary for their club. There will be a mandatory training session for each position at the beginning of Fall Semester.

3. Complete Travel Roster, Travel Authorization Form as required.

4. Club president and advisor/coach attend orientation in the spring semester.

5. Abide by all policies set forth in Student Association Constitution.

6. Club representative and advisor/coach attend all meetings held by Director of Wellness and Recreation.

7. Update Club Constitution every 3 years.

8. Complete End of Season Report, required for both Fall and Spring seasons.

9. Submit Club Sports and Student Association Re-Affirmation Forms for both Fall and Spring semesters.

10. Complete Incident/Injury Report form as required.

11. Each Club Sport is responsible for attending the Student Senate Meetings on a regular basis.

B. Probation:

Clubs which have failed to send a designated representative to any mandatory club meeting without giving prior notice, or clubs who have performed minor acts of misconduct as deemed by the Director of Wellness and Recreation will be placed on probation for one semester or one year, depending upon the nature of the action. Clubs on probation may not request or utilize school allocated funding during this period. Probationary status may also affect budget requests for the following year. All privileges may be restored at the termination of probation.

C. Termination:

Failure to comply with the guidelines set forth within this manual or in the Student Association Constitution will result in suspension from using the New Paltz name and refusal of funds, facilities and fields.

A club must petition the Director of Wellness and Recreation to have the suspension lifted. More than one suspension in a semester will result in the loss of recognition and privileges. A club must reapply for recognition.

D. Inactive Status:

Clubs not meeting the criteria for active status (not following policies and procedures, too few members, etc.) will be placed on inactive status. Inactive status will require clubs to reapply for recognized status by following all procedures a new club must accomplish, except resubmission of the Constitution.

FINANCE AND BUDGET

New Paltz Club Sports are financially supported and administered by Student Association. Club Sports are typically expensive to administer and are held to a high standard of accountability due to the inherent risks associated with sports. Student Association takes pride in offering club sports to the campus community; however, Senate is limited financially to the amount of fiscal support they can offer each club.

INSURANCE

A. SUNY New Paltz recommends obtaining:

1. Proof of insurance when an off-campus facility is used.
2. Proof of insurance for any off-campus club using SUNY New Paltz facilities.

B. SUNY New Paltz recommends:

1. That all club members have personal health and accident insurance.
2. That clubs purchase additional insurance through their professional membership or league.

C. SUNY New Paltz shall provide:

1. Catastrophic insurance for Club Sports.
2. Liability insurance for all coaches of Club Sports.

SAFETY GUIDELINES

First Aid / Medical Emergency Procedures

The following are some general steps which should be followed if a first aid situation or medical emergency arises.

1. Train yourself to plan your behavior in response to the various types of medical emergencies. There is time to think and act appropriately.
2. University Police (257-2222) **must be notified immediately** whenever a personal injury or medical emergency occurs while utilizing campus facilities.
3. Provide only the necessary first aid needed in the immediate situation. Check for breathing. If necessary, administer artificial respiration only if certified in that specific area.
4. It is important for one person (i.e., President, player, coach, Gym Supervisor, Building Manager) to take charge and to control potential confusion by asking the other participants to move away from the scene. **DO NOT move, or permit “bystanders” to move the injured individual if there is any evidence of possible broken bones, neck, back or head injuries.**

If someone “on the scene” other than a current Wellness & Recreation student employee who calmly states to you that he/she is currently certified in first aid and/or CPR, is a member of SAVAC, or is a student athletic trainer, then this individual is certified as per his/her statement to you. In this case, allow the person(s) to assist you. In such a case, be sure to note on the Incident/Injury Report form the name(s) of the person(s) who assisted you along with the certification(s) which that individual(s) expressed to you.

5. If a Wellness & Recreation employee did not witness the incident from “start to finish,” then the employee will obtain information from the individual(s) who did witness the entire situation. If the injured individual is conscious, ask him/her to describe his/her condition as well as the events that led to the injury.
6. It is important that a Wellness & Recreation employee be notified following the injury of a participant. Be sure to get names and phone numbers of individuals who actually witnessed the entire incident. Also, please fill out the Incident/Injury Report form completely and in ink.
7. It is necessary to emphasize that most errors in the management of injured individuals are not made by unwillingness to cooperate but by confusion, excitation, misinterpretation of the situation, and too many people getting involved. Deliberately taking common sense actions are more beneficial than doing the wrong thing in haste.
8. A participant who appears to have an epileptic seizure necessitates summoning an ambulance. Call University Police at 257-2222. Do not touch the victim and move all objects out of the way of the victim. Have someone move all participants away from the victim.

9. As a registered Club Sport you must notify the Director of Wellness & Recreation of all home games.
10. After an accident please bring a completed accident report to the Director of Wellness & Recreation, Elting Gym 207, no later than 24 hours after the occurrence.

B. SUNY New Paltz recommends:

1. That each participant obtains a physical examination prior to joining in a club sport.

TRAVEL GUIDELINES

A. The Office of Wellness and Recreation Requires:

1. A Travel Roster and Travel Authorization Form must be turned in to the Office of Wellness and Recreation no later than 3 days prior to the date of departure (Wednesday for a weekend trip).
2. Following the trip, each club must contact the Office of Wellness and Recreation (phone or e-mail) with the results of the trip (win/loss, score, unusual circumstances, or accidents)

TRAVEL EXPECTATIONS

The following are expectations for student behavior during any College and club sponsored travel. These expectations are designed to ensure the safety and enjoyment of all travel participants. While on off-campus trips, students represent SUNY New Paltz and therefore must conduct themselves in a respectful and appropriate manner. Any student that is leaving campus representing SUNY New Paltz on a Club Sport team is responsible for reading and acting in accordance with the following expectations:

1. To provide clarity, the word “travel” as used in this context refers to any and all activities undertaken by the club sport from the time the club departs from the SUNY New Paltz campus through the time the club returns to SUNY New Paltz campus.
2. Each club sport, including affiliated members, are expected to conduct its affairs during travel in a mature and responsible manner in accordance with the policies and procedures set forth by this handbook and the SUNY New Paltz Student Handbook. Failure to abide by this expectation may result in disciplinary sanctions on individual members or the entire club sport organization.
3. The use of alcoholic beverages or other drugs (except those for established medical purposes as determined by prescription from a physician) during travel is strictly prohibited. If an infraction occurs the individual(s) will be prohibited from further participation in the competition the club sport has traveled. The individual(s) will be reported to University Police and the Judicial Affairs Office. The individual(s) will be brought up on charges in accordance to the Student Handbook and this Travel

Responsibility document. If a second infraction occurs then the teams representing the University will immediately return to campus.

4. Club sport members are subject to applicable local, state, and federal laws during travel. Matters arising from the arrest of a club sport member for an alleged criminal act are not the responsibility of New Paltz. Club sport members who are arrested will be subject to the jurisdiction of the appropriate authorities where the arrest occurred.
5. All club sport members are required to carry valid College identification and/or valid driver's license while on any trip.
6. It is expected that all club sport members be in their overnight accommodations at an appropriate time, and respect the property and privacy of others at the same accommodations.

CONDUCT OF CLUB MEMBERS

As members of the SUNY New Paltz community, all sport club members are expected to comply with College policies, campus regulations, state, and federal laws.

If any club member(s) should violate college policies, state, or federal laws, or if the Office of Wellness and Recreation learns of any acts of misconduct by club members, then the Director of Wellness and Recreation will schedule a meeting with the individual(s) involved in the violation, as well as the officers for that sport club.

Club members will have the opportunity to present their side of the case, and the Director of Wellness and Recreation will take any necessary action s/he thinks is appropriate, including the possibility of referring the matter to authorities. The entire club may be placed on probation or have its "recognized" status terminated until further notice.

Further, discipline may be imposed on individual students.

The SUNY New Paltz alcohol and drug policies shall be followed at all times. All club members shall follow all appropriate campus, local, or state policies regarding alcohol and drugs.

Alcohol or drugs are not allowed on any SUNY New Paltz athletic or intramural field, in any facility, nor may they be used surrounding in any way, any vehicle, AT ANY TIME.

CLUB'S CHECKLIST

A. The following must be on file in the Office of Wellness and Recreation by the second week of each semester:

- _____ Membership Roster
- _____ Volunteer Coach Form (if applicable)
- _____ Recognition Renewal Form
- _____ Facility Request Form
- _____ Game Schedule
- _____ League Information
- _____ Equipment Inventory
- _____ Emergency Contact Information for each club member

B. The following must be filed as required:

1. Incident/Injury Report Forms
2. Travel Roster and Travel Authorization Forms.

C. The following must be attended as required:

1. Club President and advisor/coach attend orientation in the fall and spring semester.
2. Club representative and advisor/coach attend all meetings held by Director of Wellness and Recreation