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What is a Club Sport?

A club sport at Drew University is a Student Organization that is student–initiated, student-led and is instructional, recreational, and/or competitive in nature. Some Club Sports compete with other universities and clubs throughout the country; others may participate in local demonstrations or contests. Club sports are open to the beginner as well as the advanced participant.

The program seeks to provide students a chance to enhance their experience in a specific sport while at the same time providing social, cognitive, physical, and leadership experiences. Success of the Club Sport program depends solely on the leadership, participation, involvement, and interest of students.

Club Sport teams report to the Director of Campus Recreation. The Office of Campus Recreation is part of the Campus Life and Student Affairs department.

Competitive

Competitive clubs belong to a league, union or association that may or may not have their own set of rules. They typically provide the club with a schedule of contests with other schools also in the association.

Recreational

Recreational clubs exist on campus as instructional or recreational. These groups typically meet 1-3 times a week to practice/rehearse. Performances are given on campus throughout the school year and sometimes as part
of a co-sponsored event. Occasionally these teams will perform in local competitions or showcases.

**Starting a new Club Sport team**

If there is interest in forming a new club, students should set up a preliminary appointment with the Director of Campus Recreation. Students should collect contact info (first name, last name, email, phone number, year of graduation) from students who share their interest in being involved in the club. Because sports and activities require varying numbers of participants a minimum will be agreed upon by both the Director and the students interested in the club. The students interested in the club need to set up a meeting with the Director of Campus Recreation in order to present their idea for the club. The following items should be included in a potential presentation:

- A list of at least 15 potential club members. (Name, email, class year etc.)
- A list of proposed Executive Board positions, the position descriptions, and potential members to fill the positions.
- A team purpose and mission statement. (Sample purpose and mission statements can be available to you as a guide.)
- A proposed budget. (Start small—budgets will grow with the club.)
- A recruitment plan to attract and retain membership.
- A constitution of your club. (Sample constitutions can be available as a guide.)
Disbandment

Clubs that do not meet the following minimum conditions for 2 consecutive semesters can face disbandment. After 1 semester of failing to meet these conditions the club will be placed on probation under the expectation that the condition will be met in the next semester. The conditions for potential probation/disbandment are:

- Low membership. (A club must have at least 10 active members.)
- Limited to no outreach/programming. (Club Sports should be having at least 2 performances/games/tournaments a semester.)
- Limited or vacant Executive Board.
- Violation of University Policies.

Executive Board

Every Club Sport team must have an active Executive Board in order to function properly and best meet their purpose and mission statement.

The Executive Board must meet at least bi-weekly with the Director of Campus Recreation. The Board must also meet separately to discuss any issues with the team or future events etc. The Executive Board is also responsible for relaying any information from the coach or the Director of Campus Recreation to the team.

Executive Boards should consist of positions that make sense for the purpose of the club. All clubs should have a President, Vice-President, Secretary, Treasurer and Publicity Manager. In some cases it may make sense for teams to have additional positions as dictated by the purpose of the club. For example:
- The Rugby teams could have a Match Secretary in charge of ensuring all the essentials for a match are ready on the day of the match.
- The Dance Team could have a Rehearsal Coordinator who keeps track of what steps/routines need to be worked on in each rehearsal.
- The Outdoor Adventures Club could have a Hike Coordinator responsible for seeking out monthly hiking locations and transportation to and from location.
- The Volleyball Team could have a Practice Coordinator responsible for identifying team weaknesses and implementing new techniques and practice strategies.

**Club Sport Responsibilities**

The following list should be considered a guideline for clubs, not an inclusive list. For questions, Club Sport contacts should contact the Director of Campus Recreation. Each Club Sport **MUST have at least 1 elected officer** to ensure these policies are enforced. Campus Recreation strongly encourages multiple officers.

1. Attend all required Club Sport representative meetings.
2. Attend all required Student Organization meetings and trainings, including annual Risk Management Training through the Office of Student Life.
3. Schedule and attend bi-weekly meetings with the Director of Campus Recreation to discuss upcoming events, games, practices, events, and budgetary or equipment issues.
4. Inform Sport Club members of all pertinent information found in the *Drew University Sport Club Manual*. 
5. Submit required forms on time. (Concussion waivers, Club Sport waivers, Reimbursement forms, IMPACT test confirmations etc.)

6. Maintain updated and accurate roster of club members. **IT IS THE CLUB SPORT TEAMS RESPONSIBILITY TO ENSURE RECORDS ARE UP TO DATE WITH CAMPUS RECREATION.** Failure to do so may result in disciplinary action for the club.

7. Ensure all club members with medical insurance have up to date proof of medical insurance, participant waiver, and any additional forms on file with the Campus Recreation office.

8. Arrange facility reservations with the assistance of the Director of Campus Recreation. (Field space for games/practices, lining of fields, room reservations, media equipment rentals.)

9. Maintain inventory of ALL Club Sport equipment and be prepared to submit to Campus Recreation when requested.

10. Ensure all Club Sport financial obligations are met.

11. Meet with Campus Recreation to ensure all travel, publications, t-shirts, uniforms, and other club business is approved by Campus Recreation.

12. Report ANY injury to Campus Recreation and Health Services within a 24 hour period.

13. Train future leadership of Club Sport team.

14. Participate in recruitment and departmental events as needed.

15. Adhere to University Emergency Protocol.

16. Adhere to all University Policies in Daniel’s Dictionary.

17. If a violation of University Policy does occur, Director of Campus Recreation will be informed and the violating student must meet with Director.
Membership & Eligibility

Membership guidelines are designed to ensure eligible Drew University students receive equal and fair access to all Club Sport opportunities while maintaining the rights and safety of participants.

1. All currently enrolled Drew University students shall be eligible to join a Club Sport team.
2. Non-Drew students are prohibited from practicing or playing with Drew Club Sport teams.
3. Alumni are prohibited from practicing or playing with Drew Club Sport teams except on Alumni Reunion days.
4. Leagues, conferences, and tournaments may have added restrictions for competition.
5. Club Sports are designed for students; however faculty and staff are able to participate in on campus events pending permission from the Director of Campus Recreation and/or Club Sport officers.
6. Club teams that wish to compete may be asked by their league/conference to submit forms of eligibility verifying status as students. This information should be sought out through the Registrar’s Office. For more information, contact Campus Recreation.
7. Club Sport members must remain in good standing with Drew University academically as well as through the Dean of Students office to retain eligibility.

Waiver

Each team member must meet with Director of Campus Recreation to complete waivers before becoming a full team member. Each player must complete a Club Sport participation
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waiver, concussion waivers, IMPACT testing and any other forms that will be kept on file with Campus Recreation before players are recognized as an official member of the club.

It is the responsibility of the Club Sport officers to update Campus Recreation with new team members and the required files for each new player. Failure to do so will result in any new member being declared ineligible for club activity, including practice, activity, travel, and/or games.

**Health and Safety**

It is the responsibility of the Club Sport officers and members to ensure safety of participants at all times!

1. Encourage ALL members to have a physical examination prior to participation in any Club Sport practices or games.
2. Review field/facility for unsafe conditions BEFORE game or practice. If problems are present, players are **NOT** to participate in active events. Contact Campus Recreation as soon as possible to inform of the situation for a possible solution.
3. Accident Reports: Reporting an accident to Campus Recreation and Health Services is REQUIRED within 24 hours of ANY injury. These can be reported via the Campus Recreation website, email or phone call if games are taking place off campus. Campus Recreation will work with the Club to complete paperwork as needed. If injury occurs on Drew’s campus, injury reports can be found in the Simon
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Forum during operating hours. Failure to report an injury can result in punishments against the team.

4. If an injury is minor but requires medical attention, the student should be taken to the health services. Call (973) 408-3414

5. If an injury is serious:

- Call 911 if off-campus or from a campus phone dial 973-408-4444 and report injury.
- Provide the name and exact location of the victim, a brief description of the injury, identification of the caller, and phone number.
- Meet emergency personnel at the entrance to the building or scene of the accident and guide them to the injured party.
- Under no circumstances should he or she be taken anywhere until seen by medical personnel.
- Emergency personnel will be responsible for determining if and how the injured party shall be transported and whether to transport to the health center or the local hospital.

6. The Drew University Athletics Department intercollegiate athletic trainers are NOT available for Campus Recreation Club Sport teams.

7. Drew University and Campus Recreation assume no responsibility for any student who participates in sport club activities with an existing health condition that makes it inadvisable for him or her to participate.
8. Drew University does not insure students who are injured during participation in extracurricular activities such as sport club games and practices. Campus Recreation recommends that all Club Sport members have adequate medical insurance coverage.

**Coaching Staff**

Club Sport coaches are **NOT** employees of Drew University, but are expected to follow the guidelines and policies of the University.

Clubs wishing to secure a coach must sign the following:

- **Coach Contract**

The Director of Campus Recreation must approve of all members of the coaching staff. If compensation is allocated from the Drew University budget, Campus Recreation reserves the right to conduct an employment search.

**Coach / Instructor Responsibilities**

1. Coaches should focus their attention on coaching on the field/court and leave the business of running the club to the student leadership, faculty/staff advisor, and Campus Recreation administrators. Campus Recreation seeks to encourage student leadership principles with club leadership, and as such requires students to run the day to day business of the club. Contact with Campus Recreation should be made through students, not coaches.

2. Club duties are to be handled by team members, with coaches advising. This includes all club paperwork,
tournament and game hosting, facility request, travel requests, and budget oversight.

3. Coaches must ensure good sportsmanship at all times. While not employees of Drew, Club Sport coaches still represent the university while participating with club teams. Appropriate behavior is to be expected at all times.

4. Campus Recreation will work in the best interest of each club in regards to coaches. If Campus Recreation determines that a coach is not working in the best interest of the club and the university, a coach may be relieved of his/her duties by Campus Recreation, without approval of the Club.

5. Each year coaches must resubmit their application with a recommendation from the Club to renew their status as coach. Coaching appointments are not guaranteed every year.

6. Any payment of coaches is the responsibility of Club Sport and may be funded by the Club Sport team’s student organization account with consultation of Director of Campus Recreation.

Public Relations

The Executive Board and members of the team are responsible for spreading the word about the club and its activities.

A Publicity Manager Executive Board position(s) is recommended to manage recruitment and advertising.

Recruitment

Recruitment tactics should be multiple and varied. Internet (YouTube, Facebook, Twitter, Buzzfeed, Vine etc.) and traditional forms of advertising (paper, word of mouth) should be used. Recruitment isn’t a one-time event. Recruitment should be on-
going year-round to increase the membership of the club and preserve the future of the team. Recruitment materials cannot be discriminatory or offensive in any manner. Recruitment materials must follow all University posting policies. Recruitment plan must be presented with consultation of Director of Campus Recreation. Club Sport teams must attend recruitment events such as the Student Activities Fair and the Club Sport Fair.

**Advertising**
Publicity Manager(s) should work with team members to advertise upcoming games, recruitment, fundraising opportunities etc.
All advertising must follow all University posting policies. All advertising techniques must be approved by Director of Campus Recreation.
Publicity Manager(s) will have access to printer, copier and large poster printer.
Team is responsible for taking down fliers/posters after event.
Executive Board should work with Director of Campus Recreation to keep website and email updated.

**Facilities/Storage**
Executive Board must work with their club members within the first two weeks of semester to reserve practice space on certain days and times.
Club teams must arrive on time to practices to maximize time. They also must leave on time to not intrude on other room reservations. The room and equipment must be returned exactly how you left it.
Storage
Each club will have access to storage of equipment and uniforms. Executive Board is responsible for storage of any club materials and for the storage facility itself. Executive Board is also responsible for keeping accurate inventory of all club materials and informing Director of Campus Recreation of any necessary purchases.

Practice/Competition/Events
The Executive Board and any coaches are responsible for all aspects of practices (practice plans, necessary equipment, team-bonding etc.)

Executive Board and coaches are responsible for all aspects of Competitions and Events with consultation from Director of Campus Recreation.

- Field/Room set-up (lining of fields, chair/table reservations at event.)
- Personnel at competitions/events (Referees, EMT’s, DJ’s etc.)
- Transportation to/from event.

Travel Guidelines
Due to new University travel policies, Club Sport teams are not allowed to transport themselves to any off-campus games, events or practices.

The Executive Board must contact a local vehicle rental company to plan transportation to/from event. The Board must
communicate with the Director of Campus Recreation regarding any transportation at least 1 week in advance.

**Budget**
The Club Sport budget will be allocated by a combination of factors:

- Membership totals.
- Team necessities (travel, equipment, team dues etc.)
- Necessity of coach charges.
- Necessity of event charges.
- Overall effort and performance of Executive Board
- Following Policy and Conduct.

**Purchases**
Any purchases for the team must be approved and made by Director of Campus Recreation:

- Equipment
- Uniforms
- Transportation
- Coach Pay
- Food/Drink
- Media/Room rentals
- Outside instructors

If you are permitted to make a purchase using Campus Recreation credit card—you must inform the store employee that the order must be tax exempt. All receipts must be saved and turned in to Director of Campus Recreation within 48 hours of purchase. If Director isn’t present to give receipt, please write your name and
club on top of receipt and put it in the green mailbox outside of Campus Recreation office.

If you have made a purchase with your own money that you would like to be reimbursed for, you must turn in the receipt to the Director of Campus Recreation within 48 hours of purchase. You also must complete a reimbursement form. Without a receipt and reimbursement form—you will be unable to receive your reimbursement. If Director of Campus Recreation is unavailable within 48 hours—please write your name, club and REIMBURSE on top of receipt and put in green Campus Recreation mailbox outside of Campus Recreation office.

**Fund-Raising**

Executive Board should cooperate to create opportunities for additional revenue for the team. Please communicate with Director of Campus Recreation and Director of Alumni Giving before starting fund-raising. Some examples include:

- Monetary sponsorships from local businesses.
- Donations of food/equipment from businesses.
- Team-hosted events where money is collected in order to participate (i.e. 5K’s, car washes etc.)
- Discount-card sales feature discounts to local businesses.
Hazing Policy

Daniel's Dictionary, under Student Conduct Policy:

Any action taken, or situation created, whether on or off campus, which produces mental or physical discomfort, embarrassment, or ridicule; where participants are endangered physically or mentally; where participants are pressured against their will to participate; where the participants are targeted based on class year or other criteria; which is a violation of the participant’s human rights; that is not in compliance with the University’s general mission, philosophy, and policies. The expressed or implied consent of the victim will not be a defense. Apathy, indifference, or acquiescence in the presence of hazing are not neutral acts, and therefore are a violation of this rule.

Situations involving Club Sport business or practices not specifically covered in this manual should be discussed with the Director of Campus Recreation directly. Information in the Drew University Club Sport Manual is subject to change, and new policies or procedures that may arise due to unforeseen circumstances will be deemed official though not printed in this manual.
Alcohol Policy

Daniel's Dictionary, under Student Conduct Policy:

1. Alcohol possession on campus is permitted only for students of legal age (21). Alcohol may be consumed only by legal-age students in students’ rooms, or in common areas during a University sponsored event. Consumption in student rooms should not infringe on the rights of other students to study or negate any normal student activity. Students of legal age may not give or sell alcohol to minors to transport, possess, or consume. Minors may not transport, possess, consume, or purchase alcohol in any area of campus. Full responsibility for compliance with New Jersey State laws belongs to all students.

2. Alcoholic beverages may not be sold at any time in residence halls.

3. Persons may not transport open containers of alcoholic beverages, nor may they consume alcoholic beverages, in hallways, foyers, stairwells, bathrooms, or other public areas, including outdoor University grounds, without an event liquor license.

4. An individual suite will be considered a regular student room, and the rules set forth above will apply.

5. Because of the many different types of housing accommodations provided by the University, Drew identifies the following areas as public:
   - General hallways leading to individual rooms, suites, or quads; propped room doors
   - Lounges that adjoin complexes or are not directly connected to a student room with access doors either opened or closed
   - General floor restrooms
   - Outside on University fields/grounds
Drug Policy

The policy makes clear that students found using or possessing illegal drugs will be disciplined up to and including expulsion from Drew without refund of tuition and fees. Students who supply or sell drugs face immediate expulsion and criminal prosecution. This policy also encompasses the abuse, misuse, or sale of any prescribed medications; under this policy such actions will be treated as possession/consumption, distribution, or sale. If you are living with a person or persons that use or sell drugs, you will be held responsible; University sanctioning, state, or federal laws may apply.