

ADDITIONAL GUIDELINES FOR SPORTS CLUBS

ARTICLE I – MAIN GUIDELINES

- Section 1. Any organization related to athletics must also follow the “Financial Policies and Procedures.”
- Section 2. Additional Guidelines for Sports Clubs:
- A. All sports clubs must have a constitution that is accepted by the Student Government Association. Before approval is granted, a sport club must:
1. Be open to any SUNY Potsdam student who is an active participant and follows the club’s rules;
 2. Have no discrimination on the basis of race, politics, religion, age or athletic ability;
 3. Submit its schedule, in advance of the season, to the Athletic office and/or to the Intramural office;
 4. The club will have privileges of the athletic training facilities, at the discretion of the athletic trainer;
 5. Coordinate its facilities needs with the Office of Operations at Maxcy Hall in keeping with the priority system of that office;
 6. Have a coach who will accompany all sports clubs on trips and be responsible for all practices.

ARTICLE II – SPORTS CLUBS

- Section 1. Definition:
- A. The sport club program is designed to serve individual interests in different sports and recreational activities. These interests can be competitive, recreational, or instructional in nature, as clubs may represent the college in intercollegiate competition or conduct in intra-club activities such as practice, instruction, social and tournament play;
- B. A sport club is a group of Student Activity fee-paying individuals voluntarily organized for the purpose of furthering their common

interests in an activity through participation and competition. Sport clubs are strictly voluntary;

- C. The clubs are meant to be a learning experience for the members through their involvement in fund-raising, public relations, organization, administration, budgeting and scheduling, as well as the development of skills in their particular sport. Involvement in a group and team situation helps enhance the student's overall education while living in the college setting;
- D. Clubs may vary in focus and programming since the members are active participants in the leadership, responsibility, and decision making processes of club activities;

ARTICLE III – UNIVERSITY RECOGNITION

Section 1. Policies and Procedures:

- A. A need exists to develop a sound procedure for setting up a constructive working constitution (see appendix);
- B. Eligibility to participate in a club should be open to every activity fee paying student;
- C. Eligibility to compete with a club should be open to all individuals who were practicing and a part of the club;
- D. Rosters should be kept and maintained by all sports clubs. They should be updated and reviewed each semester. The roster file should be kept in the SGA office.

Section 2. Safety and Liability (The following procedures are recommended):

- A. A review of first aid procedures with supervisory staff prior to each season;
- B. All programs should be evaluated for safety after completion, with recommended changes being implemented the next year, if possible;
- C. Rule changes should be made prior to each activity to ensure safe participation;
- D. If a waiver is used, it should specifically mention the hazards of the activity;

- E. Participants should be directed to obtain or be responsible for their own health/medical insurance;
- F. A file of injuries should be maintained with documentation of all pertinent facts. This should be used to determine the types and extent of injuries;
- G. If possible, CRS should be present at sports which have the greatest potential for severe injuries;
- H. Agreement and release form: All sport club members should sign a waiver or agreement and release form (see Appendix);
- I. All coaches should be trained, and if possible, hold a certificate in their sport.

Section 3. Travel Concerns:

- A. The club will comply with the transportation policies as set by SGA.

Section 4. Role of Coach, Officers and Advisor:

- A. Because of the numbers and varieties of recreational activities, the role of coach and advisor is becoming even more important in the administration of the sport club program. The duties assumed by the sport club and its officers include administering funding, securing facilities, scheduling contests, arranging for travel, etc;
- B. Several suggestions for the breakdown of responsibilities between club officers, the coach, and the advisor follow:
- C. Coach:
 1. Develop and improve skills;
 2. Assist club officers in scheduling games;
 3. Coordinate practices and game schedules;
 4. Develop and employ safety procedures;
 5. Attend games and practices;
 6. Coordinate equipment and supply usage;
 7. Document and report all injuries to the SGA office;

8. Promote good sportsmanship on and off the field;
9. CPR/First Aid training recommended;

D. Officers:

1. Administer club meetings;
2. Serve as liaison between the club and college;
3. Complete all college forms;
4. Prepare yearly budget request, if applicable;
5. Keep updated membership list;
6. Submit membership and liability waivers to SGA office;
7. Make all travel arrangements;
8. Publicize club activities;
9. Update club constitution for approval by the membership and SGA;
10. Collect dues, if applicable;
11. Record club meetings;
- ~~12.~~ Insure club abides by college's policies and procedures;

E. Advisor:

1. Attend club meetings;
2. Assist members and officers in organization;
3. Serve as information source;
4. Serve as liaison between the club and college;
5. Assist in the development of goals and objectives;
6. Provide guidance and leadership;

7. Provide general direction;

ARTICLE IV – Amendments

Amendments to this document shall require a two-thirds (2/3) affirmative vote of the Assembly, and a two-thirds (2/3) affirmative vote of the Senate.

Sport Club Agreement and Release Form

PLEASE READ THIS DOCUMENT CAREFULLY BEFORE SIGNING. IF THERE ARE ANY QUESTIONS CONCERNING THIS DOCUMENT, PLEASE CONTACT SGA.

The undersigned has requested permission to participate in _____

Through the State University College at Potsdam, New York, recognized club known as

The undersigned, while participating in such activities, hereby release SUNY Potsdam, SGA, its successor, assigns, trustees, officers, agents, and employees from any and all claims resulting from the undersigned student's participation in the activities of said club.

The club is willing to grant permission only if the undersigned will assume all risk and cost to himself/herself of injury, disability, sustained through participation in normal or unusual activity, disease or death arising from his or her presence in the facility and/or on the field occupied by said club and or participation in the lesson.

If the undersigned is married and/or a minor, then the signature of spouse, parent or guardian appearing in the space indicated below signifies acceptance by said spouse, parent, or guardian that the terms and conditions hereof shall be binding upon them and shall constitute a release by them of any and all claims, demands, and causes of action whatsoever which they or any of them may have against SUNY Potsdam, its successors, assigns, trustees, officers, agents and employees as a result of the undersigned student's participation in the described activities.

THIS AGREEMENT RELEASES THE UNIVERSITY FROM ANY LIABILITY RESULTING FROM MY PARTICIPATION IN THE ABOVE ACTIVITIES

Married _____ Age _____

Spouse (if married student)

Date of Birth

1. _____
Health Insurance Company

2. _____
Policy Number

I have carefully read and understand completely the above agreement and agree to be bound thereby.

Signature of SGA Officer

Student's Signature

Parent or Guardian (if minor)