



Club Sports Handbook

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IMPORTANT CONTACTS

Staff Member	Email	Phone Number
Rubin Stevenson, Associate Athletic Director	rstevenson@frostburg.edu	301-687-4086
Amy Nazelrod, Coordinator AFL/Intramurals & Club Sports	anazelrod@frostburg.edu	301-687-7934 240-920-4375
Campus Police - EMERGENCY	-	301-687-4222
Campus Police – Non-emergency	-	31-687-4223

SECTION 1: PHILOSOPHY OF THE CLUB SPORTS PROGRAM

Club Sports are registered student organizations designed to bring together students with similar sporting interest. The club sports program can offer a wide variety of sporting activities, including team and individual sports. Previous experience is not a prerequisite for participation. Club Sports are competitive in nature and open to all skill levels. The Athletic Department does not charge a fee for students to play on a club sport. However, individual clubs charge dues for their members.

Club sports are initiated and controlled by students. Student officers are elected for each sport. Club sports should use the assistance of coaches. Clubs must not discriminate from allowing members on their team. In certain clubs there may be limitations on how many team members can attend an event or tournament. To allow for maximum participation, many clubs offer different levels of competition, such as an "A Team" and a "B Team".

1.1) Principles of the Club Sport Program

Club Sports operate out of the following principles:

1. They must be student initiated.
2. They must be student operated and managed.
3. They must be student maintained for the future.
4. They must actively work to provide funding for their activities.

1.2) Classification as a Club Sport

Club Sports at Frostburg State University must meet the following criteria for representation within the Athletic Department.

1. New club sports may not duplicate existing club sports.
2. Club sports must be competitive activities that are athletic or recreational in nature.
3. Club sports should administer a training program for future club officers.
4. Club sports that have a national governing body must be a member and be able to provide proof of that membership.
5. Club sports must schedule intercollegiate competition
6. Clubs must maintain at least 10 active members.

SECTION 2: OBJECTIVE OF THE CLUB SPORTS HANDBOOK

The Club Sports Handbook is intended to assist and guide club sports officers, participants and the coaches. All documents and forms relating to the club sport program are available at <http://www.frostburg.edu/clife/intramural-club-sports/regulations-and-forms/>.

SECTION 3: RESPONSIBILITY, ELIGIBILITY AND CONDUCT

3.1) Club sports are open to all currently-enrolled FSU students, regardless of the number of credits being taken. Individual club constitutions and/or National Governing body regulations may take precedent regarding credit hours.

3.2) Teams that need to verify enrollment status, grades and grade classification must grant University officials or outside agencies access to these private student accounts. Each club whose league requires this information must have their members provide name, student ID number, and signature on the official form provided by the league.

All academic verification paperwork must be requested at least 14 business days before it is required.

3.3) Participant Conduct: Club sports function as part of the Frostburg State University campus and represent the University as they travel throughout the state or nationwide. The club and its members are solely responsible for their actions on campus and during travel and must abide by certain policies to ensure that they are following University protocol. Students are advised to use sound judgment in areas that affect the club, such as: travel, transportation, lodging, sportsmanship, recruitment and team cohesion.

The parameters of acceptable behavior have been established by the university and the governing bodies of each individual sport. Club presidents, along with coaches, need to be aware of these expectations and ensure that their members adhere to all policies and procedures. In addition to policies set forth by club sports, all students must adhere to the policies as explained in the Policy Standards for Frostburg State University Students.

Club members are accountable for all policies and procedures outlined in the club sports handbook. It is the student's responsibility to obtain copies of these documents and utilize them. There are no excuses for not observing policies and procedures. Clubs or individual members who fail to conduct themselves in an appropriate manner will be sanctioned. All cases of discipline will first be reviewed by the Coordinator of Club Sports to determine appropriate actions. For disciplinary issues during games or practices on campus, suspensions from the facilities used may also occur. Extremely severe infractions will be referred to the Judiciary Board.

Failure for clubs to conduct themselves in an appropriate manner may result in a loss of fundraising or status.

3.4) Hazing: Student Policy Statements Handbook PN. 4.018 & FROSTBURG STATE UNIVERSITY STUDENT-ATHLETE HANDBOOK

Any club found in violation of hazing will be suspended immediately and members will face further sanctions deemed necessary from the university.

Definition of Hazing (according to the NCAA):

Any act committed against someone joining or becoming a member or maintaining membership in any organization that is humiliating, intimidating or demeaning, or endangers the health and safety of the person. Hazing includes active or passive participation in such acts and occurs regardless of the willingness to participate in the activities! Hazing creates an environment/climate in which dignity and respect are absent.

Subtle Hazing: Behaviors that emphasize a power imbalance between new members and veterans of the group or team. Too often they are mistakenly accepted as "harmless." Most often they involve ridicule, embarrassment and humiliation, and could even be considered as harassment! Some new members seem to expect such treatment (e.g., name calling, etc.) and endure it for the sake of acceptance!

Harassment Hazing: Behaviors that cause emotional anguish or physical discomfort that puts unnecessary stress upon the victims (e.g., verbal abuse and threats, etc.).

Violent Hazing: Behaviors that have the potential to cause physical and/or emotional harm (e.g., beating, branding, excessive exercise, forced alcohol consumption, etc.)

Frostburg State University opposes any situation created intentionally to produce mental and physical discomfort, embarrassment or ridicule. The University does not condone hazing in any form. Violators of this policy are referred for appropriate disciplinary action in accordance with the Student Code of Conduct.

Reporting an incident of hazing:

A hazing incident may be reported to the Campus Police at extension 4222, Student Development at extension 4311 or the Director of Athletics at extension 4455.

University response to allegations of hazing:

Any allegations of hazing reported to the University will be investigated. If the investigation shows evidence of hazing, the University will then take appropriate disciplinary action against the individual and/or organization deemed responsible for the hazing.

Hazing as defined by Frostburg State University

The University considers hazing, as defined below, to be indefensible and contrary to the interests of the university community. Hazing is defined, for purposes of this section, as:

- A. Any activity or action which subtly, flagrantly or deliberately demeans, embarrasses, threatens, invites ridicule or draws inappropriate or negative attention to a member, and/or an attitude which implies one member is superior to another or that initiation must be earned through personal services or meaningless activities for initiated members; and/or
- B. Actions which result in the impairment of academic performance or of the proper fulfillment of obligations to university sponsored groups; and/or
- C. Retaliation or threats of retaliation against persons reporting acts prohibited by this section. Any violation of the University's Hazing Policy will be considered a violation of this section.

3.5) Consumption of Alcohol

Frostburg State University Substance Abuse Policy FROSTBURG STATE UNIVERSITY STUDENT-ATHLETE HANDBOOK

Frostburg State University is committed to the pursuit and dissemination of knowledge and, as such, expects all members of the academic community to behave in a manner conducive to that end, illegal or abusive use of drugs or alcohol by members of the university community severely limits their educational and human potential and their ability to achieve educational, career and personal goals, jeopardizes the safety of the individual and the university community, and adversely affects the mission of the University. Frostburg State University is therefore committed to having a campus that is free of the illegal or abusive use of drugs and alcohol. Toward that end, it is the policy of the university that the illegal or abusive use of drugs or alcohol by employees and students is prohibited on university property or as a part of any university activity whether on or off campus.

FSU's policy is in accordance with the Federal Drug-Free Schools and Communities Act Amendments of 1989, and the Maryland Higher Education Commission's Policy.

3.6) Social Network Websites FROSTBURG STATE UNIVERSITY STUDENT-ATHLETE HANDBOOK

Be reminded that your responsibility as a University representative also pertains to online behavior. Student-athletes are not prohibited from using internet social networks such as MySpace, Facebook, Twitter, or other online hosts. However, you are encouraged to consider the concerns, dangers, and consequences of posting images, photos, videos, and text on the world wide web.

Be aware that anything posted online is available and can be viewed by anyone regardless of privacy restrictions. Do not post images, photos, videos, and/or text that could make you vulnerable to internet predators or reflect negatively on you, your team, and Frostburg State University.

SECTION 4: ANNUAL REGISTRATION

Club sports must complete the registration process every year. All clubs must have their annual paperwork submitted by the third Monday of the semester.

The following forms must be turned into the Coordinator of Club Sports as one packet, not separately:

1. **Club Application** Form CS01
2. **Social Networking & Websites Agreement** Form CS02
3. **Team Roster** Form CS03
 - o No participant can compete on a club sport without signing the roster form

4. **Assumption of Risk/Release** Form CS04
 - No participant can participate in any capacity without a signed assumption of risk/release
5. **Emergency Contact Form** Form CS05
 - No participant can participate in any capacity without a completed emergency contact form
6. **Coaches Agreement** Form CS06
7. **Officer Information Form** Form CS07
8. **Competition schedule** Form CS08
9. Copies of each club officer's **CPR/First Aid/AED**
 - a. Clubs should have at least one certified member present at all events, including practices.
10. Copies of each coaches **CPR/First Aid/AED certifications**

SECTION 5: STARTING A CLUB SPORT

- 5.1) Students interested in forming a club sport may submit a request once during the academic year. The interested students must schedule a meeting with the club sport coordinator.
- 5.2) New clubs must fundraise adequate funds to support a semester of play prior to any practice or competition.
- 5.2) New clubs are not guaranteed a paid coach for the first year.
- 5.3) No club is guaranteed space on-campus for practice, due to limited facilities. Off-campus practice facilities must be arranged.

SECTION 6: CLUB SPORT OFFICERS

- 6.1) Club Officers: Each club should have a leadership structure that divides responsibilities.
- 6.2) Officer Elections: Election of officers is dependent on each club's constitution. Elections generally held at the end of each spring semester. It is strongly suggested that each club elect a president, vice president, secretary, treasurer and safety officer.
- 6.3) Training Future Officers: Club sports should continually work to train new officers. The overall success of the club depends on ongoing student leadership. Training of new officers will provide stability for the club.
- 6.4) Change of Current Club Sport Officers:
 - Notify the Coordinator as soon as possible of a change in leadership.
 - An updated **Officer Information Form** must be submitted annually and as leadership changes. It is recommended that each club have provisions in the constitution for replacement of officers who are unable to serve due to personal situations, school requirements or other circumstances that may arise during their term.
 - Submit all forms as outlined throughout the semester.
- 6.5) It is recommended that each club appoint at least one Safety Officer. The Safety Officer's responsibilities include:
Attend all practices, having a first aid kit in their possession at all practices, being the first responder to an emergency, calling campus police (4222) for on campus emergencies or 911 for all off campus club related emergencies.

SECTION 7: COACHES

- 7.1)** Prospective coaches should have the experience necessary to effectively teach and instruct club members in their respective sport. Prospective coaches should have the ability to prepare and lead the club during competition.
- 7.2)** Selecting a Coach:
1. The prospective coach must submit a cover letter and resume detailing their experience.
 2. The prospective coach must meet with the Coordinator of Club Sports.
 3. Once approved, whether paid or volunteer, a background check will be done
 4. Each coach will be required to sign a contract with Frostburg State University.
 5. Each coach will be required to sign a coaches agreement.
 5. If being paid, a series of forms must be completed by the coach before beginning work.
 6. A photo copy of the coaches driver's license and social security card are required for payroll purposes.
- 7.3)** Coaching responsibilities include, but are not limited to the following.
1. Be consulted as part of the decision-making process on a regular basis.
 2. Be informed of all communication.
 3. Develop athlete skill, and increase their knowledge of the game.
 4. Employ safe teaching/coaching techniques, and instruct the team so they are practicing and competing in the safest way possible.
 5. Serve as the team's first responder, must hold CPR and First-Aid certifications.
 10. Must attend all home and away competitions.

SECTION 8: TEAM BINDERS

- 8.1)** All clubs sports must have at least one team binder that includes important information. Game schedules, team roster and contact information, emergency contact, blank accident reports.

SECTION 9: RESERVING SPACE

- 9.1)** All classroom reservations within the Cordts PE Center must be made by the club president or coach via e-mail or phone to the Club Sports Coordinator.
- 9.2)** Reservations must be made at least 72 hours before the meeting.
- 9.3)** Reservations are only confirmed once the advisor receives an e-mail stating the reservation.
- 9.4)** Field, gym and stadium reservations must be made through the Coordinator of Club Sports. Space is not guaranteed.

SECTION 10: PRACTICES & COMPETITIONS & SPECIAL EVENTS

- 10.1)** When hosting a home game or special event, the following steps must be taken:
1. Must submit a completed Event Planning (FOR SPECIAL EVENTS ONLY) form 10 business days prior to the event. Space is not guaranteed. FORM CS09/CS10
 2. Must submit a complete home game schedule at the start of the semester.
 3. Schedule a meeting with the Coordinator of Club Sports to discuss the Special Event Planning form.
 4. After the meeting the Coordinator of Club Sports will use the form to coordinate dates, times, etc. Modifications may be made and the club will be informed.

5. Once the event has been approved the club will received an approved copy of the Event Planning form.
- 10.2)** It is the responsibility of the club to set up and break down at the event. The club is responsible for actions during the event.
- 10.3)** On Campus Athletic Facility Reservations: Reservations for practice times, tournaments and events in FSU athletic facilities are determined by the Athletic Department. A continual week to week schedule will not be possible.
- 10.4)** Teams must complete the facility request form and submit to the Coordinator at least 10 business days prior to the special event. Submitting this form does not guarantee space.
- 10.5)** Clubs are responsible for reserving off campus facility space. Under no circumstances should a club enter into a contract without the approval of the Coordinator of Club Sports.

SECTION 11: MARKETING

- 11.1)** Clubs are responsible for promoting their organization.
- 11.2)** Steps for marketing an event on campus can be found on-line.
<http://involvement.frostburg.edu/sci/marketing-design/how-to-market-your-student-organization-or-event/>
- 11.3)** All clubs should create and keep an update website at Bobcat Connect.
<https://frostburg.collegiatelink.net/>
- 11.4)** Logos and Merchandise approval: Clubs must follow the FSU style guide for uniforms and MAY NOT alter the logo in any way (i.e. change colors, distort image, etc.). Clubs must use art work provided by the Athletic Department. A mock-up of all merchandise the club plans to purchase must be approved by the Coordinator of Club Sports before being produced.
- 11.5)** Campus Wide E-mails: Clubs wanting to spread information to the campus community about upcoming games and events must send the e-mail content to the Coordinator of Club Sports. The Coordinator of Club Sports will forward the e-mail to the appropriate office. There is no guarantee of the manner in which the information is sent to the campus community. The information could be delivered in a specific e-mail, or included in the weekly published StateLines.

SECTION 12: FUNDRAISING

- 12.1)** Clubs must work to fund their own activities. As the club generates money through fundraisers or dues, the money must be deposited into their Foundation account. These funds will roll over year to year.
1. Clubs must complete a fundraising proposal and Sponsored Activity Request for Athletics to gain approval for each fundraiser. This form must be submitted a minimum of three weeks prior to the tentative fundraise date. This process takes several week to get the appropriate signatures. All events are to be assumed unapproved until the copy of the form has been given back to the club sport.

12.2) Mailings: If requested, the Club Sport office will provide letterhead and envelopes. However, the letter must be approved by the coordinator and a copy will be kept on file. All return must be listed as:

Frostburg State University
Club Sport Name
Cordts PE Center
101 Braddock Road
Frostburg, MD 21532

12.3) All checks received for fundraising must be made payable to: FSU Foundation with your specific sport listed in the comment section. All checks must be submitted within a week of receiving.

SECTION 13: TRAVEL POLICIES

13.1) Club sports should set realistic goals regarding travel. Clubs should never schedule outside competition when they are financially unable to accommodate items such as: vehicle rental, lodging and fuel. Travel requires effort on the part of the club to fundraise accordingly.

13.2) If the club is using a private vehicle, the owner of the vehicle is responsible and liable for any action that occurs with the vehicle.

13.3) State vehicles are not currently available for club sport use

13.4) If alcohol or drugs are found or proved present during any club activity, the club will have all travel privileges suspended.

13.5) If the club fails to follow the above guidelines, the club will be suspended and will be asked to appear before the Judiciary Board for reconsideration.

SECTION 14: BUDGETS/DEPOSITS

14.1) All club sport budgets will be based on the teams fundraising efforts.

14.2) Prior to making purchases, the Coordinator of Club Sports will approve or deny the purchase based on the available funding.

14.3) All deposits are to be given to the Coordinator within one week of collection.

14.4) All funds generated from donations, fundraisers and dues will be deposited into the Foundation account. This money does roll over from year to year.

14.5) Tracking your Budget: It is the responsibility of the club to ensure that all activity regarding your club's money is documented and kept on file. The Department of Athletics will inform the club if they are near their spending limit for the entire year, but ultimately the club should be responsible for each and every action that affects their account status. The club sport office will track each budget monthly.

SECTION 15: INVOICES/PAYMENTS/REIMBURSEMENTS

- 15.1)** All invoices must be submitted three weeks prior to the payment due date. Payments will not be made without an official invoice.
- 15.2)** Reimbursements can be made from the foundation account if the funds are available. A dated, itemized receipt and explanation must be submitted in order to process any reimbursement.
- 15.3)** Checks are mailed from the foundation on Fridays.
- 15.4)** Club sports cannot rely on the foundation credit card for last minute payments.