

# NIAGARA UNIVERSITY CLUB SPORT PROGRAM HANDBOOK 2016-2017



# Niagara University Club Sports Program

To Club Sport Representatives and Participants,

The Club Sport Handbook has been prepared to assist student representatives in the operations of their club sport program. This handbook contains information and specific policies and procedures for the successful operation of a club sport program. The handbook is an addition to the Niagara University Student Government Association (NUSGA) handbook, therefore all Club Sports should adhere to policies and procedures outline in both handbooks. Niagara University's Club Sport Program is a recreational program for University students designed to meet the athletic and recreational needs that are not met by existing intramural and intercollegiate programs. All clubs are self-administered by elected student officers and are supported by membership dues, fundraising activities, student government, donor contributions, and sponsorship. It is the responsibility of the students to work with the university administrator for club sports to coordinate activities, classes, practice, competition schedules, tournament transportation, publicity, and all other factors for successful operation.

The Director of the Kiernan Center is the designated University Administrator that will assist students, club advisors, and coaches with the development and operations of a club sport program. In most cases, the Director of the Kiernan Center is usually the final authority on questions that might arise concerning scheduling, contracts, equipment, facility & field usage, travel, hiring of a coach etc. The University administrator for the club sport program can provide assistance in the following areas:

1. Administrative assistance, guidance, and counseling
2. Facility clearance and scheduling.
3. Mailboxes--Each club will have a mailbox designated to them at the Kiernan Center. All correspondence for respective clubs should be mailed to the following address:

**Kiernan Recreation Center  
5795 Lewiston Road  
Attn: *Name of Club Sport*  
Niagara University, NY 14109**

4. Formation and development of new Club Programs and program promotions
5. Liaison with various university administrative offices and/or services.
6. Approval of all club sport travel and apparel.
7. Web page updates

This information has been compiled to serve as an aid to the coaches, officers, advisors, and participants of the various club sports teams in the operation of their club programs. It not only contains specific policies and procedures that must be adhered to by all clubs in their relationship to the Kiernan Center Recreation Department and the University, but also attempts to assist the clubs by explaining what services are available to them on campus. Conditions concerning any Club Sport related activity that is not covered adequately in this manual should be referred to the Director of the Kiernan Center. If club sport representatives or participants need information or clarification on any issues regarding club sports, please stop by office located in the front lobby of the Kiernan Center. You can also call me at 286-8055 or e-mail me at [jks@niagara.edu](mailto:jks@niagara.edu).

Sincerely,

John K. Spanbauer  
Director of Recreation, Intramurals, and Club Sports

Policy #1	Club Sport Officers Responsibilities	Revised 8/2016
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The responsibilities listed below should be considered guidelines and are not a complete listing of the officer's duties. In addition, club teams will be provide with a document that outlines specific responsibilities for each club officer position.

1. Keep track of club spending to insure budget allocations are spent properly, wisely, and within budget limitations. Assure that all club financial obligations are met. Ensure that the club budget that is approved by the NUSGA is submitted to the Kiernan Center Director (KCD) within one week after approval.
2. Check mailbox in Kiernan Center a minimum of twice a week for any correspondence.
3. **Maintain an accurate membership roster and e-mail the KCD at any time a student needs to be removed from the clubs official roster or if you believe a player should be on the roster but does not appear on it. When requesting to remove a student from the roster, the removal request should be accompanied by a reason the student is being removed.**
4. An updated list of phone numbers, emails, and addresses for club officers must be on file with the KCD.
5. Provide a schedule of activities to the KCD. The list should include all activities associate with the club to include but not limited to social events (i.e. banquets), scrimmages, games, fundraising, etc....
6. Club officers must ensure that before a student participates in any club sport event (practice or game), the student must be registered for club sports.  
 To register for a club sport, log on to myNU and select the "LIFE TAB." Select "Club Sports." Then select "Club Sport Registration." Select this link and complete the registration form.
7. Have a working knowledge of information in this handbook.
8. If requested, the president of the club will be required to provide a semesterly report and submit it to the KCD. The report should include a summary of the semesters and/or years operations, significant accomplishments, activities related to the Vincentian Mission, results of games, and any critical issues that the club should address. The report must be completed by the due date assigned by the KCD.
9. Schedule transportation in accordance with Club Travel Guidelines.
10. Submit game results and summary of game per policy outlined.
11. Ensure all participants meet eligibility requirements as stated by the university and league rule.

NOTICE TO CLUB OFFICERS

**The University views the club sports program as a recruitment and retention tool for students. The university will include club sport information in admission literature and the club must uphold the standards & operations that the university communicates to both incoming and returning students and their parents. The club president and designated officers are responsible for completing the most important elements of running a successful organization. In carrying out the responsibilities as a club leader you will be required to work with the administrator for club sports. It is very important that both parties respond to questions and request for information in a timely manner. In most cases, phone calls and response to e-mails should be done within a 24 hour period. If the administrator for club sports finds that student leadership and/or team operations do not adhered to the policies and procedures outline for the operations of a club sport and/or working with a student leader has become difficult and is detrimental to the program, the club may lose the privilege of using university facilities and equipment. In addition, the student leader and/or leaders may be requested to step down from the office they hold due to the inability to perform their job in a professional and responsible manner.**

**CLUB SPORT MEMORANDUM OF UNDERSTANDING:** All club members will be responsible for reviewing and signing a Club Sport "Memorandum of Understanding" (MOU). The MOU will have the following information in it:

1. The amount of dues that will be a required and the due date for the payment.
2. Each club member must complete at least (5) hours of community service for each semester of participation. Students failing to complete the community service requirement will be ineligible to participate in the semester immediately following the semester that the service requirement was not fulfilled. In order to be reinstated to participate, the student will need to meet with the Director of the Kiernan Center and be required to pay a \$50 service fee before they are cleared to participate.
3. Protocol for reporting an injury.
4. Outline responsibilities for all club members to participate in the team fundraising activities.
5. Players and officer must maintain a GPA of 2.0 or greater. If GPA is below 2.0 a student may be removed the roster.

<b>Policy #2</b>	<b>Performance Management Evaluation</b>	<b>Revised 8/2016</b>
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Taking on a role as a student leader is a substantial responsibility. Student leaders very often are the reasons for the successful or unsuccessful operation of a club program. In order for YOU, as a student leader, to grow and develop you need to get feedback on the job you are doing. In addition, as leaders you need to determine if you have accomplished your **program objectives**. For this reason, a performance management evaluation must be completed for club leadership. The purpose of the performance management evaluation is to identify the areas of strength and areas of development that the leadership team has presented and to determine if the program objectives have been accomplished. During the evaluation process feedback will be solicited from the participants of your program. Below areas that your program will solicit feedback for:

**AREAS OF STRENGTH:** Information will be sought to see what related to skills and specific performance that positively contributed to the operations of the club program.

**AREAS OF DEVELOPMENT:** There is always room for growth and improvement even with the best club programs. The items noted in this areas will include suggested professional development, as well as any areas where improvement is needed in order to succeed and improve the operations of the club program.

**PROGRAM GOALS:** Team leadership is responsible for development and implementation of program goals. The Kiernan Center Director will request that team leadership submit goals for the program. These goals should be communicated with the participants of the team. During the evaluation process the established goals will be reviewed to determine how successful the leadership was in accomplishing established goals.

**It should be noted that not meeting a goal does not mean that the leadership was unsuccessful or team was unsuccessful. Not meeting established goals can be used as a great reflection piece to determine why a goal was reached and what steps need to be implemented to ensure success.**

<b>Policy #3</b>	<b>EMERGENCY MEDICAL TECHNICIAN (EMT) &amp; ATHLETIC TRAINER (ATC) INFORMATION</b>	<b>Revised 8/2016</b>
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### **ATHLETIC TRAINER & EMERGENCY MEDICAL TECHNICIAN (EMT) REQUIRMENTS**

The university has a classification system that places club sports into categories based on the level of risk involved with the specific club sport. All **Level I** club sports will be required to have a certified EMT with a fully supplied medical kit at all scrimmage games and regular season games. The Upper Mountain Fire Department (UMFD) will be the provider of EMT services. Level I club sports will not be allowed to participate in any club scrimmage

or game against another school without an EMT being present at the game.

Club sports categorized as **Level II** are required to have one of the following at all games or scrimmages against another school: EMT, Athletic Trainer (ATC) or an individual certified in First Aid at all games or scrimmages against another school.

Club sports categorized as **Level III** are not required to have an EMT or Athletic train at games or scrimmages against another school.

- **All level I and level II club programs must have a fully supplied first aid kit at all practices and games.**

**Example of Club Sport Classifications:**

Club Sport Level I = Hockey & Rugby

Club Sport Level II = Basketball, Field Hockey, Lacrosse, Roller Hockey, Soccer, Softball, Wrestling

Club Sport Level III = Volleyball, Bowling, Golf

**STEPS FOR SCHEDULING EMT**

Scheduling of EMT will be done through the Kiernan Center. To schedule an EMT the following steps should be followed:

1. A club officer must provide game schedule to Kiernan Center Director. Game schedule should be submitted no later than one week prior to game. Request submit later than one week prior to game may not be able to be filled and your game will need to be reschedule if an EMT/medical staff are not available.
2. If a club has the ability to get EMT Services without being charged, the following will need to be done:
  - a. Approval not to use EMT services from UMFd must be received by the Administrator for club sports.
  - b. Approval will only be provided when the individual that will be serving as an EMT submits the following:
    - Valid EMT Certification & a signed EMT agreement.
  - c. Request for use of a non-UMFD EMT must be submitted at least one week prior to scheduled game.

**EMT FEES**

Fees for EMT services should be budgeted at \$75 per contest. If a game is cancelled or rescheduled the individual that made arrangements for the EMT should e-mail John Spanbauer at [jks@niagara.edu](mailto:jks@niagara.edu) and provide notification that a scheduled event has been cancelled/rescheduled. If notification is not received **48 hours** before the contest, the team may still be responsible for EMT fees and medical personnel service fees.

<b>Policy #4</b>	<b>RISK MANAGEMENT &amp; INJURY PROCEDURES</b>	<b>Revised 8/2016</b>
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**INFORMATION ON RISK MANAGEMENT**

It is important to operate club sports in a manner that utmost care is exercised in providing for the safety of participants. Each club sport is responsible for ensuring participants are provided a safe environment and if an injury occurs are aware of the actions to be taken to appropriately address the injury.

If injuries occur, proper first aid should be administered, and if necessary, the player should be taken to a local hospital. If emergency services are needed (i.e. ambulance), the following steps should be taken during an event located on the campus of Niagara University:

1. Call 911 and report the emergency.
2. Call Campus Safety (ext.8111) and inform them of the extent of the injury, location of the individual that will require medical attention and inform Campus Safety that 911 has been called.
3. Notify the on duty supervisor in the Kiernan Center that there has been an injury and 911 has been called.
4. The club president and/or game manager is required to complete an incident report for any injury that requires first aid and/or hospitalization ASAP. The incident report should be submitted to the Kiernan Center Director office within 24 hours of the injury. Incident reports are available at the Kiernan Center and can be found on line at <http://clubsports.niagara.edu/info/documents/>

### **ADDITIONAL RISK MANAGEMENT INFORMATION**

- The Game Manager must inspect field and facilities prior to every practice session, game or special event. Report any unsafe conditions to the Kiernan Center supervisory staff immediately. Off campus site conditions should be reported to proper managing authority.
- Have at least two members/individuals certified in CPR available at all club practices, games and events. For information on CPR certification contact the Director of the Kiernan Center.
- Submit an incident report to Kiernan Center Director for any situation that occur such as: injury, accident, fights, etc.
- **Any club sport participant that visited the emergency room or required hospitalization for a head injury should not participate in club sport activities until written authorization is given by a physician. The written authorization must be submitted to the Director of the Kiernan Center before resuming any club sport activity.**
- Sport club participants, coaches and instructors should emphasize safety during all activities. Since participation in the Club Sport Program is on a voluntary basis, Niagara University will not accept the responsibility for injuries sustained while participating in a club sport activity. Medical cost are constantly increasing and the expense of an unforeseen accident can seriously jeopardize an individual's academic and professional career. Niagara University hopes that all participants are protected against such a misfortune and strongly recommend that anyone participating in a club sport have health insurance coverage.

Policy #5	CONCUSSION MANGEMENT INFORMATION	Revised 8/2016
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### **CONCUSSION INFORMATION**

Head Injuries and Concussion Standard Operating Guidelines: Niagara University takes head injuries and concussions very seriously. The risk of catastrophic injuries or death is significant when a head injury or concussion is not properly evaluated and managed. Concussions are a type of brain injury that can range from mild to severe and can disrupt the way the brain normally works. Concussions can occur in any organized as well as unorganized sport or recreational activity and can result from a fall or from players colliding with each other, the ground, or obstacles. Concussions occur with or without loss of consciousness, but the vast majority occur without loss of consciousness. Continuing to play with a concussion or symptoms of head injury leaves the individual vulnerable to greater injury and even death. **If a club member is suspected to have sustained a head injury or concussion during competition, play, practice, or**

**conditioning, the member must immediately be removed from all club activities that require any type of physical activity, and remain out of activities until cleared.**

The university identifies a number of club sport programs where participants are required to complete two baseline concussion tests in order to participate. Once the tests are on file with us you do not have to complete them again from year to year. It is important that we get you tested as soon as possible because we use these baseline scores to help you return to play in the event of a concussion. The two tests are:

**IMPACT Test:** This is a computerized test. Athletes will sign up in a group to come and complete the test. The test takes about 30 minutes to complete. If a club sport participant registers for an impact test and does not show up for the assigned time, the participant may be charged a \$20 no show fee and may be ineligible to compete until the impact test is completed.

**Balance Error Scoring System (BESS) Test:** This is a balance test which involves you holding three different stances on two different surfaces (floor and foam mat). Perfect balance is not required you just do the best you can.

You will be notified if your club is required to take any of the baseline concussion test.

The University Concussion Management Plan for club sports can be obtained by contacting John Spanbauer at [jks@niagara.edu](mailto:jks@niagara.edu)

**WHEN UNSURE IF YOU HAVE HAD A CONCUSSION – YOU SHOULD TREAT IT AS A CONCUSSION!**

<b>Policy #6</b>	<b>SCHEDULING PROTOCOL &amp; RULES OF ENGAGEMENT</b>	<b>Revised 8/2016</b>
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It is each individual club's responsibility to insure that the fields and facilities are available for home contests and have been reserved in advance. Clubs should be mindful of their budget limitations in drawing up their competitive schedules. A copy of the finalized schedule should be submitted to the Director of the Kiernan Center at the beginning of each semester. The club advisor must be notified of all scrimmage and regular season games. Any written contracts involved in making final arrangements for any club competitive contest, must be approved and signed by the Kiernan Center Director (KCD) and/or the club's advisor.

### **TIPS OF SCHEDULING**

1. Arrange a schedule that provides, as equal as possible, the same number of home and away contests.
2. Confirm the date, time, and location on the schedule as soon as possible.
3. Call the opponents team contact at least 24 hours prior to any contests if, for any reason, your club must cancel.
4. If possible, arrange a tentative schedule in the spring for fall sports and in the fall for spring sports.
5. Comply with all club sport travel guidelines.

### **EVENTS AND FACILITIES**

Most of the facilities at Niagara must be shared by a number of program and organizations (intramurals, athletics, academic classes, open recreation). However, the KC administrators will work with all club programs to try to provide opportunities for practice and games.

**NO-SHOW POLICY:** Teams requesting facilities that do not show up for times requested will not be given as much priority of teams that show up when facilities are scheduled. Since the turf field is a highly requested field, if a team is a no-show for a scheduled time on the turf field a **\$50 no-show fee will be assessed to the team.** The team will not be permitted to use facilities until the no-show fee is paid. To cancel reservations on the turf field, the following two steps should be taken:

1. Contact the Kiernan Center at 286-8055 and inform staff that the field reservation for your club is being cancelled.
2. E-mail John Spanbauer at [jks@niagara.edu](mailto:jks@niagara.edu) and Derek Puff at [dpuff@niagara.edu](mailto:dpuff@niagara.edu) of the cancellation.

To ensure a no-show fee is not charge to your club, cancellations should be done at least 48 hours in advance of reservation time.

### **Niagara Field Scheduling Protocol and Standard Operating Guidelines (Turf and Grass)**

The University is committed to providing an equitable opportunity for individuals to utilize Niagara University's turf and grass fields. The primary use of Niagara Turf Field is for the Department of Athletics, Club & Intramural sports, and the general student body. The Kiernan Center Director (KCD) will maintain and be responsible for the scheduling of the Niagara Turf Field and the athletic/intramural grass fields. It is recommended that all scheduling requests be submitted one (1) month prior to date of use for Niagara Field. Any request for open time slots made less than one (1) month prior will be reserved on a first come first serve basis.

Scheduling conflicts will be given careful consideration by the KCD to ensure equality is achieved with any conflict. Priority will be given based on the predetermined list.

#### **Priority of Scheduling:**

1. Department of Athletics (championship segment)
2. Club Sports (in season). Club Sport games will take priority over club sport practices.
3. Department of Athletics (non- championship segment)
4. Intramurals
5. Club Sports (out of season) & Student Groups
6. Other - The next priority will be given to team clinics/camps and community groups/individuals that wish to reserve the fields. Programs that benefit the entire University Community will be given priority over programs that benefit only one team or department. There will be facility usage fees associated with team clinics/camps and community groups.

All users of Niagara Field are required to communicate the usage (i.e. practice times, competition times, camps/clinic times) for their respective groups. In addition, all users will be required to communicate equipment needs (i.e. corner flags, scoreboard, lights, etc.) while using Niagara Field. Fees will be applied appropriately to those groups utilizing special equipment at Niagara Field. Finally, all users of Niagara Field must have an individual trained in CPR/AED present during the use of the field. The KCD reserves the right to refuse any future request to use Niagara Field from individuals who fail to communicate a canceled time slot.

### **Grass Field Locations**

Field #1 – Grass Soccer Field- behind softball diamond

Field #2 – Grass Lacrosse Field –located on south side of turf field

Field #3 – Intramural Field – located between Kiernan and Tennis courts

Field #4 – Rugby/Club Sport Field –located on south side of tennis courts.

### **Press Box Use**

The KCD is responsible for maintaining the press box and appropriate field equipment for user groups. It is the responsibility of the KCD to schedule the use of Niagara Field's press box. All requests to utilize the press box must be made one (1) week prior to the date needed. All requests made less than one (1) week notice may not be granted. An individual who received training from the KCD will need to be present to operate the equipment in the press box. A fee ranging from \$25 to \$50 will be charged per event for the use of the press box. The Kiernan Center reserves the right to charge the full press box fee, to organizations who cancel a time slot less than 48 hours advance notice.

### **Standard Operating Guidelines for Reservation of Niagara Turf Field**

1. Groups that wish to reserve the turf field should check on the availability of it by logging into the "Musco Control-Link Scheduling System" at [www.control-link.com](http://www.control-link.com)
2. The home page of the scheduling system will appear and you will see a blue box on top right of page that will request "Please sign in to access your schedule..." You will sign-in with:
  - User code: niagara
  - Password: fieldcheck
3. Once logged in you click on "My Schedules" and you will be able to review all scheduled events on the turf field. You can select dates you need field and determine what is or isn't available.
4. Once your organization determines availability of field, organization rep (i.e. Athletics will be coaches, Club teams will be team officers, etc...) will e-mail the Kiernan Center Director (KCD) at [jks@niagara.edu](mailto:jks@niagara.edu) with times and dates that field would like to be reserved for. Once request is e-mailed the KCD will review schedule and confirm/request by e-mail. In addition the KCD may request more information before the request can be approved.
5. All sports camp/clinic directors proposing a sports camp/clinic program will be required to submit the appropriate paperwork as required to the designated Athletic Department Administrator. The Kiernan Center Director will not finalize any facility request until there is notification from an Athletic Department Administrator that the camp/clinic has been approved and the appropriate paperwork is on file.
6. Groups requesting to reserve facilities for a non-university group or activity (i.e. sports camps, outside groups, special events, etc...) may be required to pay a user's fee. Teams may use their in-season practice times for clinics without charge. Charges are based upon the number of facilities requested, duration of usage and staffing needs for field and Kiernan Center.

### **Process for Requesting Kiernan Center Facilities**

To ensure your request for the Kiernan Center facilities are handled in a timely and efficient manner, the following procedures should be followed for reservation request:

1. Groups that wish to reserve space in the Kiernan Center should check the availability of the building by logging into their “MYNU”.
2. After logging in, students should click the “Systems” tab at the top of the page and then click on “Ad Astra”.
3. When the new page opens, students should then log in.
4. Click the “calendars” tab and then click on “scheduling calendars”.
5. Then to the right hand side of the page in purple click “edit search filter”.
6. Under campus click on the drop down arrow that says “All on MC” and find the Kiernan Center and then click view calendar.
7. To search for a date and time your organization would like, click on the calendar icon next to the search bar.
8. Once your organization determines availability of the facility, a representative of your organization will email John Spanbauer, Director of Kiernan Recreation Center at [jks@niagara.edu](mailto:jks@niagara.edu) with the times and dates that your organization would like to use the facility. Once request is e-mailed to the director, the request will be reviewed and the requesting party will receive an email confirming the request and/or more information may be requested before the request can be approved. If you have any questions on this process please contact a Kiernan Center Supervisor at 286-8055.

### **Rules of Engagement**

These rules are meant to serve as guidelines for players/coaches to create a practice atmosphere that is conducive to success. Very often teams are limited in practice time so players and coaches should respect each other’s practice time and keep the following in mind:

1. Coaches/student leaders should ensure that practices are finished and our athletes are completely out of space by the time another team is scheduled to start.
2. Coaches/student leaders should avoid interrupting another teams practice with athletes walking through ANY part of the gym/field (more applicable when the team has the whole gym and no one else is supposed to be in there). This will ensure a safe practice environment of all involved.
3. Coaches/players who feel the need to access some part of the gym during another teams practice, should talk with the specific program that has the gym/field at the time and figure out what is most accommodating to avoid interruption (i.e., talk to the coach about moving the team as a group from the front of the gym to the back and vice versa instead of a bunch of individuals).
4. When teams congregate outside a practice area (gym or field) they tend to get loud and it can be disruptive to the team that is conducting practice. If a team must congregate in an areas for any reason coaches/team leaders should encourage team members to be respectful and quiet so other teams are not disturbed.
5. If for some reason a team is not going to use the full time they have reserved (even if it is 30 minutes), the Kiernan Center Director of a KC supervisors should be notified.

<b>Policy #7</b>	<b>CLUB UNIFORMS AND APPAREL</b>	<b>Revised 8/2016</b>
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If you are a recognized club with Niagara University you are a representative of the University as must adhere to the following guidelines for uniforms and other club apparel (i.e. jackets, t-shirts, hats, etc.).

1. Colors of uniforms should be predominately school colors (purple, black & white), unless otherwise approved.
2. All uniforms/club attire must adhere to the policies and procedures established by the Campus Activities office and Club Sport policies prior to any purchase.
3. Before purchase of any uniforms/attire, the University administrator for club sports must review the uniforms/attire to be purchased. This will ensure that uniforms/attire is acceptable by University standards.
4. All apparel purchases must have an "Apparel Design Approval Form" with appropriate signatures. Forms can be found at <http://clubsports.niagara.edu/info/documents/>
5. If a club program wants to place a University logo on the uniform, in most cases it will be the "Niagara University Sports Logo." The logo can be tailored to a specific club sport. See the Kiernan Center Director for more information on the logo.
6. Any apparel purchased without going through the appropriate approval process will be confiscated by the University.

**All club members can work on apparel and determine what type of apparel is needed, but it is the club president's responsibility to submit the apparel approval form.**

Policy #8	REQUIREMENTS FOR PARTICIPATION	Revised 8/2016
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#### **REGISTRATION FOR CLUB SPORTS**

1. Log on to myNU
2. Select "LIFE TAB"
3. Select "CLUB SPORTS"
4. Select "CLUB SPORT REGISTRATION"
5. Complete required forms

#### **PAYMENT OF MEMBERSHIP DUES**

It is the responsibility of the designated officer (usually treasurer) to communicate the membership dues procedures to team members. The amount of dues that will be required and the due date for the payment will be communicated by the team president in the *Club Sport Memorandum of Understanding*. This letter will indicate that if dues are not paid by the stated due date, the student will be ineligible to participate and will be removed from the roster. All dues payments will be paid on line. The following procedures should be followed for online dues payments:

1. Log on to myNU
2. Select "LIFE TAB"
3. Select "CLUB SPORTS"
4. Select "PAY CLUB SPORT DUES OR FEES"

Once the student makes payment the money will go directly into the designated club account. The student will receive a confirmation e-mail once the payment has gone through successfully. The Kiernan Center

Director will receive reports by team and will be able to provide the team leadership with a report of who has and hasn't paid dues.

### **GRADUATE AND PART-TIME STUDENTS PARTICIPATION IN CLUB SPORTS**

All full-time undergraduate students (students registered for 12 semester hours or more) are required to pay a student service fee of approximately \$700 per semester. A portion of this fee is utilized by the Niagara University Student Government Association (NUSGA) to support club sports. Other items covered in the mandatory student service fee include: use of the Kiernan Recreation Center (KRC), admission to athletic and theater events, health services, and reduced fees for participation in programs sponsored by the Campus Programming Board. Students who are registered for less than 12 credit hours and graduate students are not charged a student service fee. These students are required to pay for the services they wish to utilize.

**Graduate Student and Part-time student who wish to participate in club sports will be required to pay a semester fee of \$100.** This fee will allow students to participate in club sports and have access to the KRC. Payment of the \$100 should be completed at the Kiernan Center front desk. When making payment at KRC, ensure that you complete a KRC membership application. If you have any questions about this fee please contact John Spanbauer at 286-8055.

**Graduate and part-time students should only compete in league competition if eligibility rules of league permit graduate and part-time students to compete. It is the responsibility of the club sport president to know and understand league eligibility rules.**

### **INFORMATIONAL SEMINARS**

If needed there may be workshops or mandatory meetings that University will host that will cover topics that are crucial to the successful operation of a club sport. At times it may be required of participants to attend information meetings where educational information will be provided on areas such as student conduct, alcohol/drug use and abuse, current issues with club sport teams, etc...

<b>Policy #9</b>	<b>CLUB SPORT COACHES/INSTRUCTORS</b>	<b>Revised 8/2016</b>
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The Kiernan Center Director (KCD) will work with club leaders to obtain the services of a coach/instructor. Club programs that have coaches/instructors have proven to be more successful than clubs that do not secure coaches/instructors. The KCD is responsible for making the final decision on the hiring or termination of a coach/instructor.

The coach should restrict his/her contributions to coaching and should minimize active involvement in club management. A sport club is first and foremost a student organization and as such, the student representative must serve as the liaison between the club and the university, not the coach. The philosophy and key to success of the sport club program has been the continued emphasis placed on student leadership and participation. The main contribution of the coach is to assist with practices and workouts, skill improvement, and game strategy.

Club coaches are hired and paid from two separate payroll lines. One payment process is through the Niagara University Human Resource Department. The other process is through funding by the Niagara University Student Government Association (NUSGA). Funding through the NUSGA is dependent upon the student leadership ensuring the team complies with all requirements set forth by NUSGA for funding. Coaches who have made commitments to the program will be paid total allotted for coaching positions per NUSGA rules. **If a club does not meet the requirements set forth by the NUSGA for funding and a coach does not received full funding for their services, the team will be responsible for funding the balance of the coaching salary.**

The coaches should attend as many practices and games as possible. There is an understanding that since this is a part-time position and coaches are not highly compensated, they cannot be at every game and practice.

The student members must handle club business matters (i.e. hosting tournaments, submitting forms, equipment request, etc.) with the coach serving in an advisory role. The KCD has the right and obligation to protect the club, and if, in the director's opinion, the coach is not working in the best interest of the club, the coach may be relieved of duties if he or she does not follow the policies and procedures regarding club sports.

Coaches/instructors are considered employees of the university; they are expected to adhere to the university policy for harassment (sexual and non-sexual). Any person who believe he or she is being harassed in violation of the University policy or witness what he or she believes is harassment in violation of the university policy has an obligation to report such harassment to either the KCD, Director of Campus Activities, Director of Human Resources or to club officers.

In addition, coaches must be treated with respect and dignity. If a player has a problem or issue with a coach, they should speak with the KCD about their concerns. Any player being disrespectful to a coach may be in jeopardy of being suspended from the club sport program.

Club coaches are hired on a year to year basis. If a club team has a concern about a coach and believes the coach is not a good fit with the team, the following process should be followed;

1. Document concerns that you have with coach and provide them to the KCD.
2. The KCD will then review the concerns submitted and discuss these concerns with the team leadership. If concerns are valid, the KCD will schedule a meeting with the coach to review and discuss the teams concerns.
3. Per university policy, the coach will need to be given an opportunity to improve upon any deficiencies identified by team leadership. If improvements are not seen in a 30 day period, the coach can be subject to termination.

***Listed below are some of the expectations that the University has for its club sport coaches and club officers:***

**Coaches Responsibilities:**

1. Assist in the scheduling of games/practices, conducts practices for the assigned team, and contribute to the educational mission of the University by offering direction and instruction in the area of club sports.
2. Responsible for all game related responsibilities (starting line-ups, strategies, behavior of players, etc.). The coach has the option to consult with team leadership when needed. If a coach cannot make a game, the coach should provide information to team leadership on starting lineup, strategy for game, and any other game related situations that can be beneficial to team.
3. Confer with team leadership on practice schedule. Coaches will have final say on dates and times of practice schedules and games
4. Supervises assistant coach/coaches.
5. Will assist students with team travel and at times will be required to supervise players while traveling.
6. Enforcement of team/university rules that have been established (practice policy, game policy, violations of university policies).
7. Have a working knowledge of club sport handbook
8. The coaches should attend as many practices and games as possible. Coaches must help ensure good sportsmanship at all times.
9. The safety of the individuals participating should be the primary concern of the coach and the club sport officers.

**Student Leader Responsibilities (in addition to all items that previously listed in this handbook)**

1. Secure all personnel needed for the operations of games (i.e. EMT, Officials).
2. Responsible for enforcing all eligibility rules and regulations for team membership and eligibility.
3. Responsible for implementing all program requirements of NUSGA.
4. Work directly with the Kiernan Center Director on the following:
  - a. Secure field/facilities for practice and games
  - b. Secure busses for travel/Drive authorization for use of personal vehicles
  - c. Keep updated rosters
5. Ensure all university travel policies and procedures are adhered too.
6. Keep track of club spending to insure budget allocations are spent properly, wisely, and within budget limitations. Assure that all club financial obligations are met. Ensure that the club budget that is approved by the NUSGA is submitted to the Director of the Kiernan Center within one week after a approval.
7. Check mailbox in Kiernan Center a minimum of twice a week for any correspondence.
8. Maintain an accurate membership roster at the beginning of each semester and submit it to the Director of the Kiernan Center, with updates as needed throughout the semester.
9. An updated list of phone numbers, emails, and addresses for club officers must be on file with the Director of the Kiernan Center.
10. Provide a schedule of activities to the Director of the Kiernan Center.
11. Ensure that each participant completes a **“Club Sport Registration Form”**.
12. Have a working knowledge of information in Club Sport and NUSGA Handbooks.
13. Compile and submit an annual report to the Kiernan Center Director. The annual report should include a summary of the year’s operations, significant accomplishments, activities related to the Vincentian Mission, provide results of games, and any critical future issues that the club should address. The report is due by **MAY 1** of each academic year.
14. Ensure all participants meet eligibility requirements as stated by the university and league rule.

<b>Policy #10</b>	<b>CLUB SPORT TRAVEL</b>	<b>Revised 8/2016</b>
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**The administrator for club sports or designee must pre-approve all travel. To receive approval for travel, a “Travel Itinerary Form” must be completed by stated deadlines outlined in this document. The “Travel Itinerary Form” will include information on the location of event, mode of transportation, emergency contact information, and host contact information. A club is not authorized to travel without approval.**

To improve the club sport program and to decrease the liability in having students drive personal vehicles to club sporting events, the University very often will provide bus transportation to away contest. All club sport participants that want to participate in a contest where a bus is utilized for transportation will be required to take the bus to and from the game.

The university does understand that there will be situations where students would like to travel on their own due to events/circumstances that require an overnight stay in the area the club is traveling too. For this reason, the university will evaluate these situations on a case by case basis and determine if use of a personal vehicle is appropriate. Club sport participants seeking an exemption from taking the bus will be required to complete a **Travel Exemption Form** and submit it to John Spanbauer, Director of the Kiernan Center. This form can be at <http://clubsports.niagara.edu/info/documents/>

**Please note the following:**

- Submission of the form is **not** approval to drive a personal vehicle. This form must be reviewed and approved. Once reviewed the KCD will e-mail approval or denial for alternate travel plans.
- Approval will not be given for request such as: staying in areas to have dinner with family and/or friends; do not want to take bus because you must get back to campus quickly; due to my work schedule it is inconvenient to take bus.

### **Travel In Personal Vehicles**

There will be times and situation that personal vehicles will need to be used for club travel. The determination to use personal vehicles will be made by the KCD in consultation with club leadership. When a team has received authorization to travel in personal vehicles, only authorized drivers will be permitted to drive themselves and other students. To be an authorized driver the following two documents will need to be completed:

1. Driver's License Check Form
2. Driver's Agreement Form

These forms can be found at <http://clubsports.niagara.edu/info/documents/>

### **List of Driver's**

If personal vehicles are used, a list of drivers will need to be e-mailed to John Spanbauer prior to the date of scheduled travel. This list is needed so that the administrator for club sports can ensure that drivers have been authorized by the university to drive.

### **Bus Reservations**

Unless other arrangements have been made, the KCD will make reservations for bus travel. In order to make reservations; a "Travel Itinerary Form" must be completed. Reservations will not be made until a "Travel Itinerary Form" has been submitted to the KCD. This form can be found at <http://clubsports.niagara.edu/info/documents/>.

The "Travel Itinerary Form" for a one-day trip must be submitted no later than 5 days before a scheduled trip. If not submitted 5 days prior to trip, there is no guarantee that a bus can be provided. Trips that require an overnight stay for a club will need to have "Travel Itinerary Form" submitted two weeks prior to trip. This will allow KDC and team leadership to determine most feasible way to travel.

### **Assorted Items on Club Travel:**

1. The NUSGA and the University may fund for travel, but it is not required to do so. The NUSGA/University will fund for the most feasible means of travel. The NUSGA will not fund for car/van rental.
2. If arrangements are made for a bus and a team does not go on a trip or fails to notify the Kiernan Center Director of the cancellation of a trip, the team will be charged a \$100 bus fee. Cancellation must be made at least 24 hours in advance or the team may be charged the \$100 bus fee.
3. In most cases, \$1,000.00 will be the maximum amount of funding a club receives for bus transportation. Any expense above \$1,000 will be the responsibility of the club.
4. "Travel Itinerary Form" turned in past the deadline can result in a \$25 fine. In addition, if the "Travel Itinerary Form" is not submitted by stated deadline, clubs may have to drive personal vehicles and will not be reimbursed for travel expenses.

The policies listed above are in addition to travel policies that have been previously outlined.

<b>Policy #11</b>	<b>CLUB SPORT GAME MANAGER</b>	<b>Revised 8/2016</b>
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The overall key to success in a club sport program is the leadership and involvement from the participants of the club. Another vital element to a successful club sport is the coordination of game day activities. Each club sport that plays in competitive game situations will be required to designate a team member as the "Game Manager." The game manager can be an existing officer or any member of the team that has the ability to fulfill the responsibilities of this position. The game manager will work closely with the administrator of club sports on items that must be completed to ensure a successful game day. The following are responsibilities that will be required of the game day manager:

1. Securing an EMT for game per policies outlined in this document (Policy #3)
2. Completing the **Game Day Checklist**. This form can be found at <http://clubsports.niagara.edu/info/documents/>
3. Completing the game day summary form by doing the following:
  - a. Log on to MyNU and select the "**LIFE**" TAB.
  - b. Then select the "**CLUB SPORT**" TAB.
  - c. Then select the link for "**Event Summary.**" Select this link and complete the summary form.
  - d. Summary form should be completed immediately after the game. Not later than 12 hours after the completion of a game.

In the event of a severe injury or situation that may need immediate attention, please contact John Spanbauer, the administrator for club sports at (716) 286-8055 or (716) 799-9184.

<b>Policy #12</b>	<b>Consequences for Deficiencies in Operations</b>	<b>Revised 8/2016</b>
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As previously mentioned in this document, **the University views the club sports program as a recruitment and retention tool for students.** The club sports program must represent the University in a very positive manner. If club leadership fails to fulfill the responsibilities associated with the operations of a club program and there are deficiencies in the program, leadership must be held accountable. The following strike system is in place to hold leadership accountable for deficiencies:

- Clubs receiving strikes may be subject to monetary sanctions or if deemed necessary other conduct sanctions as well. The administrator for club sports and/or designee will notify clubs of any violations and/or non-compliance with policies and procedures established for club sports.
- IF a club receives 3 strikes during an academic year, a meeting with the administrator of club sports is required to talk about making improvements. Sanctions from strikes can result in fines starting at \$50.00 per strike. Repeat offenses will receive an increased fine or sanctions. Fines will be taken directly from club budget.
- After 6 strikes sport clubs will be placed on probation and there may be a chance the club can be disbanded. The Strike System will reset after each academic year. Clubs will receive strikes for the following:

1. Not attending scheduled training sessions or missing meetings scheduled with club sport administrators.
2. Not submitting required forms according to set deadlines (i.e. Travel Itinerary Form, game day summary)
3. Not having students that are participating in a club event (i.e. practice or game) registered for the club as outlined in registration policy (review policy #8).
4. No show on facility reservation without notification.
5. Club members not registering for away trips.
6. Strikes will be assessed for each disciplinary action needed (more strikes are possible if severe conduct issue) as well as a fine to cover any potential damage or loss incurred from the club's or club member(s) actions.

<b>Policy #13</b>	<b>Club Sports Advisory Board (CSAB)</b>	<b>Revised 8/2016</b>
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The CSAB exists to represent the Sport Club team members and to assist the Sport Club Staff with program administration by providing feedback and recommendations. The CSAB will meet once in the fall semester and once in the spring semester. If additional meetings are needed to discuss club operations they will be scheduled. The CSAB will consist of at least four representatives from the sports club program.

The CSAB seats will serve a 1 year term beginning each fall. Board members can serve for consecutive years. Late in the spring semester, an announcement will be made regarding applications to fill the seats of the board for the upcoming year