

# Sport Club Handbook

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CSD Officer Training- TBD	
Campus Recreation Meeting- TBD	

## Introduction

The University of Massachusetts Amherst Sport Club Program consists of all RSO Sport Clubs sponsored by Campus Recreation. The Sport Club Program complements the University's intercollegiate athletic programs, intramural activities and recreation opportunities.

The Sport Club Program is administered by professional staff from Campus Recreation who offer guidance to the clubs.

**Each club is formed, developed, governed and administered by the student membership of that particular club working in conjunction with Campus Recreation professional staff. The key to the success of the Sport Club Program is student leadership, interest, involvement and participation.**

Sport clubs are governed by the rules and regulations established for all recognized student organizations (RSO) on the UMass campus and by those established by

Campus Recreation.

This handbook has been prepared to assist clubs in the administration of their programs and is designed to serve as a supplement to the *Handbook* and *Wiki* provided by the Center for Student Development. The student officers of each sport club are expected to become familiar with all resources.

**Questions not covered in any of these resources should be referred to Campus Recreation staff.**

## Definition of a Campus Recreation Sport Club

A Campus Recreation Sport Club is defined as an active RSO that has been in good standing for at least two years and has been accepted to the Campus Recreation Sport Club Program.

A Campus Recreation Sport Club is an association of primarily undergraduate students at the University of Massachusetts Amherst, which is democratically directed by its members, independent and registered by the Student Government Association.

Each sport club must have a minimum of ten currently-enrolled undergraduate students as well as a current officers list.

A sport club that is not currently recognized as a member of the Campus Recreation Sport Club Program may petition for inclusion into the program.

Acceptance is dependent upon the club's standing with the Center for Student Development and Campus Recreation's ability to provide logistical

support in the form of funds, facilities, staff assistance and equipment.



Alpine Skiing



Bike Racing

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*"I did an xc race in the fall and showed promise. Yes, I finished the race. And no, not last."* Jeff Cronin  
Bike Racing

## Role of Campus Recreation

Campus Recreation has full-time staff who are responsible for working with sport clubs and serving as advisors and resources for the Campus Recreation sport clubs and their officers and members.

Campus Recreation staff are available to assist students with any club business and are responsible for monitoring club activities to ensure that all Campus

Recreation and University policies and procedures are followed.

They also assist clubs in implementing sound safety practices, oversee the management of club funds in accordance with University fiscal policy, and facilitate club activities.

Full-time staff allows clubs as much freedom to operate as possible, provided they operate

within the regulations and guidelines herein.

**It is your responsibility to seek assistance from Campus Recreation staff.**

## Role of the Center for Student Development

The Center for Student Development (CSD) oversees all registered student organizations on the University of Massachusetts Amherst campus. The CSD is responsible for over 200 student groups, including all 12 Campus Recreation sport clubs.

Although most of the organizations of the CSD are fueled by student members, the staff

provides essential assistance and oversight, helping students successfully run their organizations. They also help the groups work together and find common ground in their programming and events.

Their resources include help with managing organizations, financial record keeping, purchasing and payroll for businesses, budgeting,

fundraising and grant seeking.

The Center for Student Development staff is a resource to advise RSOs and their members, similar to full-time staff in Campus Recreation.

**CSD information can be found on their *Wiki* [umasscsd.pbworks.com](http://umasscsd.pbworks.com) or at [www.umass.edu/csd/](http://www.umass.edu/csd/)**



Women's Rugby

## Working with Campus Recreation and the CSD

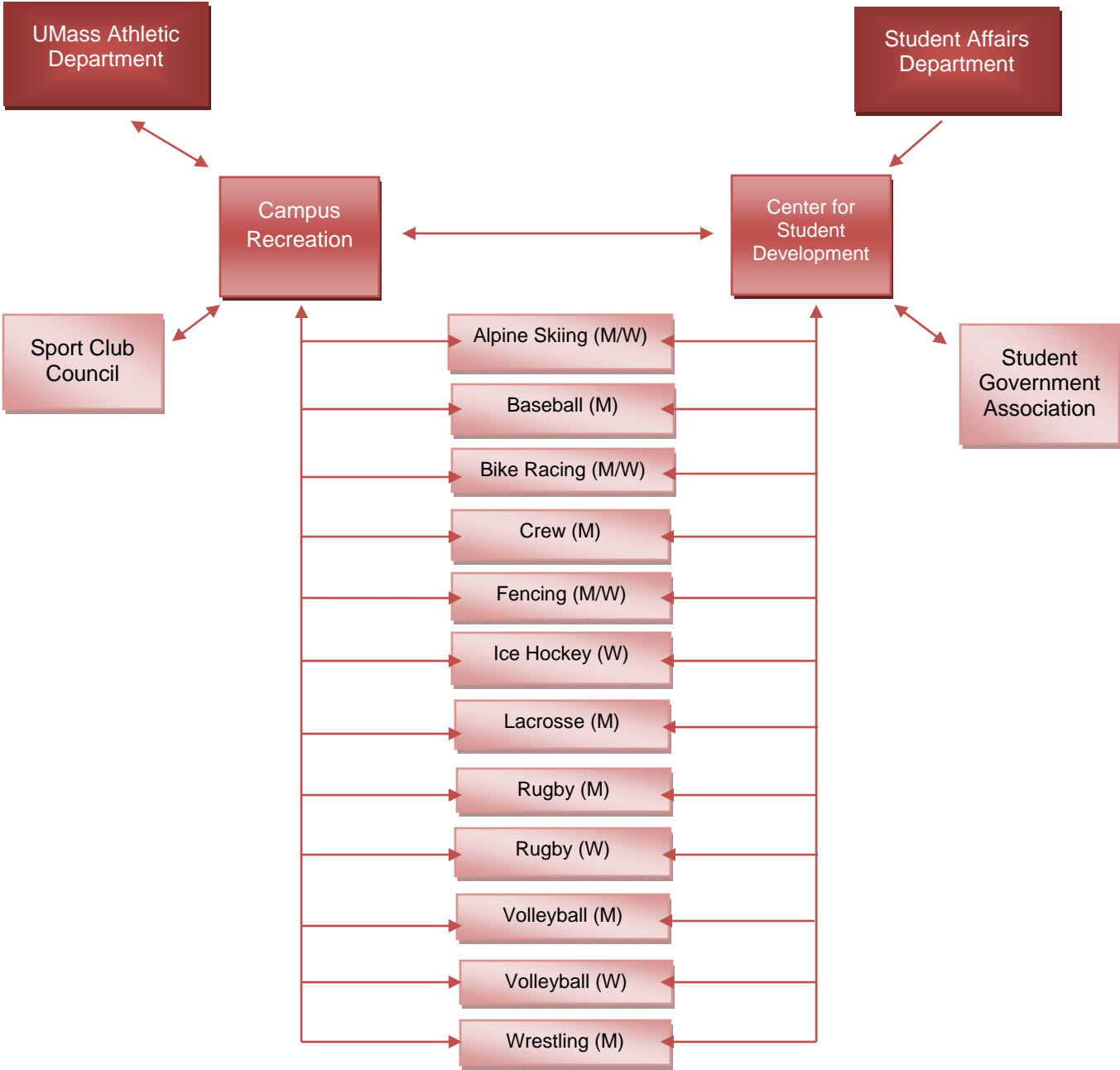
Both Campus Recreation and the Center for Student Development advise the 12 Campus Recreation sport clubs. Campus Recreation and the CSD have many of the same requirements that sport clubs must meet, as well

as having separate requirements for the different program areas. Because the CSD is responsible for over 200 RSOs, including the 12 Campus Recreation sport clubs, it is important for club officers and members

to communicate with both Campus Recreation and the CSD to make sure that they are meeting all the necessary requirements.

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## Sport Club Organizational Flow Chart



Campus Recreation and the Center for Student Development work together to advise the Campus Recreation sport clubs with the intention of providing a rewarding and educational experience for all the student members. Campus Recreation is a program area within the UMass Athletic Department. The Center for Student Development is a program area within Students Affairs.

## Club Responsibilities and Requirements

Anything pertaining to the relationship between a club and Campus Recreation is the responsibility of the student officers. Each club must elect, appoint or designate at least **two** responsible student officers to perform the following duties (list is not all-inclusive):

1. Attend and participate in the leadership training and budget sessions offered by the CSD.
2. Attend meeting scheduled for Campus Recreation.
3. Inform club members of policies, procedures, expectations, emergency procedures and other regulations required by the CSD and Campus Recreation.
4. Monitor all club events to ensure that all policies and procedures are followed.
5. Submit completed required forms on time to the CSD and Campus Recreation.
6. Maintain an accurate membership roster at the beginning of each semester and submit it to Campus Recreation staff with updates as needed during the semester.
7. Arrange facility reservations for club functions (practice, competitions, meetings, etc.) with Campus Recreation staff.
8. Submit a year-end report to Campus Recreation staff by the required date.
9. Maintain complete inventory records and update the club's inventory when requested by Campus Recreation or the CSD.
10. Submit a current copy of the club's constitution at the beginning of the fall semester to Campus Recreation staff and update the constitution (as needed) for the approval by the membership.
11. Assure that all club financial obligations are met.
12. Report injuries that occur at any club event to Campus Recreation staff within 24 hours.
13. Train incoming officers before transferring your positions.

## Sport Club Rights and Expectations

As a part of the Campus Recreation Sport Club Program, a club should expect to be provided with continuity in the program from year to year.

A sport club and its members should also expect to receive guidance and direction from both Campus Recreation and the Center for Student Development.

Sport clubs can communicate with Campus Recreation staff about any concerns,

questions, complaints, and sport club needs and expect to receive helpful and timely feedback.

**Sport clubs also have the right to remove officers and coaches if expectations are not being met. Sport clubs are meant to be run by the students, for the students, and they can make any changes that the membership as a whole feels are necessary.**

## Code of Conduct

**A basic tenet of the University's Code of Student Conduct is that students, by enrolling in the University, assume an obligation to conduct themselves in a manner compatible with the University's function as an educational institution.**

**Individuals must conduct themselves in a manner that does not detract from the reputation of the University. This includes in game situations, off campus events, and/or while traveling.**



Fencing



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**Possible disciplinary sanctions for violations may include:**

1. Probation
2. Frozen funds
3. Loss of funds
4. Loss of facility reservations
5. Loss of RSO and Campus Recreation sport club standing

**Discipline**

Violation of, or non-compliance with, University policies, campus regulations, and Campus Recreation and CSD policies and procedures may result in disciplinary sanctions for the sport club involved.

**MINOR INFRACTIONS:** (i.e. failure to attend Campus Recreation meetings or submit required forms on time)

**First Infraction:** if the violation is the club's first during the current academic year, and the club is not on probation from previous violations:

- a. The club is placed on probation for a designated period of time or until the situation is corrected.

Campus Recreation will notify the club:

- Reason for probation
- Length of probation period
- Possible consequences if there is another infraction

**Two or More Minor Infractions:**

- a. The club will be notified in writing of the actions taken.
- b. Club funds may be frozen and part of the club's allocation may be forfeited.

**MAJOR INFRACTIONS:** Major infractions include actions that are not acceptable standards of conduct.

Examples of major infractions include, but are not limited to:

1. Displaying conduct that is incompatible

with the Code of Student Conduct

2. Misusing club funds
3. Permitting ineligible individuals to participate in club activities
4. Compromising the safety of club members while traveling

**For all major infractions:**

1. Club officers will meet with Campus Recreation staff to discuss the infraction.
2. Campus Recreation staff will determine the disciplinary action to be taken.
3. The club will be notified in writing of the decision.

**Coaches and Instructors**

If a club wants the services of a coach/instructor, a club officer should contact the Center for Student Development and complete all necessary paperwork. All paperwork must be completed and submitted prior to an individual serving in a coaching capacity.

**Coach/Instructor Responsibilities:**

1. Coaches should restrict their contributions to coaching and should refrain from activities involved in the club's management. A sport club is first and foremost a student organization.
2. Club business should be handled by student members with coaches serving in an advisory capacity.
3. Coaches must commit to ensure good sportsmanship at all times.
4. Coaches should refrain from making appointments with the Director of Campus Recreation, Athletic Director or any other person to discuss club matters without first meeting/talking with Campus Recreation sport club staff.



## Facility Reservations

**Campus Recreation sport clubs may request use of any of the following recreational/athletic facilities:**

1. Boyden Gymnasium
2. Boyden Wrestling Room
3. Boyden Pool
4. Recreation Center Gymnasium
5. Recreation Center Activity Rooms
6. Mullins Ice Arena
7. Totman Gymnasium
8. Totman Pool
9. Curry Hicks Cage
10. Athletic Field Space

Due to facility shortage of athletic and physical activity areas, the sooner a request is discussed with the staff and submitted, the better the chances are for approval.

Facilities are with other Campus Recreation program areas, other academic departments and the Department of Athletics.

**Facility requests must be made through Campus Recreation and approved by Campus Recreation staff. Submitting a facility request does not guarantee your club will get the space.**

### UCards/Identification

**Sport club members must have the appropriate ID when using University facilities. Appropriate ID is the UMass UCard. Each sport club member must have his/her UCard.**

Coaches must have a recreation membership or have paid the guest pass fee to enter the recreation center.



*"We traveled to our first National Tournament in 2010 and we had a really good time. We met new people, made new friends, and look forward to going back next year."*

*Keela Shatzkin*

*Women's Volleyball*

## Expectations When Using University Facilities

Any time a club has reserved a facility, the facility should be used. If a club cancels a practice, game or any reservation, a club officer should contact Campus Recreation staff at least 24 hours before the reservation. If the cancellation is unexpectedly last-minute, Campus Recreation should still be notified. Failure to use a reserved area may jeopardize the club's ability to reserve facility space in the future. **Clubs are responsible for set-up and clean-up of all sites.**

Misuse of equipment and/or facilities, as well as inappropriate conduct and actions while participating in any sport club activity, will jeopardize the club's status. Clubs are required to clean up after the activity and leave the facility in appropriate condition.

Campus Recreation and Athletics staff monitors facilities and activities. They have the authority to deny unauthorized persons or persons abusing facilities or equipment access to a facility.

Alcoholic beverages are not permitted in or on University facilities. It is the club's responsibility to monitor all events, including spectators, to ensure that alcoholic beverages are not on site.

Any violation of University policies may cause events to be delayed, suspended or cancelled.



Wrestling

University of Massachusetts Amherst Campus Recreation

112 Recreation Center
161 Commonwealth Avenue
University of Massachusetts
Amherst, MA 01003
413.545.0022

JASON INCORVATI
ASSOCIATE DIRECTOR
INTRAMURALS &
SPORT CLUBS

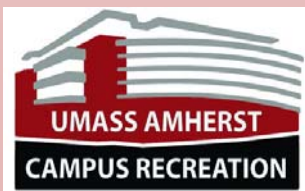
PHONE
413.577.3680

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jasonink@admin.umass.edu

We're on the Web!

See us online

UMass Campus Recreation



Risk Management/Safety Procedures

To provide a safe and positive experience for all participants, every sport club is required to develop, implement and practice risk management procedures and follow the following safety policies:

- 1. Sport club officers, members and coaches should emphasize safety during all activities.
2. Encourage all club members to have a physical examination.
3. Inspect field and facilities prior to every practice, game or special event. Report unsafe conditions to Campus Recreation staff
4. Have at least two members certified in first aid, CPR and AED available at practices, games and events.
5. For life threatening injuries/accidents, call 911 and UMass Police immediately. Do not use facilities that appear unsafe.

Travel

Campus Recreation staff, as well as the Center for Student Development, must be notified of all club travel, whether or not the club intends to use University funds. The CSD will assist with travel plans if needed. Travel must receive approval prior to departure.

are not available for club use.

Contact Campus Recreation sport club staff for rental information and requirements with outside vendors.

Athletic Department vans

Websites

Clubs are encouraged to maintain a club website. If approved, your club's website link can be posted on Campus Recreation's website.

maintain a page on the Campus Pulse network. Campus Pulse will be used by the CSD and the Student Government when it is time to allocate funds to RSOs.

If your Campus Pulse page is not maintained and used, your club may not receive full funding from the Student Government Association.

The Center for Student Development requires that all RSOs use and



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