



Club Sports Handbook

2011 – 2012

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INTRODUCTION

The Club Sports Program at Stevens Institute of Technology is administered by the Department of Intercollegiate Athletics. Stevens provides funding for Club Sports to provide resources, assistance and guidance to the individual clubs. Each club is formed, developed, governed and administered by the student membership of that particular club and overseen by the Club Sports staff, their advisor and/or their coach.

This handbook has been prepared as a guide to assist student officers in the administration of their club sport program. The policies and procedures contained herein apply to all of the clubs. Each club officer, advisor and coach is required to be familiar with the policies and procedures so that they may ensure that their club's activities are consistent with the guidelines outlined in this manual.

Questions regarding the policies and procedures within this manual should be directed to John Maurizi, the Director of Campus Recreation, whose office is located in the Schaefer Center.

Mission Statement

The Stevens Institute of Technology Club Sports Program, consistent with Intercollegiate Athletics and the Institute's mission, strives to provide leadership and recreational opportunities to the student body of the Institute, in order for them to enhance their knowledge and skill in a specific sport of interest, while at the same time retaining social, cognitive and physical experiences.

Goals of the Club Sports Program

1. To provide leadership experiences for the student body at Stevens.
2. To provide recreational opportunities for the students to fulfill their college needs.
3. To provide assistance, guidance and resources for the clubs to effectively and successfully operate.
4. To maintain communication with the club officers so that the organization is effective and successful.

Philosophy of the Club Sports Program

All clubs within the Club Sport Program are oriented toward physical activity and sport. In every case, the underlying purpose of any individual club is to join together those members of the Stevens community that share a common activity interest. A club's focus must be competitive with the sole purpose of intercollegiate play on the club sport level. For each club, however, the scope of the club's activities must be consistent with its constitution.

MEMBERSHIP and ELIGIBILITY

Membership in any club sport must be free from discrimination based on age, ancestry, color, disability, national origin, race, religious creed, sex, sexual orientation or veteran status.

Each club must complete and submit a **Team Roster** at the beginning of each academic year. **Deliver your roster to the Club Sports office by Tuesday, September 6, 2011.** The roster should include the following completed information about each member of your club: Name, Student ID #, Class Year, Gender, Phone Number, Email address and Local Address. Each member is also required to fill out a liability waiver and participation agreement/medical insurance verification. The liability waivers and participation agreements should be on file by the same date listed above.

1. There is a mandatory membership fee of \$100. Clubs are permitted to charge more than this amount however, \$100 is the minimum.
2. Membership may consist of undergraduate students. For further stipulation see the NCAA Bylaws below.
3. Current varsity athletes are not allowed to participate in the same sport that they are currently competing in.
4. High school students in grades nine or above are **not eligible** for participation in club events.
5. Members may not use Club Sports to promote individual financial gain or private practice.
6. Presidents of each club sport are responsible for checking the eligibility of their players.
7. **Players must maintain a grade point average of 2.0 to be eligible.**

NCAA COMPLIANCE

NCAA Bylaws apply to all club sports since they are administered within the Intercollegiate Athletic Department. These definitions and general principles include:

1. "Prospective student-athletes" – limitations for students who are between 9th and 12th grades in high school.
2. Athletic Sponsored Club Sports – may not include prospects.
3. "Open" Events – not classified by age group or level of education.
4. Academic Status – eligibility to represent institution.

CALENDAR DEADLINES

This table provides the calendar deadlines for completion of various tasks that are required by Club Sports. The officers of each club are responsible for making sure these tasks are completed by the given deadlines.

Item	Deadline
Officers Information Sheet	Tuesday, September 6, 2011
Fall Facility Request	Tuesday, September 6, 2011
Fall Practice Schedule	Tuesday, September 6, 2011
Fall Game Schedule	Tuesday, September 6, 2011
Team and Officer Goals	Tuesday, September 6, 2011
Roster and Liability Waiver Forms	Tuesday, September 6, 2011
Advisor/Coach Registration	Tuesday, September 6, 2011
Spring Facility Requests	Monday, December 6, 2011
Spring Practice Schedule	Monday, December 6, 2011
Spring Game Schedule	Monday, December 6, 2011
Updated Constitution	May 10, 2012 (if changes are necessary)
Budget Requests for 2011-12	May 10, 2012
Annual Report	May 10, 2012
Summer/Fall Contact Info	May 10, 2012
Sponsorship form	48 hours after notification of intent to sponsor.

All materials are to be delivered to the Director of Campus Recreation office by 4:00 PM on the above date, unless otherwise noted.

All forms are available at <http://www.stevensducks.com/campusrecreation/club.asp> or in the Campus Recreation office. A checklist will be kept by the Director of Campus Recreation to keep track of forms turned in.

CLUB REQUIREMENTS

1. Officers Information Sheet

Clubs are required to maintain active status with Club Sports by completing an Officers Information Sheet.

2. Fall Facility Request

Clubs participating in the fall are required to submit their facility request form to reserve practice and competition time in the athletic facilities.

3. Budget Request for the 2012-13 School Year

Budget requests will be due on May 10, 2012. These budgets will be used to allocate club sport funding for operational expenses (everything other than personal equipment). Please use the form provided and attach an additional detailed breakdown of all your club's projected expenses and income for the school year. If your club does not submit a budget request, you will not be considered for funding. Budget requests will be reviewed by the Director of Campus Recreation. The Director will allocate the funds and advise student government and sport club presidents of the amount awarded and an explanation of determining factors.

4. Updated Constitution

Club Sports requires clubs to update and resubmit their constitution every year if changes are necessary. A hard copy of the revised constitution must be turned in to Club Sports.

5. Fall Practice Schedule

Club Sports requires clubs to submit a schedule complete with the days, times and location of regularly scheduled meetings. This schedule will be posted on our web page and used to inform potential members of your schedule. Please submit a schedule to the Director of Campus Recreation.

6. Fall Game Schedule

Clubs are required to submit home and away schedules for all club events, including competitions, demonstrations and anything else other than your regularly scheduled practices.

7. Team and Officer Goals

Personal goals should be set for improving club performance and/or the organization. Officers should also meet with their club members to set goals for the club as a whole.

8. Roster, Participation Agreement and Liability Waiver Forms

Club rosters will be submitted via e-mail or hard copy to the Club Sports office. These rosters will then be cross-checked with liability waivers and used for letters of notification, annual report information, etc. Please submit your roster with complete information including: Name, Student ID #, Year in School, Gender, Major, Phone Number, E-mail Address and Local Address.

Each member is also required to complete a liability waiver and participation agreement/ medical insurance verification. The medical insurance verification and health history forms should be kept on-hand at practice and competitions in case an emergency should arise. For clubs that have not begun practice, please submit these forms for your officers including a note of what date practice is scheduled to begin. These forms and your club roster will be due before the first practice.

9. Advisor and Coach Registration

All Club Sports are required to have an advisor. See the Position Descriptions for more information. Club Sports without an advisor and/or coach will receive limited funding, space scheduling and administrative support from the Club Sports Office.

10. Spring Facility Requests

See fall facility requests above.

11. Spring Practice Schedules

Club Sports requires clubs to submit a schedule complete with the days, times and location of all regularly scheduled meetings. This schedule will be posted on our web page and used to inform potential members of your schedule.

12. Spring Game Schedules

Clubs are required to submit home and away schedules for all club events, including competitions, demonstrations and anything else other than your regularly scheduled practices.

13. Annual Report

Each club will be required to submit an annual report with detailed information about club activities, results and participation from the past year. This yearbook will be used for recruiting future members, marketing and advertising Club Sports. The Annual Report will also be an aid in determining the amounts awarded for next year's budget.

14. Summer/Fall Contact Information

Ideally the summer contact person should be someone reachable via their Stevens e-mail address. Also, please turn in fall contact information so we can get in touch with you about scheduling/budgets for **Fall 2012**.

15. Sponsorship form

All club's must notify the Director of Campus Recreation of any sponsors they are seeking or sponsors that have agreed to give support of any kind to that club. This notification must occur within 48 hours to determine sponsorship conflicts with institutional standards.

CLUB OFFICER DESCRIPTIONS

OFFICERS

Each club sport must hold elections for officers each academic year. Officer positions should be limited to full-time, officially registered, undergraduate students at Stevens. A current **Officers' Information Sheet** must be turned in to the Club Sports office and each time a new individual fills the position of an officer. The officer will make sure copies of these forms are turned into the Club Sports office. The following list of responsibilities for club positions should be considered as guidelines and not as a complete list of responsibilities. Each club should determine the duties of each officer.

CLUB PRESIDENT

1. Serve as a liaison between Club Sports office and the club team.
2. Be familiar with **Club Sports Handbook**, and make sure its policies are implemented and adhered to.
3. Make sure all forms are filled out and submitted to Club Sports office on time.
4. Keep club advisor and coach aware of all club and Club Sport activities.
5. Hold elections as stipulated in the individual club's constitution.
6. Carry emergency contact information to all team functions.
7. Ensure that at least one officer attends mandatory training sessions at the beginning of the Fall Semester.
8. Submit expense reports, receipts and purchase card to the Director of Campus Recreation within 24 hours of returning from an event or use of the purchase card.
9. Submit a summary after a competition to the Club Sports office within 24 hours after the competition.

CLUB VICE-PRESIDENT

1. Assist the President, and preside over club when the President is absent.
2. Work closely with the President in coordinating organizational activities.

CLUB SECRETARY

1. Take minutes of club meetings.
2. Conduct all correspondence for the club.
3. Update team roster as necessary.
4. Circulate publicity information if needed.
5. Compile the club's annual report information.
6. Assist the President and Vice-President when needed.

CLUB TREASURER

1. Keep budget and account records up-to-date.
2. Collect dues from members.
3. Maintain documentation of expenditures and receipts.
4. Prepare and submit budget request.
5. Oversee fund-raising activities.
6. Work with Club Sports office to ensure financial records are in order.
7. Maintain club account within Stevens Club Sports Operations Guidelines.

GUIDELINES FOR CLUB ADVISOR'S AND COACHES

CLUB ADVISOR'S ROLE

Every club sport must have an advisor. The advisor is appointed by the club membership and approved by the Director of Campus Recreation. It is recommended, though not required, that the advisor have both expertise and a high level of interest in the activity.

Individual clubs are responsible for recruiting and securing an advisor. Advisors should be employed as Stevens' faculty or staff. Exceptions to this criterion may be granted on a case-by-case scenario by the Club Sports office.

1. The Advisor must be aware of and follow all Stevens, Club Sports and NCAA policies and procedures.
2. Advisors volunteer in a personal capacity and not as employees, representatives or agents of Stevens. Stevens' employees who serve as club advisors are covered by the Institute's liability insurance. Non-Stevens employees **are not** covered under the Institute's insurance for liability associated with their advisor activities.
3. Advisors serve to guide club sport members through the process of effectively operating a club sport.
4. Advisors provide continuity to the program from year-to-year by assisting the new officers during the transition process. They can also provide helpful information about the club sport's history and tradition.
5. Advisors can be beneficial to a club by giving advice based on experience and insight into operations at Stevens.
6. Advisors should encourage the development of leadership, initiative and the ability to accept responsibility among all members and officers of the club.
7. Advisors help ensure that the activities and undertakings of the club are sound and reflect favorably on the university.
8. Advisors can assist in the development and implementation of club sport goals and objectives by attending organizational meetings and consulting with the officers, coaches and club sport staff.
9. Advisors should be available to club sport officers during the development of projects and programs to provide expertise and direction to help insure that activities are well planned and reflect favorably on the Institute.
10. Advisors should be prepared to act as a confidant in both individual and club-related matters.
11. When applicable, the advisor may provide input into the recruitment, selection, hiring, evaluation and termination process of any coach, as well as monitoring their effectiveness with the club.
12. Advisors should attempt to attend club meetings, practices and competitions when convenient.
13. All Advisors are required to attend the Fall Coach/Instructor and Advisor Workshop.

CLUB COACH'S ROLE

Every sport club team that competes off-campus must have a coach. A coach may also serve as the role of club advisor.

Individual clubs are responsible for recruiting and securing a coach/instructor if needed. Coaches/Instructors may be faculty, staff or community members. The primary duty of the coach is to provide organized and safe instruction and training for participants of various skill levels. They will evaluate performance for the purpose of selection for competition or individual recognition.

1. The Coach/Instructor must be aware of and follow all Stevens, Club Sports and NCAA policies and procedures.
2. The Coach/Instructor and the club shall make no promise of monetary or other rewards to any players or prospective players. The club members shall decide how club funds are used according to the club charter.
3. The Coach/Instructor is not only obliged to develop skills, conditioning, etc. but to protect the club members' safety. The Coach/Instructor should be concerned with the risk of exposure to liability as a result of serious injury. It is recommended that coaches have travel, medical and liability insurance.
4. The Coach/Instructor should be aware of any situation that could result in sexual harassment, discriminating conduct or inappropriate conduct by club members.
5. Coaches/Instructors must help ensure good sportsmanship at all times.
6. The Coach/Instructor should restrict his/her contributions to coaching/instructing. They should serve **only in an advisory position** for the club's management activities, including but not limited to submitting forms, budgeting, scheduling, hosting tournaments, competition and travel arrangements, special events, etc. Keep in mind that a club sport is first and foremost a student organization, and therefore the student officers must serve as the liaison between the club and the Club Sports staff.
7. The Coach/Instructor's responsibilities are not those of a varsity coach. The club sport program is designed to allow the club members to administer all facets of the club's activity except coaching.
8. The Coach/Instructor shall discuss club matters with the club, its advisor and the Club Sports office only.
9. The Club Sports office may relieve the club coach at any time if it is determined that the coach is not working in the best interest of the club.
10. All Coaches/Instructors are required to attend the Fall Coach/Instructor and Advisor Workshop.
11. Undergraduate and Graduate students are not eligible to serve as coach.
12. The following teams are required to have a coach attend practices as well as competitions:
 - a. Lacrosse
 - b. Ice Hockey
 - c. Soccer
 - d. Men's Volleyball
 - e. Women's Volleyball

CLUB FINANCES

CLUB SPORTS TEAM ACCOUNTS

The Club Sports Office assists registered student-led club teams in keeping proper accounts of their financial activities. Unless exempted by the Director, each club must maintain an unrestricted financial account for the deposit of dues, fundraising money, and for disbursements. Off-campus accounts and “slush funds” are not permitted. Substantial guidance and assistance are available from the Club Sports Office.

1. All money to be deposited must be submitted to the Club Sports Office within 24 hours after receiving the funds.

CLUB SPORTS FUNDING

Each club is eligible for funding to support normal club operations. Clubs must meet all requirements and administrative due dates stated in this handbook to receive funding from the Club Sports Office. Once funds have been allocated, money from the team account is spent in the following order:

1. Membership dues
2. Allocated Budget
3. Fundraising

BUDGET PREPARATION

The Club Sports budget allocates money to club sports to support their operating expenses. **A proposed budget will be due to the Director of Campus Recreation by May 10, 2012. Please fill out the Club Sport Budget Request Form completely and attach an additional sheet with detailed line items for all of your 2012-13 projected expenses and income.**

If a club does not turn in its request by this date, they will not be considered for funding for the 2012-13 school year. The Director of Campus Recreation will review all budget requests and make recommendations to the Club Sports Budget Committee. Allocations will be made by the beginning of the fall semester. Once a club receives their allocation, they must follow proper procedures to gain access to these funds. Prior approval is needed from the Club Sports Office for all use of these funds.

Items that should be included in your budget proposals are organizational membership dues, entry fees, team equipment, service fees (coach, officials, etc.), awards, publicity, administrative costs, and miscellaneous costs. Personal equipment and transportation expenses (including gas reimbursements) **will not** be covered by the budget, and must be provided by each individual participant.

FUNDRAISING

Any fundraising or solicitation of donations must receive prior approval from the Director of Campus Recreation. Any marketable materials to be used for fundraising purposes must be approved **prior to ordering** by the Director of Athletics. All funds raised through approved fundraisers **and** solicitations will be deposited into the club account and spent with the approval of the Club Sports Office.

1. Fundraising money can be carried over to the next year's budget only if:
 - a. The team has not exhausted their dues and allocated budget
 - b. Fundraising money is not needed for post season play

PUBLICITY

A club may or may not identify itself by name as affiliated with Stevens Institute of Technology. If Stevens or Ducks or any other commonly known designation concerning Stevens is used to identify the group, the word "varsity" is specifically prohibited to identify a club or a portion of the club.

TRANSPORTATION AND TRAVEL

Travel for club activities is voluntary and at the discretion of the club members. Anyone undertaking such travel does this on a voluntary basis with the understanding that Stevens **does not assume any responsibility** for accidents, damage or injury resulting from such travel. Stevens does not reimburse for mileage when using a personal vehicle to travel to practices and games.

Each Club Sport is required to have an advisor. Each Club Sport that travels is required to have a coach. The advisor or the coach **MUST** accompany the team during travel.

Club Sport teams are not permitted to travel in 12 or 15 passengers vans at any time for travel to and from club events included but not limited to, competitions and practices.

SCHEDULE OF EVENTS

A schedule of all planned home and away events should be submitted to Club Sports within 10 days of the team's first practice.

TRAVEL ITINERARY

Prior to any club travel, a **Travel Itinerary** must be submitted to the Club Sports Office five (5) days before the travel date. It is important that this is done so travel can be pre-approved. This form is also important for contacting club participants in case of an emergency. **Failure to submit the itinerary within 5 days will result in travel being denied and no expenses will be covered.**

During the first business day following return from the trip, clubs must submit the results from their competition. Club Sports will help to publicize any results that are promptly reported. Although results from competitions may be posted on league websites at a later date, all clubs must provide an account of the team performance and any pertinent information such as team score or individual student accomplishment.

UNIVERSITY TRANSPORTATION

The use of Stevens' vehicles for outings and activities is voluntary. Each club assumes all liability and risk when traveling, as Club Sports are a student-run organization and not covered under Stevens' insurance.

If a team requires or request transportation from Stevens, the **Travel Itinerary form must be completed and submitted to Club Sports Office 10 days before the departure date. Failure to comply can result in transportation not being available.**

LIABILITY AND RISK MANAGEMENT

Safety of club sports participants is of the utmost importance. There are inherent risks involved in all recreational competitive sport programs. **Stevens does not assume any risk for participation in club sport activities.** Each participant will be responsible for his/her conduct and actions. The following guidelines describe safety and risk management issues.

LIABILITY AND MEDICAL FORMS

Each club sport member must sign a **Liability Waiver and a Participation Agreement** prior to the first practice of the academic year to be able to participate in a club sport. Additionally, each participant must provide proof of medical insurance. Each form must be filled out and provided annually. It is the president's responsibility to ensure that all team members have signed these forms.

The liability waivers and participation agreements should be on file with the Campus Recreation Office, and should match up with your official roster submitted by the same date. The medical insurance verification forms should be kept on hand at practice and competitions in case an emergency should arise.

ACCIDENTS AND INJURIES

The Dean of Student Life and the Director of Campus Recreation are to be notified immediately of all emergencies involving students. He/she has the authority and the responsibility for coordinating the efforts made on the student's behalf. Situations that are to be reported include any injuries involving a student, serious accidents, severe illnesses, missing students, arrests for serious offenses, traffic accidents, theft and other cases of serious misbehavior.

Contact Information:

Dean of Student Life

Kenneth Nilsen

Phone: 201-216-5206

E-mail: knilsen@stevens.edu

Director of Campus Recreation

John Maurizi

Phone: 201-216-8111

E-mail: jmaurizi@stevens.edu

Campus Police

Phone: 216-5105

LIABILITY

Statement of Club Officers Responsibilities for Safety and Liability

Student officers assume the primary role and responsibilities for safety and liability for their club activities. The scope of responsibilities is directly related to the level of each club's organization and competitive activities. These safety and liability duties are based on various principles and policies.

PRINCIPLES AND POLICIES

1. Stevens permits student organizations to be organized and conduct their activities on campus, as approved by the Student Government Association.
2. Stevens regards students (and their organizations) as customers and therefore **does not assume any liability** for the conduct of their activities, programs, practices or competitions.
3. Stevens **does not** provide liability insurance coverage for any student-run organization, including club sports.
4. Stevens does provide liability insurance coverage for any **salaried employee** while acting in the capacity as club advisor or club coach, provided the employee has been approved to serve as club advisor or coach by the Club Sports Director.
5. Stevens liability insurance coverage **is not** extended to wage payroll employees, graduate students or undergraduate students who may serve as club coach, advisor or student officers.
6. Any Stevens employee who drives a Stevens vehicle to transport students for club activities is covered by the Institute's vehicle insurance policy, provided the number of passengers does not exceed the seating capacity of the vehicle.
7. The full responsibility for liability coverage of club activities rests within individual clubs. If available through a national governing body, each club should purchase liability insurance for officers and members.

STATEMENT OF LIABILITY

Injury or negligent actions that arise from club activities may impact club officers' personal liability and result in liability exposure to their families.

MINIMIZING LIABILITY EXPOSURE

Elected officers should minimize their club and members' liability exposure through the following operational practices:

1. Require that all members understand the risks of participating in the club's activity by signing a **Participation Agreement**. If any member is under 18 years of age, a parent or guardian must sign the **Participation Agreement**.
2. Prior to their first participation, require that all members declare any physical limitations that could be aggravated by their participation in club sports activities.
3. Restrict persons who inform the club officers of pre-existing medical conditions from participation until they have been examined and cleared by a medical doctor.
4. Prepare a written emergency action plan for the club that addresses the protocol to follow for accidents and injuries. A copy of the plan must be on file in the Club Sports office.
5. To the extent possible, ensure that at least one person trained in basic first aid and CPR is present at each practice and competition.
6. Prior to each practice and competition, have the club's equipment inspected for safe use. All defective equipment should be removed.
7. For clubs that travel off campus:
 - * Utilize Stevens vehicles driven by a Stevens certified driver or enter into a contract with commercial-hired carriers to transport members.
 - * Require drivers to take a safety break after 4 hours of driving or have an approved 2nd driver to relieve the 1st driver.
 - * File an itinerary for each trip in the Club Sports office and include a complete list of all participants traveling to an off-campus event.
 - * Utilize an emergency contact protocol in the event of accident or injury.
 - * Utilize an emergency treatment protocol to care for members who are injured while participating in off-campus events, trips and competitions.
 - * Prohibit members from using abusing alcoholic beverages at any club event or during travel to and from the event.
 - * Sport club competitors are not permitted to drive back from a competition that is more than 2.5 hours from campus unless special circumstances exist. The driver must be someone that did not compete.

8. Limit the use of private vehicles to transport club members to club activities. Private vehicles may not be properly maintained nor have adequate insurance coverage for transporting club members to off-campus events.
9. Prevent the abuse of alcoholic beverages by any club members, as well as the use of alcoholic beverages by club members who are minors. Officers are responsible for ensuring compliance with relevant state laws governing alcohol consumption by minors during off-campus travel.
10. Ensure that their club complies with all of the safety rules that are endorsed by the national governing body for each club sport activity.
11. Ensure the competencies of each coach to implement safe activity at all times.

SCHEDULES AND FACILITIES

Club Sports will help with facility scheduling. Facility reservations must be done for each semester. Additional facility requests may be made for special events. In some cases clubs will be required to complete facility use agreements, individual participation agreements or other documentation prior to facility assignments.

EQUIPMENT

The Club Sports Program will be designating storage space for some clubs to store their equipment. Once the area is designated, the clubs will be notified.

Teams should maintain an inventory of all of the items they purchase. Requests for equipment or the maintenance of existing equipment should be indicated on the Budget Request form.

At the end of each season, teams will submit an inventory of all club equipment

CODE OF CONDUCT

PHILOSOPHY

To be admitted to Stevens and to its baccalaureate programs, and to represent Stevens in club competition is a distinct privilege and must be earned by positive performance both on and off the field. By accepting this privilege, the student-athlete accepts the responsibilities outlined by the Code of Conduct in the Stevens Student Handbook.

DISCIPLINARY ACTION

Dependent upon the nature of the offense, disciplinary action for misconduct by members of a club sport will either be remanded directly to the Dean of Student Life, or will be dealt with by the Director of Campus Recreation.

NOTE: Certain violations that are of particular concern to Club sports and the Athletic Department are listed below. Their incorporation in this document mandates that club officers have a thorough understanding of these policies and assume responsibility for ensuring that their organization abides by said policies at all times. However, this does not excuse team members from ignorance of the remainder of Stevens' regulations.

ALCOHOL POLICY

Please refer to the Student Handbook for the complete Stevens policy concerning alcohol. Note that the Campus Recreation Office and the Department of Athletics prohibits the use of alcohol before, during or after department sponsored athletic events.

FIREARMS POLICY

While it stands to reason that a student may wish to establish a legitimate club that makes use of firearms or archery equipment, Stevens has a strict policy regarding possession and storage of weapons. Please refer to the student handbook for the complete Stevens policy concerning firearms. Questions regarding the implementation of this policy in regards to the establishment of a club sport should be directed to the Dean of Student Life.

HAZING POLICY

All allegations of hazing will be thoroughly investigated. **ANY** student organization and/or club sport that promotes, permits or engages in hazing will be subject to disaffiliation with Stevens, and individuals found in violation of Institute policy will be subject to sanction by the Institute. Please refer to the Student Handbook for the complete Stevens policy concerning hazing.

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**STEVENS INSTITUTE OF TECHNOLOGY
COMPLIANCE AGREEMENT**

We have read the information in the Stevens Institute of Technology Club Sport Handbook and agree to enforce all the rules mentioned in the handbook with our team's members and comply with all the safety requirements, policies and procedures described in this manual.

Club Officers:

Title	Name	Signature
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
<u>Coach</u>	_____	_____
<u>Advisor</u>	_____	_____

**STEVENS INSTITUTE OF TECHNOLOGY
CLUB SPORTS LIABILITY WAIVER**

In consideration of the _____ Club providing instruction to me, attempting to further my knowledge and permitting me to participate in the club, I, (print) _____, hereby agree to the following:

I hereby convene not to bring any action, legal, equitable or otherwise, or to make any claim of any nature whatsoever against Stevens Institute of Technology, its officers, trustees, employees and agents, the club and its officers, instructors, representatives and any other persons involved with the club activities – either directly or indirectly – for any personal injury or injuries, including death or property damage which I or others might sustain in engaging in club activities necessarily incidentally associated therewith.

I do hereby release and further discharge Stevens Institute of Technology, its trustees, officers, employees and agents, and the club, its officers, instructors, representatives and any other persons involved with the club activities – either directly or indirectly – of any responsibility or liability of any nature to me for any personal injuries, health or property damage which I may suffer or incur either directly or indirectly as a result of my participation in club activities.

I MAKE THESE COVENANTS, RELEASE AND WAIVERS KNOWINGLY AND VOLUNTARILY WITH FULL KNOWLEDGE OF ANY EXISTING DANGERS IN TRAINING, PRACTICING, PLAYING, TRAVEL AND ANY OTHER CLUB ACTIVITIES, WHICH DANGERS I HEREBY FURTHER EXPRESSLY VOLUNTARILY ASSUME.

I further make these covenants, releases and waivers to bind myself, my executors, heirs, administrators and assigns to the fullest extent.

I do execute this release with the intent to be legal and hereby for myself and on behalf of my heirs, administrators, executors and assignees.

Signature _____

Date _____

Student ID # _____

E-mail address _____

Phone# _____

**STEVENS INSTITUTE OF TECHNOLOGY
CLUB SPORTS PARTICIPATION AGREEMENT**

The _____ Club involves strenuous physical activity, including running and cardiovascular training. Health professionals recommend that all participants complete a physical exam, or have a doctor's approval prior to beginning any exercise program.

As a result of this strenuous physical activity, participants may be physically injured. Possible injuries include, but are not limited to, muscle strains, back injuries, sprains, broken bones, strokes, cardiac arrest and other varieties of catastrophic injury. All participants must assess their physical condition and the possibility of injury.

The safe conduct of any group activity, such as Club Sports activities, is dependent upon the individual actions of each member of the group. The participant has an obligation to refrain from dangerous or disruptive activity that might endanger the participant or any other member of the group. The use of drugs, alcohol, or any other substances that might be dangerous or detrimental to the participant's performance as a member of this organization is strictly prohibited. In addition:

- A. The undersigned understands that he/she is fully responsible for any and all medical expenses that he/she might incur as a result of his/her participation in club activities.
- B. The undersigned certifies that he/she has adequate medical/hospital insurance coverage that will cover any and all medical expenses resulting from his/her participation in any of the club activities.
- C. The undersigned agrees that any travel conducted in conjunction with club activities is voluntary and discretionary. **THE INSTITUTE DOES NOT ASSUME LIABILITY FOR SUCH VOLUNTARY TRAVEL.**

INSURANCE COMPANY _____
POLICY NUMBER _____

- 1. The undersigned further agrees to conduct himself/herself in a safe and prudent manner at all times while participating in club activities.
- 2. The undersigned has read and understands the importance of securing a physician's approval of the undersigned's participation in club activities.
- 3. The undersigned has read this Agreement and fully understands the risks involved with the club activities and willingly agrees to accept and assumes those risks during this club sport program. Additionally, the undersigned agrees to exonerate and save harmless the Club, its officers, trustees, agents and employees from any and all liability, claims, causes of action or demands of any kind and nature whatsoever which may arise by or in conjunction with the undersigned's participation in any activities related to the club.
- 4. The undersigned agrees to follow any verbal and/or written instructions provided by the coaches and/or supervisors during each Club activity.

Print Name

Participant's Signature

Date

**STEVENS INSTITUTE OF TECHNOLOGY
CLUB SPORTS ADVISOR/COACH REGISTRATION**

CLUB NAME: _____ **DATE:** _____

DIRECTOR: John Maurizi

ADVISOR: _____ **Position at Stevens:** _____
Phone (H): _____ **Phone (W):** _____

E-MAIL ADDRESS: _____

I agree to provide my services as an Advisor to the _____ Club.
I will serve in this position during the 20__ - __ academic year.

SIGNATURE: _____ **DATE:** _____

HEAD COACH: _____ **Position at Stevens:** _____
Phone (H): _____ **Phone (W):** _____

E-MAIL ADDRESS: _____

I agree to provide my services as Head Coach of the _____ Club.
I will serve in this position during the 20__ - __ academic year.

SIGNATURE: _____ **DATE:** _____

ASSISTANT COACH: _____ **Position at Stevens:** _____
Phone (H): _____ **Phone (W):** _____

E-MAIL ADDRESS: _____

I agree to provide my services as Assistant Coach of the _____ Club.
I will serve in this position during the 20__ - __ academic year.

SIGNATURE: _____ **DATE:** _____

**STEVENS INSTITUTE OF TECHNOLOGY
CLUB SPORT BUDGET REQUEST – 2012-13**

Club Name: _____ Club Officer: _____

Phone #: _____ E-mail address: _____

Check if you attend: Regional Championships _____ Location in 2011-12: _____

National Championships _____ Location in 2011-12: _____

Other Championships _____ Location in 2011-12: _____

Budget Expense Summary – List all your projected expenses for 2012-13 **Amount:**

(Please attach a detailed summary for each category)

Local/Regional/National Affiliation Dues _____

Services (coach, officials, trainers, etc.) _____

Team Equipment _____

Transportation _____

Rental Fees (off-campus facilities) _____

Awards _____

Administration (phone, photocopies, postage, office supplies) _____

Miscellaneous Expenses (itemize and attach) _____

Total Projected Expenses for 2012-13 _____

Budget Income Summary – List your projected income for 2012-13 **Amount**

(attach a detailed summary for each category)

Dues _____

Fundraising _____

Other Income _____

Total Projected Income for 2010-11 _____

**STEVENS INSTITUTE OF TECHNOLOGY
CLUB SPORT TRAVEL ITINERARY**

CLUB NAME: _____

Officer Submitting Form: _____ Phone #: _____

Signature: _____ **Date Submitted:** _____

Purpose and/or Name of Event: _____

Location of Event: _____

Date of Event: _____ **# in Travel Party:** _____

Transportation:

Time/Date of Departure: _____ **Time/Date of Return:** _____

Round Trip Mileage: _____

Type of Transportation (Check those which apply):

- Campus Vehicles**
- Rental Vans/Cars**
- Commercial Bus**
- Airline**

Lodging

Hotel/Address: _____

Phone #: _____

Travel Party

PLEASE ATTACH LIST OF TRAVEL PARTY TO THIS FORM

(Members must be listed on your official roster and have a signed liability waiver on file)

**STEVENS INSTITUTE OF TECHNOLOGY
CLUB SPORTS TEAM OFFICERS AND TEAM GOALS**

Club Name: _____ **Date:** _____

President: _____ **Signature:** _____

Vice President: _____ **Signature:** _____

Secretary: _____ **Signature:** _____

Treasurer: _____ **Signature:** _____

Advisor: _____ **Signature:** _____

Coach: _____ **Signature:** _____

Club and/or Team Goals: Include explanation and plans to achieve goals

1. _____

2. _____

3. _____

Officer Goals: Include explanation and plans to achieve goals

1. _____

2. _____

3. _____

**STEVENS INSTITUTE OF TECHNOLOGY
PERMISSION TO CHARGE ACCOUNT**

The Stevens _____ Club requires annual dues of \$_____ per person, which is easiest to be collected by charging your student account. This fee helps to cover the cost of tournament entry fees, transportation, uniforms, hotels, and airfare. Please complete this form and submit to John Maurizi, Director of Campus Recreation.

I, _____ hereby allow Stevens _____ Club to charge my student account the amount of \$_____ as a club sports membership fee.

Student I.D. Number: _____

Date: _____

Signature: _____