

# SUNY Cortland

## **RECREATIONAL SPORTS**

Division of Student Affairs

Sport Club Handbook  
2023-2024

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# INTRODUCTION

Welcome! This manual was created in order to assist SUNY Cortland Sport Club officers, advisors, coaches and participants in understanding the policies and procedures that govern the day-to-day operations of a sport club. Use it as often as needed. We hope this will help make your job as a club officer easier.

## **RECREATIONAL SPORTS MISSION STATEMENT**

*The goal of SUNY Cortland Recreational Sports is to provide a variety of recreational opportunities that contribute to the physical, emotional and social health of all members of our University community. We will continuously develop programs and activities for our participants to increase their positive use of leisure time, improve their quality of life and encourage them to commit to a lifetime of fitness and recreation participation.*

The Sport Club Program is designed to offer competitive, instructional and recreational opportunities for SUNY Cortland community members. If anyone (officers, advisors, coaches/instructors or members) has questions or concerns about their club or the Sport Club Program, please contact a member of the Sport Club Administrative Staff. It is the responsibility of the club officers to accurately convey the information in this manual to all club members, advisors and coaches/instructors.

## **ASSUMPTION OF RISK AND HEALTH INSURANCE REQUIREMENT**

Participation in Sport Clubs is completely voluntary. Participants should be aware that there is a risk of injury due to the inherent nature of most sport club activities. It is the responsibility of all participants to report their injuries and illnesses, including but not limited to concussions/head injuries, to the Sport Club administration and to seek treatment as needed. As such, each individual must possess and provide proof of sufficient health insurance coverage prior to participation. Furthermore, each student assumes financial responsibility for all medical bills incurred as a result of sustaining injuries, and subsequent results of injuries that may occur at any time that a club is functioning on the University's property as well as when participating in off campus practice or competition. SUNY Cortland shall not be financially responsible for medical bills incurred as a result of treatment of defects or injuries that occur during this participation or that become apparent after the individual is no longer enrolled at SUNY Cortland. Additionally, final decisions concerning medical clearance and return to participation may be made by the SUNY Cortland Student Health Service college designated physician(s).

It is the responsibility of the club officers, members, advisor and coach/instructor to read, understand and follow all SUNY Cortland policies and procedures; the SUNY Cortland Student Code of Conduct; and local, state and federal rules, regulations and laws.

Inherent risks are associated with every recreational activity. Participants assume these risks when they agree to participate. All participants must follow established registration guidelines, including registration on DoSportsEasy and providing proof of personal health insurance coverage prior to participation. Additionally, all participants are strongly advised to visit their physician for a physical examination prior to registration or participation.

# SPORT CLUB ADMINISTRATIVE STAFF

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## Important Telephone Numbers

### **Emergency**

### **911**

SUNY Cortland Recreational Sports	607-753-5585	(Office)
SUNY Cortland University Police	607-753-2111/2112	(Emergency/Non-emergency)
Campus Emergency Squad	607-753-4111	
Facilities Operations and Services	607-753-2100	

# SPORT CLUB DEFINITION

Sport Clubs are designed to serve individual student interests in various sports and recreational activities. These interests can be competitive, recreational, or instructional, either singularly or in any combination, and must be physical in nature. Clubs may also represent the University in intercollegiate competition or conduct activities such as practice, instruction, and casual play.

A sport club is a group of students (possibly including faculty and/or staff) voluntarily organized for the purpose of furthering their common interests, knowledge and skill in an activity through participation and/or competition. Participation in Sport Clubs is strictly voluntary.

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

The following stipulations also apply to all sport clubs:

1. Intercollegiate competition for some clubs may be limited to full-time students only to comply with the rules of the clubs' conferences or leagues.
2. Sport Clubs are not recognized as varsity intercollegiate athletic teams of SUNY Cortland, but they do represent the University and are expected to conform to proper standards of conduct so that their activities reflect favorably on SUNY Cortland.
3. Sport Clubs do not grant financial aid or offer athletic scholarships to their participants.
4. When allowed, faculty/staff members may not comprise more than one-third of the total membership of any club.

# REGISTERING AN EXISTING SPORT CLUB

All interested students wishing to continue an existing sport club must register with Recreational Sports. In order to continue to be recognized as an official Sport Club, the group must:

1. Reapply for recognition each year by submitting a [Sport Club Registration Form](#) before any practices or tryouts are held.
  - A. A minimum of four matriculated, active club members must agree to serve as officers for the club.
  - B. Each club must identify one full or part-time faculty or staff member who is willing to serve as the advisor of the club. Registered sport club coaches/instructors may not serve in a dual role as advisor.
2. Hold an interest/organizational meeting and discuss the following:
  - A. Club dues: Minimum club dues are determined by which tier the sport club belongs to. Additional details regarding the tier system can be found later in this Handbook in the section entitled "Sport Club Tier System."
    - i. Faculty/staff members must pay \$40.00 more in annual dues than students because they do not pay the Mandatory Student Activity fee that all students pay, which is the primary source of funding for the Sport Club program.
  - B. Club requirements, including, but not limited to any fundraising, and attendance at meetings, practices, games and events. Any requirements for attending large-scale trips, tournaments, or postseason events should also be discussed, along with any potential consequences for members who elect not to participate.
  - C. Collect names and contact information from each attendee.
3. Have at least ten interested SUNY Cortland students.
  - A. With prior approval from Recreational Sports, faculty/staff members may join some clubs, but do not count toward the 10 member requirement and they cannot serve as officers of the club.
4. Adhere to the policies and procedures outlined in the Sport Club Handbook.
5. Ensure that all active members have fully completed the participant registration procedure (see below) prior to participating in any club activities.
6. Achieve 100% completion of the tasks assigned to sport club officers regarding officer training and administrative requirements (see section entitled "Officer Task List" later in this handbook).

# **PARTICIPANT REGISTRATION PROCEDURE**

All participants, including club officers, who would like to be a member of any sport club must fully complete the online registration process for the club(s) they want to be a member of on [DoSportsEasy](#).

Sport Club officers are responsible for reviewing and approving/denying all membership requests and for managing the participation status of all members throughout the year. All participants must be marked as “Approved-Active” on DoSportsEasy prior to any participation, including tryouts.

Once registered, each participant is responsible for printing their own Emergency Card directly from the “Summary” tab in their DoSportsEasy profile. This printout must then be presented to the club president and kept in the club’s binder as proof of having completed all registration requirements.

## **TRYOUTS AND TRIAL MEMBERSHIPS**

In the interest of allowing students the opportunity to try out and/or attend a trial practice without having a printed Emergency Card to present to the club president, the following rules are in place:


- Before ANY type of in-person participation (aside from any interest meetings), ALL participants must, at the very least, be fully registered and marked as “Approved-Active” on DoSportsEasy.
- Participants may participate in up to 2 tryouts or attend a maximum of 2 trial practices before they are required to submit the Emergency Card printout to the sport club president.
- All participants who participate in more than 2 club activities (tryouts or trial practices) will be considered active members of the club and will be expected to pay membership fees.
- All participants who do not fully complete the entire registration process as described above before the start of the third club activity will be restricted from participation in all club activities until the registration process is complete.

# DoSportsEasy

[DoSportsEasy](#) (DSE) is the management software that is utilized by the Sport Club program for the purpose of registering participants, completing waivers, managing financial information, inventory management, and much more. Specific training will be provided to sport club officers for how to use DSE for the day-to-day management of their club. Some of the more important information regarding how DSE works is included below:

- Once fully registered, all officers will be given administrative permissions on DSE that will allow them to approve/deny membership requests, view the club's financial information, identify approved drivers, and much more. In order to prevent unauthorized users from having these capabilities, the sport club administration must review and approve all officer registrations. In short, the Sport Club Office approves *officers*; officers approve all other *members*.
- Any student may register for any sport club via DoSportsEasy, but doing so is not a guarantee of membership. Officers must actively manage the status of all membership requests through the administrative side of DSE.
- Participants who are members of multiple clubs must complete a separate registration process for each club of which they are a member.
- Sport club officers are required to review and update the status of all membership requests with regularity. There are several different statuses that an officer may see when reviewing the roster. They are:
  - Pending Approval – this participant has fully completed the registration process on DSE and is ready for approval/disapproval by the sport club officers.
  - Approved-Active – this status is conferred only after a sport club officer has reviewed and approved the membership request. All members must have this status prior to ANY sport club activity, including tryouts.
  - Incomplete – this participant has not supplied all of the information required in the registration process. Until the participant fully completes all requirements, they may not be approved or disapproved as a member. Participants with this status may NOT participate in any club activities, including tryouts.
  - Approved-Inactive – this status should be conferred to all participants who were once approved members of the club, but who are not actively participating in club activities. Most often, this status is conferred to members who have graduated, left SUNY Cortland, indicated that they no longer want to be members of the club, or who have been suspended from club activities.
  - Disapproved – this status should be conferred to all students who have been denied membership in the club. Examples might include students who were cut during the tryout process or students who registered but who never showed up for an activity. Disapproved members should also be archived so as to remove them from the club roster.
  - Archived – participants who were never considered to be active members of the club can be archived for the purpose of removing them from the visible roster. Most commonly, this status is reserved for students who are cut during the tryout process or who register as a member of the club but do not show up to any club activities.



- Registration on DSE must be completed annually by all sport club participants.
- During the registration process, participants will have the opportunity to register as an approved driver for the club. The specific requirements for serving as an approved driver can be found later in this handbook. If a student indicates an interest in serving as a driver, the sport club administration will receive notification and will approve/disapprove all requests. Sport club officers can quickly and easily see which members have been approved/denied by looking at the symbols on DSE:
  - Blue “D” – the participant has been approved to serve as a driver
  -  - the participant has been denied to serve as a driver OR has a pending application to serve as an approved driver.
- Sport club officers can inspect each member’s file to see where they are in the registration process. Under “Summary”, officers may see that certain things are marked as “missing” or “pending approval.” An explanation of each category under “Summary” is as follows:
  - **Financial Requirements** – this denotes whether a participant’s membership dues have been paid. This section will show as “pending approval” until annual dues have been paid. If paying dues by semester, this will remain as “pending approval” until the full dues amount is submitted.
  - **Certificate Requirements** – this category only shows up for sport club officers who are required to possess current CPR/AED and First Aid certification. All officers must submit copies of current CPR/AED and First Aid certificates for the sport club administration to review. Once approved, the status will change from “pending approval” to “approved.”
  - **Driver Requirements** – this category only shows up if the participant has indicated their desire to serve as an approved driver for the club. Participants who select this option must also go through the driver application process (discussed later in this handbook). Once a decision has been made regarding the person’s driver application, their status will change from “pending approval” to “approved.”
  - **Medical Requirements** – this denotes whether a participant has uploaded proof of possessing a current health insurance policy (typically a copy of a health insurance card). All participants are required to provide proof of health insurance or participation in the sport club program is denied. This category will show as “missing” until proof is provided.

# ESTABLISHING A NEW SPORT CLUB

Students who are interested in starting a new sport club should be aware that significant administrative and organizational responsibilities accompany the acceptance of a leadership role within a club. Students are advised to perform an honest assessment of their own time management skills and their commitment to establishing a club for long-term success prior to beginning the application process described below.

There is no guarantee that every group that applies for recognition as a Sport Club will be accepted. Each submitted application is given serious consideration, and is weighed heavily against our resources, the needs of the student population, and the potential impact the creation of a new club would have on existing clubs. As such, and to improve your chances of successfully establishing a new club, please give this application the attention and careful consideration that it demands. This is not and cannot be the type of application you fill out in one night; it is meant to be a semester-long process to gather information, find others willing to assist you in the creation of the club, and to ensure long-term success.

## Criteria for Admission

In order to be recognized by the Sport Club Program, the group must complete the following tasks/meet the following criteria:

1. Provide a valid service to SUNY Cortland that does not already exist.
2. Be consistent with the philosophy and objectives of the Sport Club program.
3. Engage in an activity that is recreational, competitive and/or instructional in nature.
4. Prove that a minimum of 10 SUNY Cortland students would be interested in joining this club, were it to be successfully established.
5. Prove that suitable facilities and equipment are available or are readily attainable, such that the club can regularly meet, practice, and compete (if competition is a stated objective of the club).
6. The group must not create a demand for resources (supervision, facilities, financial, etc.) greater than that which can be met by the Sport Club office.
7. The group must not have an excessive amount of risk involved with the proposed activity. In all cases, this shall be determined by the campus.

Prospective new clubs should also be aware of the following rules related to the establishment of a new club. New clubs are:

1. Ineligible to begin activities until the start of the semester that follows approval by the Sport Club Advisory Board.
2. Placed on probation for the first full academic year (2 semesters) of their existence, during which time they will be expected, among other things, to maintain minimum membership standards, remain free from disciplinary concerns/in good standing with the Sport Club office, and actively participate in recruitment and fundraising efforts.
3. Accepted into the sport club program as a Tier 4 (probationary) club, which does not afford them any initial financial support from the Sport Club office. Once accepted, new clubs can petition for Tier 3 funding at the next available opportunity.

## **Application Process**

1. Schedule an initial meeting with the Assistant Director of Recreational Sports to discuss the purpose/objectives of the proposed new club.
2. Fully complete a [New Sport Club Application](#) and all other required materials as indicated on the application at least one month prior to the last day of classes of the semester that the application is being submitted.
3. Schedule and host an interest meeting for interested students to learn more information about the proposed club and your plans for establishing it.
4. Schedule a second meeting with the Assistant Director of Recreational Sports to review the application, prepare for the presentation to the Board, and receive approval to proceed with the application process. All intended officers must be present at this meeting.
5. Present the application to the Sport Club Advisory Board and be approved by a 2/3 majority vote of members present. Presentations will only be heard at the last scheduled Board meeting of each semester.
6. If successfully established, all officers must complete all required training/tasks prior to the start of club activities.

## CONSTITUTION GUIDE FOR SPORT CLUBS

The format of the sample constitution below should exactly match the format of your own club constitution. All numbered articles and sub-sections below should be duplicated in your own document. Do not leave any article or sub-section out of your document; do not add in sub-sections where they are not called for. Specific places have been identified in this document for you to include club-specific rules. If you have something that you would like to include in this document and you are unsure of where to put that information, see the Sport Club Administration for assistance. Please read each section carefully and ensure that your constitution meets the stated guidelines prior to submission.

Please note the following:

- Writing in *italics* and within “quotes” are examples of what could potentially be considered acceptable statements to address a particular article and/or sub-section. Clubs may choose to include these statements verbatim in their own documents. However, these statements must be evaluated by each individual club and should be written to meet the specific needs of the club.
- Writing that is in **bold** is required for inclusion in the constitution and may not be altered.

Constitution \_\_\_\_\_  
(Club Name) (Date of Adoption/Re-Adoption)

### ARTICLE I – NAME

- A. State the official name of the sport club.

### ARTICLE II – PURPOSE

- A. Using clear language, concisely state the purpose and objectives of the club.

### ARTICLE III – MEMBERSHIP

- A. State which people are qualified for membership, assuring that no discrimination shall take place. The following statement is an example of an acceptable opening statement: *“Membership is open to all Mandatory Activity Fee paying students.”*
- B. Include a statement regarding your club’s policy regarding associate memberships for faculty/staff members. If your club is already a member of an organized league/association, this may already be dictated by their bylaws. Please note that community members are ineligible for membership in all clubs. If your club decides to allow faculty/staff members to join your club, the following statement must also be included here: **“Associate members must be at least 18 years old and may not have voting privileges or hold offices, and will be expected to finance their membership in the organization. All faculty/staff members must be approved by Recreational Sports prior to participation.”**
- C. State what an individual must do to be recognized as a full member. Examples of items to consider might include: payment of membership fees, attend practices/games, maintain a minimum GPA, register with a national governing body, etc. Any requirements for attending large-scale trips, tournaments, or postseason events should also be included.

## ARTICLE IV – MEETINGS

- A. State procedures for calling regular and/or special meetings. Be specific, and include information such as: how members will be notified (email, text message, in a designated group chat, etc.); how much notification club members must receive for attendance to be considered mandatory (at least 1 full business day is required); penalties for missing mandatory meetings; and any exceptions that would excuse a member from penalties (i.e., academic conflict, work conflict, etc.).

## ARTICLE V – EXECUTIVE BOARD

- A. For sub-sections A through D, list the title of each club officer and outline the specific duties that the officer will be primarily responsible for. If your club elects to have more than four officers, additional sub-sections should be used and the next sub-section (E) should be adjusted accordingly.
- E. The following statement must be included verbatim for this section: **“Officers must be actively participating members of the sport club.”**

## ARTICLE VI - ELECTIONS

- A. Describe the nominating procedure, when it will take place, and how nominees will present their qualifications. Items to address in this section would be: specifically detail who may nominate and who may be nominated; minimum qualifications a candidate must possess in order to be eligible for office.
- B. The following statement must be included verbatim for this section: **“All officers serving in a leadership position must be elected, not appointed, by the membership of the club. Elections for new officers will be held no later than November 30 if officers will be replaced at the end of the fall semester, and no later than March 31 if officers will be replaced at the conclusion of the academic year.”**
- C. State how long the terms of each office will last and how many times a person may hold the same office.
- D. State that all voting shall be done by secret ballot. State specifically what is required for a winner to be declared (a simple majority, a 2/3 vote, etc.) and what the procedure would be in the event of a tie. Address whether or not absentee ballots will be accepted from members who are not present at the election meeting, and how/when those ballots will be submitted/accepted. Finally, address how your club will handle allowing or disallowing outgoing members (i.e. seniors) to vote.
- E. State procedures for handling mid-semester or mid-year vacancies within the Executive Board. *Note:* For the sake of simplicity, a club may elect to fill mid-semester or mid-year vacancies by executive appointment; however, elections must be conducted for all expected vacancies within the club.

## ARTICLE VII – FUNDS

- A. State the cost of yearly membership dues when they are due. Club dues must be submitted before attendance at the third club activity OR within 5 business days of a final cut. *Note:* Club officers are not exempt from paying membership fees.

## ARTICLE VIII – AFFILIATIONS

- A. State any affiliations with local, state, regional, or national organizations. If applicable, include conference affiliations as well. If this does not apply to your club, the following statement may be used: *“The \_\_\_\_\_ club does not affiliate with any local, state, regional, or national organizations.”*

## ARTICLE IX – AMENDMENTS

- A. State how amendments to this constitution shall be made. The following statement is an example of an acceptable procedure that may be used to make amendments to your club's constitution: *“Amendments may be proposed from the floor during any business meeting. A two-thirds vote of the members present is required to pass such motions.”* If this example does not sound like something your club would reasonably do, that is fine. Instead, describe a procedure you believe is reasonable and feasible for your club to use. Regardless of the exact procedures you decide to use, and in order to avoid confusion, all proposed amendments should be received in writing prior to a vote. There is not an incorrect way of setting this up! The important thing is that you have a procedure that your club will use and that you are able to use it! It is important to remember that non-officers should have the ability to suggest amendments to the constitution, but the executive board of each club should have rules in place that will determine whether the proposed amendments are brought to the membership for a vote. For example, must *all* officers agree to bring a proposed amendment to a vote? Three-quarters of all officers? To be clear, club officers may NOT unilaterally make any changes to a club constitution once the document has been ratified and distributed to the membership each academic year.

## ARTICLE X – SPORT CLUB POLICIES AND PROCEDURES

- A. The following statement must be included verbatim for this section: **“All policies and procedures outlined in the SUNY Cortland Sport Club Handbook shall be adhered to by this organization. All violations and subsequent disciplinary actions shall be determined and enforced by the Office of Student Conduct and/or the Sport Club Administration according to the policies and procedures outlined in the Student Code of Conduct and the SUNY Cortland Sport Club Handbook.”**
- B. Use as many sub-sections as necessary to state and describe all specific Sport Club team rules that shall be implemented and enforced by the club officers and/or captains. Be specific. Examples of a rule that clubs may choose to include in their constitutions might regard a requirement to attend a certain number of practices in order to be eligible to play in contests or to be reimbursed for player registration/insurance fees. Each club MUST have at least one team rule to address a restriction on all club members from wearing club-specific apparel in the bars/taverns in downtown Cortland.
- C. State and describe all specific sanctions that shall be enforced should club members violate any of the aforementioned club rules. The Sport Club Administration understands that each situation is unique, and it may be difficult to come up with an appropriate punishment that would apply to all violations. Therefore, it is recommended that a statement similar to the following statement is included: *“In conjunction with the Sport Club Administration, the officers of the \_\_\_\_\_ club reserve the right to enact disciplinary measures upon any club member who is found to have violated a policy of the club, or whose actions have negatively affected the reputation of the club. Disciplinary actions may include, but are not limited to, probationary sanctions, temporary suspension, or permanent suspension from all club activities.”* If your club has a number of team-specific rules in this article, adjust this sub-section to the appropriate letter.

## ARTICLE XI – SOCIAL MEDIA

- A. List all known social media accounts (platform and account name) that are operated by the club. Include the name of the person who is primarily responsible for posting content to the account.
- B. The following statement must be included verbatim for this section: **“This organization agrees to operate all club-related social media accounts in an appropriate manner that is consistent with the mission and values of SUNY Cortland, Recreational Sports, and the Sport Club Program.”**

### Distribution

The club constitution is not considered to be finalized or accepted until the constitution document has been emailed to the entire membership of the club by the announced deadline. The Assistant Director must be copied on this email in order to finalize this requirement.

# CODE OF CONDUCT

All sport club members are required to follow the [SUNY Cortland Student Code of Conduct](#), which includes the following:

1. Clubs are expected to function in a mature and responsible manner, both on and off campus, in all related activities in accordance with the club constitution, the Sport Club Handbook and the SUNY Cortland Student Handbook.
2. Sport Clubs, or individual members of clubs, may face disciplinary action for inappropriate conduct on or off campus while participating in any club activity. Violations of the University Code of Conduct will be referred to the Student Conduct Office.
3. A Sport Club officer may be removed from a post by a majority vote of the club members if dissension or improprieties have been found to exist within the club.
4. Spectators are welcome to attend club related activities but are bound by the same policies and procedures in regard to conduct as Sport Club participants.
5. **There is a zero-tolerance policy for Sport Clubs in regard to alcohol/drug consumption.**
  - A. There will be no alcohol/drug consumption during any official function of any sport club, both at home and away.
  - B. No alcoholic beverages/drugs are permitted in any on or off campus facilities. It is the club's responsibility to monitor this, including spectators.
  - C. Official team clothing such as jerseys, jackets and warm-ups will not be worn to a bar, either at home or away.
  - D. When a violation is reported, the Student Conduct Disciplinary Process (see section later in this handbook) will be followed in order to resolve the matter.
6. **There is a zero-tolerance policy for Sport Clubs with regard to hazing.**
  - A. Please refer to the *SUNY Cortland Hazing Policy* found under [Related College Policies](#) in the Student Code of Conduct for full details.
7. Probation
  - A. When a club is placed on probation, it is subject to greater scrutiny, allowed less opportunity to make egregious mistakes, and is held to a much higher standard with regard to following proper procedures, conduct of its membership, etc.
  - B. Clubs on probation who commit egregious and willful violations of any official Sport Club policy will be subject to additional disciplinary measures.



# SPORT CLUB ADVISORY BOARD

The Sport Club Advisory Board is an essential component of the Sport Club Program. The Board helps to provide an environment where students can voice their concerns and receive assistance with solving issues related to their club, as well as gain a sense of leadership through involvement in the larger structure of the Sport Club Program.

## Membership of the Sport Club Advisory Board

Elected president or an appointed representative of each Sport Club

Director of Recreational Sports (ex-officio)

Assistant Director of Recreational Sports for Intramural Sports & Sport Clubs (ex-officio)

Graduate Assistant for Sport Clubs (ex-officio)

SGA President or Treasurer (ex-officio)

## Goals and Objectives

1. Provide members with the opportunity to serve on special committees. Participation in committee work is expected of all Board members.
2. Review and vote on new Sport Club membership applications.
3. Review Sport Club policies and procedures on a yearly basis and make recommendations for changes.
4. Review disciplinary guidelines for the Sport Clubs.
5. Serve as liaisons between the Sport Club Administration and their respective Sport Clubs.
6. Provide leadership and development opportunities for Board members by way of attendance/participation in workshops, community service activities, lectures, etc.

## Sport Club Advisory Board Meetings

Board meetings will be held periodically throughout the school year. At least 48 hours' notice will be given prior to a meeting of the Sport Club Advisory Board. Attendance at all board meetings, including board meetings that serve primarily as officer training sessions is mandatory. The Sport Club President is required to attend all meetings unless the presence of other officers is required. If unable to attend due to a *non-academic* obligation, they may appoint a fellow officer to attend on his/her behalf once per semester without penalty. However, permission to do so must be obtained from the Assistant Director or Graduate Assistant for Sport Clubs at least 24 business hours in advance of the meeting. If unable to attend all meetings due to an *academic* obligation, the responsibility of attendance falls to the remaining officers in the following order: Vice-President, Secretary, and Treasurer. A documented academic obligation is the only excusable justification for a club president's absence from all meetings of the Board.

The following penalties will be enforced for clubs that miss board meetings:

1. If a club fails to have a representative at any Sport Club Advisory Board meeting or officer training session, it will be assessed a \$50.00 fine and negative points.
2. If a club fails to have a representative at a second meeting, it will be assessed a \$100.00 fine and additional negative points.
3. If a club fails to have a representative at a third meeting, it will be assessed a \$150.00 fine and additional negative points. Furthermore, the club president will be removed from their role and a new president must be designated. The former president may, at the request of the remaining club officers, continue to serve in a different officer position.

# **SPORT CLUB ADVISORY BOARD COMMITTEES**

All sport club presidents are expected to serve on at least one sub-committee. When possible, the sport club office will take into consideration certain factors prior to committee assignment including but not limited to: officer seniority, committee preference, availability, desire to serve, skill/area of expertise pertaining to the committee, etc. Appointment to a committee is not guaranteed for all sport club presidents. It is expected that committee assignments will involve approximately 10-15 hours of service over the course of the academic year, depending on need and the scope of the activities undertaken by the committee. Committee appointments will be done near the beginning of the academic year. Active committees for the upcoming year will be:

- Fundraising Committee – charged with all aspects of planning and executing at least one program-wide fundraising initiative to benefit the sport club program as a whole. Most active in the fall semester.
- Community Service Committee – charged with all aspects of planning and executing at least one community service activity for the Sport Club Advisory Board to participate in as a group. Most active in the fall semester.
- Budget Committee – charged with reviewing/hearing all allocation requests from club treasurers and assigning funds to clubs. Also involved in reviewing/allocating funds from the Supplemental Allocation Fund, as needed. Most active in the spring semester.
- Awards Committee – charged with soliciting, reviewing, and selecting winners from nominations received for annual sport club awards. Also involved in the recommendations for prizes, and the distribution of awards at the end-of-year ceremony. Most active in the spring semester.

## **PROGRESS MEETINGS**

Monthly progress meetings will be held with representatives from each sport club throughout the course of the academic year to allow for more frequent and personalized communication. Progress meetings will be conducted with the Graduate Assistant for Sport Clubs and will last approximately 20 minutes. Requirements for progress meetings are as follows:

- Must be attended by at least 2 sport club officers
- It is the responsibility of the club officers to sign up for a meeting time during their designated meeting weeks.
- The Progress Report form must be submitted to the Graduate Assistant for Sport Clubs at least 24 hours in advance of the scheduled meeting
- Officers in attendance should be prepared to discuss recent activities undertaken by the club, future plans, concerns, progress on tier requirements, etc.

# SPORT CLUB DISCIPLINARY PROCEDURES

If a sport club is accused of violating any of the policies and procedures described in this handbook or those described in the SUNY Cortland Student Code of Conduct, the Sport Club Administration reserves the right to refer the accused Sport Club to the Student Conduct Officer for further review. The proceedings shall go as follows:

1. The Sport Club accused of a violation of a policy/procedure shall be notified of the breach of conduct and a meeting with the Sport Club Administration will be scheduled with the club officers. Notes of the meeting will be kept and the conversation will be recorded in the event that a referral to the Student Conduct Office is warranted. The sport club officers will have the opportunity to review and approve the notes at the conclusion of the meeting.
2. Following the meeting, the Sport Club Administration, will decide to either:
  - a. Clear the Sport Club of the violation
  - b. Refer the Sport Club to the Student Conduct Office for review
3. If the club is referred to the Student Conduct Office for review, the club will be placed on immediate suspension pending the outcome of the review.
4. At the conclusion of the review, the Sport Club Advisory Board shall only be notified of the outcome of the referral. The Sport Club Advisory Board is not privy to the details of the disciplinary matters reviewed by the Student Conduct Office.

# STUDENT CONDUCT DISCIPLINARY PROCESS

The following pages include the rules and procedures which may be used by the Student Conduct Office when investigating all referrals of misconduct. The information found here will be part of the SUNY Cortland Student Code of Conduct and can be found in its entirety on the [Student Conduct Office website](#).

## Organization code/process:

All violations of University policy and the law by officers/members of student groups/organizations/athletic teams will be adjudicated through the Student Conduct System including both individual and organizational/team violations.

## Organization Rights:

1. An organization has the right to a hearing by an unbiased student conduct body.
2. An organization has the right to have an advisor present at the hearing.
3. An organization has the right to written notice of the charges that indicates the date, time and location of the hearing. Proper written notification shall be defined as delivery of mail to the organizations president/captain's on-campus mailbox, hand-delivery by campus staff, delivery of information via electronic message to a student's assigned campus email account or delivery by the U.S. Post Office to a student's local off campus address. The organizations president/captain shall be held responsible for the contents of mail for which they have refused receipt.

4. An organization has the right to review the written report or narrative stating the circumstances and allegations involved. The report will generally be reviewed in the initial Incident Review Meeting, however, further review can be requested through the Student Conduct Office prior to a formal hearing if one has been requested. A time must be scheduled during normal business hours to review the report.
5. An organization has the right to object to a Board/Panel member or Hearing Officer who is serving in the capacity of student conduct body. The Student Conduct Hearing Advisor will determine the validity of the objection.
6. An organization has the right not to present information against themselves.
7. An organization has the right to request a continuance of no more than 5 business days. The Director of Student Conduct will determine the validity of the request.
8. An organization has the right to hear and respond to all information presented against the organization. This includes the right to question any witnesses present.
9. An organization has the right to present information and witnesses on their behalf.
10. An organization has the right to written notification of the results of a hearing no later than ten school/business days after the hearing.
11. An organization has the right to appeal the outcome of a hearing as described in Section Thirteen, Appeals. An organization must be informed of their right to appeal, and the process by which to do so.
12. An organization has the right to revoke their agreement in an Incident Review Meeting within three school/business days of the meeting and request a formal hearing.
13. Conduct charges will be filed against the organization within 30 school days of receipt of a report by the Student Conduct Office of misconduct. Exception: Title IX/VAWA/NYS Education Law 129b related complaints as investigations of this nature may take longer to complete.

Note: Family Education Rights Privacy Act (FERPA) does not apply to organizations or teams.

### **Procedures for Organizational/Team Investigations:**

Investigations will be conducted by the Student Conduct Office, Campus Life and/or Recreational Sports in allegations of violations of the student code of conduct where the students/active and past members (including but not limited to alumni) involved were acting on behalf of an organization or team.

Investigative findings of violations by student groups and organizations will be adjudicated through the Student Conduct Office. Individual members will be charged where appropriate under the student code of conduct.

### **Procedures for Organizational Hearings:**

Hearing for organizations will follow the same procedure as hearing for individual students as described in the Student Code of Conduct Sections Seven and Eight of the Student Code of Conduct. Additional guidelines for organizational hearings are as follows:

1. The organization's President or designee shall represent the organization charged throughout the conduct process. Representative/designee must be current SUNY Cortland students.
2. The organization may be adjudicated at the same hearing as individuals charged in the same incident.

3. The past history of an organization will not be considered in the decision-making process of determining responsibility unless it directly relates to the current charge, but will be taken into consideration during the sanctioning phase if appropriate.
4. Appeals will be heard by the appellate hearing committee, Section Thirteen of the Student Code of Conduct
5. SUNY Cortland may choose to share information with affiliated alumni, affiliated students, and the advisor/coach of the organization.

**Interim Sanctions:**

Interim sanctions may be imposed on an organization. This may include halting all functions of the organization until the conclusion of the investigation and student conduct process. In all cases, interim sanctions will be imposed to ensure the safety and well-being of members of the community or preservation of University property.

**Sanctioning:**

If an organization is deemed in-violation of any of the charges, sanctions will be imposed by the Hearing body. Sanctions may include those listed in Section Eleven of the Student Code of Conduct. However, further sanctions may be imposed that are appropriate and fitting for the safety of members, education and development of the organization.

# ROLE OF THE SPORT CLUB OFFICERS

As leaders of a Sport Club, officers are expected to act in a mature manner, helping to solve club issues, make educated decisions, and work together for the good of the club.

## Qualities of a good leader include:

1. Sets a good example.
2. Delegates authority and leads instead of bosses.
3. Explains things in advance; teaches incoming officers the responsibility of the position.
4. Able to take criticism.
5. Assumes responsibility for own mistakes.
6. Has the ability to continually learn and grow.

## Each club must have a minimum of four officers. The required positions are:

1. President
2. Treasurer
3. Secretary
4. Vice-President

## Additional notes regarding club officers and their responsibilities:

1. Sport Clubs may elect to have additional students serve in officer positions, if desired. Examples of additional officer positions include, but are not limited to: captain, chairman/chairwoman, fundraising coordinator, etc.
2. Sport Club Officers are required to be actively participating members of the club. Individuals who are not eligible to participate in all club activities may not serve in leadership positions and will be removed from office.
3. The deadline for reporting the results of officer elections for changes that are made between semesters shall be November 30 and March 31.
4. It is expected that the outgoing club officers will provide assistance to the newly elected officers in an effort to minimize the confusion that is inherent in any leadership change.
5. The following pages include both assigned (mandatory) and traditional (recommended, generally expected, often shared) duties for each club officer, advisor, and coach. This list, however, is not comprehensive and each club must add, adjust and coordinate officer responsibilities among themselves. In many cases, there may be an overlap of responsibilities or a club may decide to break from traditional officer roles.
6. Reassigning *recommended* roles and/or responsibilities that are not included in each list is acceptable, need not be reported, and does not require additional permissions to be granted. However, reassigning *assigned* roles must be discussed with and formally approved by the Assistant Director prior to implementation.
7. Officers who are unable to manage or frequently fail to perform their assigned responsibilities will be removed from their leadership roles.

# ROLE OF THE CLUB PRESIDENT

The president works directly with the Sport Club Administration to manage the majority of the club's day-to-day operations.

The president's **assigned** duties include:

1. Know the contents of the Sport Club Handbook.
2. Attend all Sport Club Advisory Board meetings. Refer to the section entitled "Sport Club Advisory Board" for information regarding a president's inability to attend these meetings.
3. Ensure that all club members are eligible to participate and have fully completed the registration process as it applies to each member. This includes approving/denying all membership requests through DoSportsEasy in a timely manner and keeping a copy of each participant's Emergency Card in the sport club binder in the event of an emergency. Refer to the sections in this handbook entitled "Participant Registration Procedure", "Tryouts and Trial Memberships" and "DoSportsEasy" for full details regarding these requirements.
4. Maintain the Sport Club binder and ensure its presence at each club activity/event.
5. Serve as the primary point of contact and official club liaison for all inquiries related to the club, as well as all league/national governing body-related responsibilities.
6. Serve as the point-person for checking out, managing, and returning all club equipment.
7. Schedule and communicate with all officials/judges/event personnel required for club contests and events, as needed.
8. Schedule all club practices and home events with the Sport Club Administration. Notify the office of all intended cancellations in a timely manner.
9. Provide assistance as needed to the secretary to enter all club activities as "events" on DoSportsEasy and to ensure that an accurate record of all club members who are present at club activities is kept and reported on DoSportsEasy.
10. Check and respond to email/voicemail messages with appropriate regularity throughout your tenure as an officer.
11. Actively participate in any committees to which you are assigned.
12. Any other duties officially assigned by the Sport Club Administration during the course of your time as club president.

# ROLE OF THE CLUB TREASURER

The treasurer is responsible for keeping accurate records of all the club's financial activities.

The treasurer's **assigned** duties include:

1. Know the contents of the Sport Club Handbook
2. Oversee all financial matters of the organization. This includes informing all members and fellow officers of financial policies, collecting and depositing all membership fees, authorizing all purchases, and submitting all receipts for reimbursement.
3. Prepare and submit the annual budget allocation request.
4. Collect, deposit, and maintain an accurate record of dues for all club members. When necessary, report individuals who have not submitted required payments to the Sport Club Administration in order for their records to be put on hold.
5. Pick up and distribute reimbursement checks from the Sport Club office in a timely manner.
6. Provide assistance as needed to the secretary to enter all club activities as "events" on DoSportsEasy and to ensure that an accurate record of all club members who are present at club activities is kept and reported on DoSportsEasy.
7. Provide assistance as needed to the president for managing the location, distribution, and subsequent collection of all club equipment.
8. Check and respond to email/voicemail messages with appropriate regularity throughout your tenure as an officer.
9. Any other duties officially assigned by the Sport Club Administration during the course of your time as club treasurer.



# ROLE OF THE VICE-PRESIDENT

The vice-president has specifically designated responsibilities and functions in a support role for the president of the club.

The vice-president's **assigned** duties include:

1. Know the contents of the Sport Club Handbook
2. Submit all travel-related paperwork in accordance with all published policies and procedures outlined in this handbook.
3. Ensure that all intended travel is registered with the Sport Club office by Monday of the week of intended travel.
4. Serve as the officer primarily responsible for arranging all travel-related necessities, including hotel accommodations, rental cars, flights, etc.
5. Serve as the officer primarily responsible for initiating, seeking approval for, organizing and overseeing all club fundraising events and activities.
6. Serve as the officer primarily responsible for initiating, seeking approval for, organizing and overseeing all club community service events and activities.
7. Provide assistance as needed to the secretary to enter all club activities as "events" on DoSportsEasy and to ensure that an accurate record of all club members who are present at club activities is kept and reported on DoSportsEasy.
8. Provide assistance as needed to the president for managing the location, distribution, and subsequent collection of all club equipment.
9. Check and respond to email/voicemail messages with appropriate regularity throughout your tenure as an officer.
10. Any other duties officially assigned by the Sport Club Administration during the course of your time as club vice-president.

# ROLE OF THE SECRETARY

The secretary oversees most aspects related to roster management, attendance, safety, and communication with all club personnel.

The secretary's **assigned** duties include:

1. Know the contents of the Sport Club Handbook
2. Assist the president with managing and approving/denying membership requests on DoSportsEasy, as well as regularly updating and managing all status updates for club members.
3. Create and manage all official activities of the club as "events" on DoSportsEasy at least 3 business days ahead of each intended activity.
4. Serve as the point-person for keeping and reporting an accurate record of attendance at all official club activities on DoSportsEasy within one business day following its completion.
5. Complete and submit all injury reports in accordance with all published guidelines.
6. Ensure that the club medical kit is present, visible, and accessible at all club events and activities. Know the inventory of the medical kit and maintain an adequate stock of all items as they are used.
7. Provide assistance as needed to the president for managing the location, distribution, and subsequent collection of all club equipment.
8. Check and respond to email/voicemail messages with appropriate regularity throughout your tenure as an officer.
9. Any other duties officially assigned by the Sport Club Administration during the course of your time as club secretary.

# SHARED RESPONSIBILITIES OF SPORT CLUB OFFICERS

An abbreviated list of traditional responsibilities that are often shared by all officers of the club are included on this page. Additional responsibilities should be discussed, delegated, and overseen by all officers as needed. If utilized, additional elected officers may be directly assigned to any of the items listed below, or assigned additional responsibilities based on the particular needs of the club.

1. Know all club officers and members of your club.
2. Know the general financial status of the club.
3. Work with fellow officers to revise and submit a club constitution in accordance with all guidelines and recommendations.
4. Assist in training the incoming individual who is replacing you and providing logistical support for typical responsibilities of that position.
5. Assist in implementing duties required by the Sport Club Administration, including but not limited to attendance at progress meetings.
6. Ensure that all social networking/advertising/promotional activities represent your club in a positive manner and that all club members uphold this responsibility.

## A note for clubs with National Governing Body (NGB)/formal league memberships:

For all clubs who are members of an NGB or formal league, specific responsibilities for membership are typically required. Oftentimes, these requirements include an obligation to participate in sponsored events, to submit required paperwork and documentation, and to compete in a set number of games (and potentially post-season events). Clubs are advised to carefully and thoroughly evaluate whether continued membership in these organizations remains in the best interest of the club.

In all cases where a club determines that it would like to continue as a member of a league or NGB, Recreational Sports expects that all contractual obligations inherent to membership in the organization will be upheld by the club and its members, to the best of its ability. If a club intentionally fails to fulfill a required league obligation that jeopardizes current and/or future membership in the organization, that club may be: defunded for the following year; suspended for a period of time; placed on probation for a period of time; or removed from the Sport Club program entirely.

If a club feels that a league or NGB has placed an undue or unjust burden on its membership, the officers of that club should arrange for an appointment with the Assistant Director to discuss potential options for resolving the issues at hand.

# **ROLE OF THE FACULTY/STAFF ADVISOR**

The faculty/staff advisor must be a current full or part-time SUNY Cortland faculty or staff member chosen by the club members.

Before agreeing to serve as a Sport Club advisor, the responsibilities the advisor will undertake by agreeing to serve in the position should be fully discussed with the club officers. At a minimum, all Sport Club advisors should become familiar with SUNY Cortland Sport Club policies and procedures as outlined in this handbook. Additional recommendations for responsibilities the Sport Club advisor might choose to accept include, but are not limited to:

1. Advise the club by providing guidance and leadership, and by encouraging the club officers to adhere to all Sport Club policies and procedures, as well as the rules of conduct.
2. Be available to provide feedback during the development of plans and programs for the club.
3. Provide expertise and mature judgment when called upon for advice.
4. Assist with recommending and organizing community service events/projects for the club to participate in.
5. It is recommended, but not mandatory that the advisor attend contests/events undertaken by the club.

# ROLE OF THE COACH/INSTRUCTOR

It is considered to be the responsibility of each Sport Club to secure the services of a coach/instructor if they desire one. All coaches/instructors selected by the club must:

1. Complete all pre-employment requirements for working at SUNY Cortland. This includes but may not be limited to: having a formal application on file through the SUNY Cortland Employment Opportunities website that includes a resume, cover letter, and a list of references; signing and returning any contracts that are issued, prior to beginning work with the club; and having a completed I-9 tax form on file with the Human Resources Office.
2. Complete a [Paid Coach Agreement Form](#).
3. Maintain and be able to provide proof of current and appropriate safety and/or coaching certifications that are applicable to the club they are working with. CPR/First Aid and AED certification is required for all paid coaches/instructors. As an employee of the University, coaches are able obtain these certifications free of charge through SUNY Cortland.
4. Attend/complete all training sessions and/or workshops that are assigned and required by the Sport Club Program and/or SUNY Cortland.
5. Submit required monthly accrual summaries in a timely manner through the Time and Attendance System, as required by SUNY Cortland.
6. Become familiar with the rules and policies that govern the operation of the Sport Club program and assist the administration in enforcing them to the best of their ability. Particular attention should be paid to policies regarding alcohol/drug use, head injury/concussion reporting and management, and hazing.
7. Attend all practices and games/events in which the club is participating unless other arrangements have been specifically agreed upon.

Coaches/instructors should also be aware that employment contracts are considered renewable agreements that are only good for a period of one academic year (or semester, depending on the needs of the club and the timing of employment). Employment is considered at-will and the Sport Club program reserves the right to suspend and/or terminate coaches/instructors at any time if it is determined that the best interests of the club are not being served.

Volunteer coaches may also be allowed to assist with club activities. Volunteer coaches are subject to all of the aforementioned expectations of coaches with the following additions/modifications:

1. CPR/First Aid and AED certification is not required for volunteer coaches/instructors but is strongly recommended.
2. A completed [Volunteer Coach-Instructor Agreement Form](#) must be submitted with a resume, cover letter, and a list of references OR a document with a detailed description of any relevant experiences they have that make them qualified for the position and a statement regarding why they are interested in volunteering for the club. This form is available on the "Forms" page of the Sport Club website.
3. A completed [Volunteer Appointment Form](#) must also be completed and returned to the Sport Club Office.

# FACILITY RESERVATIONS

To reserve space on campus for any Sport Club use other than tryouts/practices, contact the Assistant Director or the Graduate Assistant for Sport Clubs.

1. The Assistant Director or Graduate Assistant for Sport Clubs will complete and submit an official Facility Request based on the request. The club will be notified within 5 business days once the request has been approved or denied.
2. The Sport Club Office reserves the right to deny approving event requests if the request is not received by the office at least one (1) week prior to the anticipated date of the event or, if the preceding timeline was not possible, in a timeframe that allows the office to arrange for appropriate medical and facility supervision (at cost to the club).
5. All music used during, before, or after a club's performance/event must be approved by the Sport Club Administration at least one week before the event. No profanities are allowed. This rule also pertains to all practice music.

## For tryouts/practices:

1. Clubs with practice schedules that primarily involve indoor facilities must thoroughly complete and submit a [Sport Club Practice Request Form](#) online in accordance with published timelines. The Sport Club Administration will attempt to accommodate the requests but cannot guarantee it will be able to do so. A confirmed practice schedule will be returned to each club via email at least one week before the start of the semester.
2. Clubs with practice schedules that primarily involve outdoor facilities should have the club **president** contact the Sport Club office to arrange for practice times. Due to facility limitations and scheduling conflicts, the Sport Club Administration may only be able to accommodate practice requests one to two weeks in advance. For this reason, it is strongly recommended that outdoor practices are requested on a weekly or bi-weekly basis.

# KEY ACCESS TO PRACTICE FACILITIES

1. Clubs who require key access to specific facilities and/or storage areas will have a designated key available for sign-out at the Equipment Checkout Facility in the Student Life Center.
2. For security purposes, club officers are the only individuals who are allowed to sign-out facility keys. Each semester, a list of all current officers who are eligible to sign out keys will be left at the Equipment Checkout Facility. Anyone caught signing out keys inappropriately (i.e., using someone else's ID card, borrowing keys without signing them out, arguing with Student Life Center employees, etc.) will be referred through the Student Conduct office, and the club will lose the privilege of signing out keys for the remainder of the semester. If that happens, clubs would be required to cancel practices for the remainder of the semester OR hire an Event Manager to supervise all practices.
3. All keys should be signed out no more than 1 hour prior to the time the club is scheduled to use the facility and should be returned within 1 hour of the completion of the reservation. All facilities should be locked and have the lights turned off after every reservation. Clubs who do not adhere to this policy may have their facility use privileges revoked. Individuals who lose keys will be charged replacement fees and may have their records put on hold.
4. Keys that are returned late are subject to a \$1/day fine until the key is returned, payable to the Recreational Sports office. Once the key is returned, it will not be eligible to sign out again until any accumulated fines have been paid. If the club accumulates \$10 worth of fines for late keys in any semester, the key will be removed and the club would be faced with the same options as described in #3 above.

# TRAVEL

Sport clubs are allowed to travel to competitions and other events that pertain to their club's mission. All clubs must have an approved travel itinerary form submitted prior to any off-campus activity, including practices and social events.

1. The [Travel Itinerary Form](#) must be fully completed and submitted online no later than Monday of the week of intended travel by the **vice-president**. Some things to consider when submitting a travel itinerary:
  - A. You are required to list a departure/return date, as well as an estimated departure/return to campus time.
  - B. All club members are expected to leave and return to campus together. See #6 below for instructions on how to request alternate arrangements.
  - C. Drivers – Two approved drivers for every vehicle on the trip is required in case someone is injured/tired/sick after the contest. All drivers must apply to serve as an approved driver for the club. See "Driver Application" section on the following page.
2. All members of the travel party must be members of the Sport Club, or the club's coach/instructor/advisor.
3. If changes must be made to the travel itinerary after it is submitted, contact the Assistant Director or a Graduate Assistant as soon as possible.
4. Failure to follow these procedures could result in suspension from travel.
5. For all club-related travel, it is assumed that all individuals associated with the club will be leaving, traveling directly to the event venue, and returning directly to SUNY Cortland together. In some cases, individuals associated with the club may wish/find it necessary to deviate from this plan (i.e., returning home with a parent, leaving from a different starting point, the group is staying at multiple locations, etc). Any deviation from a typical travel arrangement must be approved by the Assistant Director and must be documented accordingly by submitting a [Travel Itinerary Addendum Form](#).

## Rules Regarding Departure and Times of Travel

In addition to the aforementioned policies regarding travel as a whole, the following rules are also in place regarding departure times and the hours during which clubs are allowed to travel:

- Departure times between the hours of 10pm-5am are prohibited without permission from the sport club office.
- Travel plans that involve a departure on one day and an arrival on the next day, especially those that involve driving through the night (approximately between the hours of 10pm-5am) are prohibited without permission from the sport club office.
- Clubs are required to take a minimum 15-minute break every 6 hours, although more frequent breaks are recommended. It is not required to change the driver, but that is also strongly recommended.
- Trips that would be reasonably expected to exceed 12 hours of driving in one day must be broken up with an overnight stay somewhere between origin and destination.
- All travel plans are subject to review and modification by the sport club administration.



# DRIVER APPLICATION

In order to ensure that all individuals who would like to transport themselves and other SUNY Cortland Sport Club members to and from off-campus events have a safe driving history, the following procedure is in place:

1. All students, coaches, faculty, and staff members must apply to serve as a driver for the Sport Club program. This can be done by completing the "[Driver Application Form](#)" available on the Sport Club website under the "Forms" tab.
2. By completing and submitting this application, individuals agree to be enrolled in the License Event Notification Service (LENS)\*.
3. Once a driver application is submitted and an individual has been registered for LENS, individuals do not need to register again for the remainder of their time at SUNY Cortland. However, driver approval status is subject to change depending on events that positively or negatively affect an individual's driving record.
4. In order to pass LENS screening and qualify as a student driver, individuals must meet the following criteria:
  - a. Possess a valid New York State driver's license
  - b. Possess a driver's license for a minimum of 2 years
  - c. Not have received more than one citation for a moving violation in the past three years
  - d. Not have received a DWI/DUI violation in the past five years
  - e. Not have a significant amount of motor vehicle accidents
5. Individuals who apply for and do not pass LENS screening will be ineligible to serve as a student driver for the Sport Club program. Those individuals may reapply each successive semester for approval.
6. Applicants will be able to check their application status on DoSportsEasy.
7. Individuals should allow at least 5 business days for their application to be processed.
8. Out-of-state residents who do not possess a New York state driver's license may still be eligible to serve as drivers for the Sport Club program. Those individuals must request a license abstract from their home-state's DMV and present it to the Assistant Director for review each academic year. If the abstract meets the same criteria described in #5 above, the individual will be granted permission to serve as a student driver. Please note, the request for an abstract may be accompanied by a fee, which is solely the responsibility of the individual requesting the abstract and which may not be reimbursed with club monies.
9. Completing the driver/LENS application does NOT automatically make a person eligible to drive University vehicles (i.e., 12 passenger vans). Instructions on how to become a van-certified driver can be found on the next page.

\* For more information on LENS, please visit:  
<http://dmv.ny.gov/dmv-records/license-event-notification-service-lens-accounts>

# VEHICLE RESERVATION

Recreational Sports has two 12 passenger vans designated for use by sport clubs. The procedure for reserving a van is as follows:

1. A completed [Vehicle Request form](#) must be submitted to Recreational Sports.
2. All club members reserving vehicles must have taken and passed the Van Driver Training Course, offered by SUNY Cortland Fleet Operations and Services (FOS). Drivers must then notify Recreational Sports that they have completed the course and provide proof that they are an approved University vehicle driver by submitting a copy of the course completion certificate. Details regarding how to register for and complete the training course can be found at the following website address:

<http://www2.cortland.edu/offices/FOS/transportation/van-training>

3. All drivers should be approved through the driver application process described on the previous page.

Additionally, the following criteria must be met in order for a club to be eligible for utilizing a University vehicle:

1. The destination of travel should lie within a reasonable distance from SUNY Cortland that allows for safe travel without undue stress on the driver(s).
2. The club must be accompanied by a SUNY Cortland-approved chaperone. This person may be:
  - a. A full-time faculty/staff member
  - b. A non-student paid coach, a registered non-student volunteer coach, or advisor of the club
  - c. A Recreational Sports full-time staff member, graduate assistant, or student employee in a supervisory position (with the permission of the Assistant Director). All reasonable costs associated with chaperoning the trip will be incurred by the club. In the event of a student supervisor serving as the designated chaperone, a per-diem fee may also be negotiated between the club and the student.

All vehicle requests must be received no later than September 1/February 1 each semester. Recreational Sports will attempt to assign University vehicles in a fair and equitable manner to ensure that all clubs who would like to use the vans have the opportunity to do so. Vehicle assignments will be assigned based on, among other things, the distance from campus to the competition venue and the number of club members serviced. Once all requests have been received, clubs will be notified of whether or not a vehicle is available for use on the days requested. After the initial assignment of vehicles, all other requests will be reviewed and approved on a first come-first served basis.

Unfortunately, Recreational Sports cannot guarantee the availability of a University vehicle, so alternate plans should always be prepared.

# RENTAL VEHICLES

In recent years, it has become easier and more worthwhile for students to rent vehicles from a rental car agency. Enterprise Rent-A-Car has a local branch in Cortland and is the recommended location from which students should rent vehicles for sport club travel. Enterprise will also waive the fee for drivers under the age of 25, thereby making it easier to secure a reservation for clubs if personal vehicles are not an option or aren't preferred for use. If renting a vehicle from Enterprise is of interest to your club, the following steps should be completed by the **vice-president**:

1. Contact the Sport Club office to notify us of the need to rent vehicles from Enterprise. When possible, this should be done at least 2 weeks in advance of the intended date of travel.
2. The office will provide you with the Billing Number and the Contract ID Number, both of which will need to be provided at the time you make your reservation.
3. Visit the local Enterprise store, located at 991 State Route 13 in Cortland to make your reservation. Do NOT call the national number for Enterprise and do NOT make online reservations. In the event that your reservation will involve picking up the cars at a non-Cortland location (i.e., you pick up vehicles at an airport in another city), contact the Sport Club office for assistance with those reservations.
4. Obtain a total for the cost of the vehicle rentals from Enterprise and inform the Sport Club office of that amount.
5. **Personal Accident Insurance (PAI) is mandatory for all reservations.**
6. A Purchase Order will be generated for you, which you must pick up from the Sport Club office and bring with you to Enterprise on the day you pick up the vehicles.
7. All drivers should be present to complete paperwork and should have their Driver's License available.
8. All invoices for your travel will be sent directly to our office and will be paid directly from your club's account.

# FUEL REIMBURSEMENT

Each Sport Club may choose to use money from their account to reimburse club members for fuel use to and from official club events. The following procedure outlines the steps that must be taken to reimburse club members for fuel:

1. Before traveling, all personal vehicles to be used for the trip should be filled by the club member **USING THEIR OWN MONEY**. This receipt should be clearly marked as a pre-travel receipt and should be attached to any receipts eligible for reimbursement. Receipts that are not accompanied by a pre-travel receipt may be denied reimbursement OR may only be reimbursed the same amount as the lowest eligible receipt submitted by the club.
2. Travel to your destination.
3. Fill the tank *immediately* upon returning from your trip. Submit this receipt to the club treasurer for reimbursement. Each receipt must include the name of the person who is to be reimbursed. If you are low on gas before returning from your trip, fill the tank and submit this receipt for reimbursement as well.
4. The club treasurer should submit a check request with the appropriate receipts attached for each member who is to be reimbursed. If 3 or more club members need to be reimbursed for fuel, please follow the instructions listed below.
5. Reimbursement will not be provided for receipts that are: submitted more than 10 business days after the date on the receipt; dated prior to the departure date/after the return date.

## Fuel Reimbursement to 3+ Members

Due to new regulations, when reimbursement for fuel costs is to be given to three (3) or more club members, treasurers will be required to use a Travel Advance or must request one check to be issued for reimbursement to one club member. For the latter option, a [Payment Received form](#) must be submitted to the Sport Club office within 5 business days of pickup of the reimbursement check. Additionally:

1. All receipts to be reimbursed should be submitted along with the Payment Received form.
2. Each person's first and last name must be written on any receipt(s) they are to be reimbursed for. Pre-travel receipts should also be submitted and should be clearly designated as such.
3. Only sport club officers may receive reimbursement checks intended distribution to multiple members, so be sure you select an officer who has the ability to deposit/cash a check locally or via online banking.
4. The person who receives the check must distribute the money owed to each individual whose name is listed on a gas receipt.
5. Funds should only be distributed to each individual after they sign the Payment Received form.
6. Negative points will apply for Payment Received forms that aren't received on time.

The officer receiving the check may elect to distribute funds using electronic payment apps (i.e. Venmo, CashApp, etc.), if desired. All fees associated with using electronic payment apps to distribute funds are solely the responsibility of the officer distributing the funds and are not eligible for reimbursement.

# EQUIPMENT

1. The Sport Club Administration issues all equipment and supplies.
2. All non-expendable equipment must be properly labeled as property of the club. All uniforms/wearable equipment must also be numbered, whether by a permanent laundry marker or by way of their design.
3. All equipment will be inventoried and listed on DoSportsEasy. A detailed printout of all club equipment will be reviewed with sport club officers at the time of equipment checkout/check-in.
4. It is the responsibility of the sport club officers to track the distribution and collection of all sport club equipment. It is strongly recommended that sport club officers keep a detailed list of any/all equipment that is distributed to members during the academic year, including numbers, sizes, etc.
5. An appointment must be made to pick up club equipment with the Sport Club Office.
6. An appointment must be made to return all club equipment within 5 business days of the last planned activity of the academic year.
7. All equipment should be cleaned, neatly folded, and stored in appropriate containers for long-term storage. Plastic bags, broken down cardboard boxes, or crates without lids are not considered acceptable containers. Exceptions may be made for irregularly sized/shaped items that do not fit well into approved containers.
8. Club members who do not return their equipment on time will have their records placed on hold.
9. All equipment will be purchased through Recreational Sports and becomes the property of Recreational Sports.
10. The Sport Club Administration will replace any equipment damaged or not returned and charge the club's budget, or the responsible individuals, with the replacement cost.
11. It is the responsibility of the club to plan for, fundraise and purchase all equipment, uniforms, costumes, etc. for their club. It is not the responsibility of Recreational Sports to purchase any equipment, uniforms, costumes, etc. for any Sport Club. However, Recreational Sports will assist clubs in purchasing equipment, and of course, all purchases must be approved by the Assistant Director before the equipment is ordered.
12. All prizes won by sport clubs (cash, trophies, etc.) belong to Recreational Sports and must be delivered to the sport club office upon receipt. Trophies/awards will be put on display in the Student Life Center, while cash prizes will be deposited into the club's account for use toward future approved purchases.

# DAILY ATTENDANCE TRACKING PROCEDURES

In an effort to better track participation in our program, assist with decisions related to the allocation of funds, and to support an argument for continued existence within the sport club program, a daily attendance tracking/reporting procedure will be required of all sport clubs. The **secretary** of the club bears primary responsibility for the entirety of this process for all club activities, both home and away. All other officers are expected to assist as needed and assume primary responsibility for doing so in the event that the secretary is not present. The following procedures should be followed:

1. **BEFORE:** Using DoSportsEasy, an “event” should be created for each official activity planned by the club at least 3 days in advance of the activity.
2. **DURING:** club officers are responsible for keeping an accurate record of *which* members attend each event. The *number* of individuals present is not important. It is recommended that officers for each club develop a consistent strategy for recording this information so that any other officer can assist if the secretary is not present.
3. **AFTER:** Update the attendance for each event on DoSportsEasy by no later than the end of the ensuing business day. This is done by editing the completed event, navigating to the “members” tab, selecting the members who were present, and saving the page. Club who fail to report event attendance within one business day will be given one warning to submit attendance by the end of the business day before negative points are assigned.

Additional notes related to this process:

1. Examples of activities that should be entered as events include practices, home/away events, community service and fundraising activities, and any other official club business.
2. Examples of activities that are NOT required for entry on DoSportsEasy include tryouts, informal gatherings, social gatherings, interest meetings, and any marketing/recruitment activities (e.g. Open House, tabling sessions).
3. Officially registered coaches/instructors/advisors are NOT eligible for attendance reporting and do not need to be included in this process.
4. Do not enter events in DoSportsEasy until they have been officially requested and approved by the Sport Club office, unless an official reservation is not required (i.e. a team meeting at a member’s house or an off-campus community service activity).
5. If events are canceled, they should also be removed from DoSportsEasy. If the canceled event involved an official reservation request, the Sport Club office must also be notified. Canceling an event on DoSportsEasy does NOT in itself satisfy our program requirement for canceling a reservation.

Sport clubs who do not demonstrate proof of significant activity and/or who consistently report less than the required participation numbers for a club to remain an active member of the Sport Club program may be denied the opportunity to petition Recreational Sports for an allocation. Furthermore, that club may be given a probationary status for a period of one semester, during which time they will be required to prove that the club:

- Is actively engaged in the recruitment of new members.
- Has a significant number of activities planned.
- Is consistently reporting attendance of at least 10 SUNY Cortland student members at all practices and events.

# AUDITS

To ensure compliance, the Sport Club Administration reserves the right to audit (randomly or for cause) any club's roster at any official practice or club event without advance notification. During the audit, the Sport Club Administration will:

1. Verify that the club binder is present and that copies of all Emergency Cards are within.
2. Ensure that at least 1 current approved officer with current CPR/AED and First Aid certification is in attendance at the practice/event.
3. Ensure that the club's med kit is present.
4. Bring up a copy of the latest active roster on DoSportsEasy and ask each club member present to check in.
5. Verify that the facility is being used properly and that all rules are being followed.
6. Perform an official attendance count to be cross-checked against the officially reported attendance for that day.

Penalty for non-compliance:

1<sup>st</sup> Offense: club is put on probation for the remainder of the semester and is subject to a second audit. Negative points will also be assigned.

2<sup>nd</sup> Offense: a \$50.00 fine is assessed to the club account and a 1-week suspension from all club activity is enacted. The club will also be placed on one semester of probation and an additional audit will be conducted at a future date. Negative points will also be assigned.

3<sup>rd</sup> Violation: a \$100.00 fine is assessed to the club account, the club is put on probation for the remainder of the semester, and another audit will be conducted at a future date. Additionally, negative points will be assigned and the Sport Club office reserves the right to impose additional penalties at its discretion.

Additional Notes Regarding Audits:

- Clubs that are suspected of falsifying daily attendance records may be required to submit hard copies of daily attendance logs that include the signatures of each individual in attendance.
- If the club has a scheduled contest/event during the week they are to be suspended, the club may be given the option of paying a \$200 fine instead of canceling the contest/event. Practices will still be canceled.
- If the club is found not to be present during the scheduled time without having notified the Sport Club office of a cancellation, the 2<sup>nd</sup> offense rule will be enacted.
- Numbers 1-3 above are considered safety violations and will result in the cancellation of any remaining practice time if the violation cannot be remedied in a timely manner.
- Most audits will be conducted by Event Managers. Please be courteous and do your best to assure that all club members are compliant during the process.

# FINANCIAL POLICIES AND PROCEDURES

1. A sport club is eligible to petition for financial support from Recreational Sports if the club has been established for at least 2 full semesters and if it submitted a budget request by the deadline the previous spring. These funds are to be considered a subsidy only, as each club is primarily financed by its members.
2. Each Sport Club must submit a budget request to the Sport Club Administration by the announced deadline in the spring of each year. Budget requests should include the following:
  - A. Administrative costs, such as league or association dues, entry fees, etc.
  - B. Equipment that is to be retained by the club and is used during club activities.
  - C. Travel-related funds for expenses such as gas, tolls and hotels.
  - A. Competition expenses such as referees and facility rental fees.
  - B. Supervision expenses, such as those required for certain practice facilities, event supervision, medical supervision, etc.
3. Funds for the club's activities may come from the following:
  - A. Membership dues, donations, gifts, and fundraising projects. These funds may carry over to the next year.
  - B. Budget allocations from Recreational Sports. This budget terminates June 30 and any club's unspent allocation will be transferred to the contingency fund.
4. Each club is required to conduct some fundraising activities.
  - A. All fundraisers must be approved by the Sport Club Administration and the Director of Campus Activities and must follow established University policies and procedures.
  - B. The Proposal to Fundraise form must be completed and approved at least one week prior to the event.
5. The only open account should be the University Account.
6. Funds collected by the Sport Clubs must be brought to the Recreational Sports office for depositing and recording. All deposits and purchases must be conducted through Recreational Sports. No local bank accounts are permitted.
7. All deposits must be accompanied by a completed Sport Club Deposit Slip.
8. If a club goes over budget, disciplinary action will be taken, with the amount overspent being taken from the next year's budget. According to the amount of the debit, it could seriously affect the club's allocation for the next year. Clubs will not be awarded their allocation or allowed to spend money from their account until the previous year's deficit has been corrected.
9. Clubs will be given access to half of their allocation money on July 1. The other half will be deposited into the club account once the assigned task list has been fully completed.
10. In lieu of financial penalties, negative points will be issued for the late submission of a required assignments (e.g., annual report, club constitution, etc.) where at least 2 weeks (10 business days) notice has been given. Additional details regarding negative points can be found in the "Sport Club Tier System" section of this handbook.



# INCOME

Sport clubs get their budget money from several sources:

1. Recreational Sports: Budget for the current year is presented and decided on during the previous spring semester. These funds terminate on June 30.
2. Dues
  - a. The amount members of each club are required to pay for dues varies and is partially determined by the financial tier that club is assigned to for the academic year. Minimum requirements are established for each tier, but a final cost may be set higher depending on the needs of the club during the process of requesting an allocation.
  - b. SUNY Cortland faculty/staff members who are members of a Sport Club, must pay \$40.00 more than the established student rate for the club per year.
  - c. Dues may only be paid via check, Venmo transfer to the club treasurer, or money order. Cash is no longer an acceptable method of payment for club dues.
  - d. These funds may carry over to the next year.
3. Individual Club fundraising
  - a. At a minimum, each club receiving an allocation is required to fundraise a designated amount of money. The required amount is based on a percentage of predicted expenses and is a function of the financial tier that club is assigned to for the academic year.
  - b. These funds may carry over to the next year.
  - c. Sport Clubs may not accept money, allow sponsorships, or solicit funds from any establishment whose primary operation involves the serving of alcoholic beverages. If unsure, all clubs are encouraged to check with the Sport Club office prior to accepting or soliciting donations or services.
4. Supplementary Allocation (SA) Fund: For unexpected expenses, Sport Clubs can apply for additional money from the SA Fund. Additionally allocated money is given for the exact amount needed (or less); therefore SA awards do not carry over to the next year. Requests may be submitted by completing a [Supplemental Allocation Request form](#). Please note:
  - a. This is designed for unexpected expenses (i.e., qualification for a national tournament, stolen equipment/uniforms, etc).
  - b. It is not appropriate, and Sport Clubs are not allowed to apply for SA money due to poor planning of their budgets.
  - c. All SA requests will be reviewed and decided upon by the Budget Committee as they are received during the academic year.
  - d. SA funds are only available if the overall budget allows for them, and disbursement of funds is at the discretion of the Sport Club Office.
5. Donations: Individuals/businesses that want to donate to your club may do so by sending checks made out directly to the club (e.g. "SUNY Cortland Field Hockey Club") to the Recreational Sports office for immediate deposit into the club's account. These funds may carry over to the next year.

# PURCHASES

The general rules for any purchases are:

1. **Prior approval for all orders for which sport club money will be used must be approved before the order is placed/purchase is made.** Orders placed by club members without Sport Club Administration approval will not be reimbursed with any Sport Club funds. That member will be financially responsible for the cost of the purchase.
2. Orders sent to club members homes will not be reimbursed with any Sport Club funds. Orders should always be sent to:  
  
SUNY Cortland Recreational Sports  
PO Box 2000  
Cortland, NY 13045  
Attention: *SPORT CLUB NAME*
3. Voucher forms for officials must be turned in by the end of the 2nd business day following the event. Payment in advance of services by officials/vendors is not possible.
4. If ordering items for club members to keep, the order will not be given to the club until all members have paid for their items.
5. Failure to show fiscal responsibility may result in the club being disciplined financially, including, but not limited to, a reduction in allocations for the year or following years.
6. Where personal apparel is to be purchased, all artwork and graphic designs must first be approved by the Marketing Office and the Assistant Director for Sport Clubs. Only logos/artwork approved for sport club use by the Marketing Office may be used. Additionally, and where appropriate, all apparel and/or club equipment should clearly designate that it is the property of the club.
7. Requests for assistance with the creation, modification, or review for approval of artwork/logos/designs to be used by the club should be submitted to the Marketing Office. At least 2 weeks of lead time may be required before a review can be completed. Clubs are advised to plan accordingly and to be prepared for significant delays before receiving a reply.

# **PURCHASE ORDER (P.O.)**

Directions for requesting a P.O.

1. Contact the company your club would like to do business with and ask them if they accept purchase orders from state institutions. If yes, we are able to business with them. If no, call similar companies that offer the items you are attempting to purchase until you find one that will accept a P.O.
2. Inform the company that you would like to request a quote for some items. Work directly with the company representative to generate a complete list of items that you would like to order. BE SPECIFIC and include sizes, numbers, item numbers, etc. All associated costs should also be noted in the quote (i.e., shipping, setup fees, etc).
3. Once finalized, arrange for the quote to be sent to the Assistant Director. This can be sent via email, fax, or regular mail.
4. Once received, the Sport Club office will take care of completing and submitting the purchase order. If all items are to be paid for with funds from the club account, no further action is required at this point.
5. If items being ordered are to be kept by club members as personal apparel/equipment, the officer in charge or the order should begin collecting all money owed by individuals for deposit into the club's account. NONE of the items will be released until all money has been received.
6. Occasionally, a company will request additional information from our office (i.e. contact information, tax ID number, etc) before allowing you to request a quote and/or submit a purchase order. If this happens, please forward all forms and requests to the Assistant Director for review and completion.

# FINANCIAL AGREEMENTS

Occasionally, clubs may either qualify for or desire to participate in postseason competition or a large-scale event for which they do not possess sufficient funds to pay for. In these instances, Recreational Sports may be able to provide financial assistance to the club to pay for these expenses and allow club members additional time to raise funds and repay the loan. Recreational Sports does not guarantee that a loan will be given. Each request will be evaluated on a case-by-case basis and will depend on a variety of factors including, but not limited to the current financial situation of the club, the plans the club has to raise the required money, and the purpose of the loan.

If money is to be loaned, the following rules and procedures should be followed:

1. A meeting should be scheduled between the club officers and the Assistant Director to discuss the purpose of the trip, the related expenses, and the proposed methods of repaying the borrowed funds.
2. A second meeting with all club members who intend to participate in the event should be scheduled to discuss the terms of the loan and to complete a Financial Agreement form. A parent/guardian signature is also required on each Financial Agreement form.
3. The club should submit a deposit on the final balance equal to approximately 10% of the total anticipated cost of the trip. Each club member is responsible for producing an equal share of this amount by the time of the meeting.
4. By signing the form, each participant agrees to personally paying an equal share of the amount owed by the club to cover the balance of the loan if sufficient funds are not deposited into the club's account by a mutually agreed upon date. The agreed upon date shall be no later than the last full day of classes of either semester.
5. Club members who do not complete a Financial Agreement form and/or pay their deposit will be disallowed from participating in the event.
6. Once a Financial Agreement form has been signed, participants are responsible for paying back any non-refundable expenses that have been paid on their behalf if they change their mind and decide not to participate in the trip.
7. Club officers shall provide Recreational Sports with a list of all club members who have not submitted their portion of the loan, along with the amount each person owes, by the first business day after the balance of the loan is to be paid. Those individuals will have their records put on hold until their fees are paid.
8. If a club has any members who have not repaid their portion of the original loan by May 31, that club will be ineligible for a loan from Recreational Sports during the following academic year.
9. Any club member who has not repaid their portion of the original loan by the start of the following academic year is ineligible for active membership in the club until the balance of the loan is paid.

# TAX EXEMPT CERTIFICATES

A completed tax-exempt certificate should be presented to vendors at the time of purchase for all items that are not obtained via a purchase order. Tax exempt certificates are available on the “Forms” page of the Sport Club website.

Individuals will not be reimbursed for taxes that could have been avoided had a tax-exempt certificate been presented. Purchases for which a tax-exempt certificate may not be accepted by a vendor include, but are not limited to: gasoline taxes, hotel taxes, flight taxes, and taxes for purchases made outside of New York state. If a purchase is ineligible for tax exemption, individuals will be reimbursed for the applicable taxes.

# CHECK REQUESTS

The check request form is used to prepare a check for payment of a bill. When traveling, please use a Travel Advance as often as possible.

## Directions for using a Check Request Form

1. Complete the [Check Request Form](#) online no more than 10 business days after receiving the invoice, receipt or official payment voucher.
  - A. A scanned copy of the original invoice, receipt or contract/voucher may be attached to the form or the original receipt(s) may be given directly to the Sport Club office. If multiple invoices need to be submitted, email them directly to the Assistant Director.
  - B. Do not discard original receipts, as they will need to be “traded” for any reimbursement checks at the time of pickup.
  - C. The person receiving the check and completing the form cannot be the same person.
  - D. If additional information needs to be sent with the check (i.e. a registration form), this should also be emailed directly to the Assistant Director.
2. The Sport Club treasurer is responsible for picking up all reimbursement/travel advance checks for club members. Unless otherwise requested, the Sport Club Administration will mail all checks to pay vendors.
3. Processing time (from the point that the club submits the Check Request Form until the day the check is available for pickup) varies, but is generally about 5 days.
4. Checks are available for pickup in the Recreational Sports office on Thursday afternoons. The deadline for submitting a Check Request form to receive a check on Thursday afternoon is Tuesday afternoon at 12pm.

## Advance Payment of Hotels and/or Flights

1. If a check request is submitted for the purpose of advance payment of a hotel and/or flight, it is necessary to submit additional documentation upon return as proof of travel and the expense.
  - A. Hotels: A checkout receipt showing all applicable charges must be submitted.
  - B. Flights: Boarding passes for all members on all flights must be submitted.

# SPORT CLUB TIER SYSTEM

Funding from Recreational Sports that is allocated to sport clubs is done so by utilizing a tiered system. Clubs are separated into two distinct categories – Competitive Clubs and Performance Based/Adventure/Skill-Building (PBASM) Clubs – depending on the activity undertaken by the club and the primary purposes of the club. Within each category, clubs are further separated into four distinct tiers. Each tier has its own set of criteria and requirements for clubs to meet over the course of an academic year. Additionally, funding in each tier is capped at a set amount. Assuming all criteria is met, clubs are eligible to request funding in subsequent years. The specifics related to the criteria, requirements, and funding for each tier in both categories are included below.

## Competitive Clubs

*Tier 1 Clubs* – can request up to 50% of total operating expenses with a cap of \$10,000

### *Criteria*

- Must be a member of a national and/or regional sport association
- Eligible to compete for a national championship at the sport club level
- Has more than \$10,000 in essential operating expenses each year

### *Requirements*

- Charge a minimum of \$100.00/year in dues/participant
- Obtain at least 10% of operating expenses from fundraising initiatives separate from dues
- Maintain active and appropriate presence on at least one social media platform
- Participate in at least 2 community service events/year (at least 75% of active roster present)
- Maintain a minimum membership of at least 20 actively engaged students
- Provide a minimum of 40 engagement opportunities during the academic year
- Update Alumni database file at the end of each semester
- Conduct at least one fundraising activity that includes soliciting donations from alumni
- Participate in the annual Sport Club fair and Open House
- Conduct at least one recruitment-focused tabling session in the SLC prior to tryouts OR within the first month of the club's primary recruiting semester
- Submit a completed Annual Report with officers identified for the ensuing academic year

*Tier 2 Clubs* – can request up to 50% of total operating expenses with a cap of \$5,000

### *Criteria*

- Must be a member of a national and/or regional sport association and/or...
- Actively travels and participates in intercollegiate events
- Has between \$5,000-10,000 in essential operating expenses each year

### *Requirements*

- Charge a minimum of \$75.00/year in dues/participant
- Obtain at least 5% of operating expenses from fundraising initiatives separate from dues
- Maintain active and appropriate presence on at least one social media platform
- Participate in at least 1 community service event/year (at least 50% of active roster present)

- Maintain a minimum membership of at least 15 actively engaged students
- Provide a minimum of 30 engagement opportunities during the academic year
- Update Alumni database file at the end of each semester
- Conduct at least one fundraising activity that includes soliciting donations from alumni
- Participate in the annual Sport Club fair and Open House
- Conduct at least one recruitment-focused tabling session in the SLC prior to tryouts OR within the first month of the club's primary recruiting semester
- Submit a completed Annual Report with officers identified for the ensuing academic year

*Tier 3 Clubs* – can request up to 50% of total operating expenses with a cap of \$2,500

#### *Criteria*

- Has less than \$5,000 in operating expenses each year

#### *Requirements*

- Charge a minimum of \$50.00/year in dues/participant
- Obtain at least 2% of operating expenses from fundraising initiatives separate from dues
- Maintain active and appropriate presence on at least one social media platform
- Participate in at least 1 community service event/year (at least 25% of active roster present)
- Maintain a minimum membership of at least 10 actively engaged students
- Provide a minimum of 20 engagement opportunities during the academic year
- Update Alumni database file at the end of each semester
- Conduct at least one fundraising activity that includes soliciting donations from alumni
- Participate in the annual Sport Club fair and Open House
- Conduct at least one recruitment-focused tabling session in the SLC prior to tryouts OR within the first month of the club's primary recruiting semester
- Submit a completed Annual Report with officers identified for the ensuing academic year

### **Performance Based/Adventure/Skill-Building (PBASM) Clubs**

*Tier 1* – can request up to 50% of total operating expenses with a cap of \$7,500

#### *Criteria*

- Actively travels and/or participates in intercollegiate events and/or...
- Actively travels for the purpose of participation in club-related activities
- Has more than \$5,000 in essential operating expenses each year

#### *Requirements*

- Charge a minimum of \$75.00/year in dues/participant
- Obtain at least 10% of operating expenses from fundraising initiatives separate from dues
- Maintain active and appropriate presence on at least one social media platform
- Participate in at least 2 community service events/year (at least 50% of active roster present)
- Maintain a minimum membership of at least 20 actively engaged students
- Provide a minimum of 40 engagement opportunities during the academic year
- Update Alumni database file at the end of each semester

- Conduct at least one fundraising activity that includes soliciting donations from alumni
- Participate in the annual Sport Club fair and Open House
- Conduct at least one recruitment-focused tabling session in the SLC prior to tryouts OR within the first month of the club's primary recruiting semester
- Submit a completed Annual Report with officers identified for the ensuing academic year

*Tier 2* – can request up to 50% of total operating expenses with a cap of \$2,500

*Criteria*

- Actively travels and/or participates in intercollegiate events and/or...
- Actively travels for the purpose of participation in club-related activities
- Has between \$2,500-5,000 in essential operating expenses each year

*Requirements*

- Charge a minimum of \$50.00/year in dues/participant
- Obtain at least 5% of operating expenses from fundraising initiatives separate from dues
- Maintain active and appropriate presence on at least one social media platform
- Participate in at least 1 community service event/year (at least 50% of active roster present)
- Maintain a minimum membership of at least 15 actively engaged students
- Provide a minimum of 30 engagement opportunities during the academic year
- Update Alumni database file at the end of each semester
- Conduct at least one fundraising activity that includes soliciting donations from alumni
- Participate in the annual Sport Club fair and Open House
- Conduct at least one recruitment-focused tabling session in the SLC prior to tryouts OR within the first month of the club's primary recruiting semester
- Submit a completed Annual Report with officers identified for the ensuing academic year

*Tier 3* – can request up to 50% of total operating expenses with a cap of \$1,250

*Criteria*

- Has less than \$2,500 in essential operating expenses each year
- Charge a minimum of \$25.00/year in dues/participant
- Obtain at least 2% of operating expenses from fundraising initiatives separate from dues

*Requirements*

- Maintain active and appropriate presence on at least one social media platform
- Participate in at least 1 community service event/year (at least 25% of active roster present)
- Maintain a minimum membership of at least 10 actively engaged students
- Provide a minimum of 20 engagement opportunities during the academic year
- Update Alumni database file at the end of each semester
- Conduct at least one fundraising activity that includes soliciting donations from alumni
- Participate in the annual Sport Club fair and Open House
- Conduct at least one recruitment-focused tabling session in the SLC prior to tryouts OR within the first month of the club's primary recruiting semester
- Submit a completed Annual Report with officers identified for the ensuing academic year



## **Tier 4 Clubs**

The following information applies to Tier 4 clubs in both categories (competitive and PBASM)

- Clubs in this tier are ineligible for funding through Recreational Sports.
- Clubs in tier 4 may not request funds until they have moved to Tier 3.
- Includes clubs that are on probation for violation of sport club or university policy
- Includes clubs that average less than 10 active members in attendance at engagements
- Includes new clubs in their first year of existence
- Includes clubs that have a notable loss of student interest/lack of leadership

## **Tier Transition**

To move up to the next tier, clubs must meet all requirements of the higher tier by the end of the current academic year. Clubs that do not meet their current year requirements are lowered one tier for the following year. Clubs may only move up or down one tier at a time.

# NEGATIVE POINTS

Negative points are assigned to clubs for actions/inactions that violate policies or procedures of the Sport Club program. Accumulation of negative points by a sport club can negatively impact its ability to request and/or receive allocated funds from Recreational Sports. The final outcome of accumulated negative points on sport clubs will only be determined at the conclusion of the academic year. Negative points will be reset to zero at the start of each new academic year. The resultant penalties for accumulated points are as follows:

<u>Total Points</u>	<u>Impact</u>
0-4 points	No sanctions assigned to the club
5-8 points	The club will have their final allocated budget for the upcoming year reduced by 5%. If the club is not slated to receive an allocation, a fine will be levied against the club. Fines will be taken directly from the club account. Fine amounts shall be \$250, \$150, and \$100 for Tier 1, 2, and 3 clubs, respectively.
9-12 point	The club will have their final allocated budget for the upcoming year reduced by 10%. If the club is not slated to receive an allocation, a fine will be levied against the club. Fines will be taken directly from the club account. Fine amounts shall be \$500, \$300, and \$200 for Tier 1, 2, and 3 clubs, respectively. Clubs in this point range are also ineligible to receive any annual individual and/or club awards.
13+ points	The club will be ineligible to receive an allocation for the upcoming academic year and will be placed on probation for the subsequent academic year. Clubs in this point range are ineligible to receive any annual individual and/or club awards. Clubs in this point range are also ineligible to move up in the Tier System for the upcoming year but may be moved down at the discretion of the Recreational Sports administration.

Negative points may be issued for any of the following:

- Missing/late paperwork violation
- Missed meeting/training session
- Finance-related violations
- Safety violations
- Travel-related violations
- Registration/participation violations
- Sanctionable offenses
- Any other actions/inactions at the discretion of the sport club office

Clubs will be officially informed via email whenever negative points have been assigned. Clubs can view how many negative points have been assigned to their club by viewing the checklist available on the "Forms" page.

# POSITIVE POINTS

Sport clubs will earn positive points throughout the year for participation in certain designated activities. Some of these activities are mandatory, while others are optional or assigned. A certain number of positive points are required to obtain/be eligible for specific perks. They are:

- 4 Positive Points: club is eligible to request an allocation for the following year
- 5 Positive Points: club/club officers are eligible to receive postseason awards
- 6 Positive Points: club is eligible to submit requests for additional funding (supplementary allocation and/or surplus funds available at completion of budget allocation process)
- 7 Positive Points: club will receive a one-time bonus of \$100.00 to their sport club account

Sport Clubs may earn positive points by completing the following activities:

- **Committee Assignments** (Value = 2 points): sport clubs whose presidents are assigned to an Advisory Board committee AND actively participate in all undertakings of the committee will receive 2 points. Not all sport club presidents are guaranteed a committee assignment.
- **Sport Club Community Service Activity** (Value = 2 points): sport clubs whose presidents take part in at least one of the 2 Adopt-A-Highway Cleanup activities will receive 2 points. Participation in both events does not earn any additional points.
- **Sport Club Fair** (Value = 1 point): mandatory activity; clubs who are present will earn 1 point.
- **Open House** (Value = 1): mandatory activity; clubs who are present will earn 1 point.
- **Attendance at home sport club event** (Value = 1): clubs may choose to attend any home sport club event for another club at any time throughout the year. At least 5 members from the club are required to be present. Cortland apparel should be worn and a picture of the group at the event should be shared with our office as proof of completion.

Clubs can track their progress on positive points by viewing the checklist available on the “Forms” page.

## TRAVEL ADVANCE

The policies of Recreational Sports permit advancing funds for approved travel expenses. To obtain such funds, the [Travel Advance Request Form](#) should be completed online. This method is encouraged (and in some cases, it is required), versus one check request form per person for reimbursement of travel-related expenses.

Travel advance checks will be prepared and distributed in the same manner as described above in the section entitled "Check Requests." However, it is strongly recommended that Travel Advance Requests are submitted in time to receive the check at least one full week in advance of the intended date of travel. This will allow for ample time for an individual to cash the check, or to deposit the check in order to have the money available for use via debit or credit card.

With the check, the officers will receive a copy of the [Travel Advance Summary Form](#) and an envelope. This form and all receipts for expenses utilizing funds from the Travel Advance are to be submitted within 2 weeks (10 business days) after the club returns from the trip. If receipts are not returned, the organization's budget may be frozen until they are submitted.

### Use of Travel Advance for the Purchase/Reimbursement of Food

Our program does not support reimbursement of individual food receipts from Travel Advances or otherwise. Generally speaking, our program does not provide funding for food/entertainment. Occasionally, and with explicit permission from our office, if a club has additional funds identified from fundraising endeavors or rollover money available from previous semesters, those funds may be used to support *team* meals. These should be paid for on one receipt and should utilize tax exempt certificates (when possible). An *itemized receipt* is required for these purchases (each item ordered must be individually listed on the receipt). If applicable, tip amounts should also be included on any food receipts. Copies of credit card receipts/bank statements will not be accepted.

## HOTEL RESERVATIONS AND LUCID TRAVEL

The SUNY Cortland Sport Club program has an active partnership with Lucid Travel to simplify the hotel reservation process. Clubs who reserve through Lucid will also receive a portion of their reservation total back in cash. Although booking through Lucid Travel is not mandatory, it is strongly encouraged. The direct booking link to be used is:

<https://cortland.lucidhotels.us/#>

# COMMUNITY SERVICE

The Sport Club program has a requirement for all clubs to perform or participate in community service activities (CSA) as a part of the tiered system requirements. See the section entitled “Sport Club Tier System” for an explanation of requirements that are specific to your club. Failure to complete CSA requirements will directly impact a club’s ability to request a financial allocation. Guidelines for participation are included below.

1. A [Community Service Proposal form](#) must be completed, submitted to and approved by the Assistant Director prior to the participation in, or any aspects related to the planning of, each CSA. When possible, proposals should be submitted at least 5 business days prior to participation in an existing event and 10 business days prior to the execution of a planned event.
2. When possible, it is recommended that all club members participating in CSAs wear club apparel to help promote the club and raise awareness regarding its involvement in the CSA.

## What qualifies as an approved community service activity?

- Fundraising activities/events to benefit a charitable cause.
- Participation in an established community service activity organized by another agency.
- Volunteer work for an event/activity that is charitable in nature.
- Organized charitable drives (food, teddy bear, clothing, etc.) that involves significant legwork/organization on behalf of multiple club members. Proof of work may be required.
- Any other activity that is approved by the Assistant Director.

## What does NOT qualify?

- Fundraisers/activities that do not require attendance or active participation. (i.e., GoFundMe accounts, restaurant fundraisers, financial donations from existing club funds, etc.).
- Activities that do not involve any individual effort or an appropriate time commitment.
- Any other activity that does not conform to the spirit of participation in community service.

## What else do I need to do to satisfy our community service requirement?

At the conclusion of each event, a formal write-up should be submitted to the Assistant Director that includes some of the basic details regarding the event. For example:

- Who attended the event, what the purpose of the event was and who benefitted from your participation in it, how your club contributed to the success of the event, how much revenue (if applicable) was generated for the charitable cause your event benefitted, etc.
- The submission should include several pictures of your club members participating in the event (including at least one group photo)
- Copies of any supporting materials used for the event – promotional materials, registration forms, etc.

Once received, Recreational Sports will review the materials and will notify the club if the community service requirements have been met and whether the event counts toward the clubs requirement.

## **PARTIES AND SOCIAL EVENTS**

Recreational Sports does allow social events to be funded. Although we try to be flexible on the event held, there is only a certain amount that can be spent. If your club or organization has an unusual situation arise, please see the Assistant Director of Recreational Sports.

Recreational Sports does allow clubs to conduct appropriate social gatherings of the membership. The maximum amount allowed per gathering is \$100.00 per event with a limit of two per club per year, assuming the club has available funds. Club gatherings may not be held at an establishment that operates as a bar/tavern.

# OFFICER TASK LIST

This list represents the summation of all tasks that must be completed by each sport club at the beginning of the fall semester. In some cases, as noted below, failure to complete certain tasks may result in the inability of a club to begin activities (including tryouts) and/or a withholding of allocated funds.

**Please see the chart on the next page for module assignments.**

## **To be completed before ANY activities allowed:**

- Submit a [Sport Club Registration Form](#)
- Submit an updated club constitution
- Submit an [Entrance Interview Questionnaire](#) (new presidents only)
- Submit a [Sport Club Practice Request Form](#) (indoor clubs only)
- Submit a [Committee Preference Form](#) (presidents only)
- All officers are fully registered on DoSportsEasy (DSE)
- All officers have submitted proof of current CPR/AED and First Aid certification on DSE
- All club officers have completed all assigned training modules. See next page for assignments.
  - General Program Policies and Procedures
  - Registration and DoSportsEasy
  - Travel
  - Finances
  - Risk Management Modules:
    - Athletic Training services
    - Injury Recognition and Reporting
    - Head Injury and Concussion Management
    - Emergency Action Plans

## **To be completed on the designated date/by the designated deadline:**

- All officers attend a Title IX Training Session – instructions to follow.
- Host interest meeting for the club at the beginning of the fall semester
- Attend and participate in sport club fair event
- All club members are fully registered on DSE and have submitted a printed Emergency Card to the club president by their third engagement.
- Membership dues from all active members have been collected and submitted to the Sport Club Office

# TRAINING MODULE ASSIGNMENTS

ALL = All officers must complete this module

X = No officer required to complete at this time. If activities change, training may be required.

	General	Registration/DSE	Travel	Finances	Risk Management
Baseball	ALL	ALL	PR, VP	PR, TR	ALL
Basketball (M)	ALL	ALL	PR, VP	PR, TR	ALL
Basketball (W)	ALL	ALL	PR, VP	PR, TR	ALL
Bowling	ALL	ALL	PR, VP	PR, TR	ALL
Cheerleading	ALL	ALL	PR, VP	PR, TR	ALL
Cortland Dance Co	ALL	ALL	PR, VP	PR, TR	ALL
Danceworks	ALL	ALL	PR, VP	PR, TR	ALL
Field Hockey	ALL	ALL	PR, VP	PR, TR	ALL
Figure Skating	ALL	ALL	X	PR, TR	ALL
Golf	ALL	ALL	PR, VP	PR, TR	ALL
Gymnastics	ALL	ALL	PR, VP	PR, TR	ALL
Ice Hockey (M)	ALL	ALL	PR, VP	PR, TR	ALL
Ice Hockey (W)	ALL	ALL	PR, VP	PR, TR	ALL
Jiu Jitsu	ALL	ALL	X	PR, TR	ALL
Kickline	ALL	ALL	PR, VP	PR, TR	ALL
Lacrosse (M)	ALL	ALL	PR, VP	PR, TR	ALL
Lacrosse (W)	ALL	ALL	PR, VP	PR, TR	ALL
Ritmo Latino	ALL	ALL	X	PR, TR	ALL
Rock Climbing	ALL	ALL	PR, VP	PR, TR	ALL
Roller Hockey	ALL	ALL	PR, VP	PR, TR	ALL
Rugby (W)	ALL	ALL	PR, VP	PR, TR	ALL
Soccer (M)	ALL	ALL	PR, VP	PR, TR	ALL
Soccer (W)	ALL	ALL	PR, VP	PR, TR	ALL
Softball	ALL	ALL	PR, VP	PR, TR	ALL
Swim	ALL	ALL	PR, VP	PR, TR	ALL
Tae Kwon Do	ALL	ALL	PR, VP	PR, TR	ALL
Team Handball	ALL	ALL	PR, VP	PR, TR	ALL
Tennis	ALL	ALL	PR, VP	PR, TR	ALL
Ultimate Frisbee (M)	ALL	ALL	PR, VP	PR, TR	ALL
Ultimate Frisbee (W)	ALL	ALL	PR, VP	PR, TR	ALL
Volleyball (M)	ALL	ALL	PR, VP	PR, TR	ALL
Volleyball (W)	ALL	ALL	PR, VP	PR, TR	ALL



# Sport Club Athletic Training Policies and Procedures

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# ATHLETIC TRAINING MISSION STATEMENT

It is our mission as Certified Athletic Trainers to provide optimal care for the sport club student participants of SUNY Cortland. We will accomplish this through preventative actions, acute emergency and non-emergency attention, rehabilitative procedures, management of injury and illness, as well as education. We will also oversee the daily administration and functions of SUNY Cortland Recreational Sports Athletic Training facilities. Our staff will provide individual support and personal attention as a link between the student participant and allied health professionals. We strive to assure the highest possible quality medical attention for every sport club student participant at SUNY Cortland.

## ATHLETIC TRAINING SERVICES

The purpose of SUNY Cortland Sport Clubs Athletic Training is to provide quality medical care to Sport Club participants through evidence-based injury prevention, management, and rehabilitation, enabling participants to return to sport when medically and functionally safe. Certified Athletic Trainers (ATC) are multi-skilled allied healthcare professionals who collaborate with a physician to provide preventative services, emergency first aid, clinical diagnosis, therapeutic intervention and rehabilitation of medical conditions.

### Accessing Athletic Training Services

- Athletic Training clinic services are only available to currently matriculated SUNY Cortland students participating in the sport club program. Athletic Training clinic services are not available to faculty/staff, community members, alumni or other non-students participating in the sport club program, regardless of membership status with a sport club; these individuals will need to seek other medical services for their needs. In the event of a head injury or other significant injury, faculty/staff, community members, alumni or other non-student participants may still be required to submit proof of appropriate medical clearance by a physician before return to any sport club participation.
- The Sport Club Athletic Training Room (ATR) is located on campus within the Student Life Center, Room 1115. Clinic hours are determined at the beginning of each quarter and appointments are **REQUIRED**. Information regarding scheduling appointments and clinic hours can be found on the Athletic Training page of the Sport Club website.
- The Athletic Trainer will evaluate and treat those **injuries sustained while participating in Sport Club practices, games and events**. Individuals with injuries sustained outside of Sport Club participation may go to Student Health Services for further evaluation and treatment.
- Injuries sustained while participating in Sport Club activities during ATR hours of operation may be seen immediately, depending on staff availability and injury severity. Other factors, including but not limited to the season in which the injury occurs (traditional vs. non-traditional) and the nature of the injury, will determine whether or not an individual will be seen immediately or will be advised to schedule an appointment.

- Payment is not necessary for AT services. The ATC may refer participants to SUNY Cortland Student Health Services or other medical providers based on evaluation findings. Participants are responsible for all medical bills related to such services.
- All participants, including club officers, who would like receive treatment must fully complete the online registration process through DoSportsEasy. The registration process includes important waivers that must be completed prior to treatment, including Permission to Treat; Permission to Obtain Medical Records; Permission for Medical Records Release to Parent/Guardian; Release of Personal Health information to Authorized Personnel; COVID19-related waivers; and Permission for Electronic Communications.
- If an athlete sustains an injury during an officially scheduled try-out, the Athletic Trainer will continue care until the individual is no longer rostered as a member of the Sport Club. Referral to Student Health Services or other providers may be given for further care.
- The assigned Sport Club Officer (secretary) **MUST** complete and submit an injury/accident report form in order for a participant to see the Athletic Trainer. If an injury report form has not been submitted before initial appointment, the Athletic Trainer may evaluate and treat the participant for that visit **ONLY**. However, an injury report must still be submitted. In order to continue services with the Athletic Trainer the injury report form must be submitted prior to the second visit.
- Athletes who wish to consult with the Athletic Trainer about non-injury related issues may do so without having an injury report submitted on their behalf. However, appointments are still preferred.
- Any participant under the care of a physician for injuries or illnesses that preclude them from participating in sport must present a note of clearance from the treating physician to the ATC or the Assistant Director of Recreational Sports for Intramural and Sports Clubs in order to return to Sport Club participation.

# GENERAL ATHLETIC TRAINING POLICIES

## Event Coverage

Medical supervision is required at all home contests and events for all competitive individual and team sports. Having an Athletic Trainer present is the preferred form of medical supervision, but Emergency Medical Technicians (EMTs) are also acceptable forms of medical supervision. Recreational Sports will assist the clubs with coordinating medical supervision in order to meet this requirement.

In the event that an ATC is unavailable to cover an event or EMTs are unable to be scheduled AND the Sport Club Administration deems it safe to proceed with hosting the event without high-level medical supervision present, the Sport Club may still be able to host the event. Procedures for doing this are as follows:

- The president for the team must complete and submit an Athletic Training Coverage Agreement Form (available from the Sport Club office), signed by the club president and at least one fully-certified sport club officer who will be present during the event.
- All club members must be notified via email of the impending lack of medical supervision. The Assistant Director for Intramural Sports & Sport Clubs and the Recreational Sports Athletic Trainer must be copied on the email.
- If any club member is not in agreement with the decision to proceed without ATC/EMT medical coverage, the event may be cancelled, postponed, or rescheduled to a time when adequate coverage is available.

## Immediate Care of Injury and Illness

If a Certified Athletic Trainer is on-site, they are responsible for initial on-field injury response following acute injury. Once initial assessment is complete, they are to administer the appropriate first aid to the injured participant and contact emergency services, if necessary. If sport club officers are present, they are to refer the injured participant to the ATC for injury evaluation (except in life threatening situations, in which 911 should be called).

Depending on the outcome of the evaluation, the participant may be referred to the Recreational Sports Athletic Trainer (SUNY Cortland sport club athletes) or to his/her own campus Student Health Services (visiting athletes) for further evaluation and treatment. For severe injuries, a referral to emergency/urgent care services may be needed.

If a referral is needed, an "Athletic Training Referral Information Form" will be completed by the ATC and submitted to Recreational Sports. A second form may be given to the evaluated student participant for notification and information regarding the referral.

## Injury Documentation

Any injury sustained during sport club activities (home or away) must be reported and recorded with the Recreational Sports staff by completing an official Injury Report. The designated Sport Club officer (secretary) is responsible for reporting all accidents/injuries to the Athletic Trainer and/or Recreational Sports staff. Although the club secretary is responsible for completing this report, it may be necessary to get information from the injured participant and/or any other sport club members involved in the emergency.

If anyone sustains any type of injury which requires more than a Band-Aid, then you **MUST** complete an injury report for that person. Even if someone sustains a mild injury, rests briefly and asks for an

ice pack, and later returns to the game, an injury report must be completed. Injury reports are to be turned in to Recreational Sports on the next business day.

*Never give injury or health information to those not involved in the medical care of injured party. Direct all questions to full-time, professional Recreational Sports staff.*

### **Reporting Injuries**

It is important for the ATC to promptly evaluate all injuries and illnesses sustained while participating in SUNY Cortland Sport Club activities. Therefore, it is the responsibility of the individual participant to report to the ATC as soon as possible following an injury or illness.

- Any injury that meets the criteria described above **MUST** be reported and may be assessed by the ATC.
- Depending on the outcome of the assessment, the participant may be cleared by the ATC or restricted from all or some club activities. This decision may be delayed depending on the results of any pending diagnostic tests (x-rays, MRIs, etc.) or based on consultation with physicians.
- If a student goes elsewhere for physician clearance, final clearance for participation in Sport Clubs may still be required by SUNY Cortland Sport Club Athletic Training staff and/or SUNY Cortland Student Health Services.
- The Athletic Trainer may notify Sport Club officers of a participant's participation/injury status. This information is for officer/coach eyes only. It is to be used for determining return-to-play status only. The status of an injured athlete could be, but is not limited to, any of the following:
  - Out of participation
  - May participate in non-contact practice
  - May return to full contact practice
  - May return to full competition

### **Athletic Trainer Documentation and Record Keeping**

Any injury sustained during sport club participation that is evaluated by the SUNY Cortland Sport Club Athletic Trainer will be documented in the SUNY Cortland medical record system. Documentation will be provided for scheduled appointments for evaluation, follow-up visits, and rehabilitation sessions. Other official documentation may include: electronic conversations, phone conversations, non-appointment meetings, and physician contacts. Additionally, all of the following will be scanned and filed electronically within the medical records system: submitted and signed Sport Club Injury Report Forms; Athletic Training Referral Information Forms from sport club events; any outside medical paperwork that is sent to SUNY Cortland Sport Club Athletic Training. All scanned paper copies of paperwork will be filed for the current academic year in the athletic trainer's filing cabinet, which will remain locked. Paper copies will remain on file for a period of one academic year, after which time they will be shredded and properly disposed of. Scanned, electronic copies will remain available from Student Health Services.

### **Medical Disqualification Policy**

The sport club program and its Athletic Trainers are devoted to providing the best quality healthcare. In order to do this, each sport club participant must agree to follow all ATC recommendations for limiting, suspending, or terminating participation in sporting activity. Providers will make every effort to return a participant back to play as soon as possible, but this must be done in a safe and appropriate manner. If deemed medically necessary, the Athletic Trainer reserves the right to restrict participation in sport club activity. If a disagreement exists, clearance for participation must be provided to SUNY Cortland Sport Clubs Athletic Training by a qualified healthcare provider.

## **Discharge Policy**

It is the expectation that patients of SUNY Cortland Sport Clubs Athletic Training will be discharged only when they have achieved therapeutic goals set forth by themselves, the Athletic Trainers, and/or the patient's treating physician, as well as when they have been completely satisfied with their Athletic Training service experience. However, the Athletic Trainer reserves the right to discharge any patient from the AT Clinic when deemed necessary. Reasons for discharge may include, but are not limited to: three (3) or more missed appointments; three (3) or more late appointment arrivals; inappropriate behavior within the AT Clinic (intoxication, disruptive/disrespectful behavior, etc.).

## **Insurance**

All registered students at SUNY Cortland are required to meet the university's health insurance mandate. All students must have their own health insurance to be eligible to participate in the SUNY Cortland Sport Club program. Proof of health insurance must be provided if requested.

## **Medical Confidentiality**

The ATC will respect privacy by utilizing standard methods of confidentiality. They will not discuss any patient's private medical information unless medically necessary or without prior consent.

## **Physicals**

Physicals are recommended prior to participation in all Sport Clubs, especially those clubs considered to be high-intensity/high-contact sports. It is recommended that participants receive a physical only once prior to Sport Club participation, however it may be advisable to obtain an updated physical in the event that you sustain a significant injury. Proper physicals should be completed by a qualified M.D. or D.O.

## **First Aid Kits**

All teams are provided with first aid kits stocked with basic first aid supplies at the beginning of the academic year. These must be present at all practices and event, both home and away. It is the responsibility of the club officers to keep the kit stocked. Visit the Athletic Training Room in the Student Life Center to restock items during academic year. At the end of each semester, medical kits should be returned for inspection and restocking; they will be issued back as soon as inspection is completed. All items are free of charge; however, clubs will be charged for the replacement costs of any missing non-expendable supplies, i.e. scissors or the kit itself.

# ATHLETIC TRAINING PERMISSIONS/AUTHORIZATIONS

All sport club Athletic Training permissions, releases, and authorizations are located within the Sport Club Participation Agreement Form, which must be fully completed online annually by each sport club participant prior to engaging in any club activities, including tryouts. If a student is under the age of 18 years old on the date of submission, a parent/guardian signature is required for submission. Language from all waivers is included in the appendices of this handbook.

## **Permission to Treat, Permission to Obtain Medical Records, and Permission to Release Medical Records to Parent/Guardian**

If the participant chooses to withdraw consent or does not consent to one or more of these statements, it must be done so in writing and submitted to SUNY Cortland Recreational Sports. If permission to treat is withdrawn or not given, the Athletic Trainer will not be able to evaluate or treat the participant other than providing emergency medical care or in a life-threatening situation.

## **Release of Personal Health Information to Authorized Personnel:**

The protection of a patient's protected health information is of the utmost priority to the SUNY Cortland Recreational Sports Athletic Training staff. All sport club participants will be required to complete a Release of Personal Health Information to Authorized Personnel. This authorizes the members of the Athletic Training Staff, Recreational Sports Staff/Administration, SUNY Cortland Student Health Services staff and associated allied healthcare providers to communicate and view medical records pertaining to the health and wellness of the patient as it relates to the health and safety of the participant in the sport club program. Students reserve the right to revoke authorization, at any time, by contacting the Director of Recreational Sports in writing.

## **Permission for Electronic Communications**

Sport Club participants are to complete the Permission for Electronic Communications form. This form authorizes communications from SUNY Cortland Athletic Training be delivered to the participant, coach and/or Sport Club Officers at SUNY Cortland, Recreational Sports Staff/Administration, and/or Student Health Services staff by the electronic means provided in the form. These forms of communication may not be secure, creating a risk of improper disclosure to unauthorized individuals. The authorization is a willingness to accept that risk, and not hold SUNY Cortland and/or its affiliated personnel responsible should such an incident occur. If the participant chooses to withdraw consent or does not consent, it must be in writing and submitted to SUNY Cortland Recreational Sports. The revocation of this authorization will take effect on its request date and will not affect any action taken prior to that date.

# RISK MANAGEMENT

Participation in Sport Clubs is strictly voluntary. Individuals participate at their own risk and assume responsibility for their own health and safety. Each individual participant should understand the risks involved with sports participation. The following policies are in place to help manage the inherent risks in Sport Club participation. Completion of all Sport Club registration procedures prior to participation is required and is important for risk management. Officers should not allow an individual to practice, compete, or travel without verifying the completion of required registration procedures with each participant.

## Safety Officers

All club officers are also required to serve as the designated safety officers for the club at all practices and events, both home and away. At least one officer must be in attendance at all club activities. All officers must possess a current CPR/AED and First Aid certification. Certifications obtained through the American Red Cross or the American Heart Association are preferred. Paid coaches/instructors are required to maintain current CPR/AED and First Aid certification; volunteer coaches/instructors are strongly encouraged to obtain these certifications.

## Emergency Action Plans and Procedures

Regardless of how much planning and preparation goes into an event, accidents and injuries still happen. Procedures have been identified to assist sport club participants in dealing with emergency issues. All officers and coaches/volunteers should be knowledgeable about these procedures by referring to the Emergency Action Plan(s) for the venues/facilities that are utilized by the club.

- *Non-life Threatening Injuries*

These are situations that do not require immediate medical attention. Only basic first aid should be administered by the safety officers. If aid beyond basic first aid is required, or you are concerned about the severity of the injury, contact the ATC, Assistant Director of Recreational Sports, and/or call University Police (x2111) or 911.

- *Life Threatening Injuries*

Require immediate medical attention (i.e. unconsciousness, seizure, suspected spine or skull injury, inability to breathe, severe allergic reaction, immobile due to fracture, pain, or bleeding, etc.). Call University Police (x2111) or 911 and deal with the immediate problems at hand. Once the situation is under control, contact the Assistant Director to report the incident.

## When calling 911, remain calm and follow this procedure:

- Stay with the injured participant
- State your name and location (i.e. institution, address, and what field/court)
- State the number of participants involved
- State the level of consciousness and suspected injury
- Describe any treatments given
- Listen carefully for instructions
- **Stay on the phone until the dispatcher hangs up!**
- Send a team member to meet EMS and direct them to the injured person



## Venue Specific Emergency Action Plans (EAP)

Each sport club will have access to a venue-specific Emergency Action Plan that is located in their sport club binder. This binder is to be on site at every practice and event. The sport club officers are responsible for reviewing, understanding, initiating, and executing their Emergency Action Plan. Officers are to review venue specific EAPs with all sport club members prior to participation. All venue-specific Emergency Action Plans are also available for review on the "[Forms](#)" page of the Sport Club website.

## Chain of Command in an Emergency

It is best practice to identify an emergency response team prior to the commencement of the season. In general, individuals with the highest medical certifications should be in command and their direction should be followed by emergency response team.

For sport club home events, the following chain of command will be followed:

1. Certified Athletic Trainer
2. EMT Personnel, if an Athletic Trainer is not present
3. Event Manager and/or Recreational Sports Staff
4. Sport Club officer and/or Coach
5. Other Sport Club member

## Blood

- **ANY TIME A PARTICIPANT IS BLEEDING, PUT ON LATEX GLOVES BEFORE CARING FOR HIM/HER.** Be sure to always wash your hands after administering first aid. Call Facilities Operations and Services (607-753-2100) to clean up any large blood spill.

## Biohazard Bags

- Only blood-soaked materials should be placed in a red biohazard bag. If a participant is bleeding and you wear gloves and administer first aid, but the supplies are not blood soaked, then you can dispose of the supplies in the regular trash. Biohazard bags should be brought to the Student Life Center for proper disposal in a biohazard container.

## Severe Injuries

- Participant safety is our number one priority. Any time a participant is injured and unable to remove him/herself from the field, stop practice or ask an official for an injury timeout and attend to the injured person. Remember, if necessary, time can always be added back to a clock and game situations can be recreated.
- There may be a time that you may need to contact outside help. Use the Emergency Action Plan to help you in making a decision on whether or not to call 911. If you feel the injury is severe enough to call an ambulance but the participant does not want one (it does happen), they have the right to make that decision. Let University Police handle the participant from that point.
- Any time that an ambulance is called, you **MUST** contact the Assistant Director, Graduate Assistant, or Director (in this order). Leave messages on each voicemail if no one picks up the phone. Obviously, take care of the situation before calling a staff member unless you need our help.

## Risk Categories for Sport Clubs

*High Risk:* purpose of the activity includes elements of both contact and collision. High-risk sports involve a greater likelihood that the participant will be the recipient/deliverer of frequent contact that may involve higher speed, higher impact, and/or the risk of hitting something (including the ground) with great force. Injuries in this category may range from minor to catastrophic. High-risk sports may typically involve the need for protective equipment, specialized training or certification, or dedicated supervision by a coach.

*Moderate Risk:* purpose of the activity includes physical contact that is generally of a lesser intensity than what is found in high-risk sports. Although injury is likely to occur, the prevalence of severe and/or catastrophic injury is less likely in this category compared to those in the high risk category.

*Low Risk:* activity may involve physical contact, but it is not a requirement and is not forceful in nature. Likelihood of catastrophic injury due to physical contact/contact with ground/apparatus is low. Injuries from low-risk activities will typically be less severe and may include more chronic/insidious-type injuries that develop over time from the repetition of a particular motion.

Low Risk	Moderate Risk	High Risk
Bowling	Baseball	Cheerleading
Cortland Dance Company	Basketball (M)	Gymnastics
Danceworks	Basketball (W)	Ice Hockey (M)
Figure Skating	Field Hockey	Ice Hockey (W)
Golf	Lacrosse (W)	Jiu Jitsu
Kickline	Soccer (M)	Lacrosse (M)
Ritmo Latino	Soccer (W)	Rock Climbing
Swim	Softball	Roller Hockey ^^
Tennis	Team Handball	Rugby (W)
	Ultimate Frisbee (M)	Tae Kwon Do
	Ultimate Frisbee (W)	
	Volleyball (M)	
	Volleyball (W)	

^^ Roller Hockey club does not host any home events/competitions. When competing, all risk-management responsibilities are assumed by the governing body and/or the facility in which the competitions are being played.

### Factors considered:

- Likelihood of catastrophic injury
- Involvement of speed
- Physical contact
- Frequency/intensity of contact
- Collision/high-impact between participants
- Likelihood of forceful contact with other participants
- Likelihood of forceful contact with the ground/apparatus
- Need for and use of protective equipment
- Need for specialized training/certification
- Need for dedicated supervision/instruction

## **Requirements for Medical Supervision**

*High-Risk:* all clubs in the high-risk category will be required to have medical supervision present for all home events that involve competition and/or visiting participants. In order of preference, appropriate medical supervision would include: (1) a Certified Athletic Trainer; (2) standby coverage by certified EMTs with ambulance service. Although clubs are required to have designated Safety Officers present at all practices and events, Safety Officers alone would not suffice for medical coverage at a home contest or event. High-risk clubs do not have the option to decline the need for medical coverage. If appropriate medical coverage (as defined above) cannot be obtained, events may be canceled.

*Moderate Risk:* most clubs in the moderate risk category will be required to have medical supervision present for all home events that involve competition and/or visiting participants. In order of preference, appropriate medical supervision would include: (1) a Certified Athletic Trainer; (2) standby coverage by certified EMTs with ambulance service. In the event that neither of the preferred forms of medical coverage can be present, the club may, under certain circumstances, waive the requirement for additional medical supervision (ATC or EMT) and rely solely upon the Safety Officer(s) to respond in the event of an injury.

*Low Risk:* clubs in the low-risk category are not required to secure higher-level medical coverage (i.e., ATC or EMT) in order to host home competitions/events, although it is always an option that is available to them. Low-risk clubs are primarily dependent on Safety Officers for responding to all injuries that occur during club activities.

# HEAD INJURY & CONCUSSION MANAGEMENT

When in doubt, sit it out. Any participant who has sustained a head injury or is exhibiting signs and/or symptoms related to concussion will be immediately removed from play and may not return until evaluated by a licensed healthcare professional trained in concussion evaluation. It is SUNY Cortland Recreational Sports policy not to allow any participant who has sustained a concussion to return to participation until completing the return to play protocol and submitting documented clearance from a physician to Recreational Sports.

Following a concussion, the brain needs time and rest to heal. Returning to activity too soon following a concussion can result in prolonged healing, rapid brain swelling resulting in coma, brain damage, and/or death. Following recommendations to protect participants from returning to activity while still experiencing a concussion can lower the risk of prolonged recovery.

## Acknowledgement of Risk

Participation in Sport Clubs is completely voluntary. Participants should be aware that there is a risk of injury due to the inherent nature of most sport club activities. It is the responsibility of all participants to report their injuries and illnesses, including but not limited to concussion/head injuries, to the Sport Club administration and to seek treatment as needed.

As such, each individual must possess sufficient health insurance coverage. Furthermore, each student assumes financial responsibility for all medical bills incurred as a result of sustaining injuries, and subsequent results of injuries that may occur at any time that a club is functioning on the University's property as well as when participating in off campus practice or competition. SUNY Cortland shall not be financially responsible for medical bills incurred as a result of treatment of defects or injuries that occur during this participation or that become apparent after the individual is no longer enrolled at SUNY Cortland. **Additionally, final decisions concerning medical clearance and return to participation may be made by the SUNY Cortland Student Health Service University designated physician(s) and/or the Athletic Trainer for Recreational Sports.**

## Concussion Recognition

A concussion is a serious head injury and individuals should not hide their injury or attempt to 'tough it out'. A concussion can affect everyday activities, emotional states, reaction time, balance, sleep, and academic performance. A concussion does not always come with an outwardly apparent or visible injury. Most concussions do not result in a loss of consciousness and some symptoms can present hours or days after the injury. Signs and/or symptoms can include but are not limited to:

- ✓ Amnesia
- ✓ Confusion
- ✓ Headache
- ✓ Loss of consciousness
- ✓ Balance problems or dizziness
- ✓ Double or fuzzy vision
- ✓ Slowed reaction time
- ✓ Sensitivity to light or noise
- ✓ Nausea (feeling that you might vomit)
- ✓ Feeling sluggish, foggy or groggy
- ✓ Feeling unusually irritable
- ✓ Concentration or memory problems (forgetting game plays, facts, meeting times).

Exercise or activities that involve a lot of concentration, such as studying, working on the computer, or playing video games may cause concussion symptoms (such as headache or tiredness) to reappear or get worse.

***Any severe or worsening of symptoms, particularly when accompanied by vomiting or rapidly declining mental status may signal a life-threatening situation and warrants immediate activation of Emergency Medical Services.***

### **Suspected Concussion**

In the event that a participant sustains a head injury or exhibits signs and/or symptoms consistent with a concussion, take the following action:

1. Remove the individual from practice/competition immediately. The participant is ineligible for any further sport club activities for the rest of the day. A Sport Club Injury Report Form should be completed as soon as it is safely possible to do so.
2. Monitor the athlete until they can be evaluated by a health care professional experienced in evaluating for concussion. If the athlete does not wish to seek immediate evaluation, they still may not return to activity. Recreational Sports strongly recommends that all athletes suspected of sustaining a head injury seek medical attention immediately.
3. Report the injury to the Assistant Director of Recreational Sports for Intramurals and Sports Clubs and/or the Athletic Trainer for Recreational Sports within 24 business hours.
4. Ensure that the participant does not return to any club activities until receiving written clearance from a licensed physician and/or athletic trainer to return to play.

Any participant with a suspected concussion **MUST** report to and be evaluated by the Athletic Trainer and a licensed physician. The Athletic Trainer will evaluate the participant for concussion, and based on the outcome of that evaluation, may refer the participant to Student Health Services for diagnosis.

If diagnosed with a concussion, the participant will need to check in with the Athletic Trainer regularly and fill out the SCAT 5 Concussion Symptom Checklist form. Once the participant is symptom free for 24 hours and completed Return-to-Learn Protocol (described below), the athletic trainer will refer the student back to Student Health Services for clearance by the physician **BEFORE** starting the Return-to-Play Protocol, described below.

### **Additional Training Regarding Head Injuries and Concussions**

Members of designated high-risk clubs may be required to complete additional online training to aid in the recognition of and response to head injuries and concussions. Additional details regarding required training will be shared with affected clubs prior to the start of the academic year.

## Return-to-Learn Protocol

### **Step 1: Cognitive Rest**

Starts Day of Concussion: Cognitive Rest -Refrain from driving, using computer, phone, texting, video games, music, homework or socializing. Stay home.

### **Step 2: Progressive Light Cognitive Activity**

Begin when no activities in Step 1 provoke or exacerbate concussion symptoms: An example of light cognitive activity is reading. Perform activity for 30 minutes, rest for 15. Perform for 45 min, rest for 15. Perform for 1 hour, rest for 15 min.

### **Step 3: Modified Class Attendance I**

Begin when no activities in Step 2 provoke or exacerbate concussion symptoms: In modified class attendance I, the student will attend classes with modifications to exclude those particularly challenging, have physical components or are prolonged. Attendance should be symptom-limited. Exams or quizzes should not be taken.

### **Step 4: Modified Class Attendance II**

Begin when no activities in Step 3 provoke or exacerbate concussion symptoms: Full day of classes with breaks as necessary. May begin to take examinations. Adaptions may be necessary. Single class exceptions for specific classes may be necessary.

### **Step 5: Unrestricted Participation**

Begins when no activities in Step 4 provoke or exacerbate concussive symptoms: Full participation and start catch-up plan.

## Return-to-Play Protocol

Following 24-48 hours of cognitive and physical rest, when asymptomatic, and when clearance is given by a physician, the participant may begin the following protocol under the guidance and/or supervision of the Athletic Trainer or Healthcare Provider. Progression through the return to play protocol is at the discretion of the athletic trainer and the physician. Each phase is performed on separate days. If any symptoms worsen during exercise, the participant will return to previous step after 24 hours of rest. The following rules are also in place:

- Resistance training may begin no sooner than stage 4.
- Following successful completion of Phases 1-4, clearance by the physician to return to contact activities is required.
- Phases 5 and Phase 6 will be completed under supervision of Athletic Trainer/Healthcare Provider.
- A completed Head Injury Return to Play Clearance form must be submitted to the Recreational Sports office with physician clearance/signature and supervising Athletic Trainer/Healthcare Provider signature for full medical clearance.

Phase	Activity/Testing	Goal
Phase 1: Symptom Limited Activity	Daily activities that do not provoke symptoms.	Gradual reintroduction of work/school activities
Phase 2: Light Aerobic Exercise	Walking or stationary cycling at slow to medium pace. Time: 5 to 15 minutes. Absolutely no weight lifting, jumping or hard running.	Increase heart rate
Phase 3: Moderate/ Sport Specific Activity	Individual drills such as sprinting, conditioning, and shooting. No head impact activities. Time: Reduced from typical routine.	Add movement.
Phase 4: Non-Contact Training	Progress to harder, more complex, and non-contact team drills. May return to progressive resistance training.	Exercise, coordination and increased thinking
Phase 5: Full-Contact Practice	<b>Following medical clearance</b> , participate in normal team training activities.	Restore confidence and assess functional skills
Phase 6: Return to Competition	Normal game play.	Full activity/normal game play

## **Failure To Comply**

### *On the part of the injured athlete*

Injured athletes are required to self-report suspected head injuries to club officers and/or coaches upon recognition and may not return to activity until written documentation (as described above) is provided to Recreational Sports. Failure on the part of the injured athlete to be compliant with any medical plan of care, as deemed necessary by a health care provider, may result in disqualification for the athlete from all Sport Club activities.

### *On the part of the Sport Club Officers/Coaches*

SUNY Cortland club officers, coaches, and participants are required to comply with the Head Injury & Concussion Management Policy. All suspected head injuries are to be documented and reported upon recognition/notification in compliance with the policies described above. Failure by club officers or coaches to be compliant with the reporting of suspected injuries or enforcement of participant return to play guidelines will result in disciplinary actions, including but not limited to suspension or termination of the officers, coaches or the club itself.



# INCLEMENT WEATHER

SUNY Cortland is committed to keeping all outdoor club sporting events safe, including protecting students from potential dangers related to hazardous weather and environmental conditions. Many people incur severe injury or death due to misinformation and inappropriate behavior during poor weather conditions or thunderstorms. The Athletic Trainer and Recreational Sports staff will determine when it is necessary to suspend activity due to inclement weather, but common sense on the part of all sport club officers, coaches, game officials, and participants is also crucial. Please use good judgment in addition to the following guidelines and policies when determining whether or not to suspend sport club activities due to inclement weather.

## **Lightning/Thunder Storms**

Generally speaking, if lightning or thunder is present, there is already a risk of injury due to weather conditions. The “30/30 rule” can be used to guide Sport Club participant/Recreational Sports employee actions during these events. When a lightning flash is detected, count to 30. If thunder sounds within those 30 seconds, the following actions should be taken:

- All persons must leave the field immediately and should seek shelter indoors. A sturdy building or a car with a hard roof and the windows rolled up are both considered safer locations. If there is no shelter nearby, crouch into a ball and hug your knees to minimize surface area.
- If someone is struck by lightning, activate the emergency action plan. CPR is safe to perform and has been shown to be effective for lightning victims.
- Allow 30 minutes to pass after the last sound of thunder before resuming activity.

## **Cold Weather Policy and Guidelines**

All outdoor sport club athletic practices/events are to operate under the guidelines highlighted in the following table. Conditions should be constantly re-evaluated for changes in risk, including the presence of precipitation. Please note the following temperature ranges account for wind-chill. Weather.com is the standard source to check for weather conditions including wind chill equivalent index (WCEI). Temperatures are to be checked at the time of practice/event; do not simply check the predicted high temperature for a particular day.

Wind-Chill Temperature	Guidelines/Adjustments
30+ Degrees	<ul style="list-style-type: none"> <li>• No required re-warm.</li> <li>• Take precautions when necessary if temperatures are at low end of scale.</li> </ul>
25-30 Degrees	<ul style="list-style-type: none"> <li>• Be aware and ready for possibility of cold injuries and notify appropriate personnel of potential.</li> <li>• Consider at least one rewarming period of 10 minutes during extent of practice.</li> <li>• Constant movement is not required, but highly recommended.</li> <li>• Total exposure time: 2 hours</li> </ul>
15-25 Degrees	<ul style="list-style-type: none"> <li>• Cover all exposed skin and use additional protective clothing.</li> <li>• Rewarm: every 30 minutes for at least 10 minutes</li> <li>• Total exposure time: 60 minutes <ul style="list-style-type: none"> <li>➢ Constant movement of all team members.</li> <li>➢ During rewarming it is expected students change clothing that is in direct contact with their skin in order to maintain body temperature when return to cold.</li> </ul> </li> <li>• Rewarming is expected to take place inside with an active rewarm activity vs. sedentary rewarming.</li> </ul>
10-15 Degrees	<ul style="list-style-type: none"> <li>• Consider limiting or modifying activity to limit exposure.</li> <li>• Rewarm: Every 20 minutes for at least 10 minutes</li> <li>• Total Exposure time: 45 minutes <ul style="list-style-type: none"> <li>➢ Constant movement of all team members.</li> <li>➢ During rewarming it is expected student change clothing that is in direct contact with their skin in order to maintain body temperature when return to cold.</li> </ul> </li> <li>• Rewarming is expected to take place inside with an active rewarm activity vs. sedentary rewarming.</li> </ul>
10 Degrees or under	<ul style="list-style-type: none"> <li>• Cancel and reschedule</li> </ul>

### Additional Directives for Club Officers, Coaches and Student Athletes

- Exercise in windy or rainy conditions or water immersion in cold temperatures has unique challenges to the body's ability to maintain normal temperature. The transfer of body heat in water may be 70 times greater than in air.
- When exposed to cold conditions, activity requires:
  - More energy from the body. Additional calorie intake may be required.
  - Similar hydration to room temperature, however the thirst reflex is not activated. Conscious efforts before and after practice to hydrate should be initiated.
- Hypothermia can occur at temperatures above freezing. A wet and windy 30-50 degree exposure may be as serious as a subzero exposure.
- Never train alone. Even simple injuries may become life threatening in cold conditions.
- Warm up thoroughly and keep warm throughout the practice or competition to prevent a drop in muscle or body temperature. Time the warm-up to lead almost immediately to competition.
- Appropriate clothing must be closely monitored and is **mandated**.

## **Clothing Guidelines**

In cold weather conditions appropriate clothing should be worn to prevent cold exposure. Club officers, coaches and the athletic trainer should mandate student-athletes to implement the following clothing practices:

- Wear several layers around the core of the body (especially those who are not very active), and try to stay dry.
  - The first layer should wick moisture away from the body (Polypropylene or wool fabrics such as **Underarmour**)
  - The top layers should trap heat and block the wind (fleece)
  - The Outer layer should be wind and water-resistant or waterproof
  - No cotton as an inside layer
- Long pants designed to insulate
  - Sweatpants are a good choice as a base layer
  - On windy or wet days wind pants or a nylon shell should be worn on the surface layer
- Long sleeved garment that will break the wind
- Mittens are warmer than gloves
- Hat and/or helmet to protect the ears (cover/tape ear holes of helmets for wind and/or wear a hat)
- Face protection
- Moisture wicking socks such as wool socks

**It is important that athletes avoid wearing multiple layers of cotton. When the body sweats the cotton will become dense and permeated with sweat.**

## **Responsibility of Club Officers and/or Coaches**

- Monitor weather conditions and make appropriate changes
- Ensure that the athletes are properly attired for conditions
- Communication of changes to practice times and venue

## **Responsibility of On-Site Athletic Trainer**

- Monitor weather conditions
- Identify conditions that may place members of a team at greater risk.
- Make recommendations for the safety of the athletes

## **Responsibility of Officials**

- Monitor weather conditions
- Cancel/Postpone/Modify a contest underway if conditions are unsuitable based on league and NCAA recommendations.
- Responsible for the safety of the athletes and have final say in continuation of event.

## Competition Modifications

When necessary, competition modifications should be considered to ensure safety of the athletes.

This may include:

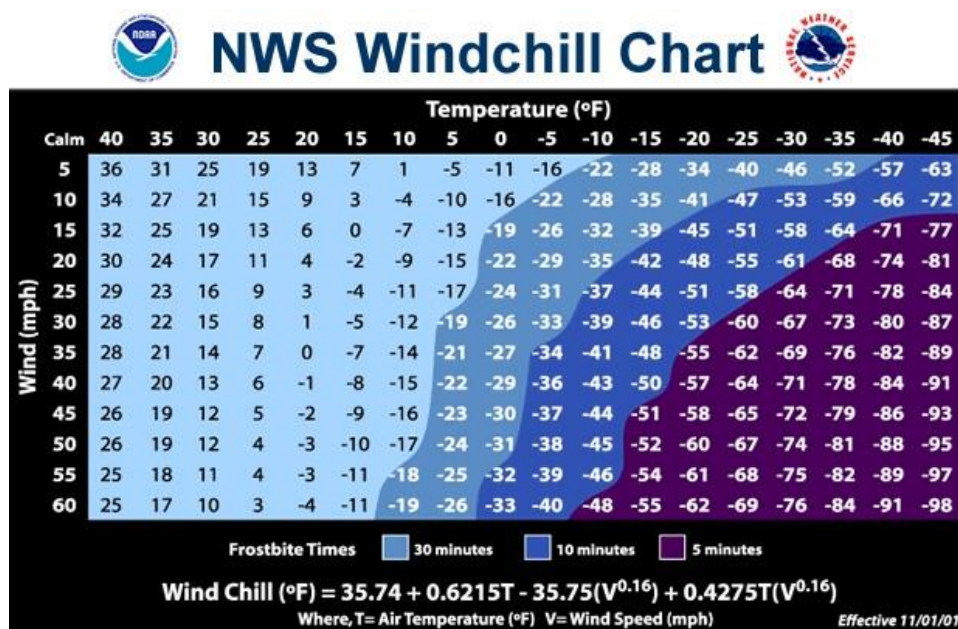
- Extend half-times
- Have access to a warm building
- Ensure/mandate proper clothing
- Reduce game time or consider cancellation/rescheduling

Factors to be considered:

- Health and safety of student athletes
- Field conditions as pertained to safety and playability
- Transportation to and from site
- Student athlete experience

## Signs/ Symptoms of Cold Stress:

- Fatigue
- Blurred vision
- Confusion
- Numbness/tingling of skin
- Slurred Speech
- Uncontrollable shivering
- Red or Painful extremities
- Swollen Extremities
- Dizziness
- Headache



Web site that will calculate the wind chill/heat index for you:

<https://forecast.weather.gov>

## Common Cold Injuries

<p><b>Hypothermia:</b> Body Core Temperature below 95°F.</p> <p>Symptoms include:          Shivering * Goose bumps * Confusion          Numbness * Lack of coordination * Sluggish          Difficulty speaking * Stumbling * Confusion          Muscle stiffness * Slurred speech * Vision problems * Unconsciousness</p>	<p><i>Treatment:</i> Remove wet clothing, warm with dry insulating blankets, cover the head, get to a warm environment. Provide warm beverages, avoid friction, avoid warming extremities initially.</p>
<p><b>Frostnip/Frostbite:</b> Frostnip often occurs when skin is in contact with a cold surface. The most common symptom is a loss of sensation. Frostbite is actual freezing of body tissues.</p> <p>Symptoms include:          Pain * Burning * Numbness * Tingling          Skin color change * Edema * Skin peel/blister          Itching * Mottled gray skin</p>	<p><i>Treatment:</i> Re-warm slowly in warm water (not hot); avoid friction/rubbing tissue</p>
<p><b>Chilblain:</b> is an exaggerated or uncharacteristic inflammatory response to non-freezing cold exposure of wet conditions for over an hour.</p> <p><b>Symptoms:</b>          Red or cyanotic lesions * Swelling * Itching *Numbness *Burning or tingling * Skin necrosis</p>	<p><i>Treatment:</i> Remove wet clothing. Wash, dry area; elevate, cover with loose clothing/blankets; avoid friction, lotion</p>
<p><b>Immersion (trench) foot:</b> a painful condition of the feet caused by long immersion in cold water or mud and marked by blackening and death of surface tissue.</p> <p>Symptoms:          Burning * Itching * Tingling * Loss of sensation          Skin fissures * Swelling * Blisters          Cyanotic/Blotchy skin</p>	<p><i>Treatment:</i> Take off wet shoes, socks. Thoroughly clean and dry feet, air dry is best. Exchange wet shoes and socks for dry ones to help prevent the development of trench foot. Treat the affected part by applying warm packs or soaking in warm water (102° to 110° F) for approximately 5 minutes.</p>

## Hot Weather Policy and Guidelines

All officers/coaches must be aware of the dangers of athletic participation in hot and humid conditions. Workouts in such weather can result in heat exhaustion or heat stroke. Club officers, coaches and participants should be able to recognize the risk factors and signs/symptoms of heat illnesses and seek medical attention accordingly.

## Heat Index Calculations

	Temperature (*F) x Relative Humidity (%)									
	10%	20%	30%	40%	50%	60%	70%	80%	90%	100%
105	99	105	113	122	134					
104	98	103	111	120	130					
103	97	102	109	117	127					
102	96	100	107	115	124	135				
100	93	98	103	110	118	128				
98	91	95	100	106	113	122	132			
96	89	92	97	102	108	115	124	134		
94	87	90	94	98	103	110	117	126	136	
92	85	88	91	95	99	104	111	118	127	136
90	83	86	88	91	95	99	105	111	118	126
88	81	83	86	88	91	95	99	104	110	117
86	80	82	84	86	88	91	94	99	103	109
84	78	80	82	83	85	88	90	93	97	102
82	76	78	80	81	83	84	86	89	92	96
80	74	76	78	79	81	82	83	87	87	90

All outdoor sport club athletic practices/events are to operate under the guidelines highlighted in the following table. Conditions should be constantly re-evaluated for changes in risk. Both air temperature and humidity play a role in heat illness; high humidity on a moderately warm day may put a student athlete at risk.

HEAT INDEX	88-95	96-99	100-104
Provide ample amounts of water	YES	YES	YES
10 min Mandatory water breaks every 30 min	YES	YES	YES
Watch/Monitor athletes carefully for necessary action	YES	YES	YES
Ice-Down towels for cooling	YES	YES	YES
Alter uniform by removing items if possible	YES	YES	YES
Allow for changes to dry t-shirts and shorts			YES
Recommend moving practices before 10:00 am or after 5:00pm			YES
Reduce time of outside activity as well as indoor activity if air condition is unavailable			YES

**Outdoor Activities are canceled when the heat index is greater than 104.**

When the heat index is greater than 95, special consideration should be given for contact sports/equipment intensive sports. Specifically,

1. Helmets and other equipment possibly removed while not involved in contact.
2. Re-check the temperature and humidity every 30 minutes to monitor for increased heat index.
3. If extra equipment is necessary for safety, suspend activity.

The **fitness level** of individual student-athletes must be taken into consideration when the temperature and humidity reach the levels listed above. Student-athletes with poor cardiovascular fitness are much more likely to suffer heat illness than student-athletes with a high level of cardiovascular fitness.

### **Acclimatization**

When weather conditions change over a short period of time, it takes 7-10 days for a human being to physiologically adjust to the changes. A sudden increase in air temperature and humidity must be met with a reduction of exercise load and exposure in order for student-athletes to effectively and safely adapt.

### **Hydration**

The body has additional fluid requirements with activity, especially when in hot and/or humid conditions. Beverages containing electrolytes, such as sodium, are beneficial, especially when there is excess sweating. Avoid beverages containing caffeine and carbonation because excess urine production can lead to dehydration. Proper hydration can prevent illness and injury involved with activity.

- Before activity - start well hydrated by drinking 16-24 fl.oz. of water within 2 hours prior to activity. At 10-20 minutes before exercise consume another 7-10 fl.oz.
- During activity - consume about 6-12 fl.oz. every 10-20 minutes throughout activity and drink beyond your thirst.
- After activity - replace every 1 pound loss in weight with 16-24 fl.oz. of water within 2 hours after activity, or fully consumed within 6 hours.
- Dehydration - a level of 2% or more decrease in body weight and the following signs/symptoms: headache; nausea; weakness; irritability; dizziness; decreased performance; dark urine.

### **Signs, Symptoms and Appropriate Care of Heat Illness**

Heat illness is more likely in hot and humid conditions, but can also occur without these conditions. Monitor local weather conditions where activity is occurring and consider the following: move the activity to a cooler time of day or environment, avoid heavy protective equipment, avoid dark colored clothing, encourage the maintenance of hydration levels and take more breaks for hydration, avoid stimulants and diuretics, plan rest breaks and activity modification to match environmental conditions.

### **Exercise-Associated Muscle Cramps**

Presents during or after intense exercise as an acute, painful, involuntary muscle contraction caused by dehydration, electrolyte imbalance, neuromuscular fatigue, or any combination of these.

- *Signs/Symptoms:* dehydration; thirst; sweating; fatigue; transient muscle cramps.
- *Treatment:* stop activity, replace fluids with sodium containing fluids, mild stretching and massage.

## Heat Exhaustion

Defined as an elevated core body temperature between 102-104 degrees F. This condition is not as severe as heatstroke but if left untreated it can progress to heat stroke. Inability to continue participation associated with heavy sweating, dehydration, sodium loss, and energy depletion. Blood flow is decreased to vital organs causing shock.

- *Signs/symptoms:* cool, moist, pale skin; headache; disorientation, fainting or dizziness; weakness; nausea; excessive sweating or cessation of sweating; persistent muscle cramps.
- *Treatment:* Remove from activity and into shade, loosen or remove clothing, replace fluids, apply cool wet towels or ice bags to body. Recovery should be seen in a short period of time. If the student-athlete does not improve, or if the condition worsens, immediately contact further medical help. In either case, the student-athlete should be withheld from further athletic participation the remainder of that day and until a full recovery has been made.

## Heat Stroke

Defined as core body temperature >104 degrees F. Delay in recognition/treatment could be fatal. Initiate Emergency Action Plan immediately. Heat regulating mechanisms of the body fail due to high body temperature. Brain damage and death may occur unless the body is cooled quickly. This is a life-threatening medical emergency and requires an injury report and follow up with ATC.

- *Signs/symptoms:* hot, dry skin; altered mental state, rapid, shallow breathing; vomiting; diarrhea; rapid heart rate; loss of consciousness.
- *Treatment:* Activate emergency action plan, move participant to shade, remove clothing, immerse participant body in cool water or apply wet rags to body, place ice bags in armpits, neck, and groin. DO NOT give any fluid by mouth.

**Web site that will calculate the wind chill/heat index for you:**

<https://forecast.weather.gov>



# WAIVER LANGUAGE

The following statements contain the language from all waivers included during the Sport Club registration process, which must be completed by all Sport Club participants on DoSportsEasy prior to participation in any club activities.

## **Permission to Treat Statement**

Permission is hereby granted to the Certified Athletic Training staff at and contracted by the State University of New York College at Cortland (hereafter, referred to as “the athletic training staff”) to provide routine medical care to myself/son/daughter/minor. This care may include the prevention of injuries, first aid, and injury management, evaluating injuries and rehabilitating injuries. I accept the responsibility for reporting my injuries and illnesses to the athletic training staff, including signs and symptoms of concussions. Furthermore, I do hereby authorize the athletic training staff to seek emergency medical care from outside clinicians and medical personnel and release information to the appropriate personnel if they feel it is necessary. I understand that the expenses incurred for medical care beyond what is provided by the athletic training staff are my responsibility. I understand that I am free to withdraw this authorization, in writing, at any time. I understand that a revocation of this authorization will take effect on the request date and will not affect any action taken prior to that date.

## **Permission to Obtain Medical Records**

I hereby give the Athletic Training staff at and contracted by SUNY Cortland permission to obtain any necessary medical records pertaining to any injury or condition incurred while participating in activities organized and conducted within the Sport Club program at SUNY Cortland.

## **Permission for Medical Records Release to Parent/Guardian**

I hereby give the Certified Athletic Training staff at and contracted by the State University of New York College at Cortland permission to release my medical records/information to my parent/guardian.

## **Release of Personal Health Information to Authorized Personnel**

I hereby give the Certified Athletic Training staff at and contracted by the State University of New York College at Cortland (hereafter, referred to as “the athletic training staff”) permission to release pertinent (past and present) medical information and any related information regarding injury or illness during my participation in Sports Clubs to the Recreational Sports Staff/Administration, SUNY Cortland Student Health Services staff, athletic trainers, and associated health care personnel for the purpose of ensuring that the participant meets all stated medical eligibility guidelines. This protected health information may concern my medical status, medical condition, injuries, prognosis, diagnosis, athletic participation status, and related personally identifiable health information.

In addition, I give permission to the athletic training staff to share pertinent medical information that is relevant to my personal safety and/or participation in my sport club with any hosting athletic trainer(s) and/or healthcare provider(s) that may be present while I am traveling with my club, in order to receive the best care possible. I understand that my protected health information will be used by the aforementioned for the purpose of continuity of care. I understand that I am free to withdraw this authorization, in writing, at any time. I understand that a revocation of this authorization will take effect on the request date and will not affect any action taken prior to that date.

## **Permission for Electronic Communications**

I authorize the electronic communications from the Athletic Training staff at and contracted by the State University of New York College at Cortland (hereafter, referred to as “the athletic training staff”)

to be delivered to myself, my coach and/or sport club officers at SUNY Cortland, Recreational Sports administrators, and/or Student Health Services by the electronic means described in the Sport Club Handbook. I understand that these forms of electronic communication may not be secure, creating a risk of improper disclosure of my personal health information to unauthorized individuals. I am willing to accept that risk, and will not hold SUNY Cortland and/or its affiliated personnel responsible should such an incident occur. I understand that I am free to withdraw this authorization, in writing, at any time. I understand that a revocation of this authorization will take effect on the request date and will not affect any action taken prior to that date.

**COVID-19 and Return to Play Considerations**

I attest that I understand that if I have any concerns regarding a safe return-to-play following a diagnosis of COVID-19 that it is my responsibility to seek out a medical provider with whom to discuss these concerns. I understand that I may be referred to a physician for additional clearance, and that I may be withheld from participation in sport club activities until such time that clearance is granted by an approved medical provider. By agreeing to this waiver, I indicate my understanding and acceptance of the aforementioned statements, as well as my understanding of the potential risks associated with participation in sport club activities following a positive diagnosis of COVID-19.

# **SUMMARY OF AUTHORIZED ELECTRONIC COMMUNICATIONS PURPOSES/METHODS**

## **Purpose of Communications**

- Scheduling/canceling of medical appointments on behalf of the participant.
- Injury/illness consultation between the participant and a member of the SUNY Cortland Athletic Training staff.
- Injury/illness consultation between a member of the SUNY Cortland Athletic Training staff and designated team physician(s) and/or other allied medical health professionals regarding the participant's care.
- Communications regarding the participant's injuries/illnesses and care regarding them between a member of the SUNY Cortland Athletic Training staff and my coach, sport club officers, and/or SUNY Cortland Recreational Sports administration/staff.

## **Authorized Methods of Communication**

- Emails between the participant and a member of the SUNY Cortland Athletic Training staff using my SUNY Cortland email address.
- Emails between the SUNY Cortland Athletic Training staff and a member of the designated team physician(s)/their staff regarding the participant's care and/or with other allied medical health professionals.
- Emails between a member of the SUNY Cortland Athletic Training staff and my coach, sport club president, and/or SUNY Cortland Recreational Sports administration/staff regarding the participant's injuries/illnesses as it relates to his/her medical clearance for participation.
- Text messages between the participant and a member of the SUNY Cortland Athletic Training staff using the cell phone number that is provided for contact.
- Text messages between the SUNY Cortland Athletic Training staff and a member of the designated team physician(s)/their staff regarding the participant's care.
- Text messages between a member of the SUNY Cortland Athletic Training and the participant's coaches, sport club officers and/or SUNY Cortland Recreational Sports administration/staff regarding the participant's injuries/illnesses as it relates to his/her medical clearance for participation.
- Facsimile (fax) transmission of the participant's medical information regarding my injury(ies) and/or illness(es) between a member of the SUNY Cortland Athletic Training staff and the designated team physician(s)/their staff members and/or with other allied medical health professionals as it pertains to his/her care, medical clearance, medical hardship waivers, etc.