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RECREATION AND INTRAMURAL SPORTS



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Club Sports Handbook



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Department of Recreation and Intramural Sports Mission Statement

The mission of the Department of Recreation and Intramural Sports is to educate the campus community on the value of a healthy lifestyle and to enhance the physical well being of all, particularly our students. Supporting a healthy lifestyle is accomplished by offering diversified recreational programs along with premier facilities that encourage active participation in both a formal and informal setting.

Intro to Club Sports

The primary purpose of the Club Sports program is to enhance the college experience of Hofstra University students with an opportunity to compete in a variety of athletic activities. Club Sports are student organizations that offer competition in a particular sport on a recreational collegiate level. They provide students with the option to compete in an organized sport at the non-varsity level. Club sports are intended to be recreational, as well as educational and instructional. Another core function is to connect students who share a common interest in a particular sport. They are voluntary and welcoming of any and all skill levels.

Although they are self-managed by student leaders from within the club, they receive administrative support from the Department of Recreation and Intramural Sports and the Dean of Students Office. All sport clubs are funded by student fees and governed by the Student Government Association (SGA).

There are two different types of Club Sports: Recreational & Competitive. Recreational clubs are those who wish to gather, have club events and practices, but do not compete in any games, tournaments or organized leagues. Competitive sport clubs are those in which teams choose to compete against other schools or programs through leagues and organized play. It is required that all competitive clubs have an approved coach. *(See below for more info on coaches)*

Role of SGA

The Student Government Association is the elected body of undergraduate students at Hofstra University. They govern and fund all clubs, including club sports. SGA is located in the Student Center Room 207 and can be reached at (516) 463-6960. SGA is comprised of student leaders who serve on several committees. Here are a few that have a direct impact on how sport clubs operate:

- a. Rules - responsible for the activation of new clubs, monitoring deactivated clubs and maintaining active club constitutions.



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- b. Appropriations - allocates a majority of funds to the budgets of clubs and organizations at the end of each Spring Semester. The committee allocates the remaining funds throughout the year at weekly meetings.
- c. Club Affairs - works directly with clubs to address issues regarding office space, events, and party dates.

Starting a New Club Sport

Students who wish to start a new Club Sport must take the following steps:

- a. Contact the Assistant Director of Recreation in charge of Club Sports to notify them of your interest, discuss possibilities and look into insurance costs.
- b. Visit (http://www.hofstra.edu/StudentAffairs/sga/sga_startclub.html)
 - a. Fill out a Club Constitution (sample template on above website), which can be found in the SGA office.
 - b. Collect at least 10 signatures, 700 numbers, and contact information of club members.
 - c. Please fill out club registration form (available on above website) and submit it to OSLA (Office of Student Leadership and Activities – SC 260) by the 3rd Wednesday of each month at the latest. You will need to go before the Registration Committee with the completed paperwork in order to register your Club with Hofstra University. The Registration Committee meetings are the 3rd Friday of every month. Once registered with Hofstra, you may go before SGA's rules committee to become an SGA club.
 - d. If your club is approved, you can then attend a Rules Committee meeting (which meets weekly) with all of the necessary documents.
 - e. Once passed by the Rules Committee, a representative from your club will be asked to attend the weekly SGA meeting, at which point your club will be voted on by the full Senate. If passed by full Senate, congratulations! You are now an official club at Hofstra University.

How does my club maintain active status?

To receive funding and put on events, all clubs must have an active status, determined by the Rules Committee. "Active" status is easy to obtain and requires the following:

- a. A constitution approved by the Rules Committee and Full Senate.
- b. A copy of the constitution on file in the SGA office. (Clubs should also keep a copy for themselves.)
- c. An active roster that includes 700 numbers for all members (See Appendix)



Once the club is created, an election will need to be held in order to remain active. Clubs will need to hold elections as often as stated in the club constitution, and will need to turn in a roster packet on a yearly basis.

How do clubs become inactive or defunct?

If a club does not have any of the above-mentioned requirements, it is considered an inactive club and will be deactivated, meaning the club may not receive any funding or hold events. (However, reactivating your club is simple if you just follow the correct steps.) If a club is deactivated twice in one semester, or remains inactive for more than three weeks, it is considered defunct.

Electing an e-board

A common problem clubs have is holding proper elections. In order to be valid, all club elections must have an SGA representative present. This allows SGA to ensure proper conduct during all elections, and aids clubs in providing an active Executive Board in order to be considered active. In order to hold proper elections, be sure that you submit the proper election form (to be obtained from the SGA office) at least 7 days in advance. While these steps may seem cumbersome, SGA employs them in the interest of fairness. Unfortunately, if not followed properly, elections will have to be held again. New elections may be held at any time pending SGA approval.

An executive board (e-board) is the group of club leaders voted into the positions listed below by the club members. The e-board as a whole is responsible for providing leadership and ensuring that the club is administratively organized. Required e-board positions include:

- a. President – responsible for submitting all club paperwork to the necessary parties. They are the liaison between the club and the department of Recreation and Intramural Sports.
- b. Vice President – responsible for assisting the President with administrative tasks and communications.
- c. Treasurer – responsible for all things monetarily involved; mainly organizing the clubs finances and completing and submitting purchase orders, check requests, and dues.

Additional e-board member positions can be elected as well.

Member Eligibility

As club sports are funded purely by student fees, all fee-paying undergraduate Hofstra University students are eligible to participate regardless of race, gender, religion,



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sexual orientation, ethnicity or national origin. Alumni, Faculty, and Staff are not permitted to participate in any club.

Tryouts may be held but all that wish to participate will be given the opportunity to do so. Membership cannot be denied based on performance. Club sports cannot cut/dismiss any members from being involved. Organizations seeking to do so will be addressed on a case-by-case basis.

Individuals are not permitted to participate in any club sport related activity until they have completed and submitted the Participation Waiver Form and Emergency Contact Information form to the Department of Recreation and Intramural Sports (See Appendix).

How to successfully lead a Club Sport

The effort put forth by the e-board and club sport members has a direct correlation to the success of the club. Since club sports are internally managed by the clubs' members, the responsibility is solely on you and your teammates to effectively manage the club to a successful year. There are a few key components to effectively managing a sport club.

- a. Keeping the club organized - This means leadership, paperwork, practices, games, and many other areas.
- b. Delegation – Utilize the e-board and club members to share task responsibilities. No one person should be doing all of the work.
- c. Accountability - Make sure that each e-board member has distinct responsibilities that relate to their position and that each club member knows who is responsible for what.
- d. Communication – Explain your goals and expectations of the club to the e-board and club members. Open lines of communication and timeliness with information are crucial.
- e. Relations – It is extremely important to keep good relations with all departments on campus (including Athletics, PLANT, Public Safety).

Your hard work doesn't go unrecognized. At the end of every school year, the Student Activities and Leadership office hosts the Hofstra Student Leadership Awards. They recognize the effort put forth by student leaders and club members amongst the Hofstra community. For more info on the HSLAs, contact the Student Activities and Leadership office.

Coaches

Club sport coaches may be a Hofstra employee, graduate students (who are NOT playing on the team), alumni, or a non-affiliated member of the community. Club advisors and currently registered Hofstra undergraduate students cannot coach a sport club.



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Coaching Requirements and Duties:

- a. All competitive club sports must have a coach. (See intro for difference between competitive vs. recreational.)
- b. Coaches must possess a basic knowledge of the coached sport.
- c. The coach must have a valid CPR/AED certification card.
- d. Coaches must abide by all applicable policies and regulations outlined in the Guide to Pride.
- e. The coach's role with the team is to do just that, coach. The students coordinate and run the team administratively. Students, not coaches, will act as the liaison between the club and the Department of Recreation and Intramural Sports.
- f. Coaches should designate playing time fairly based on skill level while trying to get all club members competitive playing time. It is expected that all dedicated club members that attend all club events (practices, fundraisers, games, etc.) will get some competitive playing time.
- g. A coach is required to be at all team practices, as well as all home and away games. No organized club activity can happen without the presence of a coach.
- h. Coaches must maintain good sportsmanship from their team at all times.
- i. The Department of Recreation and Intramural Sports has the right to remove any club sport coach if, in the opinion of the staff, the coach is not performing their responsibilities in the best interest of the club.

Coaching Paperwork:

- a. *Returning coaches* must submit the following paperwork at the start of each academic school year to the Department of Recreation and Intramural Sports:
 - i. Coaches contract (paid or non-paid, see below)
 - ii. Submit CPR/First Aid card or copy of card
- b. A *new coach* must present the following:
 - i. Coaches contract (paid or non-paid, see below)
 - ii. Submit CPR/First Aid card or copy of card
 - iii. Background Check Form
 - iv. Hofstra Application Form
 - v. Resume
 - vi. Schedule a meeting/interview with the Director and Assistant Director of Intramural Sports. Contact the Administrative Assistant at 463-6958 to schedule an appointment time.
- c. Coaches can be paid or non-paid. That is up to club and coach to decide. SGA will only provide a max of \$1,500.00 for the salary of team coaches. Anything beyond that will have to come from club dues or fundraising money.
 - i. Paid coaches must complete and return the PAID Coaches Contract. (See Appendix)
 - ii. Non-paid coaches must complete and return the NON-PAID Coaches Contract. (See Appendix)



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Advisor

A club sports advisors role is to do just that, advise. They are University faculty, staff, and administrators that are available to counsel the club when necessary. Every student club, including all club sports, must have an advisor. The primary difference in a sport club advisor and any other type of student club advisor is that if your coach can not make it to a practice or game, the advisor must be in attendance and must be CPR/AED certified. Club sports are required to find their own advisor for their club. The Assistant Director in charge of Club Sports is your Program Advisor only; they cannot be your Club Advisor as well.

Advisor Paperwork and Requirements:

- a. Must be registered on Collegiate Link and be listed as Club Advisor on team roster
- b. Complete and return the Club Sports Advisor Contract at the start of each semester. The advisor and club President must both sign the form. (See Appendix)

Equipment

Clubs are responsible for managing all equipment. Any purchase of equipment, apparel, or other team gear must be approved by the Assistant Director of Recreation and Intramural Sports. There are three types of equipment for club sports:

- a. Personal – equipment that is personally belongs to a member. Members are responsible for their own personal equipment. Example-ice skates, cleats, mouth guard, baseball glove, etc. The Department of Recreation and Intramural Sports will not store any personal equipment.
- b. Reusable – equipment that is purchased with club funds, belongs to the club, and must be returned and accounted for at the end of the school year. It is carried over from year to year until it is nonfunctional. Example-soccer ball, frisbee, table tennis net, basketball, etc. These items can be stored with the Department of Recreation and Intramural Sports depending on size and space availability. Check with the Assistant Director if looking for storage options.
- c. Single Use – equipment that is purchased with club funds and can only be used once. Example-grip tape, medical tape, swimmers earplug, etc.

Equipment storage is limited inside the Fitness Center. We will try to facilitate all clubs the best that we can. Clubs may be responsible for providing their own storage. The Department of Recreation and Intramural Sports will not store any personal equipment inside the Fitness Center. Clubs that need to gain access to their storage must



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contact the Assistant Director in advance. You will not be able to access your equipment on off hours, so please be aware of the hours of operation of the Fitness Center.

Practice gear (team sweats, t-shirts, and shorts) is optional. They need to be paid for by the club members. Jerseys and team uniforms can be paid for by the members or with club funds. If paid for by club funds they will be treated as reusable equipment and would be returned to the club. Player names cannot be put on jerseys paid for by SGA club funds. If club members personally pay/purchase any jerseys or team gear, they are then considered personal equipment and can stay with the individual.

*****ALL PRACTICE GEAR, JERSEYS, AND UNIFORMS MUST BE APPROVED BY THE DEPARTMENT OF RECREATION AND INTRAMURAL SPORTS.*****

Facility Reservations

a. Indoor/Outdoor Athletic Spaces

Listed below is what is available to sport clubs. Some facilities have limited availability.

- i. Intramural Fields
 - i. IM Softball (North and south)
 - ii. IM Soccer
 - iii. Rugby Field
- ii. Fitness Center East Field
- iii. Fitness Center
 - i. Gymnasium (1/4, 1/2 or full gym)
 - ii. Aerobics Room
 - iii. Yoga Room
- iv. Swim Center
- v. Physical Education Building
- vi. Soccer Stadium (Turf)
- vii. James M. Stuart Stadium (Turf)
- viii. University Field (Baseball)

All indoor/outdoor athletic spaces must be booked through the Assistant Director of Recreation and Intramural Sports by submitting a Facility Request Form (See Appendix). Practice times are to be established by the team. You can practice as much or as little as your sport requires. Most on-campus facilities are available free of charge to sport clubs (some require a field supervisor to be paid for by the club). Please take into account that practice and game times for sport clubs will be scheduled after varsity sports have been scheduled. Any cancelations should be directed to the Assistant Director ASAP.



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b. Student Center/Other non Athletic Fields or Buildings

Anything taking place in any other areas except the Indoor/Outdoor Athletic Spaces listed above can take place in variety of places throughout Hofstra University's campus. This can be done through the Office of Events Management. In order to reserve a room for your Club or Organization, an Organization Contact Form must be submitted beforehand to the Office of Events Management. Once this has been completed and submitted, the contacts on the form can reserve spaces for their Club or Organization by filling out a Student Room Request Form and handing it in to the Office of Events Management. To avoid any confusion and ensure your Club books space properly, refer to the Events Management Scheduling Guidelines for Student Organizations. All forms and procedures can be found on the Events Management Website.

(http://www.hofstra.edu/About/Campus/oem/oem_request_forms.html)

c. Atrium Tables in the Student Center

Atrium tables can be reserved by contacting the Office of Student Leadership and Activities. Call (516) 463-6914 or go to

http://www.hofstra.edu/studentaffairs/studentactivities/stdact_club_tablecontract.html in order to fill out an Atrium Table Contract.

d. Other

Hofstra University does not have the proper facilities to satisfy the needs of all club sports (Crew, Ice Hockey, etc.). It is your responsibility to conduct a thorough search and comparison of local facilities that can accommodate your sport. Comparing prices and using fiscal responsibility on an outside practice facility search will have a large impact on your total budget. All off-campus practice facilities must be reviewed by the Assistant Director of Recreation and Intramural Sports before booking and payments are scheduled.

***** All facilities used for practices, games, meetings, etc. must be treated with respect. Rule of thumb, leave it in better condition than you found it. If any club is found to be disrespecting the space, their privilege may be revoked.*****

Conference Affiliation

League and conference affiliation is a way to broaden the full experience for club members. It offers standardized rules, more opportunity for competition, and most will have some sort of tournament for a national or regional champion. We encourage club sports to research their sport at the collegiate club level and see what governing bodies oversee the sport. The choice to join and the responsibility to meet the league rules and regulations are decisions that should be made by each individual club sport. Remember, all clubs that compete are considered 'competitive' and requires an approved coach.



Game Officials

Depending on the sport in which you are competing, game officials (referees, umpires, etc) may be necessary. Many of the leagues and conferences require game officials in order to establish a uniform level of competition. If they are needed, your club is responsible for finding qualified game officials. They need to fill out a Single Engagement Contract (see Appendix). Specifics about this contract are detailed in the Budget Management section.

Hosting Other Schools

If your club decides to host another school on-campus for a practice, scrimmage, game, or tournament, every member of the visiting team(s) must sign a Waiver Form (See Appendix – *same as Hofstra student waiver*). These forms must be collected by your e-board **prior** to the visiting school engaging in any type of warm-up or competition on Hofstra grounds. This is to be done every time they come onto the Hofstra campus. If there are multiple games spanning consecutive days, one Waiver Form covers an individual for that time span. These forms are to be handed in to the Department of Recreation and Intramural Sports within 7 days of the completion of the event. It is recommended that you email the visiting school a PDF copy about a week before they arrive on-campus. This gives them time to complete them and allows your team to focus on the competition instead of the paperwork.

Travel

When traveling as a member of a sport club, you are a representative of Hofstra University. You will be held to the standards and regulations set forth in the Guide to Pride just as if you were on the Hofstra campus. Any club member traveling must complete and return a Travel Policy Waiver (See Appendix) prior to the trip. This form can be filled out for the entire year, and kept on file with the Department of Recreation and Intramural Sports. (*It is easiest to complete both the travel waiver, and general waiver at the same time to ensure you are covered on all bases.*) A competition roster and itinerary form also must be filled out at least 48 hours before traveling (See Appendix). At the conclusion of each trip, a post trip form must be filled out within 48 hours of traveling (See appendix).

a. General travel rules

1. SGA funds will only cover the cost of hotel rooms for 4 people, three times per semester. The club will incur all other hotel costs. Fundraised money and dues may be used for this.



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- b. Personal Vehicle
 - 1. Gas and tolls can be covered by SGA funds. Mileage costs and damages will not be covered by SGA funds.
- c. Rental
 - 1. SGA funds can be used for other modes of transportation such as chartered buses, public transportation (bus, train, and subway), and vehicle rental through a 3rd party vendor. All reimbursements require receipts, no exceptions!
 - 2. All bus rentals must be booked through the Administrative Assistant, (516) 463-6958.

Accidents/Injuries

All injuries, including injuries received from practice, warm-ups, game injuries, as well as car accidents or any other injury received while participating in any club related activity must be reported prior to the start of the next business day. This a phone call, voicemail, or email to either the Director or Assistant Director of Recreation and Intramural Sport summarizing the injury and the events surrounding it is required. A accident report must also be turned into the Club Sports office within two days of the accident.

Injury Protocol on Hofstra's campus

- a. Ask to see if the injured person ok or if they need medical assistance.
- b. If they are unconscious, bleeding, or request medical assistance, call Public Safety at 516-463-6789.
- c. Do not attempt to diagnose or provide medical assistance. Public Safety Officers are trained to provide emergency medical assistance.
- d. Give the injured person space. Do not huddle up around them.

Injury Protocol off Hofstra's campus

- a. Follow the emergency protocol of your current location.
- b. Do not attempt to diagnose or provide medical assistance.
- c. Give the injured person space. Do not huddle up around them.

All injuries must go through the student's personal insurance plan before filing with Hofstra's insurance. To file with Hofstra's insurance, alert the Assistant Director, then pick up the necessary forms at the Wellness Center located in Republic Hall. The Assistant Director must be notified of all injuries, no matter how big or small. **No insurance paperwork can be signed or given unless we have record that the accident occurred.**



Additional Club Policies

a. Raffles

For the University Raffle Policy, please visit:

http://www.hofstra.edu/studentaffairs/studentactivities/stdact_policies.html. Prior to planning any raffle, you must meet with the Assistant Director to discuss your options and intentions.

b. Sponsors

Club Sports may be permitted to have sponsors after a complete approval process by the University. Clubs looking to pair up with a specific sponsor must:

1. Send a detailed memo to the Assistant Director with the name of the sponsor, contact info, how they will be sponsoring your club, your expectations, and any paperwork that the sponsor needs to be completed from you.
2. The Assistant Director will then forward that message along to the Dean of Students who will then propose the details for approval.

c. Community Service

Community Service is highly encouraged of our Club Sports. A Community Service Report Form (see appendix) must be approved prior to performing a community service project.

d. End of Year Report

At the conclusion of the Spring semester, each club is required to fill out an End of the Year Report Form (See Appendix) highlighting what went on in the club throughout the course of the year.

Budget Management

Fiscal responsibility and proper budget management will ultimately affect the success of any club. It is easy to over spend or not look ahead to the next semester. Here are some key questions to ask when budget planning:

- a. Does your club operate throughout the year or within a single semester?
- b. Do you require more money to be spent in the fall or spring?
- c. What costs should your club budget cover? (Travel, hotel, practice time, referees, uniforms, etc.)
- d. What percentage of your budget do you want to assign to each of these costs?

Even though the club budget is yours to manage, the Department of Recreation and Intramural Sports has a hands-on approach to club sports budgets. We do not want to see



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the entire club suffer from mismanagement of club funds. We regularly check your balance and offer any guidance and assistance you may need. All purchases made with SGA funding require approval from the Assistant Director of Reaction and SGA.

There are a few ways that you can access your budget. For all purchases, you will need to hand the following in to the Department of Recreation and Intramural Sports:

- a. Vendor contact info
- b. Itemized invoice from the vendor

For purchases under \$500, you will only need these two items. For purchases over \$500, a Purchase Order form needs to be filled out, with the two items above. This is important because some vendors do not accept Purchase Orders. Make sure you figure this out before you enter into a binding contract for the transaction. For purchases over \$2500, you must present 3 non-binding bids in addition to the above criteria.

If you choose to lay out money before submitting paperwork for the transaction, you are able to submit a request for reimbursement. Again, the vendors contact info and the original itemized invoice or receipt from the vendor are required. It is your responsibility to review the expected transaction(s) with the Department of Recreation and Intramural Sports BEFORE the purchase is made in order to guarantee reimbursement. **The Department of Recreation and Intramural Sports is not responsible for any sum laid out by any team member that was not approved prior to the purchase.**

Single Engagement Contracts

An important form for all sport clubs is the Single Engagement Contract found the Appendix. It is a contract that outlines the specifics of an agreement between Hofstra University (your sport club) and a vendor for any service provided to the sport club (referee, athletic trainer, etc.). These forms are intended for a single game or series of games spanning a weekend. A new form must be filled out every time you contract the individual.

All reimbursements and Single Engagement Contracts must be submitted to the Department of Recreation and Intramural Sports within 7 calendar days of the completion of the service performed. Failure to do so may result in the cost not being paid for from your budget. All checks being deposited into the sport clubs budget must be made payable to "Hofstra University". The club should be listed in the memo section. All cash deposits need to be delivered to the Department of Recreation and Intramural Sports before 12:00pm. Cash deposits will be turned away after 12:00pm. DO NOT just hand money into the staff at the front desk. Hand it to either the Assistant Director, or Administrative Assistant.

How can I get more money?

- a. Dues – an identical fee paid by all participating members of the sport club. Some clubs may wish to institute a membership fee or dues system. This is up to the discretion of the club.



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- b. Tournaments – hosting a tournament will bring in extra money by charging visiting schools a tournament fee. All tournaments will require advance planning with the Assistant Director.
- c. Fundraising – put your heads together and develop creative ideas to generate donations to your club. Fundraising is highly encouraged. If you question your fundraising idea, it is in your best interest to run it by the Assistant Director. The Assistant Director must approve all on-campus fundraising. A Fundraising Report Form must also be filled out (See Appendix).
- d. SGA Appropriations - The following steps are taken from the SGA Leader's Guide:
 - 1. The club must be active and recognized by the SGA.
 - 2. Sign up for the weekly meeting on the door outside of the SGA office
 - 3. Be prepared to give a description of the club and its history of activity
 - 4. Produce a comprehensive proposal of possible events and the funds needed
 - 5. Make copies for all committee members (approximately 9)
 - 6. Be prepared to answer questions about the proposal

Failure to follow handbook

Failure to follow the policies and procedures set out will result in disciplinary actions to be decided by the Director and Assistant Director of Rec & Intramural Sports. If you have any questions or need clarification do not hesitate to ask, because we expect the rules to be followed one hundred percent. *Policies and procedures subject to change, and violations will be reviewed on a case by case basis.*

Please sign and return this page to acknowledge you have received and read the handbook.

President's Signature

Print Name: _____

Club Name: _____