



2007-2008

Club Sports

Operating

Guidelines



Recreation Services Contact Information

Department of Athletics and Recreation

Bucknell University
Kenneth G. Langone
Athletics and Recreation Center
Lewisburg, PA 17837
Phone: (570)577-1656
Fax: (570)577-3324

Coordinator of Recreation Services

Joseph Santorine
Fieldhouse Office T-4
Email: jsantori@bucknell.edu
Phone: (570)577-1656
Cell: (570) 847-4315
Fax: (570)577-3324
www.bucknell.edu/x1696.xml

INTRODUCTION

The Club Sports Program at Bucknell University, administered by the Office of Recreation Services, a unit of the Department of Athletics and Recreation, is comprised of 19 club sports and one Club Varsity Sport. Bucknell University, through the disbursement of student fees, provides resources, assistance, and guidance to the individual clubs through the Office of Recreation Services. Each club is formed, developed, governed, and administered by the student membership of that particular club and overseen by Recreation Services staff, their advisor, and/or their coach.

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

Questions regarding the policies and procedures within this manual should be directed to the Coordinator of Recreation Services, Joseph Santorine, located in field house office T-4.

Mission Statement

The Bucknell University Club Sports Program, consistent with The Department of Athletics and Recreation and the University's mission, states that the mission of recreational sports clubs is to provide a broad program of sports and activities for both men and women of all ability levels in order to enhance their academic experience. These clubs are run by students for students under the direction of the Office of Recreation Services.

Goals of the Club Sports Program

- To provide leadership experiences for the student body at Bucknell University.
- To provide recreational opportunities for the students to fulfill their collegiate needs.
- To provide assistance, guidance, and resources for the clubs to effectively and successfully operate.
- To maintain communication with the club officers so that the organization is effective and successful.

Philosophy of the Club Sports Program

All clubs served by Recreation Services are oriented toward physical activity and sport. In every case, the underlying purpose of any individual club is to join together those members of the University community that share a common activity interest. A club's focus may be recreational, instructional, competitive, or a combination of these types of activities. For each club, however, the scope of the club's activities must be consistent with its constitution

Calendar Deadlines

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

Item	Deadline	Time and Location
Club Officers/Coach meeting	Wednesday August 22, 2007	7:00 Zeller Lounge
Officers information Sheet	Friday August 24, 2007	Fieldhouse T4 12:00 noon
Fall Facility Request	Friday, August 31, 2007	
Practice Schedule	Friday, August 31, 2007	
Game Schedule	Friday, September 7, 2007	
Team and Officer Goals	Friday, September 7, 2007	
Roster and Liability Waiver Forms	Wednesday , September 12, 2007	
Advisor and Coach Registration	Friday, September 14, 2007	
Current Web Page	Friday, September 21, 2007	
Spring Facility Requests	Friday, November 30, 2007	
Spring Practice Schedule	Friday, November 30, 2007	
Spring Game Schedule	Monday, December 3, 2007	
Budget Requests for 2008-2009	Friday, March 7, 2008	
Updated Constitution	Friday, April 4 , 2008	
Annual Report Due	Friday, April 25, 2008	
Summer/Fall Contact Info	Friday, April 25, 2008	

All materials are to be delivered to the Coordinator of Recreation Services office, Fieldhouse T-4 by 4:00 PM on the above date, unless otherwise noted.

All forms are available on the Recreation Services web page and in the Recreation Services office. A checklist will be kept in the Recreation Services office to keep track of forms turned in.

Explanation of Deadlines:

1. Officers Information Sheet

Clubs are required to maintain active status with Recreation Services by filling out an Officers Information Sheet. Please turn the completed form into Recreation Services by Wednesday, August 24, 2007.

2. Fall Facility Request

Fall field and facility requests should have been made prior to the fall semester. However, if you have any additional requests, please turn them in by Friday, August 31, 2007.

3. Budget Request for the 2008-2009 Academic Year

Budget requests will be due on Friday, March 7, 2008. These budgets will be used to allocate club sport funding for operational expenses (everything other than equipment and travel). Please use the form provided and attach an additional detailed breakdown of all your club's projected expenses and income for the 2008-2009 academic year. If your club does not submit a budget

request to the office of Recreation Services, you will not be considered for funding for the 2008-2009 academic year. A budget workshop will be part of the club officers meeting held in February to go over the format.

4. Updated Constitution

Recreation Services requires clubs to update and resubmit their constitution every year. A hard copy of the revised constitution must be turned in to Recreation Services on Friday April, 4 2008. Clubs that have not updated their constitution may not be eligible for funding until the constitution is updated.

5. Practice Schedule

Recreation Services requires clubs to submit a schedule complete with the days, times, and location of all regularly scheduled meetings. This schedule will be posted on our web page and used to inform potential members of your schedule. Please submit a schedule (via email to Joe Santorine, jsantori@bucknell.edu, Coordinator of Recreation Services, or hard copy to the Recreation Services office) by Friday, August 31, 2007 for the fall semester and Friday, November 30, 2007 for the spring semester. If your club does not practice during the fall semester, you are still required to email a schedule so you are credited for turning this information in.

6. Game Schedule

Clubs are required to submit (via email to Joe Santorine, jsantori@bucknell.edu, Coordinator of Recreation Services, or hard copy to the Recreation Services office) home and away schedules for all club events including competitions, demonstrations, and anything else other than your regularly scheduled practices. All clubs should submit a schedule by Friday, September 7, 2007. If a club has not completed their schedule by this date, a temporary schedule should be turned in and updated as necessary.

7. Team and Officer Goals

Personal goals should be set for improving club performance and/or the organization. Officers should also meet with their club members to set goals for the club as a whole. This form should be turned into the Recreation Services office by at least Friday, September 7, 2007 so that your plans and goals for the year are on file.

8. Roster and Liability Waiver Forms

This year club rosters will be submitted either via email to Joe Santorine, jsantori@bucknell.edu, Coordinator of Recreation Services, or a hard copy will be delivered to the Recreation Services office. These rosters will then be crosschecked with liability waivers and used for the weight room list, letters of notification, annual report information, etc. Please submit your roster with complete information including: Name, Student ID #, Year in School, Gender, Major, Phone Number, Email Address, and Local Address. Rosters should be submitted to the Recreation Services office by Friday, September 7, 2007 and anytime a new member joins the club. Each member is also required to fill out a liability waiver, participation agreement, medical insurance verification, and health history form. The liability waivers and participation agreements should be on file by Friday, September 7, 2007. The medical insurance verification and health history forms should be kept on-hand at practice and competitions in case an emergency should arise. For clubs that have not begun practice by Tuesday, October 2, 2007, please submit these forms for your officers including a note of what date practice is scheduled to begin. These Forms are due after the first team meeting or first day of practice. Failure to submit the required forms will result in your budget being frozen.

9. Advisor and Coach Registration

All Club Sports are required to have an advisor. See the Position Descriptions for more information. The advisor and coach should be registered with Recreation Services by Friday, September 14, 2007. Sport Clubs without an advisor and/or coach will receive limited funding, space scheduling.

10. Advisors and Coaches Meeting

A mandatory meeting is scheduled for all coaches and advisors on Wednesday, August 22, 2007 at 7:00 PM in the Zeller Lounge in the Fieldhouse. Failure to attend will result in a **\$100.00 fine**. This meeting will cover all of the information outlined in the Club Sports Handbook. It's purpose is to inform coaches and advisors of what they are expected to do. Club officers are responsible for informing their coach and advisor about this meeting.

11. Current Web Page

Each club is responsible for maintaining a web page with information for prospective members. This web page should be up-to-date and linked to the Recreation Services/Club Sports web page by Friday, September 21, 2007. Anyone needing help with the creation and design of their page may seek assistance from Recreation Services.

12. Spring Facility Requests

Clubs requesting field and facility space for the spring should submit these requests prior to Friday, November 30, 2007 to be considered for space.

13. Spring Practice Schedules

The Office of Recreation Services requires clubs to submit a schedule complete with the days, times, and location of all regularly scheduled meetings and practices. This schedule will be posted on our web page and used to inform potential members of your schedule. Please submit a schedule (via email to Joe Santorine, jsantori@bucknell.edu, Coordinator of Recreation Services) by Friday, November 30, 2007. If your club does not practice during the fall semester, you are still required to email the Recreation Services office so you are credited for turning this information in.

14. Spring Game Schedules

Clubs are required to submit (via email to Joe Santorine, jsantori@bucknell.edu, Coordinator of Recreation Services) home and away schedules for all club events including competitions, demonstrations, and anything else other than regularly scheduled practices. All clubs should submit a schedule by Tuesday, December 3, 2007. If a club has not completed their schedule by this date, a temporary schedule should be turned in and updated as necessary.

15. Annual Report Due

Each club will be required to submit an annual report with detailed information about club activities, results, and participation for the past year. This yearbook will be used for recruiting future members, marketing and advertising Club Sports, and for the Club Sports Annual Report. Specific items that should be included will be covered closer to the due date, Friday, April 25, 2008.

16. Summer/Fall Contact Information

Clubs should submit summer contact information by Friday, April 25, 2008. Ideally the summer contact person should be someone reachable via their Bucknell University e-mail address. Also, please turn in fall contact information so we can get in touch with you about meetings for Fall 2008.

17. Other Meetings Required

Throughout the school year, other meetings will be held. Each club is required to have at least one officer present, though all officers are encouraged to come.

18. Fines

The guidelines set forth in this manual are requirements for all sport clubs. Non-compliance with these guidelines will result in the deduction of fines from the offending team's budget. Fines will be applied in the following situations:

-Failure to attend Advisors and Coaches meeting: \$100.00

-Failure to submit required registration and information materials by given deadlines: \$25.00 per week until team is current.

-Overdrawn accounts: \$25.00 first offense, \$50.00 second offense, \$75.00 third offense, etc...

-University vehicle violations: See section on University Transportation for fine schedule.

Position Descriptions

Club Officers

Each club sport must hold elections for officers each academic year. Officer positions should be limited to full-time, officially registered, undergraduate students at Bucknell University. A current Officers Information Sheet must be turned in to the Recreation Services office by Wednesday, August 23, 2006 and each time a new individual fills the position of an officer. The office will make sure copies of these forms are turned into the Student Activities Office. The following list of responsibilities for club positions should be considered as guidelines and not as a complete listing of responsibilities. Each club should determine the exact duties of each officer.

Club President

1. Serve as a liaison between Recreation Services and the student organization.
2. Be familiar with the Policy & Procedure Manual and make sure that it is implemented and adhered to.
3. Make sure all forms are filled out and submitted to Recreation Services when necessary.
4. Keep club advisor and coach aware of all club and Club Sport activities.
5. Hold elections as stipulated in the club's constitution.
6. Carry emergency contact information to all club functions.
7. Ensure that at least one officer attends mandatory Student Affairs training sessions at the beginning of the Fall Semester.

Club Vice-President

1. Assist the President, and preside when the president is absent.
2. Work closely with the president in coordinating organization activities.

Club Secretary

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

Club Treasurer

1. Keep budget and account records up-to-date.
2. Collect dues.
3. Process all forms needed for check requests, reimbursements and purchase orders.
4. Maintain documentation of expenditures and receipts.
5. Prepare and submit budget.
6. Oversee fund-raising activities.
7. Work with the Office of Recreation Services to ensure financial records are in order.
8. Attend Office of Recreation Services budgeting workshop when scheduled.

Club Advisor

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

Individual clubs are responsible for recruiting and securing an advisor. Advisors should be employed as Bucknell University faculty or staff. Exceptions to this criterion may be granted on a case-by-case basis by The Office of Recreation Services staff.

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

Coach's Role

Every sport club team that competes off-campus must have a Club Advisor/Coach. The advisor may also serve the role of club Coach.

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

1. The Coach/Instructor must be aware of and follow all University, Office of Recreation Services, and NCAA policies and procedures.
2. The Coach/Instructor and the club shall make no promise of monetary or other rewards to any players or prospective players. The club members shall decide how club funds are used according to the club charter.
3. The Coach/Instructor is not only obligated to develop skills, conditioning, etc. but to protect the club members' safety. The Coach/Instructor should be concerned with the risk of exposure to liability as a result of serious injury. It is recommended that coaches have travel, medical, and liability insurance.
4. The Coach/Instructor should be aware of any situation that could result in sexual harassment, discriminating conduct, or inappropriate conduct by club members as outlined in this manual.
5. Coaches/Instructors must help ensure good sportsmanship at all times.
6. The Coach/Instructor should restrict his/her contributions to coaching/instructing. They are to serve **only in an advisory position** for the clubs management activities, which include but not limited to submitting forms, budgeting, scheduling, hosting tournaments, competition and travel arrangements, and special events. Keep in mind that a sport club is first and foremost a student organization and therefore the student officers must serve as the liaison between the club and the Office of Recreation Services.
7. The Coach/Instructor responsibilities are not those of a varsity coach. The sport club program is designed to allow the club members to administer the club's activity except coaching.
8. The Coach/Instructor shall discuss club matters with the club, its advisor, and the Office of Recreation Services only.
9. The Office of Recreation Services may relieve the club coach at any time if it is determined that the coach is not working in the best interest of the club.
10. All Coaches and Instructors are required to attend the Fall Coach/Instructor and Advisor Workshop.

All Coaches are required to complete the volunteer coaches contract as issued by the Office of Recreation Services. All Coaches will be approved through the Office of Recreation Services and are subject to all University policies and procedures. A Club cannot post/advertise for a coaching position without the approval of the Office of the General Council and the Department of Athletics and Recreation Services.

Club Sports Presidents Council

The Club Sports Presidents Council represents all active clubs and acts as an advisory council to the office of Recreation Services. The purpose of the Club Sports president's council is to promote cooperation between the clubs presidents by unifying, motivating, increasing participation and recognition of all the club sports. The Council will strive to help maintain active communication between clubs.

Participation on the Council

1. Any active president of a club or his/her appointed representative may be a member.
2. Members are expected to attend the monthly meetings.
3. Members represent their club and should be prepared to share information ie: game schedules, promotions and dates of fundraising events.

Administration of the Council

The Coordinator of Recreation Services administers the Club Sports Presidents Council and he or his assigned representative will monitor the meetings. The meetings will last approximately one hour and, from time to time, have guest speakers in from the student government and the athletics department.

Meeting Dates

All meetings will take place in the Zeller lounge at 7:00 PM

Tuesday, August 21, 2007

Tuesday, September 11, 2007

Tuesday, October 16, 2007

Tuesday, November 6, 2007

Tuesday, November 27, 2007

Tuesday, January 22, 2008

Tuesday, February 19, 2008

Tuesday, March 18, 2008

Tuesday, April 15, 2008

Membership & Eligibility

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

Each club must complete and submit a Team Roster at the beginning of each academic year. Deliver your roster to the Recreation Services office by Wednesday, September 12, 2007. The roster should include the following completed information about each member of your club: Name, Bucknell University ID #, Year in School, Gender, Major, Phone Number, Email Address, and Local Address. Each member is also required to fill out a liability waiver, participation agreement, medical insurance verification, and health history form. The liability waivers and participation agreements should be on file by Wednesday, September 12, 2007. The medical insurance verification and health history forms should be kept on-hand at practice and competitions in case an emergency should arise. For clubs that have not begun practice by Monday, October 1, 2007, please submit these forms for your officers including a note of what date practice is scheduled to begin. These forms and your club roster will be due on the first business day after the first practice.

- Club membership may only consist of students. For further stipulations see the NCAA Bylaws below.
- Clubs are not allowed to cut members or to limit participation in any way.
- Current varsity athletes are not allowed to participate in the same sport that they are currently competing in.
- High school students in grades nine or above **are not eligible** for participation in club events.
- Members may not use Club Sports to promote individual financial gain or private practice.
- Presidents of each club sport are responsible for checking the eligibility of their players.

NCAA Compliance

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

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

Academic Standards

Bucknell University academic standards apply to all club sport participants. Students must be in good standing to participate in club sport activities. Any student who is on academic probation will not be allowed to participate in Club Sports. Good standing is defined in the Academic Achievement section of the student handbook.

Finances & Fundraising

Bucknell University Student Accounts

The Office of Recreation Services assists registered student organizations in keeping proper accounts of their financial activities. Unless exempted by the Coordinator or Recreation Services, Joe Santorine, each club must maintain an unrestricted financial account for the deposit of dues, deposits of fundraising money, and for disbursements. Off-campus accounts and “slush-funds” are **not permitted**.

Club Sports Funding from Bucknell University Office of Recreation Services

Each club is eligible for funding to support normal club operations. Clubs must meet all requirements, administrative due dates and probationary status as stated in this handbook to receive funding from the Office of Recreation Services.

Budget Preparation

The Club Sports budget, funded annually by Bucknell University, allocates money to club sports to support their operating expenses.

A proposed budget will be due to the Office of Recreation Services on Friday, March 7, 2008. Please fill out the Club Sport Budget Request Form completely and attach an additional sheet as needed with detailed line items for all of your 2008-2009 projected expenses and income.

If a club does not turn in their request by this date, they will not be considered for funding for the 2008-2009 school year. The Office of Recreation Services will review the requests for Club Sports funding. Allocations will be made at the beginning of the fall semester. Once a club receives their allocation, they must follow proper procedures to gain access to these funds. Prior approval is needed from Recreation Services for all use of these funds.

Entry Fees

Once a schedule/timetable has been furnished, the Office of Recreation Services will fund registration or entry fees.

To get a check prior to travel for entry fees, fill out the Check Request Form and attach official proof of information including who the check should be made out to, the amount of the check, what the check is paying for, and the address the check should be mailed to. Even if you want to carry the check in hand with you during travel, an address **MUST** be provided to process the check. This form should be filled out at least 2 weeks prior to date of travel. A Travel Itinerary must be turned in prior to departure. The Finance office strongly discourages paying individuals for entry fees. In the case that the check must be made out to an individual their Social Security number must be included in the paperwork.

To be reimbursed for entry fees, an invoice or entry form should be turned in with information detailing who the check should be made out to, the amount of the check, what the check is paying for, and the address the check should be mailed to. Reimbursements must be approved prior to making the original purchase. Reimbursements will not be made beyond the amount budgeted for registration and entry fees approved by the Office of Recreation Services.

Equipment and Uniform Purchases

The Office of Recreation Services will approve all equipment and supplies. All subsidized equipment must be inventoried and registered with the Office of Recreation Services.

All equipment purchases must be approved by the Coordinator of Recreation Services. All equipment purchases must be made through the use of a Bucknell University purchase order. Club uniforms can be ordered by the Office of Recreation Services however team members are responsible for the cost of each uniform. Orders will not be placed until funds are received from all members wishing to order a uniform. The Department of Athletics and Recreation has a discount purchasing agreement with a number of suppliers and any club that wishes to order uniforms will be able to take advantage of this discount.

The Office of Procurement Services prefers to use vendors that accept purchase orders for the purchase of new equipment. However credit card purchases (by the Office of Procurement Services) may be done as needed, if a suitable alternative vendor cannot be located.

Any member that checks out equipment from the club and fails to return it will be charged for the equipment at the full list price of the equipment.

Use of Athletic Department Logos

The Department of Athletics and Recreation Services will approve the use of any Bucknell and Athletic Department logo that will be used on a Club Sport Uniform. The designs must be submitted prior to the printing or purchase of the item. All vendors must be a licensed vendor to produce Bucknell merchandise through LRG. Clubs that use the Bucknell logos without proper approval will be fined and the items pulled and forfeited.

Hotels

The Office of Recreation Services will subsidize lodging at the cost of up to \$100 per room, maximum \$200 per night, for up to 4 nights. In order to receive funding, clubs must demonstrate that an overnight stay is **absolutely necessary**. The Coordinator of Recreation Services reserves the right to deny funding for an unnecessary hotel stay. These funds will be taken from the clubs budget.

The preferred form of payment for hotel expenses is direct billing. The direct billing procedure is as follows:

- Contact the hotel and find out if direct billing is possible.
- If so, get complete contact information and the price of the rooms, plus hotel tax.
- Have a direct billing contract sent to the hotel by the Office of Recreation Services.
- Upon your return to campus, provide the Office of Recreation Services with an **original, itemized** bill for your stay.

Pre-approved lodging fees may be paid with a check written from the club account providing that a quote from the hotel and Check Request Form are submitted two weeks to expected date of travel.

Individuals can be reimbursed for lodging by providing an itemized room receipt and a Check Request Form when you return from the trip. These hotel expenditures **MUST** be pre-approved to

receive reimbursement. Approval will not be granted unless the club has adequate funds in their account to cover proposed expenditures.

Transportation

Any club planning on traveling to a national competition must first receive approval and make travel arrangements with the Coordinator of Recreation Services. There is a possibility that travel arrangements to national competitions made through Recreation Services may be partially reimbursed. **All clubs will travel as a group to and from all competitions, including regional and national competitions. Travel will be to and from Bucknell University only, with no exceptions.**

If a club requires airfare for travel, Recreation Services will work with the approved University travel agent to find the lowest reasonable airfare for your trip. The club executive board will be responsible for the approval of the travel itinerary and once approved no changes will be made. If you spend any money from your club sport account, you are required to use the approved travel agent to make your airline arrangements.

If a club requires buses for travel, Recreation Services will work with a number of bus companies to find the lowest bus fare for your trip. The club executive board will be responsible for the approval of the travel itinerary and once approved no changes will be made. If you spend any money from your club sport account, you are required to use one of the approved vendors to make your bus arrangements.

You may be allowed to reimburse your club sports account for airfare or bus fare expenditures **only** if they were pre-approved by the coordinator of Recreation Services. Turn in a Check Request Form with the appropriate receipts and information attached. Make sure the expense was pre-approved or the transaction will not be authorized!

Any travel expenditures made by club individuals **MUST** be pre-approved to receive reimbursement. Approval will **not** be granted unless the club has adequate funds in their account to cover proposed expenditures. A Travel Itinerary Form must be filled out prior to travel. Clubs are strongly encouraged to reserve University vehicles for travel. Vehicles can be rented from and acquired through Transportation Services with the approval of the coordinator of Recreation Services.

Bucknell University policy does not allow the use of and rental of 15 passenger vans at any time.

The Office of Recreation Services will subsidize travel in the following manner:

- 1) \$0.30/mile for a non-University vehicle
- 2) \$0.35/mile for a University car, station wagon or minivan
- 3) \$0.44/mile for 14 Passenger Minibus.
- 4) \$1.25/mile for buses plus cost of driver

The non University vehicle reimbursement is \$0.30/mile. This reimbursement is to cover all transportation costs ie: fuel, oil and repairs to your personnel vehicle.

University vehicles are only to be used for trips up to 600 miles.

The mileage chart on the following page should be used to determine travel costs.

Recreation Services Mileage Chart

The following can be used as reference if an organization will be traveling in order to determine costs. If the mileage cannot be found below the Office of Recreation Services will use the mileage supplied by the web site: www.mapquest.com

Bucknell University to: Miles Round-Trip

Colgate University	425	Lafayette College	300
Cornell University	320	LaSalle University	370
Delaware University	320	Lehigh University	250
Dickinson College	150	Lycoming College	70
Fordham University	460	Rutgers University	435
Juniata College	185	Temple University	390

Bucknell University to: Miles Round-Trip

Albany, NY	537	Mechanicsburg, PA	137
Annapolis, MD	339	Morristown, NJ	318
Atlantic City, NJ	466	Myrtle Beach, SC	1,280
Baltimore, MD	286	New Haven, CT	506
Binghamton, NY	307	New York City, NY	370
Bloomsburg, PA	66	Oberlin, OH	640
Boston, MA	765	Ottawa, Canada	980
Buffalo, NY	465	Philadelphia, PA	342
Chambersburg, PA	210	Pittsburgh, PA	415
Charlottesville, VA	544	Port Jervis, NJ	302
Cincinnati, OH	1,022	Princeton, NJ	375
Corning, NY	214	Providence, RI	706
Cleveland, OH	602	Rahway, NJ	374
Detroit, MI	914	Reading, PA	187
East Stroudsburg, PA	218	Richmond, VA	590
Easton, PA	250	Rochester, NY	400
Edinboro, PA	500	Scranton, PA	182
Edison, NJ	370	Selinsgrove, PA	26
Elmira, NY	242	State College, PA	144
Erie, PA	534	Storrs, CT	608
Gettysburg, PA	104	Syracuse, NY	452
Harrisburg, PA	120	Towson, MD	267
Hazleton, PA	120	Washington, DC	370
Indiana, PA	381	West Chester, PA	288
Lancaster, PA	71	White Plains, NY	400
Lebanon, PA	160	Wilkes-Barre, PA	150
Lock Haven, PA	98	Williamsport, PA	46
Mansfield, PA	148	Wilmington, DE	370

Food

The Office of Recreation Services will not subsidize food purchases for team members during road trips or any other travel. However, reimbursement for food may be available for on-campus, team events pending approval of the Coordinator of Recreation Services.

Alcohol

The Office of Recreation Services will not provide funds for the purchase of alcohol. Sponsorship of events where alcohol will be served or for the payment of fines or any other alcohol related expenses. Any club member that is over the age of 21 is **not permitted** to consume any alcoholic beverages while representing Bucknell University. This includes functions sponsored by alumni groups. Failure to adhere to the above policy will result in probation and/or disbanding of the club.

Other Reimbursements

All other expenditures, including those unrelated to travel, **MUST BE PRE-APPROVED**. To be reimbursed for pre-approved expenditures submit a receipt and a Check Request Form to the Office of Recreation Services.

Fundraising

Any fund raising or solicitation of donations must receive prior approval from the Coordinator of Recreation Services. In some cases, it may be necessary to obtain prior permission from the Assistant Director of Athletics/External affairs. Any marketable materials to be used for fundraising purposes must be approved prior to printing and distribution by the Coordinator of Recreation Services. All funds raised through approved fundraisers or solicitations will be deposited into the club account and spent with the approval of Recreation Services. Clubs will be required to fill out a solicitation and fundraising request form with the Office Reservations, Information and Conference Services.

Donations

The Office of Recreation Services will assist club sports in the solicitation of donations from outside sources. However, Clubs and Club-Varsity teams can obtain assistance from University Relations. All donations collected through University Relations will still require Recreation Services approval prior to spending. Club Presidents will be sent a monthly report from University Relations and thank you letters/cards are to be sent by the club president.

Travel

Travel for club activities is voluntary and at the discretion of the club members. Anyone undertaking such travel does so on a voluntary basis with the understanding that the University **does not assume any responsibility** for accidents, damage or injury resulting from such travel. Every Club Sport is required to have an advisor. **Every Club Sport that travels is required to have a coach. The advisor or the coach MUST accompany the team during overnight travel.**

Schedule of Events

A schedule of all planned home and away events should be submitted to Recreation Services by Friday, September 7, 2007 for the Fall semester and by Monday, December 3, 2007 for the Spring semester. If the club does not have their schedule set by these dates, a temporary schedule should be submitted on time and changes should be reported promptly to the Office of Recreation Services.

Travel Itinerary

Prior to any club travel, a Travel Itinerary should be submitted to the Office of Recreation Services. It is important that this is done so travel can be pre-approved and individuals can be reimbursed for any expenditure. This form is also important for contacting club participants in case of any emergencies.

During the first business day following return from the trip, clubs should submit the results from their competition and/or travel. Recreation Services will help to publicize any results that are promptly reported.

University Transportation

The use of University vehicles for outings and activities is voluntary but strongly encouraged by the Office of Recreation Services. Only University certified drivers may operate University vehicles. For information on obtaining University certification, contact the Public Safety Office.

A Request for University Transportation form must be completed and submitted to Recreation Services at least one week prior to travel to assure getting a vehicle. The Travel Itinerary Form must also be filled out prior to travel.

Service charges will be applied by Recreation Services as follows:

Failure to return keys	\$50.00
Failure to return paperwork	\$10.00 in addition to actual cost of trip
Non-cancellation fee	\$25.00
Failure to return vehicle to lot at scheduled time	\$25.00
Minimal cleaning fee (when applicable)	\$75.00
Minimal mileage fee	\$5.00

Private Vehicle Transportation

Although Recreation Services strongly encourages the use of University vehicles, the use of personal vehicles is permitted and if budgeted, can be reimbursed.

1. The use of private vehicles is discretionary and anyone undertaking such travel does so on a voluntary basis with the understanding that the **University does not assume any responsibility for accidents, damage or injury resulting from such travel.**
2. The driver of the vehicle will complete a Private Vehicle Trip Information Form certifying compliance with all inspection, safety, and insurance regulations of the state registering the

- vehicle. This should be done at least one week prior to the trip.
3. The driver will present his or her Vehicle Registration and Proof of Insurance with the Private Vehicle Trip Information Form.
 4. Private vehicle transportation must be budgeted and submitted during the normal budgeting process. The Office of Recreation Services will subsidize gas for personal vehicles at the cost of \$0.30 per mile.

Risk Management

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

Liability and Medical Forms

Each club sport member must sign A Release of all Liability, Participation Agreement, Medical Insurance Verification Form, and Health History Form prior to the first practice of the academic year in order to be able to participate in a club sport. It is the president's responsibility to ensure that all team members have signed these forms. Beginning this year, you must fill out new forms for each academic year.

The liability waivers and participation agreements should be on file by Friday, September 8, 2006 for Fall sports, Monday, January 29, 2007 for Spring sports, and should match up with your official roster submitted by the same date. The medical insurance verification and health history forms should be kept on-hand at practice and competitions in case an emergency should arise.

Accidents and Injuries

1. The Dean of Students at Bucknell University is to be notified immediately through the department of Public Safety of all emergencies involving students. He/she has the authority and the responsibility for coordinating the efforts made on the student's behalf. Situations which are to be reported include any injuries involving a student, serious accidents, severe illnesses, missing students, arrests for serious offenses, traffic accidents, theft, and other cases of serious misbehavior. In addition, the Coordinator of Recreation Services should be notified.

Contact Information:

Coordinator of Recreation Services

Joseph Santorine
Phone: 577-1656
Cell: 847-4315
Email: jsantori@bucknell.edu

Dean of Students

Gerry Commerford
Phone: 577-1634
Email: commrfrd@bucknell.edu

If these offices or individuals are not available, report the incident to Public Safety immediately and ask that the Dean on call be paged and informed of the injury.

Liability

Statement of Club Officers Responsibilities for Safety and Liability

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

Principles and Policies

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

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

Minimizing Liability Exposure. Elected officers should minimize their club and member's liability exposure by the following operational practices:

1. Require that all members understand the risks of participating in the club's activity by signing a **Participation Agreement**. If any member is under age 18, a parent or guardian must sign the **Participation Agreement**.
2. Prior to their first participation, require that all members declare any physical limitations that

- could be aggravated by their participation in club sports activities.
3. Restrict persons who inform the club officers of pre-existing medical conditions from participations until they have been examined and cleared by a medical doctor.
 4. Prepare a written emergency action plan for the club that addresses the protocol to follow for accidents and injuries. A copy of the plan must be on file in the Office of Recreation Services.
 5. To the extent possible, ensure that at least one person trained in basic first aid and CPR is present at each practice and competition.
 6. Prior to each practice and competition, have the club's equipment inspected for safe use. All defective equipment should be removed.
 7. For clubs that travel off campus:
 - Utilize University vehicles driven by a University certified driver or enter into a contract with commercial-hired carriers to transport members.
 - Require drivers to take a safety break after 4 hours of driving or have an approved 2nd driver relieve the 1st driver.
 - File an itinerary for each trip in the Recreation Services office.
 - Provide to Recreation Services a list of each person traveling to an off-campus event.
 - Utilize an emergency contact protocol in the event of accident or injury.
 - Utilize an emergency treatment protocol to care for members who are injured while participating in off-campus events, trips and competitions.
 - Prohibit members from using abusing alcoholic beverages at any club event or during travel to and from the event.
 8. Limit the use of private vehicles to transport club members to club activities. Private vehicles may not be properly maintained nor have adequate insurance coverage for transporting club members to off-campus events.
 9. Prevent the abuse of alcoholic beverages by any club members, as well as the use of alcoholic beverages by club members who are minors. Officers are responsible for ensuring compliance with relevant state laws governing alcohol consumption by minors during off-campus travel.
 10. Ensure that their club complies with all of the safety rules that are endorsed by the national governing body for each sport activity.
 11. Ensure the competencies of each coach to implement safe activity during practice and competitions so as to minimize the risk of injury to club members.

Schedules/Facilities

Use of University Facilities and Grounds

Refer to the Office of Reservations, information and Conference Services policy manual for detailed information on use of university facilities and grounds.

Recreation Services will help with facility scheduling. Facility reservations must be done each semester. Reservations for 2007 Fall Semester are due Friday, August 31, 2007. Reservations for the 2008 Spring Semester are due Friday, November 30, 2007. Additional facility requests may be made for special events. In some cases clubs will be required to complete facility use agreements, individual participation agreements or other documentation prior to facility assignments.

Strength and Conditioning

The Krebs Fitness Center in the Recreation and Athletics Center is available on a limited basis for club sport team practices. To schedule practices contact the Assistant Coordinator of Recreation Services/Fitness. Teams may also request that a strength and conditioning program be developed for their specific club.

Equipment

The Office of Recreation Services has designated storage space for clubs to store equipment. All equipment will be inventoried at the beginning of the year and must be returned at the end of the year. Any club member that fails to return club sports equipment will be charged for the items assigned to them.

Inventory Forms should be used for any items purchased with club funds.

If a club needs to request equipment or the maintenance of existing equipment, a Detailed Equipment Order or Maintenance of Existing Equipment Form should be completed.

Publicity

Using Bucknell University and the Department of Athletics Names

A club may or may not identify itself by name as affiliated with Bucknell University. If Bucknell or Bison or any other commonly known designation concerning Bucknell University is used to identify the group, then the word varsity is specifically prohibited to identify a club or a portion of the club.

Posters, Notices and Handbills

For information regarding posting of handbills, solicitation on campus, canvassing in university residence halls, publications and other communication media, please refer to the Student Organization Handbook.

Web Site

The web site for Recreation Services was created to provide pertinent information to the clubs. It also acts as a marketing tool to interested individuals. The information within the web site will contain contact information for clubs and links to club pages; information for officers including announcements, an online version of this manual, calendars of due dates, printable forms, and visiting team information; links to press information about each club; and a calendar of club activities. For information regarding the web site, contact the Office of Recreation Services. The web site address is: www.orgs.bucknell.edu/intramurals

Individual clubs should design and maintain a web page with up-to-date information about your club. If you need assistance with developing this page, contact the Recreation Services office. This page should be current and linked to the main page by Friday, September 21, 2007.

Awards Display

The Office of Recreation Services has a display case in the Gerhard Fieldhouse hallway to display the current year awards and achievements of all club sports. This display promotes club sports and makes the University aware of their achievements. Each club will be allocated space, as needed, in the display case.

Code of Conduct

Philosophy

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

Disciplinary Action

Dependant upon the nature of the offense, disciplinary action for misconduct by members of a club sport will either be remanded directly to the University Judicial Administrator, or will be dealt with by the Coordinator of Recreation Services in conjunction with the Dean of Students.

NOTE: Certain Category I violations which are of particular concern to Recreation Services are listed below. Their incorporation in this document mandates that club officers have a thorough understanding of these policies and assume responsibility for ensuring that their organization abides by said policies at all times. However, this does not excuse team members from ignorance of the remainder of Bucknell University's Codes of Conduct.

Alcohol Policy

Please refer to page 27 for the complete University policy concerning alcohol. Note that the office of Recreation Services feels that use of alcohol before, during, or after department sponsored athletic events either at home or during road trips is UNACCEPTABLE. . Any Team members that are over the age of 21 are **not permitted** to consume any alcoholic beverages while representing Bucknell University. This includes functions sponsored by alumni groups. Failure to adhere to the above policy will result in probation and/or disbanding of the club.

Firearms Policy

While it stands to reason that a student may wish to establish a legitimate club that makes use of firearms or archery equipment, the University has a strict policy regarding possession and storage of weapons. Please refer to page 28 for the complete University policy concerning firearms, as well as projectile impelling devices and offensive weapons. Questions regarding the implementation of this policy in regards to the establishment of a club organization should be directed to the Coordinator of Recreation Services or the Dean of Students.

Hazing Policy

The administration of the University is **very concerned** about hazing. All allegations of hazing will be thoroughly investigated. **Any** student organization and/or sport club that promotes, permits, or engages in hazing will be subject to disaffiliation with the University, and individuals found in violation of University policy and the laws of the Commonwealth will be subject to sanction by the University. Please refer to page 29 for the complete University policy concerning hazing.

Establishing a Club Sport

Club Sport Application Process

1. Meet with the Coordinator of Recreation Services for permission to continue with an organizational meeting.
2. Schedule an organizational meeting to assist in assessing interest in the club. Room reservations must be made through the RICS Office.
3. Submit a list of club officers to the Office of Recreation Services. List to include the following information: Name, e-mail, local phone numbers, campus box number and year ie: Freshman, sophomore etc.
4. Prepare a constitution and bylaws and submit a copy for review and approval to the Office of Recreation Services. Sample constitution is available from the Office of Recreation Services.
5. Meet with the Coordinator of Recreation Services concerning the request. Request to join the Club Sports Program will be based on the following:
 - A. Availability of facilities and required equipment and the impact of the proposed activity on the usage patterns of existing facilities and equipment for recreational sports, intramural, and intercollegiate athletics for sport management purposes.
 - B. The availability of the clubs financial requirements and the club's potential to generate revenue to adequately self-fund the proposed activity.
 - C. The degree of student participation, leadership and interest in the proposed activity.
 - D. The availability of adequate competition (if applicable) within the surrounding area.
 - E. Liability issues related to the proposed sport.

Applications will be considered by:

Joseph Santorine, Coordinator of Recreation Services

Terrie Grieb, Associate Director of Athletics

Other as may be appropriate (i.e., Deans office, Athletics, Facilities)

6. Due to financial and facility constraints it may not be feasible for the Office of Recreation Services to recognize a new probationary club sport even though the above procedures have been followed. If this is the case, the petitioning club's information will be held on file for one year.

7. The Office of Recreation Services reserves the right to refuse recognition or grant probationary status to any club requiring extensive funding or resources, any club involving high liability or risk factors, or any club which does not properly represent Bucknell University.
8. Following the approval and recognition of the probationary Club Sport by the office of Recreation Services the Club Sports Operating Guidelines will then bind the club.

After recognition as a club sport, each organization will have a four year probationary status period to demonstrate stability in terms of attracting campus-wide participation. During this time, such clubs will not receive any financial assistance from the Office of Recreation Services.

Upon completion of the four year probationary status period, clubs will assume full club status upon approval of the Office of Recreation Services. If during this period a club fails to maintain membership or fails to perform the requirements as outlined in the Club Sports Operating Guidelines manual the probationary club will be disbanded.

The Office of Recreation Services reserves the right to add an additional year of probationary status to any probationary club for anyone of the following reasons: club administration, membership, violations of the policies set forth in the Club Sports Operating Guidelines.

Revised 5/2/05

Additional Club Sports Requirements

The Office of Recreation Services specifies that each club must also act in accordance with the following requirements.

1. Any club applying for or receiving funding assistance from the Office of Recreation Services must have a regular dues structure.
2. No club shall allow non-student participants.
3. Each club must comply with applicable NCAA bylaws.
4. Each club must consist of a minimum of 12 members in order to receive funding from Recreation Services and be able to schedule facilities.
5. Each club must comply with the Bucknell University's Codes of Conduct.
6. Each club must adhere to the Policies and Procedures outlined in this manual.

Maintaining Club Status

To maintain an active status, each club sport must comply with the Office of Recreation Services requirements. Clubs not meeting or maintaining these standards shall be considered inactive. Inactive status can also be brought on by violations of the policies set fourth in this handbook. The nature of the infraction(s) will determine the length of the inactive status.

Clubs that become inactive lose certain club privileges including:

- Funding from Club Sports operating budget
- Opportunity to apply for funding
- Opportunity to reserve athletic facilities
- Access to designated Recreation Services weight room schedules

Club Officers must meet with the Coordinator of Recreation Services to discuss the process for restoring active status. Clubs may be re-activated by providing documented evidence that they have fully complied with all Recreation Services sanctions/policies for a period of time to be determined by the Coordinator of Recreation Services.

Requests For Proposals (RFP's)

The Office of Recreation Services will conduct Requests for Proposals (RFP's) for any club that uses outside services. The RFP's is a tool that is used to evaluate the level of services required for each club and the level of services provided by local vendors. The RFP process will be administered by the Coordinator of Recreation Services and will be a formal process that will require extensive information from the club and the service provider.

This process will have a defined start and end date and will require the vendor to submit detailed information on the levels of services they can provide, resumes of instructors/coaches, fee structures and training schedules

Bucknell University Policy on Alcohol

NOTE: Dependent upon the number of previous offenses, a group violation of the alcohol policy may be considered a Category I or Category II violation. All alcohol violations will be immediately reported to the University Judicial Administrator to be dealt with at their discretion.

Category I Violation

University Alcohol Policy Violations Relating to Students and Student Organizations:
Group.

Distribution, possession, or consumption of alcohol beverages in violation of University policy and / or local ordinances or state law; including the third offense for any student organization (e.g., an athletic team).

Category II Violations

University Alcohol Policy Violations Relating to Students and Student Organizations:
Individual.

Distribution, possession, or consumption of alcohol beverages in violation of University policy and / or local ordinances or state law.

- A. Presence of an underage person in a location where the alcohol policy is violated.
- B. Presence of alcohol in the room of an underage person; possession or consumption by a person of age in a room where all the residents of the room are underage.
- C. Possession and / or consumption or attempt to purchase alcohol on or off campus by an underage person.
- D. Possession of an open container of alcohol, regardless of age, in the public or similar common area of University residence halls, in non-residential University buildings, and out-of-doors on the campus, unless otherwise approved; possession of an open container in public off campus.
- E. Intoxication or public drunkenness on or off campus; attempt to purchase alcohol using false identification; driving under the influence, BAC unknown.
- F. Allowing minors to possess and / or consume on or off campus; driving under the influence with a BAC .10 or greater.

University Alcohol Policy Violations Relating to Students and Student Organizations:
Group.

Distribution, possession, or consumption of alcohol beverages in violation of University policy and / or local ordinances or state law; including first and second offenses during an academic year by non-fraternity or non-sorority student organizations (e.g., athletic teams).

Bucknell University Policy on Firearms and Explosives

Category I Violation

Possession, use, or sale of any firearm, explosive device, bomb, or ammunition on property, real or personal, owned, leased, or controlled by the University, except as otherwise specifically noted herein (ie: ROTC, Rifle Team), is prohibited.

Definitions:

- A. *Firearm*: pistol, shotgun, or rifle, whether assembled or disassembled.
- B. *Bomb*: item containing a substance which is capable of and intended to cause an explosion.
- C. *Ammunition*: bullets.
 - 1. Nothing in this policy shall prohibit the utilization of the above-listed devices by duly authorized federal, state, and municipal law enforcement personnel, and by authorized members of the University Department of Public Safety.
 - 2. Nothing herein shall prevent the storage and use of military training devices by the ROTC on the authorized University firing range under conditions developed by ROTC with the approval of the University.
 - 3. Nothing herein shall prohibit the use of target bows and arrows for special programs which receive prior approval of the University for use at a designated target range.

Bucknell University Policy on Projectile Impelling Devices and Offensive Weapons

Category II Violation

Possession, use or sale of any projectile impelling device, offensive weapon, ammunition, real or personal, owned, leased, or controlled by the University, (except as otherwise specifically noted herein), is prohibited. Nothing herein shall prevent the use of target bows and arrows for special programs which receive prior approval of the University for use at a designated target range.

Definitions:

- A. *Projectile impelling device*: air gun, spring gun, bow, cross bow, slingshot, blow gun, paintball gun or any implement capable of impelling a projectile of any kind with a force that can reasonably be expected to cause bodily harm or damage to property.
- B. *Offensive weapon*: implement readily capable of lethal use, including any knife, razor, or other cutting or stabbing implement with a blade over 4 inches in length, switchblade or gravity knife, or any club or stun-gun.
- C. *Ammunition*: arrow or a projectile of any kind.

Bucknell University Policy on Hazing

NOTE: Hazing is a Category I Violation of the University codes of conduct. As such, all allegations of hazing will be reported immediately to the University Judicial Administrator.

Category I Violation

Any actions taken or situation created, on campus in property owned or controlled by the University or off campus, by members or pledges of any recognized student organization, including athletic teams, that has the potential for causing or actually resulting in mental or physical discomfort, harm or injury; which willfully removes or destroys public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in, any organization; which results in harassment, ridicule, or embarrassment to an individual or group of individuals; or reflects unfavorably upon the student organization or team in the eyes of the community.

NOTE: *Such actions and situations include, but are not limited to: causing excessive fatigue or physical or psychological shock; requiring participation in public stunts, pranks, or jokes, or in morally degrading or humiliating games or activities; subjecting a person to total or partial nudity; wearing or carrying of an obscene or physically burdensome article by the person; participation by the person in boxing matches, calisthenics, or other physical activities; transportation and abandonment of the person; confinement of the person to unreasonable small, or unventilated, or unsanitary or unlighted areas; sleep deprivation; mandating sessions or activities (including the forced or coerced consumption of alcohol or other drugs) which interfere with or jeopardize good health and academic endeavors.*

**Bucknell University
Sport Club
Team and Officer Goals**

Club Name: _____ **Date:** _____

President: _____ **Signature:** _____

Vice President: _____ **Signature:** _____

Secretary: _____ **Signature:** _____

Treasurer: _____ **Signature:** _____

Advisor: _____ **Signature:** _____

Coach: _____ **Signature:** _____

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

1. _____

2. _____

3. _____

Officer Goals: Include explanation and plans to achieve goals

1. _____

2. _____

3. _____

Bucknell University
Sport Club
LIABILITY WAIVER

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

1. I hereby convene not to bring any action legal, equitable, or otherwise, or to make any claim of any nature whatsoever against Bucknell University, its officers, trustees, employees, and agents, the club and its officers, instructors, representatives and any other persons involved with the club activities, either directly or indirectly, for any personal injury or injuries, including death or property damage which I or others might sustain in engaging in club activities necessarily incidentally associated therewith.
2. I do hereby release and further discharge Bucknell University, its trustees, officers, employees, and agents, and the club, its officers, instructors, representatives and any other persons, either directly or indirectly, of any responsibility or liability of any nature to me for any personal injuries, health or property damage which I may suffer or incur either directly or indirectly as a result of my participation in club activities.
3. **I MAKE THESE COVENANTS, RELEASE AND WAIVERS KNOWINGLY AND VOLUNTARILY WITH FULL KNOWLEDGE OF ANY EXISTING DANGERS IN TRAINING, PRACTICING, PLAYING, TRAVEL, AND ANY OTHER CLUB ACTIVITIES; WHICH DANGERS I HEREBY FURTHER EXPRESSLY VOLUNTARILY ASSUME.**
4. I further make these covenants, releases, and waivers to bind myself, my executors, heirs, administrators and assigns to the fullest extent.
5. I do execute this release with the intent to be legal and hereby for myself and on behalf of my heirs, administrators, executors and assignees.

Signature _____

Date _____

BU ID # _____

Email Address _____

Phone # _____

**Bucknell University
Sport Club**

PARTICIPATION AGREEMENT FOR THE _____ CLUB

The _____ Club involves strenuous physical activity. Health professionals recommend that all participants complete a physical exam or have a doctor's approval prior to beginning any exercise program and strongly urge all participants over the age of 45 to have a graded exercise test prior to beginning any exercise program.

Participation in the club involves strenuous physical activity including running and cardiovascular training. Possible injuries include, but are not limited to, muscle strains, back injuries, sprains, broken bones, strokes, cardiac malfunction, or other types of catastrophic injury. All participants must assess their physical condition and the possibility of injury.

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

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

INSURANCE COMPANY _____
POLICY # _____

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

Participant's Signature

Date

**Bucknell University
Sport Club**

CLUB SPORT BUDGET REQUEST – 2007-2008

Travel Expenses and Major Equipment Purchases will not be included in this budget request

Club Name: _____ Club Officer _____

Phone #: _____ E-mail Address: _____

Check if you attend: Regional Championships _____ Location in 2006-2007: _____

National Championships _____ Location in 2006-2007: _____

Other Championships _____ Location in 2006-2007: _____

Budget Expense Summary – List all your projected expenses for 2007-2008
(attach a detailed summary for each category)

Amount:

Local/Regional/National Affiliation Dues _____

Services (coach, officials, trainers, etc) _____

Rental Costs (space, rooms, gyms, etc.) _____

Uniforms _____

Collegian and Publicity _____

Awards _____

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

Other Expenses _____

Total Expenses for 2007-2008 (minus travel and equipment) _____

Budget Income Summary – List all your projected income for 2007-2008
(attach a detailed summary for each category)

Amount:

Dues _____

Fundraising _____

Donations _____

Other Income _____

Total Generated Income for 2007-2008 _____

Total Requested from Club Sports (This should equal the difference between expenses and income) _____

Bucknell University
Sport Club
Club Sports Advisor and Coach Registration

CLUB: _____ **Date:** _____

CLUB PRESIDENT: _____

<p>ADVISOR NAME: _____ TITLE/POSITION AT BUCKNELL (If applicable) _____ Campus Address _____ PHONE (W): _____ PHONE (H): _____ EMAIL: _____ I agree to provide services as an Advisor to the _____ Club for the 2007-2008 School Year.</p> <p>Signature _____ Date _____</p>

<p>COACH NAME: _____ TITLE/POSITION AT BUCKNELL (If applicable) _____ Campus Address _____ PHONE (W): _____ PHONE (H): _____ EMAIL: _____ I agree to provide services as an Advisor to the _____ Club for the 2007-2008 School Year.</p> <p>Signature _____ Date _____</p>

<p>ASST. COACH NAME: _____ TITLE/POSITION AT BUCKNELL (If applicable) _____ Campus Address _____ PHONE (W): _____ PHONE (H): _____ EMAIL: _____ I agree to provide services as an Advisor to the _____ Club for the 2007-2008 School Year.</p> <p>Signature _____ Date _____</p>

--Complete information for additional Assistant Coaches should be included on the back of this form.

**Bucknell University
Sport Club
Travel Itinerary
(Due Prior to Travel)**

Club Name: _____

Officer Submitting Form: _____ **Phone #:** _____

Signature: _____ **Date Submitted:** _____

Purpose and/or Name of Event: _____

Location of Event: _____

Date of Event: _____ **# People Traveling:** _____

Transportation:

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

Round Trip Mileage: _____

Type of transportation (Check all that apply):

- Fleet Vehicles**
- Rental Vans/Cars**
- Commercial Bus**
- Airline**
- Private Vehicles** – Turn in Private Vehicle Trip Information

Lodging:

Location: _____

Phone #: _____

LIST OF TRAVELING MEMBERS

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

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Bucknell University
Sport Club
Private Vehicle Trip Information

This form and a copy of your vehicle registration and proof of insurance must be filed annually with the club sports office.

A completed travel itinerary must be handed in prior to travel.

Driver's Name: _____

Club Sport: _____

Vehicle License Plate #: _____ State: _____

A copy of your registration and proof of insurance must be on file in the Club Sports Office.

Driver's License #: _____ **State:** _____

Exp. Date: _____

Is your license currently valid (not suspended or revoked)?

Yes **No**

Are there any sanctions, limitations, points for violations, or any other administrative actions in force against you at this time? **Yes** **No**

Have you, as a driver, been involved in any reportable (per law, to local or state police) accidents in the past three years? **Yes** **No**

BUCKNELL UNIVERSITY RECREATION SERVICES

INJURY REPORT FORM

PLEASE PRINT

Accident Date: ___/___/___

Time: _____ am/pm

Sex: M ___ F ___

Name of Injured: _____ Phone: _____ I.D. # _____

Permanent Address: _____

Name of Area Supervisor: _____

1. CLASSIFICATION OF INJURED (check one)

Student Faculty/Staff Member Guest Employee

2. IS THE INJURED A MINOR? ___ Yes ___ No

3. ACCIDENT LOCATION (check one)

Recreation Center Outdoors Other (specify)

4. ACTIVITY AREA OF ACCIDENT (check one)

Aerobics Room Locker Room Squash Ct Weight Room
 Fitness Area Pool Outdoor Tennis Rec Fields, field # ___
 Gym Racquetball Court Track Other (specify)

5. PROGRAMMER (check one)

Personal Fitness Informal Recreation Instructional Programs
 Rec Sports Sports Club Other (specify)

6. ACTIVITY AT TIME OF ACCIDENT (check one)

Aerobics Football Softball Weight Training
 Basketball Racquetball/Squash Swimming Other (specify)
 Diving Soccer Volleyball

7. CAUSE OF ACCIDENT (check one)

Collision with obstacle (wall, post, etc) Hit by striking implement (racquet, etc)
 Collision with person Previous Injury
 Fall Sudden turn, twist, or stop
 Hit by projectile (ball, bat, etc) Other (specify)

8. TYPE OF INJURY SUSPECTED IF KNOWN (check any that apply)

Bruise Dislocation Laceration Other (specify)
 Concussion Fracture Sprain/Strain

9. BODY PART INJURED (note side of injury using "R" for right side and "L" for left side)

___ Abdomen ___ Face ___ Head ___ Shoulder ___ Up. Leg
___ Ankle ___ Fingers ___ Knee ___ Thumb ___ Wrist
___ Back ___ Foot ___ L. Arm ___ Toes
___ Elbow ___ Hand ___ L. Leg ___ Trunk
___ Eyes ___ Hip ___ Neck ___ Up. Arm

10. BLOOD EXPOSURE (check one)

___ Yes ___ No Name/Phone: _____

11. FIRST AID RENDERED (check all that apply)

CPR/Rescue Breathing Stopped bleeding None rendered
 Gave Ice Washed wound Other (specify)
 Kept immobile Victim of self-care

12a. WAS AN AMBULANCE RECOMMENDED TO BE CALLED? ___ Yes ___ No

12b. IF YES TO 12a, DID THE VICTIM REFUSE AMBULANCE RECOMMENDATION? ___ Yes ___ No

13. FURTHER CARE – DISPOSITION (check one)

Ambulance to hospital Went to Health Services Left area, no info
 Security to hospital Went home on own Continued activity
 Self/Friend to hospital Friend to home

Witness: _____ Phone: _____ Address: _____

Refusal of Service (Signature of Injured): _____ Date: _____

Signature of Report Filer: _____ Date: _____

Follow-up: Write comments on the reverse side of this report, sign and date.

White- Recreational Services

Yellow- File

Pink -Public Safety

**Bucknell University
Recreation Services**

**Sport Club Officer List
2008-2009**

Club Name: _____

Advisor: _____

Coach: _____

President: _____ **Term:** _____

Box # _____
Phone# _____
E-mail _____

Vice President: _____ **Term:** _____

Box # _____
Phone# _____
E-mail _____

Secretary: _____ **Term:** _____

Box # _____
Phone# _____
E-mail _____

Treasurer: _____ **Term:** _____

Box # _____
Phone# _____
E-mail _____

Additional Officers: _____ **Term:** _____

Box # _____
Phone# _____
E-mail _____