

2019-2020
BUCKNELL
UNIVERSITY CLUB
SPORTS MANUAL

2019 -20 Club Sports Program Manual

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Official's Payment Request

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“Run by Students for Students” Club Sports provide a broad program for both men and women of all ability levels in order to enhance the academic experience at Bucknell. Students have the opportunity to serve in leadership roles and develop valuable lifelong skills.

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 22 club sports and one Club Varsity Sport. Participation in club sports is strictly voluntary with an emphasis placed on student development and leadership activities.

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. The success of our club sports teams is dependent on student involvement, availability of facility space, volunteer coaches, advisors, educational opportunities and effective student leadership. Club sport teams receive some financial support from Bucknell but often membership dues and fundraising efforts are necessary to be successful.

Students involved with Club Sports have the unique opportunity to develop both leadership and management skills throughout their experience. Recreation Services will provide support and guidance and also assist with the coordination of financial support and facility space.

This manual provides the policies and procedures set by Recreation Services that will serve as a guide to assist student officers in the administration of their club sport program. These policies and procedures apply to all of the club sport teams. Each officer, advisor and coach is expected to be familiar with the information outlined in this manual.

Questions regarding this manual should be directed to the Associate Athletic Director - Recreation Services, Karen Landis, located in fieldhouse office T-4.

- **MEMBERSHIP** Membership in any club sport is based on interest, not skill level. Membership is open to all Bucknell students. Membership in any club sport will not be restricted on the basis of disability, age, ethnicity, gender, national origin, race, religion, sexual orientation or political affiliation. There are no cuts and membership is not limited in any way. Current varsity athletes are not permitted to participate in the same sport they compete in at the varsity level.

- **PARTICIPATION/LIABILITY WAIVER FORMS** All students are required to complete the Participation Packet online in MyBucknell before

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participating in ANY club activity. It is the responsibility of the club sport officers of each team to make sure all paperwork is completed and submitted online before any student participates in a practice or competition. Participation Packets will be available online through MyBucknell.

- **TEAM ROSTERS** All team members should be listed on the club sport official roster that must be submitted to Recreation Services by Friday, September 6, 2019. It is the responsibility of the club sport officers to report any roster changes throughout the year.

- **RECREATION SERVICES** Recreation Services provides administrative support and assists with the financial management of the team's budget. We help to facilitate field/court reservations for games and practices and help to navigate the process of organizing a club sport team. We assist the club officers with leadership development and promotion of the club sport program to the Bucknell community.

- **CLUB SPORT OFFICERS** There are four elected officers per club sport: President, Vice-President, Treasurer, and Secretary. Each club sport must hold elections each academic year. A current Officer Information Sheet must be submitted to the Office of Recreation Services by

Wednesday, August 21, 2019. Please remember a new Officer Information Sheet must be submitted in the event of any changes. It is the responsibility of each officer to train the incoming officers on their duties and responsibilities.

Guideline of duties by position:

President

- Serve as a liaison between Recreation Services and the club members
- Ensure that the club abides by university and department policies and procedures
- Administer all club meetings
- Maintain the club's constitution and bylaws
- Attend all Recreation Services Club Sport meetings and training sessions
- Complete all required Club Sport forms by the established deadlines
- Coordinate and schedule practices and games
- Maintain an accurate roster and provide updates as necessary to Recreation Services
- Assist the treasurer in fundraising efforts
- Prepare and submit travel forms prior to any competitions scheduled off campus
- Attend bi-weekly meetings with the Associate Athletic Director – Recreation Services

Vice President

- Assist the president, and preside when the president is absent.
- Promote safety and sportsmanship
- Take on duties as assigned by the president and work closely in coordinating the team's activities
- Promote community service opportunities to the club programs

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Secretary

- Take the minutes of all club meetings
- Lead internal and external communication efforts
- Coordinate all marketing efforts to increase membership each year
- Work with Recreation Services to ensure the web site is updated on a timely basis
- Compile the club's annual report information
- Assist the president and vice president as needed

Treasurer

- Collect dues and submit to Recreation Services
 - Oversee all fundraising efforts in conjunction with our colleagues in DAR
 - Assist Recreation Services with the collection of receipts and documentation for reimbursements
 - Work closely with the president to keep all expenses within the allotted budget
 - Meet with Associate Athletic Director - Recreation Services to go over the budget process in beginning of the fall semester
- ADVISORS All Club Sports are encouraged to have an advisor. The advisor must be a full time faculty or staff member. The advisor is selected by members of the club and should be an individual who has a high interest level in the activity. Advisors are not expected to assume club leadership, but to work with the officers to ensure sound leadership and decision making is taking place. Advisors are encouraged to attend club meetings, practices and competitions when convenient. The duties of an advisor include: guidance, adherence to policy, assist the club officers during officer transition periods and give advice based on their experience with university operations. It is the responsibility of the club officers to maintain clear communication with their advisor. Advisors as university employees are covered by Bucknell liability insurance if they are acting in a manner that is within the scope of the defined responsibilities of an advisor.
- COACHES Club sport coaches assist with the coaching duties for practices and competitions. The primary responsibility of the coach is to provide an organized and safe environment for students at all skill levels. Coaches are to possess the necessary certifications, experience, and competencies for the sport. (Governing bodies may provide recommendations for specific guidelines). Coaches that are not affiliated with Bucknell are considered independent contractors and are not covered by Bucknell liability insurance. It is highly recommended that they purchase travel, medical and liability insurance. All coaches should keep in mind that club sports are student organizations and therefore the student officers must serve as the liaison with the staff in Recreation Services. Coaches must complete the volunteer coach's contract as issued by the Department of Athletics and Recreation. All coaches will be approved through Recreation Services and are subject to all Bucknell University policies and procedures.

Program Manual

▪ **HAZING** Hazing is intentionally, knowingly or recklessly, for the purpose of initiating, admitting or affiliating a student into or with an organization, or for the purpose of continuing or enhancing a student's membership or status in an organization, causing, coercing or forcing a student to do any of the following, regardless of whether such conduct occurs on- or off-campus:

a. Violate Federal or State criminal law. b. Consume any food, liquid, alcoholic liquid, drug or other substance which subjects the student to a risk of emotional or physical harm. c. Endure brutality of a physical nature, including whipping, beating, branding, calisthenics or exposure to the elements. d. Endure brutality of a mental nature, including actively adversely affecting the mental health or dignity of the individual, sleep deprivation, exclusion from social contact or conduct that could result in extreme embarrassment. e. Endure brutality of a sexual nature. f. Endure any other activity that creates a reasonable likelihood of bodily injury to the student.

Consent is not a defense to a hazing charge under state criminal law or Bucknell policy. In other words, a student (or organization) cannot avoid responsibility by arguing that the individual who was subjected to the hazing "voluntarily" engaged in the activity.

As is currently the case, hazing will continue to be a misdemeanor crime of the third degree if it results in or creates a reasonable likelihood of bodily injury to the student, and a summary offense if not. However, the Piazza Law adds the crime of aggravated hazing – a felony of the third degree – when the hazing results in serious bodily injury or death and the offender acts with reckless indifference to the health and safety of the individual, or causes, coerces or forces the individual to consume alcohol or drugs. The Piazza Law allows for individuals and organizations to be found guilty of criminal hazing. Organizations guilty of criminal hazing will be subject to a fine of not more than \$5,000 for each violation (\$15,000 for aggravated hazing), and may be required to forfeit property involved in the violation.

Students and organizations found responsible for hazing under Bucknell policy will be subject to sanctions, including under the Code of Conduct. Such sanctions may include, but are not limited to, probation, suspension and expulsion for individuals; suspension or termination of University recognition and approval to operate for organizations; and forfeiture of a set number of competitions or an entire season for athletic teams.

▪ ALCOHOL AND DRUGS

• No one affiliated with Bucknell club sports shall be allowed to consume alcoholic beverages or drugs in conjunction with their sport activity; this applies to transportation, lodging as well as competitions and practices.

• No matter your age, alcohol and drugs cannot be consumed while you are representing Bucknell University Athletics through Club Sports. Bucknell Athletics has a zero tolerance towards alcohol & drugs in any activity related to club sports on or off campus.

▪ HARASSMENT

• No one affiliated with Bucknell Club Sports may at any time display discrimination or hostility towards others on the basis of race, ethnic ancestry, national origin, religion,

gender, sexual orientation, age, or physical or mental disability.

▪ SOCIAL
MEDIA

- Remember other people see what you put on social media sites. As long as you are participating in a Club Sport at Bucknell, you are representing Bucknell University. You are responsible for what you post and will be held accountable.

▪ SPORTSMANSHIP

- Sportsmanship is mandatory and expected at all times in competition and practice. As a club sports representative, you represent the integrity and spirit of the University.
- Treat athletic staff, coaches, teammates, officials, opponents, and spectators with respect at all times!

▪ TITLE IX

- Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex in any federally funded education program or activity.
- Sexual harassment, which includes sexual violence, is a form of sex discrimination
- All violations of Title IX such as incidents of harassment, sexual harassment and discrimination must be reported to the University.
- Bucknell Athletics is committed to an environment free from discrimination, harassment and any violation to student and employee rights.

▪ CRIMES

- All criminal activity, including all categories of Cleary Act Crimes, must be reported to the University Department of Public Safety.

Self-governance is an important part of the club sport experience. Every club sport is responsible for the actions of their members (on and off campus). It is also the responsibility of the officers of each club sport to discipline for inappropriate conduct. A review by the Executive Board of Club Sports Officers Council may be required to assist in determining any sanctions. Depending on the nature of the offense, disciplinary action for misconduct by members of a club sport may be remanded directly to the University Judicial Administrator. It is the responsibility of each club sport member to read and understand the Code of Conduct set forth in the Student Handbook.

It is recommended that each club sport member have a physical exam prior to participating in any club sport activities to determine any limitations. The responsibility to determine who is able to participate remains with that individual participant. Bucknell does not assume responsibility for the cost of medical care given to participants in connection with injuries sustained during club sport activities. In addition, the University does not accept legal responsibility for injuries to third parties by the activities of club sports or its participants while traveling. All students must have their own health insurance to be enrolled at the University. It is the responsibility of each participant to verify their own insurance status and ensure they have the appropriate coverage for all club related activities, including travel. All club sport participants are required to complete the Assumption of Risk/Release of Liability Form (part of the

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Participation Packet) in MyBucknell prior to participation.

Safety of our club sport participants is our top priority. There are inherent risks associated with all recreational competitive sport programs. The University does not assume any risk for participation in club sport activities. Each participant is responsible for his/her conduct and actions.

▪ **PARTICIPATION FORMS** Each club sport member is required to complete the following forms in MyBucknell prior to participation in any practice or competition. It is the president's responsibility to ensure that all team members have signed all the required forms each year.

- ✓ Emergency Contact & Insurance
- ✓ Concussion Acknowledgement
- ✓ Assumption of Risk Form ✓
Behavior Accountability Form

▪ **CONCUSSION IMPACT TESTING**

- All new students participating in Rugby, Ice Hockey and Men's Lacrosse are required to

complete the ImPACT baseline testing.

- We will offer several opportunities at the beginning of each semester to complete the testing on campus.
- All ImPACT testing will be administered through our Athletic Trainer.

▪ **FIRST AID/CPR** It is required that at least one member of a club sport must be First Aid and CPR certified. For our high risks sports like Men's Rugby, Men's Lacrosse and Ice Hockey the coach, if applicable must also be First Aid and CPR certified. Whenever possible it is important for at least one person trained in basic first aid and CPR to be present at each practice and competition. We will offer classes in August when the fall semester begins in order to get everyone certified. First Aid kits are available from the Trainer's office to check out. Please provide copies of your certification to Recreation Services.

▪ **LIFEGUARD
REQUIREMENTS**

- Lifeguards are required for all activities in Kinney Natatorium. Each Club Sport is responsible for paying for the lifeguard on duty during their activity.

▪ **INJURY/INCIDENT REPORTS** It is essential that each club sport take responsibility to minimize the occurrence of accidents and injuries through sound risk management practices. All accidents/injuries/incidents that occur to a club member during a club activity should be documented on an Injury Report Form. Copies of the forms should be easily accessible during club activities. Reports should be submitted to Recreation Services within 24 hours of the incident. All accidents or injury occurring on campus requiring Public Safety assistance will be reported to the Dean of Students.

▪ **LIGHTNING THREAT** The installation of our new weather station and lightning detection system, WeatherBug, has been completed and is operational. This networked, permanent system is meant to provide our

coaches, athletic trainers, officials and recreational services staff with an additional decision making tool in regards to weather conditions. The system will provide specific information on current weather conditions, forecast future conditions and most importantly alert us to the presence of severe weather. It is important to note that, this technology is not the only tool at your disposal or should be the only thing that you depend on -- there are times when technology fails, and each of us must be prepared to make appropriate decisions based upon your professional judgment, experience and common sense.

WeatherBug by Earth Networks is "the world's largest weather and climate sensor network. That means observations and forecasts for 2.6 million cities, real-time data and the most advanced warnings to severe weather!" This vendor was chosen because it offers "detection" rather than "prediction" of lightning in addition to other weather reporting/alerting capabilities. The WeatherBug system can detect in cloud lightning as well as cloud to ground lightning. In addition the system will alert us to lightning through the use of audible outdoor alerts, internal alerts for offices and facilities and through mobile alerts.

The outdoor alerting system for lightning detection will operate as follows: 1. The lightning detection system provides an audio warning that can be heard from all playing fields/courts on campus and a strobe light for a visual warning for areas near where the system is mounted 2. The horn and strobe light are located on the roof of the north end of Holmes Stadium 3. The system has an automatic notification, both visual and audible for lightning 4. The sounds and strobe light mean the following:

- a. One Long 15-Second Horn Blast / Lightning Detected - Seek Shelter Now
 - b. strobe Flashing / Lightning in Area - Under Alert - Seek Shelter Now
 - c. Three Short 5-Second Horn Blasts / All Clear - Safe to Resume Outdoor Activities
5. The automatic horn has been programmed to be active daily from 8:00 AM - 10:00 PM

The horn sounding/strobe flashing should be a clear indicator that lightning is within a 10 mile radius and that you should seek shelter immediately.

Other notification options include the following: Smart Phone - The WeatherBug app is available to download at no cost on most cellular carriers. Website - The WeatherBug specific website for Bucknell can be found at: <http://weather.weatherbug.com/weather-safety/online-weather-center/OnlineWeatherCenter.aspx?aid=6236>

Recently, Bucknell has expanded its relationship with Geisinger Health Systems to include athletic training and sports medicine services for all club sport participants in order to enhance the Club Sports Program experience. The Geisinger Orthopaedics Sports Medicine team includes three Orthopaedic Sports Medicine Surgeons, two hand-ortho Surgeons, one foot/ankle Orthopaedic Surgeon, three Primary Care/Sports Medicine Physicians, twenty-three state and nationally credentialed Certified Athletic Trainers, and four nationally credentialed Certified Strength and Conditioning Specialists. Additionally, Geisinger has three clinics within a 30 minute drive of Bucknell University staffed by Orthopaedic Specialists, including the Geisinger-Lewisburg Clinic, located in the Brookpark Farms Industrial Park, less than 3 miles from campus.

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▪ SERVICES

- Weekly walk-in clinic hours in the Club Sports Athletic Training Room at Gerhard Fieldhouse for injury evaluation, treatment, rehabilitation by certified athletic trainer; clinic hours will be determined at the beginning of each semester; no appointment is necessary.
- Home and Away event coverage for our High Risk sports: Men's Rugby and Ice Hockey.
- Select practice and home game coverage for all other club sports depending on schedule and availability of athletic trainer.
- Access to Geisinger's "Fast-Track/Gold-Card" referral service when physician services are necessary, including an honored 24 hour appointment timeline with on-site diagnostic testing, orthotics, and casting when evaluated by a Geisinger physician
- Monday morning physician walk-in clinic at Geisinger-Lewisburg for any athlete suffering a weekend injury requiring attention by an Orthopaedic Specialist; Thursday morning physician walk-in clinic at Geisinger-Susquehanna University in Selinsgrove.

▪ TRAINING ROOM

- The Club Sports Athletic Training Room is located in Gerhard Fieldhouse. This facility is independent and separate from the Student Health Center and the varsity athletics Sports Medicine Center.
- Walk-in clinic hours will be determined at the beginning of each semester and will be posted outside the athletic training room as well as on the Club Sports website.
- No appointment is necessary during walk-in clinic hours for any club sport student-athlete to be seen by the athletic trainer.
- During walk-in hours, the athletic trainer is available for injury evaluation and assessment, follow-up care, taping or bracing, and rehabilitation or reconditioning.
- It is strongly encouraged and recommended that any athlete sustaining an injury during participation in a club sport event or activity report directly to the athletic trainer, unless the injury is emergent and requires Emergency Medical Services.

▪ COVERAGE AND SCHEDULING POLICY

- Competitions
 - It is a Bucknell University and Geisinger Health Systems policy that a certified athletic trainer will provide on-site medical coverage at every home and away game or match for the following teams: Ice Hockey and Men's Rugby. - Additionally, these teams will receive priority game or match coverage if or

when a scheduling conflict arises with another team. - All club sport teams may request on-site home game coverage by contacting the Club Sports Athletic Trainer; however, the athletic trainer is not required or obligated to accommodate every request. - The decision to do so will be determined by the athletic trainer and the Club

Sport's athletic director based on date and time, length of notice given, sport, schedule, and any other relevant information.

- Practices

- The Club Sports Athletic Trainer will be on-site at Ice Hockey and Men's Rugby practice when the athletic trainer is available. Any club sport team may request practice coverage.

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- The decision to provide on-site coverage is distinctly the decision of the athletic trainer, and will depend on certain variables such as day and time, walk-in clinic hours, sport, and location. - If certain days and times are regularly and consistently utilized for practices by multiple teams in similar locations, it will be the athletic trainer's decision to schedule availability at such practices. - It is strongly encouraged that all club sport teams communicate openly and effectively with the athletic trainer as early as possible in each semester so practice coverage can be determined and organized. - Walk-in clinic hours will be available for any pre-practice treatments, taping, bracing, etc. even if the athletic trainer will not be present at practice.

- INJURIES

- If an athlete suffers an injury that does not require immediate physician or EMS referral and the Athletic Training Room is closed or the athletic trainer is not on-site or available, the injured athlete should notify the athletic trainer ASAP and preferably within 24 hours for proper injury care instructions.

- The athlete and athletic trainer should then communicate a time when the injury can be seen and evaluated by the athletic trainer for additional instructions.

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Recreation Services will assist with all facility scheduling requests. Club Officers are responsible for submitting all requests for field or gym space for practices or competitions to the Associate Athletic Director for Recreation Services. Club sport teams must have a CPR/First Aid certified person present at all practices and games. All students participating in a practice or competition must be on the Official Roster and have completed the online Participation Packet through MyBucknell.

▪ PRACTICE SCHEDULE

- All practice schedule requests should be submitted to the Associate Athletic Director for Recreation Services at the beginning of each semester. Please make all practice requests by the 2nd Friday of the semester.
- Due to facility constraints practice slots will range between 1-2 hours, 1-2 days per week maximum. Club sport requests will be considered along with varsity, intramural and campus needs. Please note that any practice utilizing the pool will be subject to the cost required to hire a lifeguard(s) and must be approved through the Aquatics Office.
- It is the Club Officers responsibility to report to the Associate Athletic Director for Recreation Services any cancellations before 4pm on the date. This allows us to release the space to other student groups. Failure to report will result in disciplinary action.
- Regularly scheduled practices will automatically be cancelled during University breaks or holidays. If a club sport team plans to practice during these times a written request must be submitted at least one week in advance.

▪ HOME COMPETITION SCHEDULE

- All home competition schedule requests should be submitted to the Associate Athletic Director for Recreation Services at the beginning of each semester. Please make all requests by the 2nd Friday of the semester.
- Club Officers will need to have the opposing team complete the Liability Release form for all students participating.
- Cancellations: Outdoor competitions will be dependent on the weather. Based on the condition of the space, the Associate Athletic Director-Recreation Services will make the decision to cancel. If there is lightning detected all outdoor activities are cancelled.

All equipment purchased through funding from the Club Sport budgets is property of Bucknell University and will be inventoried and stored in the KLARC following the end of each season. Each Club Sport will have access to storage for university owned equipment and uniforms. A club wishing to purchase items that contain the university name, logo or colors must do so through Recreation Services. All designs need pre-approval from Recreation Services.

- Inventory

- Inventory Sheets will be kept in the Club's binder in Recreation Services.
- At the beginning of the Fall Semester it is important that the inventory is checked with the previous year's inventory sheet prior to the start of practice.
- All equipment will be inventoried at the end of the spring semester and compared with the beginning of the year inventory.

The safety of our Club Sport participants is our primary concern especially when it comes to travel. Each club sport must abide by all university and departmental policies and procedures related to travel. The Travel Itinerary Form along with a travel roster should be completed and submitted to Karen Landis, Associate Athletic Director for Recreation Services a minimum of two (2) business days prior to travel. The university does not assume any responsibility for accidents, damage or injury resulting from such travel. Please note when Club Sport teams are traveling no consumption of alcohol is permitted regardless of age.

Club Sport members are not excused from classes and/or exams to participate in Club Sport competitions. The decision to excuse a student or reschedule an exam is at the discretion of the faculty member. Recreation Services does not encourage or support Club Sport activities interfering with academic commitments.

- University Driver Requirements

- o All drivers must be at least 19 years of age and possess a valid state issued driver's license in effect for a minimum of two years. (For purposes of using a University vehicle, international drivers' licenses are not acceptable.)
- o Only drivers 21 years of age and older can drive a University omni bus.
- o First year students are not permitted to drive University vehicles under any circumstances.

- General Travel Policies

- Rental of 15 passenger vans for any use by any University group and/or University staff is prohibited. Students are not permitted to drive cargo vans and/or 15 passenger vans under any circumstances. Cargo vans cannot be used as passenger vans.
- No driver may exceed driving 300 miles or seven (7) hours in a day.
- If drivers feel fatigued or impaired, they should stop and rest.
- No trip may exceed 500 miles one way. No trip may exceed a driving time of 12 hours without a layover, using two or more drivers. A layover is defined as 6 hours minimum.
- Club Sports requiring more than three mini-vans or 2 mini-buses should contract the use of a private bus.

- Bucknell Vehicle Use Policy The use of University vehicles is voluntary but strongly encouraged. Only University certified drivers may operate University vehicles.

- Students must successfully complete the online Driver Orientation Program.
- Behind-the-wheel evaluations of individuals for mini-buses (omni buses) or other

vehicles will be performed by an approved, experienced instructor.

- Before a STUDENT is granted driving privileges, the University's Department of Environmental Health & Safety must review and approve the student's MVR (motor vehicle record). To obtain this MVR, students pay their state MVR fee plus a \$7 processing fee. The Department of Environmental Health & Safety reviews student driver MVRs on an annual basis. Students must pay their state MVR fee plus the processing fee annually for MVR recertification.

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- MVR's are reviewed on an annual basis by the department of safety services.
 - Criteria for use of University vehicles has been developed by Bucknell officials and the University's insurance broker.
 - The cost for sedans and minivans is \$0.39 per mile and the cost for an Omni Bus is \$0.49 per mile.
 - A fee of \$25 may be applied for a non-cancellation, a late return of keys and /or incomplete paperwork. A minimal fee of \$50 will be applied for lost keys. Also, a minimal cleaning fee of \$75 will be applied when deemed applicable.
- Bucknell Vehicle Reservations All Club Sport vehicle reservations will come through Recreation Services. The Associate Athletic Director for Recreation Services will submit the request to Transportation Services on the Club Sport team's behalf. Club officers should confirm there are sufficient budget dollars available.
 - Private Vehicle Transportation Recreation Services encourages the use of University vehicles whenever possible. In the event that personal vehicles are used the University does not assume any responsibility for accidents, damage, or injury resulting from such travel.
 - Each driver is required to complete the Private Vehicle Trip Form certifying compliance with all inspection, safety, and insurance regulations of the state registering the vehicle.
 - Private vehicle transportation reimbursement must be within the budget funds allocated to that Club Sport. Recreation Services will subsidize the use of private vehicles at \$0.30 per mile.
 - Recreation Services will not reimburse any student for repairs to their personal vehicle.
 - Bus Transportation
 - Recreation Services will work with the bus companies and transportation services to secure the lowest price for travel that requires a bus.
 - Club Sports should submit their bus request to Recreation Services well in advance in order to confirm the reservation.
 - Air Travel

- Approval for travel that requires airfare must be submitted to Recreation Services for pre-approval (adequate funds must be available in the account prior to approval).
- Recreation Services will work with our travel agent to find the lowest priced airfare.

▪ **MARKETING** Each Club Sport is permitted and encouraged to market their program to increase membership. Web Sites, social media, flyers, attendance at Admissions events and first year orientation are all ways to attract new members. Recreation Services has a general club sport web page with basic information. Each Club Sport is permitted to host a team web page. It is very important to highlight the activities of your club by keeping the information on the page up to date. All web site information must be submitted and approved by Recreation Services. Recreation Services staff is available to assist with your marketing efforts.

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- **SPONSORSHIP** A sponsorship with an outside company can offer valuable resources to a Club Sport program. Please note that any sponsorship must be approved by Recreation Services.
- **LOGOS** Recreation Services will approve the use of any Bucknell logo used on a Club Sport Uniform or other apparel. All designs should be submitted for approval prior to any merchandise being purchased.
- **DEVELOPMENT/FUNDRAISING** All Club Sports have the ability to fundraise in order to offset the club's annual expenses. It is important to work directly with our colleagues in Advancement to help facilitate this process. If A Club Sport team would like to fundraise contact Karen Landis in Recreation Services to coordinate a meeting with an Advancement Officer. All funds raised through approved fundraisers or solicitations will be deposited into the club fundraising account.

Some club sports budgets are funded annually by Bucknell University to support their operating expenses. Off campus savings and checking accounts are NOT permitted. All funds coming in and out must go through the Finance Office. In order to be eligible for funding to support normal club operations all club sport teams must adhere to all administrative policies and requirements.

- **OPERATIONAL BUDGETS**

- The fiscal year at Bucknell is July 1 – June 30.
- Annual operational budgets are used to fund club activities like game officials, entry fees, National Association fees and general equipment expenses.
- At the end of the fiscal year any unused money in the operational budgets will not roll over to the next fiscal year.
- All items purchased from the operational budgets are the property of Bucknell University and are to be used for official organization use only.
- Any general equipment necessary for the basic execution of a club sport activity may be purchased with operational budget funds.
- Competition uniforms may be purchased if the budget allows on a 3 year basis.
- Individual apparel including footwear, skates, warm ups, swimsuits and practice gear will not be funded from operational funds.

▪ FUNDRAISED
ACCOUNTS

- All donations and dues money collected should be deposited in the unrestricted accounts.
- Club Sports do not lose unused funds remaining in this account at the end of the fiscal year.
- At the close of the fiscal year the ending balance in this account will be the beginning balance in the next fiscal year.

▪ FINANCE
PROCEDURES

• Deposits

- Club Sport dues can be made with Campus Dollars. Forms are available in Recreation Services. - The Club Sport President or Treasurer is responsible to have their participants complete and sign the Club Sports Player Dues Campus Dollar Form. - The form is then submitted to Recreation Services for processing. - Any other deposits should be processed through Recreation Services to make sure it gets in the proper account in a timely manner.

- Expenses

- Check requests require a copy of the invoice, entry fee form or receipt. - Recreation Services will process all paperwork through the Finance Office for check requests. The processing time required is a minimum of 2 weeks so plan accordingly. - Students should not use their personal credit cards to pay for reimbursed

- expenses, if possible. - All hotel expenses should be booked through Recreation Services prior to the trip. Funds must be allocated in the budget prior to any travel that requires a hotel expense. - After home games/matches complete the Official's Payment Request Form to

- pay the game officials and submit to Recreation Services for processing.

- CREATING A NEW CLUB
SPORT

The inspiration to start a new club should be initiated by students. Club Sports are unique to other student organizations on campus due to the competitive nature of a sports team. The student or students interested will be asked to complete an application process in order to establish a new Club Sport. The application process begins with scheduling a meeting with Recreation Services in order to gain permission to host a student organizational meeting. Please contact Associate Athletic Director-Recreation Services, Karen Landis at kelandis@bucknell.edu in order to move forward with the application process.