

recreation  
**DO WHAT MOVES U**

# SPORT CLUB

manual

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Rutgers, The State University of New Jersey - New Brunswick

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**Introduction**

This manual has been created by the Rutgers Recreation Sport Club Department to inform student officers, members and prospective members of the operating policies and procedures to run a successful Sport Club organization and to be in good standing and compliance with the University.

This manual will be evaluated and updated yearly by the professional staff of the Sport Club program. Students should use this manual as a first resource to answer questions about how to successfully operate their organization.

**Student Affairs**

The Sport Club Department is located within the Division of Student Affairs at Rutgers University and within the Rutgers Recreation Department.

**Mission**

With students at the heart of all that we do, the Division of Student Affairs creates innovative learning opportunities, programs, and services that prepare students to lead, serve, and become engaged members of a global society.

**Vision**

Cultivating transformative experiences that challenge students to be their best at Rutgers and beyond.

**Values**

Students and Community- We are committed to creating a community that encourages and practices civility compassion and care for others. We understand that how we work and provide services directly impacts the student experience. We therefore strive to work together to create connections and relationships that help us respond to the needs of our students.

Inclusion- We foster the development and preservation of an inclusive community characterized by cultural understanding and student engagement. We are committed to the recruitment and retention of a diverse staff that reflects the students we serve and are dedicated to providing intentional experiences where students learn from each other.

Learning- As educators, we understand that learning occurs both inside and outside the classroom. We facilitate a supportive campus environment that contributes to student learning and personal development. Additionally, we seek to inspire students to be engaged citizens within the Rutgers community and beyond.

Integrity- We believe that staff members must uphold the highest standards and principles. Ethics and integrity are characterized by trust and respect for each other, collaborative decision-making, appropriate use of University resources, service to students, and the utilization of best practices within the field of student affairs and higher education.

Tradition and Pride- We believe that our history, institutional pride and university traditions foster shared experiences, connections and contribute to life-long memories and affinity with Rutgers.

### **Rutgers Recreation**

The Sport Club Department is one of the program areas of the Rutgers Recreation Department. Rutgers Recreation’s mission is to enhance the mind, body, and spirit of students and other eligible individuals by providing programs, services, and facilities to meet the physical, social, recreational, and educational needs of the campus community.

### **Sport Clubs**

The Sport Club Department at Rutgers University consists of 57 student lead organizations for over 3,000 participants on all 5 New Brunswick campuses of the State University of New Jersey. The professional staff are responsible are responsible for the implementation of the program with the student officers of each Sport Club.

#### **Mission**

Develop high-level interscholastic sport organizations for students seeking the challenge of competition or an outlet to experience new sport through developing physical, social, and mental wellbeing.

#### **Definition of a Sport Club**

As of July 1, 2021, the definition of a Sport Club is a:

Non-Academic student organization that competes two or more times inter-collegiately sanctioned by a governing body or association excluding regional or national competitions.

**A list of grandfathered Club Sport Organizations can be found in Appendix A**

#### **Member Eligibility**

All full-time enrolled students (under-graduate, graduate, professional and doctoral) on the Rutgers New Brunswick-Piscataway Campus paying the University Recreation Fee are eligible to participate in Sport Clubs. All faculty & staff with a recreation membership are eligible to participate.

All students must complete and be approved on Do Sports Easy to practice or compete. Do Sports Easy is the Sport Club departments administrative website to assist with risk management for Clubs and members.

Individual leagues and governing bodies may have different requirements for competing.

#### **Satellite Campus Eligibility**

Students at Rutgers- Camden or Rutgers- Newark are eligible to participate if the campus they attend classes on does not have an active Sport Club organization in their desired Sport.

### **Sport Club Transition Requirements**

To be an active Club organization must complete the below requirements during officer transitions. The Sport Club office will contact the outgoing officers and incoming officers to complete these requirements. If requirements are not met, the Sport Club Office will hold a general membership meeting for the Club to ensure that the Club has had every opportunity to fulfill the Transition Requirements to remain active.

- ❖ Submit the Transition Form- Due in April
- ❖ Submit Budgets- Due in Spring for the upcoming year
- ❖ Submit Constitution- Due before the Fall Semester
- ❖ Complete all components of Required Officer Trainings- Completed in August/ September

#### **Transition Form**

The Sport Club Transition Form will be collected every April. This form begins the transition process for the upcoming academic year. It serves to inform the Sport Club Office of the officers for the upcoming academic year. Outgoing officers will be asked to submit a transition document that serves to pass knowledge of individual Club operations to the incoming officers. The transition document can be found in Appendix B.

**Budget**

The Sport Club Budget Form will be completed in the Spring for the upcoming academic year. The budget process allows Sport Clubs to plan for the upcoming academic year and the Sport Club office and Advisory Board to allocate funding based on each Clubs projected expenses & income. The budget form can be found in Appendix B

**Constitution**

An updated or reviewed Constitution must be submitted to the Sport Club office by the start of the Fall Semester. The constitution serves to inform the officers of the operations specific to their Club. This includes finances, officer position responsibilities, election procedures and more.

Constitutions should be uploaded to the documents section of each team’s [getINVOLVED](#) Page.

A sample constitution can be found in Appendix B.

**Officer Trainings**

Each required Officer position must complete training for their specific position. The trainings will cover Sport Club and University policies and procedures for student organization. The training will have an online self-guided component administered through canvas and a live training completed either in person or through Zoom. The required officer positions are the President, Vice President and Treasurer. Treasurers will also need to complete trainings that are required by the Student Activity Business Office (SABO).

**New Sport Club Application Process**

**New Club Criteria**

Students that wish to create a new Sport Club must apply to the Sport Club Office and should be aware of the below timelines and requirements. For an application to be considered a Club must meet the below criteria:

1. Meet Definition- Non-Academic student organization that competes two or more times inter-collegiately sanctioned by a governing body or association excluding regional or national competitions.
2. Student Interest- Have at least 15 interested students submitted on the application
3. Cannot be the same activity as an existing organization within Sport Clubs

**Application Timeline**

Students that wish to apply for Sport Club status must submit their applications according to the below deadline for the Spring of 2022 and Fall of 2022.

- Spring 2022- Application open Monday, October 11<sup>th</sup>, 2021- Friday, October 29<sup>th</sup>, 2021.
- Fall 2022- Application open Monday, February 21<sup>st</sup>, 2022- Friday, March 11<sup>th</sup>, 2022

**Application Process**

The process below has been established to determine whether an activity will be accepted as a new Sport Club. Students must complete all aspects of the application process during the appropriate timelines.

1. Meeting with Sport Club Staff Member
  - a. Determine Risk Assessment of Activity
  - b. Discuss process for Becoming a Club
2. [Application on Smartsheet](#)
  - a. Interest- 15 student names and netIDs
  - b. Governing Body/ Association
    - i. Yearly Dues
    - ii. Yearly requirements
    - iii. Season
  - c. Proposed Budget
  - d. Constitution
  - e. Risk Assessment

- f. Facilities Needed for practices/ competitions
  - i. On-Campus
  - ii. Off-Campus
    - 1. Cost
    - 2. Distance from campus
    - 3. Transportation needs
- 3. Review Application
  - a. Director of Sport, Assistant Director of Sport Clubs, Sport Club Coordinator & Sport Club Graduate Intern
  - b. All questions on application must be answered
- 4. Presentation
  - a. Attended by SC Staff and Sport Club Advisory Board students
  - b. Topic will be provided prior to presentation
- 5. Vote by Sport Club Staff and Sport Club Advisory Board
  - a. Each Pro-Staff gets 1 vote
  - b. Sport Club Advisory Board has 1 vote

**Decision**

Decisions will be based on if the Club meets all criteria, the availability of resources by the Sport Club Department, the quality of the application and based on an assessment of the risk of the activity.

**Officer Eligibility**

All Sport Clubs are required to have a President, Vice President and Treasurer. A Club can choose to have more officer positions if it is written into their constitution. All officers should be elected or appointed based on the process in their constitution.

To be eligible to serve in a required officer position a student must meet all the below criteria:

- ❖ Full-time undergraduate student that is in good standing with the University. Good standing is defined as a student not being on:
  - Active Student Conduct Sanctions that rise to Probation or higher
    - <https://policies.rutgers.edu/10211-currentpdf>
  - Academic probation
    - When you have two or more consecutive semesters with a term GPA lower than 2.00, you will be placed on Academic Probation. (SAS)
- ❖ Cannot be a required officer of more than one Sport Club organization
  - This policy is designed to allow students to diversify their leadership opportunities elsewhere to be able to hold positions outside of sport clubs in other organizations.
- ❖ Must be a Club member for at least one full semester (Can be waived if necessary)

**Officer Positions & Responsibilities**

**All-Officers**

All officers are expected to be responsible for the below items in addition to their position responsibilities.

- ❖ Understand University student code of conduct and student organization code of conduct including hazing, alcohol/ drug, and disciplinary process.
- ❖ Represent Rutgers University and Sport Clubs according to the Student Code of Conduct
- ❖ Communicate policy violations, Club disputes and non-compliance to Sport Club Staff
- ❖ Build community within their Club team
- ❖ Recruit and engage new members
- ❖ Attend and complete Officer trainings
- ❖ Mentor incoming officers



## President

The President serves as the primary contact between the Club and the Sport Club Department. Their duties include:

- ❖ Review and Update the Club Constitution on an annual basis
- ❖ Ensure that all Club officers, members and coaches are registered through Do Sports Easy
- ❖ Ensure knowledge and compliance with all University policies included in the Sport Club Manual
- ❖ Meet with Sport Club Advisor throughout semester (In-Person or Zoom)
- ❖ Attend all required Sport Club events or ensure that the Club is represented at all required Sport Club events
- ❖ Submit facility requests for practices, home competitions or special events
- ❖ Coordinate competition schedule with league or opponents if applicable
- ❖ Oversee yearly election process for new officers as outlined in the Club Constitution
- ❖ Coordinate with Sport Club office active members to ensure an accurate count of unique participants in the Club on Do Sports Easy

## Vice President

The Vice-President serves as the secondary officer of the Club. They fill in for the President when necessary and their duties include:

- ❖ Responsible for oversight of Sport Club risk management policy and enforcement for the Club team
- ❖ For Clubs that travel, ensure that the club has at least two defensive drivers
- ❖ Complete all travel requests, post-travel reports and Incident reports by deadline on Do Sports Easy
- ❖ Maintain accurate inventory of Club equipment and supplies
- ❖ Ensure Club compliance with safety officer policy
- ❖ Schedule officials for home competitions
- ❖ Request parking permits for home competitions
- ❖ Serve as the Club's primary Risk Manager

## Treasurer

The Treasurer serves as the financial officer of the organization. They are responsible for:

- ❖ Complete the mandatory SABO training
- ❖ Understand the policies and procedures for SABO account
- ❖ Submitting payments for purchase to SABO
- ❖ Depositing all club funds into SABO
- ❖ Preparing and submitting annual budget by the spring deadline
- ❖ Ensure and track dues payment by all members
- ❖ Track fundraising revenue

## General Responsibilities

This list is provided to Clubs as common responsibilities that Clubs have traditionally assigned to one of the three required officer positions or non-required officer positions such as a Social Media Chair or Fundraising Chair.

- ❖ Plan fundraisers and ensuring compliance with University fundraising policies for student organizations
- ❖ Submit Trademark and Licensing approvals to Sport Club officer prior to any branded merchandise being purchased
- ❖ Coordinate community service events for Club members
- ❖ Maintain all Club Social Media accounts
- ❖ Submit marketing requests to Sport Club Department
- ❖ Ensure all members are concussion tested (High Risk Clubs)

## Elections

Each Club should elect new officers according to the procedures and timelines outlined within their constitution. The Sport Club Office does not mandate a specific time for elections; however, all officer changes should be communicated to the Sport Club Office. All elections must be completed by April 1<sup>st</sup> each Spring and communicated to the Sport Club Office.

**Monthly President’s Meetings**

The President from every Club is required to attend the monthly President’s Meetings. These meetings are designed to inform the Club of updates from the University, Division of Student Affairs and Recreation department. The meetings will provide the opportunity for students to engage with other Sport Club leaders and feature guest speakers.

In the event the President has a prior commitment, they should contact the Sport Club Office and have another Officer attend the meeting in their place.

President’s Meetings will be held in the following months:

- ❖ October
- ❖ November
- ❖ January
- ❖ February
- ❖ April

**Sport Club Advisory Board**

The Sport Club Advisory Board is responsible for:

- ❖ Appropriating allocation and additional funds
- ❖ Making recommendations regarding Sport Club policies and procedures
- ❖ Providing recommendations on the acceptance or denial of proposed new Sport Clubs
- ❖ Programming to build community between Sport Clubs

The Sport Club Advisory Board is designed to offer students the opportunity to engage with the administration and improvement of the Sport Club program by offering a student’s perspective to the professional staff members. All suggestions and opinions will be considered, however final decisions will still be made by the Director (or Designee).

**Board Members**

The Director of Sport Clubs (or designee) appoints its members. There are up to seven members on the Board. The Director (or designee) will select a president and secretary from the returning board members prior to April 30 for the following academic year.

**Selection to the Board**

At the Director (or designee) discretion, applications will be accepted up to two times per year for consideration to the Sport Club Advisory Board. The application process will consist of a form submission expressing interest and an interview with the existing members of the Board and the Director (or Designee).

Final decisions will be emailed to each interviewee. All final appointments are at the discretion of the Director (or Designee).

**Board Member Conduct**

Students selected to the Advisory Board are expected to represent the Sport Club program, their Clubs and themselves to the highest standard of conduct. It is a privilege to serve on the Board and that privilege can be revoked if a Board member violates University, Division or Departmental Policy or represents themselves in a manner not aligned with Sport Club Values. The Director (or Designee) can remove a member at any time.

**Risk Management**

The Primary responsibility of the Sport Club Professional Staff is to ensure the safety of the individual members of our program. To minimize risk and to provide resources when risk cannot be avoided, the Sport Club program utilizes several risk management policies, tools and resources as listed below.

**Do Sports Easy**

[Do Sports Easy](#) is the Sport Club programs online member and club management software. The Sport Club Program utilizes Do Sports Easy to keep accurate records of members waivers, team events (including travel and home events), and to offer a program for officers to submit forms to the Sport Club Office.

### Individual Member Management

To be eligible to participate, all students must complete a Do Sports Easy Registration Form for each Club they wish to practice or compete with. This registration includes personal information, emergency contact information, officer information, some medical information, driver information, assumption of Risk and the university hazing policy. Upon completion of their registration individuals will have one of the below statuses.

- ❖ Approved-Active- Member is approved to practice/ compete.
- ❖ Approved-Inactive- Member is approved, but inactive to practice/compete due to eligibility issue.
- ❖ Pending Approval- Member has submitted registration, Sport Club office has not completed review of registration.
- ❖ Incomplete- Member has begun registration but has not completed it.
- ❖ Missing Requirements- Member needs to upload additional documentation such as CPR/ First Aid Cert, Driver Documentation, etc.
- ❖ Disapproved- Member has submitted their registration but was denied by the Sport Club Office. Please refer to the disapproval communication for assistance.
- ❖ Archived- Member has been taken off of the active list, but records have been maintained in case they wish to return to the roster.
- ❖ Ineligible- Member is permanently unable to participate in Sport Clubs.

### Club Roster

All Club Officers will be able to view their Club's roster. Officers will be able to determine members status to be eligible to practice or compete and to see where members are in their registration process. To view the roster:

1. Go to the Rutgers Do Sports Easy program page.
2. Log In using NetID in the upper right-hand corner.
3. Scroll to your Club tile.
4. Click on Roster.

### Club Events

All Clubs must submit their events, both travel and home events on the Do Sports Easy software. The Event Submission includes an Initial Event Submission and a Final Event Submission which includes travel and roster information. The Initial Event Submission must be completed at least 10 business days prior to leaving for travel. Final Event Submission must be submitted at least 4 business days prior to travel. The Post- Event Report is due at the end of the first business day after a Club Event. More information can be found in the travel section of the manual.

### Incident/ Injury Forms

All accidents/injuries/incidents that occur to a club member during a club meeting, contest, or activity that pose concern to a club, its members, or Rutgers, should be documented on a Do Sports Easy. Reports should be submitted within 24 hours so that the Sport Club Office is informed and may follow up with all involved parties, as necessary.

### Safety Officers

Each Club is required to have at least one safety officer at every practice or event unless approved by the Sport Club Office to attend an event that has appropriate safety personnel. Appropriate safety personnel includes if an event is staffed by Recreation personnel, a medical professional such as an athletic trainer or EMT.

Clubs are encouraged to have multiple members certified as Safety Officers. For a member to be certified as a safety officer they must:

- ❖ Have an active Red Cross or American Heart Association First Aid and CPR/AED certification on Do Sports Easy
- ❖ Complete the Sport Club Safety Officer Training

### Injury/ Incident Forms

Vice- President or designated Safety Officers are responsible for reporting all accidents/injuries/incidents that occur to a club member during a club meeting, contest, or activity that pose concern to a club or its members on Do Sports Easy. Reports should be submitted within 24 hours so that the Sport Club Office is informed and may follow up with all involved parties, as necessary. The Athletic Trainer will view the incident reports and follow up with club members if deemed

necessary. Injuries that require a trip to the hospital must be communicated to a Sport Club Professional Staff member immediately.

**Concussion Policy**

A concussion is an injury to the brain which can cause immediate and prolonged deficits and, in extreme cases, death. The 5th International Conference on Concussion in Sport defined concussion as follows: Concussion is a brain injury and is defined as a complex pathophysiological process affecting the brain, induced by biomechanical forces.

Several common features that incorporate clinical, pathologic and biomechanical injury constructs that may be utilized in defining the nature of a concussive head injury include:

- ❖ Concussion may be caused either by a direct blow to the head, face, neck, or elsewhere on the body with an “impulsive” force transmitted to the head.
- ❖ Concussion typically results in the rapid onset of short-lived impairment of neurological function that resolves spontaneously. However, in some cases, symptoms and signs may evolve over a number of minutes to hours.
- ❖ Concussion may result in neuropathological changes, but the acute clinical symptoms reflect a functional disturbance rather than a structural injury and, as such, no abnormality is seen on standard structural neuroimaging studies.
- ❖ Concussion results in a graded set of clinical symptoms and signs that may or may not involve loss of consciousness. Resolution of the clinical and cognitive symptoms typically follows a sequential course. However, it is important to note that in some cases symptoms may be prolonged.

There are many different symptoms associated with concussion. A list of the most reported and acknowledged signs and symptoms is listed below:

- ❖ **Physical-** Headache, Nausea, Vomiting, Balance problems, Fatigue, Sensitivity to light, and noise, Dazed
- ❖ **Cognitive-** Feeling mentally “Foggy”, Feeling slowed down, Difficulty concentrating, Difficulty remembering, Confused about recent events
- ❖ **Emotional-** Irritable, Sad, Nervous, Drowsiness, Sleeping more or less than usual

Concussions can be challenging injuries for student-athletes and healthcare professionals to manage; unlike other injuries the timeline for full recovery is usually difficult to predict. There are potential health risks associated with returning to sport before symptoms have subsided and brain healing has occurred. Proper management of concussions is vital to ensuring full and timely recovery and avoidance of prolonged issues.

For the full concussion policy students should refer to Appendix C.

**Sport Specific Safety Requirements**

To meet the medical needs of every Sport Club Organization, sports have been placed into risk categories based on the documented history of injuries within the sport. The chart below and definitions should be used to determine what requirements each Club has for an event.

**Risk Definitions**

High Risk- Activities having a documented history of catastrophic injury. Requires Athletic Trainer/ EMT for practices and competitions.

Medium Risk- Activities having a minimal potential for catastrophic injury. Athletic Trainer/ EMT is not required for practices or scrimmages. A Building Supervisor or Field Supervisor is required for the entirety of the home competition. Home Competition is defined as any scheduled activity/ competition taking place on a Rutgers owned or leased space.

Low Risk- Activities with extremely low possibility of serious injury. Athletic Trainer/ EMT not required for practice or competition.

Any of Sport Clubs- may request an Athletic Trainer/EMT at to be present at their event, if it is not deemed necessary by the Sport Club Office, the club can still request an Athletic Trainer/EMT, but the cost for them must come out of their club account.

High Risk	Medium Risk	Low Risk
Equestrian~	Basketball (M&W)	Aikido
Gymnastics	Brazilian Jui Jitsu	Badminton
Ice Hockey (MD1, MD2)	Crew	Ballroom Dance
Lacrosse (M)	Cycling	Baseball
Quidditch	Fencing	Bass Fishing
Rugby (M&W)	Field Hockey	Capoeira
Ski/Snowboard*	Figure Skating	Cricket
Soccer (M&W)	Ice Hockey (W)	Filipino Marital Arts
Wrestling	Judo	Golf
	Lacrosse (W)	Kendo
	Martial Arts Club	Kodenkan Jujitsu
	Paintball	Performing Dance
	Powerlifting	Racquetball
	Sailing	Rock Climbing
	Taekwondo	Running
	Triathlon+	Salsa
	Ultimate (M&W)	Softball
	Volleyball (M&W)	Swimming+
	Weightlifting	Swing
		Table Tennis
		Tennis
		Unified Sports
		Ving Tsun
		Water Polo+
		Wushu

\*Ski Patrol (First Aid Personnel) is supplied by ski resort

+Lifeguard required

~On site First Aid Personnel

**Contracts**

Contracts are used for any relationship between an outside entity, organization or individual and a Rutgers Sport Club. Clubs have used contracts for league agreements, facility agreements, coaches/ official’s agreements, and sponsorship agreements. Students are not permitted to sign any contracts on behalf of the University. All contracts must be reviewed and signed by a member of the Sport Club Office. If a student signs a contract, they are legally responsible for that contact.

**League/Association Agreements**

League agreements are a type of contract that is provided by a national governing body or league that a Club wishes to participate in. All league agreements must be written by the league. These agreements are reviewed and signed by a Sport Club Professional Staff member.

**Facility Agreements**

Facility Agreements are signed between Clubs that need to rent facility space that is not available on campus for practice or competition. The facility will be able to provide a standard contract. This contract will need to be reviewed by the Sport Club Office.

Some facilities will require the Club to submit a certificate of insurance, the Sport Club Office can provide this certificate if you email your advisor.

The facility will need to provide Rutgers with a copy of their certificate of insurance in order to process and pay any facility contracts.

### **Coaches/ Officials Agreements**

Coaches/ Officials should use the standard Service Payment Form that is available on SABO. All coaches will need to be approved on Do Sports Easy and a prior agreement for the semester should be signed listing the terms of the coaching contract. Terms include payment amount, payment schedule and work expectations.

Officials do not need to complete any additional paperwork. They must submit an updated W9 if one is not on file with the Student Activity Business Office.

### **Sponsorship Agreements**

All sponsorships between Clubs and outside businesses or entities must be approved by the Sport Club Office. An agreement will need to be written up that outlines the terms for both parties. Once the terms have been agreed upon the contract must be signed by a Sport Club Professional Staff member and the business or entity.

All sponsorship agreements will be reviewed by The Office of the General Counsel. Sponsorship agreements must comply with University Trademark, Licensing and Branding policies.

## **Facility Reservations**

All Rutgers Sport Clubs have access to request facilities for practices, competitions, and meeting spaces within the Recreation facilities. Facilities availability is balanced between Sport Clubs, Intramural Sports, group fitness, open recreation and reservations by outside groups or other groups within the University.

Facility preference will be given equitably to all teams with priority given to teams that are in-season, in-good standing or have a facility need.

### **Practice Schedules**

Practice schedules for on campus facilities are determined on a semester basis. Clubs can submit their preferences, but the Sport Club Office will have the final determination on practice schedules. Preferences are given to teams that are in-season with the Sport Club office trying to schedule each team for two practice times before permitting a third practice time.

### **Home Events Process**

All home event requests must be submitted to the Sport Club Office at least 15 business days prior to the event through the Sport Club Facility Request Form Smartsheet. Home event requests are subject to facility availability. To increase your chances of receiving your requested space, we recommend submitting facility requests as soon as you know you want to request the space. The home event process is listed below:

1. Student Officer submits Sport Club [Facility Request Form](#)
2. Sport Club Advisor:
  - a. Reviews Request
  - b. Submits to Facility Office for Approval
  - c. Contacts Parking if applicable
  - d. Contacts and Schedules Athletic Trainer/ EMT if applicable
  - e. Approves Sport Club Facility Request Form
3. Student Officer Submits Event on Do Sports Easy

### **Visitors Conduct**

All visitors for Sport Club events are subject to facility, recreation, and University policies as well as local laws and ordinances. Clubs are responsible for the conduct of their visitors including visiting teams, coaches, parents, and spectators. If a concern arises during an event, students should utilize the facility staff to enforce policies.

## **Facility Policies**

All Clubs are expected to follow and enforce all facility, recreation, and University policies amongst their members, coaches and visitors while utilizing recreation facilities. Several important policies are listed below. A full list of policies can be found above.

- ❖ Recreation is committed to providing a safe and enjoyable environment that fosters the wellness of the Rutgers University community. All members and guests of our facilities are expected to follow all Rutgers University policies, rules and regulations stated in the [Code of Student Conduct Section VII](#) as well as Recreation rules and procedures.
- ❖ Recreation is not responsible for any damaged, lost or stolen personal items. Lockers are not available. Personal items should always be kept with you. Large bags such as backpacks are not permitted in any activity area.
- ❖ Please bring only essential items with you. Keep your belongings near you and out of walkways/doorways. Locker use is unavailable.
- ❖ Shower usage will be limited to pool users only.
- ❖ Bottle-filling stations will be available at all water fountains. Drinking stations will not be available. Water Jugs will be available for home competitions.
- ❖ Food is not allowed in any activity space.
- ❖ Drinks must be kept in a sealed, non-glass container. Glass containers are prohibited.
- ❖ Abuse and/or misuse of equipment is prohibited. Equipment must be used in the proper manner. Equipment is not to be removed from designated area without approval.
- ❖ The possession use and/or distribution of alcoholic beverages, or illegal drugs, or/and dangerous weapons are prohibited.
- ❖ Animals are not permitted in facility, except trained service animals.
- ❖ Use of facilities for paid instructional or coaching purposes is prohibited.
- ❖ Cameras and video equipment are not allowed in the facilities without prior approval.

## **Cancellation Policy**

If an event needs to be cancelled it is the Officers responsibility to communicate to the Sport Club Office so that the space can be released to another group or for open recreation.

If the event is cancelled prior to the day of the event (or last business day before the event if the event is on a weekend) officers should send an email to their advisor.

If an event is cancelled the day of the event (or after the last business day before the event if the event is on a weekend) officers should contact the facility (via phone), their advisor (via email), and the Sport Club Athletic trainer via phone or text.

## **Inclement Weather Policy**

In the event of inclement weather, the Recreation Facilities Staff reserves the right to cancel any event if a facility is deemed unsafe. Every accommodation will be made to keep the reservation, but safety is our top priority.

The recreation department will follow the University Adverse Weather Policy. If a level 3 or level 4 Adverse Weather Emergency all recreation programming including Sport Club practices, competitions, travel, and meetings will be cancelled.

Thunderstorm/ Lightning- University Park, the Cook/ Douglass Recreation Center and the Livingston Recreation Center have lightning detection systems that will alert all individuals on the fields if lightning has been detected in the immediate area. An alarm will sound, and all participants should seek shelter in their vehicles or a nearby building. Activity can resume when the system gives the all clear.

Snow- In the event of snow, the recreation department will follow all University guidance on operating status. Grass fields will not be available. Turf fields will not be available if the Sport Club Office deems the fields not safe to practice or compete on.

Cold Weather- If the temperature or wind chill is forecasted to be below 32 degrees Fahrenheit all outdoor activities will be cancelled. This applies to practices or competitions.



**Field Conditions-** If a field is deemed unplayable due to field conditions such as mud, ice, standing water or other conditions that pose a risk to participant safety accommodations will try to be made to reschedule the reservation to another field or surface. If this is not possible the event will need to be cancelled.

**Heat-** If the forecast is for temperature or high-humidity above 90 degrees Fahrenheit the Athletic Training Staff or Sport Club Professional staff will decide on the safety of the event based on activity level, availability of hydration and start time of the event. Events may be cancelled or delayed for safety of participants.

**Club Accommodations**

Clubs can request equipment, such as chairs/ tables, field lining or other facility accommodations for their events. All accommodations should be included on the Sport Club Facility Request Form. Last minute accommodations may not be available.

**Travel**

Sport Clubs are permitted and encouraged to travel as part of their experience. Travel presents increased risk for members. All travel must be approved by the Sport Club Office through a Do Sports Easy Event Request. When travelling Clubs are representing Rutgers University as well as themselves. All members are held to the Student Code of Conduct and can be charged under the Student Conduct policy. All members competing must travel with the team unless prior approval has been given by the Sport Club Office.

If a Club Travel's without approval through Do Sports Easy, the Club will immediately be suspended from future travel. Travelling without approval is a risk management and safety violation that could result in loss of Club status.

**Travel Approval Forms**

All Clubs that wish to travel must submit an Event Request on Do Sports Easy. This request has three parts.

1. Initial Submission- Due at least 10 business days prior to event- Includes basic information such as event type, event name, date, time, location, and any additional notes.
2. Final Submission- Due at least 4 business days prior to event- Includes final details such as roster, transportation, lodging and any additional details.
3. Event Report- Due at the end of the first business day post event- Includes information about the event including injury/ incident report, results, and highlights.

**Communication**

Clubs should communicate any incidents/ injuries that occur while travelling or competing. Immediate notification to their advisor should occur if:

- ❖ Club is involved in a vehicle accident.
- ❖ Club member is injured and requires a trip to the emergency room or ambulance transport.
- ❖ Club has disciplinary issue with member.
- ❖ There is a missing person.
- ❖ Any Club member is involved in harassment.
- ❖ There is a travel change or delay due to an emergency such as weather or injury.

If advisor cannot be reached students should leave a voicemail and contact RUPD for further direction if the situation warrants.

**Travel Acknowledgement Letters**

Clubs can request travel acknowledgment letters for use if they need to inform professors/ instructors of University sponsored travel during class sessions. These letters are not meant to excuse members from academic obligations. Students should inform their professors/ instructors early of travel plans and work to complete any academic obligations prior to leaving for the event.



**Inclement Weather while travelling**

The Sport Club Office will issue final travel decisions on if inclement weather is in the forecast that would pose a significant risk to students travelling. If an event is cancelled by the Sport Club Department, the Club will be reimbursed for all expenses.

If inclement weather occurs while a Club is travelling the officers should use their best judgement to determine whether travel back to campus should occur. If inclement weather occurs when travelling please contact your advisor. If they need to secure hotel rooms all expenses will be reimbursed to the individuals or Clubs.

**Transportation Options**

Students are encouraged to utilize the type of transportation that makes the most sense for their needs. These can include number of travelers, budget, distance travelling and time travelling. Students are permitted to use the below forms of transportation.

- ❖ Personal Vehicles
- ❖ Rutgers Vans
- ❖ Rental Vehicles
- ❖ Chartered Buses
- ❖ Train/ Public Transportation
- ❖ Air Travel

Clubs should use the [Transportation Request Form](#) to request Rutgers Vans/Rental Vehicles, chartered buses, or air travel.

**Driving Policies**

The below policies should be followed to ensure the safety of all participants while driving on behalf of a Club Sport Organization. All drivers must be approved on Do Sports Easy to drive the type of vehicle they will be utilizing for travel. All drivers should:

- ❖ Limit transportation to less than 350 miles from campus or less than 6 hours of driving time from campus.
  - Can be given approval from advisor
- ❖ Stop every 3 hours for at least 15 minutes.
- ❖ Not drive between 12AM-6AM unless approval from advisor prior to travel.
- ❖ Only drive Sport Club members or coaches. No family, friends, spouses are permitted to travel in a vehicle with a team.
- ❖ Ensure that only the capacity of the vehicle is not exceeded.
- ❖ Ensure that all occupants of the vehicle are always wearing their seatbelts.
- ❖ Not drive if travel conditions become unsafe.
- ❖ Drive only to and from the destination approved on the travel forms.

Clubs are permitted to reimburse drivers for gas, tolls, parking, and any other normal travel expenses. Drivers will be responsible for any parking, traffic, or moving violations that occur due to the negligence of the driver. This includes payment of any fines and other penalties as determined by the locality the violations occurred within.

**Personal Vehicles**

Personal Vehicles are defined as vehicles owned or leased by a member of the Club or their family. All drivers of personal vehicles must upload a copy of their license, insurance, and vehicle registration to their Do Sports Easy registration.

Rutgers University is not responsible for any damages or injuries if Club members utilize personal vehicles for travel to Sport Club competitions.

**Rutgers Vans**

The Recreation department has a small number of vans that can be reserved for trips. To request a van/rental vehicles, please complete the [Transportation Request Form Smartsheet](#). Requests should be completed at least 15 business days prior to event. All van driver’s must upload a copy of their license and defensive driving certification to their Do Sports Easy registration.

### Rental Vehicles

Clubs can utilize rental vehicles through enterprise for travel if no University vans are available for the date they are requesting. The Sport Club Office will determine whether a van is available or if a rental vehicle is required. To request a van/rental vehicle please complete the [Transportation Request Form Smartsheet](#). Requests should be completed at least 15 business days prior to event. All rental vehicle driver's must be 21 years of older and upload a copy of their license and defensive driving form to their Do Sports Easy registration.

Rental Vehicles costs will be covered by the Sport Club Office as the budget allows. In the event that there are no funds left for transportation, the Club will be responsible for the cost of rental vehicles.

### Chartered Buses

Clubs can request the use of a chartered bus if their budget allows. To request a chartered bus please complete the Transportation Request Form Smartsheet. Requests should be completed at least 15 business days prior to event. Rutgers has a list of approved vendors that is updated every year. It is important to note that SABO will not reimburse tips to bus drivers.

### Train/ Public Transportation

Clubs can take trains or utilize public transportation if they choose. SABO can either reimburse for expenses or Clubs can request a cash advance to pay for any expenses.

### Air Travel

Clubs that are travelling significant distances can choose to travel by air. All air travel must be approved prior to any tickets being purchased, even tickets that are purchased by individual members. When booking airfare, Clubs are encouraged to book as soon as they confirm their attendance at an event. Prices for airfare change frequently. Club members will be reimbursed based off an agreed upon amount that is equal for all Club members.

If the group is less than 10, individuals should book their own airfare. SABO will reimburse an agreed upon amount within the Club's budget.

If the group is more than 10, Club Officers have the option to work with the Sport Club Office to book group airfare with the University travel agent or book flights on their own.

Individual Students that cancel their travel after booking their airfare are responsible for the cost of the ticket if it cannot be refunded by the airline. This is because tickets are typically non-transferable to other individuals.

### Lodging

Clubs are permitted to stay overnight if the event requires them to. Clubs are permitted to use the below lodging options:

- ❖ Hotels
- ❖ Host Lodging
- ❖ Family Lodging

### Hotels

Clubs that wish to stay in hotels should book directly with the hotel or use a third-party hotel site such as hotels.com or expedia. Most hotels will require a credit card or debit card to check in. Students are responsible for the condition of the hotel rooms for all members of their Club. SABO will not reimburse for damages to hotel rooms. Hotels can be reimbursed to the individual that paid or a cash advance can be submitted.

To be reimbursed for a hotel, the individual must have an active netID, provide a receipt, and proof of payment such as a credit or debit card statement.

### Host/ Family Lodging

Host lodging is defined as lodging that is not paid for by the Club where a host from the event or a family member agrees to host the Club members for the duration of the event.

### Air BnB/ VRBO

Clubs are not permitted to utilize Air BnB or like site for lodging. Due to insurance reasons these properties cannot be utilized by Sport Club teams.

## Finances

Club Sport Treasurers are charged with overseeing their organization's finances and budget. The Student Activity Business Office or SABO serves as the financial center for all student organization activity, including Sport Clubs.

Clubs are not permitted to keep separate bank accounts or cash on hand. All money must be deposited into their Student Activity Business Office Account within 5 business days of receiving the money.

### SABO

The Student Activity Business Office is in the basement of the Student Activity Center at 613 George Street New Brunswick, NJ 08901. Treasurers can deposit funds and pick up check or cash at the office location. All other financial requests such as check request, cash advance requests and general budget inquiries can be completed using SABO Online. At this time only treasurers will have access to SABO accounts.

### Accounts and Line Codes

Each Club has a 3- or 4-digit account number for their Club. There are several line codes that funds are deposited into depending on the source of the income. These line codes have different restrictions on what the funds can be used for.

#### Line Code 114

Line code 114 is the Recreation Allocation funding line. All funds in this account are from the rec sports funding or student fee money. This includes the Club yearly allocation and any additional funds awarded to the Club by the Sport Club Office. All purchases must be budgeted and approved for by the Sport Club Office. This money is traditionally used for:

- ❖ Governing Body/ League Fees
- ❖ Equipment
- ❖ Hotels
- ❖ Travel Expenses
- ❖ Referee/ Officiating Fees
- ❖ Coaching Fees (If required by the University)
- ❖ Expenses directly related to the operation of the Club

Funds in line code 114 cannot be used for:

- ❖ Gift Cards
- ❖ Gifts
- ❖ Alcohol/ Drugs
- ❖ Fines/ Traffic Violations
- ❖ Hotel Incidentals/ Damages
- ❖ Personal Items such as equipment or uniforms
- ❖ Food
- ❖ Unused Airfare
- ❖ Donations

#### Line Code 137

Line Code 137 is the Miscellaneous Generated Revenue funding line. Funding for this account is deposited from Club member dues, fundraising, donations, or sponsorship agreements. All purchases must be budgeted and approved for by the Sport Club Office, however there is more flexibility for the Club to make purchases at the Sport Club Office's discretion.

Funds in Line Code 137 cannot be used for:

- ❖ Alcohol/ Drugs
- ❖ Fines/ Traffic Violations for personal vehicles
- ❖ Hotel Incidentals/ Damages

**Line Code 500**

Line Code 500 is the Uniform Allocation funding line. This money is deposited into the account by the Sport Club Office to use on the purchase of Uniforms or equipment that is owned and retained by the Club from year to year. No equipment that is owned by individuals or branded with names can be purchased from this fund. This account is zeroed out at the end of the current fiscal year.

**Transfers between Accounts**

Money can be transferred from the line code 137 to the line code 114 or 500 account. Money is not permitted to be transferred from the line code 114 or line code 500 to the line code 137 account.

All Clubs are expected to maintain a minimum of \$500.00 in their total account from year to year to leave the incoming Officers with financing for the upcoming year.

**Deficits**

Clubs are not permitted to go into a deficit in their account. If a deficit occurs to the line code 114 account, line code 137 money will be transferred to cover the deficit. If a deficit occurs to the line code 137 account, a Club will not be permitted to make purchases until the deficit has been resolved. This includes a purchase that would put a Club into a deficit upon resolution of that deficit.

If a Club enters a deficit, they will have to meet with their advisor to discuss a payment plan to raise funds to cover the deficit and any other spending that will occur by the end of the academic year.

**Budgets**

In the Spring, Club Officers will be asked to submit a Budget Request for the upcoming Academic Year. This request should be reflective of the expenses and revenues the Club can realistically expect in the upcoming year. The Sport Club Advisory Board and Office uses this information to allocate funding for each Club Organization. The timeline for the budget process is updated yearly, but a rough outline is listed below:

- ❖ March-April- Sport Clubs submit Budgets for upcoming academic year
- ❖ May-July- Sport Club Office and Advisory Board review budgets
- ❖ September 1- Final budget decisions released to individual Clubs

**SABO Treasurers Trainings**

All Treasurers will be required to complete the SABO Treasurers training that is offered online through canvas. Treasurers must pass the quiz. If a treasurer is unable to pass the quiz, the Club will need to meet with their advisor and evaluate if the individual can serve as the Treasurer.

**Income**

Clubs are encouraged to support the operations of the Club by utilizing all necessary forms of income. Commonly used examples of Club income are listed below with further guidance.

Deposits should be made by a signed account holder. To complete a deposit, fill out the deposit slip completely and drop off at the SABO office during business hours. More information on how to complete a deposit slip will be included in Treasurer's Training and in the Treasurer's resources on SABOs website (linked above).

**Allocations**

Allocation money is requested on a yearly basis for each Club. This money comes from student fees that have been allocated for Sport Club or Recreation use. All allocation money is deposited into a Club's line code 114.

**Automatic Additional Funding**

Clubs that qualify for Nationals through a performance-based qualification process will be awarded a set amount of funding to assist with the expenses associated with qualifying for a national tournament. This amount will be determined based upon the availability of funds as determined by the Sport Club Office.

**Additional Funding Requests**

Clubs can petition the Sport Club Advisory Board for additional funding for unforeseen expenses such as nationals' qualification. All additional funding money is deposited into a Club's line code 114.

**Dues**

Each Club is required to charge dues of their members. This is to encourage students to be financially responsible with Club funding and to provide a financial investment for all members of the organization. Each Club can set the amount, timeline, and reasoning for their dues on a yearly basis. The Sport Club Office requires a minimum of \$15 dues per person per semester. All dues are deposited into a Club’s line code 137.

**Fundraising**

All Clubs are encouraged to fundraise to minimize the cost of dues on their membership. Fundraisers must be approved by the Sport Club Office. All fundraising money is deposited into a Club’s line code 137. Common fundraisers are listed below:

- ❖ Restaurant Fundraisers
- ❖ Online Product Fundraisers
- ❖ In-Game Fundraisers
- ❖ Apparel Sales
- ❖ Bake Sales
- ❖ Parking Attendant for Athletics
- ❖ Working Concessions for Athletics
- ❖ Bagging at Supermarket
- ❖ Crowdfunding through the R Fund

The Sport Club Office will match up to \$5,000.00 worth of fundraising per year. Clubs must submit a Fundraising Match Form on Do Sports Easy for the money to be processed. All matched fundraiser money will be transferred to a Club’s line code 114 account.

The Sport Club Office will match up to a maximum of \$250.00 each for letter writing and crowdfunding fundraising.

The below are examples of fundraisers that are prohibited by the University. Any violation will be referred to Student Conduct and Student Organization Conduct.

- ❖ Parties that involve alcohol
- ❖ Crowdfunding websites such as gofundme
  - Crowdfunding is only approved through the Rutgers Fund
- ❖ Gambling (Like super bowl boxes or march madness brackets)
- ❖ 50/50 Raffles

**Rutgers Tax ID Number**

If you are setting up a fundraiser with an outside organization, they may need our Tax ID number. Rutgers tax ID number is 226001086.

**Donations**

Clubs can accept donations through cash, check or online. For cash and check donations Clubs should collect the money and deposit to SABO like any other form of income.

For online donations please direct individuals to the [Rutgers University Foundation Giving Website](#).

**Sponsorships**

Clubs can secure sponsorships for their services. Sponsorships are a form of contract. All sponsorships must be approved and signed by the Sport Club Office. Clubs that are interested in securing a sponsorship must meet with their advisor to discuss details about the sponsorship.

**Expenses**

All payments must be submitted through SABO and approved by the Sport Club Office. Students are prohibited from keeping cash on hand or writing personal checks without prior approval from the Sport Club Office.

## Important Documents

### Invoice

An invoice is a request for payment from the vendor or individual that is being paid. An invoice must include the vendor/ individual contact information and address, cost of individual items/ services, total cost, and date.

Clubs that need to send an invoice to other teams for payment can use the [Rutgers Invoice Template](#).

### W9

A W9 is a federal tax form that is required to be on file for all individuals that are paid by the University. This excludes reimbursements or cash advances. A vendor cannot be paid without an updated W9 on file.

### Contract

A contract is a legal agreement between two parties. In all Club Sport contracts, Rutgers University will be one party and the other party will be the organization or individual that is providing the service or facility.

### Receipt

A receipt is a record of purchase of a service or item from the vendor or individual. Original receipts are required for PERR Forms (reimbursements) and to reconcile Cash Advances.

### Bank Statement

A bank statement may be required to complete a PERR Form (reimbursements). Individuals should not include their full account number, but only the last four digits as well as the specific charge(s) that is being reimbursed.

### Service Payment Form

A service payment form is used to pay Contracted Service by Individual. The individual must fully fill out the form. This form serves as their contract for the services rendered. Common types of payments include coach's stipends and official's payments.

### Tax Exempt Status

Rutgers University is a tax-exempt institution. When requesting invoices please inform the vendor of Rutgers tax exempt status and send them the attached letter.

## Making Payments

Below are the recommended processes for paying various organizations and people and the documentation you will need for payment. If you have a question about the proper form of payment, please reach out to your advisor.

To submit a payment, you must know if you are paying a person or vendor.

### Person

#### Cash Advance

A Cash Advance is a check made payable to an organization officer before an actual expenditure is being made when personal funds are not available. A netID is required for this transaction. All cash advances must be reconciled within 30 days of use. Cash Advances can be used for:

- ❖ League/ Association Dues
- ❖ Competition Fees
- ❖ Hotels

#### PERR Form

A PERR form is filled out for all reimbursements to Club members. A netID is required for this transaction. Receipts must be submitted to the Sport Club Office when submitting a PERR Form. PERR Forms can be used for:

- ❖ Hotels
- ❖ Airfare
- ❖ Travel Expenses such as parking, gas, tolls etc

Reimbursements cannot be made by SABO until after the date of travel.

### Contracted Service for an individual

Select this if you are paying an individual rather than a business for a "personal" service. All contracts for personal services must be initiated, signed, and approved by an authorized University administrator from the organizations administrative department. The SABO user must have all documentation (signed contracts and tax information) prior to the issuance of a check. Contracted Service for an individual can be used for:

- ❖ Coaches' payments
- ❖ Officials' payments
- ❖ Speaker payments

### Vendor Payments

#### Pay by Invoice

Clubs should use the "Pay by Invoice" option to pay all businesses or organizations that are not Rutgers University. This includes payments to other Universities, governing bodies, or associations. Pay by Invoice can be used for:

- ❖ Governing Body/ Association Dues
- ❖ League Dues
- ❖ Competition Fees
- ❖ Equipment
- ❖ Uniforms/ Apparel
  - Must be approved by Trademark and Licensing
  - More information under Trademark and Licensing below
- ❖ Hotels
- ❖ Airfare

#### Pay by Contract

Clubs should use the "Pay by Contract" option to pay for all services that are a required to have a contract by University risk management. All contracts must be signed by a Sport Club Office representative. Students are not permitted to sign contracts on behalf of their Club. "Pay by Contract" can be used for:

- ❖ Governing Body/ Association Dues
- ❖ League Agreements
- ❖ Facility Agreements (Non-Rutgers)
- ❖ Bus contracts
- ❖ Group airfare
- ❖ Group hotel blocks

### Coaches

Clubs are encouraged to have individuals that are experienced in their sport to coach, teach, and provide guidance to the organizations. Coaches can be paid or volunteer. To be approved all coaches must be:

- ❖ Interviewed by a member of the Sport Club Department (New Coaches only)
- ❖ Registered on Do Sports Easy
- ❖ Attended coaches training in Fall and any additional trainings throughout academic year.

Coaches cannot start coaching until they have completed all requirements.

Coaches are responsible for:

- ❖ Keep their interactions with the team professional
- ❖ Working cooperatively with the Sport Club Office to ensure enforcement of policies and procedures outlined in the Sport Club Manual
- ❖ Allowing student leaders to operate the Club functions without interfering, Coaches may offer guidance or advice, but they are not to be the primary decision makers for the organization.
- ❖ Promoting good sportsmanship both in practice and competition



## Coach Conduct

Coaches are expected to hold themselves to a higher standard that reflects positively on the Club and University. Students are not permitted to serve as coaches. Coaches can be removed from their position for any reason at the discretion of the Club or the Sport Club Office.

Coaches are prohibited from:

- ❖ Drinking, using drugs or interacting in an appropriate manner with students.
- ❖ Engaging in romantic relationships with students.
- ❖ Socializing with students outside of approved Club Social functions such as a banquet or team dinner while travelling

This is a zero-tolerance policy. If a coach is found in violation, they will immediately be removed from their position.

## High-Risk Club Coaches

All high-risk Clubs are required by the Sport Club Office to have a qualified coach. Coaches are expected to instruct the proper technique and safety guidelines to minimize risk within their sport. Due to the required nature of these coaches, the Sport Club Office will allocate money as a small stipend to recognize the extra responsibilities of these coaches.

To be paid for the stipend, the coach must complete the [concussionwise](#) training program. Coaches of these high-risk clubs must complete the training prior to the first practice of the year.

## Coaches Payments

To be paid by a Sport Club, all coaches must complete their requirements prior to starting their position with their Sport Club. The Sport Club Office and SABO cannot pay a coach who has not registered on Do Sports Easy or attended coaches training.

Coaches are paid as a contracted service for an individual. To be paid coaches will need to submit:

- ❖ Sport Club Service Payment Agreement
- ❖ Have an updated W9 on file with SABO.

Treasurers will submit payments to SABO Online on the schedule agreed upon with their coach.

## Recruiting

Sport Clubs should recruit members of the University community. This can include already accepted high school, transfer, or non-traditional students. The Sport Club Office will not communicate with admissions about a prospective student. Sport Clubs are prohibited from offering scholarships for students.

Students and coaches should not make any promises to prospective students. Students and coaches are encouraged to communicate with prospective students to answer any questions about the Club, campus, academics, or University life.

## Trademark, Licensing and Branding

Sport Clubs are required to follow the University Trademark, Licensing and Branding policies for all uniforms, apparel, logos, and communications. All branded items must be approved by the Sport Club Office and Trademark and Licensing prior to printing.

## Swag Portal

As of July 2020, all student organizations are required to use the Rutgers University Swag Portal to purchase promotional materials, apparel, and any other Rutgers branded merchandise. This portal is designed to streamline the process for Sport Clubs and University Departments. All logos in the portal have been approved by Trademark and Licensing.

To use the Swag Portal, please see the [Quick Start Guide](#) provided by Rutgers Student Organizations. If an item is unavailable in Consolidus, please contact Lindsey Myers at [lindsey.myers@consolidus.com](mailto:lindsey.myers@consolidus.com) or via phone at: 330.319.7205 or cell 330.990.1446.



## Uniform/ Branded Equipment

Due to the specialized nature of sport specific uniforms and equipment, Clubs are permitted to purchase branded uniforms or equipment that cannot be obtained through the consolidus platform through an approved vendor. The Club will need to complete the Branded Merchandise Artwork Review Form.

All orders that are not through the Swag Portal must submit and be approved by Trademark and Licensing by filling out a [Branded Merchandise Artwork Review Form](#).

Below is a link to approved vendors for:

- ❖ [Approved Licensee Vendors- Branded Merchandise](#)
- ❖ [Approved Licensee Vendors- Athletics & Sport Clubs](#)

For more information on how to order blank items and screen printing please see Appendix D.

## Marketing

Sport Club teams are encouraged to market their organizations throughout campus and the community. Marketing should be used to promote the organization to increase awareness and recruit new members from the Rutgers community.

All flyers and physical marketing materials must be approved by the Sport Club Office and any departments that oversee the spaces where the marketing will be displayed. Clubs should design their own marketing forms. All marketing materials must be approved prior to distribution on campus. All marketing materials should follow the Rutgers Branding and Identity Policies.

For more detailed information on how to market your Club and Rutgers standards please visit the [University Communications website](#).

## Rutgers Visual Identity Policies

Sport Clubs must follow the Visual Identity Policy when using Rutgers logos, fonts or other aspects of the Universities' visual identity system. For more information on what is or is not acceptable when creating marketing materials please visit the [Visual Identity website](#) or the [Visual Identity Quick Start Guide](#).

## Social Media Accounts

Sport Club teams are permitted to have their own social media accounts. Clubs should only allow access to officers or trusted members to ensure that the Club account positively reflects the mission, vision and values of their Club organization and Rutgers University.

All Sport Club social media accounts reflect the opinions of the students running them and not Rutgers University. Sport Club team accounts are not maintained and operated by the University. Students are solely responsible for the content of social media accounts. Rutgers University Office of the General Counsel will not defend Sport Club social media accounts in the event of legal action against an account or individual officer.

## Free Speech and Protected Speech

Rutgers University respects every individual's right to free speech. Club Sport accounts should be used to promote Sport Club programs, competitions, and accomplishments. Any opinions expressed on social media accounts are the opinions of the individual posting them and not Rutgers Recreation or University.

Students should be aware that any social or political causes they choose to individually support or disagree with should not be promoted on a Sport Club social media account.

## Sport Club Conduct

Sport Club Organizations are expected to uphold the highest standard of conduct. Individuals are representing not only themselves but Rutgers University when travelling, competing, practicing, and interacting within the New Brunswick and surrounding communities.

All referrals to student conduct are independent investigations. Sport Clubs will not decide on eligibility to participate until the Office of Student Conduct has completed their investigation.

### **Standards of Conduct, Student Organization Policies and Procedures**

All Sport Clubs are responsible for adhering to the Standards of Conduct for Student Organization Policies and Procedures as outlined by Student Affairs. This policy ensures that Student Organizations are accountable for their actions.

All student organizations are expected to act consistently with the values of the University community. Student organizations are collectively responsible for any action committed by their members on behalf of the organization that violates University policy. Disciplinary action against a student organization is separate from action taken against individuals. Facts of an incident may necessitate action against both a student organization and the individual members of that organization who may have violated University policy.

### **University Student Code of Conduct**

Individual Sport Club student participants are held to the University Student Code of Conduct, whether on campus, off-campus within the New Brunswick community, or travelling on behalf of Rutgers University.

Sport Club Officers should familiarize themselves with the specific policies that could affect themselves, their officers or student members. This includes:

- ❖ University Policy 10.2.12- Safety Intervention Policy
- ❖ University Policy 60.1.33: Title IX Policy and Grievance Procedures
- ❖ University Policy 30.1.9: Protection of Minors
- ❖ Residence Life Policy for New Brunswick
- ❖ [New Jersey Anti- Hazing Law](#)

Violations of the Student Code of Conduct include, but are not limited to Section VI: Rules and Regulations:

- ❖ Section A- Aiding, enabling or assisting any person in committing any violation of the Student Code of Conduct.
- ❖ Section C- Violations of the Title IX policy and Grievance Procedures
- ❖ Section D- Acts of dishonesty
- ❖ Section E- Safety Violations
  - Point 3- Intentionally or recklessly endangering the welfare of any individual.
  - Point 7- Utilizing any instrument in a manner that endangers or tends to endanger any person.
  - Point 9- Failing to comply with the reasonable and lawful directions of University officials and/or University police, including but not limited to, instructions to produce identification.
- ❖ Section F- Physical misconduct
  - Point 1- Inflicting bodily harm upon any person or animal
  - Point 2- Using or threatening to use force against a person or animal
- ❖ Section G- Sexual misconduct outside the scope of the Title IX Policy and Grievances Procedures
  - Point 1- Gender-based harassment, which refers to acts of aggression, intimidation, stalking, or hostility based on gender, gender identity, or gender-stereotyping. Gender-based harassment can occur if students are harassed either for exhibiting what is perceived as a stereotypical characteristic of their sex, or for failing to conform to stereotypical notions of masculinity or femininity. To constitute harassment, the conduct must unreasonably interfere with an individual's education or academic activities or create an intimidating, hostile, demeaning, or offensive academic or living environment.
- ❖ Section H- Bullying, intimidation, and harassment
- ❖ Section K- Hazing
  - Point 1- Engaging in any act that impacts the mental, emotional, or physical health or safety of a student for the purpose of initiation into, admission into, affiliation with, or continued membership in any organization or team whose members are Rutgers University students.

- Point 2- Engaging in any activity that is inconsistent with regulations or policies of Rutgers University or laws in the State of New Jersey for the purpose of initiation into, admission into, affiliation with, or continued membership in any organization or team whose members are Rutgers University students.
- ❖ Section M- Theft or damage to property
- ❖ Section N- Use of possession of alcohol, narcotics, or other drugs
- ❖ Section Q- Disorderly Conduct
- ❖ Section S- Violations of other published University regulations or policies

Officers and student members should read the full student code of conduct as they can be held to any violations, even those not specifically listed above.

## **Hazing**

Hazing is not permitted or tolerated by any Sport Club Organization. Students should understand the definition of hazing and how even non-obvious acts are hazing.

Hazing is defined as an act that is an explicit or implicit condition for initiation to, admission into affiliation with, or continued membership in a group or organization. Hazing is a broad term encompassing an action or activity which does not contribute to the positive development of a person; which inflicts or intends to cause physical or mental harm or anxieties; and/or which demeans, degrades, or disgraces any person regardless of locations, intent or consent of participants.

Examples of forms of Hazing that are prohibited are:

- ❖ Forcing, requiring, or endorsing new members/associate members to consume alcohol or other drugs and/or providing such alcohol or other drugs, the unauthorized or illegal use of alcohol or other drugs in any form or quantity during any new members activity.
- ❖ Any kind of forced consumption of food, beverages, or other substances.
- ❖ Unauthorized calisthenics (sit-ups, push-ups, runs, etc.)
- ❖ Forced, involuntary branding and tattooing.
- ❖ Pushing, shoving, punching, whipping, beating, tackling, paddling or any other physical abuse.
- ❖ Unauthorized line-ups of any nature.
- ❖ Throwing anything (garbage, water, paint, etc.) at an individual.
- ❖ Any form of psychological abuse, which may cause anxiety or mental harm.
- ❖ Requiring individuals to walk or march in formation of any kind.
- ❖ Publicly wearing apparel which is conspicuous and not normally in good taste (uniforms, head apparel, boots/shoes, etc.)
- ❖ Not permitting individuals to speak for extended periods of time and/or forced exclusion from social contact.
- ❖ Preventing any person from practicing personal hygiene.
- ❖ Any activity, which interferes with an individual's scholastic pursuits (class attendance, preparation, study time, etc.)
- ❖ Theft, defacement, or destruction of private or public property.
- ❖ Conducting unauthorized scavenger hunts, treasure hunts, quests, road trips, paddle hunts, big brother/little brother hunts, big sister/little sister hunts.
- ❖ Engaging in public stunts, public displays or greetings (i.e., greeting initiated members with specific verbiage or coordinated body motions)
- ❖ Servitude of any nature (food runs, personal errands, academic work, etc.)
- ❖ Engaging in activities that result in sleep deprivation (i.e., less than six consecutive hours of sleep each night)
- ❖ Conducting an unauthorized new member related activity between the hours of 12:00 midnight and 7:00AM or awakening individuals during these hours.
- ❖ Nudity or exposure to elements at any time.
- ❖ Yelling, screaming, or calling individuals demeaning names.
- ❖ Engaging in unauthorized activities, which involve compelling an individual or group of individuals to remain at a certain location or transporting anyone anywhere, within or outside the city of New Brunswick (road trips, kidnaps, sneaks, drops, etc.)
- ❖ Assigning or endorsing "pranks" (stealing composites, trophies, mascots, etc.)

- ❖ Conducting activities which do not allow adequate time for study during pre-initiation or initiation period.

### **Sport Club Policies**

Sport Clubs are responsible for ensuring the safety of their members by following all Recreation and University policies. If a Sport Club is found to be in violation of any policies, they will be referred to the appropriate disciplinary board.

Any violations of Sport Club specific policies will be handled on a case-by-case basis. Potential penalties can include:

- ❖ Loss of practice, competition, or meeting space for a determined amount of time
- ❖ Loss of travel privileges for a determined amount of time
- ❖ Loss of allocation money or ability to obtain additional allocation through the Sport Club Advisory Board
- ❖ Election of new officers to replace existing officers.
- ❖ Suspension of individuals from participation for a defined time
- ❖ Suspension of Sport Club team for a defined time
- ❖ Any other sanction deemed to be appropriate considering the violation by the Sport Club Office.

### **Sport Club Violations**

The following are violations that while not rising to the category of a student organization violation are considered serious as they threaten the safety and welfare of Sport Club individuals or threatens poses liability to Rutgers University.

Violations:

- ❖ Ineligible participant
- ❖ Unauthorized practice
- ❖ Unauthorized competition
- ❖ Unauthorized travel
- ❖ Unauthorized purchases
- ❖ Unauthorized coaches
- ❖ Violation of SABO Policies
  - Withholding Club funds from SABO
  - Unauthorized fundraisers
- ❖ Failure to report incidents during Club practices & competitions
- ❖ Disrespecting Recreation Department personnel or policies

### **Process for Violations**

If a violation occurs the below process will be followed:

1. Club Officers or students in violation will be notified of a potential violation by email.
2. Club Officers or students in violation will schedule a meeting with Sport Club Advisor to determine if the violation occurred.
3. Club Sport Office will determine if the violation has occurred and if the violation is required to be reported to Student Conduct, Student Organization Conduct or law enforcement.
4. Club Sport Office will notify the Club Officers or students in violation of any potential sanctions and timeline for completing sanctions.
5. Club Officers or students in violation will agree to the sanctions or appeal to the Director of Sport.

### **Administrative Compliance Points**

The objective of the compliance point program is to define, through a tracked point system, how compliant a Sport Club team is with the requirements and expectations of the Sport Club Program. The point system will be used to determine appropriate allocations every academic year based on how many points a Club acquires the previous academic year.

### **Term**

The compliance point program will follow a May- April Term. The points will reset on May 1<sup>st</sup> of every year. The purpose of this is to allow the incoming officers to begin to comply with requirements and acquire points during the Transition process each year.

**Points**

Clubs are given a list of requirements and expectations that they must/ can complete, and the assigned point value based on how big of a priority that item is.

**Deductions**

Some activities or non-compliance can result in point deductions. These deductions are designed to deter activities that increase risk to the Club or participant, not to punish a Club for incidents that are outside of the Clubs control such as an injury.

**Point Table**

Transition				
Item	Due Date	Point Value	Total Points	Notes
Transition Form	April	10	10	
Budget	April	10	10	
Transition Meeting	June- August	10	10	
Updated Constitution	September	10	10	
Safety Officers	September	10	20	10 Pts for required 1. 2pts for each additional up to 5
Coach Registered on DSE	September	10	10	All coaches must be registered credit for 1
		<b>Total</b>	<b>70</b>	
Yearly				
Item	Due Date	Point Value	Total Points	Notes
Travel	Throughout	5	30	Must complete all travel forms for credit
Social Media	Throughout	5	40	Checked monthly to ensure activeness
		<b>Total</b>	<b>70</b>	
Fall Items				
Item	Due Date	Point Value	Total Points	Notes
Involvement Fair	August	10	10	
Weekly Attendance	Every Week	2	30	
Fall Schedule	September	10	10	
President's Meetings	Throughout	10	20	
Semester Meeting	November/ December	10	10	
		<b>Total</b>	<b>80</b>	
Spring Items				
Item	Due Date	Point Value	Total Points	Notes
Weekly Attendance	Every Week	2	30	
Spring Schedule	January	10	10	
President's Meetings	Throughout	10	30	
End of Year Meeting	April/ May	10	10	
		<b>Total</b>	<b>80</b>	
		<b>Yearly Total</b>	<b>300</b>	
Deductions				
Item	Deduction Value	Additional Sanctions		
Ineligible Member Practicing or Competing	-10			
Unauthorized Practice	-10			
Unauthorized Competiton	-20			
Violation of SABO Policies	-20			
Failure to Report Incidents or Injuries	-20			
Unauthorized Purchase	-20			
Unauthorized Coaches	-50			
Unauthorized Travel	-100	Suspension of Sport Club		

**Classification**

To best serve the needs and maximize resources to all Sport Club organizations, beginning in the Fall of 2021 Clubs will be classified as either Competitive or Communal.

*Competitive Sport Clubs* are organizations that travel two or more times per academic year off-campus to compete against other university or college Sport Club teams. The primary purpose of a Competitive Sport Club is to compete as a team or individuals in their Sport. These teams typically require higher levels of funding due to the costs associated with travelling and competing such as governing body/ league/ competition fees, officials/referee fees, travel costs, lodging costs, uniforms, and equipment.

*Communal Sport Clubs* are organizations that travel once or less times per academic year off-campus. The primary purpose of a Communal Sport Club is to learn or experience a Sport with other members of the Rutgers community in a non- competitive or low-competitive environment. These teams typically require less funding due to the nature of their organization but may still require funding for on-campus programs, equipment, and instructor fees.

**Standing**

Within each classification Clubs will be able to acquire points through completing a variety of expectations or activities that are required or expected by the Sport Club Office. Points are then used to determine funding levels. It is important to note that the point system is not used to compare Sport Clubs to each other, but to measure each individual Clubs compliance with the Sport Club Office. Due to this there are no limits on the number of Clubs that can be in the top, middle or bottom tiers.

**Competitive Sport Clubs Tiers**

**Scarlet- 250 or more points**

Maximum allocation \$15000

\$5000 max fundraising match while funding is available

\$3000 max additional funding requests for clubs that are ranked and qualify for regionals and nationals

\$1500 max additional funding requests for clubs all other special funding requests

**Black- 200-249 points**

Maximum allocation \$7500

\$5000 max fundraising match while funding is available

\$2000 max additional funding requests for clubs that are ranked and qualify

\$1000 max additional funding requests for clubs all other requests

**White- 155-199 points**

Maximum allocation \$3000

\$2500 max fundraising match while funding is available

\$1500 max additional funding requests for clubs that are ranked and qualify

\$750 max additional funding requests for clubs all other requests

**Probation- 154 or less points**

No Allocation

No fundraising match

No support funds

**New Sport Clubs**

Maximum allocation \$900

\$250 max fundraising match

\$1500 max additional funding requests for clubs that are ranked by the sport's governing body and qualify for regional or national play.

**Communal Sport Clubs Tiers**

**Scarlet- 250 or more points**

Maximum allocation \$5000

\$3000 max fundraising match while funding is available

\$1000 max additional funding requests for clubs all other requests

**Black- 200-249 points**

Maximum allocation \$2500

\$1500 max fundraising match while funding is available

\$600 max additional funding requests for clubs all other requests

**White- 155-199 points**

Maximum allocation \$1500  
 \$1000 max fundraising match while funding is available  
 \$300 max additional funding requests for clubs all other requests

**Probation- 154 or less points**

No Allocation  
 No fundraising match  
 No support funds

**New Clubs**

\$700 allocation  
 No fundraising match

**Appendix A- Grandfathered Clubs**

The following Sport Clubs do not meet the updated definition of a Sport Club but will be grandfathered into the Sport Club program. If the Sport Club loses its active states for any year, they will no longer be grandfathered into the program and should apply to be a student organization.

- ❖ Aikido
- ❖ Brazilian Jui Jitsu
- ❖ Capoeira
- ❖ Filipino Martial Arts
- ❖ Kendo
- ❖ Kodenkan Jujitsu
- ❖ Martial Arts
- ❖ Performing Dance
- ❖ Salsa Dance
- ❖ Wushu
- ❖ Vin Tsun

**Appendix B- Transition Example Docs**

- [Officer Transition Document](#)
- [Sport Club Budget Form](#)
- [Student Organizations Sample Constitution](#)

**Appendix C- Concussion Resources**

- [Concussion Policy](#)
- [Concussion Fact Sheet](#)
- [Concussion Coaches Training](#)

**Appendix D- Non-Branded Item Logo Approval Process**

1. Purchase Non-branded items from vendor through SABO
  - a. Need to purchase
    - i. Invoice
    - ii. W9 if not on file with SABO
  - b. Account for Purchase
    - i. 114- Uniforms/ Equipment that is owned by the Club & Rutgers University
    - ii. 137- Uniforms/ Equipment that is owned by individuals of Club team
    - iii. Must have sufficient funds and make contribution towards purchase
2. Contact an [approved vendor for artwork](#) proofs



- a. A proof is a visual example of the item and exact logo/ printing done by the company
- 3. Submit the [Branded Merchandise Artwork Review Form](#)
- 4. Once approval is given by Trademark and Licensing and Non-branded items have arrived on campus approved vendor can complete printing
- 5. Submit purchase request to pay approved vendor for printing services
  - a. Need to purchase
    - i. Invoice
    - ii. W9 if not on file with SABO
  - b. Account for Purchase
    - i. 114- Uniforms/ Equipment that is owned by the Club & Rutgers University
    - ii. 137- Uniforms/ Equipment that is owned by individuals of Club team
    - iii. Must have sufficient funds and make contribution towards purchase

### **Appendix E- Form Links**

[New Club Sport Application](#)

[Facility Request Form](#)

[Transportation Request Form](#)

### **Appendix F- Campus Resources**

[Asian American Cultural Center](#)

[Center For Latino Arts and Culture](#)

[Center for Social Justice Education and LGBT Communities](#)

The Center for Social Justice Education and LGBT Communities (SJE) promotes a supportive environment for students of all backgrounds, with a focus on gender and sexuality, while promoting both social and educational opportunities for leadership, identity, and social justice advocacy development. With a critical understanding of multiple identities and connected systems of oppression, SJE works collaboratively with students, faculty, administrators, staff and community members to develop relevant initiatives and policies that center diversity, inclusion, and intersections of identity.

[Compliance and Title IX](#)

The Office of Student Affairs Compliance & Title IX strives to provide a safe campus environment free from all forms of sex discrimination. We accomplish our mission through a collaborative approach that primarily focuses on addressing reported misconduct and providing education to the Rutgers community.

[Dean of Students](#)

[Dining and Retail Services](#)

[Graduate Student Life](#)

The Office of Graduate Student Life (OGSL) at Rutgers University – New Brunswick advocates and supports holistic services that advance a vibrant graduate and professional student experience. The OGSL encourages the intellectual exchange of ideas that enrich personal development, life skills, leadership and global citizenship. OGSL cultivates collaborative partnerships across disciplines, cohorts, and departments where wellness, academic excellence, evolving identities, and life pursuits intersect.

[Major Events and Programs](#)

[Marketing and Communications](#)

[Off-Campus Living and Community Partnerships](#)

Rutgers University Off-Campus Living and Community Partnerships is here to help students, faculty, staff and other Rutgers community members interested in living off campus by providing online resources and educational programming. We provide tips and information about off-campus living including understanding leases, security deposits, and rental responsibilities.



## **Paul Robeson Cultural Center**

### **Research and Assessment**

#### **Residence Life**

Residence Life serves the needs of over 16,000 residents who study, live, and play in around 140 buildings on four campuses in New Brunswick and Piscataway. To support one of the country's largest student housing operations, Residence Life builds community, supports diversity, provides leadership opportunities to residents, responds to individual and community issues, and enables academic success through our efforts in the residence halls. Residence Life employs over seventy full-time professional staff and approximately 400 student staff, with more than 300 staff members living in the residence halls.

#### **Student Activities Business Office (SABO)**

The Student Activity Business Office administers and manages the financial resources of the undergraduate student governments, student organizations and other similar student-focused, student-driven organizations of Rutgers University and departments of Rutgers University. The SABO manages the Rutgers University Student Fund which is comprised of student fees, generated revenue, dues and allocated funds. The SABO provides the management and administrative infrastructure necessary to facilitate the unique needs of its Account Holders. The SABO is dedicated to supporting their Account Holders diverse needs by developing policies, procedures, systems and internal control to ensure compliance with all University policies while providing quality customer service.

#### **Student Centers and Activities**

The Student Centers and Activities Department features programming and spaces on each of Rutgers- New Brunswick's five campuses. For more information please click the link to their website.

#### **Student Conduct**

The Office of Student Conduct administers the student disciplinary system at Rutgers University – New Brunswick, investigating and adjudicating alleged incidents of student misconduct and academic dishonesty. The office enforces the University Code of Student Conduct, Residence Life conduct policies, the Student Organization Standards of Conduct, and the Academic Integrity Policy. The Office of Student Conduct also educates the University community about academic integrity and other ethical issues.

#### **Student Legal Services**

##### **Violence Prevention and Victim Assistance (VPVA)**

The Office for Violence Prevention and Victim Assistance is committed to creating a community free from violence. We provide services designed to raise awareness of and respond to the impact of interpersonal violence and other crimes. Through a combination of direct service, education, training, policy development, and consulting to the University and broader community, we serve as a critical voice in changing prevailing beliefs and attitudes about violence.