

RUTGERS ***RECREATION***

CLUB SPORTS MANUAL



Club Sports Staff

Stephan Pappas

Director of Sports
Phone: 848-445-0462
stephan.pappas@rutgers.edu
Office: WRC Office Suite

Adam Shanley

Club Sports Coordinator
Phone: 848-445-4874
adam.shanley@rutgers.edu
Office: CAG 103

Kristen Imbimbo

Assistant Director of Competitive Sports & Youth Camps
Phone: 848-932-0701
kristen.imbimbo@rutgers.edu
Office: CAG/Cook/Douglass Recreation Center

Chanel White

Graduate Intern, Club Sports
Phone: 848-445-3686
Crw134@echo.rutgers.edu
Office: CAG 103

Introduction

This manual, crafted by the Rutgers Recreation Club Sports Office, serves as a guide to inform members of the University community about the policies and procedures essential for any Club Sports organization to maintain good standing with the Club Sports Program and University.

This manual will be updated by the Club Sports Office each summer. Students should use this manual and its appendices as a resource to answer questions about how to successfully operate their organization.

Student Affairs

The Division of Student Affairs at Rutgers University–New Brunswick seeks to help students succeed and thrive, while attending Rutgers and after graduation as well. Our programs, services, and learning opportunities align with our mission, vision, and core values, reflecting the tenets of the Knight's Call, while using data to inform how our offerings evolve. The four pillars of academic success, student engagement, health and wellness, and inclusion are fundamental to our work.

Comprised of 23 departments, over 1,000 staff members, and more than 2,300 student staff members, Student Affairs facilitates interactions among students, faculty, and staff to promote students' academic success, personal growth, and professional development. Our staff are committed to working with students to enrich the quality of their lives so that they can achieve their goals.

The Club Sports Program is a part of Rutgers Recreation, within the Division of Student Affairs at Rutgers University.

Mission

With students at the heart of all we do, the Division of Student Affairs facilitates innovative learning and developmental experiences, challenging and preparing students to successfully learn, engage, serve, and lead at Rutgers University and in a global society.

Vision

Cultivate positive transformative experiences, challenging students to be their best at Rutgers and beyond.

Values

The following values are central to the Division of Student Affairs and guide how we do our work and fulfill our mission.

Community: We respond to the needs of our students with compassion and care. We use restorative practices to build, maintain, and heal relationships. We create a culture of grace around learning from mistakes.

Inclusion: We foster the development and preservation of a community where all members feel they belong.

Learning: Learning for students occurs inside and outside the classroom. As such, we are educators first in our service to students.

Integrity: We uphold the highest ethical and professional standards in our service to students and the university community.

Tradition and Pride: We are committed to being a leading division of student affairs. We do this through data-driven decision making, a focus on continuous improvement, embracing innovative practices, and telling our story.

Rutgers Recreation

Mission

Facilitate inclusive recreation opportunities to foster self-discovery, belonging, and wellness for the Scarlet Knight community.

Vision

A Thriving Rutgers community embracing lifelong wellbeing.

Values

The following values are central to Rutgers Recreation and guide how the department works toward fulfilling the department's mission.

Rutgers Club Sports

The Club Sports Program is a program area within the Rutgers University Recreational Services Department. Rutgers The Club Sports Program consists of over 55 student-led organizations for over 3,500 participants on all 5 New Brunswick campuses at Rutgers, the State University of New Jersey. The Club Sports Professional Staff support the Club Sports Program by offering guidance and assistance to the student Officers of each Club Sports organization.

Inclusion Statement

The Club Sports Program strives to develop student leaders prepared for the challenges of the modern world by empowering students of all backgrounds while creating open, welcoming, and inclusive environments. The Club Sports Program recognizes the importance of diversity of lived experiences and identities and the strength of engaging individuals by cultivating mutual respect and positive communication between athletes.

Transgender Athlete Statement

All eligible participants can choose to join any gendered Club Sports organization based on their gender identity, regardless of the policies set by national governing bodies. Each Club Sports organization's national governing body may have additional requirements or policies regarding gendered roster eligibility for sanctioned competition.

Definition of a Club Sport

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

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

Grandfathered Organizations

The following Club Sports organizations do not meet the above definition of a Club Sports but have been grandfathered into the Club Sports Program. If a Club Sports organization loses its active status for an entire academic year, it will no longer retain its grandfathered status within the Club Sports Program and must undergo the process to re-establish itself as a general student organization.

- | | | |
|-------------------------|--------------------|---------------|
| ❖ Aikido | ❖ Kodokan Jujitsu | ❖ Salsa Dance |
| ❖ Brazilian Jui Jitsu | ❖ Martial Arts | ❖ Ving Tsun |
| ❖ Filipino Martial Arts | ❖ Performing Dance | ❖ Wushu |
| ❖ Kendo | | |

Member Eligibility

All undergraduate, graduate, professional, and doctoral students enrolled as full-time students at Rutgers-New Brunswick, who pay the University Student Fee, are eligible to participate in the Club Sports Program. All Rutgers-New Brunswick faculty and staff with a Rutgers Recreation membership are also eligible to participate in the Club Sports Program.

Additionally, all participants must register and be approved on Do Sports Easy (DSE) to be eligible to practice or compete with any Club Sports organization. DSE is the Club Sports Office's administrative system to assist with risk management of the Club Sports Program.

[See "Do Sports Easy" for more information.](#)

Satellite Campus Eligibility

Students from the Rutgers-Camden or Rutgers-Newark campuses can participate in the Club Sports Program at Rutgers-New Brunswick if their home campus does not have an active Club Sports organization for the sport they wish to play. Individuals must purchase a Recreation membership if they are involved in an indoor on-campus Club that uses a Recreation facility.

Governing Body Eligibility

National or regional governing bodies and leagues may establish additional eligibility requirements for sanctioned competitions. Prior to all competitions, governing bodies may provide Club Sports organizations with eligibility forms. These forms must be submitted to the Office of the Registrar at least 10 business days before the form's due date, as specified by the organization's governing body. The Club Sports Office is not authorized to sign these eligibility forms on behalf of any Club Sports organization.

- ❖ Please contact Brian Warcup, Associate Registrar, with any questions regarding eligibility forms.
 - Bwarcup@rutgers.edu

Eligibility forms require the student's original signature to release their academic records. ***Club Sports Officers are not permitted to sign eligibility forms on behalf of other individuals.***

New Club Sports Application Process

New Club Sports Criteria

Students who wish to create a new Club Sports organization must submit a formal application and be aware of specific timelines and requirements. For an application to be considered by the Club Sports Professional Staff, a Club must meet the below criteria:

1. *Club Sports 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:* The Club Sports Application must include the personal information (first name, last name, and Rutgers NetID) of 15 unique, returning Rutgers-New Brunswick students.
3. *No Existing Overlap:* The proposed Club Sports cannot be the same activity as an existing organization within the Club Sports Program.

Application Timeline

Students who wish to apply for Club Sports status must submit their applications according to the timeline below for Spring 2025 and Fall 2025.

- Spring 2026- Application opens on Monday, October 6th, 2025, and closes on Friday, October 26th, 2025.
- Fall 2026- Application opens on Monday, February 2nd, 2026, and closes on Friday, February 27th, 2026.

Application Process

Students must complete the following application process during the appropriate timeline for their application to be considered:

1. Contacting and Meeting with a Club Sports Professional Staff Member to:
 - a. Complete a risk assessment of the proposed activity.
 - b. Discuss the expectations of participating in the Club Sports Program.
2. Complete the Official [Application via Smartsheet; this includes providing the following information:](#)
 - a. Student Interest:
 - i. Complete the [New Club Sports Student Interest form](#) with the first and last names and Rutgers NetIDs of 15 unique, returning Rutgers-New Brunswick students.
 - b. Proposed Initial Executive Board Members
 - i. Provide the first and last name, Rutgers NetID, preferred email, and phone number of the proposed initial Club President, Vice President, and Treasurer.
 - c. Governing Body Information
 - i. Provide information regarding the sport's national or regional governing body's yearly dues, participation and competitive requirements, and seasonal calendar.
 - d. Proposed Budget
 - i. Provide details regarding the applying club's potential expenses and income (including membership dues and fundraising).
 - e. Constitution
 - i. Provide a complete [Club Constitution](#) for the proposed Club Sports organization .
 - f. Risk Assessment
 - i. Provide information regarding the risks associated with participation in the proposed sport. This includes the risk of major, life-threatening injury, the risk of concussion, and any other associated risks.
 - g. General Equipment Needs
 - i. Provide details regarding the general equipment needs of the proposed sport.
 - h. General Facility Needs (for practices/competitions)
 - i. Provide details regarding the general facility needs of the proposed sport. This includes the type of surface used for the sport, the size of the space used for the sport, and if a fitting facility exists on campus or in the New Brunswick area.
 - ii. If there is no fitting facility on campus, describe the costs, distance from campus, and transportation needs of a local, off-campus facility.
3. Application is Reviewed by Club Sports Professional Staff and Club Sports Advisory Board
 - a. Once the New Club Sports Application is fully completed, the Club Sports Professional Staff and the Club Sports Advisory Board will review application.
4. Proposal Presentation
 - a. The applying students must present their application to the Club Sports Professional Staff and Club Sports Advisory Board.
 - b. All presentation materials must be provided to the Club Sports Office prior to the presentation.
5. The Club Sports Professional Staff and Advisory Board will complete a vote to approve the application.
 - a. Each Club Sports Professional Staff receives 1 vote.
 - b. The Club Sports Advisory Board receives 1 vote.
 - c. If the vote results in a majority in favor of adding the Club to the Club Sports Program, the Club will be officially added to the Club Sports Program.
6. Decisions will be Directly Communicated to Prospective Student Officers
 - a. New Club Sports approval decisions will be based on the New Club Sports organization meeting all criteria of the Club Sports definition, the availability of resources within the Club Sports Program, the risk assessment of the proposed activity, and the overall quality of the application and presentation.

For important links regarding the New Club Application Process, please refer to [Appendix A](#).

Club Sports Advisory Board (CSAB)

The Club Sports Advisory Board (CSAB) serves as a platform for students to share their perspectives on how Club Sports policies and procedures directly influence the student experience. All suggestions and opinions of the CSAB will be considered in all Club Sports policy-related decision making.

CSAB Responsibilities

The Club Sports Advisory Board is responsible for:

- ❖ Appropriating initial annual allocations and overseeing the Special Allocation process;
- ❖ Making recommendations to the Club Sports Professional Staff regarding Club Sports Program policies and procedures;
- ❖ Providing recommendations to the Club Sports Professional Staff regarding the acceptance or denial of proposed new Club Sports;
- ❖ Programming community-building events for the broader Club Sports community.

The CSAB will hold two meetings per month of the academic year to discuss and address relevant updates regarding Club Sports policies and procedures.

CSAB Membership

There are up to seven Student Members on the Advisory Board. The Club Sports Professional Staff will select Board Members based on interest, qualifications, and a brief interview. New Members will be selected for and introduced to the Advisory Board each April to fill vacancies left by graduating Members. The Graduate Intern for Club Sports will directly advise the Advisory Board.

CSAB Member Conduct

Students selected to the Advisory Board are expected to represent the Club Sports Program, their Club, 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, Departmental, or Program Policy or represents themselves in a manner not aligned with the values of the Club Sports Program.

Club Sports Executive Boards

All Club Sports organizations are required to have an Executive Board (E-Board) consisting of, at least, a President, a Vice President, and a Treasurer. An organization can choose to elect additional officer positions to their E-Board if said positions are written into their constitution. All Club Officers should be elected or appointed based on the process outlined in their Club's constitution.

E-Board Officer Eligibility

To be eligible for consideration for an E-Board Officer position, a student must:

- ❖ Be a full-time, undergraduate student in good standing with the University;
 - "Good Standing" is defined as a student:
 - Having no active Student Conduct Sanctions at the level of Probation or higher against them.
 - <https://policies.rutgers.edu/10211-currentpdf>
- ❖ Not be a required officer of more than one Club Sports organization;
 - This policy is designed to allow students to diversify their leadership opportunities. We encourage students to hold officer positions in other organizations outside of Club Sports.
- ❖ Have been a Club Member for at least one full semester (can be waived if necessary).

E-Board Elections

Each Club Sports organization must elect new E-Board Officers according to the processes outlined in their Club's Constitution. If E-Board Officer changes occur outside the standard election cycle, Clubs must communicate these changes to the Club Sports Office as soon as possible.

ALL Executive Board elections *must* be completed and reported to the Club Sports Office through the Club Officer Transition Form by a specified date each spring.

Officer Positions & Responsibilities

All Club Officers are responsible for:

- ❖ Understanding and abiding by the University student code of conduct and student organization code of conduct including hazing, alcohol/ drug, and disciplinary process.
- ❖ Representing Rutgers University and Club Sports according to the Student Code of Conduct
- ❖ Communicating policy violations, Club disputes and non-compliance to Club Sports Staff
- ❖ Building community within their Club Sports team
- ❖ Recruiting and engaging new members
- ❖ Attending and completing Officer trainings, including those on the Club Sports Officer Canvas Page
- ❖ Mentoring and communicating with incoming officers

President

The President serves as the primary point of contact between the Club and the Club Sports Office. A Club's President is responsible for:

- ❖ Reviewing and updating the Club Constitution on an annual basis;
- ❖ Ensuring that all Club E-Board Officers, Members, and Coaches are registered on Do Sports Easy prior to any participation in practices or competitions;
- ❖ Ensuring knowledge and compliance with all University policies included in the Club Sports Manual;
- ❖ Meeting with the Club Sports Office throughout the semester (In-Person or Zoom);
- ❖ Submitting all facility requests for home competitions or special events;
- ❖ Coordinating all league activities, if applicable, including:
 - Maintaining league participation and eligibility;
 - Organizing league competition schedules;
 - Organizing the scheduling and payment of Officials for home competitions;
- ❖ Overseeing the annual E-Board Officer election process as outlined by their Club's Constitution;
- ❖ Maintaining an up-to-date record of all active Club Members via Do Sports Easy's roster management system;
- ❖ Attending all events deemed mandatory by the Club Sports Office (e.g., Monthly President's Meetings, Fall Involvement Fair, Officer Training Events, etc.).

Monthly President's Meetings

- ❖ All Club Presidents are required to attend monthly President's Meetings. These meetings are designed to inform Club leadership of updates from the University, Division of Student Affairs, Recreation Department, and Club Sports Program. These meetings allow students to engage with other Club Sports leadership and featured guest speakers.
- ❖ In the event a Club President has a conflicting class schedule or prior obligation, the Club President should contact the Graduate Intern for Club Sports as soon as possible and have the Club's Vice President or Treasurer attend the meeting in place of the Club President.
- ❖ In the event the President nor any other Club Officer is available to attend, the Club President must reach out to the Graduate Intern for Club Sports to schedule a time to discuss the content of the missed President's Meeting.
- ❖ In the event of the Club President's absence without prior communication with the Club Sports Office or delegation of attendance to another designated Club Officer, the Club Sports organization will be subject to [probationary status](#) as determined by the Club Sports Office.

Vice President

The Vice-President serves as the secondary officer of the Club. A Club's Vice President is responsible for:

- ❖ Managing the Club Sports Program's risk management policy and enforcement of said policies within their Club. Including, but not limited to:
 - Ensuring the presence of an approved Safety Officer at all Club events (practices, competitions, socials, etc.);
 - Ensuring all Drivers are appropriately approved in DSE (e.g., When traveling with a University Van, ensure there are two approved Defensive Drivers registered in DSE);
 - Completing all Incident Reports for the Club;

- ❖ Submitting all events, home and away, to DSE for approval;
- ❖ Completing all post-event reports on DSE (including those for practices or other non-competitive events);
- ❖ Maintaining an accurate inventory of Club equipment and supplies;
- ❖ Serving as the Club's primary Risk Manager.

Treasurer

The Treasurer serves as the financial officer of the Club. A Club's Treasurer is responsible for:

- ❖ Completing all mandatory SABO training;
- ❖ Understanding the policies and procedures regarding the Club's SABO account;
- ❖ Submitting all payments for any Club related purchases, as well as coaching or officials' fees, to SABO;
- ❖ Collecting and depositing all Club funds into the Club's SABO account (i.e., Member dues, fundraising checks, etc.);
- ❖ Preparing and submitting annual budget by the spring deadline, in collaboration with the outgoing Treasurer;
- ❖ Tracking fundraising activities (i.e., expenses, revenue, profit, and Fundraising Matching forms on DSE).

Additional Responsibilities & Action Items

Below is a list of additional responsibilities and action items Club Sports organizations have traditionally assigned to one of the three required Officer positions or to an additional, non-required E-Board Officer, such as a Social Media Coordinator or Fundraising Chair.

- ❖ Recording Member attendance at all events via the Club's DSE page;
- ❖ Planning Club fundraisers and ensuring compliance with University fundraising policies for student organizations;
 - Working with the Club's Treasurer to assist in tracking all expenses, revenue, and profit of fundraising events
- ❖ Completing all actions required to order and purchase any branded merchandise. Including the following:
 - Discussing any merchandise or apparel orders with the Club Sports Office
 - Submitting Branded Merchandise Artwork Review forms to Trademark and Licensing
- ❖ Submitting Trademark and Licensing approvals to Club Sports officer prior to any branded merchandise being purchased;
- ❖ Coordinating community service events for Club Members;
- ❖ Maintaining all Club Social Media accounts;
- ❖ If necessary, ensure all Club Members have completed required concussion testing (High-Risk Clubs).

Executive Board Transition Requirements

The requirements below must be submitted annually for an organization to be an active Club Sports organization. The Club Sports Office will contact the outgoing and incoming Officers to complete these requirements. If requirements are not met, the Club Sports Office will hold a general membership meeting for the Club to ensure that members have an opportunity to fulfill the Transition Requirements to remain active.

- ❖ [Transition Form](#) — Due each April
- ❖ [Budget Form](#) — Due in Spring for the upcoming year
- ❖ [Club Constitution](#) — Due before the Fall Semester
- ❖ Incoming Officer Trainings — Completed between April and September

All specific due dates for the following requirements will be communicated to E-Board Officers by the Club Sports professional staff via email.

Transition Form

Outgoing E-Board Officers must submit the [Transition Form](#) every April. This form begins the transition process for the following academic year, by informing the Club Sports Office of the new E-Board Officers for each Club Sports organization.

The Transition Form can be found in [Appendix C](#).

Budget

Club Sports Budget Forms must be completed at the end of each Fall and Spring semester. The budgeting process allows organizations to plan for the upcoming academic year and the Club Sports Office and Club Sports Advisory Board to allocate funding based on each Clubs' projected income & expenses.

- ❖ Each Spring, the incoming Club Treasurer and President should complete the Club Sports Budget form, with the support of the outgoing Club Treasurer and President.

A sample and template Club Sports Budget Form can be found in [Appendix C](#).

Constitution

An updated or reviewed Constitution must be submitted to the Club Sports Office by the start of each Fall Semester. The Constitution informs the officers of the operations specific to their Club.

Constitutions must be made available to all Club Members at the beginning of the academic year and remain available as new Club Members join the Club. Constitutions should be annually updated and posted to the Club's getINVOLVED page.

[Appendix C](#) contains the necessary sections, a template, and a sample version of a Club Sports Constitution.

Officer Trainings

All required E-Board Officers (President, Vice President, Treasurer) must complete training for their specific position. The trainings will cover Club Sports Program and University policies and procedures for student organizations. The training will consist of online, self-guided components administered through Canvas, supplemented by in-person and webinar-style training conducted throughout the summer and into the fall semester.

Treasurers are also required to complete any training mandated by the Student Activity Business Office (SABO). If a Club Sports organization has additional, non-required Officers on the Club's E-Board, and their responsibilities fall under those of the required Officers, these additional, non-required Officers must also complete all required training.

Officer Resources

Canvas

The Club Sports Office utilizes the Canvas learning management system to maintain a collection of resources for E-Board Officers. E-Board Officers will be added to the Canvas page in May of each year, following their formal transition to their Club's Executive Board.

The Canvas page hosts mandatory training modules and quizzes, detailed how-to guides for important processes and procedures, and an array of additional resources to assist Club Officers with their responsibilities (essential links, forms, templates, etc.). The Canvas page will be regularly updated throughout the year with additional information and resources.

- ❖ All required E-Board Officers (President, Vice President, and Treasurer) must complete mandatory Canvas quizzes covering information from the Officer training modules. Failure to do so will result in the Club being placed on [probationary status](#) by the Club Sports Office, during which practices, competitions, and other Club events are not permitted until all training requirements are fulfilled.

Instagram

Follow [@rurec](#) on Instagram for important updates and reminders, as well as highlights of Club accomplishments throughout the academic year. Tag [@rurec](#) in your Club's posts/stories for additional exposure and promotion within the Club Sports and University community.

The Club Sports Office encourages each Club to establish and maintain its own [Instagram](#) account to foster engagement with [@rurec](#), as well as other members of the Rutgers community, including students, staff, faculty, and alumni.

Recreation Webpage

For additional information regarding the Rutgers Recreation, please visit the [Rutgers Recreation webpage](#). The [Club Sports webpage](#) hosts additional information regarding starting a Club Sports organization, member eligibility criteria, and additional Officer resources, including important links.

Risk Management — Do Sports Easy and Club Events

The primary responsibility of the Club Sports Professional Staff is to ensure the safety of all members of the Club Sports community. To minimize risk and provide adequate resources when risk cannot be avoided, the Club Sports Program utilizes several risk management policies, tools, and resources as detailed below.

Do Sports Easy

[Do Sports Easy](#) (DSE) is the Club Sports Program's online Member and Event management software. The Club Sports Program utilizes DSE to maintain accurate records of member registration, member waivers, team events (including home and away events), and fundraising match forms.

Individual Member Management

All Club Sports participants (and coaches) must complete a DSE registration form for each Club Sports organization they intend to practice or compete with. This registration form collects essential information including personal identification, emergency contacts, E-Board Officer status, medical needs, Safety Officer status, approved driver status, and requires agreement to two important contracts: an Assumption of Risk and adherence to the University's Hazing Policy.

Upon completion of their registration on DSE, individuals are designated as one of the following statuses:

- ❖ *Approved-Active*: Individual is approved to practice/compete.
- ❖ *Approved-Inactive*: Individual is approved, but inactive to practice/compete due to an issue of eligibility.
- ❖ *Pending Approval*: Individual has submitted registration form, but the Club Sports Office has not yet reviewed/approved the registration.
- ❖ *Incomplete*: Individual has started registration process but has not fully completed the registration form.
- ❖ *Missing Requirements*: Member must upload additional documentation.
 - If an individual has selected "Yes" when asked "Will you serve as Safety Officer (certified in CPR or/and First-Aid)?," individual must upload an up-to-date copy of their CPR/First Aid Certification
 - If an individual has selected "Yes" when asked "Are you interested in becoming an approved driver?," individual must upload an up-to-date copy of their driver's license.
 - If an individual has selected "Yes" when asked "Would you be driving your Personal Vehicle for club travel?," the individual must upload an up-to-date copy of their auto insurance and vehicle registration.
 - If an individual has selected "Yes" when asked "Did you take Defensive Driving through the University?," the individual must upload a copy of their Defensive Driving Certificate.
- ❖ *Disapproved*: Individual has submitted their registration but was denied by the Club Sports Office. Please refer to the disapproval communication for assistance.
- ❖ *Archived*: Member has been taken off the active roster for the Club, but records have been maintained in case they wish to return for future participation.
- ❖ *Ineligible*: Member is permanently ineligible to participate in the Rutgers Club Sports Program.

Club Members are required to re-upload all required documents as the documents expire to ensure the Member does not lose status as a Safety Officer or Approved Personal Vehicle or Defensive Driver.

Club Roster

All current Club E-Board Officers have access to their organization's roster on DSE. E-Board Officers can view Members' eligibility status for practice or competition, registration progress, and Safety Officer and Approved Driver statuses.

To view a Club Roster:

- ❖ Navigate to the Rutgers [Do Sports Easy page](#);

- ❖ Log In using Rutgers NetID in the upper right-hand corner;
- ❖ Navigate to your Club's tile;
- ❖ Select "Roster."

Club Events

All Club Vice-Presidents, or other designated Club E-Board Officers, must submit their organization's events, both home and away, to DSE. The Event Submission includes three parts: an **Initial** Event Submission, a **Final** Event Submission, and a **Post-Event** Report.

To submit an event:

❖ **Initial Event Submission**

- The Initial Event Submission must be completed **at least 15 business days prior to the event.**
- The Initial Event Submission includes the following information:
 - Event Type (Game, Tournament, Event, or Practice)
 - Event/Opponent Name
 - Event Start and End Date and Time
 - Event Location (Home or Away; if Home, specific location on Rutgers' campus)
 - Space for any other information the Club E-Board Officer would like to include in the Initial Submission for the review of the Club Sports Office.

❖ **Final Event Submission**

- The Final Event Submission must be submitted **at least 4 business days prior to the event.**
- For a **Home** Event:
 - Select the roster of Club Members attending the event
 - Provide any other information the Club E-Board Officer would like to include in the Final Submission for the review of the Club Sports Office.
- For an **Away** Event:
 - Event Site Information:
 - Event Site Address (Street Address, City, Zip Code, State)
 - Event Site Contact (Name, Phone Number)
 - Departure and Return Date/Time
 - Provide any other information the Club E-Board Officer would like to include in the Final Submission for the review of the Club Sports Office.
 - Method of Travel Information:
 - Type of vehicles being used for travel
 - Number of each type of vehicle being used for travel
 - Lodging Information:
 - If the Away Event does not require an Overnight Stay, no action is required.
 - If the Away Event does require an Overnight Stay, information must be provided:
 - Hotel Name
 - Hotel Phone Number
 - How many nights at the hotel will be required?
 - How many rooms at the hotel will be required?
 - Travel Arrangement Information:
 - Each Club Member selected in the "Members" section of the Final Event Submission must be sorted based on:
 - The vehicle the Member will be traveling in
 - The Driver of each vehicle (denoted by a check mark in the "Driver" column)
 - The specific hotel room the Member will be staying in (if applicable)

❖ **Post-Event Report**

- The Post-Event Report must be submitted **by the end of the first business day following the Event.**
- The Post-Event Report includes the following information:
 - Result (Win, Loss, Draw, N/A)

- Rutgers Score
- Opponent Score
- Space to provide any information regarding any injuries or other incidents, as well as highlight specific athletes or important progress in the Club's season and provide feedback on or context for any issues encountered with the facility.
- Post-Event Reports are required for all events, including practices.
- Post-Event Reports should be completed even if there were no remarkable issues or incidents.

For detailed instructions for completing all DSE event submissions, refer to [Appendix D](#).

Practice Attendance

All Clubs are required to record Member attendance for all practices via DSE. At the beginning of each practice, a designated E-Board Officer must record attendance by checking off all present Members in that practice's "Event" in DSE, under the "Members" tab.

Risk Management — Student Drivers

Driving and Vehicle Policies

All student drivers must be approved on Do Sports Easy to drive the type of vehicle they will be utilizing for travel. Club Members are encouraged to register to become approved drivers at the time of registration to ease the travel approval process throughout the school year.

There are two types of approved drivers: Personal Vehicle Drivers and Defensive Drivers.

Personal Vehicle Drivers

- ❖ Personal Vehicle Drivers are Club Members who own or lease, or their family owns and leases, a personal vehicle and the Member intends to drive themselves and other Club Members to and from Club Events.
- ❖ Personal Vehicle Drivers must upload the following, up to date, documents to Do Sports Easy to be approved to drive themselves or other Club Members to and from Club Events in their personal vehicle:
 - ❖ A copy of their driver's license
 - ❖ A copy of their insurance card
 - ❖ A copy of their vehicle registration
- ❖ Personal Vehicle Drivers must make the following correct selections in the "Driver Info" section of their DSE registration form:
 - ❖ "Are you interested in becoming an approved driver?" – "Yes"
 - ❖ "Would you be driving your Personal Vehicle for club travel?" – "Yes"
 - ❖ The "Driver Waiver" Statement – "Yes"
 - ❖ The "Approved Driver Statement" – "I recognize that I am not considered an approved driver and I am not allowed to rent or drive vehicles for club travel, until I am officially approved by the University." – "Yes"

Defensive Drivers

- ❖ Defensive Drivers are Club Members who have completed the Rutgers University Defensive Driving course, operated by the Institutional Planning & Operations department, and intend to drive themselves and other Club Members to and from Club Events in a University Vehicle.
- ❖ Defensive Drivers must upload the following, up to date, documents to Do Sports Easy to be approved to drive themselves or other Club Members to and from Club Events in a University Vehicle:
 - ❖ A copy of their driver's license
 - ❖ A copy of their Rutgers IP&O Defensive Driving course completion certificate
- ❖ Defensive Drivers must make the correct selections in the "Driver Info" section of DSE
 - ❖ "Are you interested in becoming an approved driver?" – "Yes"
 - ❖ "Did you take Defensive Driving through the University?" – "Yes"
 - ❖ "The "Driver Waiver" Statement – "Yes"
 - ❖ The "Approved Driver Statement" – "I recognize that I am not considered an approved driver and I am not allowed to rent or drive vehicles for club travel, until I am officially approved by the University." – "Yes"
- ❖ Defensive Drivers must be 19 years of age and have at least 2 years of driving experience.

Details regarding registration for the Rutgers IP&O Defensive Driving Course can be found below, in the subsection titled [“Defensive Driving Course Registration.”](#)

Both Personal Vehicle and Defensive Drivers MUST:

- ❖ Limit vehicle transportation to less than 350 miles, or less than 6 hours of driving time, from Campus;
 - ❖ Club Sports Office may approve an additional overnight stay to allow for a further trip.
- ❖ Take at least a 15-minute break every 3 hours;
- ❖ Not drive between 12AM-6AM, unless approved by Club Sports Office prior to travel;
- ❖ Only drive Club Members or coaches;
 - ❖ No family, friends, or spouses are permitted to travel in a team vehicle.
- ❖ Ensure that the capacity of the vehicle is respected;
- ❖ Ensure that all vehicle occupants wear their seatbelts at all times;
- ❖ Avoid driving in case of travel conditions becoming unsafe;
- ❖ Drive only to and from the destination approved by the Club's DSE event submission.

Driving Rutgers University Vans

Rutgers University Vans are only allowed to be driven by Club Members approved to be Defensive Drivers via their DSE registration.

- ❖ Club Members approved as Personal Vehicle Drivers only are not permitted to drive Rutgers University Vans.
- ❖ There must be one more approved Defensive Driver than the number of vehicles reserved present to ensure an injury or other extenuating circumstance does not cause a violation of any Club Sports Driving Policies.

Driving Rental Vehicles

Club Members already approved to be Personal Vehicle or Defensive Drivers may drive rental vehicles on behalf of their Club Sports organization.

- ❖ Due to rental policies, to drive a Rental Vehicle, Club Members approved to be Personal Vehicle or Defensive Drivers must also be 21 years of age or older to drive a Rental Vehicle.

Vehicle Accident Emergency Action Plan

Below is the basic Emergency Action Plan (EAP) to follow if you are in a vehicle accident during Club sponsored travel:

1. Call the Police — It is required to fill out an accident report with the local police where the accident occurred;
2. Fill out a Police Report — An officer will get a statement from you and the other driver;
3. If driving a Rutgers University Van, fill out a Driver's Accident Report (can be found in the key pouch);
4. Request a copy of the police report to be sent to the Club Sports Office;
5. Call a Club Sports Professional Staff Member or RUPD;
6. The circumstances of the accident will determine the next steps;
7. If you have not already contacted the Club Sports Office, do so upon return from the trip to inform them of the accident.

EAP General Reminders

- ❖ Do not leave the scene of an accident until the police have directed you to do so;
- ❖ Do not move the vehicle involved unless it is in a hazardous location;
- ❖ Only discuss the accident with the police;
- ❖ Request a copy of the police report.

Defensive Driving Course Registration

Club Members must complete the Rutgers IP&O Defensive Driving course to be approved to drive Rutgers University Vans.

To register for the Rutgers IP&O Defensive Driving Course:

1. Go to <https://park.ufcp.rutgers.edu/DDCIm/login.aspx>

2. Enter NetID & password;
3. Select Course number 332 Defensive Driving for Rutgers Driving Requirements;
4. Enter information for “home address” with the address on your license;
5. Click Employee for Rutgers Affiliation; **Do Not Click Student;**
6. Enter the following:
 - a. Department – Recreation, Club Sports
 - b. Job Title – Club Sports Driver
 - c. Supervisor Name – Adam Shanley
 - d. Supervisor Email – adam.shanley@rutgers.edu
7. Submit the form;
8. You will get an email in one to two business days with specific instructions regarding the online course.

If there are any issues with the registration form, please contact Lee.Bender@rutgers.edu

Risk Management – Health and Safety

Safety Officers

Each Club must have at least one Safety Officer present at all events unless otherwise approved by the Club Sports Office. Approval by the Club Sports Office depends on the presence of other appropriate safety personnel, including Rutgers Recreation Professional Staff or a certified 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.
- ❖ Complete the Club Sports Safety Officer Training via Canvas and a webinar-style training hosted over the summer.

For the information regarding CPR/First Aid registration, please refer to [Appendix E](#).

Concussion Policy

A concussion is an injury to the brain that 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 defined as a complex pathophysiological process affecting the brain, induced by biomechanical forces.”

Medical professionals utilize clinical, pathologic, and biomechanical injury constructs to define the nature of a concussive head injury. They 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 minutes or 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. The most reported and acknowledged signs and symptoms include:

- ❖ **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 often 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.

Club Sports organizations required to conduct baseline concussion testing for all their athletes are categorized as “[High-Injury Risk](#),” and listed in the Injury Risk Assessment below. The Club Sports Athletic Trainer will conduct baseline testing.

For the full concussion policy, refer to [Appendix E](#).

Incident Reports

Club Vice-Presidents or Safety Officers must promptly report any accidents, injuries, or other incidents involving Club Members during Club Events that raise concern for the Club, its Members, the Club Sports Program, or University at large.

To report such incidents, Club Vice-Presidents or Safety Officers must submit an [Incident Report Form](#).

- ❖ Promptly submit Incident Reports as soon as possible, at most 24 hours, following the incident to inform the Club Sports Office and allow time for Club Sports and Recreation Professional Staff to facilitate any necessary follow-up actions with involved parties.
- ❖ Following submission, a member of the Club Sports or Recreation Professional Staff will review the Incident Report and reach out to Club Sports organization if deemed necessary.
- ❖ Any injuries necessitating a hospital visit must be immediately communicated to a Club Sports Professional Staff member.

Refer to [Appendix J](#) for the Rutgers Recreation Incident Report Link.

Sport-Specific Risk Assessments

To meet the medical needs of every Club Sports organization, a comprehensive risk assessment of each Club Sports organization's activities has been completed. The Club Sports Program has defined two categories of risk: Injury Risk and Technical Risk

Injury Risk

In the context of the Rutgers Club Sports Program, “injury risk” refers to the likelihood or probability of participants in Club Sports organizations sustaining injuries or concussions during Club Sports-related activities. This concept is used to categorize sports based on the potential for injuries, ranging from high to low injury risk.

Injury Risk: HIGH

Club Sports organizations categorized under this level of injury risk are deemed to have a greater likelihood of participants experiencing significant injuries, including concussions, life-threatening injuries, and other serious harm.

Requirements for High Injury Risk Sports

Baseline Concussion Testing: Initial testing to establish a participant's cognitive function before they start participating, which can be used for comparison if a concussion is suspected later.

Safety Officer Presence: A designated individual responsible for overseeing safety protocols must be present at all events.

AT (Athletic Trainer) or EMT (Emergency Medical Technician) Presence: A qualified medical professional must be present at all events to provide immediate care in case of injuries.

Injury Risk: LOW

Club Sports organizations categorized under this level of injury risk are considered to have a lower likelihood of participants sustaining significant injuries due to the nature of the activity.

Requirements for Low Injury Risk Sports

Safety Officer Presence: A designated individual responsible for overseeing safety protocols must be present at all events.

See below for a comprehensive list of injury-risk definitions for all Club Sports organizations:

Injury Risk		
High	Low	
Requires Concussion Testing, an AT/EMT Present at Practices and Competitions, and 1 Safety Officer Present at All Competitions	Only Requires 1 Safety Officer to be Present at All Competitions	
Equestrian*	Aikido	Rock Climbing
Fencing	Badminton	Round net
Field Hockey	Ballroom Dance	Salsa Dance
Figure Skating*	Baseball	Ski & Board
Gymnastics*	Basketball (M & W)	Softball
Ice Hockey (ACHA & AAU)*	Bowling	Swimming
Lacrosse (M & W)	Brazilian Jui Jitsu	Table Tennis
Quadball	Cricket	Tae Kwon Do
Rugby (M & W)	Cycling	Tennis
Sailing*	Filipino Martial Arts	Unified Sports
Soccer (M & W)	Golf	Ving Tsun
Ultimate (M & W)	Kendo	Volleyball (M & W)
Wrestling (M & W)	Kodenkan Jujitsu	Water Polo
	Martial Arts	Weightlifting
	Performing Dance	Wushu
	Pickleball	
	Powerlifting	

*Club Sports organizations categorized as High-Risk for injury and who practice at non-recreation-managed facilities are not required to have an AT/EMT present at all practices.

Technical Risk

In the context of the Rutgers Club Sports Program, "technical risk" refers to the likelihood or probability of participants in Club Sports organizations requiring the instruction of a qualified coach/instructor to minimize the risk of injury during Club Sports-related activities. This concept is used to categorize sports based on the necessity of coaching/instruction, ranging from high to medium to low technical risk.

Technical Risk: HIGH

Club Sports organizations categorized under this level of technical risk require advanced instruction to minimize the activity's associated injury risk.

Requirements for High Technical Risk Sports

Qualified Coach/Instructor Presence: High Technical Risk Club Sports organizations must have a qualified coach or instructor present at all practices and competitions.

Technical Risk: MEDIUM

Club Sports organizations categorized under this level of technical risk are considered to benefit from advanced instruction in terms of team organization. While these Club Sports organizations may be categorized as a high injury risk, a qualified coach or instructor does not necessarily minimize the injury risk associated with these organizations' activities.

Requirements for Medium Technical Risk Sports

Qualified Coach/Instructor Presence: Medium Technical Risk Club Sports organizations are not required to have a qualified coach or instructor present at all practices and competitions, but they are encouraged to do so.

Technical Risk: LOW

Club Sports organizations categorized under this level of technical risk are considered to not require additional instruction by a qualified coach/instructor to decrease risk due to the nature of the activity.

Requirements for Low Technical Risk Sports

Qualified Coach/Instructor Presence: Low Technical Risk Club Sports organizations are not required to have a qualified coach or instructor present at all practices and competitions.

See below for a comprehensive list of technical-risk definitions for all Club Sports organizations:

Technical Risk		
HIGH	MEDIUM	LOW
Qualified Coach/Instructor Require	Qualified Coach/Instructor Encouraged	Qualified Coach/Instructor is NOT Required
Aikido	Field Hockey	Badminton
Brazilian Jui Jitsu	Flag Football (W)	Ballroom Dance
Equestrian	Lacrosse (M & W)	Baseball
Fencing	Powerlifting	Basketball (M & W)
Figure Skating	Ski & Board	Bowling
Filipino Martial Arts	Soccer (M & W)	Cricket
Gymnastics	Swimming	Cycling
Ice Hockey (ACHA & AAU)	Ultimate (M & W)	Golf
Judo	Water Polo	Performing Dance
Kendo	Weightlifting	Pickleball
Kodenkan Jujitsu		Rock Climbing
Martial Arts		Roundnet
Quadball		Running
Rugby (M & W)		Salsa Dance
Sailing		Softball
Taekwondo		Table Tennis
Ving Tsun		Tennis
Wrestling (M & W)		Unified Sports
Wushu		Volleyball (M & W)

Risk Management – Finances

Contracts

A “contract” is a written agreement between an outside entity, organization, or individual and a Rutgers Club Sports organization. Club Sports organizations use contracts in the cases of league agreements, facility agreements, coaches/official agreements, and sponsorship agreements. No Rutgers University Students are permitted to sign contracts on behalf of the University.

All contracts must be reviewed and signed by a member of the University Procurement. If a student were to sign a contract on behalf of a Club Sports organization or the University, the student would be made legally responsible for said contract.

League/Association Agreements

League agreements are contracts provided by a national governing body or league defining the terms and conditions of a Club Sports organization’s participation in said league or association. All league agreements must be written and provided by the league directly. These agreements must be reviewed and signed by a Club Sports Professional Staff Member.

Facility Agreements

Facility Agreements are agreements between an off-campus facility and a Club Sports organization. The off-campus facility provides a standard contract agreement, which must be reviewed and signed by the University Procurement Office. This process can take up to 8 weeks.

If required by the off-campus facility, the Club Sports Office can provide a certificate of insurance to be sent to the facility. The facility must also provide the Club Sports Office with a copy of *their* certificate of insurance to process and pay any facility contracts.

Coaches/ Officials Agreements

All Coaches of any Club Sports organization must maintain a written agreement between themselves and the Club Sports Program listing the terms of their coaching activities, including details regarding payment amount and schedule, and coaching expectations and schedules.

Officials do not need to complete any additional paperwork or registrations.

To be paid by the University, all Coaches and Officials are contracted through the Standard Service Payment Form. The SSP Form includes a W9 form for Coaches/Officials to complete in case the Student Activities Business Office (SABO) does not currently have one on file.

More information regarding the process of completing the Service Payment Form can be found in [Appendix G](#).

Club Sports Practice Schedules

Practice schedules for on-campus facilities are determined on a by-semester basis. A Club Sports organization's E-Board Officers may discuss their preferences with the Club Sports Office, but due to space and scheduling limitations, the Club Sports Office may not be able to meet all student requests regarding practice schedules. Preferences are given to teams currently in their competitive season. The Club Sports Office guarantees each on-campus Club Sport organization two practice slots per week before permitting any organization a third practice slot.

Practice schedules for off-campus facilities are determined by the organization's [facility contract](#).

On-Campus Facilities & Home Events

All Rutgers Club Sports organizations are allowed to request on-campus, Recreation facilities for competitions, special events, and general meeting spaces. Facility availability is balanced between the Club Sports Program, Intramural Sports, group fitness classes, open recreation, and non-Recreation Department-related or non-Rutgers-related external reservations.

Facility requests are not guaranteed to be approved. Reservation priority will be given to Club Sports organizations that are "in-season," in good standing, and/or have a specific facility need.

Hosting an Event at an On-Campus Recreation Managed Facility

To host an event at an on-campus Recreation facility for a Club Sports-related activity, event, or competition, the Club Sports organization's President must complete the following process:

1. Complete a Rutgers Recreation [Facility Request Form](#) **at least 15 business days prior to the event**.
 - There are no exceptions to this policy. Facility requests are subject to facility availability.
 - Before requesting an on-campus Recreation facility, please read the [Facility Reservation Policy](#)
 - The [Facility Request Form](#) requires the following information:
 - Organization Type (select "Rutgers Sport Club")
 - Preferred Date of Event
 - Alternate Date of Event ("Alternate Date of Event" can be the same as "Preferred Date of Event")
 - Organization Name (e.g., Rutgers Club Women's Lacrosse)
 - Name (i.e., President's Name)
 - Phone Number (i.e., President's Phone Number)

- E-Mail Address (i.e., President's E-Mail Address)
 - NetID (i.e., President's NetID)
 - Preferred Campus for the Event (Busch, College Ave, Cook/Douglass, Livingston)
 - Type of Space Requested (Classroom/Conference Room, Dance Studio/Multi-Purpose Room, Deiner Park, Indoor Basketball Court, Outdoor Basketball/Tennis/Volleyball/Pickleball Court, Outdoor Field, or Pool)
 - Event/Activity Description (Explain the event/activity)
 - Event Start and End Times
 - Number of Potential Attendees
 - Space to upload a file with additional information
 - Space to provide any additional comments
2. Vice-President or other designated Club Officer must complete the [Initial Event Submission](#) on DSE **at least 15 business days prior to the event date**
 3. Club Sports Office will review and approve/disapprove the initial facility request
 4. If approved by the Club Sports Advisor, Recreation Facilities Office receives facility request for final approval and scheduling.
 - If applicable, Club Sports Office will complete a Special Event Parking Request through Rutgers DOTS
 - If applicable, Club Sports Office will contact and schedule an Athletic Trainer/EMT
 5. Once fully approved and scheduled by the Recreation Facilities Office, Club Sports Office will approve the event in DSE.
 6. Vice President or other designated Club Officer must complete the [Final Event Submission](#) on DSE **at least 4 business days prior to the event date**

Club Accommodations

Clubs can request equipment, such as tables and chairs, field lining, or other accommodations for their events. All accommodations should be included in the [Facility Request Form](#). Accommodations not included in the Facility Request Form cannot be guaranteed.

Hosting an Event at an On-Campus Non-Recreation Managed Facility

To host an event at an on-campus, non-Recreation Student Center facility for a Club Sports-related activity, event, or competition, the Club Sports organization's President must complete the following process:

1. Request a space in Rutgers Student Centers through the [Student Centers and Activities WebApp](#). This space is not managed, staffed, or scheduled by Recreation staff.
 - Club Presidents must request an account within the [WebApp](#)
 - Student organizations are issued one account per organization
 - Once the account is approved, Club Presidents can request space using the "Reservations Menu" tab
2. Once you have requested and confirmed your event with the Student Center, the Club's Vice-President or other designated Club Officer must complete the [Initial Event Submission](#) on DSE **at least 15 business days prior to the event**
3. Once fully approved and confirmed with the Student Center, the Club Sports Office will approve the event in DSE
4. Vice-President or other designated Club Officer must complete the [Final Event Submission](#) on DSE **at least 4 business days prior to the event date**

Rutgers Recreation Facility Policies

All Clubs are expected to follow and enforce all facility, recreation, and University policies while utilizing Recreation Facilities. A full list of Recreation Facility Policies can be found in [Appendix F](#).

Visitor Conduct

Clubs are responsible for their visitors' conduct, including visiting teams, coaches, parents, and spectators. All visitors at Club events are subject to facility policies. If a concern about a visitor arises during an event, Club Officers should contact the Field or Building Supervisor on duty to help enforce [facility policies](#).

Visitor Waivers

Visiting players and guests from other Universities are not required to fill out a waiver. They are covered under their school's risk management policies. This includes spectators that are viewing a competition or are present at an event.

Visiting Instructors are only allowed if previously approved by the Club Sport Office. Visiting instructors are required to fill out the [Club Sport Guest Participant Waiver](#).

Alumni game participants are required to fill out the [Club Sport Guest Participant Waiver](#). It is the responsibility of the Club officers to ensure compliance with this policy.

Cancellation Policy

If a Club's facility reservation needs to be canceled, the Club's President, or other designated Officer, is responsible for communicating to the involved parties that the reservation needs be canceled.

- ❖ If the reservation is canceled more than 24 hours before the event (or on the last business day before the event), the Club President must notify the Club Sports Office
- ❖ If the reservation is canceled less than 24 hours before the event, the Club President must notify:
 - The Club Sports Office, via E-Mail
 - The Facility, via Phone (see below)
 - If applicable, the scheduled Athletic Trainer/EMT, via E-Mail (rec.sportsAT@rutgers.edu)

Recreation Facility Contacts, in case of event cancellation:

Campus – Building	Phone Number
Busch – Werblin Rec Center	(848) 445-0460
College Ave – College Ave Gym	(848) 932-7171
Livingston – Livingston Rec Center	(848) 445-2398
Cook/Douglass – Cook/Douglass Rec Center	(848) 932-8600

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. The Recreation Department will follow the University Adverse Weather Policy. Safety is our top priority.

A comprehensive review of the Department's Inclement Weather Policy can be found in [Appendix F](#).

Hosting an Event at an Off-Campus Facility

To host an event at an off-campus facility for a Club Sports-related activity, event, or competition, the Club Sports organization's President must complete the following process:

1. Club President must secure/complete a formal facility contract between the Club Sports Program and the off-campus facility
 - *Facility contracts must be discussed with the Director of Sports, [Steve Pappas](#).*
 - *Facility contracts must be reviewed and approved by University Procurement, which may take up to 6 weeks – if a Club would like to host a home event at an off-campus facility, contracts must be submitted and approved by University Procurement well in advance.*
2. Club Vice-President or other designated Club Officer must complete the [Initial Event Submission](#) on DSE **at least 15 business days prior to the event date**
3. If off-campus facility contract has been approved by University Procurement, and if applicable, the Club Sports Office will contact and schedule an Athletic Trainer/EMT
4. Once fully approved and scheduled with the off-campus facility, the Club Sports Office will approve the event in DSE
5. Vice-President or other designated Club Officer must complete the [Final Event Submission](#) on DSE **at least 4 business days prior to the event date**

For more information regarding hosting events, please refer to [Appendix F](#)

Travel & “Away” Events

Club Sports organizations are encouraged to travel beyond New Brunswick to tournaments, competitions, and events as part of their experience with the Rutgers Club Sports Program.

As travel presents an increased risk for Club Members, all travel to off-campus events must be submitted to DSE for approval by the Club Sports Office. All Club Members competing at off-campus events must travel with the team unless previously approved by the Club Sports Office.

- ❖ If a Club Sports organization travels to an off-campus event without the approval of the Club Sports Office, communicated via DSE, the organization will immediately be subject to [probationary status](#), suspended from all future travel, and at risk of losing Club Sports Program status. Traveling without the approval of the Club Sports Office raises risk management and safety concerns across the Club Sports Program, the Recreation Department, and the University at large.

All Club Members are expected to adhere to the [Student Code of Conduct](#) and may be subject to disciplinary action under the Student Conduct Policy, regardless of whether they are on or off-campus.

Travel Approval Process

All Club Sports organizations planning to travel and attend an event off-campus must follow the protocol for submitting events in Do Sports Easy.

More information regarding the process for submitting and getting approval for travel plans can be found in the [Do Sports Easy](#) section of this manual.

Emergency Communication During Travel

In the case of an emergency while traveling, Club Sports Presidents or Safety Officers should immediately contact the Club Sports Office via e-mail or phone. Following the event, all incidents, emergency or not, must also be reported in the [Post-Event Report](#) on DSE and through the [Rutgers Recreation Incident Report Form](#).

Club Presidents or designated Safety Officers must immediately notify the Club Sports Office in the following circumstances:

- ❖ The Club is involved in a vehicle accident (in a University Van or a personal vehicle).
- ❖ A Club Member is seriously injured, requiring a trip to the emergency room, or ambulance transport.
- ❖ A Club has a disciplinary issue with a Club Member.
- ❖ A Club Member is reported missing, and a Missing Person's Report is filed.
- ❖ Involvement of any club member in any form of harassment, either as the perpetrator or the target.
- ❖ Significant travel changes or delays due to emergencies such as severe weather or injuries.

If the Club Sports Office cannot be immediately reached, students should leave a voicemail and send an email to the Club Sports Office. If necessary, contact the Rutgers University Police Department (RUPD) for further guidance.

Travel Acknowledgement Letters

Club Presidents may request Travel Acknowledgment Letters from the Club Sports Office to notify professors and instructors if Club Sports-sponsored travel may affect their attendance or participation in class sessions.

To request Travel Acknowledgement Letters:

- ❖ Contact the Club Sports Office **at least 5 business days before departure**
- ❖ Provide a list of all individuals who will be traveling, including each club member's first and last names as well as their NetIDs.

Please note that these letters do not excuse members from their academic obligations. Students are expected to inform their professors and instructors of their travel plans and complete any academic responsibilities prior to departure for the event.

Inclement Weather While Traveling

If forecasted inclement weather presents a significant threat to Club Members traveling to off-campus events, the Club Sports Office will assess whether the Club is still permitted to travel. If the Club Sports Office cancels an off-campus event due to severe weather conditions, the club will be fully reimbursed for all incurred expenses.

If inclement weather arises while a Club Sports organization is traveling, the Club's President or Safety Officer should exercise their best judgment to determine whether returning to campus is safe. Should it become necessary for clubs to secure hotel accommodations due to canceled travel plans, all related expenses will be reimbursed to the individuals or the clubs.

Transportation Options

Club Sports organizations are encouraged to utilize the most appropriate mode of transportation based on their specific needs, including the number of travelers, budget constraints, and the distance or duration of travel. Club Sports organizations are permitted to use the following modes of transportation:

- ❖ Personal Vehicles (vehicles owned and operated by Club Members)
- ❖ Rutgers Vans (10 passenger vans owned and operated by Rutgers Recreation)
- ❖ Rental Vehicles (vehicles rented via external rental agencies such as Avis or Enterprise)
- ❖ Chartered Buses (Chartered Bus contracts are subject to similar requirements as [facility contracts](#))
- ❖ Train/ Public Transportation (NJ Transit, Amtrak, NYC MTA, SEPTA, MBTA, etc.)
- ❖ Commercial Air Travel

If a Club Member is traveling with their family to an event, please include this information in the "Notes" section of the event's DSE registration.

Rutgers University Vans

The Recreation Department has a limited number of 10-passenger vans that can be reserved for trips. To request a Rutgers Van/Rental Vehicle, the [Transportation Request Form](#) must be submitted **at least 15 business days prior to the event**. Van Requests are **not** guaranteed.

Rental Vehicles

If no Recreation vans are available for local travel, the Club Sports Office will request a rental vehicle through a local rental agency. Rental Vehicles are subject to local availability and are not guaranteed.

- ❖ Due to rental agency policies, approved Defensive or Personal Vehicle Drivers must be at least 21 years of age to drive a rental vehicle.
- ❖ In the event a Club Sports organization is traveling beyond the range of the University Vans and will be renting vehicles at their destination, the organization will be responsible for covering the costs of these rental vehicles.

Chartered Buses

If a Club's budget allows and the scale of their travel necessitates the use of a bus, they may discuss a bus reservation for large-scale group travel with the Club Sports Office.

- ❖ Requests for chartered buses must be submitted to the Club Sports Office and University Procurement, as they involve contractual agreements and require a certificate of insurance. Once a Club Sports organization identifies the need for a chartered bus, they should promptly contact the Club Sports Office, as the process typically requires 2-3 weeks to finalize.

Train/Public Transportation

Depending on the distance and scheduling requirements of a Club Sports organization's travel, they may opt to utilize train services or any other available form of public transportation.

- ❖ Clubs can reimburse Club Member's travel expenses using a PERR Form or request a Cash Advance to cover any costs associated with travel via public transportation.

Air Travel

Clubs traveling to destinations farther than 350 miles from New Brunswick have the option to travel by air. All airline tickets must be purchased by the individual student; costs can be reimbursed by the Club. Upon confirming the Club Sports organization's attendance at an event, Clubs should promptly organize flight planning, as airfare prices are subject to frequent volatility.

- ❖ Individual Club Members who cancel their travel after booking their airfare are accountable for the cost of the ticket if it cannot be refunded by the airline, as airfare purchases are non-transferable to other individuals.

Transportation Request Form

To request Rutgers Vans and Chartered Buses, a Club's President or other designated E-Board Officer must complete the [Transportation Request Form](#):

- ❖ The [Transportation Request Form](#) must be submitted **at least 15 business days prior to the event**
- ❖ The Travel Request Form requires the following information:
 - President's/Designated Officer's Name
 - President's/Designated Officer's Preferred E-Mail
 - President's/Designated Officer's Position
 - Club Sport Organization Submitting the Request
 - A Brief Event Description
 - Information Regarding the Club's Destination
 - Number of Individuals traveling
 - Type of Transportation Requested (University Van or Rental Vehicle)
 - Vehicle Pick-Up/Drop-Off Date & Time
 - DSE Event Submission Status

Clubs are permitted to reimburse drivers for gas, tolls, and parking through the club's SABO account. However, drivers will be personally responsible for any parking or traffic violations incurred due to personal negligence, including payment of any fines and penalties imposed by the locality where the violations occurred.

Lodging

Depending on the distance and scheduling requirements of a Club Sports organization's travel, they may require overnight stays. Club Sports organizations are allowed to stay at commercial hotels, event-organized lodging, or family lodging.

- ❖ **Due to specific insurance qualifications, Club Members and Coaches are not permitted to stay in Airbnb, VRBO, or similar lodging accommodations.**

Hotels

Club Sports organizations planning to stay in are advised to make their arrangements either directly with the hotel or via a third-party travel website. Club Members are responsible for the condition in which they leave their hotel rooms.

- ❖ Club Sports organizations can use their SABO account to reimburse individuals who have paid for hotels, or the Club's Treasurer can request a Cash Advance to cover the costs.
 - To be reimbursed for a hotel payment via a PERR form, the Club Member must have an active NetID and provide the hotel invoice along with proof of payment, such as a copy of their bank statements.
- ❖ SABO does not allow reimbursements for expenses incurred due to damage to hotel rooms.

Event-Organized/Family Lodging

Host/Family lodging refers to accommodations not funded by the Club. Event-Organized lodging refers to arrangements coordinated by the event host, while family lodging pertains to accommodations provided by the families of Club Members.

Finances — SABO

Club Sports Treasurers are charged with overseeing their organization's finances. The Student Activities Business Office (SABO) serves as the business office for the Club Sports Program.

❖ **Clubs are not permitted to keep external bank accounts or cash on hand.**

Student Activities Business Office ([SABO](#))

The Student Activities Business Office is in the basement of the Student Activity Center on the College Ave Campus of Rutgers-New Brunswick. Club Treasurers can deposit funds, pick up checks, and meet with SABO staff at this location. All other financial requests can be made on [SABO Online](#).

SABO — Street Address
613 George Street
New Brunswick, NJ
08901

SABO Treasurer Training

All Club Treasurers must complete the SABO Treasurers Training on the SABO Canvas Page. Club Treasurers must successfully pass all SABO quizzes to maintain their position. If a Club's Treasurer is unable to successfully complete the SABO training, the Club's Executive Board must meet with the Club Sports Office to assess the Treasurer's ability to continue serving in that capacity.

Additional information regarding SABO's Treasurer Training can be found on the [SABO webpage](#).

SABO Accounts and Line Codes

SABO Accounts

Each Club Sports organization has a 3- or 4-digit account number specific to their Club.

Students are prohibited from keeping any organization funds as cash on hand or in personal bank accounts.

SABO Line Codes

Each account comprises multiple line codes (114, 137, 500), each with specific restrictions on what the funds within those line codes can be used for. Each line code and its specific restrictions are listed below:

A "Line Code" acts as a sub-account within an organization's SABO account. Line Codes identify the source of funds, as well as the intended use of said funds. All Club Sports organization's SABO accounts have three-line codes: Line Code 114, Line Code 137, and Line Code 500.

Line Code 114

Line code 114 is the Recreation Allocation Fund. All funds transferred into line code 114 come directly from the Club Sports Program. These funds include annual allocations (if applicable), any additional funding awarded to the organization by the Club Sports Advisory Board through the Special Allocation Process, and any fundraiser matching funds. *All purchases made with line code 114 must be budgeted for the Club's Treasurer and approved by the Club Sports Office.*

Line code 114 is traditionally used for:

- ❖ Governing Body/League Fees
- ❖ Referee/Officiating Fees
- ❖ Coaching Fees (If required by the University)
- ❖ Team Equipment

- ❖ Travel Expenses (Hotels, Gas, Tolls, Parking, etc.)
- ❖ Other expenses related to the operation of the Club Sports organization.

Line code 114 cannot be used for:

- ❖ Gift Cards, Donations, or Other Gifts
- ❖ Alcohol/Drugs
- ❖ Food/Drink
- ❖ Fines/Traffic Violations
- ❖ Hotel Incidentals/Damages
- ❖ Personal Items (such as personal equipment or uniforms that will not remain with the team following a Club Member's graduation)
- ❖ Unused Airfare

Line Code 137

Line Code 137 is the Miscellaneous Generated Revenue Fund. All funds in this account come from Club income, such as Club Member Dues, fundraising profit, donations to the Club, or sponsorship agreements between the Club and an outside entity. *All purchases made with line code 137 must be budgeted for the Club's Treasurer and approved by the Club Sports Office.*

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 Fund. If applicable, the Club Sports Office may transfer funds into a Club's line code 500 for the purchase of uniforms or equipment owned and retained by the Club. No equipment owned by individuals or customized with names can be purchased with funds from line code 500.

Transfers between Accounts

Club Treasurers may transfer funds from line code 137 to line code 114 or 500. Club Treasurers may **not** transfer funds from line code 114 to line code 137 or 500. Club Treasurers may **not** transfer funds from line code 500 to line code 114 or 137.

- ❖ All Clubs must maintain a minimum balance of \$500.00 in their total account annually. The "total account" is the sum of the Club's 114 and 137 line codes.

Deficits

Club Sports organizations are not permitted to operate with a deficit in their SABO account.

- ❖ In the case of a deficit in line code 114, funds from line code 137 will be transferred to cover the shortfall.
- ❖ In the case of a deficit in line code 137, the Club will be unable to make any purchases until the deficit is resolved.

Clubs are prohibited from making purchases under either line code 114 or 137 which would result in a deficit in their total account. If a deficit occurs, the Club President, Vice-President, and Treasurer must promptly meet with the Club Sports Office to organize a plan to raise funds to cover the deficit and support any planned spending for the remainder of the academic year.

Budgets

Annually in the Spring, Club Officers must submit a comprehensive budget plan for the forthcoming academic year through the [Club Sports Budget Form](#). This plan should present a realistic projection of the Club's anticipated [income](#) and [expenses](#), including annual allocation requests.

Each Fall Semester, the Club Sports Advisory Board will utilize the details provided by each Club's Budget Form to allocate funding among Club Sports organizations fairly and effectively.

The timeline for the budget process is listed below:

- ❖ April-May: Club Sports organizations submit Budget Forms for upcoming academic year
- ❖ June-August: Club Sports Office and Advisory Board review Budget Plans
- ❖ September: Final allocation decisions released to each Club Sports organization

A sample and template Club Sports Budget Plan can be found in [Appendix C](#).

Income

Club Sports organizations are encouraged to support their operations by utilizing various forms of income. The organization's Treasurer must deposit all income into the organization's SABO account within 5 business days of receiving it.

See below for common examples of income along with further guidance:

Annual Allocations

Each Spring, Club Sports organizations may include an Annual Allocation request in their submitted Budget Form for the following academic year. A portion of student fees fund the Annual Allocations for Club Sports organizations. (0.23% of the Student Fee paid by each full-time student is allocated to the Club Sports Program)

- ❖ Club Sports organizations are not guaranteed an annual allocation.
- ❖ The Club Sports Advisory Board determines Annual Allocations based on each organization's previous and current SABO status, proposed budget, and request for an Annual Allocation.
- ❖ Annual Allocation funds are deposited into an organization's line code 114 at the beginning of each Fall Semester.

National Event Automatic Additional Funding

For the 2024-2025 Academic Year, Club Sports organizations traveling to qualification-by-merit-based National Events will receive \$250 per competing Club Member traveling to the event, up to \$2,500.

"Qualification-by-merit-based" National Event Definition: a National Event hosted by a Club's National Governing Body (NGB) that has a merit-based bid system.

More information regarding the National Event Automatic Additional Funding Policy can be found in [Appendix H](#).

Special Allocations

If a Club Sports organization encounters an unexpected expense despite making a good-faith effort to fundraise or cover it with Member dues, the organization may apply for a Special Allocation.

The Club Sports Advisory Board and the Club Sports Office determine Special Allocations based on:

- ❖ The organization's eligibility for a Special Allocation
- ❖ The Club Treasurer's request form and presentation to the Advisory Board
- ❖ The organization's previous attempts to cover the unexpected expense

Any additional funding provided by the Club Sports Program as a result of the Special Allocation process is deposited into the Club's line code 114 upon confirmation of acceptance by the organization.

More information regarding the Special Allocation Process can be found [in Appendix H](#).

Member Dues

All Club Sports organizations are required to charge Member Dues. This policy encourages the financial responsibility of the Club's Executive Board and ensures that all Club Members make a personal, financial investment in the organization's success. See below for further requirements of Member Dues:

- ❖ Member Dues must be charged either on an annual or semesterly basis
- ❖ Member Dues must be at least \$15 per Club Member, per semester (\$30/Club Member annually)
- ❖ Member Dues must be calculated based on the organization's expected annual expenses, including league and tournament registration fees, officiating and coaching costs, and facility rentals.
- ❖ Member Dues must be annually reevaluated to reflect the current needs of the Club.

All Member Dues must be deposited into the organization's line code 137 within 2 business days of the Club Treasurer receiving said funds.

Fundraising & Fundraising Match

The Club Sports Office encourages organizations to plan and participate in fundraising events to minimize costs. The Club Sports Office must approve all Club Sports-related fundraisers. All fundraising profit must be deposited into the organization's line code 137 as soon as the Club Treasurer has received it.

To further encourage Club Sports-related fundraising, the Club Sports Program will match funds raised by Club Sports organizations. See below for further information regarding fundraising matching:

- ❖ The Club Sports Office will match up to \$5,000.00 worth of active fundraising per club per academic year.
 - Examples of "active fundraising" are parking shifts, bake sales, concession sales, merchandise sales, and restaurant partnerships.
- ❖ The Club Sports Office will match up to \$500.00 of funds raised by letter writing/crowdfunding campaigns (through the Rutgers University Foundation **only**).
- ❖ The Club Sports Office will match up to \$30,000 of fundraising across all Clubs each semester. If more funding is available the Club Sports Office will match in the order of fundraising match submissions until the funding is exhausted for the year.

Clubs must submit the Fundraising Match Form on Do Sports Easy to be properly matched. All fundraiser match funds will be transferred to the Club's line code 114 at the end of the month in which the Match Form was completed.

More information regarding fundraising, including a list of common fundraisers and points of contact, can be found in [Appendix H](#).

University-Prohibited Fundraisers

- ❖ Selling entry/drink tickets to events involving alcohol
- ❖ Crowdfunding **not through the RU Foundation**
 - e.g., GoFundMe pages
- ❖ Gambling Activities
 - e.g., Super Bowl boxes
 - e.g., March Madness Bracket competitions
 - e.g., 50/50 Raffles

Any violation will be referred to University Student Conduct and Student Organization Conduct.

Rutgers Tax ID Number

- ❖ When setting up a fundraiser with an outside organization, they will need the Rutgers Tax ID number.
- ❖ Rutgers tax ID number is **226001086**.

Donations

- ❖ Clubs may accept donations through cash, check, or online through the Rutgers Fund.

- ❖ For cash and check donations, Club Treasurers must collect the funds and deposit them to their SABO line code 137. This process is the same as depositing Member Dues.
- ❖ For online donations, please direct donors to the [Rutgers University Foundation Giving Website](#).

Sponsorships

Club Sports organizations may secure sponsorship contracts with outside entities. As sponsorships are contractual agreements, they must be approved by and signed for by the Club Sports Office. Clubs interested in securing sponsorships must discuss details of the sponsorship with the Club Sports Office prior to making any formal agreements.

Expenses

Club Sports organizations are encouraged to provide their members with opportunities to compete in their sport and engage in other meaningful experiences. To do so, clubs will inevitably incur various expenses related to their operations, which may include:

- ❖ Governing Body/League Fees
- ❖ Coaching/Officiating Fees
- ❖ Team Equipment Fees
- ❖ Off-Campus Facility Fees
- ❖ Travel Expenses (Hotels, Gas, Tolls, Parking, etc.)
- ❖ Other operational expenses such as team meals, apparel, merchandise, etc.

All payments must be made through SABO and approved by the Club Sports Office. Students may also pay for club expenses with personal funds and be reimbursed by the organization through SABO.

Food Purchasing Policy

Food can only be provided for team-sponsored events for all members attending. Clubs can only reimburse for food from their 137 account.

- ❖ Clubs should think about the responsible use of Club Finances for food
- ❖ **All Club Food purchases must be approved by the Club Sport Office prior to purchasing.**
 - **If food is purchased without approval the University will not reimburse the payment.**
- ❖ If paying for food or a meal for a fundraiser, the cost of the meal will not be matched in the Club matching fundraising
- ❖ Club teams that spend irresponsibly on food will not be eligible for Special Allocation or Nationals Allocation
 - When in doubt as an advisor

Current meal reimbursement per person per day **inclusive of tax and gratuity***.

- \$20 in-state
- \$30 out-of-state travel
- Gratuity max of 20%
- Must keep the original receipt
- Must list all Club members in attendance on the back of the receipt

Finances — Important Processes

Making Deposits

To complete a deposit, Club Treasurers must complete a SABO deposit slip with the following information:

- ❖ Date of Deposit
- ❖ Account Name and Number (e.g., Rec/Sports Example Club, Account #000)
- ❖ Line Code (usually 137)
- ❖ Transaction Code (should match the Comment)
- ❖ Comment (What is this deposit for?)
- ❖ Name of Club Treasurer making deposit

More information regarding SABO deposits can be found in [Appendix G](#).

Making Payments/Check Requests

Below are the SABO processes for the different types of payments a Club Sports organization may need to make throughout the academic year. All payments fall into one of three broad categories:

- ❖ Payments to a Person
- ❖ Payments to a Vendor
- ❖ Payments to Rutgers University

Payments to a Person

“Payments to a Person” refers to payments made to Club Members for Club-related reimbursements or Club Coaches and Officials for their services.

Clubs cannot pay current Rutgers students, including undergraduate, graduate, doctoral or professional, for services. Club members are eligible for reimbursements, but cannot be paid for services such as instructing, coaching, photography, videography, DJing or any independent contractor services.

There are three separate ways to pay a **person**:

Cash Advance

- ❖ A “Cash Advance” is a check made payable to an organization’s Officer before an actual expenditure is made when personal funds are not available.
- ❖ A NetID is required for this kind of transaction.
- ❖ Cash advances must be reconciled within 30 days of use.
- ❖ Cash Advances can be used for:
 - League/Association Fees
 - Competition Fees
 - Hotel Fees

Personal Expense Reimbursement Report (PERR) Form

- ❖ To reimburse Club Members for Club-related purchases made with personal funds, the Club Treasurer must complete a PERR form.
- ❖ Club Members being reimbursed must have an active NetID
- ❖ All PERR forms submitted to the Club Sports Office must include the original [receipt](#) of purchase.
- ❖ PERR Forms can be used to reimburse Club Members for:
 - Travel Expenses
 - Hotels
 - Airfare
 - Travel Expenses such as parking, gas, tolls, etc.
 - Supply Expenses
 - Equipment Expenses

***** SABO cannot make reimbursements for travel expenses until after the date of travel.**

Contracted Service for an Individual

- ❖ To pay an individual who is not a student, for a service, the Club Treasurer must submit a Service Payment Form **and** SABO Check Request.
- ❖ Contracts for personal services must be initiated, signed, and approved by the Club Sports Office through the Service Payment Form.
- ❖ Contracted Service for an Individual can be used for:
 - Coaches’ payments
 - Officials’ payments
 - Guest Speaker payments

Payments to a Vendor

“Payments to a Vendor” refer to payments made to vendors for Club Sports-related expenses. There are two separate ways to pay a **vendor**:

Pay by Invoice

- ❖ To pay businesses or organizations that are not Rutgers University entities, Club Treasurers must secure an invoice from the vendor and submit both the invoice **and** a SABO Check request.
- ❖ These payments may include:
 - Governing Body/League Dues
 - Competition Fees paid to other Universities
 - Equipment Purchases
 - Uniforms/Apparel Purchases
 - Must be approved by Trademark and Licensing
 - More information under Trademark and Licensing below
 - Hotels
 - Airfare

Pay by Contract

- ❖ “Pay by Contract” should not be used by any Club Sports organizations.
 - **Although the option exists on the SABO Online platform, all contracts must be reviewed, approved, and paid through University Procurement.**
 - Contact your Club Sports Advisor with any questions regarding contracts.

More information regarding the processes for Making Payments/Check Requests can be found in [Appendix G](#).

Finances — Important Documents

Receipt

A receipt is an official record that serves as proof of a financial transaction or purchase of a service/item from a vendor or individual.

Receipts must include the date of purchase and an itemized list of the items purchased. If the receipt does not show a zero balance or credit card information, it must be accompanied by a copy of the payee’s bank statement.

Original receipts are required when submitting PERR forms (reimbursements) and reconciling Cash Advances.

Invoice

An invoice is an official request from a vendor for payment regarding a transaction between the customer (Club Sports organization) and Vendor.

An invoice must include the vendor’s contact information (phone number, e-mail address, and mailing address), an itemized list of the purchase, the total cost of the purchase, and the request date of the invoice.

A Sample Invoice Template can be found in [Appendix H](#).

W9

A W9 is a federal tax form required to be filed for all individuals paid by the University or SABO. Vendors cannot be paid without an updated W9 on file.

A blank W9 form can be found in [Appendix H](#).

Bank Statement

A bank statement is an official record of the activity of a bank account. Bank statements are required when submitting a PERR form with a total reimbursement value of more than \$500.00.

- ❖ When submitting bank statements for any reason, individuals should only include the last 4-digits of the card number and the specific charge(s) being reimbursed.
 - All other information should be redacted from the statement.

Service Payment Form

A [service payment form](#) is used to pay Coaches, Instructors, and Officials. This form serves as their contract for the services rendered.

More information regarding the process of completing the Service Payment Form can be found in [Appendix G](#).

Tax Exemption Letter

Rutgers University is a tax-exempt institution. When requesting invoices from Vendors, please include a copy of [Rutgers' Official Tax Exemption Letter](#).

Club Sports Coaches

All Club Sports organizations are encouraged to employ coaches to provide advanced guidance to their Club Members. Coaches can be paid or volunteer their time to the organization.

Coach Requirements

To be approved as a Club Sports Coach and begin attending practices and competitions, all coaches must:

- ❖ Be interviewed by a member of the Club Sports Office (New Coaches only)
- ❖ Register on Do Sports Easy (must re-register each Fall)
- ❖ Attend coach training in Fall and any additional training throughout academic year.

Coach Responsibilities

- ❖ Maintaining professional interactions with all Club Officers and Members
- ❖ Cooperating with the Club Sports Office to ensure enforcement of all Rutgers University policies and procedures
- ❖ Supporting E-Board Officers' decisions that affect Club operations or membership
- ❖ Promoting good sportsmanship at all Club Sports events

Coach Conduct

Coaches must hold themselves to a high behavioral standard, positively representing their Club Sports organization, the Club Sports Program, Rutgers Recreation, and the University.

Coaches are prohibited from:

- ❖ Drinking, using drugs or interacting in an inappropriate manner with students
- ❖ Engaging in romantic relationships with students
- ❖ Socializing with students outside of approved Club Sport-related events

Coaches can be removed from their position for any reason, at any time, at the discretion of their organization or the Club Sports Office. This is a zero-tolerance policy. If a Coach is found in violation of the above conduct expectations, the Coach will immediately be removed from their position.

Coaches – Driving

Club Coaches can drive themselves or Club Members to Club Events in their personal vehicles only after they have submitted their driving documents to their Do Sports Easy profile.

These documents include:

- ❖ A copy of their driver's license
- ❖ A copy of their insurance card
- ❖ A copy of their vehicle registration

Club Coaches are not permitted to drive Rutgers vehicles.

Current Rutgers students are not permitted to serve as coaches. Current Students can instruct, but they are considered active members of the Club.

Required Coaches

The Club Sports Office requires organizations categorized as [high-technical risk](#) to have a qualified coach or instructor present at all practices and competitions. The Club Sports Office allocates funds to high-technical risk organizations to minimize the impact of required coaching expenses on the organization's overall financial well-being. These funds are included in the club's annual allocation amount.

While the Club Sports Office does not require organizations categorized as [medium-technical risk](#) to have a qualified coach or instructor at all practices and competitions, these organizations are highly encouraged to employ qualified coaches or instructors in order to minimize the risk of injury associated with the organization's activities.

The Club Sports Office does not require organizations categorized as [low-technical risk](#) to have a qualified coach or instructor at all practices and competitions. If these organizations wish to employ and pay a qualified coach, the organization will not receive a coaching stipend and must use organization funds to pay their coach.

A list of Club Sport organizations that require coaches, are encouraged to employ coaches, and do not require coaches can be found in the [Sport-Specific Risk Assessment](#) section of this manual.

Coaches Payments

All Club Sports Coaches must be contracted through the Service Payment Form and paid through a [Check Request for a Contracted Service for an Individual](#).

Club Treasurers must submit a [Check Request for Coach payments](#) to SABO Online based on the priorly agreed upon schedule.

Recruiting

Club Sports organizations and their Coaches are encouraged to communicate with members of the University community, including prospective students (such as accepted high school, transfer, or non-traditional students), in hopes of answering any questions about the Club Sports organization, New Brunswick campus, Rutgers academics, or University life.

- ❖ *Club Sports Officers, Coaches, and the Club Sports Office are **prohibited from communicating with Rutgers Admissions regarding a prospective student.***
- ❖ *Club Sports Officers, Coaches, and Club Members are **prohibited from making any promises of admittance to prospective students***

Trademark, Licensing, and Branding

All student organizations, including those within the Club Sports Program, are required to follow the [University Trademark, Licensing, and Branding policies](#) for all uniforms, apparel, merchandise, and printed/virtual communications. Both the Club Sports Office and the Trademark Licensing Office must approve all branded items before any orders are placed.

SABO will not pay or reimburse for materials not approved by the Club Sports and Trademark Licensing Offices.

Branded Merchandise

Consolidus

Club Sports organizations must use the Consolidus through the [Rutgers University Swag Portal](#) to purchase promotional materials, uniforms, and any other Rutgers-branded merchandise for their organization. All logos in the portal have been pre-approved by Rutgers Trademark and Licensing.

For more information regarding Consolidus, refer to the [Quick Start Guide](#) for Rutgers Student Organizations, and [Appendix I](#).

External Vendor Use for Specialty Uniforms/Branded Equipment

Due to the specialized nature of sport-specific uniforms and equipment, Club Sports organizations may purchase specialty uniforms or branded equipment (that cannot be obtained through Consolidus) through an external approved vendor. External approved vendors are approved to print Rutgers logos on approved specialty apparel through the Trademark Licensing Office.

- ❖ If a Club Sports organization would like to order merchandise through an approved external vendor, they must submit a [Branded Merchandise Artwork Review \(BMAR\) Form](#) to be reviewed and approved by Trademark and Licensing.

The links below provide lists of external approved vendors for:

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

For more information on using external approved vendors for Specialty Uniforms/Branded Equipment, please see [Appendix I](#).

All Colors LLC. - Online Stores

All Colors LLC. offers Clubs the ability to create online marketplaces for individual members to order personal merchandise.

- ❖ Online stores through All Colors LLC. Can be used as a fundraising platform for Club Sports organizations.
 - To initiate this process, email Connor Jagemann at All Colors LLC.
 - Connor Jagemann — E-Commerce Account Manager
 - connor@allcolorsllc.com

For more information on using All Colors LLC., please see [Appendix I](#).

Marketing

The Club Sports Office encouraged Club Sports organizations to engage with the broader Rutgers community. Digital, Print, and Event Marketing can be used to promote the organization, increase awareness, and recruit new members from the Rutgers community.

All physical marketing materials must be approved by the Club Sports Office and any departments that oversee the spaces where the materials will be displayed. All marketing materials designed by Club Sports organizations must follow the [Rutgers Branding and Identity Policies](#).

Rutgers Visual Identity Policies

All student organizations must follow the [Visual Identity Policy](#) when using Rutgers logos, fonts, or other aspects of the Universities' visual identity system.

For more information on using Rutgers content, review the [Visual Identity System Quick Start Guide](#).

Social Media Accounts

The Club Sports Office encourages each Club Sports organization to establish and maintain its own social media accounts to foster community engagement.

- ❖ Club Sports organizations must restrict access to Club social media accounts to designated Officers.
- ❖ The organization social media accounts should reflect the mission, vision and values of their Club Sports organization, the Rutgers Club Sports Program, Rutgers Recreation, and Rutgers University.

All content posted on Club Sports organization's social media accounts reflects the views and opinions of the students managing, and not of the University at large.

- ❖ Club Sports organization social media accounts are not maintained and operated by the University.
- ❖ Club Officers are responsible for the Club's social media accounts' content.
- ❖ Rutgers University Office of the General Counsel will not defend Club Sports organization social media accounts in legal action against a Club Sports organization or individual Club Officer.

Free & Protected Speech

Rutgers University respects every individual's right to free speech. Club Sports organization's social media accounts should be used to promote their Club Members, events, and accomplishments. Any opinions expressed on Club Sports organization's social media accounts are the opinions of the Club Officer managing the account and not the opinions of the Rutgers Club Sports Program, Rutgers Recreation, or Rutgers University at large.

Conduct

Club Sports organizations are expected to uphold the highest standard of conduct. Club Sports organizations represent Rutgers University when competing, practicing, and traveling within New Brunswick and beyond.

Activity Status

All Club Sports organizations are classified into one of four activity statuses: Active, Active-Provisional, Probation, Suspension. See below for specific information regarding each activity status:

Active: These clubs are in good standing with the Rutgers Club Sports Program and Rutgers Recreation.

Active-Provisional: These clubs are in good standing with the Rutgers Club Sports Program and Rutgers Recreation, but have only been in existence for less than one academic year.

Probation: This status is placed on Club Sports organizations, Officers, or Members that violate Club Sports Program or Rutgers Recreation policies, procedures, and guidelines. Clubs will be placed on probation if they fail to meet Club Sports Program expectations.

Specific reasons for probationary status include but are not limited to:

- ❖ missing required training sessions
- ❖ repeatedly missed program deadlines
- ❖ non-compliance with safety and risk management practices
- ❖ failure to adhere to policies and procedures outlined in the Club Sports Handbook
- ❖ violations to the Club Sports Code of Conduct by Club E-Boards or individual Club Members.

The Club Sports Professional Staff reserves the authority to determine the duration of probation, ranging from one semester to two years, as well as the corresponding consequences for any infractions. Depending on the severity of the violation, potential penalties include, but are not limited to:

- ❖ canceled practices/events
- ❖ monetary fines
- ❖ travel restrictions
- ❖ E-Board Officer removal

While under probation, clubs are under heightened scrutiny and may be suspended if improvements are not made. Clubs that show improvement will return to active status after the probationary period.

Suspension: Suspension may be a result of a Club Sports organization's major violation of policies and procedures in the Club Sports Manual, the Club Sports Code of Conduct, or the University Code of Conduct. Suspension may also be a result of inadequate improvements made during a club's probationary period. Consequences of a Club Sports organization's suspension include, but are not limited to:

- ❖ Suspension of all club activity (including practices, events, socials, fundraisers community service, meetings, travel, budget use, and Recreation facility use)
- ❖ Derecognition as a student organization under the Club Sports Program

Suspensions can last 1 semester to 2 years, at the discretion of the Club Sports Professional Staff.

If the organization desires to return to the Program, it must re-apply as a new Club Sports organization.

University Code of Conduct

Club Sports organizations, Officers, and Members are held to the standards for conduct as outlined by the University Student Code of Conduct, whether on campus, off-campus within the New Brunswick community, or traveling on behalf of Rutgers University.

Club Officers must familiarize themselves with the specific policies that could affect their Club Sports organization, their Club Members, and themselves as Officers. These policies include:

- ❖ [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

Club Officers and Members are required to thoroughly review the complete student code of conduct, as they may be subject to disciplinary action for any violations, including those not explicitly mentioned previously.

All referrals to Student Conduct and the Title IX Office are independent investigations. The Club Sports Office reserves the authority to suspend an individual Club Member pending investigations conducted by the Student Conduct and/or Title IX Offices, particularly in cases where the allegations pose a risk to the safety or well-being of other Club Members. The Club Sports Office's final decision on Club Member eligibility will be directly informed by the outcomes of the investigations of the Student Conduct and/or Title IX Offices.

For more information regarding the University Code of Conduct, please refer to the [Student Conduct Office Webpage](#).

Standards of Conduct — Student Organization Policies and Procedures

Club Sports organizations, Officers, and Members 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 held accountable for their actions.

All student organizations should embody the values of the University community.

- ❖ Student organizations are 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.
- ❖ An incident may necessitate action against both a student organization and individual members of an organization who may have violated University policy.

For more information regarding Standards of Conduct, please refer to the [University's policy](#).

Hazing

All Clubs are required to complete Anti-Hazing Training annually. The Training is held in the Spring for the upcoming year.

Hazing is not permitted or tolerated by any Club Sports organization. Club Officers and Club Members should understand the definition of hazing and how non-obvious acts can be defined as hazing.

Hazing – definition

- ❖ 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 Prohibited Hazing Behavior

- ❖ 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 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.

Club Sports Conduct

Club Sports organizations are responsible for ensuring the safety of their Club Members by following all Recreation and University policies. If a Club Sports organization is found to be in violation of any Club Sports Program, Recreation, or University policies, they will be referred to the appropriate disciplinary board.

Any violations of Club Sports specific policies will be managed on a case-by-case basis.

Club Sports Conduct Expectations

- ❖ All Club Officers and Members must be properly registered with and deemed eligible to participate in Club events by the Club Sports Office (via DSE).
- ❖ All Club Coaches must have completed all required actions before attending any Club events
- ❖ All Club Sports organizations must register all practices, competitions, and other Club events with the Club Sports Office via DSE
 - This expectation applies to all events, home and away.
- ❖ All Club Sports organizations must be fully approved to travel before departing for an away event (via DSE).
- ❖ Club Sports Advisors must approve all Club Sports-related purchases prior to being completed.
- ❖ Club Sports Officers must fully understand and comply with the financial policies of the Student Activities Business Office.
- ❖ Club Officers must submit Incident Reports in the case of incidents occurring during Club events
- ❖ All Club Officers, Members, Coaches, Visitors, and Spectators must respect all Recreation Department personnel and facility/event policies
- ❖ All Club Officers must attend all mandatory events for their Executive Board position, as defined by the Club Sports Office.

Club Sports Conduct Violations

Although these infractions may not reach the threshold of a Student Organization violation, the following violations are still regarded as breaches of Club Sports Conduct Standards, as they endanger the safety and well-being of Club Members or present liabilities to Rutgers University.

- ❖ Allowing an ineligible participant to participate in Club events
- ❖ Allowing unauthorized coaches to attend Club events
- ❖ Holding an unauthorized practice
- ❖ Holding an unauthorized competition
- ❖ Traveling without proper authorization

- ❖ Making unauthorized purchases with Club funds
- ❖ Violation of SABO Policies
 - Withholding Club funds from SABO
 - Holding unauthorized fundraisers
- ❖ Failing to file incident reports for incidents occurring during Club events
- ❖ Disrespecting Recreation Department personnel or policies
- ❖ Failing to attend mandatory events, as defined by the Club Sports Office

Mandatory E-Board Officer Events/Tasks

E-Board Officer Position	Mandatory Events/Tasks
President	<ul style="list-style-type: none"> • Fall Involvement Fair • Monthly President's Meetings • Any other required events, as communicated by the Club Sports Office
Vice-President	<ul style="list-style-type: none"> • Fall Involvement Fair • Any other required events, as communicated by the Club Sports Office
Treasurer	<ul style="list-style-type: none"> • Fall Involvement Fair • SABO Treasurer Trainings <ul style="list-style-type: none"> ○ Scheduled/facilitated by SABO • Club Sports Finance Training <ul style="list-style-type: none"> ○ Scheduled/facilitated by SABO • Any other required events, as communicated by the Club Sports Office
Other E-Board Officer Positions	<ul style="list-style-type: none"> • Fall Involvement Fair • Any other required events, as communicated by the Club Sports Office

Club Sports Conduct Violation Adjudication Process

If a Club Sports organization, Officer, or Member violates the Club Sports Conduct Expectations, the following process shall be implemented:

1. The Club Officer or Member in violation will be notified of a potential violation (via E-Mail).
2. The Club Officer or Member in violation will schedule a meeting with their Club Sports Advisor to better understand the violation and when/where it occurred.
3. The Club Sports Office will determine if the violation has occurred and if it must be reported to Student Conduct, Student Organization Conduct, or law enforcement.
4. The Club Sports Office will notify the Club Officer or Members in violation of any potential sanctions and timeline for completing sanctions.
5. The Club Officer or Member in violation will agree to the sanctions or appeal to the Director of Sport.

Club Sports Conduct Violation Penalties

- ❖ 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 funding or ability to apply for a Special Allocation through the Club Sports Advisory Board
- ❖ Election of new Executive Board Officers to replace existing Officers, if in violation.
- ❖ Suspension of Club Members from Club participation for a defined time
- ❖ Suspension of Club Sports organization for a defined time
- ❖ Complete removal of Club Sports organization from the Club Sports Program
- ❖ Any other disciplinary consequence deemed to be appropriate considering the violation by the Club Sports Office

Appendix A – New Club Sports Application Process

[New Club Sports Application Link](#)

[New Club Sports Interest Form Template](#)

Appendix B – Important Contact Information

Department	Position/Title	Name	Phone Number	E-Mail Address
Office of the Registrar	Associate Registrar	Brain Warcup	(848) 445-3781	bwarcup@rutgers.edu
Recreation Centers	Werblin Rec Center			(848) 445-0460
	College Ave Gym			(848) 932-7171
	Livingston Rec Center			(848) 445-2398
	Cook/Douglass Rec Center			(848) 932-8600
Trademark & Licensing	Associate Director of Trademark Licensing	Aaron Spiegeland	(848) 932-0586	aspiegeland@ucm.rutgers.edu
	Trademark Licensing Coordinator	Jessica Perna	(848) 932-0558	jessica.perna@ucm.rutgers.edu
SABO	Accounting Assistant	Geraldine Howard	(848) 932-6982	gjhoward@echo.rutgers.edu
	Accounting Assistant	Jill Silverman	(848) 932-7268	jillto@echo.rutgers.edu
Club Sports Office	Director of Sport	Stephan Pappas	(848) 445-0829	stephan.pappas@rutgers.edu
	Assistant Director, Competitive Sports & Youth Camps	Kristen Pettis-Imbimbo	(848) 932-0701	kristen.imbimbo@rutgers.edu
	Coordinator, Club Sports	Adam Shanley	(848) 932-0701	Adam.shanley@rutgers.edu
	Graduate Intern, Club Sports	Chanel White	(848) 932-0701	Crw134@echo.rutgers.edu
	Athletic Trainer	Alexis Ayala		Rec.sportsAT@Rutgers.edu
Police	Rutgers Police Department	Non-Emergency Line		(732) 932-7211
	New Brunswick Police	Emergency Line		9-1-1
Consolidus	Program Manager	Nolan Howard	(234) 208-5756	Nolan.h@consolidus.com
	Program Manager	Jay Asefi	(330) 835-6214	Service@swagbyconsolidus.co
	Sales Support	David Yeager	(480) 861-7796	
All Colors LLC.	E-Commerce Account Manager	Connor Jagemann	(732) 777-6033	connor@allcolorslc.com
	VP Marketing	Stephen Mittler	(732) 777-6033	stephen@allcolorslc.com

Appendix C – Executive Board Transition Information

[Officer Transition Form](#)

[Sample Club Sports Constitution](#)

[Club Sports Constitution Template](#)

[Sample Club Sports Budget](#)

[Club Sports Budget Form Template](#)

Appendix D – Do Sports Easy

[DSE Home Event Registration Instructions](#)

[DSE Away Event Registration Instructions](#)

[DSE Individual Member Registration Instructions](#)
[DSE Fundraising Match Form Instructions](#)

Appendix E – Risk Management Information

[Safety Officer Information](#)
[CPR/First Aid Certification Registration Instructions](#)
[Club Sports Program Concussion Policy](#)
[Concussion Fact Sheet](#)
[Away Event Workflow](#)

Appendix F – Rutgers Recreation Facility Policies

Rutgers Recreation General Use Policy

- 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.
- All users must check in and out at the front desk with their valid, university-issued Rutgers ID cards. As a courtesy, in the case that an individual does not have their physical ID card, they will be permitted to enter using their NetID up to (3) times per semester. After (3) lookups, entry will not be permitted without a physical Rutgers ID card.
- Guests who are 18+ years of age are permitted in recreation centers or recreational programs through the purchase of a guest pass by a sponsoring member. Our guest requirements and process can be found on our Membership Page.
- Recreation is not responsible for any damaged, lost or stolen personal items. Lockers are available. Personal items should always be kept with you or in a locked locker. 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 rooms are available, with locks available for day-use free of charge with your Rutgers ID card at each front desk.
- Personal items that are left behind will be discarded at the end of each day. Exceptions to this include items that are considered valuable as per RUPD (cash, jewelry, phones/tablets/laptops, government-issued ID cards), which will be transferred to RUPD.
- Group reservations are available. Please check our Facility Rentals/Reservations page for updates. Facility Rentals/Reservations.
- 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, with the exception of certified service animals.
- Roller blades/skates, skateboards and shoes with built-in wheels are prohibited from use.
- Headphones must be used while listening to personal music.
- Bicycles and mopeds are prohibited from being brought into/used in recreation centers.
- Use of facilities for paid instructional or coaching purposes is prohibited.
- Cameras and video equipment are not allowed in the facilities without prior approval.

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. The Recreation Department will follow the University Adverse Weather Policy. Safety is our top priority.
- In the case of a Level 3 or Level 4 Adverse Weather Emergency:
 - All Club Sports practices, competitions, travel, and in-person meetings will be canceled
- In the event of a Thunderstorm/Lightning:
 - University Park, the Cook/ Douglass Recreation Center, and the Livingston Recreation Center have lightning detection systems that alert individuals on the fields if lightning is detected in the immediate area.

- The alarm will sound, and all participants should seek shelter in vehicles or a nearby building.
- Activity can resume when the system gives an all-clear.
- In the event of Snow:
 - The Recreation Department will follow all University guidance on operating status.
 - Grass fields will not be available. All practices/Club events on these fields will be canceled.
 - Turf fields will not be available if the Recreation Facilities Staff and the Club Sports Office determine the fields are not safe. If the fields are determined not safe, all practices/club events on these fields will be canceled
- In the event of Extreme Temperatures:
 - If the temperature or wind chill is forecasted to be below 32°F/0°C or above 90°F/32°C, all outdoor activities will be canceled.
 - This includes Club Sports practices and competitions.
 - Regarding extremely high temperatures:
 - The Athletic Training and Club Sports Professional Staff will consider the event's activity level, availability of water and shade, and start time when deciding to cancel, delay, or move the event.
- In the event of Dangerous Field Conditions:
 - Due to field conditions such as mud, ice, standing water, or other conditions that pose a risk to participant safety, the reservation may be moved to another available space or canceled.

Appendix G – Important SABO Processes, Documents & Forms

Important SABO Processes

- ❖ [SABO Instructions: Deposits](#)
- ❖ [SABO Instructions: Check Request – Cash Advance](#)
- ❖ [SABO Instructions: Check Request – PERR Form \(Reimbursement\)](#)
- ❖ [SABO Instructions: Check Request – Pay by Invoice](#)
- ❖ [SABO Instructions: Check Request – Rutgers University Vendor](#)
- ❖ [SABO Instructions: Service Payment Form & Check Request – Contracted Service for an Individual](#)
 - [Service Payment Form Workflow](#)

Important SABO Documents

- ❖ [SABO Deposit Slip](#)
- ❖ [Blank W9 Form](#)
- ❖ [Copy of Rutgers Tax-Exemption Letter](#)

Appendix H – Club Sports Program Financial Policies

Important Club Sports Financial Policies

- ❖ [National Event Automatic Additional Funding Policy](#)
- ❖ [Special Allocation Process](#)
 - [Special Allocation Request Link](#)

Club Sports Fundraising Information

- ❖ [General Fundraising Information](#)
- ❖ [Rutgers Foundation Crowdfunding Information](#)

Important Club Sports Finance Documents

- ❖ [Budget Template](#)
- ❖ [Budget Sample](#)
- ❖ [Invoice Template](#)
- ❖ [Invoice Sample](#)

Appendix I – Apparel & Merchandise Information

[Rutgers Club Sports Apparel and Merchandise Info Sheet](#)

[Consolidus Quick Start Guide](#)

[All Colors Info Sheet](#)

Appendix J – Important Links

[Incident Report Form](#)
[Facility Request Form](#)
[Transportation Request Form](#)
[SABO Home Page](#)
[SABO Online Ledger System](#)
[New Club Sports organization Application Form](#)
[Club Coach Driver Document Form](#)

Appendix K – Campus Resources

[Asian American Cultural Center](#)
[Center For Latino Arts and Culture](#)
[Center for Social Justice Education and LGBT Communities](#)
[Compliance and Title IX](#)
[Dean of Students](#)
[Dining and Retail Services](#)
[Graduate Student Life](#)
[Major Events and Programs](#)
[Marketing and Communications](#)
[Off-Campus Living and Community Partnerships](#)
[Paul Robeson Cultural Center](#)
[Research and Assessment](#)
[Residence Life](#)
[Student Activities Business Office \(SABO\)](#)
[Student Conduct](#)
[Student Legal Services](#)
[Violence Prevention and Victim Assistance \(VPVA\)](#)