



Salisbury University

# Sport Clubs Handbook 2024-2025





# WELCOME

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# SPORTCLUBS OVERVIEW

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## THE HANDBOOK

This handbook was created to help you manage your club efficiently and effectively. Please use this handbook as a resource on how to handle the business of your club. You are responsible for knowing its contents, informing your club members, and abiding by the guidelines listed.

## DEFINITION AND PURPOSE OF A SPORT CLUB

A sport club is a student organization, registered with the Department of Athletics and Campus Recreation that has been formed by individuals motivated by a common interest and desire to participate in his/her favorite sport activity. Clubs vary in focus and programming since the student members manage the operation of the club. A sport club under Campus Recreation should have a focus of friendly competition and teaching skills.

Sport club programs fill the void between intramural sports activities and intercollegiate athletics. Sport clubs give the campus community an opportunity to participate in competitive sport activities, learn and improve their skills, and enjoy the recreational and social aspects of belonging to a club. Previous experil1(n)8.(i)-3487 ( h).9 (t)16.9 6 (g)95



MEM

## INDIVIDUAL MEMBERSHIP WITHIN A CLUB



## GRADUATION SASH APPROVAL

Updated 6/1/24

Graduation sash approval will take place through the Coordinator of Club Sports. The individual must have left the team in good standing and have support of the club teams' coaches and/or club president. Final approval will be made by the Coordinator of Club Sports.

## OFFICERS

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### ELECTIONS

Each sport club must elect the following officers to hold positions for the club:

- President
- Vice or Co-President
- Treasurer
- Fundraising Officer
- Social Media Coordinator
- Safety Officer

All officers must be full-time (12 credit hours) Salisbury University undergraduate students. It is advised to hold a meeting with your club to determine strengths among your members for suggestions on officer positions.

### OFFICER DESCRIPTIONS

Since clubs are self-administered, the management of club business is the responsibility of the officers. Each club should outline the responsibilities of its officers in its constitution and bylaws. The following list of suggested duties should serve as a guideline. Sport Club officers' responsibilities include, but are not limited to:

#### President

- Serve as the liaison between the club and the Department of Athletics and Campus Recreation, with the contact being the Club Sports Coordinator
- Conduct elections of officers for the following fiscal year by May<sup>31</sup>
- Attend all meetings called by (g)4.9 (s)-4.8 ([F>T] w [(C)12..4 (tw Tc -1.4 (b)C62004 Tc 0N)[ Tw 10.435 0 TT







# HEALTH/SAFETY MANAGEMENT

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## ASSUMPTION OF RISK

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Each participant in the Sport Club Program is required to complete an Assumption of Risk and Waiver of Liability Form prior to any participation, and may not participate until these are turned in and receive confirmation from the Club Sports Coordinator that forms are complete and approved







## CONFERENCE AFFILIATIONS

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A Sport Club desiring to affiliate with a conference or league for scheduling or competition must secure prior approval from the Club Sports Coordinator

## FACILITY RESERVATIONS AND USE

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Members of the Sport Club Program are eligible to use designated facilities that fall under the jurisdiction of Campus Recreation. The Club Sports Coordinator may also make arrangements for clubs to use other facilities, either on- or off-campus, if necessary.

All requests for Campus Recreation facility space must be made through the Club Sports Coordinator Practice



# EQUIPMENT

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## OWNERSHIP

All equipment purchased with Campus Recreation allocated funds become the property of the Salisbury University. All such equipment must be accounted for in a year-end inventory. Lost or damaged equipment purchased with Campus Recreation funds must be replaced by the club. Sports equipment may be used only during the fiscal year.

Any purchases made individually outside of Campus Recreation allocated funds become the personal property of the individual (ex: warm-up jackets purchased with personal dollars, with the understanding that the individual will not be reimbursed through Campus Recreation).

## ORDERING

Please refer to the "Finances" section of the handbook for guidelines on ordering equipment.

## STORAGE

Any equipment purchased with Campus Recreation allocated funds must be suitably stored pre, during-, and post season in its designated storage unit with the Campus Recreation Department.

## ORGANIZATION

Each club should appoint an Equipment Manager to monitor and control club equipment. This person should have an organizational chart to check in/out both uniforms and equipment, being certain each member turns in what he/she has checked out.

# FINANCES

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Club members are responsible for tracking and managing its club funds. This includes budget preparation, account management, fundraising, and requesting Campus Recreation funds. Campus Recreation funds are allotted on an annual basis

## CAMPUS RECREATION ALLOCATED FUNDS

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Each year once a club has undergone a provisional year, sport clubs may request funding from the Department of Athletics and Campus Recreation. These funds will be administered by the Director of Athletics as well as the Sports Coordinator. Club account ledgers will be kept in the Campus Recreation office; club officers should also keep an account of expenditures and balances.

## REIMBURSEMENT

If an officer wishes to be reimbursed individually, this must be approved in advance. Officers must have original receipts with the request. Copies will not be considered. Please fill out the Reimbursement Request Form found on the Campus Recreation website under "forms."

Campus Recreation will not be responsible for purchases that have not been approved. The individuals making the purchase will be held fiscally responsible. All purchases including reimbursements must be approved by the Club Sports Coordinator

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## SU FOUNDATION ACCOUNTS

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The Salisbury University Foundation account is a foundation for team dues, fundraising dollars, and donations to



# TRAVEL

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## LOCATIONS

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Sport clubs should plan all away contests within the mid-Atlantic region (Maryland, Pennsylvania, New Jersey, New York, Delaware, Virginia, West Virginia, D.C., and North Carolina). Any travel outside of these locations must obtain special approval from Club Sports Coordinator and fill out a Request for Purchase/Travel Form, noting the special request.

## REQUESTING AND USING

## STUDENTS AND COACHES:

1. Only the actual gas expense and road tolls will be reimbursed.
2. Prior to leaving the Salisbury University campus, the driver must fill up his/her tank with gas and retain a copy of this receipt.
3. Once the group has returned to the SU campus, the driver must once again fill up his/her vehicle and retain this receipt.
4. Both (or all, if driver needed to refill the tank more than once) receipts must be submitted in the expense report but only the receipt(s) for the amount of gas needed to fill the tank will be reimbursed from the Club Sport budget.
5. All tolls submitted will also be reimbursed.
6. Failure to follow these procedures will result in no reimbursement for any gasoline expense.

## ADVISORS

1. Only mileage and road tolls will be reimbursed.
2. Once back from the trip, advisor must fill out a State of MD expense form with the correct mileage to and from the trip for reimbursement. Please see below for example.





# SUPPORT SERVICES

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## COPYING

Copying can be done through the Club Sports Coordinator. Each club's account will be charged for copies made at 5 cents per copy.

## MAIL SERVICE

Campus Recreation will coordinate mailing items of club business, after approval by the Club Sports Coordinator. It is required that all club correspondence be delivered to the Campus Recreation Department, Maggs PAC, Salisbury University, Salisbury, MD 21801. All incoming mail will be distributed through the Club Sports Coordinator.

### DELIVERY ADDRESSES:

For Envelopes and Overnight Packages:

For Packages, UPS and FedEx: a 0.0 ET <</MCID 6 >13B

Departments and offices may not operate backdoor servers. The web page/site author is responsible for content of individual official or personal pages posted and maintained on SU servers. Page content and messages must conform to state and federal laws and to University regulations. Student page content and messages must conform to the Code of Conduct.

- Official pages and personal pages must not be constructed or used as business pages or for profit
- A web page/site author cannot host an external (not SU) organization, whether that organization operates for-profit or not-for-profit, on his or her personal page
- An organization supported by web pages must be Salisbury University related. The web page/site author must respect copyright and trademark rights of all organizations
- Pages for an SU club or organization must be pre-approved by the organization's official advisor, as well as the Club Sports Coordinator
- Pages for an SU club or organiza

# EMERGENCY ACTION PLAN

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Note: In any emergency, injury, etc. an Accident Report Form must be filled out and turned in to the Club Sports Coordinator within 24 hours of the incident.

The Emergency Action Plan (EAP) is to serve as a guideline for the sport club personnel, Emergency Medical Staff (EMS) and the University Police who respond to injuries/illnesses incurred by student athletes involved in activities that are sponsored by the Athletics and Campus Recreation Department. It is essential that the Department have a developed emergency plan that identifies the role of each member of the emergency personnel,

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## EMERGENCY PROCEDURES

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1. Determine the severity or extent of the injury/illness and contact the necessary medical personnel. Do not

Campus Intramural, Club Sports & Recreation.....544-1350  
 Department Athletics.....410-548-3503  
 Peninsula Regional Medical Center General Number.....546-6400

REFERRAL NUMBERS

Peninsula Orthopedics Associates.....410-749-4154  
 Apple Discount Drugs.....410-749-8401  
 Salisbury Immediate Care Center.....410-543-2020  
 Your Docs In .....443-944-0187  
 Peninsula Regional Medical Center.....410-546-6400

SAFE SHELTERS FROM DOC DAVIS INTRAMURAL COMPLEX

- Salisbury University East Complex Parking Garage adjacent to the tennis courts
- Visiting teams will seek shelter in their vehicles or bus
  - o If seeking shelter in the Salisbury University East Campus Parking Garage you must be in an area of the garage where there are no cross breezes, away from the garage car entrances and exits, must not be sitting or standing in water, must be away from metal fencing or screening, must be below the level of the metal screens (preferably sitting against a block wall) or sitting in a vehicle within the parking garage. Must avoid any area where horizontal lightning is a threat.

## FIRE

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1. Whenever you hear a fire alarm in a facility, stop all activities in progress and evacuate the building.
2. When evacuating the building, make sure all people vacate the area and move outside. Do not allow club members to enter another part of the building to retrieve personal belongings.
3. Close all doors leading into the building.
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## THUNDER AND LIGHTNING

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### SAFETY GUIDELINES

If an individual can see lightning and/or hear thunder, he/she is already at risk. Louder or more frequent thunder indicates that lightning activity is approaching, increasing the risk for lightning injury or death. The club officers, advisors, and coaches should work with the officiating staff when thunderstorms are in the area. The Safety Officer or designee is responsible for using the tools listed below to make the final determination with regards to continuation of play during poor weather conditions. Once a decision is made to suspend play, all participants and spectators must evacuate the area and move to a safer place. If participants are unable to completely evacuate the area, they should utilize the venue-specific safe shelters listed in the Emergency Action Plan.

### LIGHTNING DETECTION

The Salisbury University Athletic Training staff has, in the past, carried one lightning detector while another is housed with the athletic grounds maintenance crew. These have recently been deemed unsuccessful in great lightning detection. The University is now using the WeatherBug app, found in app stores on devices, for a more reliable mapping of lightning strike per location. It is advised that coaches, advisors, and the Safety Officer has this app downloaded on their devices.



# FORMS

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All forms can be found on the Salisbury University Campus Recreation webpage,

<https://www.salisbury.edu/experience-campus/athletics/campus-recreation/club-sports/resources.aspx>

FOR ALL MEMBERS:

- Assumption of Risk and Liability Waiver

FOR OFFICERS:

FINANCIAL FORMS

TRAVEL AND COMPETITION MANAGEMENT

SPORT CLUB OPERATIONS

FOR ADVISORS:

- Advisor Agreement Form
- Volunteer Agreement Contract

FOR COACHES:

- Coach's Agreement Form
- Volunteer Agreement Contract