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MONMOUTH UNIVERSITY POLICIES FOR CLUB SPORT PROGRAMS

Purpose:

Club sports are an integral part of the Recreational Sport Programs of Monmouth University. As such, Club sport is open to all interested students at MU. The Recreational program, including open recreational hours, planned intramural competitions, and organized club sports are designed to meet the needs of the general student body. All parts of this program complement each other, and provide for differing student levels of interests and abilities. The recreational program is distinctly separate from the NCAA sponsored varsity programs at Monmouth.

Principles of Participation:

In order to participate in any University club sport, a student:

1. must be registered for at least 12 University credits per semester as an undergraduate; 6 University credits as a graduate student;
2. must pass a minimum of 24 university credits (undergraduate) in an academic year;
3. must be in good academic standing (2.0 cumulative GPA or better);
4. may not be under any disciplinary probation

Composition of Club Sports:

The following guidelines set the procedures and standards for the establishment of a club sport.

1. Registration:

- A. To register, the club advisor must submit to the Director of Intramurals and Recreation a complete roster for the upcoming season. The completed form will include a list of all club members' names, addresses, on and off-campus telephone numbers, and social security numbers.
- B. Each club sport must have a faculty or staff advisor who is a full-time employee of Monmouth University.
- C. No individuals may be added to the roster without approval from the Director of Intramurals and Recreation.

All student members must be in good academic standing, as defined by the University, for each semester in which they participate in the club sport program.

2. New Clubs: Submission of all of the following to the Director of Intramurals and Recreation will trigger the approval process for new clubs which requires endorsement from the Director of Intramurals and Recreation and the Director of Student Activities.

- A. A constitution approved by Student Government.
- B. Membership list with a minimum of 20 students' names, phone numbers, addresses and social security numbers. This number may be changed at the discretion of the Director of Intramurals and Recreation.

- C. Minutes from the organizational meeting.
- D. Objectives.
- E. Advisor's name, department and telephone number.
- F. Budget, including an account deposit of 5% of anticipated expenses, or \$100, whichever is less.

3. Yearly Requirements:

Preseason:

Documents must be submitted 30 days prior to the first scheduled competition. All documents must be submitted to the Director of Intramurals and Recreation and the Director of Student Activities. If not submitted, the club is not sanctioned by the University for the upcoming season. Approval must be received each year.

- A. Budget (projected revenues and expenses as outlined on *Itemized Budget Report/Request & Budget Summary Report/Request*).
- B. *Membership list* (including names, telephone numbers, addresses, social security numbers).
- C. Advisor's name, department and telephone number.
- D. Objectives.
- E. Minutes of any meetings to date.
- F. Team rules and regulations.
- G. Practice times, place and requirements (also include any *Facility Request Forms*).
- H. Coach vitae plus references (must be approved yearly).
- I. Equipment inventory (yearly).
- J. Insurance coverage for the particular sport (as approved by the University insurance manager).
- K. Game/Event schedule (on *Event/Schedule Request Form*)
- L. All waivers signed and dated (*Sport Club Membership Release*)

Post-season:

Documents must be submitted within 30 days of the last scheduled competition. All documents must be submitted to the Director of Intramurals and Recreation and the Director of Student Activities. Failure to submit any or all of these documents will deny the club's ability to exist in the following academic year. Approval must be received each year.

- A. Budget-Actual revenue and expenses provided on *Itemized Budget Report/Request*.
- B. Membership List, including phone numbers, addresses, majors and SS#.
- C. Advisor's name, department and telephone number if different from above.
- D. Minutes of any meetings.
- E. Record of actual practice times and place, including attendance records.
- F. Record of actual games- time, date, place, score, number of spectators, actual participants, injury, and insurance logs.
- G. Evaluation of program by coach, advisor, and club officers.
- H. Year-end equipment inventory.
- I. Summary of any future plans for the club's constitution.
- J. Evaluation of coach.

Advisors:

Advisors shall be responsible for:

- A. Routinely attending practices, meetings, competitions and other club activities and substantially contributing to the conduct of club affairs.
- B. Counsel, inform, and assist students and coaches in their interactions with the processes and routines of the University and other non-University organizations with which the club must be involved in order to affect programs.
- C. Approve all financial expenditure forms and facilitate the timely submission of these forms, including the monitoring and filing of all insurance claims.
- D. Routinely observe and counsel students and coaches on safety procedures and risk management.
- E. Regular contact with the club coach, and yearly evaluation of said coach.
- F. Regular communication with Director of Student Activities and the Director of Intramurals and Recreation.
- G. Obtain and review academic record at the beginning and end of each semester that the club is in competition or practice to ensure academic eligibility.
- H. Submit all accident reports to the Office of Health Services within 24 hours of the accident.

Code of Conduct:

Club sport advisors, coaches and students are responsible to ensure that members of their organizations conduct themselves in a manner that reflects positively on Monmouth University. All students must abide by the Student Code of Conduct.

Purchases

All purchase requests must be submitted using the *Purchase Request Form*. All requests must have the club advisors signature before submitting to the Office of Intramural/Recreation. Final authority on all purchases will come from the Associate Athletics Director for Business. Clubs wishing to purchase equipment in excess of \$2500 must obtain at least 3 different vendor quotes before submitting the request. Please be advised that payment disbursement for all purchases will take a minimum of 10 business days following receipt of all required documents.

Health Policies and Procedures:

Any student participating in a club program must have the required health insurance and medical physical that clearly states the student's clearance to participate in that specific sport.

All injuries to club sport athletes must be reported within 24 hours by the advisor or coach, or club president to the Health Services Office. The Athletic Training Room is not accessible to club sport athletes.

Appointment of Coach(es):

All club sports must have a coach. Coaches of all club sports shall be considered employees of the university and their hiring is subject to the search procedures of the university. Selection of the coach(es) will be the ultimate responsibility of the Director of Athletics, upon the recommendation by the Director of Student Activities and Director of Intramurals and Recreation, who are encouraged to consult with the club officers and the club advisor.

Scheduling

Club Officers are responsible for submitting facility requests. The Director of Intramurals and Recreation will work in conjunction with the Associate Director of Athletic Internal Operations to schedule appropriate times for practice or events. Facilities are limited and requests may not be accommodated.

Practices requests should be submitted in writing using the *Facility Request Form*. Cancellation of a facility request must be made within 48 hours of scheduled time to allow other clubs ample opportunity to arrange for use of the facility. Requests for facilities that are granted, and go unused could result in forfeiture of request privileges.

Event/Game schedule requests must be submitted in writing, using the Schedule Request Form, at least 30 days prior to the first event/game. All requests must have appropriate signatures before they will be considered. Club officers are responsible for confirming all requests. Final approval of the schedule will be through the Director of Intramurals and Recreation. Contracts are recommended. All contracts must be approved by University Counsel. Signatures must be obtained by appropriate authorities, as outlined in the university contracts signature policy.

All Sport Clubs must hold an organizational meeting at least once a semester. The office of Intramural/Recreation must be informed in writing or by email of the date and time of all meetings. Meeting rooms must be reserved through Central Scheduling at X2199. All forms must be signed by the club advisor.

Travel

A *Travel Itinerary Form* should be submitted to the Office of Intramurals and Recreation at least 48 hours prior to departure of a scheduled trip. Each club will be responsible for submitting proper receipts to the Office of Intramurals and Recreation within 48 hours upon returning from a trip if the club wishes to get reimbursed for appropriate expenses. All Clubs that travel using their own transportation must have appropriate waivers submitted before traveling (*Sport Membership Release*).

Finances

Each club sport must be completely self-financing, including remuneration for coaching duties, and any excess and necessary insurance premiums, as deemed appropriate by the institution. Membership dues must be stated in the team rules and regulations and all fund-raising must be approved by the Director of Student Activities and the Director of Intramurals and Recreation. All approved sport clubs for students must guarantee safe equipment and qualified officials for all competitions.

Sport Club Budget Summary Report/Request Form and Itemized Budget Report/Request Forms must be turned in to the Director of Intramurals and Recreation and the Director of Student Activities 30 days prior to the first scheduled game and again 30 days following the last game of the season.

All deposits must be submitted to the Cashier's Office located in Wilson Hall. A *Cashier's Office Deposit Slip* must be used for all deposits. The club name and account number must be on all deposit slips. A copy of all deposit slips should be given to the Club Advisor and Director of Intramurals and Recreation.

Fund-Raising

All planned fundraising activities must be pre-approved by the Director of Student Activities and the Director of Intramurals and Recreation, and the Division of Institutional Advancement.

The Office of Student Activities and Student Center Operations and the Student Government Association encourages all student organizations to actively raise funds for their organization's use. In order to assure that any fundraising activities are not considered suspect with regard to prize distribution or financial misappropriations, all student organizations are required to adhere to these fundraising guidelines.

1. All student organizations interested in raising funds via raffles, bake sales, car washes, contests, etc. must complete a Fund Raising request at the Office of Student Activities and Student Center Operations to gain official approval and table/building space. If the Organization is raffling off a prize, the organization must be able to show proof that the prize exists. All raffles must be limited to the campus population.
2. If the fundraiser is an event type of program (i.e. dance, show, etc.) an appointment must be made with the Director of Student Activities to review plans and discuss expenses.
3. Once the fundraiser takes place, the organization must come back to the Office of Student Activities to inform the staff as to whom won the contest or raffle and/or to report revenue earned from the fundraiser. This information is for the Office of Student Activities' records only. Student organizations will not be able to continue fundraising events until this information is provided. Also, failure to report fundraiser amounts may result in denial of future funding for organization projects.
4. No student group may solicit funds or items from off-campus sources for its own use or a charitable purpose without permission from the Vice President for Student Services and the Vice President for Institutional Advancement. The Office of Student Activities will be happy to assist students in obtaining permission to fundraise for their use or a charitable purpose.

Insurance

Insurance coverage beyond that provided by the University for basic accident coverage (up to \$5,000) may be required for particular sports. The decision to require additional coverage will be made by the Director of Athletics and the Vice President for Student Services.

Uniforms

All clubs that wish to use the Monmouth University name or logo on their uniforms must first get approval from the Director of Intramurals and Recreation and the Associate Athletic Director for Marketing and Promotions. All uniforms must be tastefully done and use only the University colors.

Changes to Policy

The Director of Intramurals and Recreation is charged with the authority to make necessary changes to the Club Sport Policies as needed. All changes will be made in writing and effective seven business days after the club sport advisor, coach and captains are notified.

The Director of Intramurals and Recreation is charged with the authority to make necessary changes in the Club Sport Policies as required by individual sports. These changes are sport-specific and may be time sensitive. They are not required to have a seven day notice period, but are to be specified in writing to the club sport advisor, coach and captains.

All changes in policy must be approved by either the Director of Athletics or the Vice President for Student Services.

SPORT CLUB MEMBERSHIP RELEASE FORM

Monmouth University

Name _____ Date of Birth _____

Team _____ Student ID # _____

Local Address _____

Home Address _____

Notify in Case of Emergency: Name _____

Phone _____

I, _____, desire to participate in the Monmouth University Sport Clubs Program. I am informed that the Program operates with volunteer coaches, some of whom may even be team members or former team members; that the athletes and participants in Sport Clubs do not have access to training, consultation, or treatment at the Monmouth University Division of Athletic Medicine; that said participants and athletes are not covered by the provisions of the institution's Intercollegiate Athletic Insurance Policy; and that the athletes and participants may travel to events in athlete or coach driven privately owned vehicles.

In consideration of the institution providing some administrative support, recognizing the team as representing student, staff and faculty of Monmouth University and permitting me to participate on the _____ team, I hereby release Monmouth University, and their respective officers, employees, agents or representatives from any and all liability, claims, cost, expenses, injuries or losses resulting from, in whole or in part, my traveling to, training for, being coached in, using equipment for or participating in the above mentioned sport in the Monmouth University Sports Club Program.

Recognizing every activity has a certain degree of risk, I knowingly and voluntarily assume the risk of those injuries, regardless of severity, which may occur as a result of participation in the above mentioned sport.

I, the undersigned, am at least 18 years of age, have read this release, and understand all its terms.

Signature

Date

TRAVEL ITINERARY

Club _____

Opponent _____

Dates (Please include expected time) Leaving _____

Returning _____

Host School _____

Team Officer's Cell Phone #'s _____

Contact Name at Host School _____

Contact Phone # _____

Method of Travel _____ If traveling by private cars, please list drivers.

_____	_____	_____
_____	_____	_____
_____	_____	_____

Hotel Accommodations _____

Please list all traveling club members, advisors, coaches and guests. (Use reverse if more room is needed)

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

Directions _____

Sport Club Budget Summary Report/Request

Club Name _____

President _____ Phone _____

Treasurer _____ Phone _____

Faculty Advisor _____ Phone _____

Number of members actively enrolled _____

PLANNED INCOME

Administrative use only

Membership dues \$ _____

Expected Fund Raising \$ _____

Donations \$ _____

Other \$ _____

TOTAL INCOME \$ _____

EXPENSES

Office Expenses \$ _____

Entry Fees \$ _____

Room and Board \$ _____

Equipment \$ _____

Facilities \$ _____

Affiliation Dues \$ _____

Officials \$ _____

Expense of fund raising \$ _____

Uniforms \$ _____

Clinics, Workshops, etc. \$ _____

Salaries \$ _____

Security \$ _____

Transportation \$ _____

Miscellaneous \$ _____

TOTAL EXPENSES \$ _____

ITEMIZED BUDGET REPORT/REQUEST

Please summarize the information reported below on the Budget Summary Report/Request

EXPENSES

Office Expenses (copying, postage, phone calls, etc.)

Item _____	Cost \$ _____
Item _____	Cost \$ _____
Item _____	Cost \$ _____

Entry Fees

Item _____	Cost \$ _____
Item _____	Cost \$ _____
Item _____	Cost \$ _____

Room and Board

Trip _____	# of People _____	Cost \$ _____
Trip _____	# of People _____	Cost \$ _____
Trip _____	# of People _____	Cost \$ _____
Trip _____	# of People _____	Cost \$ _____
Trip _____	# of People _____	Cost \$ _____

Equipment

Item _____	Cost \$ _____
Item _____	Cost \$ _____
Item _____	Cost \$ _____
Item _____	Cost \$ _____
Item _____	Cost \$ _____

Facilities

Place _____	Cost \$ _____
Place _____	Cost \$ _____

Affiliation Dues

Item _____	Cost \$ _____
Item _____	Cost \$ _____

Officials

Date _____	# of Officials _____	Cost \$ _____
Date _____	# of Officials _____	Cost \$ _____
Date _____	# of Officials _____	Cost \$ _____
Date _____	# of Officials _____	Cost \$ _____
Date _____	# of Officials _____	Cost \$ _____
Date _____	# of Officials _____	Cost \$ _____
Date _____	# of Officials _____	Cost \$ _____
Date _____	# of Officials _____	Cost \$ _____
Date _____	# of Officials _____	Cost \$ _____
Date _____	# of Officials _____	Cost \$ _____
Date _____	# of Officials _____	Cost \$ _____
Date _____	# of Officials _____	Cost \$ _____
Date _____	# of Officials _____	Cost \$ _____

Expense of Fund Raising

Item _____ Cost \$ _____
Item _____ Cost \$ _____

Uniforms

Item _____	Quantity _____	Unit Price \$ _____	Total Cost \$ _____
Item _____	Quantity _____	Unit Price \$ _____	Total Cost \$ _____
Item _____	Quantity _____	Unit Price \$ _____	Total Cost \$ _____
Item _____	Quantity _____	Unit Price \$ _____	Total Cost \$ _____
Item _____	Quantity _____	Unit Price \$ _____	Total Cost \$ _____

Clinics, Workshops, etc.

Item _____ Cost \$ _____
Item _____ Cost \$ _____
Item _____ Cost \$ _____

Salaries (Head Coaches, Assistant Coaches, Choreographers, etc.)

Cost \$ _____
Cost \$ _____

Security

Event _____ Cost \$ _____
Event _____ Cost \$ _____

Miscellaneous

Item _____ Cost \$ _____

Transportation

Where _____ Mileage _____ # of People _____
Mode of Transportation _____ # of Days _____ Cost \$ _____

Where _____ Mileage _____ # of People _____
Mode of Transportation _____ # of Days _____ Cost \$ _____

Where _____ Mileage _____ # of People _____
Mode of Transportation _____ # of Days _____ Cost \$ _____

Where _____ Mileage _____ # of People _____
Mode of Transportation _____ # of Days _____ Cost \$ _____

Where _____ Mileage _____ # of People _____
Mode of Transportation _____ # of Days _____ Cost \$ _____

Where _____ Mileage _____ # of People _____
Mode of Transportation _____ # of Days _____ Cost \$ _____

Where _____ Mileage _____ # of People _____
Mode of Transportation _____ # of Days _____ Cost \$ _____

Where _____ Mileage _____ # of People _____
Mode of Transportation _____ # of Days _____ Cost \$ _____

Where _____ Mileage _____ # of People _____
Mode of Transportation _____ # of Days _____ Cost \$ _____

PLANNED INCOME

Playing Member Dues \$ _____ X # of Playing Members _____ = \$ _____

Non-Playing Member Dues \$ _____ X # of Non-Playing Members _____ = \$ _____

Donations (anticipated) \$ _____

Fund Raising

	<u>Date</u>	<u>Event (items sold)</u>	<u>Projected Income</u>
1.	_____	_____	\$ _____
2.	_____	_____	\$ _____
3.	_____	_____	\$ _____
4.	_____	_____	\$ _____
5.	_____	_____	\$ _____

Other Income (Please Explain)

Item/Event _____ \$ _____

Item/Event _____ \$ _____

Item/Event _____ \$ _____

Item/Event _____ \$ _____

Total \$ _____

FACILITY REQUEST FORM

Club Name _____

Officer Name And Position Held _____

Today's Date _____

Date Requested _____ Time Requested _____

Facility/Field Requested _____

Function (Practice, Game, Event, etc.) _____

Equipment Needed (Goals, Baskets Raised, Bleachers, etc.) _____

Advisors Signature _____ Date _____

=====

(For administrative use only)

Approved _____

Denied _____

Signature _____

Comments _____

EVENT/SCHEDULE REQUEST FORM

Opponent/Function _____ Date _____

Site _____ Time _____ Method of Transportation _____

Opponent/Function _____ Date _____

Site _____ Time _____ Method of Transportation _____

Opponent/Function _____ Date _____

Site _____ Time _____ Method of Transportation _____

Opponent/Function _____ Date _____

Site _____ Time _____ Method of Transportation _____

Opponent/Function _____ Date _____

Site _____ Time _____ Method of Transportation _____

Opponent/Function _____ Date _____

Site _____ Time _____ Method of Transportation _____

Opponent/Function _____ Date _____

Site _____ Time _____ Method of Transportation _____

* For additional functions please use another form.

(For Administrative Use Only)

Advisor signature _____ Date _____

Director of Intramural and Recreational Sport _____ Date _____

Comments _____

PURCHASE REQUEST FORM

Club _____

Date Submitted _____

Vendor _____

Phone # _____ Fax # _____

Address _____

Advisor Signature _____ Date _____

<u>Quantity</u>	<u>Catalog #</u>	<u>Description</u>	<u>Unit Cost</u>	<u>Total</u>
-----------------	------------------	--------------------	------------------	--------------

Date needed by _____

Contact Person _____

STUDENT ORGANIZATION ROSTER FORM

Monmouth University

FALL 2002

Date _____

Name of Organization _____
President _____ Phone _____
Campus/ Home Address _____
Vice President _____ Phone _____
Campus/ Home Address _____
Secretary _____ Phone _____
Campus/ Home Address _____
Treasurer _____ Phone _____
Campus/ Home Address _____
College Advisor _____ Office Phone _____
Department _____ Home Phone _____

Budget Funding Source (Check One)

_____ Student Government Association, Acct. Number _____
_____ Membership Fees _____
_____ Other, Please Specify _____

Type of Organization (Check One)

_____ Publication and Media _____ Honorary _____ Club Sport
_____ Club _____ Government

National/State/Local/Affiliation

If your organization is a chapter of a larger group (national, state, local, etc.) Please provide the following:

Name of group _____
Address _____
Phone _____
Contact Person _____

Total Membership (APPROXIMATELY) _____

(President's Signature)

(Advisor's Signature)

PLEASE COMPLETE ROSTER ON THE REVERSE SIDE

**NAME
EMAIL**

**ADDRESS
PHONE**

STUDENT ID#

1.) _____

2.) _____

3.) _____

4.) _____

5.) _____

6.) _____

7.) _____

8.) _____

9.) _____

10.) _____

11.) _____

12.) _____

13.) _____

14.) _____

15.) _____

16.) _____

17.) _____

18.) _____

FORMAT FOR CONSTITUTIONS

PREAMBLE

(Scope, purpose, objectives, goals of club)

ARTICLE I

“The name of this organization shall be _____;
hereafter it may be referred to as _____.

ARTICLE II- MEMBERSHIP

- Section A. Membership must be open to all currently enrolled students at the University, and any faculty, staff or administrative member at the University.
- Section B. No discrimination on the basis of “race, gender, creed, color, national origin, sexual orientation, or religious affiliation.”
- Section C. “All student members must maintain a 2.0 GPA and good standing according to the Monmouth University Student Code of Conduct.”
- Section D. Qualifications unique to organization. State what a member must do to be part of the organization. State the rights and privileges of a full member.
- Section E. Voting members (define term).

ARTICLE III- Meetings

- Section A. General frequency.
- Section B. Quorum (define term and when it is used).

ARTICLE IV.- Executive Board

- Section A. Positions and duties.
- Section B. Qualifications.
- Section C. Vacancies.

ARTICLE V.- Elections

- Section A. When they are held (preferably in April).
- Section B. State nominating procedures.

ARTICLE VI.- Impeachment

Section A. Grounds for impeachment.

Section B. “Any member of the organization has the power to initiate impeachment proceedings.”

ARTICLE VII- Succession

Section A. If the presidency falls vacant, the vice-president fills the post.

Section B. All other vacancies are filled by the election process.

ARTICLE VIII- Amendments

Section A. Procedures.

Section B. “The proposed amendment is then ratified after it is given approval by the Student Government Association.”

ARTICLE IX – Voting process

Section A. State procedures for club vote (ie. which tournament to attend, practice times etc.). Also, be sure to include a minimum number of votes and procedures in the event of a tie vote.

***Please include the date of when the constitution was approved. Any revised copies should also include the date of when they were approved.**

****These are only the minimum requirements for all club constitutions.**

Monmouth University Cashier's Office Deposit Slip

Deposits accepted between 9 and 12 only

Please call ext. 7540 with any questions

Date: _____

Account Number: ____ - _____ - _____

Account Name _____

Bills:

\$100's \$ _____

\$50's \$ _____

\$20's \$ _____

\$10's \$ _____

\$5's \$ _____

\$1's \$ _____

Coin:

\$0.25 \$ _____

\$0.10 \$ _____

\$0.05 \$ _____

\$0.01 \$ _____

Cash Totals: \$ _____

Check #	Name	Student ID #	Check Amount
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____

Check Totals: \$ _____
Total Deposit: \$ _____

Delivered By: _____

Fund Raising Request Form

PLEASE PRINT

NAME OF ORGANIZATION _____

FUNDRAISING EVENT _____

DATE OF FUNDRAISING ACTIVITY _____

PLACE OF FUNDRAISING ACTIVITY _____

NAME OF FUNDRAISER COORDINATOR _____

PHONE NUMBER OF COORDINATOR _____

APPROVED BY _____ DATE _____

ORGANIZATION ADVISOR _____

AMOUNT OF MONEY RAISED _____

PRIZE WON BY _____