

THE COLLEGE OF NEW JERSEY **SPORT CLUB HANDBOOK**



THE COLLEGE OF NEW JERSEY
OFFICE OF STUDENT LIFE

Sport Club Handbook

Table of Contents

Important Contact Information	3
Sports Club Contact Information.....	4
Introduction to the Sports Club Program	5
Student Conduct Code.....	7
Sport Club Annual Responsibilities	8
Forming a New Sport Club	10
Sports Club Council	11
Club Officer Responsibilities	12
Sports Club Trainings	13
Constitution	13
Faculty/Staff Advisors	14
Coaches	14
Risk Management	16
Visiting Team Waivers	17
Athletic Trainers	17
Inclement Weather and Field Conditions	19
Fundraising	21
Travel Procedures	25
Facility Reservations	31
Club Publicity	32
Club Funding and Generated Income	33
Allocation Process	33
Compliance Process	34
Equipment, Apparel and Uniforms	38
Appendix	
Waiver, Release, Indemnity and Promise Not to Sue	40
Emergency Contact Information Form	41
Concussion Information and Agreement Form	42
Visiting Team Waiver	44
Accident / Injury Report Form	45
Sport Club Practice Request Form	46

Additional Resources

Sport Club Officer Resource Page

<https://studentlife.tcnj.edu/about/recreation-and-wellness/sport-club-resources/>

Student Finance Board

<http://www.studentfinanceboard.com/>

Division of Student Affairs

<https://sa.tcnj.edu/>

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Sport Club Advisory Council
scac@tcnj.edu

Other Important On-campus Contact Numbers

Campus Police
609-771-2345

Student Recreation Center
609-771-2223

Student Health Services
609-771-2889

Important Links

For more information on Sport Clubs, please visit <https://studentlife.tcnj.edu/>

Sport Club Handbook

Sport Club Contact Information

Active Sport Clubs

Baseball	tcnjbaseballclub@gmail.com
Men's Basketball	mcbball@tcnj.edu
Women's Basketball	wbasket@tcnj.edu
Bowling	tcnjbowlng@gmail.com
Cheerleading	tcnjspirit@gmail.com
Crew	tcnjcrew@tcnj.edu
Dance	dancers@tcnj.edu
Fencing	fencing@tcnj.edu
Field Hockey	tcnjclubfh@gmail.com
Ice Hockey	icehock@tcnj.edu
Men's Lacrosse	lacrosse@tcnj.edu
Women's Lacrosse	wclublax@gmail.com
Lions Gaming	gaming@tcnj.edu
Men's Rugby	mrugby@tcnj.edu
Women's Rugby	tcnjwrugby@gmail.com
Men's Soccer	tcnjmensclubsoccer@gmail.com
Women's Soccer	tcnjwcs@gmail.com
Softball	tcnjclubsbll@gmail.com
Swimming	clubswim@tcnj.edu
Tennis	tcnjclubten@gmail.com
Ultimate Frisbee	tcnjultimate@gmail.com
Unified Sports	tcnjunifiedsports@gmail.com
Men's Volleyball	tcnjmvball@tcnj.edu
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Sport Club Council	scac@tcnj.edu

Introduction to the Sport Club Program

Introduction

The Sport Club Program at The College of New Jersey is comprised of sport clubs formed, developed, governed, and administered by the student membership working in conjunction with Recreation and Wellness, a unit within the Division of Student Affairs' Student Life Portfolio. Sport Clubs are recognized by both the Office of Student Involvement and Student Government as Recognized Student Organizations. The key to the success of this program is student leadership, interest, involvement, and participation.

The Sport Club Council with advisement of Recreation and Wellness has created this manual in order to provide officers with the structural framework necessary for clubs to gain recognition, develop leadership skills, and run safe, efficient programs. The protocols contained herein apply to all of the clubs. Sport club members, officers, coaches, and the faculty/staff advisor are required to read, understand, and follow the procedures outlined in this manual.

Questions regarding the policies and procedures within this manual should be directed to Recreation and Wellness or the Sport Club Council executive board.

Purpose and Philosophy

The Sport Club program at The College of New Jersey offers the community an opportunity to participate in a broad variety of sports and recreational activities. All programs are based on student interest and designed to enhance the TCNJ experience by creating an environment where students can unite in diverse groups to achieve common goals and objectives while encouraging healthy lifestyles. Sport Clubs provide a valuable learning experience through student involvement in fundraising, public relations, organization, administration, budgeting, scheduling, teaching, and leadership development.

Sport Clubs are student-initiated and student managed. Club members are actively involved in determining the objectives and procedures of their club. The organizational and decision-making duties of each club are the responsibility of the members and their officers. The clubs with the most success and stability are those with active members and dedicated officers and members.

Recreation and Wellness personnel provide administrative assistance to clubs with policy and procedure guidelines, securing facility space, facilitating financial support from SFB, promotion of club activities, and acquisition of equipment. The role of Recreation and Wellness, however, is advisory in nature to preserve student leadership and development.

Objectives

The sport club program is designed to provide participants the following opportunities:

- To learn new sport skills.
- To practice and refine existing sport skills.
- To engage in structured competition.
- To develop lifelong skills that contribute to living a wellness based lifestyle, including physical fitness.
- To develop a feeling of belonging and understanding between individuals and groups through sport and recreational activity.

- To develop leadership skills.
- To develop organizational and administrative skills including program planning, delegation of responsibility and authority, fundraising and financial management, and public relations.

Definition of a Sport Club

A Sport Club is defined as a group of students voluntarily organized for the purpose of furthering their common interests in a physical activity. A Sport Club is competitive in nature and can incorporate hosting home games and practices or traveling to other locations. The clubs are meant to be a learning experience for the members through their involvement in life skills such as fundraising, public relations, administration, and budgeting, as well as the development of skills in their particular sport. All qualifying students may participate in a sport club.

Eligibility Requirements

All Sport Club guidelines regarding membership eligibility are in place to protect the rights and safety of each prospective participant. They are designed to provide fair and equal opportunity for all persons eligible to participate in sport club activities.

- All club eligibility requirements must follow the Student Rights and Freedoms Policy, <https://policies.tcnj.edu/?p=438>,
- All currently enrolled undergraduate and graduate students at The College of New Jersey are eligible to compete with and gain membership into a sport club. All students must be given the opportunity to join at least once an academic year.
 - Competition eligibility is based on each national governing body and their eligibility requirements for the sport
- Only full-time and currently enrolled students may be club officers and serve on the Sport Club Council and/or Executive Board.
- Each club member **must** complete a Release Waiver, Concussion Agreement, and Emergency Contact form. These documents must be on file with Recreation and Wellness, and be listed on the club's official roster before he/she is recognized as an official member of a sports club.

Club Mailbox

All sport clubs will be assigned a mailbox (hanging folder) in the Recreation and Wellness Office. The mailbox is located in the Student Recreation Center, Room 234. Please check them regularly.

Student Conduct Code

Recognized Sport Clubs have certain rights and responsibilities including permission to make authorized use of The College of New Jersey name and marks, permission to compete off- campus while representing TCNJ, access to College athletic/recreational space and resources, and participation in the Sport Clubs program. While participating in off campus activities, clubs must be aware that they are always representing the College to the greater community. Sport Club officers are responsible for ensuring that clubs abide by all policies of the Sport Clubs Program, Recreation and Wellness, and The College of New Jersey. Sport Club officers will be held accountable for the actions of the club as a whole and/or its individual members. All clubs and their respective members are to adhere to the College's Student Code of Conduct as well as the policies and procedures outlined in The College of New Jersey's Student Organization Privileges and Responsibilities. For full information on these policies, please visit:

- **Student Code of Conduct**
 - o <https://policies.tcnj.edu/?p=870>
- **Student Organization Privileges and Responsibilities**
<https://conduct.tcnj.edu/files/2016/07/StudentOrganizationPrivilegesandResponsibilities-8.31.16.pdf>

It is the responsibility of a club's members to be familiar with both forms and adhere to its policies. Failure to follow these rules may result in disciplinary action towards the individuals, as well as their respective club. Individual sport club members that have violated policy will be reviewed by the Office of Student Conduct. In addition to College sanction, individuals may be subject to criminal prosecution under federal and state laws that specify severe penalties

TCNJ Hazing Policy

- No student organization, student, or alumnus shall conduct nor condone hazing activities. The College defines hazing as "any action taken, or situation created that negligently, intentionally, or recklessly subjects any person to the risk of bodily harm, physical discomfort, harassment, emotional or mental degradation, abuse, or interferes with academic activities; or causes or encourages any person to commit an act that would be a violation of law or College regulations for the purpose of initiating, promoting, fostering, or confirming any form of affiliation with a student group or organization."
- Any observation by a member of a student organization of any hazing activity as described above must be reported to College authorities.
- Aiding or assisting another student organization to engage in any hazing activity as described above.
- The express or implied consent of a person is not a defense to any hazing activity described above.

Alcohol and Other Drug Use

TCNJ Students under the age of 21 are prohibited from engaging in the use of consumption, possession, sale, distribution, or abuse of alcoholic beverages on the TCNJ campus, on property and facilities supervised by TCNJ, or during TCNJ sponsored events or activities. Noncompliance with this policy may result in individual disciplinary action by the Sport Programs Coordinator and may be sent to the Office of Student Conduct. Any consumption, possession, or suspicion of consumption or possession may result in removal from the facility and disciplinary actions to the individual and club. Clubs are collectively responsible for individual members of their team. TCNJ does not permit use of tobacco products (cigarettes, chewing tobacco, etc.) at any College-sponsored events such as Sport Clubs events.

Additionally all facilities are tobacco free. Spectators or club members must move outside of the fenced field areas for this use. Please refer to TCNJ's Alcohol and Other Drug Policy for more information: https://adep.tcnj.edu/files/2016/02/Alcohol_and_Other_Drug_Policy.pdf

Sport Club Discipline Process

When the officers or members of a sport club do not meet the requirements as set forth by the Sport Club Council and Recreation and Wellness, or disobey any of the rules set forth by The College of New Jersey, Student Organization Privileges and Responsibilities and/or the Sport Club program, sanctions may be imposed upon the club. Depending on the severity of the violation, penalties may be fines assessed onto the club account, freezing of club accounts, suspension of facility privileges, or suspension of active status as a club.

The following violations will be assessed by the Sport Programs Coordinator and the SCC and follow the guidelines put forth in the Sport Club Council Constitution. Actions deemed severe, or pertaining to the Student Conduct Code and/or the Student Organization Privileges and Responsibilities, will be referred to the Office of Student Conduct.

Description of Violations

- Failure to abide by rules and protocols set forth in the Sport Club Handbook
- Breaches in the Student Conduct Code and/or the Student Organization Privileges and Responsibilities
- Failure to honor facility reservations
- Failure to maintain accurate rosters
- Failure to maintain minimum active membership (150% of game roster)
- Destruction or loss of Sport Club Council or College equipment
- Failure to follow Sport Club Council and SFB Financial Regulations
- Failure to meet established deadlines
- Failure to follow facility policy
- Failure to submit required documentation

Sport Club Annual Responsibilities

To maintain status as an Active Sport Club, each club must:

1. Maintain updated records of the following documents:
 - a. Constitution (updated every year)
 - b. Update roster on file with the Sport Programs Coordinator. This will serve as the club's official roster
 - c. Liability/Waiver forms for all participants
 - d. Practice/Game Schedule
 - e. Officer Contact List (At a minimum, clubs must have a President, Treasurer & Safety Officer)
 - f. Semester and Annual Reports, including a report of the expenses and revenues for each semester.
 - g. Inventory Sheet of all college and Student Activity Fee (SAF) purchased items

- h. Budget Proposal and Report (submitted annually and revised each semester).
2. Attend all required meetings throughout the year as dictated by the Sport Programs Coordinator within the first two weeks of the fall semester
3. Provide a plan for injuries:
 - a. It is highly recommended that all participants receive a physical examination prior to participation.
 - b. Each participant shares in the responsibility of safety and agrees to follow safe procedures and to avoid any unnecessary, hazardous situations.
 - c. Wear proper attire for their respective activity and appropriate protective equipment. If the participant chooses not to use such equipment, the participant must realize that he/she is doing so at his/her own risk.
 - d. Should an injury occur, an Injury Report Form must be completed and filed (within 48 hours) with Recreation and Wellness.
 - e. Be responsible for all financial obligations incurred in any treatment necessitated by an injury.
 - f. Follow head injury protocol outlined on page 18.
4. Remain in good standing with local, regional, and national affiliations as appropriate.
5. Have two Safety Officers who are certified in CPR/AED. Classes will be offered at various times throughout the year.
6. Submit facility reservation requests by the designated date/time.
7. Contact Recreation and Wellness by the end of the spring semester identifying who the following year's president will be. If the club is transitioning to a new president, the incoming president will assume the role at the beginning of Fall Semester.
8. Avoid sponsoring or hosting any destructive activities that could tarnish the reputation of TCNJ or cause damage or injury to Sport Clubs, the college, personal property, or individuals.

Club Renewal

Clubs are required to complete a renewal process each year and remain active or be in jeopardy of losing their sport club status. The yearly renewal process for clubs is as follows:

- Reregister club with the Office of Student Involvement
- Club contact form submitted to Recreation and Wellness
- Attendance of club officers at the Sport Club Officer training
- Submit an updated constitution
- Submit initial fall practice and event schedule
- Schedule should be updated throughout the fall and Spring semesters
- Have at least 2 trained safety officers on file with Recreation and Wellness before first practice

All clubs are expected to complete the steps of the renewal process by the third Friday of the fall semester and meet all deadlines. Sport Clubs that do not complete the process may not be eligible to practice, compete, or spend Sport Club allocated funds until the above items have been completed.

Forming a New Sport Club

The process for forming a new sport club will be as follows:

1. Students wishing to create a club sport must first meet with the Sport Programs Coordinator to discuss their ideas.
2. To be eligible for membership in the SCC, a potential club shall meet the following requirements:
 - a. Fulfill the definition of a club sport;
 - b. Offer an activity that is not a duplicate of another club sports organization;
 - c. Offer an activity that falls within safety guidelines, as determined by Recreation and Wellness
 - d. Offer an activity for which an approved space for storage, practice, and competition is available either on or off campus
 - e. Fulfill the requirements of a recognized student organization defined by TCNJ Student Government.
3. Upon request from a potential Sport Club for admittance to the Sport Club Council, it will be necessary that the club submit, to the Sport Club Council Executive Committee, the following:
 - a. A written constitution;
 - b. Completed Intent to Organize Form (online program being implemented);
 - c. Strategic plan detailing the goals for the organization;
 - d. Operational budget that will include how the club plans to fundraise money and how the money required will be spent.
 - e. The club must provide a roster (at least 150% of the sports starting line up) of individuals who are interested in joining the club and willing to pay dues. The club must appoint a President and a Treasurer as well as a faculty advisor.
 - f. The club must provide the league and National Governing Body (NGB) that they will be participating in or a list of events that they will be participating in
 - g. The club must provide suggestions for facilities, equipment, and time required for practice, meetings, and competitions. The suggestions do not guarantee certain resources will be available for the club to use. If the club will be competing off campus, the name and location of the field/arena must be provided.
 - h. Once the new club has been accepted by the Sports Club Executive Board, the club will need to present to the Sports Club Council. The Council will vote to accept the club or not. A vote of three quarters of quorum must be met for the new club to be accepted. If the new club is accepted by the council, the club will be given probationary status for one year.
4. In addition to acceptance by the Sport Club Council, the club will need to be approved by Student Government in order to become a Recognized Student Organization. Students will need to complete the New Student Organization: Application for Recognition which can be located on Student Government's webpage. A signature from the Director of Recreation for approval is required.
5. If accepted, the club will be on probationary status and will not receive any money from the Sports Clubs account. The club can request emergency money if they present their case in front of the Sports Club Council. The council must approve the request in order for the club to receive the money.
6. At the end of the year, the Sports Club Executive Board will determine if the club will be granted the full status of a Club Sport. The club will be granted full Club Sport status if they have

followed all policies and procedures outlined in the Sports Club Handbook, submitted all required paperwork, and has not received any disciplinary action.

7. Each potential club sport may present once per semester.

Sport Programs Coordinator Roles/Responsibilities

1. Act as an advocate for all club programs
2. Assist clubs with all business affairs
3. Approve and signs all required paperwork
4. Communicate regularly with club officers
5. Provide information on matters of liability, travel, budgets, equipment purchase, scheduling, and fundraising
6. Act as a liaison with college departments
7. Act as a contact with other institutions' sport club programs
8. Serve as an advisor (in addition to the faculty advisor selected by the club) for all club programs
9. Enforce all college rules and regulations

Sport Club Council

The Sport Club Council (SCC) is the primary student-lead oversight organization responsible for advising, advocating, and unifying all organizations within the Sport Clubs Program at The College of New Jersey and ensuring that participants are aware of their rights and responsibilities as The College of New Jersey Sport Club student-athletes. The SCC will serve as the link between sport clubs and the college administration, and be advised by the Sport Programs Coordinator. The SCC shall set and enforce the Sport Club guidelines.

The SCC is expected to follow the guidelines set in The College of New Jersey Sport Club Council Constitution.

SCC Composition

The Sport Club Council will consist of:

- A representative from each recognized sport club, who will be a voting member of the Council
- A four member Executive Committee will be elected each spring by the representatives on the council for one-year terms that follow the academic year.
 - The Executive Committee will consist of a President, Vice President, Secretary, and Treasurer.
 - The goal of these positions is to provide oversight, organization, and advisement to all organizations within the Sports Club Program at The College of New Jersey and ensuring that participants are aware of their rights and responsibilities.
 - The Executive Committee will be responsible for overseeing the SCC as well as solving and presenting issues/disputes as stated in their duties in the SCC constitution
 - The executive committee will be responsible for creating/spearheading sub-committees needed throughout the year related to Sports Clubs.

SCC Responsibilities

- Follow the SCC constitution and by-laws

- Conduct an SCC meeting at least once per month
- Assist the Sport Programs Coordinator in conducting leadership training for sport club officers
- Recommend revisions of the Sport Club Manual and procedures for the following year
- Recommend and monitor SCC funds and other resources allocated for sport clubs, including the annual sport clubs budget allocation.
- Review and approve clubs seeking new admittance and/or reinstatement into the program
- College-wide representation of the sport clubs program at events, programs, etc.
- All SCC recommendations and/or actions are subject to approval or rejection by the Sport Programs Coordinator

Club Officer Responsibilities

The daily operation of any sport club is the responsibility of its officers. Clubs are required to have a president and a treasurer. It is recommended that clubs elect at least three officers to ensure that one person does not face the impossible task of fulfilling all duties and obligations to ensure the club functions smoothly and properly. Typical club officers include president, vice-president, treasurer, equipment manager, publicity manager, etc. Ultimately, the club officers are accountable for their club and the actions of the club.

All club officers must be full-time TCNJ students.

The duties and responsibilities of club officers include, but are not limited to the following:

- Providing leadership and direction to the club.
- Serving as the liaison between the club and Recreation and Wellness.
- **Communication is expected on every aspect of the club and is critical to the success of each club**
- Ensure the club is following their constitution and bylaws
- Operating the club in accordance with the rules and regulations of this handbook, and the policies of Recreation and Wellness, Office of Student Involvement, and the College
- Submitting and updating all required forms and papers by listed deadlines.
- Informing club members and coach/instructors of all responsibilities, obligations, and ensuring their compliance.
- Holding meetings to conduct club business.
- Requesting funding support in accordance with members' needs and wishes.
- Managing the club's fundraising efforts and ensuring the funds are properly deposited and used in accordance with College, relevant Student Finance Board, and club guidelines.
- Keeping accurate records of club income and expenditures and submitting all receipts, statements, and financial records for review as requested.
- Meeting all financial obligations incurred as a club.
- Have elected new officers when the club submits their budget proposals. The deadline for elections will be communicated to the clubs at the beginning of each academic year
- Fulfilling all association or league obligations.
- Publicizing and promoting club activities **including reporting schedules and results of competitions.**
- Maintaining equipment control and inventory.
- Serving as event management for all home events.

- Arranging club travel plans.
- Obtaining a faculty/staff advisor.
- Training the in-coming officers in proper procedures for club operation.
- **Checking the club mailbox on a weekly basis.**
- Ensuring designated club representative attends all Sport Club Council Meetings

Sport Club Trainings

There will be a mandatory training for all sport club officers at the start of each academic year. All sport club presidents and treasurers are required to attend. However, any additional officer that the club believes the meeting would be beneficial for are encouraged to attend. In addition, an officer transition meeting will be held in the spring, after all elections have been completed. This meeting will be mandatory for all new officers to attend. The date and time for the meeting will be communicated to the club through their club email account.

Sport Club Meetings

There will be one meeting held each semester with the club and the Sport Programs Coordinator. It is the club's responsibility to schedule these meetings. In addition, two officers from each club are responsible for attending these meetings. It is recommended that all officers/advisors/coaches attend the meetings; however it is only mandatory for two officers. Officers are expected to check their email on a regular basis to ensure efficient communication between the Sport Programs Coordinator and each club.

Constitution

Each club must develop a constitution suited to the practical operation of their club and include how the club should run, make decisions, and other important matters that may arise. The constitution must be easily interpreted so the club can operate consistently from year to year. If modifications are made to the constitution, a new copy must be sent to the Sport Programs Coordinator, the Office of Student Involvement, and Student Government as soon as possible. Club constitutions may not conflict or supersede any of the policies or procedures contained in the Sport Club or College handbook. The following general information should be included:

- Club name
- Purpose
- Meetings
- Funds
- Duties
- Advisors
- Coaching duties
- Membership and eligibility qualifications
- Officer qualifications
- Coaches/managers

Faculty/Staff Advisors

Each sport club is required to have an advisor. The Advisor must be a full time faculty or staff member at The College of New Jersey. The role of the advisor is to:

- Oversee club members on academic matters
 - Assist members with academic queries
- Advise club leaders
- Work closely with club officers; offering input in decision making but should not assume a leadership role
- Help assist the officers in the development of the club.
- Be responsible for signing SFB vouchers for payments to vendors and officials but is not directly involved in the budget process
- Review and advise on contracting matters, but **DO NOT SERVE AS THE SIGNATORY**
- Attend appropriate club meetings and functions
- Counsel club officers and members

Coaches

Each club has the option to pursue coaching and instruction for their team. Coaching positions may be filled from someone inside or outside the college community with the approval of club members and Recreation and Wellness. It is the responsibility of each club to secure the services of a coach, if they choose. Coaches are not required for most sport clubs but clubs that are classified as high risk by Recreation and Wellness are required to secure a coach. The current high risk sports are cheerleading, dance, rugby (men's and women's), ice hockey, and crew.

All coaches, paid or volunteer, must have the following on file with Recreation and Wellness before working with the club:

- Completed and signed Sports Club Coach Agreement Form
- Up to date CPR, First Aid, and AED Certifications
- Proof of completion of the CDC Heads Up Concussion Training Course
- Sport specific coaching certifications required by governing bodies

It is important to note that any coaches or instructor of a club are NOT considered employees of the College and are not entitled to any benefits provided to The College of New Jersey employees, including, but not limited to, fringe benefits, workers' compensation, health and unemployment insurance, pension plans, or any other benefits. As an independent contractor, a coach/instructor may not identify him or herself as an employee of The College of New Jersey nor are they permitted to represent The College of New Jersey, the Sports Club Program, or any recognized club in any capacity.

Payment of Coaches

Any individuals that provide coaching or instruction to a recognized sport club may or may not be financially compensated for their services. It is up to the club to determine if the position will be for compensation or entirely voluntary. However, a mutual agreement must be met by both parties prior to such services being provided. Any financial compensation that a coach receives will be paid through the Student Finance Board (SFB) with funds from the club's account. No coaches or instructors may be compensated through a third party institution or by club members directly.

If a coach will be financially compensated, they are required to:

- Have compensation documented and signed Sport Club Coach Agreement on file in Recreation and Wellness and Student Finance Board (SFB)
- Submit a completed and signed W-9 form to the Student Finance Board (SFB)
- Submit an invoice to club treasurer based on the agreed upon payment schedule

Coaching Expectations

In order to allow students to develop and learn as leaders through their experience in sport clubs, the coaches will not have responsibilities in the general administration of the club. The primary responsibilities of the coach are to manage all aspects of the on-field activities. The coaches should understand the responsibilities and authority of the position as follows:

- The Coach/Instructor must be aware of and follow all College and Recreation and Wellness policies and procedures relative to the College's Sport Clubs Program.
- The Coach's/Instructor's duties shall include coaching and teaching the Sport Club in practice and competition. He/she should refrain from participating in other areas of Sport Club management since the Sport Club is a student organization. The Sport Club student officers are expected to serve as the liaison between the Sport Club and Recreation and Wellness. The key to the success of the Sports Club Program has been the continued emphasis on student leadership and participation.
- The Coach/Instructor shall attend all practices and competitions.
- The Coach/Instructor shall develop and employ appropriate safety procedures.
- The Coach/Instructor shall promote good sportsmanship on and off the field.
- Sport Club business matters (hosting tournaments, submitting forms, and facility and equipment requests) must be handled by the student members with the Coach/Instructor serving in an advisory capacity. Sport Club activities and events should be a team effort and not left solely to the Coach/Instructor or student officers.
- Participation in the Sports Club Program is completely voluntary. Therefore, monetary compensation, rewards or scholarships shall not be permitted or given to any player or prospective player by the Coach/Instructor.
- The Sport Club Council will not recognize or fund a sport club who employs or retains a coach that has not met expectations set forth in the coach's agreement.
- The Sport Club may, in its sole discretion relieve the Coach/Instructor of his/her duties.
- The College may restrict a coach from College premise with cause
- The Coach/Instructor must be recommended by the Sport Club members and must make a determination regarding renewal of their Coach's Agreement Form each academic year. Continuation of coaching duties is not automatic.
- It is recommended that the Coach/Instructor purchase his/her own medical and liability insurance.
- The Coach/Instructor is NOT an employee of the Sport Club, The College of New Jersey or Recreation and Wellness or any of their affiliates.

Risk Management

Medical Kits

For any Sport Club that practices off-campus, it will be mandatory to check-out a medical kit with Recreation and Wellness. The sport club will be able to retain possession of the medical kit through the academic year or for the duration of their season, culminating in the spring semester. At that time, the club will be responsible for returning the medical kit to the Department. Failure to do so will result in the club being responsible for replacing the medical kit. If at any time the club is running low on supplies, they must notify the Sport Programs Coordinator. The Coordinator will be responsible for replacing the missing contents.

For all other sport clubs, it will be mandatory to check-out a medical kit whenever the club is traveling. It will be the club's responsibility to contact the Sport Programs Coordinator to arrange a time to check-out the medical kit. It is recommended that the club contact the Coordinator a 4-5 days prior to travel and check-out the medical no less than 48 hours in advance. After the club returns to campus from travel, they must return the medical kit within 48 hours of arrival.

Safety Officers

All clubs are required to have at least two safety officers who are CPR, First Aid, and AED certified and have completed the CDC Heads Up Concussion Management Training. Recreation and Wellness will set up several dates on campus for individuals to obtain certification. Clubs must inform Recreation and Wellness staff on which individuals from their club will become certified, and the date they will attend the certification class. If students cannot make any of the dates that are scheduled by Recreation and Wellness, they must contact the Red Cross/EMS to set up a certification test on their own. A Sport Club will be unable to begin practices until two members are CPR/AED/First Aid certified and reported to the Sport Programs Coordinator.

At least one safety officer must be at all club practices and games. The primary responsibilities are to:

- Ensure the health and safety of club members
- Attend required Safety Officer trainings each year
- Responsible for completing an Injury Report Form for every injury to any Sport Club member. Completed forms must be submitted to and Wellness within 24 hours of the injury.
- Maintain current CPR, First Aid, and AED certification from the American Red Cross or other nationally recognized organization.
- Annually complete the CDC Heads Up Concussion Management Training
- Comply with policies, procedures and emergency action plans.
- Enforce any rules and regulations imposed by the NGB and be a safety advocate for the sport
- Ensure that a First Aid kit is available at all practices and competitions. In addition, keep kit stocked with fresh and necessary supplies.
- Ensure that no individuals participate in practice unless they are approved members of the Sport Club and they have a waiver on file with Recreation and Wellness. This includes coaches and volunteer assistants.

High Risk Clubs

The Recreation and Wellness classifies the following sport clubs as high risk:

- Cheer
- Crew
- Dance
- Ice Hockey
- Men's Rugby
- Women's Rugby

It is mandatory that these clubs have a coach with proper League or National Governing Body (NGB) certifications and CPR/AED certifications. Due to the nature of these clubs, the Sport Club Advisory Council will allocate funds to them to offset the cost associated with having a coach.

Liability

The college provides no physical examinations for participants in any sport club program. However, we recommend that all participants receive a physical examination from their doctor prior to playing in any sport club program. All participants are required to complete a participation agreement each year. TCNJ disclaims all liability for loss, injury or other damage arising out of participation in recreational sports.

Insurance

All students must have their own health insurance to be enrolled at the college. It is the responsibility of each participant to verify their own insurance status and ensure they have appropriate coverage for all club related activities, including travel.

Participant Forms

All sport club participants must fill out the Release, Hold Harmless, and Indemnity Agreement for the sport club they are participating in. In addition, students will be required to complete an Emergency Contact Information form and sign the Concussion Agreement form. A student may not participate in any sport club activity until these documents are signed.

Visiting Team Waivers

All sport clubs who host a home game or competition must have every member of the visiting team/school sign the Visiting Team Waiver. The visiting teams can either fill out the form when they arrive for the game/competition or the waiver can be emailed to the team a few days prior to the game. Please contact the Sport Programs Coordinator if you would like to email the waiver in advance. Otherwise, the sport club will work alongside the sport club supervisors working the game to ensure every member of the visiting team signed the waiver.

Medical Personnel

Sport club supervisors as well as an EMS crew will staff all home on campus events. In addition, all sport clubs must follow any other requirements that are dictated from their National Governing Body (NGB). These accommodations should be coordinated with the Sport Programs Coordinator. It is required that the sport club contacts the Coordinator prior to hosting a home contest.

Athletic Trainers

An athletic trainer will be required to be present at every home Men's and Women's Rugby games. In addition, an athletic trainer must be present at any competition or tournament hosted by a sport club

where there will be four or more schools/teams present. The Sport Programs Coordinator will be responsible for requesting the athletic trainer.

Injury Protocol

In the event of an injury or accident:

- Immediate first aid and emergency care shall be initiated by qualified personnel and then, by the most qualified person on the scene. Only those skills the individual is certified to render shall be performed.
- In life-threatening situations or situations involving serious injuries or illnesses, including but not limited to, concussions, heat illness, spine injury, cardiac arrest, respiratory distress and sickle cell trait collapses, the first qualified person to respond to the scene has the responsibility to do the following:
 - Determine the severity of the injury or illness
 - Stabilize the affected person within the limits of the responding individual's training
 - If on TCNJ's Campus, call:
 - 911 from campus phone or pay phone or;
 - 609-771-2345 from a cell phone
 - If off campus dial 911
- All injuries shall be documented on the Accident-Injury Report Form. This form can be found online on the Sport Club Officer Resource Page under the heading "Risk Management."
 - This form should be turned in to Recreation and Wellness within 24 hours
- All injuries requiring transportation to a medical facility must be reported immediately to the Sport Programs Coordinator.
- In the event of a catastrophic injury occurring notify professional staff immediately after calling emergency personnel.

Head Injury Protocol

TCNJ Sport Clubs recognizes that sport induced concussions pose a significant health risk for those students participating in sport clubs. With this in mind, we have implemented a protocol to assess and identify those students who have suffered a concussion.

- In any circumstance where a concussion is suspected in a student, the first priority is to remove the student from further competition.
- Any situation where a student is suspected/sustains a concussion, they must refrain from returning to practice or competition the same day
- In all circumstances, the sport club supervisor, club safety officer, and/or EMS crew will document the player's name, position, circumstance of injury, and any symptoms of the concussion.
- It is recommended that all students who sustain a concussion should be referred to a physician within 24 hours.
- While the Recreation and Wellness Department does not currently require students to be cleared before returning to play, if there is a question about the state of mental clearing it is best go in the direction of conservative assessment and withhold the student from further competition until a physician's assessment can be arranged.

A list of concussion symptoms can be found below:

Physical Symptoms
Headache
Vision Difficulty
Nausea
Dizziness
Balance Difficulties
Light Sensitivity
Fatigue

Cognitive Symptoms
Memory Loss
Attention Disorders
Reasoning Difficulty
Emotional Symptoms
Irritability
Sadness
Nervousness
Sleep Disturbances

Recommendations:

Do not hide it. Never ignore a blow to the head. Schedule an evaluation with your physician. Also, do not be afraid to speak up if you believe one of your teammates might have a concussion. Sports have injury timeouts and player substitutions so that take advantage of so you can get checked out.

Remove Yourself. Do not return to participation in a game, practice or other activity with symptoms. The sooner you get checked out, the sooner you may be able to return to play.

Get checked out. Your team physician, athletic trainer, or health care professional can tell you if you have had a concussion and when you are cleared to return to play. A concussion can affect your ability to perform everyday activities, your reaction time, balance, sleep, and classroom performance.

Take time to recover. If you have had a concussion, your brain needs time to heal. While your brain is still healing, you are much more likely to have a repeat concussion. In rare cases, repeat concussions can cause permanent brain damage and even death. Severe brain injury can change your whole life.

Inclement Weather and Field Conditions

Effort will be made to play and finish events. However, in the event of inclement weather, the club president and safety officers will use their best judgment to proceed with or cancel practice or competition. The club president or safety officer should make every effort to consult the Sport Club Supervisor, event officials, and Sport Programs Coordinator if they are unsure about making a decision to play, postpone, or cancel. If there is inclement weather prior to the start of a practice or game, Recreation and Wellness staff will attempt to notify clubs of cancellations as soon as possible.

- Sport Clubs have the right to alter or cancel play due to weather conditions that jeopardize the safety and wellbeing of participants.
- Participants should clear the fields immediately when requested by any Recreation and Wellness staff member due to inclement weather. Failure to comply with requests in a timely manner could result in disciplinary action.
- Those clubs practicing and participating off-campus should be aware of potential weather conditions.

Weather Monitoring with Technology

The TCNJ Sport Club staff will monitor severe weather conditions with the information provided by the following technology sources when available:

- The National Weather Service - <http://www.nws.noaa.gov>
- The Weather Channel – <http://www.weather.com>
- AccuWeather, Inc. – <http://www.accuweather.com>

Hot Weather

- Hydrating before, during, and after practice is strongly encouraged.
- Play will be altered when the Heat Index is between 90 and 102.
 - Play will be stopped every 15-20 minutes for a water break.
- Play will be altered when the Heat Index reaches 103 to 124.
 - Play will be stopped every 15 minutes for water and rest breaks (only shorts and t-shirts allowed, no helmets or protective pads). Water and breaks should be taken in the shade whenever possible.
- Play will be postponed when the Heat Index is 125 or above. All play will be stopped.

Cold Weather

- As the temperature goes below 40 degrees Fahrenheit, the Sport Club Supervisors will be monitoring the wind-chill and making practice continuation decisions based on weather and team/player preparation for the cold
 - Wear layers to stay warm and be able to adjust to changing temperatures.
 - Glove and hats are recommended
 - Hydration is as important in cold weather as it is hot.
 - Please allow additional warm-up time due to the cold weather
 - The Recreation and Wellness staff reserve the right to cancel practice based on weather and team/player preparations. Individuals may also be sent home if not properly dressed.
- If the temperature drops below 32 degrees Fahrenheit, all practices and games will be canceled.

Cold Weather Based on Wind Chill Temperature:

30° F Be aware for the potential of cold injuries.

25° F Provide additional protective clothing and cover as much skin as practical, provide opportunities and facilities for re-warming.

15° F Consider modifying activity to limit exposure or more frequent chances to re-warm.

0° F Cancellation of activity.

Lightning (*Developed in conjunction with the NATA Position Statement on Lightning Safety*)

The following protocol on electrical storms is in effect for all outdoor sports clubs. Students should be particularly aware of the safety concerns that the policy addresses and cease outdoor activity when conditions demand. Lightning can and does strike as far as 10 miles away from the rain shaft. It does not have to be raining for lightning to strike. Lightning is the most consistent and significant weather hazard that may affect outdoor activities. It is a good idea to obtain weather reports each day before an event or practice. The following steps include items recommended by the NCAA and NSSL to mitigate the lightning hazard:

- Chain of Command: A person filling one of the roles listed below is responsible for making the decision to remove a group or individuals from a playing field or site, stopping the activity, and determining when/if it is safe to resume:
 - Practice:
 - If on Campus: Sport Club Supervisor, then Safety Officer then Club President
 - If off campus: Safety Officer then Club President
 - Competition:
 - If on Campus: Sport Club Supervisor, then officials, then EMT/Athletic Trainer , then Safety Officer, then Club President
 - If off Campus: Game Officials, then EMT/Athletic Trainer , then Safety Officer, then Club President
- Detection: Be aware of how close lightning is occurring by using the “flash to bang” method: Count the seconds from the time the lightning is sighted to when the clap of thunder is heard. For every 5 seconds, the storm is 1 mile away. At a minimum, the National Severe Storms Laboratory (NSSL) strongly recommends that by the time the flash – to - bang count reaches 30 seconds, all individuals should have left the athletic site and reached a safe structure or location.
- Play will be suspended for 30 minutes from the last strike. When game play is suspended due to dangerous weather conditions, all participants and spectators must vacate the premises and seek safe shelter.
- Shelter: Seek shelter in a safe building. If a building is not available, seek shelter in a car with the windows up, but do not touch the sides of the vehicle. Avoid being near large trees or poles.
- Last Resort: According to the NCAA Committee on Competitive Safeguards and Medical Aspects of Sports, if individuals are unable to reach a safe structure, find a thick grove of small trees surrounded by taller trees or a dry ditch. Assume a crouched position on the ground with only the balls of the feet touching the ground, wrap your arms around your knees and lower your head. Minimize contact with the ground, because lightning current often enters a victim through the ground rather than by a direct overhead strike. Minimize your body’s surface area and minimize contact with the ground. **DO NOT LIE FLAT!** Stay away from the tallest trees or objects (such as light poles or flagpoles), individual trees, standing pools of water, and open fields. Avoid being the highest object in a field. Do not take shelter under a single, tall tree.
- The Recreation and Wellness staff members have the authority to clear an activity area if they feel conditions are unsafe.

Athletes should wait 30 minutes from the last flash or thunder to establish "all clear." Do not return to the playing area until this time has passed.

Fundraising

Permission from the Division of Student Affairs in conjunction with the Division of College Advancement, is required for any Recognized Student Organization to solicit funds or sponsorship from students, alumni, faculty, staff, and Third Party Donors.

Solicitations include requests for cash or in-kind gifts of goods or services, support for the soliciting Recognized Student Organization, or to support a non-College affiliated entity. This Policy applies for fundraising through events, sales of merchandise or food, and in-person solicitation to local businesses and/or friends and family.

A. Process for Fundraising Approval

The Division of Student Affairs, in conjunction with the Recreation and Wellness Department and Division of College Advancement, must approve all requests for fundraising and approve all requests for use of the College Brand.

- A single, online application process coordinated by the Division of Student Affairs and Director of Recreation will be used to request approval for fundraising and, if necessary, obtaining approval for use of the College Brand must be approved by the Director of Recreation https://tcnj.co1.qualtrics.com/jfe/form/SV_0AjTiXnRYpFO1cp
- Requests for approval must be submitted a minimum of ten business days in advance of the proposed date of the event. Requests will be responded to within five business days after they are received.
- Requests for space/venue or a vendor table are a separate process from the request for approval of a fundraising event. Brower Student Center (BSC) staff approve all space/vendor or vendor table requests for Recognized Student Organizations and require a minimum of ten business days to process. More complicated events may require 20 or even 30 business days to process.

B. Fundraising Activities

All fundraising activities must be approved not less than ten business days in advance by the Division of Student Affairs, in conjunction with the Division of College Advancement using the following online form: *Student Organization Fundraising Approval Form*

C. Use of College Brand

a. Merchandise Sales

- All items sold for fundraising purposes must first be approved by the Office of Student Involvement, not less than ten business days prior to the items being ordered using the following online form: *Student Organization Fundraising Approval Form*.
- For merchandise using the college's name in any form must be approved by the Director of Recreation. All TCNJ graphic standards must follow the TCNJ Graphic Identity Standards Guide, found at: <http://brand.tcnj.edu>.
- Merchandise that may be related to conduct prohibited by the Student Conduct Code, Student Organization Privileges and Responsibilities, or other College policy will not be approved for sale. This includes, but is not limited to sale of items for utilization in alcohol consumption, drug use, or any other item prohibited on campus.

b. Advertising and Correspondence

Use of the College Brand in advertisements or correspondence for fundraising events must be approved by the Division of Student Affairs, consistent with any applicable standards established by the Division of

College Advancement, not less than ten business days prior to use using the following online form:
Student Organization Fundraising Approval Form

c. Location

Recognized Student Organizations must arrange the location of their event or reserve a table on campus through the scheduling service provided to Recognized Student Organizations by the Brower Student Center staff. Both on-campus and off campus fundraising locations must be denoted as part of the fundraising approval application process using the following online form: *Student Organization Fundraising Approval Form*

d. Handling of Funds

When funds may be deposited to the student organization's Student Finance Board (SFB) account:

- All Recognized Student Organizations must deposit their fundraising monies from approved fundraising activities in an account with the SFB.
- All monies raised through approved fundraising events must be deposited the next business day after they are received by the student organization in that organization's SFB account and documentation of the deposit must be provided within ten business days to the Office of Student Involvement.

When funds must be given to the Division of College Advancement before being transferred to SFB:

Note that the one exception to this rule is if a donor wishes to receive a tax-receipt.

- In this case, the donor should make the check out to TCNJ Foundation with the Recognized Student Organization noted in the memo line.
- These funds must first be given to the Division of College Advancement (Green Hall 214) and not deposited into the Recognized Student Organization's SFB account initially.
- After the Division of College Advancement records the gift in its system and provides a receipt to the donor, the Division of Student Affairs will request a fund transfer from the Foundation (from the Student Affairs Holding Fund) to the student organization's SFB account.
- From the time the funds are handed over to the Division of College Advancement, it will take approximately one to two weeks to be processed and available for transfer.

e. TCNJ Crowdfunding Platform

Recognized Student Organizations raising monies, to benefit their organization or another nonprofit organization, through crowdfunding must use the TCNJ Crowdfunding Platform, found here:

<http://give.tcnj.edu/crowdfunding>

- The TCNJ Crowdfunding Platform is overseen by the Division of College Advancement.
- Recognized Student Organizations that would like to use the TCNJ Crowdfunding Platform must notify the Division of College Advancement at least 15 calendar days before the fundraising event begins by completing the Crowding Approval Form.
- Funds raised through approved crowdfunding events will be deposited into an account with the TCNJ Foundation.
- After the completion of the crowdfunding campaign, Student Affairs may then request a transfer of the funds to the Student Affairs Holding Account.
- Student Affairs will then transfer the funds from the Student Affairs Holding Account to the Student Organization's SFB account.

f. Nonprofit Organizations

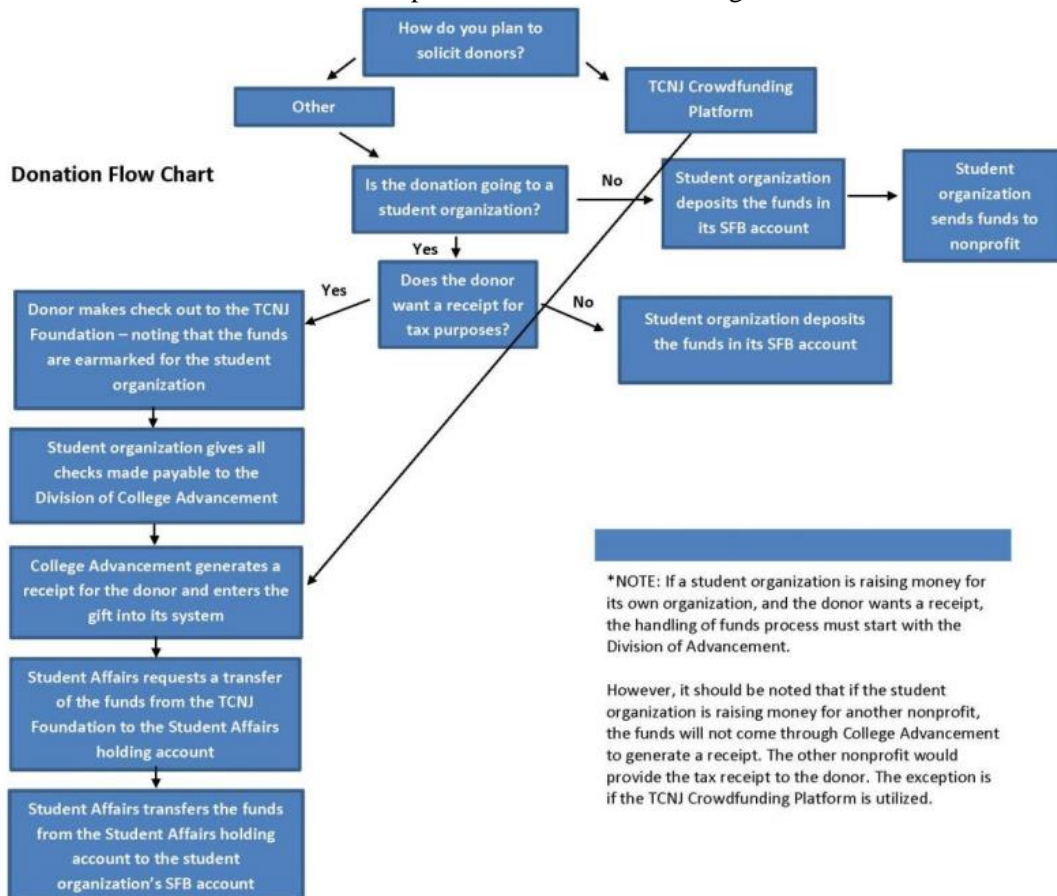
- If the funds raised are to benefit a nonprofit organization other than TCNJ, the funds will be deposited into an account with the TCNJ Foundation.
- After the completion of the crowdfunding campaign, Student Affairs may then request a transfer of the funds to the Student Affairs Holding Account.
- Student Affairs will then transfer the funds from the Student Affairs Holding Account to the Student Organization's SFB account.
- The student organization may then provide a check to the outside nonprofit organization.

Note:

The Recognized Student Organizations may not advertise that contributions to their student organization or other nonprofit organizations are “charitable donations” or “tax-deductible donations” for incentive purposes. If the contribution is intended to support a TCNJ student organization, the determination of whether or not the contribution is tax-deductible will be made by the Division of College Advancement. The TCNJ Crowdfunding Platform may not be used to raise funds for an individual.

Please refer to the Crowdfunding Guidelines for further details. Please note that approval of crowdfunding projects is on a case by case basis. Student organizations must first receive approval from the Division of Student Affairs, and final determination will be made by the Division of College Advancement.

Below is a flow chart to summarize the steps to take after a student organization receives a donation.



D. Accountability

Recognized Student Organizations or individual organization members that do not follow the policy may be referred to the following:

- a. Procedural standards outlined in Student Organization Privileges and Responsibilities, <https://conduct.tcnj.edu/files/2016/07/StudentOrganizationPrivilegesandResponsibilities-8.31.16.pdf>
- o Procedural standards and relevant sanctions outlined in the Student Conduct Code, <https://policies.tcnj.edu/?p=870>

In addition, the following actions may be taken in response to policy violations by Recognized Student Organizations or individual organization members:

- Division of Student Affairs reserves the right to temporarily suspend or deny a Recognized Student Organization's registration status, and therefore privileges, prior to determination of any College action or non-action;
- The Student Government and Inter Greek Council may temporarily suspend privileges, recognition, or de-recognize any student organization independent of any College action or non-action; and/or
- The Student Finance Board may deny or suspend current or future funding, independent of any College action or non-action within the parameters of existing policies and procedures.

Travel Procedures

Sport clubs may wish to travel to various competitions and events within the immediate area, region and country. For this reason, it is imperative that clubs follow ALL guidelines and procedures, before, during, and after events requiring travel.

Sport Club Policy

In order for travel to be approved, all must clubs must fulfill the following requirements:

1. Provide all licenses and automobile insurance of any student that is driving to competition or event to the Sport Programs Coordinator.
2. Complete a Travel Itinerary Form at least 48 hours in advance prior to travel. The form is located on the Sport Club Officer Resource page <https://recreation.tcnj.edu/sportclubs/sport-club-officer-resource-page/>
3. Check out a medical kit with the Sport Programs Coordinator before travel and return the medical kit within 48 hours of return to campus
4. Complete Post Event Form within 48 hours of completion of travel. The form is located on the Sport Club Officer Resource page <https://recreation.tcnj.edu/sportclubs/sport-club-officer-resource-page/>
5. Report any problems, concerns, or severe injuries to the Sport Programs Coordinator immediately.

General Expectations

Students are expected to act as responsible citizens and respect the rights of others. Students are to follow all applicable laws and regulations of the jurisdiction in which they are traveling, both domestically and internationally, as well as appropriate College policies at all times. Such policies include, but are not limited to, the Student Conduct Code, Statement of Expectations for Off Campus Behavior and Community Standards, Student Organization Privileges and Responsibilities, the Alcohol and Other Drugs Policy and the statement on Student Rights and Freedoms. If an appropriate course of behavior is unclear at any time, Students are expected to contact the Appropriate Administrator or Designated

Official for further guidance. In connection with an Event or Student Travel, Students are expected to follow certain standards of conduct, which include the following:

- (a) **Travel Behavior.** Students are expected to:
 - (i) Consider the safety and security of all individuals at all times.
 - (ii) Respect the property of individuals, institutions, facilities, and the College.
 - (iii) Maintain a focus on the academic, professional, social, or other purpose of the Student Travel as it contributes to the College's mission.
 - (iv) Follow all applicable rules, regulations, and policies of facilities, institutions, and all other appropriate entities encountered during travel.
 - (v) Conform to expected attendance at scheduled sessions, meetings, and activities related to the travel.
 - (vi) Interact professionally and responsibly with other participants during Student Travel and/or at an Event.
 - (vii) Adhere to any additional expectations for student conduct outlined by the Sponsoring Unit.

- (b) **Lawful Conduct.** Report all unsafe and unlawful activities to appropriate authorities. Appropriate authorities include:
 - (i) Local, state, and federal law enforcement agencies;
 - (ii) Appropriate Administrators and Designated Officials associated with and responsible for the Student Travel;
 - (iii) Other faculty and staff participants in the Student Travel; and
 - (iv) Administrators and officials of other institutions hosting or otherwise participating in the same Event and/or Student Travel.

Do not enter into any agreements on behalf of the College unless specifically authorized to do so by an Appropriate Administrator or Designated Official.

- (c) **Alcohol and Other Drugs.** As members of the College community, Students are expected to act responsibly and in accordance with applicable College policies both on and off-campus. The College regards the abuse of alcohol and other drugs as antithetical to its mission and therefore permits the use of these substances only in a manner that is responsible and adheres to restrictions imposed by the law and the College's conduct codes. Students are expected to comply with federal, state, and local laws regarding alcohol and other drugs during Student Travel. During international travel, Students are expected to abide by the legal consumption age in the legal jurisdiction, country or countries they are visiting. Students are expected to practice sound judgment in both their own actions and in evaluating the actions of other students. Subsequently, being under the influence of alcohol or other drugs is not an excuse for violation of any College policy, procedure, guideline, or standard and does not reduce an individual's accountability. Any Student who is not of legal drinking age in the country or countries they are in may not acquire, possess, or consume alcoholic beverages during Student Travel. Students must comply with applicable law regarding drugs and alcohol, including in connection with the operation or use of a motor vehicle. Funds provided by the College, the State of New Jersey, or any other public sponsor of Student Travel may not be used to purchase or acquire alcoholic beverages. Sponsoring Units may further restrict (including

prohibiting) the consumption of alcohol and other drugs for specified travel and programs at its discretion. In addition, Designated Officials and Appropriate Administrators may restrict or prohibit Students from consuming alcohol and other drugs during travel should they deem such consumption as excessive, inappropriate, or otherwise interfering with the effective operation of the Event.

Sponsoring Units may add additional requirements for travel which they deem reasonable and necessary for the safety of students, faculty and staff, and for the effective operation of the academic offering(s).

Different types of Student Travel may require differences in authorization process and level of documentation. For the purpose of sport club travel, all clubs must abide by the Recognized student organization (RSO) Student Travel which is defined as the following:

1. *Recognized student organization (RSO) Student Travel*

- (a) Conferences;
- (b) Activities (e.g., Student Government Class Council Senior Night);
- (c) Uses Student Activities Funds (SAF)
 - (i) Travel funded by the Student Finance Board such as alternative spring break trips and attendance at conferences; and
 - (ii) Travel using transportation provided, coordinated, or funded by TCNJ (e.g., President's Ball, athletic Event)

The Division of Student Affairs (e.g. Sport Programs Coordinator) collects all pertinent documentation, including a Student Travel Authorization Form or equivalent, for Student Travel by an RSO. The sport club equivalent travel form (Travel Itinerary Form) can be located on the Sport Club Officer Resource web page. For Student Travel with no overnight stay (e.g., most trips, fundraising, day-long conferences, recreational and social Events), the Sponsoring Unit within the Division of Student Affairs may use discretion as to whether or not to require Proof of Medical Insurance, Medical/Emergency Treatment Authorization Forms, and Release/Indemnification Agreements for each Student. Events that take place continuously or intermittently (e.g., multiple trips throughout a semester for the same program or organization) may require a separate Student Travel Authorization Form (or equivalent) for each distinct trip but need not duplicate other documentation (e.g., the List of All Participants/Emergency Contacts, Medical/Emergency Treatment Authorization Forms, and Release/Indemnification Agreements) unless a relevant change in a Student's information has occurred.

1. **Pre-requisites for Student Travel**

Individuals may participate in Student Travel only under the following conditions:

- (a) The individual is a Student; and,
- (b) The Sport Club Travel Itinerary Form is completed and approved.

Individuals not meeting these basic requirements will not be permitted to travel until the requirements are met.

2. **Altering or Cancelling Student Travel**

Any College administrator, Appropriate Administrator, or Designated Official for the Student Travel reserves the right to cancel Student Travel for any reason per his/her discretion, including ending a scheduled trip early and requiring the Student(s) to return to the College, if relevant travel conditions change warranting such action. The Appropriate Administrator shall maintain (and in the event that the Appropriate Administrator is participating in the Student Travel, designate another College administrator who is not participating in the Student Travel to maintain) contact information for all participants in the Student Travel in order to facilitate the prompt location and notification of participants should reason arise to cancel the remainder of a trip.

College administrators, Appropriate Administrators, or Designated Officials should consider the following when determining whether to alter or cancel Student Travel:

- (a) Safety or security concerns regarding the mode of travel to be used;
- (b) Safety or security concerns regarding the intended destination for Student Travel;
- (c) Warnings from appropriate local, state, or federal officials or agencies;
- (d) Inclement weather or warning regarding inclement weather;
- (e) The proposed Event no longer serves the mission of the student organization, group, or the College;
- (f) An individual Student or group of Students engages in disruptive behavior that runs afoul of the expected behavior as noted in section III.B.3.(a). Travel Behavior; and
- (g) The ability of the Appropriate Administrators or Designated Officials to fulfill his or her responsibilities during the Event and Student Travel changes (e.g., due to the health and welfare of the individual).

A. Transportation and Lodging

1. Modes of Travel

Student Travel may require the use of one or more modes of transportation including, but not limited to, College-owned vehicles, personally-owned vehicles, rental vehicles, or public transportation (including buses, trains, water-vessels, and aircrafts). For each mode of Student Travel, Students and other members of the College community are expected to follow all applicable local, state, and federal laws and regulations, common and mode-particular safety precautions, and sound judgment. Students, faculty, and staff are encouraged to consider conditions, which include, but are not limited to, weather, traffic, and fatigue. The College may establish additional guidelines and precautions for the use of various modes of transportation. Registered Student Organizations receiving funds for air, water, or train travel should purchase travel through the College's approved travel agent, as stated on the College's website. Travel purchased through the College's approved travel agent will not require quotes and may be billed directly to SFB (if applicable). Travel purchased by an individual on behalf of a Registered Student Organization will be reimbursed upon completion of approved travel with submission of properly documented expenses. Travel by air, bus, water-vessel, or train by Registered Student Organization members is always required to be registered online with the Office of Student Involvement.

(a) Motor Vehicle Guidelines

- (i) Operators of vehicles for all forms of Student Travel must be at least 18 years of age and maintain a valid U.S. driver's license. (Probationary drivers and

similar designations are not considered valid U.S. driver's licenses for this purpose.)

- (ii) Vehicle passengers for Student Travel during College Sponsored or Endorsed Events, must be Students, faculty, or staff members of the College.
- (iii) The driver of and all passengers in any vehicle used for Student Travel must wear seat belts at all times while occupying the vehicle.
- (iv) The driver of any vehicle during Student Travel is responsible for all fines or tickets issued as the result of a failure to pay tolls or obey traffic laws.
- (v) An individual may not operate a motor vehicle for more than 10 total combined hours during a 24-hour period during Student Travel.
- (vi) An individual must take a break of not less than 30 minutes, at a time of their choosing and need, within 8 consecutive hours of driving.
- (vii) Trips over two hours must include at least one passenger or "navigator." The navigator must be awake at all times.
- (viii) Students should refrain from driving from midnight to 6am, when the body is reported to be the drowsiest.

The Appropriate Administrator or other Designated Official may prohibit a student from operating a College owned motor vehicle, rental vehicle paid for by the College, or any vehicle transporting other students for a Sponsored or Endorsed Event.

(b) Bus Travel Guidelines

Buses must be rented only from approved bus rental companies, as determined by the College. In the event no buses are available from an approved bus company on the proposed date of travel; individuals or Registered Student Organization have permission to research the availability of a bus company not on the approved bus company list. The name and contact information for the bus company must be provided to the Appropriate Administrator (e.g., Sport Programs Coordinator) via email not less than 30 business days before the proposed date of the trip. The Appropriate Administrator will work with College officials to investigate if the bus company may be approved for the trip. If the request to investigate a bus company is not received 30 business days in advance of the proposed date of travel, or if the bus company is not approved; either the date of the trip will need to be rescheduled to coincide with the availability of an approved bus company or the trip will need to be canceled.

If for any reason a bus is rented from an unapproved bus company the Sponsoring Unit (e.g., Student Finance Board or the College) may choose to deny their funds be used to pay for or reimburse expenses. In the case where approved funds are withdrawn, the Student(s), group, or Registered Student Organization will need to secure alternate funding, such as from organization fundraising money or member's personal finances.

(c) Air Travel Guidelines

Students traveling by aircraft must comply with all applicable laws regulating commercial air travel and rules of the specific airline carrier.

2. Use of Personal Vehicles

When a privately owned vehicle is being used for any form of Student Travel, the individual operating the privately owned vehicle must have a valid driver's license, carry motor vehicle

liability insurance, and must have current registration and inspection with the appropriate motor vehicle authority.

3. **Lodging**

Lodging should be restricted to the most cost-effective, standard accommodations available unless other arrangements have been approved in advance by the Appropriate Administrator. If an Appropriate Administrator, Designated Official, or other College employee travels with Students, it is prohibited for that individual(s) to share a motel/hotel room with a Student or Students. College employees should avoid the appearance of inappropriate behavior with students or promoting conduct among students that is in conflict with the mission of the College. Other lodging options for sport clubs may include hotels/motels near competition site, personal houses of club member families, short term rentals near competition site, or campgrounds near competition site

B. Emergencies and other Incidents while Traveling

The College, Designated Officials, or Appropriate Administrators, or other faculty staff member participating in Student Travel shall not be liable for any loss, damage, injury, or other consequence resulting from any individual's, group's, or Recognized Student Organization's failure to comply with this policy, other College rules and regulations, or international, national, state, or local civil or criminal codes of law while participating in Student Travel activities. Individuals are responsible for any violations or citations they receive while operating a vehicle, or otherwise, while traveling.

1. **General Contact Information**

Prior to travel, Students, Appropriate Administrators, and Designated Officials should be aware of the local emergency contacts and procedures for the jurisdiction they are in (including U.S. Embassy contact information for international travel).

In case of an emergency, dial 911, or local jurisdiction equivalent.

TCNJ Campus Police Services +1 (609) 771-2345

Email - tcnjpd@tcnj.edu

2. **Vehicle Accidents**

The law enforcement agency/authority having jurisdiction for the location in which a motor vehicle accident occurs must be contacted and a police report must be filed for any Student Travel in which a student, faculty, or staff member is operating the vehicle. In the event that a police report cannot be filed, information regarding the other driver's name, address, home telephone, driver's license, vehicle description and plate number, insurance company name, phone and policy numbers must be taken. All Student Travel-related vehicle accidents (including accidents while utilizing a College-owned, rental or personal vehicle) must also be reported to the Appropriate Administrator as soon as possible.

3. **Breakdowns and Towing**

If a College-owned vehicle breaks down or experiences any other mechanical problem, which makes it no longer safe to operate, cease, operating the vehicle immediately, locate a safe parking

location, and contact the Appropriate Administrator. If operating a rental car, you must notify the rental car agency immediately. Individuals are responsible for making their own arrangements if breakdowns or any other mechanical problems arise while operating a personal vehicle.

4. Emergencies

Any student, faculty, or staff member, or any other participant of Student Travel who encounters an emergency while traveling, must dial 9-1-1 (or local equivalent) immediately and when appropriate and no longer in an emergency situation, shall notify the TCNJ Campus Police Services and, if possible, the Appropriate Administrator and/or the Designated Official about the situation.

Facility Reservations

Each facility used by a club must be safe and appropriate for the specific activity. Club officers and/or representatives must coordinate all reservations for any facilities on or off campus. The Recreation and Wellness staff members are available for assistance in reserving on and off campus facilities if needed.

Athletic and Recreation Facilities

In order to secure TCNJ Athletic and Recreation facilities, please follow these guidelines:

1. Athletic and Recreation facility reservations for sport clubs are handled by Recreation and Wellness. Recreation and Wellness staff will schedule all long-term practices and events at the following locations: Green Lane Fields, Student Recreation Center, Packer Hall Gyms, Lion's Stadium, Soccer Complex, Tennis Complex, or any other Department of Athletics controlled facilities.
2. Sport Club Facility Request Forms for all reservations should be submitted to Recreation and Wellness. All forms must be filled out entirely; any form that is not filled out entirely will be returned to the club for completion.
3. Regularly scheduled practice reservation requests will be due the Monday following the end of class registration for both the fall and spring semesters.
 - a. Request forms that are turned in late will not receive priority in scheduling
4. All non-regular facility requests for practice space **must** be made at least 48 hours in advance of weekday practice times and by Wednesday at noon for weekend practice times.
5. Facility reservations for home contests must be reserved using the home contest/tournament request form and must be turned into Recreation and Wellness at least 2 weeks prior to the event.
6. Facilities are not considered reserved until the club receives confirmation from Recreation and Wellness.
7. Any changes to an existing reservation should be sent to Recreation and Wellness via email.
8. The expectation is that sport club members will help with the upkeep of all Athletic and Recreation facilities. It is mandatory that members will clean-up after themselves and ensure the fields and facilities are in better condition than when the club arrived.
9. The club must ensure any equipment utilized for practices/games will be moved back to their appropriate locations. These directions will be specified by Recreation and Wellness staff and student workers.

Other TCNJ Facilities

In order to secure TCNJ facilities that are not controlled by the Department of Athletics, please use the BookIt system, which can be found at <https://bsc.tcnj.edu/reservations/>

- **In order to utilize the BookIt system, you must log in with your club TCNJ login information.**

Off Campus Facilities

For Sport Clubs looking for facility space, which TCNJ cannot accommodate, members are encouraged to utilize the Ewing area for open space. Additionally, Recreation and Wellness may advise the clubs in securing field space elsewhere. Clubs will be responsible for fees associated with these field reservations. In the event the off campus facility asks for proof of insurance, the club should contact Recreation and Wellness.

Club Publicity

Sport Clubs are encouraged to market the club to help with recruitment and campus awareness. There are many avenues for which to market the club:

- **Rec Weekend:** This is a Recreation and Wellness event during the second week, after classes begin. All Sport Clubs have a half-table reserved through the Sport Clubs Program.
- **Student Organization Activities Fair:** This event takes place early in the fall semester and is organized by the Office of Student Involvement.
- **Sport Clubs Directory:** Each club has information listed on the Sport Clubs website at <http://recreation.tcnj.edu/club-sports/>. If the information needs updating, contact the Sport Programs Coordinator.
- **Facebook / Twitter:** Recreation and Wellness will promote upcoming events and results through the program's Facebook and Twitter accounts. You can follow these at @tcnjrecwell.
- **Clubs may create their own Facebook and Twitter accounts as long as they refrain from promoting events that do not comply with the TCNJ Student Organization Privileges and Responsibilities.**
- **Club Websites:** Clubs are encouraged to create a website help market the club and provide information to the campus community and potential members.
- **TCNJ Roar app-** A club's Roar app information is available to all students at TCNJ. Having updated contact information is important to promoting the club and finding new members. Roar also allows the club to promote events that can reach the entire TCNJ community.

Club Funding and Generated Income

Sport clubs are responsible for managing their finances. Clubs in good standing will receive an allocation each year to help supplement their generated income in order to cover all club expenses. Under no circumstances will a club be allowed to spend over their allocation.

Club Accounts

Every sport club has two parts to their SFB accounts, the base budget (funds allocated) and the fundraising budget.

The base budget or the Funds Allocated Account

- Contains the money that is allocated by the Sport Club Council and SFB
- Funds from this account that are not spent by the end of the academic year will be forfeited

The fundraising budget or the Generated Income

- Contains generated income by the organization
- Any money remaining in the “fund raised” account will roll over to the next fiscal year

The Advisor is responsible for signing vouchers for approval of payments. Once the voucher is approved by SFB, a check will be written for payment. For complete SFB procedures please visit

<http://www.studentfinanceboard.com/>.

Important: A club may not maintain an account outside of the Student Financial Board.

Allocation Process

Each club will be allocated money from the sport club budget. Each year, the Sport Programs Coordinator will work with the Sports Club Council will allocate 95% of the total budget to the clubs. The other 5% will be kept as an operating budget for the Sports Club Council.

To apply for funds, clubs must submit a completed Budget Request Form for the following academic year to the Sport Club Council Allocation Committee by the spring deadline. Clubs that submit late or incomplete funding requests may not receive full consideration for funding. Budget Requests serve as a guideline for funding and do not indicate a guaranteed allocation. Allocations are designed to provide a fraction of the club's operating budget. All clubs are expected to supplement their allocation with the collection of dues and fundraising.

Budget Request Forms must itemize all anticipated expenses including league/association dues/entry fees, facility rental fees, equipment needs, etc. along with the past years expenses and generated income. Once the Budget Request Form deadline has passed, the SCC Allocation Committee will schedule funding request presentations with each club to assist in the allocation process.

The SCC Allocation Committee will use the following factors to decide the amount of allocation:

- Compliance from the previous year (compliance outlined in next section)
- Average out of pocket expense per club member

- Mandatory or essential club costs
- Commitment level of each sport club
- Generated income by the club during the previous year

Once allocation decisions are made, the treasurer of each club will be emailed the decision. The Clubs will receive allocated funds in their base budget SFB account each fall after they have successfully renewed with Recreation and Wellness and the Sports Club Council.

Allocated funding may be used from these categories:

- League Membership
- Tournament Entry Fees
- Officials Fees
- Health and Safety
- Travel
- Equipment and Maintenance
- Coaches and Instructors
- Facility Rentals
- Approved Miscellaneous Expenses

Allocated Funds may not be used for:

- Personalized equipment (non-inventory items)
- Personal association memberships
- Personal meals

Each club must account for all funds collected and expended and must submit statements, invoices, receipts, and other financial information for review and audit.

Compliance Process

Each club will be evaluated throughout the year based on the required components to stay in compliance with the Sport Clubs Program. The compliance process will be based on a point system, with each sport club starting with 100 points. If a sport club fails to complete certain paperwork, training, or some other item, points will be deducted from their running total. Based on total point standing, budget allocation deductions, probation status, or removal from the program may occur. Point deductions will begin in August and continue until end of Spring Semester. The resulting total points for each club will be used in the budget allocation process for club disciplinary action for the current year.

The Sport Club Compliance will be tracked using a Google Form that will be share with each sport club at the beginning of the semester. It will be updated on a daily basis so that every club can refer to the form to determine their current standing among the sport club program.

Required Components:

Below is a breakdown of the components every club will be required to complete with their point deduction total:

<u>Description</u>	<u>Point Deduction</u>
<i>Meetings</i>	
Attend RecFest	10
Attend Event in the Spring (TBD)	10
Attend Monthly Council Meetings	3
Attend Budget meeting in February / March	5
Attend Officer Transition Meeting in Spring	5
<i>Club Information</i>	
Submit Waivers by due date	3
Two Safety Officers	5
Submit Contact Information by due date	3
Submit Coaching Paperwork by due date	3
Submit Club Budget Proposal by due date	5
Hold elections and update e-board by due date	2
<i>Practice, Games, & Tournaments</i>	
Submit Practice Requests by due date	3
Submit Game/Tournament Schedule	2
Submit Game Requests two weeks in advance	2
Failure to notify of cancelling 3 practices (deduction taken after 3)	3
Failure to notify of cancelled game or tournament	10
<i>Travel</i>	
Submit Driver Documentation	3
Submit Travel Itinerary	3
Check-out Medical Kit	2
Return Medical Kit	2
Submit Injury Report Forms	3
Submit Post Event Form	2
<i>Training</i>	

Attend Officer Training	5
Complete TIPS Training in the Fall (5 new members)	5
Complete AVI Training in the Spring (3/4 of team)	5
Complete Diversity and Inclusion Training (3/4 of team)	5
<i>Sanctions</i>	
Deemed responsible for infraction through Student Conduct	10

There will be opportunities for sport clubs to acquire bonus points to improve their current standing with the program. Potential bonus points will include completing the following:

<u>Bonus Points</u>	<u>Points</u>
Attend Diversity Speaker Series	2
Attend Fall Leadership Conference	2
Attend Meeting with AVP	2
Co-sponsor Late Night Event (not as part of sanctions)	3
Attend other meeting as determined by department	2
Volunteer with Move-in Day	3
Volunteer for Parent and Family Day	5

Sport clubs will have to take a picture and document their attendance at the event with the Sport Programs Coordinator. These points will be added to the running total point allocation for each club.

Probation Tier

Below is a breakdown of the budget tier that will be in effect:

<u>Overall Standing</u>	<u>Budget Deductions</u>
100-90	No budget deduction
89-80	10% budget deduction
79-70	25% budget deduction
69-60	Probation period, Budget withheld
59-50	Suspension period, No Budget
49 and below	Removal of Sport Club Status

- 100-90: Excellent, No Budget Allocation Deductions, Active Sport Club
- 89-80: Very Good, 10% Budget Allocation Deduction, Active Sport Club
- 79-70: Good, 25% Budget Allocation Deduction, Active Sport Club
- 69-60: Probation Period, Budget Withheld during the current year, Probationary Sport Club
- 59-50: Suspension Period, No Budget,
- 49-0: Removal of Club from Sport Club Program,
 - Dismissed from the Sport Club program for the current year. May apply to rejoin the following Fall semester.

*Budget allocation deductions are at the discretion of the Sport Club Executive Board during the current Budget Allocation process in April.

**First year Sport Clubs must maintain at least an 80% in compliance to remain in the Sport Club Program. Any sport club that falls below 60% in compliance throughout the current year will meet with the Sports Club Council to discuss club standing and program expectations.

Club Expenditures

Sport Clubs can withdraw funds from either their base budget (programming) or fundraising accounts (fundraising). Be sure to designate which account the club would like the payment to be allotted from.

- The base budget account
 - Attempt to use the allocated funds in your base budget first
 - Can only be used on expenditures that are from the allocated funds list above and from funding categories in which funding was approved during the budget process
- The fundraising account
 - These funds may be used for expenses not covered by appropriate use from the base budget account and when the funds in the base budget account have been used up
 - Used for reimbursement of a club member if needed
 - If collecting funds to pay for an order, collect all the funds first and deposit them into the fundraising account, then place the order.

When paying an invoice:

- Bring the invoice and signed SFB voucher to the SFB office
- Be sure that there is an address where the payment is to be sent either on the invoice and the send payment box is checked on the voucher
- SFB is then responsible for cutting the check; it can take up to two weeks from them to cut a check. When dealing with a time sensitive issue, be sure to take this into account and plan accordingly to make sure the payment is received on time.
- Clubs can request two rush checks a semester but no more than three for the entire year
- When paying sports officials, the Official's Payment Agreement will be used as the invoice.
 - The official will also have to fill out a W-9 form that will be turned in with the Official's Payment Agreement to SFB
- **Be sure the appropriate amount of funds is available in the clubs account and funds are not being spent that the club does not have.**

Generated Income

Generating income is a crucial and necessary aspect to the financial health of sport clubs and demonstrates viability and commitment to the club. There are various potential opportunities for clubs to raise money and awareness about their organization. Sport Clubs are expected to generate additional revenue during the fiscal year to support the club. Generated income will be deposited into the clubs fundraising account to be used in the operation of the club.

Generated income could include, but is not limited to:

- Player dues
- Donations
- Tournament Entry Fees from hosting event
- Fundraisers
- Sponsorships

Equipment, Apparel, and Uniforms

All equipment, apparel and uniforms that are purchased using club funding, is the property of the club. Items that are purchased for individuals to keep must come from dues or out of pocket expenses. Clubs may use their fundraising account when purchasing individual equipment, apparel and uniform but should document the collection of money to show individual payment.

Equipment

Any equipment, apparel, or uniforms that are purchased using money from the allocation account are the property of the club and SFB. Clubs must adhere to the following procedures for these items:

- Equipment should stay with the club and have a designated storage space
- Equipment must inventoried at the beginning and end of the year
 - Inventory should be submitted to Recreation and Wellness each year
- If the items are no longer usable, SFB should be notified of status of equipment and inventory should be updated
- Clubs may sell these items but must give revenue to SFB. SFB may decide to give revenue back to club.

Apparel and Uniforms

Apparel and uniforms are an important part of the identity of a club and clubs. All apparel and uniforms must be approved by the Director of Recreation before they can be purchased. For information about using school logos please go to brand.tcnj.edu. All logos and font must follow the Graphics Identity Standards Guide.

APPENDIX

Waiver, Release, Indemnity and Promise Not to Sue

I, the undersigned Participant, wish to participate as a member of the _____ sport club (the "Club") at The College of New Jersey ("TCNJ") during the period _____, 2017 through _____, 2018. The Activity shall be defined as participation in a practice, competition or other event of the Club and travel in connection therewith.

In consideration of TCNJ's permitting me to participate in the Activity, I, intending to be legally bound hereby, understand, represent, acknowledge, and agree as follows:

I fully recognize that certain risks are involved in participating in the Activity; such risks may include property damage, personal injury and death; and I voluntarily assume those risks.

I am wholly responsible for my own behavior and possessions during the Activity and any other time spent on the TCNJ campus. I will behave responsibly and professionally and follow directions of the employees and agents of TCNJ and engage in the Activity in a prudent and cautious manner. I will not consume or be under the influence of alcoholic beverages or non-therapeutic/prescribed drugs while participating in the Activity. I will not (i) act in any way that shall interfere with the lawful running or operation of the Activity or equipment used in connection with the Activity or (ii) engage in any type of conduct, which contributes to or causes injury to any person (with the understanding that even while acting responsibly and in accordance with the applicable rules of the Activity, injuries may still result). I will not perform any tasks or perform athletically in any capacity that I am uncomfortable with or feel unsafe doing.

I am responsible for all of my own loss, liability and expenses, including medical expenses in connection with the Activity. I have provided TCNJ Office of Recreation professional staff with all necessary medical and health information needed for my safe completion of the Activity, or carry all necessary medical and health information with me. I understand that I have the opportunity to inform TCNJ of any disability that I may have and to request a reasonable accommodation that would permit me to perform the essential functions of a participant in the Activity. To the extent that I have any physical, mental, psychological or medical condition that would prohibit me from participating or materially increase the risk to me or others of my participating in certain aspects of the Activity, I have so notified the [Director of Recreation] in writing and retained a copy of that notice showing the written acknowledgment of the [Director] and I have been directed to consult with the TCNJ Office of Disability Support Services. If I have not so notified the [Director], I represent that I have no physical, mental, psychological or medical condition that would prohibit me from participating or materially increase the risk to me or others of my participating in the Activity. I am responsible for my own personal medical needs, including medical insurance coverage. I have adequate insurance to cover any medical expenses for any injuries that may arise out of the Activity. I hereby authorize the employees and agents of TCNJ, at their discretion, to administer to or seek for me first aid and other emergency medical services and transportation for further medical care, but I acknowledge that they may not be present or may not elect or be able or competent to administer or seek such aid or services or transportation.

I will not hold TCNJ, the New Jersey Educational Facilities Authority, the State of New Jersey or any of their respective trustees, directors, officers, employees, agents, students or volunteers (collectively, the "Releasees") responsible for any personal injury (including death) or property damage that I might incur in connection with the Activity, even if the negligence of any of the Releasees caused or contributed to such injury or damages. I will not sue or seek damages from any of the Releasees in any form and I hereby waive and release any and all claims against each of the Releasees for personal injury (including death) or property damage, arising in any way out of my participation in the Activity, even if the negligence of any of the Releasees caused or contributed to such injury or damages and I agree to indemnify, defend and hold each Releasee harmless from any such claims. I recognize that this release means I am giving up, among other things, rights to sue the Releasees for injuries, damages or losses I may incur.

My participation in the Activity and the signing of this Waiver, Release, Indemnity and Promise Not to Sue are completely voluntary. I have read and do understand and agree to be bound by the above statements, which are true and accurate.

READ ABOVE CAREFULLY BEFORE SIGNING BELOW.

Academic Year (circle)		Years Affiliated with Sport Clubs (circle)
Freshman Sophomore Junior Senior Graduate Staff		1 2 3 4 5 6+

Participant's Printed Name	Participant's Signature	Date
_____	_____	_____

If under 18:

Parent/Guardian's Printed Name	Parent/Guardian Signature	Date
_____	_____	_____

EMERGENCY CONTACT INFORMATION
THE COLLEGE OF NEW JERSEY - STUDENT TRAVEL

Participant's Name Date

Emergency Contact #1

Name: _____ Relationship: _____

Address: _____

Phone numbers Work: _____ Home: _____

Cell: _____ E-mail: _____

Emergency Contact #2

Name: _____ Relationship: _____

Address: _____

Phone numbers Work: _____ Home: _____

Cell: _____ E-mail: _____

TCNJ Concussion Information and Agreement Form

What is a concussion?

A concussion is a brain injury that:

- Is caused by a blow to the head or body
- Can change the way our brain normally works
- Presents itself differently for each athlete
- Can occur during practice or competition in any sport or outside of sport
- Can happen even if you do not lose consciousness

What is second impact syndrome?

- Second impact syndrome is a rare condition in which a second concussion occurs before a first concussion has properly healed
- Causes rapid and severe brain swelling and often catastrophic results
- In many cases, second impact syndrome is fatal. In those cases where it is not fatal, you can expect long term effects due to traumatic brain injury
- A second impact causing the second concussion does not have to be severe to cause this fatal condition

You can help prevent concussions by:

- Not initiating contact with your head
- Avoid striking an opponent in the head. Undercutting, flying elbows, stepping on a head, checking an unprotected opponent, and sticks to the head can all cause concussions.
- Practicing good sportsmanship at all times

Symptoms of a concussion include the following, but are not limited to:

Amnesia	Sensitivity to light or noise
Confusion	Nausea (feeling that you might vomit)
Headache	Feeling sluggish, foggy or groggy
Loss of consciousness	Feeling unusually irritable
Balance problems or dizziness	Concentration or memory problems
Double or fuzzy vision	Slowed reaction time

My initials in each of the blanks, below, indicate that I have read and understood each of the following statements:

_____ A concussion is a brain injury that can affect your ability to perform everyday activities, your reaction time, balance, sleep, and classroom performance.

_____ You cannot see a concussion, but you might notice some of the symptoms right away. Other symptoms can show up hours or days after the injury.

_____ If I suspect myself or a teammate has a concussion, I am responsible for reporting the injury to Recreation and Wellness staff member, Lions EMS, or other trained medical staff on site.

_____ I will not return to play in a game or practice if I have received a blow to the head or body that results in concussion related symptoms. In addition, I will refrain from participating in club activities for a duration of at least 24 hours.

_____ Following a concussion, the brain needs time to heal. You are much more likely to have a repeat concussion, if you return to play before your symptoms resolve.

_____ In rare cases, repeat concussions can cause permanent brain damage and even death.

_____ I understand that although certified helmets meeting a standard for helping to prevent catastrophic injuries may be used in my sport, they do not prevent cerebral concussions. I should wear a helmet at all times during participation if my sport requires it.

_____ It is recommended that the student seek medical clearance for any concussion or head injury sustained during club practice or game. This can include clearance from a personal physician or TCNJ Health Services

I have read and fully understand the facts presented about concussions.

I have read and signed this document with full knowledge of its significance. I further state that I am at least 18 years of age and competent to sign this waiver. If I am under the age of 18, my legal guardian will also sign this form.

_____ Participant's Printed Name _____ Participant's Signature _____ Date

Parent/Guardian Signature (if under 18 years of age)
_____ Parent/Guardian's Printed Name _____ Parent/Guardian's Signature _____ Date

Sport Club Practice Request Form

Club Name _____ Date: _____

E-Mail Address: _____

Contact Name: _____

Please put an **X** on times when your club is available to practice and please place a **P** on the time blocks that you would prefer to practice:

	MON	TUES	WED	THUR	FRI	SAT	SUN
6:00 am							
7:00 am							
8:00 am							
9:00 am							
10:00 am							
11:00 am							
12:00 pm							
1:00 pm							
2:00 pm							
3:00 pm							
4:00 pm							
5:00 pm							
6:00 pm							
7:00 pm							
8:00 pm							
9:00 pm							
10:00 pm							
11:00 pm							

Please list in order of preference the facility that you want to practice at:

How many days a week do you want practice space:

What date do you want to start practices?

What date do you want to end practices?

Please return this form to the Recreation and Wellness (Recreation Center Office 234D) or scan to Shawn Dean at deans2@tcnj.edu.