

Introduction

The Office of Recreation oversees a comprehensive Sport Club Program for all individuals with varying interests in sport and recreation activities at Johns Hopkins University. These interests range in degree from the ultra-competitive clubs, which will represent the University in intercollegiate competitions and tournaments, to instructional and social clubs, which offer the opportunity to learn new activities and interact with other members of the University community.

Membership in the clubs is open to all student, faculty and staff members of Johns Hopkins University. Each club is organized and run by undergraduate students, governed under the by-laws of the Student Activities Commission (SAC) with direct supervision of the Assistant Director of Sport Clubs in the Office of Recreation. The sport club program provides opportunities for students to serve in leadership positions, while earning their degree. Some leadership duties of club executive boards are club organization, coaching, scheduling, publicity and fund-raising. However, the key to any club's success will stem from their student leadership, interest and member participation.

New Club

Any group or individual wishing to form a sport club should schedule a meeting with the Assistant Director of Sport Clubs, in order to judge interest and scope, as well as feasibility. The Office of Recreation will assist a club through the process of becoming a fully recognized club by the Student Activities Office and the SAC; however, final say does lie with Student Activities Office, the SAC, and the Assistant Director of Sport Clubs. In order to receive assistance from the Office of Recreation, a club must gain full approval of the SAC. If a club does not gain the approval under the by-laws of the SAC, all facility space and assistance will cease and the club may need to entertain different avenues in order to continue.

In order to be fully recognized by the Office of Recreation a club must be approved by the Assistant Director of Sport Clubs, the Student Activities Office, and the SAC. In order to do so they must first go through the following process.

- a. The club president and/or treasurer must meet with the Assistant Director of Sport Clubs and the sport council liaison.
- b. The group will hold a preliminary meeting in order to judge interest and participation at which time every member should be recorded.
- c. The will then need to start meeting on a consistent basis.
- d. The Club will also need to write a constitution.
- e. After the Club receives approval from the Assistant Director of Sport Clubs, the Student Activities Office, the SAC, it is then passed along to the Student Council for final approval. Upon final approval the club will be on a probationary period club for the first year. Following the second year of existence, the club is then able to petition for an annual budget.

Yearly Registration

Each spring, the Student Activities Office allows each club to go through registration for the following academic year. The executive board will need to prepare a fiscal budget

taking into account all of their needs for the upcoming academic year. The Assistant Director of Sport Clubs will offer assistance to all clubs that are so inclined. The Sports Council and the Assistant Director of Sport Clubs will review all budgets as a group, and will decide the amounts allocated to all clubs that have submitted budget requests.

The club will also need to alert the Assistant Director of Sport Clubs as to the changes in their executive board members as they occur. Before the club leaves for the summer break, the Assistant Director of Sport Clubs must have a complete list of the club's officers in order to be contacted prior to the start of the fall semester.

It is the responsibility of the sport club president to contact the Office of Recreation at the start of the academic year. They will be required to attend monthly meetings of the sports council.

Membership/Eligibility

All undergraduate and graduate students at The Johns Hopkins University – Homewood and Peabody Campuses - are eligible to join any club.

Faculty and staff may participate in club activities; however, full membership to the O'Connor Recreation Center may be required.

Alumni are permitted to participate in club activities, but must be a member of the O'Connor Recreation Center.

Clubs may determine their own membership rules according to their respective constitutions and governing bodies. However, membership cannot be granted or denied based on race, sex, religion, sexual orientation, ethnic group or national origin.

Only undergraduate student members may comprise the club's executive board and hold voting power.

Each member of the club must be listed on the Club Roster Form and complete a Waiver Form prior to participation, which must be filed with the Office of Recreation.

All guidelines governing the Sport Club Program are written to protect the rights and safety of each participant and are designed to provide fair and equal opportunity for all persons eligible to participate in club activities.

Risk Management

A major goal of any Recreation Program is to present an environment that takes as many means as necessary to prevent accidents and injuries. The following is a list of measures that should be taken to minimize the possibility for accidents and injuries.

- a. Sport Club officers, club members, coaches and instructors should emphasize safety during all club related activities.
- b. Each participant recognizes that they are responsible for their own well-being and the well-being of the group they are a part.
- c. Sport Club officers are expected to inspect fields and facilities prior to every practice, or game or special event. Unsafe conditions must be reported to the Assistant Director of Sport Clubs.

- d. It is recommended that at least two members from each club be CPR and Emergency First Aid certified.
- e. The Office of Recreation will provide Sport Club Supervisors who will be present at all home events sponsored by Hopkins Clubs. This person is to observe the activities of both the club members as well as the spectators present. This person is to also serve as an emergency outlet in case of an accident or injury.
- f. All Sport Clubs must have a first aid kit at each practice session, game and/or special event.
- g. Outdoor participants, if inclement weather arises (i.e. lightning, ice, snow, etc.) teams will cease from participating for the remainder of the practice, game or session. Rain stoppage will be based upon the severity of the storm; the decision will be made by the staff on duty. In the case of inclement weather prior the practice, game, or session all participants are encouraged to call the Intramural Hotline at (410) 516-3849. The recording will have updated messages regarding the status of practice, games, or session.

Medical Examinations

It is the responsibility of students who wish to participate in sport clubs to evaluate the conditions of their health in relation to the demands of the sport. If uncertain, consult a family physician or the student health center.

Participants are responsible for discussing with the Student Health Service medical staff or with their family doctor any known physical problems, which may limit participation in the sport club program. This must be accomplished prior to participation.

The Office of Recreation strongly recommends that all members of sport clubs participating in vigorous or contact sports have an annual physical examination.

If privately owned vehicles are a means of transportation for club teams, the owners of these automobiles are responsible for their own insurance coverage.

Executive board members are responsible for completing an incident report for injuries, which occur to club members during club-related activities. This report is due to the Office of Recreation by the completion of the first working day following the event.

Release of Responsibility

Each participant in a Sport Club is required to complete a Waiver Form prior to any participation. Individuals who have not completed this form may not participate in any club activity.

CLUBS WILL NOT BE AUTHORIZED TO SPEND ALLOCATED FUNDS, PRACTICE OR PLAY UNTIL ALL COMPLETED WAIVER FORMS FOR ALL MEMBERS HAVE BEEN FILED WITH THE ASSISTANT DIRECTOR OF SPORT CLUBS.

Alcohol Policy

The Johns Hopkins University is in accordance with all local, state and federal laws regarding the use of alcohol and/or illegal substances. Clubs and/or individuals found in violation of these laws will be subjected to disciplinary action.

Guidelines:

Alcohol is not permitted at any sport club event including practice, contests, meetings, etc...

Clubs are responsible for their members, members of the opposing team, as well as spectators watching the event

Fund-raising activities may not include selling or serving alcoholic beverages at any function on or off campus

Clubs participating in away competitions are expected to adhere to Johns Hopkins' alcohol policy, as well as the host school's alcohol policy

Clubs found to be in violation of these guidelines might endanger the future existence of the club. Disciplinary action against its officers and/or members may include suspension, probation and/or loss of recognition as a club.

Club Conduct

Each club is responsible for adhering to the undergraduate student life policies. The following is a small section taken from the Community Standards and Policies Manual.

The fundamental purpose of the University's regulation of student conduct is to promote and protect the health, safety, welfare, property, and rights of all members of the University community as well as to promote the orderly operation of the University and to safeguard its property and facilities.

Acceptance of membership in the University community carries with it an obligation on the part of each individual to respect the rights of others, to protect the University as a forum for the free expression of ideas, and to obey the law. This Undergraduate Student Conduct Code pertains to misconduct arising from offenses against persons and/or property committed on University property; to misconduct committed off University property against members of the University community; and to misconduct occurring off campus that causes significant harm to others.

Discipline/Conduct

Sport Club members have an overall obligation to conduct themselves and their organization in a manner conducive with the overall learning environment created at Johns Hopkins University. Members of sport clubs are in fact representatives of this institution while on campus or away at competitions, and must keep in mind that they are to behave in a mature and responsible manner. They will be responsible for complying with the Office of Recreation rules and regulations, as well as federal, state and local laws; and they will be disciplined for failure to do so.

Prohibited conduct, includes but is not limited to:

Inappropriate conduct or actions, reckless disregard, including misuse of

equipment or facilities, while participating in any club related activity.

The use and/or presence of alcohol/drugs at any club activity (tournaments, events, practices, travel, etc...)

Club members participating in an inappropriate activity which violates University policies, campus regulations and/or state/federal laws.

Use of club checking account funds for the purchase of alcoholic beverages or personal items.

Hazing

Failure to comply with regulations in this handbook.

Upon learning of any violations or misconduct by a club or its members, the Assistant Director of Sport Clubs will call a meeting with the club's executive board to discuss the allegations. The Assistant Director of Sport Clubs will take into account all facets of the incident and make a decision as to the disciplinary action to be taken. The following are some of the reprimands, but certainly not all, that can be taken against a club if found to be negligent of the incident.

Minor Infractions

Examples would be non-attendance at a president/representative meeting, failure to submit required forms on time and/or utilization of University facilities without proper authorization.

First Offense:

If the violation is the club's first during the current academic year and the club is not under probation and/or disciplinary action from violations committed the preceding year, the following steps are taken:

- a. The club is placed on probation for a designated period of time or until the club corrects the situation. Club funds and/or facilities may also be frozen until the incident has been resolved.
- b. The Sport Club Coordinator will notify the club's executive board with a letter stating:
 - the reason for the probation
 - the length of the probation period
 - if use of funds and/or facilities are frozen
 - the possible consequences the club will face if additional infractions occur

Two or More Minor Infractions:

- a. The Office of Recreation takes any action they feel appropriate and the club is notified in writing of the action taken

Major Infractions

These include club actions, which are outside acceptable standards or conduct or are in violation of the Sport Club Handbook.

Examples of major infractions include but are not limited to the following situations:

- a. Displaying conduct that is incompatible to the University's function as an educational institution and the purpose of the Sport Club Program (i.e. Unsportsmanlike conduct toward officials and/or opponents, or disruptive behavior)
- b. The presence of drugs/alcohol by club members or spectators at club sponsored events
- c. Allowing ineligible individuals to participate in club activities.

For all major infractions:

- a. A meeting with the executive board and/or entire membership is scheduled with the Sport Club Coordinator.
- b. Input from other members of the Office of Recreation maybe solicited in certain situations.
- c. The Sport Club Coordinator determines the disciplinary action to be taken and notifies the executive board members in writing.

Club Responsibilities and Requirements

Executive Board Responsibilities

The executive board of a club is elected members that have been chosen to work closely with the Assistant Director of Sport Clubs in a leadership position, whom are ultimately responsible for the actions of their particular club. The executive board can only consist of undergraduate students. Some of their responsibilities may include:

- a. organize and attend, at least monthly, club board meetings
- b. know the contents of the sport club handbook
- c. keep a current contact list for all members of the executive board
- d. submit roster form and participation waivers for all members of the club to the Recreational Sports Office
- e. submit weekly activity forms and end of the semester reports to the Sport Club Coordinator
- f. keep updated list of club's equipment inventory
- g. keep updated tally of club's account. Accounts will also be monitored by the Sport Club Coordinator
- h. ensure that your constitution is not only updated but on file with the Sport Club Coordinator
- i. ensure weekly mail pick-up by someone on the club executive board
- j. other duties are to include game scheduling, officials scheduling, facility requests, travel arrangements, transportation, publicity, etc...

Publicity

All publicity items such as flyer information, T-shirt design, web site, newspaper articles, etc...must be approved by the Assistant Director of Sport Clubs.

Facility Requests

All facility requests must be submitted on a semester long basis. Clubs must plan in advance for all facility needs with regards to meeting rooms, practice space and competition areas.

A Facility Request Form must be filled out, complete with dates and times.

The Assistant Director of Sport Clubs, in conjunction with the Assistant Director of Facilities for Recreation and Athletics, will disperse availability in a fair manner in order to best incorporate as many club's needs as possible. All requests are subject to review and change at any time.

Sport Clubs requiring special facilities on or off campus must do so on their own, however, the Assistant Director of Sport Clubs must approve it.

Visiting teams will NOT be granted locker room space within either the O'Connor Recreation Center or the Newton White Jr. Athletic Center.

Equipment

The Assistant Director of Sport Clubs MUST approve all equipment orders.

Equipment will be issued with a complete list of inventory at the beginning of each academic year. It is then the responsibility of the club to take care of their equipment. If special needs arise to store equipment in the O'Connor Recreation Center, please see the Assistant Director of Sport Clubs.

An equipment inventory must be completed and submitted to the Assistant Director of Sport Clubs at the end of each academic year. All equipment bought with University funds is considered property of Johns Hopkins University; therefore the Assistant Director of Sport Clubs using club funds will replace any equipment not returned or damaged past normal wear and tear.

Travel

Sport Clubs are responsible for making their own travel arrangements including transportation, lodging, match scheduling and meals. The Office of Recreation may be of assistance when clubs plan on traveling via airfare or have special needs to reach their destination.

The Assistant Director of Sport Clubs must approve ALL travel. Schedules must be handed into the Assistant Director of Sport Clubs and updated accordingly when matches or competitions are added/subtracted. A club will be put on immediate probation if they have been found to travel without prior approval from the Office of Recreation. Travel includes having left the Homewood Campus to go to a tournament or competition of any kind (including inside the city of Baltimore) where University Funds will be used to reimburse expenses.

Traveling clubs will be responsible for turning in a complete travel itinerary by the WEDNESDAY prior to the weekend of travel. If clubs are traveling a significant distance the Assistant Director of Sport Clubs might mandate a pre-trip meeting to discuss all the details with all involved. Attached must be a list of all club members that are traveling and that is due to the Office of Recreation by Noon on Friday. This is primarily for accident and emergency purposes. Attached to the travel itinerary must be a list of all club members traveling from campus.

The Office of Recreation will not be able to provide any deal for van rentals this academic year. The deal with Enterprise has been terminated, so it is vitally important for each group to reserve their van needs through the Student Life Office (x68209).

Please be aware of the fines that are included as an appendix in this manual. Sport Clubs should not be accruing any of these fines throughout the course of the year. Please take care of your responsibilities and make sure the vans are treated as your own vehicles.

The SAC allows for reimbursement on several different modes of transportation. (See SAC Funding Policy)

If a sport club rents a vehicle, it is essential that the terms and conditions of the rental contracts are followed, particularly with regard to age restrictions and licensing of the drivers.

Upon a clubs return to campus, the executive board must submit a Travel Report Form to the Office of Recreation as well as any incident/accident report forms. The travel report form must be accompanied with receipts for all reimbursable items such as registration and tournament fees, gas, tolls, etc...

University allocated funds cannot be used for meals and/or lodging. However, if funds that have been fund-raised by the individual sport club are being used for meals and lodging, those receipts need to be turned in with the travel report form.

Clubs will be placed on automatic probation, funds frozen and all activities cancelled if the travel itinerary form is NOT turned in prior to departure from campus.

Failure to submit a travel report form will result in the cancellation of the club's next scheduled event.

Clubs using their own vehicles are responsible for their own insurance coverage.

Scheduling

All sport clubs are responsible for their own competitive schedules.

- a. there should be approximately the same number of home and away events
- b. contests and events are not to be scheduled during exam periods
- c. opponents must be of equal age, size and ability levels in all contact sports
- d. opponents must be notified of any changes as soon as possible
- e. qualified officials should be scheduled well in advance to ensure proper supervision

A completed schedule must be submitted to the Assistant Director of Sport Clubs at the beginning of each academic semester and updated as matches or competitions are added.

Schedules should remain tentative until facility availability has been approved.

Johns Hopkins University reserves the right to change or cancel any home match due to other unforeseen occurrences.

Finances

The executive board members are collectively responsible for the financial well being of the club. It is their responsibility to monitor the club monies in order to budget for all existing events. Clubs essentially should be self-supported throughout the course of the academic year. Fundraising will become an essential means of supplementing allocated funds. Clubs' funds must be used for the benefit of the entire club. Funds for all activities may come from the following areas:

- a. Fund-raising projects
- b. Budget allocations from the Sports Council
- c. Membership Dues

Allocated funds will be monitored by the Office of Recreation and will only be reimbursed for specific activities per the club's approved budget. Clubs will not be able to spend club monies on activities or equipment that it was not specifically allocated. The Assistant Director of Sport Clubs will be doing yearly audits of club expenses in order to make sure the practice has taken form.

The Assistant Director of Sport Clubs must also be made aware of any donations made to a club's account by sources outside the Sports Council (i.e. Office of the Dean, Young Alumni, GRO, a donor, etc.)

Travel reimbursements will be handled slightly different this upcoming year. Upon traveling out of town, a club will need to collect all receipts and submit them all together to the Assistant Director of Sport Clubs for reimbursement. A travel report form will then be filled out by the Office of Recreation at which point a check will be cut for the submitting person.

Petty cash reimbursements can only be submitted to the Office of Recreation for monies that are below \$100 and on Monday, Wednesday and Friday between the hours of 9-11am and 2-4pm.

The Assistant Director of Sport Clubs prior to the planning stages must approve all fund-raising opportunities. Once approval has been granted, the executive board will then need to notify the Office of Recreation of distinct needs they may have.

Budget Preparation

The Assistant Director of Sport Clubs is available to assist each club with the preparation of their budget requests before they submit it to the Sports Council. Failure to submit a budget request may result in a loss of funds for the following year.

Each club will be responsible for turning in a budget to the Assistant Director of Sport Clubs prior to their submission to the Sports Council. This is primarily for review in order to make sure each club has sufficiently thought thru all their expenses.

Purchases

The Assistant Director of Sport Clubs MUST approve all purchases. Equipment, officiating fees, tournament or game fees, and major travel expenses may be paid prior to departure from campus for a sport club event.

Any purchases made with Johns Hopkins University funds are considered the property of the University and must be treated as such. Once the equipment has been checked out, its care is the responsibility of the club. Ultimately, the club will be responsible for any damage or loss of any equipment. Clubs will not be able to run a deficit in their account. Any items that have been purchased with funds that are not available within the club's account will be subject to the members' own funds.

A detailed account will be kept for each club separating their different line items. For example, allotted funds will be kept separate from any funds acquired through the club's fund-raising efforts.

Coaches/Instructors

The Assistant Director of Sport Clubs MUST approve all coaches/instructors. Coaches /Instructors must meet with the Assistant Director of Sport Clubs prior to beginning work for the Sport Clubs and the university.