

# Sport Club Handbook

## Introduction

The Office of Recreation oversees a comprehensive Sport Club Program for individuals with interest in sport and recreation activities at Johns Hopkins University. These interests range from the nationally 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 clubs is open to all student, faculty, and staff members of Johns Hopkins University. Each club is organized and managed by undergraduate students. They are governed by the by-laws of the Student Government (SGA) and Student Leadership and Involvement Office (SLI) with direct supervision by 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. The key to any club's success will stem from their student leadership, interest, and member participation.

## New Club

Any group or individual interested in forming a sport club should schedule a meeting with the Assistant Director of Sport Clubs, in order to assess interest and scope, to determine feasibility. The Office of Recreation will assist a club through the process of becoming a recognized club by the Student Leadership and Involvement Office; however, the final decision will be by Student Leadership and Involvement Office and the Assistant Director of Sport Clubs. In order to receive assistance from the Office of Recreation, a club must gain approval. If a club does not gain approval, facility space and assistance will cease and the club will need a different plan in order to continue.

In order to be a recognized Sport Club by the Office of Recreation, the club must be approved by the Assistant Director of Sport Clubs and the Student Leadership and Involvement Office. 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 interested members are recorded on a roster.
- c. The Club will then start meeting on a consistent basis.
- d. The Club will write a constitution or guiding documents.
- e. After the Club receives approval from the Assistant Director of Sport Clubs and the Student Leadership and Involvement Office (SLI), it is passed on to the Student Government for final approval.
- f. Upon final approval, the club will be on a probationary period for the first year.
- g. Following the second year of existence, the club is then able to petition for an annual budget.

## **Annual Registration**

Each spring, the Student Leadership and Involvement Office allows each club to submit a budget request for those clubs eligible to receive an allocation 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 assist all clubs as necessary. The Sports Council and the Assistant Director of Sport Clubs will review all budgets as a group and decide the amount allocated to all clubs that have submitted budget requests.

Each fall, the Student Leadership and Involvement Office allows each club to re-register their organization for the following academic year. The executive board will need to prepare a guiding document, roster, and take into account all of their needs for the upcoming academic year. The Assistant Director of Sport Clubs will assist clubs that are so inclined. The Assistant Director of Sport Clubs will review all sport club re-registrations and coordinate with the student government on approval.

The club will also need to alert the Assistant Director of Sport Clubs as changes in their executive board members 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 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 eligible 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.

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

All guidelines governing the Sport Club Program are 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 measures to prevent accidents and injuries. The following is a list of measures that Clubs will take to minimize the possibility for accidents and injuries.

- a. Sport Club officers, members, coaches, and instructors will emphasize safety during all club related activities.
- b. Each participant recognizes they are responsible for their own well-being and the well-being of the group they are a part.
- c. Sport Club officers will inspect fields and facilities prior to every practice, game, or special event. Report unsafe conditions 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. All Sport Clubs must have a first aid kit at each practice session, game, and special event.
- f. 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 is upon the severity of the storm; the staff on duty will make the stoppage decision. 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 those who wish to participate in sport club activities to evaluate the condition of their health in relation to the demands of the sport. If uncertain, consult your primary care physician or the student health center.

Participants are responsible for discussing with the Student Health Service medical staff or with their primary care physician any known physical problems, which may limit participation in the sport club program. This must be done 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.

Executive board members are responsible for completing an incident report for injuries during club-related activities. This report is due to the Office of Recreation by the completion of the first business 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.

### **Event Registration**

Club event registration is submitted through HopkinsGroups. All events that are to take place in Rec Center or the Athletic Center must go through 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 subject to disciplinary action.

Clubs must registers all events and parties through HopkinsGroups.

### **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.

### **Hazing**

1. Anyone experiencing or witnessing a violation of the hazing policy is encouraged to report the incident to the Athletic Department or the Dean of Student Life Office. Any individual or group alleged to have engaged in hazing will be referred to Office of Dean of Student Life, which will handle allegations in accordance with its usual procedures for alleged violations of University policies, except as otherwise noted in the University Policy.
2. If the Dean of Student Life Office finds that a student organization has engaged in hazing, or that the organization did not take reasonable steps to prevent hazing by its members or affiliates, culpability may be attributed to the individual perpetrators, the

- student organization, its members, and/or its elected or appointed officers, subject to the defense that the individual student could not reasonably have prevented the hazing.
3. All students, including potential new members and current members of any student group or organization, have a responsibility to avoid participating in hazing activities.
    - a. Process for Athletics & Recreation at Johns Hopkins University: Any sanctions will be imposed by the Dean for Student Life Office. This decision will include input from the Dean of Students – Student Life, Associate Deans for Student Life – Student Engagement and/or Student Conduct, and Athletics and Recreation. Previous violations of this policy will also be considered in the sanctioning process.

## **Club Responsibilities and Requirements**

### **Executive Board Responsibilities**

The executive board of a club is made up of elected members that work closely with the Assistant Director of Sport Clubs in a leadership position, whom are ultimately responsible for the actions of their 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 include game scheduling, officials scheduling, facility requests, travel arrangements, transportation, publicity, etc...

### **Publicity**

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 for a semester must be submitted prior to that semester. Clubs must plan for all facility needs for 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 allocate availability fairly 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 is 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 submitted to the Assistant Director of Sport Clubs at the end of each academic year. All equipment bought with University funds is 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 to travel via air or have special needs to reach their destination.

The Assistant Director of Sport Clubs must approve ALL travel. Schedules must be submitted to the Assistant Director of Sport Clubs and updated accordingly when matches or competitions are added or subtracted. A club will be subject to immediate probation if they have traveled 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 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.

If a sport club rents a vehicle, it is essential to follow the terms and conditions of the rental contracts. The Assistant Director of Sport Clubs will email the clubs when the rental vehicles are available. The email will include the pick-up and return policies. Clubs cannot pick up any keys or rental agreements prior to receiving an email from the Assistant Director of Sport Clubs. Please take care of your responsibilities and treat vehicles with respect and care.

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.

If privately owned vehicles are a means of transportation for club teams, the owners of these automobiles are responsible for their own insurance coverage. If an accident does happen the owners insurance is the sole holder of responsibility.

## **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 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 will remain tentative until facility availability is approved.

Johns Hopkins University reserves the right to change or cancel any home match due to 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 will be self-supported throughout the course of the academic year. Fundraising will become an essential means of supplementing allocated funds. Club 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 for which it was not specifically allocated. The Assistant Director of Sport Clubs will be doing annual audits of club expenses in order to make sure the practice has taken form.

The Assistant Director of Sport Clubs must 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.)

## **Reimbursements**

Travel reimbursements will be handled slightly different starting in fall 2020. Upon traveling out of town, a club will need to collect all receipts and submit them together to the Assistant Director of Sport Clubs for reimbursement. A travel report form will be completed by the Office of Recreation. After completion, a check will be completed for the person that submitted the form.



Petty cash reimbursements can be submitted to the Office of Recreation for monies that are below \$100. They can be turned in to the Petty Cash Office on Monday, Wednesday, or 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 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 the property of the University. Once the equipment has been checked out, the care is the responsibility of the club. 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 and Instructors must meet with the Assistant Director of Sport Clubs prior to beginning work for the Sport Clubs and the university. The coaches/instructors must have \$1,000,000 personal liability insurance and valid adult CPR/AED and first aid certifications.