



# Club Sports Resource Handbook

I, \_\_\_\_\_, certify that I have received an electronic link or in-hand copy of the latest BSU Club Sports Resource Handbook for 2025-2026.

In order for the BSU \_\_\_\_\_ Club to be successful, I acknowledge the importance of myself, my club and our members being responsible for knowing the information set forth in this document. I agree that I will abide by the policies and procedures set forth.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Updated 8/28/2025



# **2025-2026 Club Sports Resource Handbook**

Updated 8/28/2025

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## **Introduction**

Welcome to Bridgewater State University Club Sports! We are proud of our program and the many accomplishments of our clubs. These “student run” organizations work hard to make each club successful.

### **Bridgewater State University Mission Statement**

As the comprehensive public university of Southeastern Massachusetts, Bridgewater State University has a responsibility to educate the residents of Southeastern Massachusetts and the commonwealth, and to use its intellectual, scientific and technological resources to support and advance the economic and cultural life of the region and the state.

### **Division of Student Affairs Mission Statement**

The mission of Student Affairs is to promote student learning. Student Affairs supports the mission of Bridgewater State University by promoting student learning in the following ways:

- Create and maintain educational and physical environments that intentionally support student learning;
- Establish opportunities for meaningful experiences that help students assess their development, try new roles, and integrate classroom learning to encourage the development of life skills necessary to achieve personal and professional goals;
- Build supportive communities where all members are treated with respect, where diversity is embraced and celebrated, and where the contributions of all community members are valued;
- Enhance the critical thinking that allows students to make independent decisions and advocate for themselves;
- Help students solve problems and overcome obstacles that would otherwise interfere with their learning;
- Promote student belonging and loyalty to the University, in order to support persistence to graduation and positive, long-term involvement in the University.

### **Department of Athletics and Recreation Mission Statement**

It is the mission of the Department of Athletics and Recreation at Bridgewater State University to provide varsity, intramural, club and recreational activities to address the needs, interests and capabilities of our students, faculty and staff. All activities are conducted with fair and sportsmanlike principles for men and women as mandated by our various sports governing bodies. With service to our campus as a priority, our activities are intended to enhance and to be a vital part of the total collegiate experience for all participants

### **BSU CLUB SPORTS MISSION STATEMENT**

The mission of the Athletics Sport Clubs Program at Bridgewater State University is to provide quality student-run leadership opportunities to Bridgewater State University students through friendly competition. We foster the development and growth of individuals through serving as a fellowship and mentor with other clubs. Clubs provide a basis for fellowship among students around common interests. Academic excellence for each club member is essential to a successful student.

BSU Club Sports is committed to a policy of equal opportunity and does not discriminate in the terms, conditions, or privileges of participation on account of race, age, color, sexual orientation, national origin, physical or mental disability, or religion or otherwise as may be prohibited by federal and state law.

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**\*Please Note: Any information in this manual is subject to change, depending on Bridgewater State University policies, procedures, or related support. Coordinator of Club Sports may update any information in this manual, due to the ever-changing laws and activities within BSU, Club Sports and Athletics operations\***

## **CLUB DEFINITION**

Athletics Department Club Sports provide the full-time Bridgewater State University undergraduate students the opportunity to participate in physical activities as a club team, in a COMPETITIVE manner. Clubs may not duplicate a current BSU varsity sports.

Some of the criteria that formulate an Athletics Club Sport is:

- Written constitution, and bylaws in accordance with BSU Athletics and Recreation
- A roster of at least 10 active full time BSU student members
- At least three students who will serve as officers (Varied graduation class levels)
- Faculty Advisor actively assisting in club functions
- Budget – expenses outline
- National and regional association membership
- Competition schedule for academic year
- Equipment needs
- Dues – yearly schedule of payment structure for each member
- Fundraising outline to 100% support all financial needs
- Practice schedule on campus
- Potential coach or instructor
- 6 month, 1 year, 3 year and 5 year plan for club success.

### **CLUB SPORTS ATHLETICS AND RECREATION DEPARTMENT SUPPORT**

Each club can choose to have support, with these items:

1. Free Reservation access to BSU facilities, practice spaces and competitive fields / courts.
2. 15 passenger van – from BSU transportation when available
3. Purchasing assistance- equipment, uniforms, practice gear.
4. Free or discounted marketing paperwork- flyers, brochures, copies, etc.
5. Free Office services (copier, fax, mailboxes, and other information resources)
6. Free EngageBSU access to develop and organize online club web site and utilize BSU Club Sports site to download or utilize forms and documents.
7. Free Club email address
8. Fundraiser planning assistance
9. Monthly informational meetings
10. Payment assistance (check or credit card payments)
11. Funding assistance (per yearly evaluation)
12. Travel assistance (required to utilize BSU Travel Services through BSU Coordinator of Club Sports)
13. Advertising at Student Orientations

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# CLUB EXPECTATIONS

With the department's Philosophy Statement as a foundation, Bridgewater State University has established the following standards of performance for each club activity:

## **ACADEMIC PRIORITY**

Recognizing the club members are an integral part of the campus community, and that their academic education is of paramount importance, it is expected that coaches will:

- i. Support the concept that all club students who have the potential to succeed and graduate on-time
- ii. Monitor normal progress and graduation rates of students.

## **CLUB MEMBER SUCCESS**

Through practice and competition, coaches will promote skill development, training and conditioning, game preparation, and game strategy.

## **CLUB CONDUCT**

In creating an environment where club members are challenged to become better people, we expect coaches to instill the club members and officers to have a strong sense of leadership through the following:

1. Adherence to the University Code of Conduct
2. Compliance with all department, university and related club conference guidelines
3. Respect and civility towards officials, opponents, staff members, and spectators
4. Active participation in BSU Club activities and other department-sponsored student activities and educational programs
5. Monitor club members' academic performance
6. Instill a high standard of behavior by all club members and coaches
7. Assist club officers and faculty advisor in fundraising projects
8. Promote Alumni connections and Alumni events
9. Make budget recommendations to the club officers for equipment purchasing
10. Monitor facility use and conditions – on game days, ensuring all equipment is put away
11. If equipment is broken, communicating with club officers for fixing or purchasing

BSU Club Program promotes good clubs by students, coaches, instructors, faculty advisors, volunteers and spectators. We request your cooperation by supporting the participants and officials in a positive manner. Profanity, racial or sexist comments or other intimidating actions directed at officials, students, or team representatives will not be tolerated and are grounds for removal from the site of competition.

# CONDUCT, BEHAVIOR POLICIES

## **HAZING**

Bridgewater State University supports all the laws of the commonwealth prohibiting the “hazing” of any student. The specifics of the Anti-Hazing Statute are in sections 17, 18, and 19 of chapter 269 of the Massachusetts General Law, Crimes against Public Peace. They include:

Any individual who is a principal organizer or participant in the crime of hazing as defined herein shall be punished by a fine of not more than \$3000 and/or by imprisonment in a House of Correction for not more than one year or by both such fine and imprisonment.

The term “hazing” shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or any other person. Such conduct shall include whipping; beating; branding; forced calisthenics; exposure to the weather; forced consumption of any food, liquor, beverage, drug or other substance; or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person to extreme mental stress, including extended deprivation of sleep or rest, on or off campus or extended isolation.

Any individual who knows what another person is a victim of hazing as defined above and is at the scene of such crime shall, to the extent that such persons can do so without endanger or peril to himself or others, report such crime to the Vice President of Student Affairs or appropriate law enforcement officials as soon as reasonably possible. Failure to report such crime shall be punished by a fine of not more than \$1000.

An individual in alleged violation of the hazing policy may not use consent as defense to any prosecution.

Bridgewater State University shall issue to every group under its authority or operating on or in conjunction with its campus or school and to every member, plebe, pledge, or applicant for membership in such group or organization, a copy of this policy. An officer of each such group or organization, and each individual receiving a copy of this policy shall sign an acknowledgement stating that such group, organization, or individual has received a copy of the hazing policy. The University Hazing policy can be found at [www.bridgew.edu/Handbook/PoliciesProcedures/Hazing.cfm](http://www.bridgew.edu/Handbook/PoliciesProcedures/Hazing.cfm).

## **HARASSMENT (INCLUDING BULLYING)**

Harassment of individuals or groups based on race, color, creed, religion, gender, sexual orientation, national origin, age, disability, veteran status, political belief or affiliation, marital status, gender identity and/or genetic information is illegal and will not be tolerated at BSU.

The basic tenant is that all individuals and groups have the right to live in freedom without harassment from others based race, color, religion, gender, sexual orientation, national origin, age, disability, veteran status, political belief or affiliation, gender identity or genetic information. Violations of this rule include physical attacks upon or interference with a person that prevents the person from conducting his or her customary or usual affairs, putting the person in fear for his or her safety or causing the person to suffer actual physical injury.

The University Harassment policy can be found at [www.bridgew.edu/Handbook/PoliciesProcedures/Harassment.cfm](http://www.bridgew.edu/Handbook/PoliciesProcedures/Harassment.cfm).

### **NON-DISCRIMINATION POLICY**

Bridgewater State University is a public institution with a long-standing commitment to equal opportunity for all. The university does not discriminate on the basis of race, color, creed, religion, national origin, gender, sexual orientation, age, veteran status, disability, political belief or affiliation, marital status, gender identity and/or genetic information in admission to the university. Nor does Bridgewater State University discriminate in its treatment of employees, in selecting a candidate for a job position, or in selecting which students can participate in an activity or program. Concerns or questions regarding the implementation of this policy can be directed to the Office of Affirmative Action.

### **AMOROUS RELATIONS**

**PURPOSE:** The purposes of these guidelines are: (1) to provide a safe and healthy environment for club members so that they may reach their full potential as students and as athletes; and (2) to ensure that all coaches and other athletics department staff adhere to ethical practices and do not develop inappropriate relationships with club members, or coaches that they have supervisory control or authority over, regardless of their age or consent.

### **DEFINITIONS:**

**COACH:** Any person serving as a head coach, assistant coach, graduate assistant coach, or volunteer coach in the Campus Recreation Department.

**SPORTS STAFF:** Any employee or student serving in the Campus Recreation Department in an administrative, management, or support capacity, or in any capacity in which they supervise club members or have responsibility for the provision of services or other benefits to club members.

**SUPERVISORY CONTROL OR AUTHORITY:** This includes any responsibility with the potential to affect the club members participation in the club sport program, and includes the provision of direct services and benefits to the club members, such as: coaches and coaching staffs, academic and student life program support, tutoring, counseling, eligibility determinations, program compliance, signing of time sheets, and control over the club

members team.

**STUDENT:** Any Bridgewater State student who is a member of the BSU Club activities Program, as defined by the University.

**AMOROUS RELATIONSHIP:** Any sexual, romantic, or dating relationship.

**SCOPE OF THE GUIDELINES AND REQUIREMENTS:**

**Coaches & Club Members:** These guidelines strictly prohibit amorous relationships between any staff member / coach and any club member. Every staff member and coach has an ethical obligation to maintain a professional relationship with club members and to place the well-being of club members ahead of the staff member/coach's personal interests. This responsibility includes the duty to provide a safe and healthy environment for the club members to flourish, and to serve as a role model within the confines of a professional relationship.

As a result, no amorous relationships between a staff member / coach and a club member—regardless of the perception of consent by one or both participants—can exist without jeopardizing the professionalism of the staff member / coach-athlete relationship and creating a significant conflict of interest.

The respect and trust the club member places in a staff member or coach, and the vulnerability of the club member in that relationship, make “consent” unreliable in this setting. Conflicts of interest are endemic to amorous relationships between coaches and club members, and the costs to the athlete, the team, the athletics program, and the University, necessitate a strict prohibition on amorous relationships between coaches and club members.

Even when the staff member / coach has no direct professional responsibility for that club member, other club members may perceive that the club member who has a sexual relationship with a staff / member coach may receive preferential treatment from the staff member / coach or the staff member / coach's colleagues. Such relationships are incompatible with the ethical obligations of the staff / member coach and the integrity of the athletics program. Accordingly, the prohibition applies to relationships between all staff members / coaches and all club members in the intercollegiate athletics program.

In addition, all coaches must maintain professionalism within their own coaching staff. Amorous relationships among coaches of the same team where there is supervisory control are not allowed under these guidelines. Coaches on the same team that are married or have a civil union are precluded from these guidelines; however, they are

subject to the University's nepotism policies which require hiring authority, supervision, and evaluation to be coordinated by the staff member / coach's supervisor.

## **ENFORCEMENT:**

### **REPORTING A VIOLATION:**

Any person may allege a violation of these guidelines by contacting the Coordinator of Club Sports, their faculty advisor or any other senior athletics staff member, or, if the person does not feel comfortable making the report to a person within the athletics department, to the Vice President of Student Affairs or the Director of Affirmative Action/Equal Opportunity/Disability Compliance. Any person receiving such a report must immediately notify the Coordinator of Club Sports. Any coach or staff member with information suggesting a possible violation of the guideline must promptly report it to the Coordinator of Club Sports, and the failure to do so will be considered a violation of athletics department guideline. (If report or information implicates the Coordinator of Club Sports in a violation of the guideline, it should be directed to the Vice President for Student Affairs or the Director of Affirmative Action/Equal Opportunity/Disability Compliance instead.)

**INVESTIGATION:** Upon receiving such a report or information, the Coordinator of Club Sports shall immediately notify the Vice President for Student Affairs and Director of Affirmative Action office. Once on notice of a report or information of a possible violation of the guideline, the Vice President for Student Affairs or Director of Affirmative Action shall promptly appoint an investigator outside of the athletics department to conduct a prompt and fair investigation into whether the guideline was violated. Such investigation shall include interviews with any coaches, staff, and club members with relevant information, and shall provide any coach or staff member accused of violating the guideline with an opportunity to respond to the allegations. In investigating a possible violation of the guideline, the standard of proof to be used is whether it is more likely than not that the guideline was violated (a "preponderance of the evidence" standard, not the higher standard of proof used in criminal proceedings, beyond a reasonable doubt"). Using this standard, the investigation will result in a determination of whether the guideline was violated.

**COORDINATION OF INFORMATION RELATING TO VIOLATIONS OF OTHER UNIVERSITY GUIDELINE AND/OR CRIMINAL LAW:** If the investigation leads to information suggesting that sexual harassment may have occurred, it shall be promptly forwarded to the appropriate university officials responsible for enforcing the university sexual harassment guideline. If the investigation leads to information suggesting potential criminal conduct, it shall be immediately forwarded to Bridgewater State general counsel, who will determine, consistent with Massachusetts State and local law, whether to notify appropriate law enforcement officials. However, the enforcement of these guidelines shall not be delayed pending the results of a criminal investigation.

**DISCIPLINARY ACTION:** If an investigation determines that a coach or staff member has violated the guideline, that the coach or staff member shall be subject to disciplinary

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action, up to and including dismissal. The Coordinator of Club Sports, in consultation with the Associate Vice President for Student Affairs and the Director of Affirmative Action, shall determine the disciplinary action to be imposed. Any disciplinary action shall be taken in accordance with applicable university guideline.

**CONFIDENTIALITY:** Complaints, reports and information relating to possible violations of these guidelines shall be handled as confidentially as possible without jeopardizing the enforcement of the guideline, and the ability to conduct a fair investigation, or the safety of students and other persons connected with the athletics program. Information received in connection with a suspected violation of the guideline shall be disseminated only on a “need to know” basis; that is, only when necessary to ensure compliance with the guideline and/or to ensure the safety of students or others who come in contact with the club activities program.

**RETALIATION:** Any retaliation for reporting a violation of these guidelines, or for participating in good faith in any investigation of the violation of these guidelines, is strictly prohibited. Any persons taking retaliatory action in violation of these guidelines shall themselves be subject to discipline, up to and including dismissal.

#### **BYSTANDER INFORMATION - See addendum**

#### **CLUB DRUG AND ALCOHOL POLICIES**

According to Massachusetts law, possession and consumption of alcohol by persons under the age of 21 is illegal. The Department of Athletics and Recreation supports Massachusetts law and will act accordingly when club members are found in violation of state law.

Alcoholic beverages/illegal drugs are not permitted by Campus Recreation personnel and club members at a club related event or on any trip representing Bridgewater State University and the Department of Athletics & Recreation. The use of tobacco products (cigarettes, cigar, chewing tobacco) by both athletics personnel and club members is prohibited as well.

Students violating University or policies regarding drugs and/or alcohol are subject to University disciplinary procedure and possible Athletic & Recreation Department sanctions (i.e.: team suspensions, team dismissals, etc.). Criminal prosecution under state and federal law could also be applied. The University Student Alcohol policy can be found at [www.bridgew.edu/Handbook/policiesProcedures/AlcoholPolicy.cfm](http://www.bridgew.edu/Handbook/policiesProcedures/AlcoholPolicy.cfm).

#### **SOCIAL NETWORKING POLICY**

The Campus Recreation Department supports students’ rights to use various social networking sites as a valuable means of communication and learning, however, the department also holds all staff/club members to higher standards of behavior and good taste that dictate they be portrayed in a positive light as student leaders of the university and BSU Club Sports.

Prohibited Conduct –Staff/ Club members are highly visible representatives of the University and are expected to uphold the values and responsibilities of the University while meeting all requirements set forth by the TCCC, the NCAA, Bridgewater State University, and the Bridgewater State University Athletics and Recreation program. The Bridgewater State University Department of Athletics and Recreation prohibits offensive, inappropriate, malicious and reckless behavior when utilizing public media outlets. It is important that staff/club members recognize the power of public media domains, including social networking sites, and the potentially negative image that they can portray about club members, coaches, the athletics program, and the university.

Sanctions – Any inappropriate activity or language in violation of the above prohibitions, including first time offenses, is subject to investigation and possible sanction by the Bridgewater State University Office of Student Conduct and/or the Department of Athletics and Recreation, as well as civil authorities. Sanctions imposed by the Office of Campus Recreation may include, but are not limited to, the following:

- Written notification from the Office of Athletics and Recreation or designee to the club member outlining the policy and requiring that the unacceptable content be removed or the social network account be deactivated.
- Temporary suspensions from the club until prescribed conditions are met.
- Suspension from the club for a prescribed period.
- Indefinite suspension from the club.
- Dismissal from the club.

### **CLUB ETHICAL CONDUCT**

As a member institution of the Bridgewater State University Department of Campus Recreation supports the ideals of excellence and club activities within athletics and recreation

Bridgewater State University provides experiences and opportunities for club members to develop socially acceptable and personally fulfilling values and characteristics. Through its competitions, Bridgewater State University hopes to provide opportunities to make value judgments and develop social relationships, which will help to determine desirable behavior and personal qualities. Integration of athletics, academics, and service will provide each club member a challenging, yet rewarding, experience.

Specifically, each coach should:

- I. Recognize the uniqueness and worth of each individual and help them to build confidence, exhibit cooperation, and make a contribution to themselves and other around them.
- II. Have pride in being a good example in appearance, conducts, language, and actions.
- III. Emphasize the proper ideals of club sportsmanship, ethical conduct, and fair play.
- IV. Demonstrate and instill a respect for, and courtesy towards, opposing teams, players, coaches, fans, and officials.
- V. Exhibit and develop in our programs, an ability to accept defeat or victory gracefully without undue emotion.
- VI. Play each contest within the spirit of the game and the letter of the rules.
- VII. Work towards eliminating all possibilities which tend to destroy the best values of the club.

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# ASSOCIATIONS AND AFFILIATIONS

## **GOVERNING ASSOCIATION, AFFILIATIONS**

It is the responsibility of club members and coaches to understand and to comply with their perspective conference rules and regulations.

Club coach staff and club members are expected to report any violations of Club or Conference regulations to the Coordinator of Club Sports or Associate AD for Facilities and Operations.

All coaches, and club members are expected to maintain current knowledge of the issues and legislation surrounding their Conference, national organization levels.

# ADMINISTRATION

## **CLUB ORGANIZATION AND ADMINISTRATIVE DUTIES**

The Department of Campus Recreation resides within the Department of Athletics, Division of Student Affairs. Bridgewater State University and the Athletics Department have organized BSU Club Sports to report directly to the Coordinator of Club Sports for all operations.

## **OFFICERS**

Club officers, co-captains, presidents, vice presidents, that are in charge of the various administrative and club organization procedures. The club operations are requested by the club officers, to the Coordinator of Club Sports.

The basic structure of clubs, resides with a president, vice president, secretary and treasurer. Each has traditional roles and responsibilities.

Presidents, Captains should be selected no later than the end of the spring semester, for the following year. It is the hopes of clubs that they train incoming presidents, each spring semester, for a smooth transition. The selection process is at the discretion of the club and should be explained to the club whether it is a club vote.

A club's organizational structure will vary based on individual club's responsibilities needed for it. Here is an example of how clubs may be organized:

### **President**

- Provides the overall direction to the club, overseeing the work of the other officers and ensuring they work together as a team.
- Serves as a liaison between the club, its coach, and the Office of Campus Recreation.
- Schedules and runs organizational meetings.
- Monitors the activities of the club, ensuring compliance with BSU policies and procedures as well as the club's constitution affecting the club.

### **Vice President**

- Acts in place of the president when necessary.
- Oversees committee chairpersons and the work of the committee.
- Often heads special projects/committees such as fundraising drives, tournament arrangements, publicity and promotion campaigns, etc.

### **Secretary**

- Handles club correspondence such as match and tournament scheduling with other schools and teams or communicating with conference and association personnel.
- Maintains membership lists and rosters.
- Maintains all club files, waivers, and records.
- Keeps the membership informed of upcoming events, and distributes meeting minutes and other pertinent information to the membership.

### **Treasurer**

- Manages and records all financial transactions of the organization.
- Keeps detailed records of the club's financial transactions.
- Establishes the annual budget for the organization in consultation with other club officers.
- Reports the financial status of the club to the membership

### **Coaches**

Coaches are encouraged to act only in the teaching, training and instruction for the sport itself. The coach is NOT to perform administrative, requests, or fundraising duties for the club, but support students becoming leaders in the club operations. This ensures student ownership and control. Coach involvement in club administration should be clearly specified in each club constitution and all communications.

### **Coaching yearly requirements may include:**

- Hired as an employee through the BSU Office of Human Resources
- At least 4 years removed from undergraduate commencement
- Yearly approved contract renewal from majority of club members and Office of Athletics and Recreation
- Successfully pass concussion training – provide certification
- Copies of any pertinent certifications. Including but not limited to: Resume/Vitae
- Certificates of Rank (where applicable)
- National Governing Body certification (where applicable)

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- Take Ethics Exam – online certification via BSU Human Resources – provide proof of successful certification
- Travel online systems training
- Online timesheet systems training
- Copies of prospective club constitution
- Concussion Certification

Each club coach and president, vice president must successfully provide certification of successfully accomplishing the online Concussion Training, to the Coordinator of Club Sports before each academic year begins.

### **COACH EVALUATION**

At the end of each competitive season, the Club Sports Office will conduct a written evaluation of the coach's performance that will be utilized to evaluate job performance and assist both the team and coach in improving the overall program for the future.

### **VOLUNTEERS**

Volunteers may assist clubs, after they have successfully:

- Met with and be approved by the Coordinator of Club Sports
- Met with and be approved by the Director of Athletics or Associate AD
- Apply and be approved by the Office of Human Resources
- Successfully filled out Athletics and Recreation Volunteer Agreement

### **FACULTY ADVISOR**

Each club must have at least one Bridgewater State University faculty advisor that has been approved by the BSU Club Sports Office. That person should be a full-time employee of the University and have an up-to-date understanding of club operations and governance. Graduate Assistants and Alumni are NOT eligible to serve as advisors.

Competent advisors may lend their experience, expertise and "hands on" approach to help each club:

- Assist BSU marketing materials
- Accompany all club related travel or off campus events
- Assist with inventory, uniforms and equipment issuing
- Assist with receipts and invoices, assist with purchases
- Assist club registration tables for events, shows, cash related activities, and exhibitions

The advisor should be consulted as one part of the decision-making process on a regular basis and should be aware of obvious concerns expressed by members in the club. They should be informed of all communication and regularly invited to practices, games, and business meetings.

\*Clubs may have more than one faculty advisor – however, they must fill out all paperwork, waivers, meet with and be approved by the Coordinator of Club Sports before participating in any club functions.

Specific Faculty Advisor roles can be:

1. Reserve BSU Transportation vans with the BSU Transportation Department. Coordinate all key and car drop off / pick up procedures with the transportation department personnel.
2. Drive the van with participants to off-campus events. (See Transportation Policies – mile maximum and other policies)
3. Be present and supervising for all cash transactions, supervising and depositing money directly after event, into the Athletics Office safe.
4. Assist club members with operation aspects of their club program, if requested.
5. Provide BSU campus follow-up on any pertinent reservations, set up & take down procedures, equipment transportation, etc.
6. Advise club members on fundraiser events for success.
7. Supervise, direct and evaluate BSU sponsored events: tournaments, shows, exhibitions, etc.
8. Assist club communications with visiting institutions as well as travel to institutions.
9. Assist with National Association communications, planning, membership, eligibility, etc.

## WAVIERS, ROSTERS

Each club is required to have some form of club waiver for every participant in their sport. During tryout periods, clubs may use a BSU Club Group Waiver for each day of participation. Each person participating in the club that day will sign the BSU Group Waiver Form.

These BSU Group Waiver forms will also contain information about dues payments, amounts due, deadlines, and any specific information a prospective member should know before officially joining a club.

Once a club has declared they have a “Final Roster” of members, by the deadline set forth by the Office of Campus Recreation, each person shall fill out a BSU Club Sport Individual Waiver Form.

Club Officers will provide the following forms by the deadline set forth by the Office of Campus Recreation.

- Fill out a BSU Club Sports Roster Form with club member information and submit Roster with all information for each member before beginning practices or any club functions.
- Submit Individual Member Waivers for each member before beginning practices or any club functions.

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- Any club that does not register (roster & waiver) with the Coordinator of Club Sports by the deadline set by the BSU Coordinator of Club Sports will lose practice time, marketing and may be recognized as an “Inactive Club” for the remainder of the year, or until the club shows it can operate under Club Sports Program procedures. Only practice times may be reinstated with late registrations.
- Submit Bridgewater State University Office of Res. Life Release Form – If members live on campus.
- Club officers must provide the Sport Clubs office with updated officer and faculty advisor contact information.

After Final Roster has been submitted there may not be any further additions until the next semester “tryout” period.

\*\*All Rosters, Waivers, and forms submitted will be reviewed by the Office of Campus Recreation. Once the Office has approved the Rosters, Waivers, Forms, and club processes, then the club may officially participate, practice, and have full club status for that semester. If a club fails to meet the required deadlines for forms, waivers, etc. then the club will be suspended until successful forms and procedures have been accomplished and approved by the Office of Campus Recreation.

## CONSTITUTION, ELIGIBILITY

### CLUB CONSTITUTIONS

Each club president will submit a BSU Club Constitution, with Bylaws, by each April for the upcoming academic club year or summer. These rules which he/she will use to guide and administer his/her club rules. These rules must include a statement on the prohibition of hazing, bullying, amorous relationships, as well as the Drug and Alcohol Policy. See constitution example

In addition, sanctions for violations of club rules must be stated clearly and concisely. These rules must also include a copy of the Social Networking Policy. These rules will apply to the larger “Release of Judicial Information” form that the on campus students will sign.

All club constitutions must be approved by the Coordinator of Club Sports. Upon approval, each club member will sign a BSU Club Constitution & Bylaws Agreement Form, indicating that they understand and will abide by the club constitution and bylaws. Each club member will be provided with a Club Constitution for their records, along with the signature page.

## **ACADEMIC ELIGIBILITY**

All current full time (12 credits per semester, which includes current semester standings as well as 2 previous completed semesters) fee-paying undergraduate students with valid BSU Connect Card are eligible to participate in the Club Sports Program.

**Credit Requirements:** The student must be performing successfully at least the minimum per semester hours of academic work. For undergraduate students, this is 12 credits per semester. For graduate students, this is 9 credits per semester. If at any time a student is not considered a full-time student during the semester, they will no longer be eligible to participate in club sports, which would be effective immediately. Seniors and transferring students need to review their academic history with the Coordinator of Club Sports BEFORE continuing participation in that club.

**24 Yearly Credit Requirements:** All undergraduate club members must complete a minimum of 24 credit hours each year in order to remain eligible. \*Unless they are taking the final semester of classes required at BSU.

### **GPA Requirements:**

Year 1: After your first semester of full-time attendance, you must maintain a cumulative GPA of 1.75 or above to continue to compete in your second semester.

Year 2, 3 and 4 of athletic eligibility: You must maintain a cumulative GPA of 2.0 or higher to be in good academic standing.

NOTE: Individual teams may set more rigorous academic standards for student athletes competing on that team.

**Minimum GPA:** Any student-club member whose GPA falls below the 2.0 minimum will not be allowed to participate in the club.

### **EXAMPLE**

Fall 2014 club members:

Fall 2014 registered as full time student – 12 credits.

Spring 2014 -successfully passed 12 credits or more

Fall 2013 successfully passed 12 credits or more

If a student falls below these standards, they cannot continue as part of the BSU Athletics and Recreation Club Sport Program. FURTHER, if a student falls below their governing association academic eligibility requirements, they may be suspended from further participation in the club.

# EQUAL OPPORTUNITY FOR TRANSGENDER

## Recommended Policy for College Athletics and Club Sports

A transgender student athlete at the college level should be allowed to participate in any sports activity so long as that athlete's use of hormone therapy, if any, is consistent with the National Governing Body's (NGB) existing policies on banned medications. Specifically, a transgender student athlete should be allowed to participate in sex-separated sports activities under the following conditions:

### **PARTICIPATION IN SEX-SEPARATED SPORT TEAMS**

Transgender student athletes who are undergoing hormone treatment

1. A male-to-female (MTF) transgender student athlete who is taking medically prescribed hormone treatment related to gender transition may participate on a men's team at any time, but must complete one year of hormone treatment related to gender transition before competing on a women's team.
2. A female-to-male (FTM) transgender student athlete who is taking medically prescribed testosterone related to gender transition may not participate on a women's team after beginning hormone treatment, and must request a medical exception from the National Governing Body (NGB) prior to competing on a men's team because testosterone is a banned substance.
3. A female-to-male (FTM) transgender student athlete who is taking medically prescribed testosterone for the purposes of gender transition may compete on a men's team.
4. In any case where a student athlete is taking hormone treatment related to gender transition, that treatment must be monitored by a physician, and the NGB must receive regular reports about the athlete's eligibility according to these guidelines.

Transgender student athletes who are NOT undergoing hormone treatment

1. Any transgender student athlete who is not taking hormone treatment related to gender transition may participate in sex-separated sports activities in accordance with his or her assigned birth gender.
2. A female-to-male transgender student athlete who is not taking testosterone related to gender transition may participate on a men's or women's team.
3. A male-to-female transgender student athlete who is not taking hormone treatments related to gender transition may not compete on a women's team.

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20 Recent researches indicates that most salient physical changes likely to affect athletic performance occur during the first year of hormone treatment making a longer waiting period unnecessary. Goorin, Louis, and Mathijs Bunck, "Transsexuals and Competitive Sports," European

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## **PARTICIPATION IN MIXED GENDER SPORT ACTIVITIES**

A mixed team has both female and male participants and may be restricted in championship play according to specific national governing body rules.

Transgender student athletes who are undergoing hormone treatment

1. For purposes of mixed gender team classification, a male-to-female (MTF) transgender student athlete who is taking medically prescribed hormone treatment related to gender transition shall be counted as a male participant until the athlete has completed one year of hormone treatment at which time the athlete shall be counted as a female participant.
2. For purposes of mixed gender team classification, a female-to-male (FTM) transgender student athlete who is taking medically prescribed testosterone related to gender transition shall be counted as a male participant and must request a medical exception from the National Governing Body (NGB) prior to competing because testosterone is a banned substance.

Transgender student athletes who are NOT undergoing hormone treatment

1. For purposes of mixed gender team classification, a female-to-male (FTM) transgender student athlete who is not taking testosterone related to gender transition may be counted as either a male or female.
2. For purposes of mixed gender team classification, a female-to-male (FTM) transgender student athlete who is not taking testosterone related to gender transition participating on a women's team shall not make that team a mixed gender team.
3. For purposes of mixed gender team classification, a male-to-female (MTF) transgender student athlete who is not taking hormone treatment related to gender transition shall count as a male.

M.D., PH.D., Professor, Director of the Center for  
Gender -Based Biology and Chief Medical Genetics  
Department of Pediatrics, UCLA

## **RECOMMENDED IMPLEMENTATION PROCESS**

The student's responsibility

1. In order to avoid challenges to a transgender student's participation during a sport season, a student athlete who has completed, plans to initiate, or is in the process of taking

hormones as part of a gender transition shall submit the request to participate on a sports team in writing to the athletic director upon matriculation or when the decision to undergo hormonal treatment is made.

2. The student shall submit her or his request to the athletic director. The request shall include a letter from the student's physician documenting the student athlete's intention to transition or the student's transition status if the process has already been initiated. This letter shall identify the prescribed hormonal treatment for the student's gender transition and documentation of the student's testosterone levels, if relevant.

#### Individual School and National Governing Body Responsibilities

1. The athletic director shall meet with the student to review eligibility requirements and procedure for approval of transgender participation.
2. The athletic director shall notify the NGB of the student's request to participate. The NGB will assign a facilitator to assist the athletic director in responding to the request.
3. If a student athlete's request is denied by the athletic director, the decision must be automatically reviewed by a Transgender Participation Committee to be established by a school administrator. This committee shall be convened, and its decision reported to the athletic director and school administrator in a timely fashion. This committee should include:
  - A health care professional, e.g. physician, psychiatrist, psychologist or other licensed health professional with experience in transgender health care and the World Professional Association for Transgender Health (WPATH) Standards of Care. The student athlete's physician can serve in this role.
  - A faculty athletic representative; and
  - A representative assigned by the institution's president with expertise in institutional anti-discrimination policy, such as someone from the institution's human resources, Ombuds office or Americans with Disabilities compliance office.
4. The athletic director will notify the NGB of the appeal outcome.
5. The NGB will confirm that the treatment requirement has been met.
6. Transgender student athletes subject to a one-year transition period should receive an extension of their eligibility at the end of their transition period, upon timely review and approval by the NGB.
7. An opposing team or school may only challenge a transgender student athlete's approved eligibility through the accepted formal appeal process of the NGB.
8. All discussions among involved parties and required written supporting documentation should be kept confidential, unless the student athlete makes a specific request otherwise. All information about an individual student's transgender identity and medical information, including physician's information provided pursuant to this policy, shall be maintained confidentially.\*

[\*The NGB should provide a model confidentiality policy for member institutions, including information about medical waivers.]

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# MEDICAL CARE, INJURIES & EMERGENCIES

## **CLUB SPORTS PROGRAM HEALTH CARE INFORMATION:**

### **Verification of Health Insurance:**

Photocopy front and back of personal health insurance card and submit with completed Club Sports Individual Waivers. Club sports program personal health insurance coverage must amount to at least \$35,000.

**Warning of Risks of Participation:** Each club sports program member needs to be warned of the potential risks of participating in each program. A written warning is incorporated into every club sports program Waiver / Liability Form. The warning of risk and assumption of risk by the club sports member must be as specific as possible to the inherent risks of each sport.

**Injury & / or Illness Reporting:** Any injury or illness that is sustained by a club sports member during a practice, game, show, competition, or any club related activity, must be reported to the Club Sports Coordinator within 24 hours. If the injury or illness resulted in an emergency room visit, please call the Club Sports Coordinator and leave a message as soon as possible.

Injury / Accident Forms must immediately be submitted to the Office of Campus Recreation. See Injury / Accident Forms.

**Confidentiality:** Any medical information related to the Club Sports Health Care needs of the club sports member is confidential. The information provided to the BSU Club Sports Program regarding the club sports member constitutes a medical record and cannot be shared with anyone outside of the immediate staff members who are responsible for their care.

*Each club sports member signs a disclosure form to specify who they want information to be released to.*

## **EMERGENCY ACTION PLANS:**

### **Weather Related Emergencies:**

Once BSU is closed, then all club practices, shows, games, etc. are cancelled. BSU will post closings as soon as they deem it necessary. This information is posted on the BSU home website. (Check it often!)

If a club experiences weather related conditions that they deem unsafe, while travelling off campus, they shall terminate the travel, and return to Bridgewater State University. Clubs must contact the Office of Campus Recreation via email and if needed, phone message.

**During BSU onsite Practices:**

In the event of an emergency (injury, illness, violence, etc.) Campus Police should be contacted (911 on a campus phone, 508-531-1212 on a cell phone). Campus Police will act as dispatchers in the event that Emergency Medical Personnel is needed.

At practices held at off-campus locations (e.g., Bridgewater Ice Arena), 911 should be called in case of all emergencies. Follow established protocol at any non-BSU operated facility.

**Home Events on BSU Campus:**

Should Emergency Medical Personnel not be present at a home competition (required by some sports), Campus Police should be contacted in the event of injury or illness. Regardless of the presence of Emergency Medical Personnel, Campus Police should be contacted regarding any act of violence.

At home competitions held at off-campus locations (e.g., Bridgewater Ice Arena), 911 should be called in case of all emergencies. Follow established protocol at any non-BSU operated facility.

**Away Events from BSU Campus:**

Clubs will follow emergency action protocol established by the host school/institution. Club Coach, faculty advisor, or two officers must make themselves aware of onsite medical personnel.

**While Traveling:**

Clubs should summon appropriate local emergency personnel, faculty advisor, when applicable. First Aid kits must accompany all traveling parties.

(Updated 9/1/14)

**Emergency Plan: Club activities Emergency Action Plan**

In the event of an emergency, the club president, and coach / instructor has a clear and defined role. The following information consists of the emergency action plan (EAP) for the Bridgewater State University, Campus Recreation Department. It is recommended that the coach and other designated persons in the emergency action procedures review this plan annually so that they are prepared in the event of any emergency.

**Athletic and Recreation Department Emergency Procedures****A. Emergency Personnel**

1. Coach
2. Club Sports Coordinator
3. Building Managers
4. Campus Police

Each Emergency Personnel Member must maintain current CPR Certification with AED training.

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## **B. Role of the emergency club members**

1. Immediate care of a seriously injured club member will be provided by the most qualified care giver on site:

- a. Home games / events - EMT on scene will be primary care giver to all emergency situations.
- b. All other home or away events- Coach overseeing the event will be primary care giver for all emergency care situations. Coach will provide care until higher medical care arrives.
- c. Coach will provide care until ATC, Campus Police, EMS or higher medical care arrives.

2. Emergency equipment retrieval the retrieval of AED, facility (non contest injury) will be done by: Person(s) responsible:

- a. Coach
- b. Activation of emergency medical system
  1. To active EMS by dialing x1212, Bridgewater State University Police Department, from a campus phone or from a cell phone dial (508) 531-1212. If unsure about proper number, dial 911. In a calm, clear and collected voice provide the information needed.
  2. The information to be provided is:
    - Name and telephone number of caller
    - Number of injured
    - Condition of injured person(s)
    - Treatment given
    - Specific site
    - Directions to site
    - Answer any questions that might be asked. **DO NOT** hang up until told to!
  3. Person(s) responsible:
    - a. Coach

3. Direction of EMS to scene (including securing access to facilities) At least one person should be sent to meet EMS and direct them to the site of the injury. Person sent should have working knowledge of all gates and locks and know best route to reach the injured person(s). Person sent should work in conjunction with Campus Police.

Person(s) responsible:

- a. Coach
- b. Campus Police

4. Crowd Control

Keep spectators and other members away from scene until injured club member is safely removed from scene and the scene is safe for the contest/practice to resume.

Person(s) responsible:

- a. Home Events Staff
- b. Campus Police

An additional 1-2 people should be identified in advance to assume roles in the emergency plan i.e. assistant coach, faculty advisor, volunteer, president or contest management personnel.

### **C. Emergency Equipment**

#### **1. Automated External Defibrillators (AEDs)**

*Locations:*

- a. **Wall Mount AED Adrian Tinsley Center:** Main entrance to Adrian Tinsley Center. Directly behind the front desk, on the wall adjacent to the elevator.
- b. **Wall Mount AED Kelly Gymnasium.** Located on the lower level adjacent to the entrance for the women's locker room across from the Athletic Training facility.
- c. **Portable AED Adrian Tinsley Center:** is located in the Adrian Tinsley Athletic Training facility and will be present at all contests unless multiple contests are going on, then contest with highest risk will have priority.
- d. **Portable AED Kelly Gymnasium:** Located in the office of Director of Aquatics in the Moriarty Pool.
- e. **Portable AED at Swenson Turf:** Located between the turf and baseball field on the post immediately next to the light pole.

#### **2. Blood Borne Pathogen (BBP) Equipment and Supply**

- a. Campus Police will be contacted at x1212 for handling blood emergencies.

#### **3. Medical Kit**

- a. Medical Kit should be present for all club practices and events.
- b. Club officers are responsible for bringing medical kits to these club activities.

### **D. Emergency Communication**

1. Campus Police Emergency Number from all campus phones is: x 1212 (Preferred)
2. Campus Police Emergency Number from Cell Phones is 508-531-1212 (Preferred)
3. If no response from Campus Police then dial 911-response will be slower because that call will go to a regional dispatcher then to Bridgewater EMS. After notifying the BSU Campus Police, the Coordinator of Club Sports should be notified as soon as possible.
4. Contact Numbers: Glenn Gonsalves 508-513-5612 / Melissa Bonomo 570-401-8746

### **E. Documentation/Records/Reporting**

1. Once the club member has been transferred, the situation must be documented completely up until the time the EMS personnel took over the care of the club member. Include your name, the date, the location, the problem and what your

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actions were. Then sign and date the sheet and turn it into the Coordinator of Club Sports within 24 hours of the incident.

2. Call the Coordinator of Club Sports via cell phone and make them aware of the situation.
3. Chain of communication for a Catastrophic Injury: A catastrophic injury is defined as an injury that is life or limb threatening. Such injuries include death, loss of a limb or paralysis. In the event of a catastrophic injury chain of communication will start with the person caring for the club member (coach/ instructor/ faculty advisor/ volunteer) who will contact the Coordinator of Club Sports, whom will contact the Associate Athletic Director, and the Athletics Director, who will in turn contact the appropriate Dean of Students. If the Coordinator of Club Sports cannot be reached, leave a message then contact the Athletics Director. If neither can be reached, contact the Athletics Office.

#### **F. Injury/Illness that requires Activation of EMS**

1. Loss of consciousness
2. Airway compromise, not breathing or difficulty breathing
3. Loss of pulse
4. Severe bleeding that cannot be controlled
5. Anaphylactic Shock
6. Fracture or dislocation
7. Signs and symptoms of shock for any reason
8. Deterioration in any vital signs (HR, BP, respirations, skin color, skin temp, and level of consciousness, response to pain, pupil reaction, and movements)
9. Pain in spine and/or neurological symptoms to extremities
10. Any other injury or illness that you are unsure of the nature and extent of.

#### **G. Non-Life Threatening Injuries**

A serious but not life threatening injury is one involving a fracture, dislocation, severe laceration or significant head or neck trauma. Ensure the club member's safety, DO NOT allow the club member to move! Immediately notify the BSU Campus Police via the phone. Follow their advisement. Follow documentation procedure laid out in this handbook, Documentation/Records/Reporting – BSU Club Injury & Accident Report Form. Always notify via cell phone the Coordinator of Club Sports in the event of an injury.

#### **H. Transportation of Injured/Ill student club member**

Members, students, spectators and any other person not involved in an athletic contest, will be transportation via ambulance when necessary. Members at home contests who need transportation should be accompanied by a member of the club. Injured individuals will be treated at Good Samaritan Medical Center, located in Brockton, MA, unless otherwise arranged with EMS.

## **Notification Protocol**

Immediate contact must be made with professional staff in all cases, especially catastrophic injury.

If no contact can be made with the Coordinator of Club Sports (**Melissa Bonomo**), please contact:  
**Glenn Gonsalves** – Associate Director of Athletics cell: **508-513-5612**

## **Media**

No BSU Club Sports team member or coach is permitted to speak with members of the media regarding injury/illness, or the policies therein regarding. All media inquiries must be directed to the University Public Affairs Office, (508) 531-1335 through Coordinator of Club Sports.

# **OPERATIONS, FACILITIES, RESERVATIONS**

All clubs are responsible for providing their own equipment/support items, such as practice gear, uniforms, program costumes, etc. Whenever a club is requesting BSU to pay for items, it is because a majority of the club members deem there is a need for that purchase. Items purchased for the club are ones that benefit the whole club and will be used to defer costs put on individuals of that club. These types of items may be purchased by the club with funds from either the operating or the trust fund accounts.

All club sports equipment is stored in Kelly Gym Equipment Room.

## **INDIVIDUAL EQUIPMENT**

Any equipment or supportive items purchased while a member of a club sport, with individual money is considered property of that BSU Club Sports Program. It becomes part of Club Sports inventory.

## **EQUIPMENT AND CHECK-OUT / ISSUING**

Club-owned equipment/supportive items may be obtained directly from the Coordinator of Club Sports or if directed, through the Kelly Gym Equipment Room. Club coaches or officers may make requests for the disbursement of equipment. At Kelly Gym, the club representative will fill out a BSU Club Sports Inventory Check Out Form, listing all items, number of items, etc. to be checked out. Once equipment has been issued, care of that equipment rests solely with club members, for their competitive season.

One individual (club officer or coach) will be responsible for returning all club-owned equipment. Any equipment not returned will be replenished for the following year using club funds.

Each club needs to keep a current BSU Inventory List of all their club items in the Club Sports Office, Tinsley 203.

### **UNIFORMS OR BSU APPAREL – PRACTICE WEAR, SWEATPANTS, SWEATSHIRTS, ETC. \***

All club uniforms or BSU apparel must adhere to BSU and the Department of Athletics and Recreation standards, such as to the BSU color scheme, and be identifiable as Bridgewater State and/or Bears.

Practice and casual wear including t-shirts and sweats with anything related to BSU practices, must adhere to the current Athletics and Recreation Department policies and logo use.

Items for practice, shows, etc. May be purchased through BSU then taken to a local approved vendor for screen printing. This must be pre-approved by the BSU Coordinator of Club Sports. Failure to have approval for BSU Club apparel, use of logo, is grounds for immediate club suspension and disciplinary procedures.

\*See Purchasing for more information.

### **CLUB SPORTS COMPETITIONS, GAMES AND PRACTICE SEASON CALENDAR**

Each club coach will work with their club officers to prepare a calendar of their programs for the calendar year. Changes to the playing and practice season schedule must be approved by the Coordinator of Club Sports.

### **CLUB SPORTS PRACTICE AND GAME SCHEDULE APPROVAL**

Clubs may not begin any activity until approval to do so has been given by the Coordinator of Club Sports. Failure to obtain this approval prior to beginning activity may result in club suspension, and being ruled ineligible for future competition/participation.

Clubs may reserve space, practice time, fields, gym space, or any other needs. Club Sport Space Reservations Forms need to be approved through BSU Athletics, Conference and Events, and Club Sports before official notification for space reservations are accomplished. Clubs will be emailed official reservation details upon approval or decline.

Note- As of November 2009, fundraising events that take place in on-campus facilities, may be responsible for payment of extra maintainer (janitors) and police detail assignments. These are a 4-hour minimum assignment, EACH. Usually, these cost \$150 each.

Space reservations need to be within normal operating hours of that building, or when that building is open to other users. Kelly Gym and Burnell buildings are closed weekends, as part of the University's energy conservation efforts. No activities can be scheduled for these buildings during those times. Academic classes and special University needs take priority over other University events.

Any other reservations must be approved at least 30 days in advance of the proposed date of that event. Please keep in mind to include options for dates, days and times as well as locations for each reservation. At least 3 options for each of these are expected.

Upon requesting space for special programs, please be as specific with room needs, options, and set up details as possible. Improper information will result in delaying reservation success

### **ATHLETIC FACILITY USAGE**

The Adrian Tinsley Center, Kelly Gymnasium, and Swenson Field are multi-purpose sports facilities programmed and staffed by BSU staff and students. Academic, intercollegiate, club and recreation programs are promoted by Bridgewater for the benefit of students, staff, and faculty.

### **UNIVERSITY CANCELLATIONS**

#### ***Thornburg Fitness Center and Adrian Tinsley Center's Open Recreation***

It is the position of the Department of Athletics & Recreation (A&R) during most weather-related closures by Bridgewater State University (BSU) that the Thornburg Fitness Center (TFC) and the Adrian Tinsley Center (ATC) will either remain open or open with reduced hours provided classes are in-session. However, there might be instances where A&R will deem it prudent to close or refrain from opening both the TFC and ATC due to safety, security, or other reasons. Hours of operation during closures will be web-posted to the A&R homepage no later than noon.

More specifically, when classes are in-session (defined as the period between the first move-in day and the last day of finals each semester) it is the policy of A&R to have the TFC and ATC remain open during BSU closures that are announced any time after both Centers have opened for the day. Under these conditions both Centers will close at their normal times unless A&R announces an alternate schedule. During in-session periods when BSU officially closes prior to the standard opening times of the TFC and ATC both Centers will open at 3pm and close at their normal times.

Regardless of whether classes are in-session or not, any delayed opening of BSU will result in a duplicate delay for both the ATC and TFC. BSU closures that occur out-of-session will result in the closure of both Centers regardless of when the BSU announcement is made.

### **ATHLETIC PRACTICES/CONTESTS**

It is the position of the Department of Athletics and Recreation (A&R) that when the University shall close for the entire day (e.g., inclement weather) all practices and club sport contests shall be cancelled. In instances when only evening classes are cancelled and the coaches are already on campus, club practice shall be allowed for those club student-athletes who reside on campus or who may already be on campus at the time of class cancellation. Such practices will not have to be held if they are not on campus at the time of class cancellation. Facilities will not be opened or reserved for practices (including captain's practices) if the Office of Campus Recreation staff member is not present on-site.

When a club practice is conducted for resident students in either of the above situations, commuters shall not be penalized for missing the session when they are unable to safely get to campus for any reason. Coaches, staff club members and athletes should not be required to come to campus specifically for any practice session that may be held when the University is otherwise closed.

However, club contests shall proceed as scheduled only if the visiting team and officials have already arrived prior to the cancellation of classes. University-designated “essential” and “non-essential” personnel should respond according to the University policy.

The safety of all club student-athletes, coaches, staff members, officials and spectators is of the utmost priority in administering this policy. Coaches, staff members and/or club student-athletes should use extreme caution when coming to campus for any activities that may take place when the University is closed. It should be noted that they make any such trip at their own risk.

## TRAVEL

Club travel increases the visibility of the University, and allows club members to demonstrate the professionalism with which they conduct themselves.

### **TRAVEL PERMISSION / APPROVAL AND TURNING IN TRAVEL FORMS**

All travel of any kind off campus must be pre-approved by the beginning of each academic year. The Coordinator of Club Sports will approve all off campus travel. All travelers must be listed on the waiver forms, a master list of those attending and their student email & cell phone numbers. Include phone numbers at the destination where organization members can be reached, the cell phones in the vehicles and the estimated time of return.

**\*\*BEFORE A CLUB HAS BEEN APPROVED FOR TRAVEL, PAYMENT FOR THE SERVICES WILL BE APPROVED BY THE ASSOCIATE ATHLETICS DIRECTOR ASSIGNED AS THE DEPARTMENTAL SIGNATORY PERSON. ONCE FUNDS ARE APPROVED FROM THE ASSOCIATE ATHLETICS DIRECTOR, THEN TRAVEL PLANS WILL BE SOLIDIFIED \*\***

Club related travel (Using outside van transportation companies) must be approved. Any other requests must be approved at least 1 month prior to travel, by the Coordinator of Club Sports.

To gain travel approval, a club must:

1. Submit a Travel Request Form to the Coordinator, once the club is thinking of travelling
  - a. Complete with the names of the traveling members of the club, the date, time, and location of the travel, and the individuals who will be providing transportation, who is driving in what car, etc.

2. Waivers and paperwork must be current roster members travelling. If there is no waiver for one of the individuals traveling, the entire Travel request will be denied, and disciplinary procedures will be assessed and assigned.
3. Once the travel has been approved it will be processed and the club will be notified in writing that they are approved for travel via email or confirming paperwork in club mailbox.

### **RESERVING BRIDGEWATER STATE UNIVERSITY VANS**

Only BSU Faculty and Staff, Clubs Sports Coordinator or the BSU Club Coach (prior approved via Coordinator of Club Sports) or (Faculty Advisor) may request Bridgewater State University vans.

### **FACULTY ADVISORS OR PRE-APPROVED CLUB COACHES VAN RESERVATION PROCEDURES:**

1. BSU Online Transportation Requests must be made within 2 weeks of the proposed travel date.  
Club Officers will fill out a Travel Request Form, with the BSU Roster of those travelling.
2. Once Transportation receives request, they will contact the club contact person for this trip and communicate whether or not you have been given a BSU reserved van or car.
3. IF Transportation has approved a van, then it is the BSU Club Faculty Advisor or Coach who is responsible to pick up the keys, and work out all details of the trip.
4. IF Transportation has NOT approved a van, then the Faculty Advisor or Pre-Approved Coach must contact the BSU Coordinator of Club Sports to work out travel details.
5. **Reservations for Non Bridgewater State Transportation – BSU Travel Coordinator**  
If traveling by any non BSU related travel, the club must provide a request or AT LEAST 30 DAYS BEFORE TRAVEL DATE all details of travel with a Travel Request Form (s) for every aspect of their travel plans. Funds to reserve transportation must be noted in the club accounts before approving travel requests. PLAN AS FAR AHEAD AS POSSIBLE TO ENSURE THE REQUEST CAN BE FULFILLED. Campus Recreation cannot accommodate late requests. Examples of these types of travel are:
  - a) Vans
  - b) Limousine
  - c) Air transportation
  - d) Shuttle Buses
  - e) Train transportation

The Coordinator of Club Sports will ask for:

1. Specific dates & times of travel itinerary (Pick up spot, drop off spot, etc.)

2. First and last name of travelers (You can use a copy of your roster form, crossing out anyone who is not going on that trip).
3. Room assignments – who is in what rooms

### **CHANGING DEPARTURE TIMES:**

No changes may be made from the reservations once they have been billed & paid for.

### **PERSONAL AUTOMOBILES:**

The most flexible and possibly least expensive method, with fewer arrangements necessary.

- The individual driver is responsible for passengers who may have limited control over their driver's actions. Drivers should carry their own insurance to cover liability.
- While private automobiles provide a very cost effective means of transportation, there are disadvantages to this means of transportation.
- Liability issues must be considered.

#### **Be sure that:**

- a. Individuals traveling in private vehicles understand that it is at their own risk.
- b. The designated drivers have experience and are licensed to drive the vehicle.
- c. The vehicle and its operator have appropriate insurance.
- d. The vehicle has been adequately serviced with preventative maintenance
- e. The mileage of the trip is offset with meal breaks, sleep time, etc.
- f. You have an emergency plan in case of breakdowns or accidents.
- g. Alcohol and/or drugs are not a part of your drivers or the trip participant's experience.
- h. You follow the rules and safety tips provided in your driver's manual from the Massachusetts Department of Motor Vehicles ("DMV").
- i. When in doubt, use common sense when you drive.
- j. If you are involved in an accident, make sure any injured persons get the requisite medical treatment.

### **OFF-CAMPUS PARTICIPANTS**

If a club is hosting an event with visitors to the BSU campus, then participants should sign a Sport Clubs Liability/Waiver 1 month minimum before competing. This includes any and all traveling clubs or individuals who participate in a Sport Club event on campus. Many sports governing bodies have their own liability waiver forms for a sanctioned event. Both these and the BSU document should be used. Off campus participants must be informed that the Bridgewater State University Club Sports Program DOES NOT carry any type of accident/health insurance. Any injured participant will be responsible for any and all medical expenses they may incur.

### **TRAVEL SAFETY**

As we become more "liability conscious," students should be aware of their liability in traveling as well as the various alternatives available. An example will illustrate the liability questions.

"Members of the Verbose Speakers Club were traveling to a verbosity tournament when their

privately owned van, driven by a student team member, skidded off the road into a ditch. Several of the team members were injured in the accident”.

Is the driver solely responsible for the injuries? Is the team responsible? The University? Should individual team member's health insurance cover their own injuries? These are the types of questions facing student group members when they travel with their organization

## FINANCES, PURCHASES

The Club Sports Program receives an allocation for operating funds through the BSU Office of Athletics. This may vary year to year, depending on budgetary circumstances. Awarded funds are allocated to the club's account each year, however, due to fiscal close outs from BSU, the funds may not be set in all accounts until mid-October. Allocations are designed to provide a fraction of the club's operating budget. Clubs in good standing will be given higher priority than others. Active clubs in good standing that do not submit any reports at the end of the year, may not be able to get preferred practice time, or scheduled events.

### **CLUB ACCOUNTS:**

#### **Operations Accounts** (sometimes called the ATHLETICS FUNDS)

The Office of Campus Recreation maintains all deposits and disbursements for the Club Sports Accounts. Money allocated by the Office of Athletics will reside in an Operating account. These funds are provided to assist with national association membership, details, uniform purchase, show entries, tournament entries, equipment purchase, and any other financial needs imperative to club function. Funds from the operating account that are not utilized by the end of the fiscal year will be forfeited at the beginning of April. \*

#### **Trust Fund Accounts / Fundraising Account \***

Clubs may also utilize a Trust Fund Account (sometimes called “THE FUNDRAISER ACCOUNT”), which allows a balance to be carried over from year to year. All Club dues, donations, fundraising, and sponsorship revenue will be deposited into this account. Money from this account should go toward the day-to-day costs that arise to support club functions. Examples of appropriate fundraiser account uses: tape for flooring, rope for games, practice jersey's, performance outfits. \*

It is required that clubs do not have individual bank accounts at a financial institution. University policy prohibits any student group from managing funds through an outside organization. Concealment of funds will result in disciplinary actions.

**\*It is recommended that each club purchase goods, equipment, etc. that will assist the next year's program financially.**

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## **PURCHASING \***

All club purchases or requesting payments will be requested through the BSU Coordinator of Club Sports.

Clubs must complete:

- Supply Request Form (online Club Sports Central)
  - Indicating the item(s) they wish to purchase
  - All business and contact information
  - Quantity, sizes, colors, etc.
  - Estimated price (Estimate cost, shipping, handling, etc. as much as possible)
  - Shipping costs, date receiving, etc.
  - Vendor – do they accept phone credit card payments?
  - Date items are needed

If clubs are THINKING about purchasing anything, it is best to fill out all information with at least 30 days in advance of need. Set up a meeting with the Coordinator of Club Sports to review the purchase. This can ensure clear communication of all needs.

Every form should have specific product numbers, sizes, colors, along with all company information (phone number, email address, fax, and website and contact person). Failure to present appropriate Purchase Request Form, will result in the form being turned back to the club for further information. Usually purchases can be delivered within 2 weeks of ordering.

\*Clubs that want to order items online should call the company, and request as much information from them as possible: description of item, code number, sizes in stock, colors available, shipping & handling costs, will the company accept a check or by phone credit card payment, amount of time to ship item(s) to BSU. Get the person's name, phone number, email address, fax number, and any other pertinent information. Put all this on the Purchase Request Form. Allow at least 30 days for payment.

A BSU Club Sports Supply Request Form must be completed at least 30 days prior to projected date of service. All pertinent information will need to accompany this request, explaining what this service is going to be used for, why the club wants this service, a written quote from the vendor, and that the club members are in agreement that these services are needed. (Signatures from all officers will be accepted)

Coordinator of Club Sports will approve or deny request via email and will forward approved requests to department administrative staff for processing.

The BSU Equipment Room Manager can provide information on acceptable purchase items, logo's, and companies / vendors that are approved through BSU.

Fill out a Supply Request Form with all details of information and give to the Coordinator of Club Sports, for review and assistance with the purchase.

There are several different types of purchases that are appropriate for clubs. ALL CLUB REQUESTS FOR PURCHASES, RESERVATIONS, REGISTRATIONS, ANYTHING RELATED TO BSU PAYMENT...MUST FIRST HAVE A BSU CLUB REQUEST PAYMENT FORM. A CLUB OFFICER MUST MAKE AN APPOINTMENT WITH THE COORDINATOR OF CLUB SPORTS TO REVIEW THE PURCHASE REQUEST.

**PROCEDURE FOR PAYMENTS:**

Club purchases will be requested through the Coordinator of Club Sports. Clubs must complete a Supply Request Form, indicating the item(s) they wish to purchase, along with the quantity, estimated price and shipping costs, shipping date, whom they spoke with, etc. And preferred vendor, with at least 30 days' notice.

**REQUESTING PAYMENTS FOR SERVICE:**

**Credit card or Check Requests:**

Clubs may hire a person for services (Instruction, referee, music, etc.) for their club. A BSU Club Sports Check / Payment Request Form must be completed at least 30 days prior to the projected date of service.

IT IS BEST IF CLUBS ASSIGN THE PRESIDENT TO MEET WITH THE COORDINATOR OF CLUB SPORTS TO REVIEW THE REQUEST.

This includes written pertinent information and official business estimate from vendor of all services requesting, including explanations of what these services will be used for, why the clubs want this service (WRITTEN QUOTE FROM VENDOR). The club as a whole is in agreement that these services are needed (signatures from all officers or club members may be requested).

The BSU Coordinator of Club Sports will review and request more information or approve via email, once all proper procedures have been approved.

**NO orders for services, purchases can be made by club members, coach, volunteers, advisors, etc. If personal names appear on an invoice, then that person is responsible for paying the amount due.**

Payment for services performed will be made within 30 days of an invoice being received from vendor detailing services rendered or items received. Invoices may be provided via PDF attachment or U.S. Mail only. No fax, copies, etc. accepted.

**Requests with less time may not be accommodated, depending on the circumstances.**

NOTE: It is easiest to get checks made out to the other institutions, but send the check to a certain person at a certain place.

**REIMBURSEMENTS:**

Clubs may make **pre- approved purchases** and get reimbursement for these items. Food, travel, travel expenses, tolls, gas, etc. may not be purchased and request re-imbusement. If a club

representative has obtained pre-approval from the Coordinator of Club Sports for payment and is requesting reimbursement, please follow these procedures to ensure payment:

1. Provide receipt from the purchasing company with details of purchased items.
2. Receipt from the purchasing company with verification that cash, check or credit card payment was received.
3. Provide Purchase Request Form, outlining all needed information, as well as justification for purchase, and Coordinator of Club Sports pre- approval date & paperwork for purchase.
4. Copy of check that was cashed by that company, or checking account verification with person's name and account number printed from their bank, or credit card account verification with person's name and account number printed from the credit card company.
5. Once all is approved, then allow 7-10 days for payment check to be printed. Allow 1-2 weeks for mail to deliver check. If a student would like to pick up the check, please make appropriate notation on payment request.

### **INCOME PROCEDURES:**

#### **Income and Registrations for Tournaments, Shows or Competitions**

Clubs that require a registration must present a Purchase Form with all related information for registration, including: Name of Company, address, website, phone number, roster of students attending the function, statement of why club is registering, etc. Usually registrations are performed with a club member present, to ensure accuracy of registration. Registrations need to be accomplished within at least 1 month of proposed date. These will be approved on a case by case basis, by the Coordinator of Club Sports. (Or longer, depending on the program registering for). \*

(\*See deposit procedures for more information on this topic)

#### **Event Accounting and Summary**

In order to be "fiscally responsible" for a BSU sponsored event, clubs will have to assist the registration table, for entry to each BSU sponsored event. Faculty Advisors will also be mandated to assist with this process, and be present for all transactions.

1. Tickets starting number and end number must be copied and retained for accounting verification.
2. Payment from events must match the tickets sold for that event.
3. At the end of the event, ticket block, paperwork summary, and cash must be immediately deposited into the Athletics Office safe.
4. The club Faculty Advisor, or a club representative must review the event accounting together, to ensure all numbers and cash are accurate.

Financial documentation should be completed and turned into Coordinator of Club Sports before the end of the night or at the completion of the event. Receipts and other records should be delivered to the Coordinator of Club Sports the first business day following the conclusion of the event. \*

**\*Failure to deposit funds per this policy will result in 1 week or more inactive status per day of violation.**

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## **BSU Approved Vendors**

Bridgewater State University has strict guidelines for purchasing, where campus organizations must purchase from specific pre-approved vendors. If a company you choose is not one that BSU regularly purchases from, then check with the Coordinator of Club Sports to see if items can be purchased.

# **FUNDRAISING**

Fundraising activity is encouraged for all clubs. Usually, clubs fundraise 100% of their needed yearly funds. It helps offset the costs of their day to day operations. The Coordinator of Club Sports must approve either in writing or confirmation email to all fund-raisers. Certain situations will result in a club requesting other fundraisers throughout the year. These must be pre-approved; all details related to that fundraiser, at least 30 days prior to start date of that request. Fund-raising activity is considered exclusive from team dues and donations. The inability of a club to raise the required amount of funds will be considered by the Director of Recreation and / or the Club Sports Committee for status for the following year.

## **VALID FUND RAISING EVENTS:**

**1. Papa Gino's, Friendly's Nights** - Clubs may want to use these companies as fundraisers. Go to the company website, to find more information on FUNDRAISERS. If so, then go to an area company and request to have a fundraiser night, where a percentage of the profits gathered on a certain date and time, will be split with the club. The company will provide a contract, instructions, an advertising flyer, and contract with the club. Then the club representative will fill out a BSU Fundraiser Request Form. The club will provide the Coordinator of Club Sports with the advertising flyer, for copying. Once copies are made, the club can pick them up from their office mailbox.

## **2. Workshops / Clinics/ Programs/ Tournaments:**

1. All workshops/clinics /programs that are sponsored by the Department of Athletics and Recreation will have rental fees waived by the University if the profits go toward the club.
2. \*If a program needs special hours of operation, these provided services may become a cost to that club sports program\*\$120 (4 hour minimum). If 100 or more participate then police detail, \$160
3. All on-campus printing (flyers, postings, advertisements, brochures) will be funded by the Athletics and Recreation Department.
4. All off-campus printing (brochures) will be funded by the sponsoring club sports program.
5. The sponsoring club sports program will fund all promotional materials (envelopes, paper, etc.).
6. The sponsoring club sports program will fund all postage.

7. The sponsoring club sports program will fund all off-campus advertising.
8. The coach or faculty advisor prepare a basic plan of the fundraising event addressing the timeframe, expected revenue, on or off-site, contracts, etc.
9. Management questions the coach to understand the components of the expected revenue and any potential liability to the University.
10. If not available at the time of the meeting, management requests a written plan for the event.
11. The management must sign off on the plan when appropriate
12. The coach or faculty advisor must continually update the plan as the event proceeds.
13. The coach must deposit funds at an appropriate time securing funds in the department safe between deposits.
14. The deposit slip must be filled out correctly, has the correct Banner Revenue Account, has a control sheet attached and transported to the Bursar's office.
15. After the event has taken place, all deposits are made, the written plan must be updated and management is given a copy to review.
16. A final meeting may be scheduled if management feels it is necessary.

#### **PROCEDURES FOR REQUESTING DONATIONS:**

1. Prepare sample letter and list of proposed donors, and what the donations will go towards, as well as what the donors will receive for their investment into the club. All must be approved by BSU Coordinator of Club Sports.
2. Donation Forms can be downloaded from each club website
3. Checks must be made out to: BSU Athletics with the club project in the memo line.

#### **SPONSORSHIP**

Sponsorships are permitted if conducted appropriately. A business may wish to sponsor an event hosted by a club either through donating t-shirts, goods, or providing other equipment. Businesses may NOT capitalize on the event through naming rights, placed on event programs, or the sale or giveaway of products or coupons. Sponsoring businesses may place their logo on T-shirts or other items the club has decided to sell for fundraising. If an organization is interested in sponsoring the club as a whole, it may do so through giving special discounts, listing its logo on T-shirts, and/or recognition on a club. Sponsors may not express sole ownership over or contracted benefits with a BSU Sport Club.

#### **HOSTING SPECIAL EVENTS:**

1. Hosting special events (Exhibitions, workshops, shows, or tournaments) have proven to be a consistent and successful means of raising money. Tournaments, teaching clinics, competitions, Gillette Stadium Concession Stand work, Patriots programs, Avon, Friendly's, Uno's, Yankee Candle, are a few other suggestions.

2. If an organization chooses to stage an event on campus, which is not a Recreational Sports facility, it must first complete a Club Sports Fundraiser Request Form, Facility Request/Reservation Form to the Coordinator of Club Sports. The Director will then either authorize pursuit of the fundraiser, or deny the request. All money collected for the activity (entry fees, donations, etc.) must have receipts. All money spent must be documented with receipts as well. Fee paying Bridgewater State University students may not be charged for on campus seminars or similar functions. (DEADLINE IS AT LEAST 30 DAYS APPROVAL FROM COORDINATOR OF CLUB SPORTS TO THEN REQUEST BSU SUPPORTIVE DETAILS, RESERVATIONS, ETC.)
3. **If a special event will have 50 or more attendees, then that club may be responsible to pay for extra maintainer, police detail, EMT, referees, set-up / take down personnel, etc. depending on the type of event. Maintainers, EMT's, and police details are about \$150 per 4 hour shift (minimum).**

### REGISTRATION TABLES

In addition to safety inspections, a club should also set up the check-in/registration table. The following items need to be a part of all registration tables:

- Change (ones and fives)
- Participant waiver forms
- Receipt books, sales log, cash register, or money bag must be returned to Athletics immediately following the activity.
- Receipts must be written for all money that changes hands. This includes T-shirts, entry fees, or other fundraising items. These receipts are more for University accounting purposes than the people paying the entry fees. The Department of Athletics and Recreation has a cash register, which can be used in lieu of writing receipts.
- Registration Tables need to be supervised by the club Faculty Advisor, as well as depositing funds directly to the Athletics Office safe, immediately following the event.
- The Police detail will assist with overseeing cash transactions and to prevent possible burglary.

### FUND RAISING DETAILS:

1. **Advertising** - advertising, printed materials and strategies must also be approved prior to the start of the campaign. Any campaign that fails to get this permission will be cancelled immediately and all expenses incurred will become the responsibility of the coach and club president. (More frequently needed, depending on each club's success at fundraising).
2. **Deposits of fundraiser money:** It is the policy of BSU that all funds raised shall be deposited in that club sports program's Fundraiser Account as maintained by the Coordinator of Club Sports, with assistance from the Athletics Department.

All cash and checks (which are to be made out to “BSU”) that are received must immediately be turned in to the Coordinator of Club Sports. If this person is not readily available, the club will determine optional ways of depositing money into the departmental safe, coordinated through the Coordinator of Club Sports. Deposits will be credited into the clubs specific Trust Fund Account. Usually when a deposit is given to the BSU Coordinator of Club Sports, it takes about one week to reflect into your account on BSU Books.

Students making cash deposits will receive a receipt from the secretary or person representing Bridgewater Athletics Department at the time of the deposit. Coaches are not to collect any fund raising monies directly from their players. Faculty Advisors are the best person to oversee financial matters and deposits.

3. **Restriction on Spending Fundraising money:** All purchases must follow all state procurement policies and procedures as set forth by the Fiscal Affairs and Purchasing offices of Bridgewater State University. Any purchases made prior to such approval or without following proper University protocol become the financial responsibility of the coach and the club president or members.
4. **Alumni Solicitation:** Any major fundraising efforts aimed at alumni, parents or friends who may be on the Alumni data base must first be approved by the Vice President for Institutional Advancement, through the Director of Athletics and the Director of Recreation. For donor tax benefits, all donations should be made to the Bridgewater State University Foundation and will be put into a specific Trust Fund for that club sports program.

### **T-SHIRT, CANDLES, AND ANY ITEMS FOR SALE**

The sale of t-shirts or any goods has seldom proven to be a dependable fundraiser. There are so many shirts and products available on campus that people can be extremely selective in their purchases. Clubs have avoided debt by taking pre-orders for shirts or goods before any purchases are made. Once again, revenue must be deposited in the club’s account, whichever one is applicable.

If a club would like to sell items, then the company must complete a BSU Club Fundraiser Sales Agreement, outlining all agreed practices, policies, and dates of participation from the venture, as well as agreed upon date of payment to BSU. All (payments) checks will be made out to that company. The company will provide an accurate budget of fundraiser income, verification of funds and payments to that BSU Club as well as when payment will be received from their company. **Checks for clubs should be made out to BSU and in the memo line – what it is for.**

### **CLUB FINANCIAL RESTRICTIONS:**

1. Coaches or club presidents may maintain no personal, off campus savings or checking accounts that involve club sports-related funds.

2. All funds raised for and on behalf of a club sports and/or its members must be deposited with the Coordinator of Club Sports, or an Athletics Department personnel for Club Sports Programs as soon after their receipt as possible. Coaches are not advised any incoming funds.
3. Coaches may not have personal checks written directly to them for any fund raising activity or for any clothing purchases for a team. All checks must be made payable to "BSU" and deposited with the Coordinator of Club Sports Office within 24 hours after their receipt.
4. Failure to adhere to these restrictions may result in the coach being held personally responsible for any unauthorized purchases and/or immediate termination from the BSU Club Sports Program.
5. Specific regulations apply for reserving BSU facilities for fund raising camps and clinics.

## MARKETING

**Marketing is an evolving world that is becoming more electronic, using Facebook, Twitter, websites, etc. The following marketing procedures and methods are suggested for clubs to utilize.**

**The Coordinator of Club Sports must pre-approve and can assist with:**

Flier design and copies  
Show or performance programs/inserts  
Tournament brochure design  
Press Releases  
Presentations  
24" x 36" posters

Marketing on campus bulletin boards, and if possible, EBTU, area school children, newspapers, past program participant lists, BSU TV and the BSU COMMENT.

The services are free to clubs but some restrictions may apply depending on job size and time lines. Fliers are done on a weekly basis. Tournament brochures and supportive information etc. may take up to two weeks' notice. Plan ahead and utilize this free service.

### **DESIGNING YOUR OWN FLIERS, MARKETING MATERIALS**

Clubs are encouraged to design their own flyers. Make sure to include: the specific club logo, as well as the BSU Club logo, Athletics Department stamp Approved, and correct contact information, email, phone number, etc.

The Coordinator of Club Sports must then approve all fliers before copying and distribution. No flier may ever have any reference to any related topics that do not follow BSU Club Sports or posting policies.

When creating fliers, be sure to include the required information listed above, the name of the event, the club, the day and date (Monday June 6), the time (6PM - 8PM), specific address and location of the event and a contact name complete with an e-mail address and phone number. Be sure to include club sports logo as well as your club logo on every page. After designing your flier you can email or bring to the Coordinator of Club Sports for approval. Please allow at least one week for approval. Once approval is granted, allow at least 24 hours for Copy Center completion (depending on the project). Printed materials may be picked up via office mailbox in Athletics Office. (Best to think in advance – At least 3 weeks)

## BSU POSTING POLICIES

*This policy provides guidelines for the posting of written and printed materials including, but not limited to posters, flyers, notices, signs and banners used to advertise events, services, information, or items on campus.*

### **POLICY:**

Bridgewater State University students, faculty, staff, student organizations, university departments, academic units, and university -affiliated organizations may post signs, publicize and advertise their activities, services, and ideas to the campus community in accordance with the following guidelines.

### **APPROVAL AND GENERAL GUIDELINES:**

1. The appropriate administrative official must approve any event or activity prior to its advertisement.  
(Contact the Office of Conference and Event Services for further information.)
2. Departments shall implement this policy in areas under their respective jurisdictions and may, at their discretion, adopt more restrictive policies for those areas.
3. The advertisement, posters, flyers, notices, signs or banner must be in good taste and appropriate for its intended purpose. The university reserves the right to remove any posting that violates federal, state or local law or university policy, or advocates the deliberate violation of such laws and policies.
4. Materials advertising or promoting the use of alcohol and/or illegal substances are prohibited.
5. All materials to be posted must clearly indicate the name of the sponsoring organization.
6. All materials advertising events must also include any admission requirements, restrictions and/or charges, as well as clear statement outlining how interested attendees may request special accommodations for a disability.
7. Materials may not be affixed to walls, windows or doors in any campus building.
8. Materials may not be affixed to any exterior surface including, but not limited to, buildings, railings, fences, steps, columns or pillars, works of art, sidewalks, campus signs, bus shelters, benches, trash cans, light poles, telephone poles, trees or shrubs. Limited permanent and

freestanding exterior posting boards are available (Contact the Office of Conference and Event Services for additional information)

9. In very special circumstances, banners may be hung from university facilities. In these cases, the size, content, method of attachment, and duration of exhibition will be carefully reviewed. [Contact the Office of Conference and Event Services to begin the approval process for this type of posting.]
10. All materials must be removed within 24 hours following the event or the relevant deadline for the information. The sponsoring organization is responsible for removing its own posters and failure to do so may result in cleanup charges if the university facilities staff has to remove the postings.

### **POSTING SIZES/LIMITS:**

In order to ensure that all authorized organizations have access to the approved posting locations and to maintain the appearance of the campus, there are limitations to the size of materials that may be posted.

1. Flyers to be posted in designated posting areas may not exceed 17" by 22", such as bulletin boards.
2. Materials may not be hung from Campus Center railings at any time.
3. Departments or organizations granting permission for postings on their own bulletin boards or display cases may set their own size limitations.
4. Large format posters (maximum size 42" x 31"), created at the Campus Center Print Shop, may be posted on a Campus Center general posting bulletin board with permission from the Campus Center Office (room 111). There is a weekly limit of one poster per event. These large format posters may not be hung anywhere else in the Campus Center. A large format poster may be hung from a Department or Organization bulletin board without time limit.

### **ADVERTISING:**

1. Advertising for commercial (i.e., profit-making) purposes by businesses, organizations, entities, or individuals is prohibited. (See Campus Solicitation Policy at [www.bridgew.edu/AdminSupport/pdf/solicit.pdf](http://www.bridgew.edu/AdminSupport/pdf/solicit.pdf))
2. When the name of a product or non-university-affiliated entity appears on posted literature, the primary purpose of the posting must be to recognize sponsorship support of the activity or event, and not the commercial advancement of the non-university entity or product.
3. The promotion of the sale or consumption of alcoholic beverages on any posting is strictly prohibited. Campus sponsors who have received permission to serve alcoholic beverages at an event should discuss acceptable wording with the Offices of Conference and Event Services or Student Leadership and Involvement as appropriate.
4. The university mail service, including on-campus mail, is for official university correspondence only. Permission to use the mail service for advertising must be obtained through the Office of Administrative Support Services.
5. The university's computers, internal networks, and national networks may not be used to distribute personal advertisements or information that will result in personal gain. (See the

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policy on Responsible Use of Information Technology at <http://it.bridgew.edu/Policy/ResponsibleUse.cfm> for additional information)

### **DISTRIBUTION:**

The University reserves the right to designate the time, place and manner in which literature may be distributed on campus (See the policy on [Free Speech and Demonstration Policy](#) for additional information).

The following general guidelines apply:

1. Distribution of advertisements or literature must be accomplished in such a manner as to avoid litter or disruption.
2. Printed materials may not be placed on the windshields of vehicles parked on university -owned or leased property, including parking lots.
3. Permission to distribute literature in residence halls must be obtained from the Office of Residence Life and Housing. [Please see Residence Life and Housing guidelines below.](#)
4. Permission to distribute literature elsewhere on campus, including inside all other university buildings, must be obtained by the department of University Event Services in keeping with university 's policies.

### **Bulletin Boards:**

**General Posting Bulletin Boards** are located throughout the campus and are labeled as such. The following guidelines apply to these boards:

1. They may be used by students, student organizations, university -affiliated personnel or organizations for the posting of printed material meeting the guidelines established in this document.
2. These are the **only** locations available for the posting of non-commercial material from non-university - affiliated organizations.
3. Responsibility for the content of these boards is placed in the Division of Student Affairs.
4. These boards are cleared of all advertising on the 15th and 30th of each month.
5. No more than one poster or flier for the same advertised event may be placed on a bulletin board.

**Organization or Department Bulletin Boards** are assigned to specific university departments and/or student or affiliated organizations, are labeled as such, and maintained by that department/organization in keeping with its purpose and role on campus.

**Residence Hall Bulletin Boards** are maintained by the Office of Residence Life and Housing.

### **Policy Enforcement**

1. Failure to comply with these policies may subject the responsible organization and/or individuals to fines for property damage and/or clean-up costs. Individuals who fail to comply with

this policy may be judicially referred.

2. Student organizations may have the privilege to post advertising and/ or to hold campus events revoked if this rule is violated. (See the policies and procedures guidelines issued by the Office of Student Involvement and Leadership at [www.bridgew.edu/SIL/policy.cfm](http://www.bridgew.edu/SIL/policy.cfm) for further information.)
3. Organizations, businesses, and other groups not affiliated with the university may be subject to action by the university for violation of this policy.

Questions regarding the Residence Hall Posting Policy should be directed to the Office of Residence Life and Housing [ResLife@bridgew.edu](mailto:ResLife@bridgew.edu) or 508-531-1277.

## COMMUNICATIONS

### **Mail Service**

Each sport club has a mailbox located in Tinsley Athletic and Recreation Office, room #200. The office is usually open Monday – Friday 9:00am – 5:00pm. All correspondence, announcements, deposits, expenses, memos between the Clubs Sports office and individual sport clubs go through the mailbox. The individual sport clubs should also receive outside mail through this mailbox.

The Sport Clubs Address is:

[Name of Sport Club]  
Bridgewater State University  
Office of Athletics and Recreation  
325 Plymouth Street  
Bridgewater, MA 02325

### **E-Mail**

Each club will have their own email account that they are responsible for. It is in the club's best interest to have all club officers familiar with the username and password of that account, with the Sport Clubs Office.

### **DSE Rec/Club Sports Central**

All club sports will have access to and will utilize club sports central, a program developed by DSE Rec as the central hub for clubs! Rosters, waivers, forms, requests, travel, events, etc. will be kept and submitted through this program. Club sport e-board members should ensure all members register prior to the first organized club activity (practice, tryout, event etc.).

### **Web Pages – Club Sports Information**

The Sport Clubs program has a web page for each club sport and for Campus Recreation to disseminate important information:

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[http://www.bsubears.com/Campus\\_Recreation/Club\\_Sports/index](http://www.bsubears.com/Campus_Recreation/Club_Sports/index)

The web page is the place for club participants and officers to find this handbook, important forms and documents, an online calendar with important Sport Clubs events. General information on each club, contact information for the staff and Club Sports Committee information is also available on this website. Therefore, we encourage your club to keep club information current. All sport clubs have a web page attached to the main Sport Clubs page.

Clubs will be required to submit one picture with a write-up each semester to be posted on their website in order to keep their website up-to-date. Failure to submit a picture with a write-up each semester can result in loss of practice space, loss of privileges to order apparel, or club privilege will be decreased for a determined time.

Any information that is to be posted on each club's website must be sent to the Coordinator of Club Sports to post. Turnaround time is usually 7 days, depending on the type of information to post. Results and a brief summary from recent competitions need to be relayed to the Coordinator of Club Sports within 2 days of play.

### **EngageBSU**

EngageBSU is offered for all Athletic BSU Student Clubs to have a website that is linked to Facebook. This site can be directly edited by the appropriate student representative. Prospective students may be able to view these sites. Clubs are encouraged to post information, members' contact information, flyers, reminders, etc. on the network, using it to its full potential.

[https://engage.bridgew.edu/home\\_login](https://engage.bridgew.edu/home_login)

Each club member must log into the network using their full BSU username and password.

### **Twitter**

Please follow us on Twitter @BSUClubSports

### **Facebook**

Please like our page at BSU Club Sports

### **Advertising – BSU THE COMMENT Newspaper**

The Comment is the BSU school newspaper. There is a yearly schedule for requesting information to be submitted to them for weekly printing.

### **Bridgewater State University Policy on Social Networking Websites**

Social network

Sites such as Facebook, Instagram, Twitter facilitate students communicating with other students. Club Sports Program members, coaches, volunteers, etc. are not prohibited from using these sites, but users should understand that any content they make public on the sites is expected to comply with federal government, State of Massachusetts and BSU rules and regulations.

The Department of Athletics and Recreation understands the popularity and usefulness of social networking sites and supports their use by club sports members provided:

- No offensive or inappropriate pictures are posted;
- No offensive or inappropriate comments are posted;
- Any information placed on the website(s) does not violate University, Department of Athletics & Recreation and student-athlete codes of conduct;
- Photos and/or comments posted on these sites do not depict team-related or University - identifiable activities (including wearing/using team uniforms or gear inappropriately).

Club Sports members must be mindful that they are representatives of Bridgewater State University and are in the public eye more so than other students. Please keep the following in mind as you participate on social networking websites:

- Before participating in any online community, understand that anything posted online is available to anyone in the world. Any text or photo placed online becomes the property of the site(s) and is completely out of your control the moment it is placed online – even if you limit access to your site.
- You should not post any information, photos, or other items online that could embarrass you, your family, your team/club, the Department of Athletics & Recreation, or Bridgewater State University. This includes information that may be posted by others on your page.
- Never post your home address, local address, phone number(s), birth date, or other personal information. You could be a target of predators.
- Coaches, instructors, volunteers, etc. and administrators from the Department of Athletics & Recreation Department can monitor these sites.

Specifically, violations of laws (e.g. harassing, inappropriate language, alcohol related information, pictures, or drug violations) can be subject to the authority of the Department of Athletics and Recreation Department and the law enforcement agencies. The malicious use of on-line social networks such as derogatory language about any member of the BSU community, demeaning statements about or threats to any third party, and incriminating photos or statements depicting hazing, sexual harassment, vandalism, stalking, underage drinking, illegal drug use or other inappropriate behavior will be subject to disciplinary action by the whole club or the club members.

Sanctions may include written notification requiring that the unacceptable content be removed, temporary suspension from the club activities or dismissal from the program.

\*BSU Club Sports Website Information is posted and managed by the Coordinator of Club Sports. All website postings must be posted by this individual as a BSU representative.

**Club Sports Leadership Meetings** are the primary communication means of the Bridgewater State University Club Sports Program. The committee meets each semester to review information, setting budgets, share ideas, and collaborate on projects and work together to continually update Club Sports.

Updated 8/28/2025

New Club Sports e-board members will be selected by each club. In order for smooth officer transition, each club new officers is mandatory to attend meetings in April/May and assume their new position at the first committee meeting in September.

#### Expectations of Club Sports E-Board Members

- 1-2 members from each club are mandated to attend monthly meetings. Preferably President and Vice President. Failure to attend will result in at least a first strike, but not limited to, 1 week of "inactive" status, \$50 penalty fee of Athletics Appropriation funds, and/or other disciplinary measures deemed appropriate by the Coordinator of Club Sports
- Have a solid understanding of the BSU Club Sports Program.
- Attend and be prepared to contribute to all Club Sports meetings and trainings by reviewing upcoming agendas and bringing materials (schedules, information, reviews, etc.)
- Represent the best interests of all recognized clubs.
- Assist in the continual education and development of the BSU Club Sport Program.

## NEW CLUBS

Athletics Department Club Sports provide the full-time Bridgewater State University undergraduate students the opportunity to participate in physical activities as a club team, in a COMPETITIVE manner. Clubs may not duplicate a current BSU varsity sport.

In order to apply to be a new club, there are procedures in place that will assist students to gain an understanding of the processes and policies regarding starting a new club. Prospective club teams must maintain their status as "aspiring club" for two, (2) consecutive academic semesters (fall and spring).

Some of the criteria that formulate an Athletics Club Sport is:

- Written constitution, and bylaws in accordance with BSU Athletics and Recreation
- A roster of at least 10 active full time BSU student members
- At least four students who will serve as officers (Varied graduation class levels)
- Faculty Advisor actively assisting in club functions
- Budget – expenses outline
- National and regional association membership
- Competition schedule for academic year
- Equipment needs
- Dues – yearly schedule of payment structure for each member
- Fundraising outline to 100% support all financial needs
- Practice schedule on campus
- Potential coach or instructor- volunteer
- 6 month, 1 year, 3 year and 5 year plan for club success.

The approval or disapproval of the inclusion into the Club Sports Program is made by the Coordinator of Club Sports, based upon successfully providing the club criteria. If a group is denied membership, the group can reapply once every two (2) semesters and must continue to adhere to all points stated above.

#### Funding for New Club Sports

Funding for a new club is 100% dues and fundraising driven for all club costs. It is the hopes that a club fundraises in order to cover all anticipated costs. Full standing-adequate funds for operating, equipment, entry fee's, essential equipment, and travel.

New Club Coaches will need to gain Bridgewater State University funding for that specific position within the first 2 years. Failure to obtain university funding will result in the club and coach activities termination.

#### **Operations for "Aspiring Clubs"**

Aspiring clubs cannot establish a club logo within the time that they are aspiring. Once a club becomes an accepted BSU Athletics Department Club, then a logo will be designed, according to university and department logo policies.

In the time an aspiring club is operating, the focus should be on successful membership, operations, and fundraising, therefore purchases are solely for competition, practices, equipment, national organization membership, and travel costs. Non-essential purchases, such as club sportswear such as t-shirts, sweatshirts, bags, jackets, pants, etc. will not be accepted.

The Club coach and / or faculty advisor's role will be the same as a formal club. See coach, faculty advisor. Volunteers will be considered on a case-by-case basis, following volunteer policies.

#### **Marketing**

Aspiring clubs can maintain a Facebook site, with the Coordinator of Club Sports as an administrative position. Flyers may be utilized to advertise club recruitment, events. See club marketing.

Aspiring Clubs will follow all the same operations, policies and guidelines set forth by the Athletics and Recreation Department. Clubs are encouraged to "mentor" an aspiring club in order to successfully operate from year to year.

# THREE STRIKE RULE

## THREE STRIKE RULE

1. Strike 1 -- Club representative will be warned in writing, including email to the club president, from the Coordinator of Club Sports. The club representative will be educated on proper procedures, policies. Noting Strike 1: Loss of practice, or BSU Club privilege will be decreased for a determined time.
2. Strike 2 - Club will be warned again in writing including email to the club representative violating and the club president, from the Coordinator of Club Sports. Noting Strike 2: The club will be put onto probation for the duration of the academic year. Loss of practices, events, or BSU Club privileges will be decreased for a determined time. The club will be placed on probation for the rest of the academic year.
3. Strike 3 – Club will be notified that they have violated a 3rd time. The club will be in immediate suspension. Club Officials, Faculty Advisor, Coach, Instructor, will meet with the BSU Coordinator of Club Sports. Loss of all club operations until the club is able to provide appropriate actions to maintain smooth club operations. The duration of this will be determined upon the Coordinator of Club Sports. The club will be placed on probation for the rest of the academic year.
4. Further discipline procedures may occur depending on the depth of the club violations.

### **Examples of strike violations are:**

- Failure to meet BSU Club Sports Deadlines
- Missing monthly/quarterly BSU Club Leadership meetings
- No notification of club cancelled practice time - indoors, grass or turf
- Disrespectful behavior towards BSU Club Sports Office – emails, communications, Facebook, Twitter, or Instagram, etc.

### Failure to follow BSU Club Procedures, policies:

- Using BSU related words, logo's, printing of apparel, without BSU Club Office approval
- Purchase request procedures – No BSU Form + full quote
- Competition registration procedures – request to register payments
- Travel request procedures – NO BSU Form, not filling out with at least 7 days notice
- Facility reservations requests
- Competition procedures
- Financial responsibilities, procedures – budget maintenance, dues supervision, deposits, purchase requests
- Injury / Incident reporting procedures
- Fundraising procedures – follow fundraiser yearly schedule, procedures, appropriate deposit, paperwork

Updated 8/28/2025

- Inventory / equipment procedures – maintain accurate inventory, follow storage guidelines
- Deadlines – dues, roster, waivers, payments, and all requested dates from the Coordinator of Club Sports.
- Provide Coordinator of Club Sports with aspiring club binder for review of operations, requests, purchases, etc.
- BSU Club Sports, university, Athletics and Recreation rules, policies and guidelines
- Procedures in the BSU Sport Club Resource Handbook and Club Committee Meetings.

\*All information set forth by this constitution is subject to minor changes\* Every club member will read and agree to these terms set forth by this club, providing signature of agreement and date. Each club member will retain a copy of this document for their own records.

# APPENDICES

Semester Roster Form

Member Waiver/Assumption of Risk Form

Accident Report Form (\*available online)

Travel Request & Itinerary Form (\*available online)

Fundraising Proposal Form (\*available online)

Group Assumption of Risk and Waiver

Event Reservation Request (BSU)

Purchase Request Form (\*available online)

Check/Payment Request Form

Travel Form (\*available online)

Reservation Request Form

Sample Constitution

Application for Club Sport

Covid 19 Guidance and Policies

# Club Sports Individual Member Waiver Form



CLUB SPORT: \_\_\_\_\_

LEGAL NAME: \_\_\_\_\_  
Last First

DATE: \_\_\_\_\_

\_\_\_ Fresh \_\_\_ Soph \_\_\_ Jr \_\_\_ Sr \_\_\_ Other

GRADUATION YEAR: \_\_\_\_\_

BANNER #: \_\_\_\_\_

CELL PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_@student.bridgew.edu

HOME ADDRESS: \_\_\_\_\_  
Street City State Zip

EMERGENCY CONTACT: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

DO YOU HAVE A VEHICLE THAT MAY BE USED AS TRANSPORTATION FOR CLUB EVENTS? \_\_\_ YES (see below) \_\_\_ NO

**If yes, fill out this part; if no, skip this part:**

DRIVER LICENSE #: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_

MAKE: \_\_\_\_\_ MODEL: \_\_\_\_\_ YR: \_\_\_\_\_

PLATE #: \_\_\_\_\_ STATE: \_\_\_\_\_ COLOR: \_\_\_\_\_

DOES YOUR VEHICLE HAVE INSURANCE COVERAGE? \_\_\_ YES \_\_\_ NO

Auto Insurance Carrier: \_\_\_\_\_

Policy Number: \_\_\_\_\_

Name of Policy Holder: \_\_\_\_\_

**MEDICAL INSURANCE COVERAGE** (Check all that apply):

Massachusetts law C.15A.s.18 requires all registered students taking 9 or more undergraduate credits or 7 or more graduate credits to have comparable health insurance. Students are billed for insurance via eBill and must waive **or** enroll in the student health insurance every year by the bill due date.

[ ] I am covered by University Health Plans. <https://www.universityhealthplans.com/>

[ ] I am covered by parent/guardian or personal health insurance policy. (Name and Policy Number below)

Name of Primary Subscriber: \_\_\_\_\_

Name of Insurance Company: \_\_\_\_\_

Member ID Number: \_\_\_\_\_

Group Number: \_\_\_\_\_

## I. ASSUPTION OF RISK AND WAIVER OF LIABILITY

NOTE: Before signing, carefully read the statements below. Do not sign unless you fully understand the risks of the program.

### Photographs

I hereby grant Bridgewater State University the right and permission to use or publish photographic pictures of me in which I may be included, in whole or in part, taken in the context of my status as a student, for the purpose of representing the university in institutional publications such as newsletters, program brochures, or catalogues and on the [www.bridgew.edu](http://www.bridgew.edu) and [www.bsubears.com](http://www.bsubears.com) website.

### Assumption of Risk

I, the undersigned, am voluntarily participating in a Club Sport offered by the Department of Athletics and Recreation. I understand that participation in Club Sports activities involves certain degree of risk and danger. These risks may include, but are not limited to: illness, strains, sprains, dislocations, lacerations, bruises, broken bones, dismemberment, or even death. I am aware that the Commonwealth of Massachusetts does not provide medical insurance coverage and therefore take full responsibility for my medical costs.

In consideration of my participation in Club Sports, I hereby accept all risk to my health and of my injury or death that may result from such participation and I hereby release, discharge, and covenant not to sue, Bridgewater State University (the "University"), and its Board of Trustees, officers, employees and representatives from any liability to me, my personal representatives, estate, heirs, next of kin, and assigns for any and all claims and causes of action for loss of or damage to my property and for any and all illness or injury to my person, including my death, that may result from or occur during my participation in the Event, whether caused by negligence of the University, its Board of Trustees, officers, employees, or representatives, or otherwise. I further agree to indemnify and hold harmless the University and its Board of Trustees, officers, employees, and representatives from and any all claims, liability, damages, loses, or expenses (including attorney's and expert's fees) arising out of or resulting from the injury or death of any person(s) or damage to property that may result from my negligent or intentional act or omission while participating in Club Sports.

BY SIGNING BELOW, I ASSERT THAT THE STATEMENTS MADE HEREIN ARE TRUE AND THAT I HAVE CAREFULLY READ THIS ENTIRE AGREEMENT AND UNDERSTAND IT TO BE A COMPLETE AND UNCONDITIONAL RELEASE OF ALL CLAIMS AND CAUSES OF ACTION FOR MY INJURY OR DEATH OR DAMAGE TO MY PROPERTY THAT MAY OCCUR WHILE PARTICIPATING IN CLUB SPORTS AND IT OBLIGATES ME TO INDEMNIFY THE PARTIES NAMED FOR ANY LIABILITY FOR INJURY OR DEATH OF ANY PERSON AND DAMAGE TO PROPERTY CAUSED BY MY NEGLIGENT OR INTENTIONAL ACT OR OMISSION.

Print Name: \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Signature: \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Parent/Guardian's Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_  
(If participant is under 18 years of age)

**NOTE\*** Club applicants will be approved to participate in a club after successfully passed: BSU eligibility, submitted a Club Waiver, paid club dues, and has acquired final approval from the Coordinator of Club Sports.

## II. HAZING POLICY

Any individual who knows that another person is the victim of hazing as defined above and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or herself, or others, report such crime to the appropriate university administrator or appropriate law enforcement official as soon as reasonably practical. Failure to report such crime shall be punished by a fine of not more than \$1,000. Initials \_\_\_\_\_

### Actions/ activities which are prohibited include, but are not limited to, the following:

- Any type of initiation or other activity where there is an expectation of individuals joining a particular team to participate in behavior designed to humiliate, degrade or abuse them, regardless of the person's willingness to participate.
- Forcing, require, or pressuring an individual to consume alcohol or any other substance.
- Forcing, requiring or pressuring an individual to shave any part of their body, including the hair on their head.
- Any requirement or pressure put on an individual to participate in any activity which is illegal, perverse, publicly indecent, contrary to his/her genuine morals and/or beliefs. E.g., public profanity, indecent or lewd conduct, or sexual gestures in public.
- Required eating of anything an individual would refuse to eat otherwise.
- Any physical, psychological, or emotional activity or action that creates a risk to the health, safety or property of the University or any member of its community.
- Forcing or requiring calisthenics, such as push-ups, sit-ups, and runs that are not part of a natural training regiment.
- Assigning or endorsing "pranks" such as paddling, beating, nudity, reading pornography materials, buffoonery, stealing or harassment of another organization.
- Awakening or disturbing individuals during normal sleeping hours.
- Expecting or pressuring individuals to participate in an activity in which the full membership is not willing to participate.
- Forcing, encouraging, or pressuring someone to wear in public apparel which is conspicuous and not within the norm of what is considered to be in good taste.
- Having substances such as eggs, mud, paint, honey, etc., thrown at, poured on, or otherwise applied to a body of a member.
- Morally degrading/humiliating games or other activities that make a member the object of amusement, ridicule or intimidation

### HAZING POLICY ACKNOWLEDGEMENT

*I, \_\_\_\_\_, have read and understand the Hazing Policy guidelines that have been adopted and are enforced at Bridgewater State University. I understand that hazing is against the law in Massachusetts and is punishable by a fine of not more than \$3,000 or by imprisonment in a house of corrections for not more than one year.*

By signing below, I acknowledge that I have received a copy of the BSU Hazing Policy, the BSU Club Sports Information, and understand the consequences of hazing in the state of Massachusetts.

Print Name: \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Signature: \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Parent/Guardian's Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_  
(If participant is under 18 years of age)



# SEMESTER Club Roster (FINAL ROSTER)

Club: \_\_\_\_\_ FALL 20\_\_ SPRING 20\_\_ Date: \_\_\_\_\_ Submitted by: \_\_\_\_\_

**(Please print clearly, and put names in alphabetical order)**

#	Last Name	First Name	Banner ID	Registrar GPA 2.0	Registrar 24 credits	Notes
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						

**Due to BSU Coordinator of Club Sports ASAP - Tinsley 203**

\_\_\_\_\_ BSU Coordinator of Club Sports Approved      Date \_\_\_\_\_

NO CLUB MEMBER MAY PARTICIPATE UNTIL APPROVED BY BSU COORINDATOR OF CLUB SPORTS



# Accident/ Injury Report Form\* (\*available online)

Day: \_\_\_\_\_ Date: \_\_\_\_\_ Club \_\_\_\_\_ Time of Injury: \_\_\_\_\_ am / pm

### Personal Information:

Name of Injured: \_\_\_\_\_ Male / Female D.O.B.: \_\_\_\_\_  
(Last) (First) (MI)

Local Address: \_\_\_\_\_ P.O. Box: \_\_\_\_\_ Year: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_@student.bridgew.edu

Classification: \_\_ Undergrad Student \_\_ Faculty/Staff \_\_ Alumnus/a \_\_ Visitor \_\_ Other

Location of Accident: Gymnasium Locker Room Lobby Turf Grass Other: \_\_\_\_\_

Specific BSU Activity: \_\_\_\_\_

### Part of Body Injured:

Abdomen Eye Hip Shoulder Wrist Ankle Face Knee Leg  
Finger Head Arm Foot Back Chest Hand Neck Elbow  
Toes Head Nose Trunk Spine Other\_\_\_\_\_

Which side of the body? \_\_\_\_\_ Specific Area injured? \_\_\_\_\_

Description of what happened: \_\_\_\_\_

Witness: \_\_\_\_\_ Relationship: \_\_\_\_\_  
(Last) (First) (MI)

Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### Action Taken:

First Aid By Staff (Describe): \_\_\_\_\_

Hospital (specify): \_\_\_\_\_ Other (specify): \_\_\_\_\_

\_\_\_\_ Refused medical attention (fill out refusal section of form)

### Method of Transportation:

Ambulance (specify): \_\_\_\_\_ Security Officer (specify): \_\_\_\_\_

Name: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_ am / pm

### Refusal Portion: (Have injured person fill this out if they are refusing further medical assistance.)

I have been advised to seek medical treatment as a result of injury. I hereby do not wish to seek medical treatment at this time.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Report Completed by: \_\_\_\_\_ Date: \_\_\_\_\_

# Travel Request & Itinerary Form\*



**DUE AT LEAST 21 DAYS PRIOR TRAVEL DATE**

Name of Club: \_\_\_\_\_ Destination/ Name of Event: \_\_\_\_\_

Destination full address: \_\_\_\_\_

**Departure Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_ am pm from \_\_\_\_\_ BSU location

Arrival to destination: \_\_\_\_\_ am / pm

**Return departure date:** \_\_\_\_\_ **Time:** \_\_\_\_\_ am pm      **Arrival to BSU:** \_\_\_\_\_ am/ pm

**Club Members Traveling:** (Use CLUB ROSTER, or back if additional space is needed)

How Many Vehicles Will Be Traveling? \_\_\_\_ Provide who is driving. On roster, mark who is in each drivers car.

\_\_\_\_\_  
\_\_\_\_\_

Coaches / Faculty Advisors driving their own vehicle? \_\_YES\_\_ NO Name: \_\_\_\_\_

Any other information: \_\_\_\_\_

\_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*\*Reminder: Clubs may not travel without final approval notice from the Coordinator of Club Sports\**

----- For Admin Use Only -----

\_\_\_\_ Approved \_\_\_\_ Declined    Notes \_\_\_\_\_ Date \_\_\_\_\_



# Fundraising Proposal Form

Due at least 60 days before fundraiser begins

Club: \_\_\_\_\_ Name of Fundraising Project: \_\_\_\_\_ Date: \_\_\_\_\_

Club Contact Person: \_\_\_\_\_@student.bridgew.edu  
Name Cell Phone Email

Date(s) of Fundraiser: \_\_\_\_\_ Location: \_\_\_\_\_

\_\_\_\_\_  
Fundraiser Start Day, Date & Time Stop Day, Date & Time

Is there an outside BSU person involved?  Yes  No (Are there conditions for sales, income, etc?)

\_\_\_\_\_  
Fundraiser Contact Name Full Address State Zip Phone

\_\_\_\_\_  
Email Fax number (cell phone if needed)

Pre-purchase items?  Yes  No Cost: \_\_\_\_\_ Total cost: \_\_\_\_\_

Please make **Checks payable to:** BSU or Bridgewater State University

**Money will be deposited into:** YOUR Sport Club Account

In addition to this paperwork, provide ESTIMATE, agreement, contract with vendor (written agreement for 50% profit split). Give both forms together to Coordinator of Club Sports for review.

Provide detailed information for Bridgewater State University Club Sports about this event

\_\_\_\_\_  
\_\_\_\_\_

----- For Admin Use Only -----

\_\_\_\_ Approved \_\_\_\_ Declined Notes \_\_\_\_\_ Date \_\_\_\_\_

# GROUP ASSUMPTION OF RISK AND WAIVER (temporary club waiver, )

**NOTE:** Before signing, carefully read the statements below. Do not sign unless you fully understand the risks of the program.

**Assumption of Risk**      **PROGRAM NAME:** \_\_\_\_\_ **CLUB:** \_\_\_\_\_ **DATE**\_\_\_\_\_

I, the undersigned, am voluntarily participating in a Club Sport offered by the Bridgewater State University Department of Athletics and Recreation. I understand that participation in Club Sport activities involves a certain degree of risk and danger. These risks may include, but are not limited to: strains, sprains, dislocations, lacerations, bruises, broken bones, dismemberment, or even death. I am aware that the Commonwealth of Massachusetts does not provide medical insurance coverage and therefore take full responsibility for my medical costs.

I attest that I am physically and emotionally able to participate in this program, and I understand that no one connected with Bridgewater State University will undertake the responsibility to determine my ability to participate.

## Waiver of Liability

I, the undersigned, in consideration of the opportunity to participate in the Club Sports program, release The Commonwealth of Massachusetts, the Massachusetts Board of Higher Education, Bridgewater State University, the Department of Athletics and Recreation, and the club sport in which I am participating, together with their agents, officers, employees, volunteers and representatives, from all liability claims, suits or actions for any loss, damage, injury to person or property, or death caused by the ordinary negligence resulting from or arising out of my participation in the Club Sports program.

I do not possess any health problems or physical limitations that I, or my doctor feel would restrict my active participation or the safety of others in the club sports activity listed above.

Print Name _____	Signature _____
Print Name _____	Signature _____
Print Name _____	Signature _____
Print Name _____	Signature _____
Print Name _____	Signature _____
Print Name _____	Signature _____
Print Name _____	Signature _____
Print Name _____	Signature _____
Print Name _____	Signature _____
Print Name _____	Signature _____
Print Name _____	Signature _____
Print Name _____	Signature _____
Print Name _____	Signature _____
Print Name _____	Signature _____
Print Name _____	Signature _____
Print Name _____	Signature _____

BSU Club Coach or Primary Contact Person: \_\_\_\_\_ Cell: \_\_\_\_\_

Email Address: \_\_\_\_\_@student.bridgew.edu

**RETURN A COPY OF THIS TO BSU Coordinator of Club Sports**

# Event Reservation Request



**\*Please provide as much information as possible\* (Example: shows, games, fundraisers)**

Club \_\_\_\_\_ Name \_\_\_\_\_ Phone: \_\_\_\_\_ Date \_\_\_\_\_

E-mail \_\_\_\_\_@student.bridgew.edu EVENT NAME \_\_\_\_\_

Event Description \_\_\_ Fundraiser \_\_\_ Membership Drive \_\_\_ Activity Other \_\_\_\_\_

Event Type: \_\_\_ Meeting \_\_\_ Social \_\_\_ Workshop \_\_\_ Lecture \_\_\_ Athletic \_\_\_ Performance

Other \_\_\_\_\_

CHOICE #1 Location \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_ to \_\_\_ AM PM

CHOICE #2 Location \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_ to \_\_\_ AM PM

CHOICE #3 Location \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_ to \_\_\_ AM PM

Set Up Time / Access Needed? \_\_\_ Yes \_\_\_ No \_\_\_\_\_ to \_\_\_\_\_ AM PM

Estimated Attendance \_\_\_\_\_ Type of attendees: \_\_\_ BSU Students & Comm. \_\_\_ Public

**NOTE: Over 100 participants, club will provide maintainer & police detail (about \$150 each)**

Food Service and Catering: \_\_\_ Yes \_\_\_ No Items: \_\_\_\_\_

Set-Up Assistance needed \_\_\_ Yes \_\_\_ No If yes, please specify \_\_\_\_\_

**Technology:** \_\_\_ Yes \_\_\_ No Power- Point (or other computer projector) \_\_\_ Internet \_\_\_ DVD \_\_\_ Microphone(s) \_\_\_ Speaker(s)

\_\_\_ Staging \_\_\_ Music Player Other: \_\_\_\_\_

Are you charging entrance fee? \_\_\_ Yes \_\_\_ No **PLEASE INCLUDE EXAMPLE FLYER**

Will your Club Advisor be present for this event? \_\_\_ YES \_\_\_ NO

Name \_\_\_\_\_ Email Address \_\_\_\_\_ Cell Phone \_\_\_\_\_

Other: \_\_\_\_\_

Additional Information? \_\_\_\_\_

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----- For Admin Use Only -----

\_\_\_ Approved \_\_\_ Declined Notes \_\_\_\_\_ Date \_\_\_\_\_

# Supply Request Form (uniforms, sticks, practice gear, balls, dance show items)

Club: \_\_\_\_\_ Name: \_\_\_\_\_ Date: \_\_\_\_\_ Date needed: \_\_\_\_\_

Reason for ordering these items: \_\_\_\_\_

Date items needed: \_\_\_\_\_ Preferred Vendor: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Vendor Phone: \_\_\_\_\_

Vendor Fax: \_\_\_\_\_ Vendor Email: \_\_\_\_\_

Vendor Address: \_\_\_\_\_  
City State Zip

Item #	Item Description SIZE, COLOR, STYLE	Quantity	Price/Item	Total
	WHEN WILL PRODUCTS BE RECEIVED?		<b>Shipping:</b>	
			<b>Total:</b>	

THIS PAPER + VENDOR WRITTEN QUOTE MUST BE TURNED IN TOGETHER

For Admin Use Only

Method of Payment:  Check  Credit Card Other: \_\_\_\_\_

Account # Billed: \_\_\_\_\_ Amount: \$ \_\_\_\_\_ Date: \_\_\_\_\_

\*PURCHASES REQUESTS MUST BE APPROVED BY BSU COORDINATOR OF CLUB SPORTS\*



# Check/Payment Request Form

(Show registration, tournament entry, organization payment, payment for goods, etc.)

Club: \_\_\_\_\_ Date: \_\_\_\_\_ Date check needed: \_\_\_\_\_ Amount \$ \_\_\_\_\_

Vendor/ Institution/ Organization requesting payment: \_\_\_\_\_

Check payable to: \_\_\_\_\_  
Name (If applicable) Organization

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_ Fax: \_\_\_\_\_

Information needed in the MEMO LINE? \_\_\_\_\_

Send check directly to vendor? \_\_\_Y \_\_\_N If not, who and when will the check be picked up from

\*\*NOTE- Credit card payments cannot exceed \$1,000 from Bridgewater State University

**YOU MUST provide a Vendor Invoice or Quote when requesting payment.**

**\*Make sure the invoice includes all payment information, such as who to make the check out to, as well as who to send the check to.**

Please allow at least **10-14 days from the date of approved request**, for the check to be cut and ready for pick up at BSU Accounts Payable.

**NOTE: CHECK PAYMENTS ARE BEST IF DONE – “BUSINESS TO BUSINESS” transactions.**  
**New payee’s or private persons requests will take additional time (even months) to finalize.**

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### For Admin Use Only

.....

Method of Payment:  Check  Credit Card Approved: \_\_\_\_\_

Account # Billed: \_\_\_\_\_ Amount: \$ \_\_\_\_\_ Date: \_\_\_\_\_

# BSU Club Sports Reservation Request Form

(Use for BSU Practices, Shows, Games, Tournaments and other BSU home facilities)



Club: \_\_\_\_\_ Date: \_\_\_\_\_ Contact Person \_\_\_\_\_

Cell Phone \_\_\_\_\_ Email \_\_\_\_\_@student.bridgew.edu

Title of Event \_\_\_\_\_ Game \_\_\_\_\_ Practice \_\_\_\_\_ Other: \_\_\_\_\_

Event Day \_\_\_\_\_ Event Date \_\_\_\_\_ Start Time \_\_\_\_\_ Stop Time \_\_\_\_\_

Set up time \_\_\_\_\_ am or pm Set up Assistance \_\_\_\_\_

Technology (circle all that apply): PowerPoint Internet DVD Player Microphone Speakers IPOD Dock

Staging Marley Floor Computer Other: \_\_\_\_\_

Estimated Attendance\* \_\_\_\_\_ Are you charging an entrance fee? \*\* YES or NO

Name of Coach/ Faculty supervising. \_\_\_\_\_

\*If attendance is over 100 people there may be a need for a maintainer, police at your clubs cost\*

\*\*If Charging an entrance fee, Faculty Advisor/ Coach/ Other supervising: \_\_\_\_\_

**Space Requesting:** Please circle

Tinsley Classroom Tinsley Conference Room Gym Court 1 Gym Court 2 Gym Court 3

Kelly – Large Gym Kelly – Small Gym Kelly – Pool RCC- Demo Room- Field #1- Field #2-

Field #3- RCC- Ball Room Burnell- Multipurpose Burnell- Dance Studio Swenson Turf

Alternative Choices: \_\_\_\_\_

Any Special Needs? EMT Equipment Other \_\_\_\_\_

Any other information: \_\_\_\_\_

INCLUDE A SAMPLE FLYER/ ADVERTISEMENT WITH THIS PAPERWORK

**\*Due at least 14 days in advance**

----- For Admin Use Only -----

\_\_\_\_ Approved \_\_\_\_ Declined Notes \_\_\_\_\_ Date \_\_\_\_\_

## **EXAMPLE 2019-2020 Bridgewater State University Club Sports Constitution**

### Article 1 Official Name (using Bridgewater State in the name)

This club follows the rules and policies set forth by the Office of Campus Recreation, and Athletics. The members do not discriminate against any student faculty, or staff based on race, color, national origin, religion, sex, age, handicap, or sexual orientation.

### Article 2 Statement of Intention, Purpose –

What will the purpose of this club represent? What national organization will it be a part of? Mission of the club.

### Article 3 Benefits to Bridgewater State University

How will this club benefit Bridgewater State University?

### Article 4 Membership –

Membership shall be open to currently enrolled full time undergraduate students of Bridgewater State University.

- Academic success
- Every club member must have successfully passed 24 credits of classes within the prior 12 month period.
- Each member must hold a Cumulative GPA of 2.0 or above to remain in the club.
- Each member must be successfully fulfilling the eligibility requirements of their related national sport association.
- If a student falls below these standards, cannot participate further in the club.

In order to be a member, what must one do? Turn in paperwork to the club representative, whom will turn in to the BSU Coordinator of Club Sports for review and approval.

- Turn in completed BSU CLUB Individual Waiver Form
- Be listed on the BSU Club Roster Form
- Fill out BSU Housing Conduct Form – if students live on campus
- Pay dues in full by deadline set forth by the club (see bylaws).

A quorum, which consists of fifty percent (50%) of the membership plus one, is necessary to conduct official business and to vote.

### Article 5 Coach, Assistant Coach

\*Any position that requires BSU Employment shall first successfully apply, and be approved by Bridgewater State University Human Resources department and their processes.

- Instructors, volunteers and coaches must be pre-approved by BSU Athletics and Recreation Department.
- Upon approval from the Athletic Director and the Coordinator of Club Sports, the following supportive information must be approved by the Coordinator of Club Sports:

- Provide copies of certifications pertaining to their expertise
- Provide copies of current certification of CPR & First Aid
- Provide copies of the State Ethics Test
- Provide copies of Concussion Training certification.
- Understand professional boundaries, and agree to abide by AMOROUS RELATIONS with the club members.
- Support and uphold the BSU Drug and Alcohol, sportsmanship and ethical conduct.
- Specify if your club is using any volunteers
- Specify if your club is using a coach
- Will volunteers assist the club? What will a coach do?
- If you do not want a coach, volunteer, instructor, what do you do?

Article 6 Faculty Advisors - every club must have at least one faculty advisor. Provide contact cell phone and email. It is the hopes that Faculty Advisors play an active role in each club, in order to provide regular support.

The faculty advisor is encouraged be utilized for:

- Advising club functions
- Assist in club organization, goal setting
- Be a professional role model
- Assist in cash handler assistant for events, shows – providing budget reports
- Assist deposit procedures to the Coordinator of Club Sports
- See bylaws

## Article 7 Club Officers

### President:

The President of the BSUCS shall be the Chief Executive Officer of the council. He/she shall conduct all Executive Board meeting. He/she shall have sole power of approval and authorization of all business affairs. All business forms must be approved and signed by the President. The President shall be responsible for all actions of the BSUCS. Successfully pass the Concussion Training and provide certificate to the Coordinator of Club Sports.

### Vice-President:

The Vice President of the BSUCS shall be the president an speaker of the voting body. He/she shall schedule and conduct all meetings of the BSUCS with the exception of the Executive Board Meetings. He/she shall assist the President in the governing of the BSUCS. He/she shall act as the speaker of the BSUCS in the absence of the President but shall have no business authorization power without the written permission of the President. In the event of the vacancy of the office of the President, the Vice-President shall succeed to the office for the remainder of the term.

### Secretary:

The Secretary of the BSUCS shall assist the President and Vice-President as seen necessary. He/she shall be responsible for keeping attendance and taking minutes at all meetings. He/she shall be responsible for all correspondence of the BSUCS with the Coordinator of Club Sports.

Treasurer:

The Treasurer of the council shall be the Chief Financial Officer of the BSUCS. He/she shall be responsible for keeping record of all financial affairs of the BSUCS. He/she shall be for the completion of all business forms required of the BSUCS and must submit these forms to the President for approval and authorization. He/she shall have no business authorization power. Each year, the Treasurer will provide a report from their club at the beginning of the year, with all calendar year events, practices, fundraising and other pertinent club information for the upcoming year. Then again at the end of the year, providing a report, summarizing that club's activities, budget information, new officers, and all other pertinent club information.

#### Article 8 Officer Election Appointment and Removal

The club shall elect a President, Vice-President, Secretary and Treasurer by a majority vote of the entire Voting Body. The council will meet once a month with election to take place on the last meeting of the fall semester. Office shall be held for two (3) quarters or until lawful resignation or removal occurs.

Officers may be removed by a 2/3 vote of the entire Voting Body. All clubs must be present at the time of the vote.

#### Article 9 Semester Club Sports Meetings

The club will provide 1 -2 members to represent the club at the meetings. The club will provide any updates, events, shows and advertising items to other clubs. In addition, the information discussed in the meetings will be communicated to the prospective club members.

These meetings are posted and emailed to club executive boards.

#### Article 10 Roster Management –

Clubs will produce the BSU Club Sport Roster to the Coordinator of Club Sports for review by the deadline set forth each year. It is the responsibility of clubs to communicate to the Coordinator of Club Sports any members that are no longer actively on the roster.

Group Waivers – are required for each practice or tryout until the BSU Club Waiver is completed and turned in to the Coordinator of Club Sports.

Transfer Students may become a member of a club at the mid year point, in January each year.

#### Article 11 Hazing

Each club member has successfully read and agreed to abide by the BSU Policies on Hazing.

#### Article 12 Harassment, Bullying –

Each club member has successfully read and agreed to abide by the policies and procedures concerning this topic.

#### Article 13 Marketing Program

- Club utilizes website through the BSU Involvement Network

- Facebook site is listed as and direct link is....
- National organization listing, posting at...

#### Article 14 Proposal for Club Stability

As this club will continue to thrive after the initial investment years, how will the club members continue the successful club operations?

#### Article 15 Equipment

Each club will keep a BSU Club Sport Inventory Form listing every item that belongs to the club.

Equipment Issue – will be accomplished through a pre-approved appointment through the Coordinator of Club Sports. This club has ....equipment....

#### Article 16 Budget

The club will elect 2 people to oversee and maintain their budget of income, expenses and Athletics appropriation moneys, utilizing a BSU Club Sports Budget utilizing Microsoft EXCEL.

#### Article 17 Sports Medicine, Insurance will be the responsibility of each individual club member.

If a member becomes injured, needing medical assistance, the club will assist the member to a hospital. The club president will provide the BSU Coordinator of Club Sports with a BSU Injury Form, as well as a phone call or text outlining the injury.

If the hospital or doctor has provided injury information stating that a member should not participate, documentation will be supplied to the club coach, instructor and the Coordinator of Club Sports.

### **Example 2019-2020 Amendments/Bylaws for Club Sports**

Article 1 Eligibility The club will enforce BSU Club Sport Eligibility Rules set forth by the Coordinator of Club Sports and the Athletics Department.

Paying dues by the deadline set forth is imperative to club operations. Each club member will sign a BSU Club Sports Agreement, which outlines dues payment deadlines. Failure to pay dues will result in the removal of the club member.

Failure by the club to uphold these rules will result in disciplinary procedures.

Article 2 Fundraising Outline - Due at end of each year (Approved adjustments by every Sept.)

Specify how the club will obtain appropriate funding for all club costs:

Equipment, referee's, competitions, travel, practice equipment, etc.

Please be very specific in dates, times, and information. Include in your calendar monthly calendar budget.

### Article 3 Purchases, Operating Costs Outline 2014-15

Based upon the current year operations, the club will have the following yearly purchases AND the due date for each of these payments. (attach excel spreadsheet with specific purchase dates)

- referee
- EMT
- National organization
- Individual / team organization dues
- Travel expense – bus, plane, hotel costs
- Show / entry costs
- Equipment purchases
- Costume / uniform purchases
- = TOTAL OPERATIONS COST

Specify needs in order to sustain the club for all functions of it. Including uniforms, supplies, EMT's, national and/or member dues, show or entry costs, equipment, referee's, competitions, travel, practice equipment, etc.

Article 4 Special Purchases 2014-15 And the due date for each purchase (After regular operations costs, put in the following into the excel spreadsheet with specific dates)

- New uniforms
- New equipment
- Purchase uniforms to subsidize inventory
- Team jackets, shorts, sweatshirts – practice apparel

Please be very specific in dates, times, and information. Include in your calendar monthly calendar budget.

### Article 5 Practice and Special Event Schedule

Each club will request practice, game, meeting to reserve fields, meeting rooms, gyms, by utilizing the BSU Club Sports Space Reservation Form. Provide options for days, and times requested.

Prior to making special event reservations, the club will secure their faculty advisor to assist the event operations.

What are you planning on for practice time and space preferences? When and where are competitions? Are there any off campus events?

Any other information about this club that is important to note? Please provide as much information as possible.

Article 6 Travel The club will request .travel approval for its members, and supervisory staff to practices. to games to shows. Who will be drivers? Students? Coach? Faculty Advisor?

Article 7 Disciplinary Procedures Failure of a club to abide by these policies and procedures and the BSU Club Sports Program Resource Handbook procedures, will result in disciplinary actions:  
A club will be given these disciplinary actions for each calendar year. If deemed necessary, longer timeframes will be utilized. This decision will be made according to the severity by the Coordinator of Club Sports.

#### THREE STRIKE RULE

1. Strike 1 – Club representative will be warned in writing, including email to the club president, from the Coordinator of Club Sports. The club representative will be educated on proper procedures, policies. Noting Strike 1: Loss of practice, or BSU Club privilege will be decreased for a determined time.
2. Strike 2 – Club will be warned again in writing including email to the club representative violating and the club president, from the Coordinator of Club Sports. Noting Strike 2 The club will be put onto probation for the duration of the academic year. Loss of practices, events, or BSU Club privileges will be decreased for a determined time. The club will be placed on probation for the rest of the academic year.
3. Strike 3 – Club will be notified that they have violated a 3rd time. The club will be in immediate suspension. Club Officials, Faculty Advisor, Coach, Instructor, will meet with the BSU Coordinator of Club Sports. Loss of all club operations until the club is able to provide appropriate actions to maintain smooth club operations. The duration of this will be determined upon the Coordinator of Club Sports. The club will be placed on probation for the rest of the academic year.

Examples of violations are:

- Failure to meet BSU Club Sports Deadlines
- Missing monthly BSU Club Council meeting
- No notification of club cancel practice time - indoors, grass or turf

\*All information set forth by this constitution is subject to minor changes\* Every club member will read and agree to these terms set forth by this club, providing signature of agreement and date. Each club member will retain a copy of this document for their own records.

## Application to Become an Athletics Competitive Club Sport

Applications are accepted, reviewed and approval to form an "aspiring club" will occur by every spring semester for beginning the following fall semester.

Note: BSU Department of Campus Recreation Clubs may not be the same as a varsity sport offered at BSU.

CLUB NAME: \_\_\_\_\_ NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

CLUB OFFICIAL POSITIONS				
TITLE	NAME	Email	Telephone	Grad.Year
President				
Treasurer				
Vice President				
Secretary				
Coach/ Instructor				
Faculty Advisor				

Purpose of the Club/Mission Statement: (Please attach constitution)

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Description of Club Activities:

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Membership: Undergraduates \_\_\_\_\_ males \_\_\_\_\_ females

\*\*\*It is also necessary to attach a list of at least 10 committed participants and their contact information.

Faculty Advisor Name: \_\_\_\_\_ Email: \_\_\_\_\_

Department: \_\_\_\_\_ Phone: \_\_\_\_\_

Reason for seeking Club Sport Status:

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Present or Proposed Practice Facility, days and times each week:

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Equipment for Club activity? Related cost for each item.

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Yearly Membership Dues: \_\_\_\_\_ Fall semester \_\_\_\_\_ Spring semester

Yearly Fundraising Activities and proposed income from fundraiser (cash transactions are not encouraged, unless it is a workshop type of activity): \_\_\_\_\_

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Format of Competition: tournaments / leagues / both (circle one)

List other College, University, or amateur Clubs in New England with established clubs that you might compete against.

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Name of league/association/conference in the state or region in which your will become affiliated with:

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What are the fees associated with membership in the league, association or conference which your club is or may become affiliated with:

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**ESTIMATED ANNUAL OPERATING BUDGET:**

Income	Expenses
Membership Dues: _____	League/Assoc/Conf Dues: _____
Fundraising: _____	Entry Fees: _____
Other: _____	Equipment: _____
	Uniforms _____

How will your club be able to sustain itself for years to come? \_\_\_\_\_

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PLEASE REFER TO EXAMPLE CONSTUTION, PROVIDE ALL INFORMATION

*Prospective clubs must obtain and maintain **successful** status of "Aspiring club" for 2 consecutive academic semesters before applying for "Official BSU Club Status". This is to provide successful club functions efficiently and effectively and following BSU Athletics Club Sports functions.*



## Club Sports 2023-2024 'Covid 19' Guidance and Updates

### **CoVid-19 Current State & Update**

- a. FAQ BSU Site - <https://www.bridgew.edu/covid-19>
- b. We are going to follow SIMILAR guidance to varsity athletics. More details here - [https://bsubears.com/Administration/Sports\\_Medicine/COVID19\\_updates](https://bsubears.com/Administration/Sports_Medicine/COVID19_updates)
- c. Vaccinations – all club sport participants are REQUIRED to be vaccinated, unless granted an approved exemption through the university (this would already be in place). More details below.
- d. Testing – only for those students who have an approved exemption & it would be weekly, on campus in the wellness center.
- e. Masks are required indoors, when not actively participating in your respective sport (entering and exiting the building, meetings, waiting to get into a space, etc.)
- f. External competitions are permitted provided policies below are followed.

### **Contest Requirements**

- a. **For opponents visiting BSU (on campus & off/Bridgewater Ice Arena/Tri-Alpha/etc.)**
  - i. The head coach or club president or club sports coordinator, must contact each opponent and have them complete the attestation form. Link sent separately.
  - ii. This will verify one of three things; 1) the team is fully vaccinated 2) if not, unvaccinated students are being tested within 72 hours and 3) masking is/isn't required by their school
- b. **For clubs travelling to opponents/off site locations**
  - i. Different schools have different policies, so we must adhere to the host team policy.
  - ii. Example – “Mass State University” requires a negative PCR test within 72 hours to play, our department needs to know that well in advance so we can schedule testing for your team/students
  - iii. Example – “Mass State University” requires all visitors to be vaccinated. This means if someone has been given an exemption, they could not participate at that institution.
  - iv. Example - “Mass State University” requires masking at all times, indoors and out, despite vaccination status

### **Vaccination Status**

- **FULLY VACCINATED S-A** – can move in as scheduled and participate in pre-season and all athletic activities
  - Masked for all indoor meetings, etc.
  - Unmasked for all practice and competition activities per NCAA guidelines, unless required by host institution.
  - Completed vaccination card must be uploaded to Club Sports Central
- **PARTIALLY VACCINATED S-A** – can move in as scheduled and participate in pre-season and all athletic activities pending
  - Proof of a negative PCR COVID-19 test no later than 72 hours prior to check-in
  - Proof of 1<sup>st</sup> vaccination dose
  - Proof of scheduled appointment for 2<sup>nd</sup> vaccination dose
  - Completed vaccination card must be uploaded to Club Sports Central

- Masked for all indoor meetings, etc.
- Unmasked for all practice and competition activities per NCAA guidelines, unless required by host institution.
- Weekly PCR testing
- **UNVACCINATED S-A (EXEMPTIONS)** – can moved in as scheduled and participate in pre-season and all athletic activities pending
  - Proof of a negative PCR COVID-19 test no later than 72 hours prior to check-in
  - Those with valid religious or medical exemptions ***must have exemptions on file as of August 1, and are eligible to participate under enhanced guidelines as detailed by Bridgewater State University Wellness Center and Athletics & Recreation***
  - Provide the Coordinator of Club Sports with BSU Wellness Exemption documentation
  - Masked for all indoor meetings, etc.
  - Unmasked for all practice and competition activities per NCAA guidelines, unless required by host institution.
  - Weekly PCR testing, with negative results to continue