



COLUMBIA UNIVERSITY  
CLUB SPORTS

**2008-2009**  
**HANDBOOK**

**CLUB SPORTS PROGRAM**

**331 DODGE FITNESS CENTER**

[www.gocolumbialions.com](http://www.gocolumbialions.com)

**212-854-4002**



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To All Club Sport Representatives,

This handbook has been prepared to assist student representatives in the conduct of their Club Sport program. The handbook contains general information and specific policies and procedures for the successful operation of your club that have been developed and refined over the years. There is no question that the success and image of your club is basically dependent upon you and your club members. This handbook should communicate to you what is expected of you and your club membership and what your club sport can expect from the office of club sports.

Your voluntary contribution of time and effort is appreciated not only by me but also by the many members whose needs are being served and who benefit from participation in your club. I am willing to assist you in any way possible and want to encourage you to contact me for assistance.

I look forward to working with you, your club officers, and your club's staff in providing an enjoyable and worthwhile program for the Columbia University community.

Best of luck in the year ahead.

Sincerely,

Brian Jines  
Director of Intramural & Club Sports



## **Introduction**

Club Sports (hereafter “club” or “clubs”) are formed by groups of individuals who share a common interest in recreation and sport, who organize and collectively pursue activities. Clubs are organized on recreational, instructional and competitive levels, and their activities range from informal play to regular practice or instruction, to intercollegiate and tournament competition. Club Sports are open to all Columbia University students, faculty, staff, alumni and affiliates who possess a valid Dodge Fitness Center membership. Non-undergraduates may be restricted from some intercollegiate competition in certain sports due to league or association regulations. Some clubs engage the coaching and instruction services of Recreational Sports Consultants and all clubs receive allocations from the Club Sports Program. All clubs require dues from their membership in order to support their activities.

A guide for recognized clubs with contact information as well as all information concerning the Club Sports Program can be obtained in the Club Sports Office, 331 Dodge Fitness Center, (212) 854-4002 or be visiting the Club Sports website at [www.gocolumbialions.com](http://www.gocolumbialions.com).

## **Membership**

The Club Sports Program is a nondiscriminatory, equal opportunity organization and strictly adheres to the Columbia University Equal Opportunity and Nondiscrimination Policies. Club Sport membership is open to currently enrolled Columbia University undergraduate and graduate students. Faculty, staff, alumni and affiliates with current and valid Dodge Fitness Center Memberships may be club members, but not officers. Individuals who are affiliates of the Dodge Fitness Center by virtue of a familial relationship (such as the children, spouses and/or domestic partners of students, faculty, staff, alumni and affiliates) and are currently matriculated students at another educational institution (colleges and/or universities and high schools) are not permitted to participate in any club activities. It is the responsibility of the club officers to enforce the membership policies. Any club found in violation will be put on probation and enter into the Club Sports disciplinary process.

Membership is not open to individuals outside of the University community. No one under the age of 18 may participate in club activities unless they are a matriculated Columbia University student.

## **Purpose and Objectives of Club Sports**

The purpose of the Club Sports Program is to offer sporting and competitive activity for any interested student, alumni, faculty, staff or affiliate member of Columbia University who has the desire to participate, to develop skills in specific sports, and to provide an opportunity for extramural competition. The program makes available both formal and informal opportunities for instruction and participation in a wide range of recreational activities, which foster the development of sound leisure values and the life enrichment aspects of the use of leisure time. Providing a basis for fellowship among students, alumni, faculty, staff and affiliate members around common interests, and to develop a feeling of belonging and understanding

between individuals and groups, through satisfying leisure time experiences, in the shared pursuit of these interests are the primary function of the Club Sports Program.

The Club Sports Program relies on student initiative, organization and financing to make the program effective. Organized and administered by undergraduate students, each club has their own elected student officers who provide organizational leadership, financial accountability and liability for their club's activities. Two representatives from each club constitute the Club Sports Assembly, which is headed by an elected student executive board, the Club Sports Governing Board (CSGB). The CSGB administers the budget allocation process and establishes guidelines for the program. Although the clubs are encouraged to be self-supporting, the Club Sports Office works closely with the Club Sports constituency in an advisory capacity, administering limited financial support, scheduling facility usage, and providing guidance. The Director of Intramural & Club Sports assists recognized clubs in fulfilling their goals and objectives.

This Club Sport Handbook is designed to assist clubs in their organization, management, execution, and administration. It serves as a supplement to University Policies and Standards of Conduct.

The Club Sport Program is designed to enhance the student experience while participating in a Club Sport of choice. It is not intended to be a path leading clubs to varsity status under the Columbia University Intercollegiate Athletics program.

### **Organizational Chart**

Brian Jines – Director of Intramural and Club Sports  
.....Club Sports Office  
.....Club Sport Governing Board  
.....Club Sport Assembly  
.....Club Sport Representatives  
.....Club Sport Officers  
.....Club Sport Members  
.....Club Sport Staff (coaching, instruction)

### **Important Phone Numbers**

Club Sports Office.....212-854-4002  
Brian Jines, Director of Intramural & Club Sports .....212-854-4002  
Erin Miller, Graduate Assistant for Intramural & Club Sports .....212-854-8897  
Building Supervisor, Dodge Fitness Center..... 212-854-3441  
Office of Public Safety/CAVA..... 212-854-5555  
Columbia Health Services.....212-854-2284

## **2008-2009 Club Sports**

<b>Aikido</b>	<b>Rock Climbing</b>
<b>Archery</b>	<b>Rugby-Men's</b>
<b>Badminton</b>	<b>Rugby-Women's</b>
<b>Ballroom &amp; Latin Dance</b>	<b>Sailing</b>
<b>Brazilian Jiu Jitsu</b>	<b>Shotokan Karate</b>
<b>Capoeira</b>	<b>Ski &amp; Snowboard</b>
<b>Cycle Racing</b>	<b>Squash-Men's</b>
<b>Equestrian</b>	<b>Squash-Women's</b>
<b>Figure Skating</b>	<b>Swing Dance</b>
<b>GoJu Ryu Karate</b>	<b>Table Tennis</b>
<b>Hiking</b>	<b>Tae Kwon Do</b>
<b>Ice Hockey-Men's</b>	<b>Tennis</b>
<b>Ice Hockey-Women's</b>	<b>Triathlon</b>
<b>Kendo</b>	<b>Ultimate Frisbee-Men</b>
<b>Lacrosse-Men's</b>	<b>Ultimate Frisbee-Women</b>
<b>Muay Thai Boxing</b>	<b>Volleyball-Men's</b>
<b>Moy Yee Kung Fu</b>	<b>Volleyball-Women's</b>
<b>Racquetball</b>	<b>Water Polo-Men's</b>
<b>Road Runners</b>	<b>Water Polo-Women's</b>

## **Annual Registration**

All clubs must submit an Annual Registration Form (available at the annual Club Sports Officer Training session) to the Director of Intramural and Club Sports by the first Club Sports Assembly meeting of the Fall Semester. If the forms are not completed and returned to the Club Sports Office by the fall deadline, the club will be placed on probation and enter into the Club Sports disciplinary process. The club must immediately file an amended Annual Registration Form with the Director of Intramural and Club Sports if any contact information changes during the year.

## **Roles And Responsibilities**

### **Club Sport Members**

Students have many opportunities to become directly involved in the administration and supervision of their respective clubs. They collectively have responsibility for:

1. Understanding and accepting the risks inherent to Club Sport participation.
2. Writing or revising their club's constitution.
3. Establishing officers' duties.
4. Developing and administering the club's budget.
5. Developing and maintaining the club's website.
6. Representing the club at each scheduled Club Sport Assembly meeting.
7. Recommending Recreational Sports Consultant(s).
8. Renewing annual registration.
9. Ensuring a University Liability Waiver is on file with the Club Sports Office for every individual who participates in a club activity, whether they are a member in good standing or not.
10. Inventorying all University equipment of the club as requested.
11. Keeping the following information current in the Club Sports Office:
  - a. Club Membership List
  - b. University Liability Waivers
  - c. Club Constitution
  - d. Competition Agreements
  - e. Competition / Practice Schedules
  - f. Season Results
  - g. Accounting Report
  - h. Dues Report
  - i. Budget Request
  - j. Travel Authorization
  - k. Recreational Sports Consultant Letter of Agreement
  - l. Webmaster Letter of Agreement
  - m. Payment Requests
  - n. Deposit Forms

- o. Recreation Space Requests
  - p. Van Driver Information
12. Obtaining officials and completing the necessary forms for payment.
  13. Programming games, tournaments, clinics, instruction, practices and other events.
  14. Requesting field/facility space in advance for all competition and other events.
  15. Submitting a mid-year and end of season report to the Director of Intramural and Club Sports at the end of each semester summarizing club activities.
  16. Organizing fundraising activities.
  17. Reaching out to members of the University community to increase club membership.
  18. Fulfilling other administrative responsibilities as needed or requested.

### **Coaching and Instruction**

Each recognized club has the option of engaging coaching or instruction services and it is the club's responsibility to recommend a qualified candidate to provide such services. Candidates must meet with the Director of Intramural and Club Sports prior to engagement.

Individuals providing coaching or instruction services to a recognized club are engaged as Recreational Sports Consultants. Recreational Sports Consultants are independent contractors, and as such, are not agents or employees of Columbia University. Recreational Sports Consultants are not entitled to the benefits provided by Columbia University to its employees, including, but not limited to, fringe benefits, workers' compensation, health and unemployment insurance, pension plans or any other remuneration. As an independent contractor, a Recreational Sports Consultant is not entitled to identify him or herself as an employee of Columbia University nor are they permitted to represent Columbia University, the Club Sports program or any recognized club in any capacity. A Recreational Sports Consultant is strictly prohibited from using the name, insignia, or symbols of Columbia University for any purpose whatsoever, including identifying him or herself as a Columbia University coach or instructor, such as "Coach, Columbia University Water Polo."

All Recreational Sports Consultants, regardless of whether or not they receive financial compensation, must enter into a Consultant Agreement with Columbia University. Clubs may recommend candidates who are sole proprietors of their services or candidates who work for a company. Candidates approved by the Director of Intramural and Club Sports must:

1. sign a Columbia University Consultant Agreement;
2. provide a written scope of work;
3. file a Columbia University Consultant Worksheet;
4. file a Certificate of Insurance naming Columbia University as an additional insured;
5. provide a client list;
6. provide a current resume of playing, coaching and/or instructing experience and listing relevant certifications and professional associations;
7. submit an electronic Columbia University Vendor Questionnaire.

Remember that all Recreational Sports Consultants, regardless of whether they receive compensation or not, must comply with these requirements. Clubs who receive coaching

and/or instruction services from individuals not registered as Columbia University Recreational Sports Consultants will be immediately suspended from the Club Sports program and the club will be stripped of its Club Sports recognition.

If a Recreational Sports Consultant is to receive financial compensation for their service, compensation will be made by check from Columbia University Accounts Payable with funds drawn from the club's Club Sports account. Recreational Sports Consultants may not be paid by a third party institution nor may they be compensated by club members directly. The Recreational Sports Consultant is solely responsible for any and all reporting of gross income and assumes full responsibility and liability for payment of all taxes, assessments, social security benefits, and other relative matters as required by law. A Recreational Sports Consultant may be a faculty or staff member. However, the individual does not have to be associated with the University.

Clubs must be completely administered by student club officers. Club officers are responsible for managing their consultants. A Recreational Sports Consultant is responsible for providing organized and safe training for all club members. He or she is expected to be highly knowledgeable within his or her specific area of instruction and must help insure good sportsmanship and safety both on and off the field-of-play. A Recreational Sports Consultant is not permitted to submit paperwork on behalf of the club, nor to represent the club in any capacity. Recreational Sports Consultants violating this policy will be terminated and the club will enter into the Club Sports disciplinary process. Approved Recreational Sports Consultants will receive an 'Contractor Pass' from the Director of Intramural and Club Sports to gain access to the Dodge Fitness Center.

**NOTE:** Every recognized club has an advisor who assists the student officers with the administration of their club. There is only one advisor for every recognized club: the Director of Intramural and Club Sports. No one else in any capacity may be considered a club's advisor.

## **Code of Conduct**

### **Introduction**

Columbia's University Policies and Standards of Conduct are University-wide and supersede all other rules of any school, department or division. The University is committed to creating a campus environment conducive to education, work, study and personal development. All University students, faculty, staff, alumni and affiliates are responsible for compliance with all applicable University Policies.

As a member of the Columbia University community, members of recognized Club Sports are mandated to conduct themselves and their organizations in a manner compatible with the University's philosophy and function as an educational institution, both on and off the field of play. To this end, the Club Sports Program has established this Code of Conduct which defines the parameters of violation, discipline and dispute resolution.

Recognition as a Club Sport grants certain rights and attendant responsibilities. Permission to make authorized use of the University name and marks, permission to compete off-campus representing the University, access to University funds, space and resource allocations, and participation in the Club Sports Assembly characterize clubs and their members as representatives of Columbia University. As clubs participate in leisure and competitive pursuits off campus, they must be aware that they are always representing the University to the greater community. Because of the limits of the University's relationship with clubs, club officers are vested with the responsibility to ensure that the recognized Club Sport abides by all University, Department of Intercollegiate and Physical Education, and Club Sports policies and procedures. Club officers are accountable for the actions of the club as a whole and/or any individual member of the club.

Violation of laws, ordinances, or non-compliance with Columbia University, Department of Intercollegiate Athletics and Physical Education, and Club Sports policies and procedures by club members, club staff, and consultants, whether occurring on or off campus, will result in the re-examination of the club's status as a University-affiliated organization and may result in individual discipline under appropriate Club Sports and University policies.

### Jurisdiction

The Club Sports disciplinary and appeals procedure addresses clubs that are found in violation of Club Sports policies and procedures. The Club Sports disciplinary and appeals procedure does not hear or sanction individual club members. Remember that Club officers are accountable for the actions of the club as a whole and/or any individual member of the club.

Individual club members who are matriculated Columbia University students and have violated University Policies and/or Student Standards of Conduct will be referred for disciplinary action to the Office of Student Affairs of the student's school of enrollment.

Individual club members who are staff and/or faculty and have violated University Policies will be referred to the employee's supervisor, department head or dean for disciplinary action.

Individual club members who are alumni or affiliates of Columbia University and have violated University Policies will be referred to the Dodge Fitness Center Facility User Review Committee.

Columbia University students, faculty, staff, alumni and affiliates should be aware that, in addition to University sanctions, they may be subject to criminal prosecution under federal and state laws that specify severe penalties, including fines and imprisonment, for criminal offenses.

## Violations

The following activities/conduct will not be tolerated and may lead to disciplinary sanctions against a club including, but not limited to, financial penalties, probation, suspension or dismissal from the Club Sports Program.

## Minor Infractions

The disciplinary process for minor infractions has been developed to assist club officers to prevent and/or remedy procedural violations and restore the club to good standing in the Club Sports Program.

Examples of minor infractions include but are not limited to:

- Failure to submit or update forms and documentation such as
  - Contact Information for Newly Elected Club Officers
  - Club Roster
  - University Liability Waivers
  - Club Constitution
  - Competition Agreements
  - Competition / Practice Schedules
  - Season Results
  - Accounting Report
  - Dues Report
  - Budget Request
  - Travel Authorization
  - Recreational Sports Consultant Letter of Agreement
  - Payment Requests
  - Deposit Forms
  - Recreation Space Requests
  - Van Driver Information
- Non-use of allocated resources
  - Funds
  - Space
  - Equipment
  - Transportation resources
  - Outreach Tools
- Unexcused Absence
  - Monthly Club Sports Assembly Meetings
  - Officer Training Workshops
  - Administrative Clinics
  - Meetings with the Club Sports Office
  - Meetings with the Club Sports Governing Board
  - Disciplinary or Grievance Board Hearings

## Major Infractions

The disciplinary process for major infractions has been developed to protect the integrity of the Club Sports Program, its participants and the greater University community. Because of the democratic nature of the Club Sports Program, each club sets an example for how we treat each other and ourselves. Major infractions of Club Sports policies and procedures tears at the fabric of the supportive and open environment we enjoy in the Club Sports program and cannot be tolerated.

Examples of major infractions include but are not limited to:

- Violation of Club Sports Alcohol and Drug Policy
  - There is a zero tolerance policy for Club Sports in regard to alcohol and/or drug consumption
  - There will be no alcohol and/or drug consumption during any Club Sports activity or gathering
  - No alcoholic beverages and/or drugs are permitted in or on facilities allocated to, contracted by or at which members of a recognized Club Sports club are present
  - Responsibility for enforcing this policy with club members, staff, consultants, spectators and guests rests with club officers
  - Club Officers will be held accountable for violations of this policy
- Inappropriate Accounting Practices
- Unauthorized Use of University Marks and Logos
- Misconduct, including, but not limited to:
  - Identification—allowing ineligible individuals to participate in club activities
  - Falsification of Information
  - Misuse of University Facilities
  - Illegal Sales
  - Club Initiation / Hazing
  - Discrimination—specifically, violation of the University’s Non-Discrimination Policy
  - Harassment
  - Sexual Misconduct
  - Theft and Property Damage
  - Violation of Local Laws / Off-Campus Conduct
  - Weapons, Firearms and Explosives—possession and/or use of at any Club Sports activity or gathering

## Disciplinary Process

The Club Sports disciplinary process has been designed to resolve conflicts in an expeditious and professional manner. Because the intention of the process is to enable all recognized clubs to be treated equitably, the process features peer adjudication and an appeals process.

A condition of recognition as a Club Sport is agreement by the recognized club to be bound by decisions rendered during the Club Sports disciplinary process. To ensure the integrity of due process, a club under disciplinary review that engages in any action that may bring embarrassment or negative publicity to any individuals, clubs, the Columbia University Department of Intercollegiate Athletics and Physical Education and/or Columbia University forfeits its right to appeal as defined below. In such an instance, sanctions ordered by the Disciplinary Board will be binding and final. Negative publicity can be defined as any information portraying individuals, clubs, the Columbia University Department of Intercollegiate Athletics and Physical Education and/or Columbia University in a negative and/or irresponsible image made available through any communications medium including, but not limited to: internet networking communities (i.e. mysapce.com, facebook.com, webshots.com, etc.), video and audio recordings, personal websites and weblogs, alumni communications and print/broadcast media.

### Notice of Action

Once an infraction has been identified, a recognized club's designated Club Sports Representatives will receive a letter from the Club Sports Governing Board informing the club of the infraction and notifying the club of the date of its Disciplinary Board Hearing. The club must be represented at the Disciplinary Board Hearing by all of its currently elected officers. Those officers are the club's president, vice-president, treasurer and secretary. It is the responsibility of the Club Sports Representatives to notify their club officers of the pending action.

### Probation

Once a club has been served notice, it is automatically placed on probation. While under probation, the following privileges are suspended:

- Use of the club's Columbia University Club Sports Account
- Travel
- Facility Use
- Equipment Use
- Club Sports Assembly enfranchisement
- Use of the Columbia University name, marks and logos

Additional infractions while a club is under probation triggers suspension of Club Sport recognition. Once the club has served the term of its discipline as defined by the disciplinary process, the club would have to reapply for recognition as a Club Sport. As with all new applications for recognition, the club would have to serve two full semesters of temporary status without access to a Club Sports budget allocation.

### Disciplinary Hearing

The Disciplinary Board will be comprised of three members of the Club Sports Governing Board (CSGB). The Disciplinary Hearing will be facilitated by the Club Sports Liaison. The hearing must be attended by the four currently elected officers of the club under probation.

The hearing will address the charged infraction. The Disciplinary Board will discuss the club's violation of Club Sports policies and/or procedures. The club officers will be given an opportunity to respond. The Disciplinary Board may request additional information and reconvene the hearing at a later time to afford the club's officers time to comply with the request.

Once the hearing is concluded, the Disciplinary Board will give a recommendation for disciplinary action to the Director of Intramural and Club Sports. The club's officers will be notified in writing by the Director of Intramural and Club Sports of an approved disciplinary action within two business days of the conclusion of the Disciplinary Hearing.

Punitive action requiring Club Sports Assembly approval will be enacted at the next scheduled Club Sports Assembly Meeting.

### Appeals Process

Once the club officers have been notified of the decision of the Disciplinary Board, they are entitled under this Code of Conduct to request an appeal.

The club officers must submit a written request to the Director of Intramural and Club Sports stating:

- Charged Infraction
- Action Taken by Disciplinary Board
- Grounds for the Appeal, which may include:
  - New information not available at the Disciplinary Hearing
  - Procedural disputes that may change or affect the outcome of the decision
  - Severity of Sanction

### Filing Deadline for Appeal

After 10 calendar days of written notification, the decision of the Disciplinary Board is final. Written request for an appeal must be submitted within 10 calendar days. A club remains on probation during the appeals process.

### Appeals Hearing

The Appeals Board will be comprised of the Associate Athletics Director for Physical Education, the Director of Intramural and Club Sports and one of the two members of the CSGB who did not participate in the Disciplinary Hearing. Additionally, the Appeals Board may include a member of the Department of Intercollegiate Athletics Executive Management Team as designated by the Director of Intercollegiate Athletics and Physical Education. The hearing must be attended by the four currently elected officers of the club. Those officers are the club's president, vice-president, treasurer and secretary.

The hearing will address the grounds for the appeal. The Appeals Board will discuss the club's violation of Club Sports policies and/or procedures. The club officers will be given an opportunity to respond and introduce new information, discuss a procedural dispute, or explain how a severe sanction would cause a club undue hardship.

Once the hearing is concluded, the Appeals Board will render a decision to uphold, reject or modify the decision of the Disciplinary Board. Clubs should bear in mind that appealing a disciplinary decision is not without peril. The Appeals Board decision may be more severe than the original decision. The club's officers will be notified in writing by the Director of Intramural and Club Sports of the Appeals Board's action within two business days of the conclusion of the Appeals Hearing.

Punitive action requiring Club Sports Assembly approval will be enacted at the next scheduled Club Sports Assembly Meeting.

### Final Appeal

Because a condition of recognition as a Club Sport is agreement by the recognized club to be bound by decisions rendered during the Club Sports disciplinary process, all recognized clubs accept that the Decisions of the Appeals Board are final.

A recognized club which attempts to pursue further appeal, either within the Club Sports administrative structure or elsewhere, will be considered in violation of their recognition agreement and will be suspended. Once the club has served the term of its discipline as defined by the disciplinary process, the club would have to reapply for recognition as a Club Sport. As with all new applications for recognition, the club would have to serve two full semesters of temporary status without access to a Club Sports budget allocation.

### Sanctions

Disciplinary actions taken against a club for violations of Club Sports policies and procedures may include, but are not limited to:

- Continuance of Probation
- Funds are Frozen
- Loss of Club Sports Allocation
- Loss of Facility Allocation
- Loss of Transportation Allocation
- Loss of Equipment Use
- Loss of Permission to Travel
- Loss of Club Sports Assembly Enfranchisement
- Loss of University Liability Protection
- Loss of Club Sports Recognition

## Club Sports Constitution

### **Article I: Organization and Purpose**

*Section 1:* The Club Sports Assembly (the Assembly) shall be comprised of at least one representative from each recognized club sports organization, plus every member of the Club Sports Governing Board.

*Section 2:* The Club Sports Governing Board (CSGB) is comprised of the following members:

1. President
2. Vice President for Funding
3. Vice President for Policy
4. Vice President for Resources and Development
5. Secretary of the Board

*Section 3:* Terms of Office

A. The term of office of each CSGB member shall be one (1) year, beginning on the University Commencement day following his or her election and ending on the following University Commencement.

B. If for any reason a member of the CSGB cannot complete his or her term of office, a new election will be held in a timely manner in accordance with the election procedures in Article III Section 3.

*Section 4:* Duties

A. The President will serve as the primary spokesperson for and representative of the Club Sports program. The President shall chair CSGB meetings and Assembly meetings and bear ultimate responsibility for all decisions of both bodies. The President shall maintain relations with the Department of Physical Education and Athletics and other student groups, including student governments. The President shall promote and execute this Constitution, the Club Sports by-laws, and initiatives of both bodies.

B. The Vice President for Funding (VPF) shall ensure the fair and timely funding of teams and clubs.

C. The Vice President for Policy (VPP) will advocate on behalf of Club Sports before the Department of Physical Education and Athletics and will work with the Department on any policy issues or regulatory issues that concern Club Sports.

D. The Vice President for Resources and Development (VPRD) shall have three distinct duties. First, the VPRD shall publicize the Club Sports program. Second, he or she shall encourage students to create new clubs or teams and shall assist new clubs or teams through the process of becoming recognized and funded Club Sports organizations. Third,

The VPRD shall serve as the person of contact for all logistical issues involving individual Club Sports organizations, including but not limited to: competition or practice space, equipment storage, transportation, and safety.

E. The Secretary of the Board shall administer communication within the Club Sports program, keep records of CSGB actions and minutes of CSGB and Assembly meetings, and maintain a record of attendance at Assembly and CSGB meetings. Furthermore, with the assistance of the Department of Intercollegiate Athletics and Physical Education, the secretary shall maintain and keep up-to-date the content of the Club Sports web site.

F. The Director of Club Sports shall advise the CSGB and the Assembly

G. Each representative to the Assembly shall be responsible for communicating the decisions of the Assembly and CSGB to his or her club and for advocating on behalf of the club before both bodies. A single club may elect multiple representatives to the Assembly but shall only receive one vote in any decisions, as per Article III Section 2.

H. All members of the CSGB are required to attend both CSGB and Assembly meetings. One representative from each team is required to attend each Assembly meeting. It shall be the responsibility of the CSGB to determine attendance requirements. If a team fails to comply with those requirements, the CSGB shall bring the issue before the Assembly along with recommendations for sanctions or other actions.

## **Article II: Club Sport Recognition**

### *Section 1: Recognition as a Club Sport*

A group of students who wish to organize as a club sport organization must fulfill all of the Application for Club Sport Recognition requirements and meet obligations for a club in good standing as defined by section 2 of this article. Having done so they may be granted temporary status as a club sport by a majority vote of the CSGB.

A. A club in temporary status may apply for up to \$500 from Club Sports in a completed budget request including revenues and expenditures. Allocations are at the discretion of the CSGB.

B. After a period of two semesters as a temporary club, during which time a club has maintained itself in good standing, that club may apply to be recognized by the Club Sports program as a full participant of the organization. The application must include both a budget proposal and twenty (20) signatures in support of the team.

### *Section 2: Criteria for a Club in Good Standing*

A. A Club in Good Standing must be composed of at least ten (10) members who form a group of individuals who share a common interest in recreation or sport, and who wish to organize and pursue this activity in a sportsmanlike manner. The club must not duplicate

another club sport or a varsity sport, except where the purpose and nature of the club and the varsity team are manifestly different.

B. A club must not discriminate against any members of the Columbia University community on any grounds, including athletic ability.

C. The officers of each club must maintain a constitution and an up-to-date roster of members and must make these publicly available on a website, which may be periodically viewed by the CSGB. It must also maintain complete financial records and provide these to the CSGB and the Director of Club Sports upon request. The constitution must specify positions and responsibilities for officers of the club and must include a statement of the club's purposes.

D. A club must submit in a timely fashion all required documents to the Secretary of the CSGB or the Director of Club Sports and must accept and comply with the decisions of the CSGB or the Assembly, Department of Intercollegiate Athletics and Physical Education and University policy, and laws.

E. The members of a club must assume personal financial responsibility for damage resulting from their use of any space or equipment of the Department of Intercollegiate Athletics and Physical Education, the University, or any other owner.

F. Each club must be represented by at least one member at every meeting of the Assembly.

G. Failure to meet these criteria at any time may result in reconsideration of the club's recognition by Club Sports.

### *Section 3 – Revocation of Recognition*

A. All reviews of recognition status shall be conducted by the CSGB. In the event that the CSGB finds recognition as a club sport should be revoked, it shall present the relevant issues and reasons for revocation to the Assembly, where two-thirds majority shall be required to revoke recognition.

B. If any club sport is granted varsity status by the Department of Intercollegiate Athletics and Physical Education, its status as a club sport shall be reviewed to examine whether it performs a function additional to that of the varsity sport.

C. A club shall be subjected to such review only if it has failed to maintain itself in good standing for an extended period.

## **Article III – Meetings, Committees, Votes, and Elections**

### *Section 1 – Meetings*

The President shall chair all CSGB and Assembly meetings. In the case of the President's absence, the chair shall fall to each member of the CSGB in the order of the list given in Article I, Section 2.

### *Section 2 – Votes*

A. All votes other than elections will be taken by open roll call of each club. At the discretion of the chair, voting may be conducted by secret written ballot and counted by the CSGB.

B. Except when specified elsewhere in the constitution or by-laws, a measure shall pass with a simple majority.

C. The Secretary shall record the results of all votes.

D. CSGB votes in Governing Board Elections

1. The Club Sports Governing Board members may not vote with the rest or the assembly on any issue, including elections. However, in the case of a tie, each member of the current board will have one vote, thereby breaking the tie.

E. A quorum of representatives, defined as two thirds of clubs, shall be required for the results of a vote to be binding.

### *Section 3: Candidacy and Elections*

A. Elections for the CSGB shall be held late in the spring semester at a convenient time and date, which shall be decided upon and announced well in advance.

B. Any student who shall be a participant in a club sport for the duration of the term of office is eligible as a candidate for the CSGB.

C. Nominations and seconds for a candidate must be made by different members of the Assembly but may include the candidate him or herself.

D. The election of the President shall be considered first, followed by the other positions in the order given in Article I, Section 2. Unsuccessful candidates may enter themselves into consideration for late positions without the need for a second.

E. Elections shall be conducted in the following manner.

1. Each candidate for a position shall speak for no longer than two minutes in alphabetical order by last name.
2. Candidates shall leave the room.
3. Voting shall be conducted by secret ballot. One representative from each club shall list, in order of preference, all candidates for the position in question, and shall identify the club on the ballot.
4. The members of the CSGB shall collect the ballots and count them in another room. Only first-preference votes shall be counted. In case no candidate has received a simple majority of the first-preference votes, the candidate who received the lowest number shall be eliminated and his or her votes redistributed among the other candidates according to the next preference on the ballot. This process shall be repeated until a candidate obtains a majority of the votes. In case of a tie for last place or among the last two candidates, a vote of the CSGB shall decide.
5. The secretary shall record the results.
6. The candidates shall return and the results announced

F. All club sports organizations are required to participate in the spring elections. A club that does not send a representative to the elections meeting shall be penalized according to the by-laws of Club Sports.

#### **Article IV: Budget**

##### *Section 1: Responsibility of CSGB*

The CSGB is responsible for acquiring funding from the student councils and the Department of Intercollegiate Athletics and Physical Education and Barnard College for distributing these funds to best meet the needs of members in the Club Sports program.

##### *Section 2: Budgetary Process and Principles*

- A. Each recognized club sport must submit a budget proposal for the following academic year by a date in the spring semester to be set well in advance by the CSGB. Failure to submit a budget proposal by the deadline may result in sanctions at the discretion of the CSGB in accordance with the by-laws.
- B. Every club must be able to satisfy a significant portion of its financial need through membership dues and other fundraising and must include this income in its budget proposal. The specific requirements may vary by the size of the requested allocation and are subject to the by-laws of Club Sports.
- C. The CSGB shall review every proposal and inform each club of its allocation by the first week of the fall semester.
- D. Keeping in mind that the financial support given by the University and outside sources to the Club Sports program is often insufficient to meet the needs of every club, the CSGB may allocate funding based on the following list of principles, which is neither

exclusive nor exhaustive, without restricting its ability to evaluate each case on its own merits:

1. Demonstrate need
  2. Past performance and results
  3. Ability to raise funds independently of allocation
  4. Exceptional capital requirements in a particular year
  5. Prior levels of funding
  6. Thoroughness of budget proposal
- E. Any club may appeal its allocation to the CSGB for the additional funding during the course of the year. The team must first contact the VPF, who will present the club's case to the entire CSGB. The CSGB, along with the Director of Intramural & Club Sports, may decide to hear a full appeal by the officers of the club.
- F. All other rules regarding the financing of Club Sports must be explicitly set out in the by-laws of the organization.

#### **Article V: By-Laws**

- A. The CSGB must approve a set of by-laws which detail the rules, regulations, and procedures necessary to carry out this constitution and the purpose of Club Sports.
- B. Upon their approval by the CSGB, the Secretary is responsible for promptly making the by-laws available to all teams and on the CSGB web site.
- C. All rules and regulations of the University and the Department of Intercollegiate Athletics and Physical Education must be included in the by-laws without debate.

#### **Article VI: Amendments**

An amendment to this constitution must be submitted first to the CSGB, which shall transmit its contents to each of the clubs and bring the amendment before the Assembly at the earliest Club Sports Representative Assembly meeting. An amendment shall have passed if it receives the votes of two thirds of the representatives present.

#### **Article VII: Ratification**

## Club Sports Governing Board By- Laws, September 2007

### Article I - Funding Guidelines

*Section 1* - Funds will be allocated to each recognized Club Sport once per year for the duration of that year. Funds will be distributed at the beginning of the academic year. Additional funding may be distributed throughout the academic year by special petitions by individual clubs.

#### *Section 2* – Allocation Penalties

A. If a club’s budget forms are received after the budget deadline set annually by the CSGB, that club will be subject to a deduction of 10% of their requested allocation deducted from the amount that is actually allocated to the club.

B. A club may have funds deducted from their account during the academic year if clubs are absent from Assembly Meetings and all relevant forms, such as a club roster and individual waiver forms, are not submitted by a previously set deadline. The size of the deduction will be determined by the following table:

<b>Description</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>
Forms	\$10 per form	\$10 per form	\$10 per form*
Constitution or Roster	1 month late- \$25	2 months- \$50	3 months- \$100
Absences from Assembly Meetings	\$50	\$100	Disciplinary process
		*for a complete listing of Club Sports forms, please see pg 8 of your handbook.	*continued disregard will result in more severe sanctions

An additional list of infractions can be found in the Code of Conduct. The size of any deduction not listed in the above table will be determined by the CSGB on a case-by-case basis. All proceeds from penalty collection will be deposited in a general club sports account to be used at the discretion of the Club Sports Governing Board for the benefit of the program.

#### *Section 3* - Club Dues

A. All clubs which do not use the services of a Recreational Sports Consultant are required to charge a minimum of \$15 per semester dues to their members.

B. All clubs which do use the services of a Recreational Sports Consultant are required to charge a minimum of \$30 per semester dues to their members during the competitive season.

C. Dues are not to be used for the purchase of individual equipment or uniforms. A club may purchase these items in bulk through Club Sports, but a separate collection of funds in addition to dues must be made from the individuals using the equipment or uniforms.

#### *Section 4 - Projected Income*

A. Clubs should attempt to project their income for the following year as accurately as possible on their budget forms. Income includes dues collected from members, donations from alumni or other club supporters, grants, and profits from events and sales hosted by the club.

B. A club with a total anticipated budget under \$10,000 may receive up to 70% its total anticipated expenses from the CSGB allocation. The club is expected to raise the balance of its anticipated expenses as income.

C. A club with a total anticipated budget over \$10,000 may receive up to 60% of its total anticipated expenses from the CSGB allocation. The club is expected to raise the balance of its anticipated expenses as income.

D. If a club receives a CSGB allocation lower than anticipated, the club is responsible to raise the difference as income in order to meet its total anticipated expenses.

#### *Section 5 - Emergency Funds*

A. If unexpected expenditures arise that severely impact a club's activities, a club may appeal for emergency funds. Appeals are reviewed on a case-by-case basis by the Club Sports Governing Board. Clubs must demonstrate need at a personal meeting with the CSGB. This meeting must be attended by the President and Treasurer of the club and include an itemized report detailing the nature of the unexpected expenditure(s) and its impact. A minimum of three weeks notice is required for all appeals for emergency funds.

### **Article II – Expenditure Guidelines**

#### *Section 1 - Equipment*

A. All equipment purchases must be made through the Club Sports Office. Clubs should plan their purchases well in advance to allow for delays in delivery.

B. Only equipment for general club use may be purchased with club funds. Club equipment costs may not include any privately owned equipment such as uniforms, rackets, helmets, gloves, pads, etc. Only equipment collectively used by club members may be included in the budget. Individual shirts, uniforms and other specialized equipment must be purchased by individuals.

#### *Section 2 - Travel*

A. All travel requires the prior written approval of the Director of Intramural and Club Sports.

B. Recognized clubs may be eligible for a supplemental allocation to cover up to half of the cost of travel to national tournaments. The amount of compensation for this sort of travel is limited and will be allocated by a majority vote of the CSGB.

### *Section 3 - Lodging*

A. Overnight trips for away games should be kept to a minimum, as they greatly deplete a club's budget. Local competition should be arranged whenever possible.

B. Tournament play should be kept local unless the clubs qualify for championship playoffs. Overnight accommodations, which may be paid for from club funds, must be approved by the Director of Intramural & Club Sports and will not be provided on a regular basis.

### *Section 4 - Food*

A. Club Sports members are responsible for their own food expenditures at all practices and competitions.

B. No club funds can be used for parties or dinners without prior written approval of the Director of Intramural and Club Sports.

C. Expenditures for hosting teams may be financed with club funds for appropriate items pending approval of the Club Sports Governing Board. A minimum of two week's notice is required.

### *Section 5 - Coaching and Instruction*

A. No club can enter into any contracted agreements.

B. The appointment of Recreational Sports Consultants must be approved by the Director of Intramural and Club Sports.

C. High salary Recreational Sports Consultants must have their fees covered by higher dues payments from club members.

D. Recreational Sports Consultants may not be paid by a third party nor may they be compensated by club members directly.

E. If any club feels the need to explain some unique aspect of its Recreational Sports Consultant's compensation in order to justify its budget request, that club should contact the Vice President of Funding as early as possible in the budgeting process.

### *Section 6 - Others*

A. If a club has included a large capital expenditure in their budget causing a large difference in the allocation request from previous years, the club should elaborate on the nature of the expenditure on their budget form.

B. Clubs requiring liability insurance, equipment repairs, or other goods or services not included in the above categories should itemize and describe such costs on their budget forms.

### **Article III: Meetings**

#### *Section 1 – Club Sport Governing Board*

A. Meetings will take place at least twice a month. Meetings will be held at a location in the Dodge Physical Fitness Center.

B. All officers of the CSGB are expected to be in attendance at every meeting. The Director of Intramural and Club Sports and the graduate assistant(s) for Club Sports will serve as members of the CSGB *ex-officio*.

C. All CSGB Meetings are closed but are open to members-in-good standing of recognized clubs by invitation of the President and/or the Director of Intramural and Club Sports. Meetings are also open to applicants for Club Sports recognition by invitation of the President and/or the Director of Intramural and Club Sports.

#### *Section 2 – Assembly Meetings*

A. Club Sports Assembly Meetings will take place at 8:00 PM in the Lou Gehrig Lounge of the Dodge Physical Fitness Center on a Tuesday of every month that classes are in session (except December and May).

B. At least one of the two Club Sport Representatives from each recognized club (or a member-in-good standing from their club acting as a substitute Representative) must attend each Assembly meeting. It is the responsibility of a recognized club's officers to ensure the club is represented at each Assembly meeting. A club's absence from the Assembly is grounds for financial penalties and/or to initiate the disciplinary process.

C. Assembly meetings are open to all members-in-good standing of recognized clubs, currently matriculated students of Columbia University who have access to the Dodge Physical Fitness Center, and those members of Columbia University's administrative staff directly involved in the administration of Club Sports, Physical Education, Athletics Facilities, Sports Information, Student Affairs, and the student councils of the undergraduate colleges of Columbia University.

D. The Club Sports Governing Board members may not vote with the rest of the assembly on any issue, including elections. However, in the case of a tie, a vote among the members of the CSGB shall determine the outcome.

## **Article IV: Policies and Procedures**

A. All members-in-good standing, employees and guests of recognized clubs must follow Club Sports Polices and Procedures as explained in the Club Sports Handbook 2007-2008 as well as Columbia's University Policies and Standards of Conduct. Columbia's University Policies and Standards of Conduct are University-wide and supersede all other rules of any school, department or division.

B. Waiver forms must be signed by all individuals before they participate in any club activity. Club officers are responsible for complying with this policy. It is strongly recommended that all participants of Club Sports activities currently have individual medical insurance.

C. All members of Club Sports which occur in the water must pass the Club Sport Swim Test before participating in that activity. This test will be arranged by the Club Sports office throughout the academic year and supervised by an individual authorized by the Club Sports Program.

## **Article V: Elections**

### *Section 1 - Club Sports Governing Board Elections*

A. Elections for the 2008-2009 CSGB will be held during the March Club Sports Assembly meeting.

B. All recognized clubs are required to send both of their Club Sports Representatives to vote in the elections. Failure to do so will result in the automatic deduction of 10% of his or her club's total budget allocation.

C. Club Sports Governing Board members may not vote in the Governing Board election. However, in the case of a tie, each member of the current board will have one vote, thereby breaking the tie.

### *Section 2 - Club Officer Elections*

A. Those clubs whose officer terms are based on the academic calendar and not the calendar year must hold elections for the upcoming academic year before the last week in March. These "officer elects" should work with the current officers in creating the budget request for the upcoming year.

B. All club sports officers must be enrolled in an undergraduate program at Columbia University on the Morningside Heights campus during the semester in which they are an officer.

## Procedures for Organization and Recognition

1. To be recognized as a Club Sport, a club must:

a. Submit to the CSGB an Application for Club Sport Recognition including:

- i. A draft constitution delineating the mission and goals of the proposed club, establishing four officers for the club and defining their responsibilities, defining membership criteria and responsibilities, and explaining in detail the mechanisms the club proposes to use to operate and govern itself;
- ii. A statement explaining the positive contributions the proposed club will make to the recreational and leisure quality of life at Columbia University;
- iii. A Budget Proposal including: identifying projected expenses, detailing proposed income sources such as donations, sponsorships and club dues according to the scale outlined in the Club Sports by-laws;
- iv. A petition with the signatures of no less than twenty (20) undergraduate students who intend to participate as members in the proposed club.

b. Present their request for Club Sports Recognition at a CSGB Meeting and be prepared to answer questions pertaining to the proposed club's application.

c. Be approved for temporary status by a majority vote of the five officers of the CSGB.

d. Operate under Temporary Status as a Club Sport for a consecutive period no less than two (2) academic semesters.

2. Temporary Status

a. To be considered as a temporary-status Club Sport, the applicant club must be in good standing as defined by section 2 of Article II of the Club Sports Constitution.

b. Clubs may request up to \$500 funding for their initial year's activities. In all cases, clubs on temporary status are required to finance their initial year's program through dues collections, fundraising activities and sponsorships.

**APPLICATION for CLUB SPORTS RECOGNITION**

This form must be filled out and filed in the Club Sports Office, 331 Dodge Physical Fitness Center.

DATE: \_\_\_\_\_ ACADEMIC SEASON: 20 \_\_\_\_ - 20 \_\_\_\_

Name of Proposed Club Sport \_\_\_\_\_

Purpose and Plan of the Proposed Club Sport

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**Please include a copy of a draft constitution, budget proposal, petition and any other material supporting this application.**

COLUMBIA UNIVERSITY CLUB SPORTS POLICIES AND PROCEDURES

1. To be eligible to serve as an officer of a recognized club sport, a person must be an undergraduate student of Columbia University.
2. It is expected that the constitution and statement of purpose for the proposed club be clear and specific, and that the actual program and activities of the organization conform to these documents as stated.
3. Only clubs which comply with Club Sports policies and procedures may be entitled to the privileges of (a) use of the University name and approved trademarks, (b) use of University facilities and equipment, and (c) use of University-owned vehicles.
4. Written requests for the use of University rooms or grounds for meetings, practices, competitions and other club activities should be submitted at least four (4) days, not including Saturdays, Sundays or University Holidays, in advance of the time at which the activity is to be held. Allocations of space in the Dodge Physical Fitness Center or Baker Field Athletic Complex will be based on availability and nature of use.
5. An application for recognition of a new club will normally be acted upon by the CSGB within three (3) weeks after it has been submitted. A minimum of 20 interested undergraduate students is necessary for an application to be considered.
6. Members of recognized Club Sports are mandated to conduct themselves and their organizations in a manner compatible with the University's philosophy and function as an educational institution, both on and off the field of play. Club officers must ensure that their recognized Club Sport abides by all University, Department of Intercollegiate and Physical

Education, and Club Sports policies and procedures. Club officers are accountable for the actions of the club as a whole and/or any individual member of the club.

7. A current list of members-in-good-standing of a recognized club must be on file with the Director of Intramural and Club Sports. All members must have signed a Columbia University Club Sports liability waiver prior to participation in any Club Sports activity. Waivers must be filed on a timely basis with the Club Sports office.

8. A recognized Club Sport which sells tickets, accepts guarantees, contracts for printing or rentals, etc. becomes subject to budgetary approval and is required to report each intention before making any financial commitment. Fees, dues, or any collection of money from members or any other persons or entities must be approved in advance by the Director of Intramural and Club Sports.

9. A condition of recognition is that all Club Sports function as an independent, student-run organizations identified exclusively with Columbia University. A club may not function as a subsidiary of a commercial concern not affiliated with Columbia University.

10. All transactions of value including but not limited to the collection and/or exchange of money (dues, gate receipts, fees, compensation, financial contributions, etc.), in-kind donations, and other charitable giving to any recognized Club Sport must be approved by the Director of Intramural and Club Sports and managed through the club's Columbia University Club Sports Account.

11. Activities sponsored by a recognized Club Sport must be approved by the Club Sports Office. The amount of fees, if charged, must be pre-approved by the Club Sports office, fee collections must be accounted for according to approved bookkeeping procedures and must be available for audit by the Club Sports office and the CSGB.

12. Recognized clubs paying for coaching and/or instruction from dues collected or other collection of funds must surrender all such funds to the Club Sports office to be deposited into the club's Columbia University Club Sports Account. Individuals or concerns receiving payment for coaching and/or instruction services must have a current Recreational Sports Consultant Letter of Agreement on file with the Club Sports office before fees will be released.

13. Participation in contests or exhibitions with other schools or organizations outside Columbia must be approved in advance and a record of such events and results must be filed with the Club Sports office.

14. Columbia University will not assume financial responsibility for any liability arising from a Club Sports activity. Clubs must purchase liability coverage and accident insurance as part of their annual operating expenses. It is strongly recommended that all participants in Club Sports activities receive medical clearance from a physician before they participate in the club's activities.

15. The use of alcohol and/or any controlled substance at any Club Sports activity is strictly forbidden.

16. Failure to comply with any of the above conditions will be grounds for initiating the disciplinary process and may result in dismissal from the program.

We, the officers of Columbia University \_\_\_\_\_ Club have read the above policies and procedures covering club sports organizations and we agree to direct the organization in a manner which complies with the stated regulations.

SIGNATURE OF EACH OFFICER:

President \_\_\_\_\_ DATE \_\_\_\_\_

Vice-Pres \_\_\_\_\_ DATE \_\_\_\_\_

Treasurer \_\_\_\_\_ DATE \_\_\_\_\_

Secretary \_\_\_\_\_ DATE \_\_\_\_\_

President \_\_\_\_\_ School \_\_\_\_\_ Year \_\_\_\_\_

School Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Home Address \_\_\_\_\_

City \_\_\_\_\_ State / Country \_\_\_\_\_ Postal Code \_\_\_\_\_

Cell Phone # \_\_\_\_\_

E-Mail Address \_\_\_\_\_ University ID Card # \_\_\_\_\_

Vice-President \_\_\_\_\_ School \_\_\_\_\_ Year \_\_\_\_\_

School Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Home Address \_\_\_\_\_

City \_\_\_\_\_ State / Country \_\_\_\_\_ Postal Code \_\_\_\_\_

Cell Phone # \_\_\_\_\_

E-Mail Address \_\_\_\_\_ University ID Card # \_\_\_\_\_

Treasurer \_\_\_\_\_ School \_\_\_\_\_ Year \_\_\_\_\_

School Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Home Address \_\_\_\_\_

City \_\_\_\_\_ State / Country \_\_\_\_\_ Postal Code \_\_\_\_\_

Cell Phone # \_\_\_\_\_

E-Mail Address \_\_\_\_\_ University ID Card # \_\_\_\_\_

Secretary \_\_\_\_\_ School \_\_\_\_\_ Year \_\_\_\_\_

School Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Home Address \_\_\_\_\_

City \_\_\_\_\_ State / Country \_\_\_\_\_ Postal Code \_\_\_\_\_

Cell Phone # \_\_\_\_\_

E-Mail Address \_\_\_\_\_ University ID Card # \_\_\_\_\_

## Club Sports Office Services

The primary role of the Club Sport office is to function in an advisory capacity. Recognized clubs do not have individual advisors. The Director of Intramural and Club Sports is the advisor for each club.

In his capacity as a club's advisor, the Director is available during the development of plans and programs for the club, to provide expertise and judgment, to see that the activities and undertakings of the club are sound and reflect favorably on the Club Sport program and the University.

The advisor is the first step of counsel for all club activities and must be consulted on all actions involving club finances, policy, operation, and functions.

The Club Sports Office and Staff provide assistance in a number of specific areas for recognized clubs:

1. Administrative assistance, guidance and counseling.
2. Budget preparation and presentation.
3. Monthly Club Sport account reconciliation.
4. Processing of all deposits to Club Sport accounts.
5. Approval for all club expenditures.
6. Placing, paying for, and tracking all club purchases.
7. Approval of all competition arrangements (agreements, facilities, officials, medical coverage, etc.)
8. Approval of and assistance with all travel arrangements.
9. Approval of all club sport advertising material.
8. Facility scheduling.
5. Equipment storage.
6. Mailboxes - all club correspondence must be sent to:  
**Dodge Physical Fitness Center**  
**[NAME OF CLUB SPORT]**  
**3030 Broadway, MC 1923**  
**New York, NY 10027**
7. University-domain club sport website and e-mail alias.
8. Posted mailings.
9. Vendor catalogs.
10. Liaison with National Governing Bodies (NGB) and collegiate club sport leagues, consortiums, and programs.
11. Xeroxing (limited).
12. Medical kits.
13. Advising new clubs seeking recognition.
14. Maintain club yearly records.
15. Liaison with various University Departments' administrative offices and/or services.

## **Club Sport Competition**

### **Games, Scrimmages, Exhibitions and other Competitions**

It is each club's responsibility to insure that facilities are available for all home contests and have been reserved in advance. Clubs should be mindful of their budget's limitations in drawing up their competitive schedules. It is required that a club officer send out Competition Agreement Contracts for all home contests to the opposing school. A countersigned Competition Agreement Contract must be approved and filed with the Club Sport office before the start of the competition.

Address and telephone listings for other University clubs are available from the Club Sports Office files upon request. All written agreements pertaining to all Club Sports contests must be approved and signed by the Director of Intramural and Club Sports.

A copy of the club's competition schedule must be submitted to the Director of Intramural and Club Sports at the beginning of each term.

### **Scheduling Tips**

1. Arrange a schedule which provides a balanced number of home and away contests.
2. Arrange a schedule with clubs of comparable ability.
3. Arrange a tentative schedule in the spring for fall sports competition; of the fall, if the club is a spring sport.
4. Confirm the contest date, time and location as soon as possible. Use contracts (Competition Agreement Form) for all home competitions.

### **Cancellations**

Not showing for a contest mutually scheduled displays a lack of responsibility and reflects upon the entire program. This should be avoided if at all possible. If for any reason your club must cancel, a club officer must contact the away Club President or person in charge as well as the Columbia University Director of Intramural and Club Sports 24 hours prior to the contest.

### **Game Officials and Referees**

It is the responsibility of the individual clubs to secure qualified officials for all home contests. The Club Sports Office can assist in contacting officials should the clubs experience difficulty in locating and contacting officials to handle their games. To request pay for contracted officials, clubs must, on the day of the contest, have the officials fill out a Officials Payment Form and a W-9 form. Clubs should then turn these forms to the Club Sports Office for approval. A check request will then be sent to the accounting office and the officials will receive their check in the mail.

## **Athletic Trainers**

For all home contests clubs are required to provide medical coverage in the form of an Athletic Trainer. Certified Athletic Trainers must be outsourced through the Club Sports office. Request for Athletic Trainer services must be made in writing at least 10 days prior to event. To request payment for contracted medical coverage, clubs must, on the day of the event, have the Athletic Trainer fill out an Athletic Trainer Payment Form and a W-9 form. Clubs should then turn these forms to the Club Sports Office for approval. A check request will then be sent to the accounting office and the officials will receive their check in the mail.

## **Demonstrations & Seminars**

A demonstration or seminar is defined as an event for club members during regular scheduled practice times. If a club is planning to host a demonstration or seminar, the club must seek permission from the Director of Intramural and Club Sports in writing at least 10 days in advance. The proposal must include the following information:

1. Description of the event
2. Individuals, group(s), or schools that will be attending
3. If any extend time or space is required
4. If any equipment or materials are required (i.e. tables, chairs, sound system)

If guests not affiliated with Columbia University will be attending, a list must be provided to the Director of Intramural and Club Sports prior to the event to guarantee complementary access to the facilities. It is the club officers' responsibility to have all guests not affiliated with Columbia University sign a Columbia University Club Sports Liability Waiver prior to the event. A guest instructor may be invited and he or she must sign a Columbia University Club Sports Liability Waiver form as well. All waivers must be filed with the Club Sports office as soon as possible. Non-compliance with this requirement is grounds to initiate the Club Sports Disciplinary Process.

## **Accident Reports**

In the event of an emergency, illness and/or injury which occurs during club activities, club officers are required to follow the Emergency Action Plan provided by the Club Sports program during the annual Club Sports orientation.

Club officers are required to submit an individual Accident Report for each emergency incident, illness and/or injury which occurs during club activities. These reports should be submitted to the Director of Intramural and Club Sports within 24 hours of the injury, or immediately upon return to Columbia. Keep a copy of each report in the club's files.

## Travel Policy

### Who this policy covers:

This policy covers all individuals operating a vehicle of any kind for a Columbia University Club Sports activity. This includes University vehicles (such as Athletic Department vans), rental vehicles, club-owned or leased vehicles, and personal vehicles used to convey Club Sports equipment, members or staff for any Club Sports-related purpose anywhere in the world.

This policy also covers individuals eligible to ride in a vehicle of any kind for a Columbia University Club Sports activity. Only the following individuals are permitted to ride in a vehicle of any kind (including a chartered bus) to, from or for the benefit of a Club Sports activity:

- members-in-good-standing of a recognized club
- Recreational Sports Consultants with an active Letter of Agreement
- Club Sports program staff

Siblings, parents, friends, significant others, Columbia students who are not members of a recognized Club Sport, students from other institutions, or any other individual not eligible to participate in a Club Sports activity are strictly prohibited from riding in Club Sports transportation.

### What can be driven:

1. Recognized clubs in good standing may request to use University vehicles, rental vehicles, or use private vehicles for club travel. Regardless of vehicle provider, the policies of Columbia University, the Department of Intercollegiate Athletics and Physical Education, and Club Sports program must be followed at all times.
2. University owned/leased or rented watercraft operated anywhere in the world are also governed by this policy.
3. 15-passenger vans are strictly prohibited.
  - New York State law requires that operators of 15-passenger vans must hold a valid Commercial Driver's License.
  - The National Highway Traffic Safety Administration advises that 15-passenger vans are unsafe to operate and pose a significant threat of roll-over.For these reasons, the Club Sports program does not permit the use of 15-passenger vans of any kind.
4. For any round-trip Club Sports-related travel that exceeds 550 total miles, commercial airline, bus, rail or chartered bus must be used.

### Who can drive:

1. Drivers of any type of motorized vehicle must take and pass the Columbia University Driver Certification Course.

2. Drivers must be 21 years of age or older, be a member-in-good-standing of a recognized Club Sport, and hold a valid driver's license issued by one of the 50 United States. (Foreign and International Driver's Licenses are not acceptable.)
3. Drivers of personal vehicles must provide the Club Sports office with proof of valid automobile insurance and sign a Vehicle Owner Acceptance of Responsibility prior to commencing any Club Sports-related travel. Failure to do so will result in the suspension of the driver from participation in the Club Sports program.

When they can drive:

1. No individual shall ride in or operate a vehicle of any kind (including a chartered bus) to, from or for the benefit of a Club Sports activity while under the influence of alcohol, drugs or any other controlled substance.
2. No individual shall operate a vehicle of any kind to, from or for the benefit of a Club Sports activity while his or her ability to operate a vehicle safely may be impaired by medication, illness, fatigue or injury.
3. Drivers for trips over 40 miles in one 24-hour period of time can not participate in athletic practice or competition on the day of the trip. Drivers in violation of this policy will have their Columbia University Driver Certification suspended, be prohibited from using University vehicles or vehicles rented for Club Sports activities and be suspended from participation in the Club Sports program.
4. Motorized vehicles of any type cannot be driven over 275 miles in any 24-hour period of time. For example, a club driving from Morningside Heights to Hanover, New Hampshire must not return to Morningside Heights during the same 24-hour period of time. Arrangements should be made for overnight accommodations and the return trip should commence the following day.
5. Trips over 40 miles should not begin after 5:00 PM. All University-owned vehicles must be back on campus by 11:00 PM.
6. In the event of inclement weather, Columbia University certified drivers may not drive to Club Sports activities (practice, competition, outings). All clubs should be prepared to postpone the trip, cancel the event or hire a chartered bus. Club Sports motor vehicle travel during inclement is permitted only by commercial conveyance or chartered bus.

How the vehicle is to be operated:

The Columbia University Office of Risk Management requires that the following vehicle safety rules and regulations be followed at all times:

1. Laws and regulations of the Motor Vehicle Department, state department of transportation and Federal Department of Transportation are to be followed at all times.

2. All occupants must wear seatbelts and other proper restraints, even when traveling out of state.
3. Communication devices such as cellular phones and walkie-talkies must not be utilized the driver when a vehicle is in operation, which is defined as any time the key is in the ignition.
4. All doors must be closed while the vehicle is in motion.
5. Keys may not be duplicated and must be returned with the vehicle.
6. Whenever a vehicle is left unattended, the transmission must be placed in park (for automatic transmissions) and in gear (for standard transmissions), the parking break set, the engine turned off, the windows closed, the doors locked and the keys removed.
7. Handicapped spaces, fire lanes, and the area around fire hydrants must not be used as parking spaces.
8. Defensive driving techniques should be exercised:
  - a. Maintain a safe following distance, and increase it during slippery road conditions or when visibility is limited;
  - b. Yield the right of way when traffic controls mandate it, and be prepared to yield the right of way to drivers who fail to follow the traffic signals;
  - c. Pedestrians and bicycles in the roadway always have the right of way;
  - d. Check behind the vehicle before backing up, even if it means getting out of the vehicle;
  - e. Back into parking spaces whenever possible.
9. At anytime, if the driver feels travel is inappropriate for any reason, the trip should be stopped and arrangements for overnight accommodations made for the travel party.

#### Motor Vehicle Violations:

All traffic violations (moving and parking) incurred while traveling on the University's behalf for any Club Sports purpose whatsoever must be reported to the Director of Intramural and Club Sports within one working day.

Payment for traffic violations must be made from the Columbia University Club Sports Account of the infracting club.

#### Accidents:

All accidents resulting in personal injury or property damage, regardless of the degree of severity, must be reported to the local police and the Director of Intramural and Club Sports immediately.

Be aware that all accidents require the filing of a DMV Report of Motor Vehicle Accident regardless of the value of the property damage as well as a Club Sports Accident Report. Copies of both forms must be given to the Director of Intramural and Club Sports as soon as possible.

#### University-owned Vehicles:

Be aware that the Club Sports program does not own any vans. The Club Sports program benefits from the generosity of the Department of Intercollegiate Athletics and Physical Education which has invited recognized clubs-in-good-standing to make use of a portion of its van fleet. As guests of the Department, it is incumbent upon van users to abide by the following rules and regulations:

#### Condition:

User of vans owned by the Department of Intercollegiate Athletics and Physical Education are required to clean the inside of the vehicle upon completion of their trip. All cans, bottles, papers, wrappers, containers and other debris must be removed and disposed of properly.

#### Fuel:

Vans owned by the Department of Intercollegiate Athletics and Physical Education use unleaded fuel only.

Clubs using vans should pay for gasoline using club funds. Individuals will not be reimbursed for fuel purchases. An officer of the club must submit a Travel Advance request to the Club Sports office no later than 14 days in advance of the trip. A Columbia University check drawn from the club's account will be issued to the officer prior to the trip. The officer should disperse the cash to the travelers for fuel purchases.

Gasoline purchases should be CASH transactions only.

Receipts and the remaining cash are needed to reconcile the Travel Advance at the conclusion of the trip. If there are any missing receipts or if there is insufficient cash to reconcile the Travel Advance, the officer taking the Advance will be responsible for paying the difference.

Be sure to pay only for fuel used. Clubs will not be reimbursed for unused fuel.

#### Mileage:

When using a van owned by the Department of Intercollegiate Athletics and Physical Education, record the odometer reading before beginning the trip and at the trip's conclusion. This information is to be recorded on the Columbia University Club Sports Van Trip Form.

**THE CLUB SPORTS PROGRAM RESERVES THE RIGHT TO DENY A CLUB ACCESS TO ANY VEHICLE BEING USED FOR CLUB SPORTS PURPOSES.**

Individuals found to be in violation of any part of the Columbia University Club Sports Vehicle Policy will have their Columbia University Driver Certification suspended, be prohibited from using University vehicles or vehicles rented for Club Sports activities and be suspended from participation in the Club Sports program. The offender's club will enter into the Disciplinary Process and will immediately be put on probation.

## **Advertising**

The Director of Intramural and Club Sports must approve all posters, flyers, banners, newspaper advertisements, and sponsorships. Any advertisements (flyers, posters, banners, programs, newspaper ads, apparel, etc.) must state clearly that the organization is a sport *club*. (Use of the word "team" or the name of the sport without the modifying word "club" is strictly prohibited.) Recognized clubs may advertise in the Dodge Fitness Center (DFC), but only on approved bulletin boards and after the advertisement has been approved. At no time are postings to be placed on doors, walls, floors, ceilings or windows within the facility. The DFC Staff will destroy all advertisements not following this policy.

There are many avenues for advertising on campus. The primary resource for information about recognized clubs is the Club Sport's website. All clubs have websites on the University domain and are hyperlinked with the Club Sports program's website: [www.gocolumbialions.com](http://www.gocolumbialions.com) Be sure to have all promotional web postings pre-approved by the Director of Intramural and Club Sports.

The *Columbia Daily Spectator*, the weekly campus newspaper, has a broad community-wide distribution and provides both display advertising and events listings for student activities. Rates, specifications and deadlines are available on the newspaper's website: [www.columbiaspectator.com](http://www.columbiaspectator.com)

A recognized club can request that a student voice broadcast message be sent to all students. The cost is approximately \$375. Remember to keep your message short and to the point.

Recognized clubs can have all student mail boxes stuffed with notifications and postings. This service is provided by IKON Mail Services which requires two weeks prior notice to the distribution date. Clubs will be charged approximately a \$500 stuffing fee.

Under exceptional circumstances it may be possible to send a broadcast e-mail to the University community. See the Director of Intramural and Club Sports for more information about this option.

## **Club Sports Visual Identity**

The Columbia University Club Sports program, managed by the Department of Intercollegiate Athletics and Physical Education, is an important component of University student life. To ensure consistent and appropriate identification of our numerous Club Sports organizations in the University and external marketplaces, the following *Style Guide* has been established.

The first-ever *Columbia University Club Sports Style Guide* is a simple reference guide for the use of University-owned trademarks in association with Club Sports organizations. The wordmarks, logos and colors contained within the *Style Guide* have been chosen for use because they provide easy recognition of the Columbia University brand and strong association with sport, while maintaining a visual demarcation between the Club Sports program and the Intercollegiate Athletics program.

## **A Note on Trademarks**

A trademark is any name, symbol, figure, letter, word, or logo adopted and used by a company or organization to designate goods and/or services manufactured, sold or provided and to distinguish them from those manufactured, sold or provided by other companies or organizations. For the purposes of this definition, the terms “mark” and “trademark” are used interchangeably. The legal protections for each are identical.

## **Columbia University Trademarks and Intellectual Property**

All images, marks and logos contained within the *Style Guide* as well as the use of the phrases *Columbia*, *Columbia University*, *Columbia Club Sports* or variations thereof are the intellectual property of the Trustees of Columbia University in the City of New York. Application of University trademarks outside the purview of this *Style Guide* without the expressed written consent of Brian Jines, the Director of Intramurals and Club Sports in consultation with the University Office of Business Services, is strictly prohibited.

## **Use of Trademarks by Club Sports Organizations**

Recognized clubs must use the Columbia University name in its title, publications, letterhead, field of play uniforms and equipment but may not use the name in a manner that in any way would imply Columbia University endorsement, approval or underwriting of any organization, product, activity, service, or contract.

Use of alcohol, tobacco or illegal substance graphics, marks, logos and/or descriptions in conjunction with Columbia University’s name or trademarks is strictly prohibited. Unauthorized use of a trademark is an offense punishable by law. Clubs found to be making unauthorized or prohibited use of any word marks or logos will be sanctioned.

## **Style Guide**

The Club Sports program has entered into an agreement with Columbia University to use two of the University’s trademarks:

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### **UNIVERSITY CROWN**

The color used for the University Crown and text is Pantone 280 (blue) and is set in the typeface Trajan.



PMS 280



COLUMBIA UNIVERSITY  
CLUB SPORTS

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### UNIVERSITY CROWN

The color used for the University Crown and text is Pantone 291 (blue) and is set in the typeface Trajan. The color used for the background is Pantone 280 (blue).



PMS 291 PMS 280



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### COLUMBIA SPLIT C

The color used for the Columbia Split C and text is Pantone 291 (blue) and White and is set in the typeface Yearbook.



PMS 291



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### UNIVERSITY CROWN

The color used for the University Crown and text is Pantone 280 (blue) and is set in the typeface Yearbook.



PMS 280



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### UNIVERSITY CROWN

The color used for the University Crown and text is Pantone 291 (blue) and is set in the typeface Trajan. The color used for the background is Pantone 280 (blue).



PMS 291 PMS 280



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**COLUMBIA SPLIT C**

The color used for the Columbia Split C and text is Pantone 291 (blue) and is set in the typeface Yearbook.



PMS 291



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**UNIVERSITY CROWN**

The color used for the University Crown and text is Pantone 280 (blue) and is set in the typeface Trajan.



PMS 280



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**UNIVERSITY CROWN**

The color used for the University Crown and text is Pantone 291 (blue) and is set in the typeface Trajan. The color used for the background is Pantone 280 (blue).



PMS 291 PMS 280



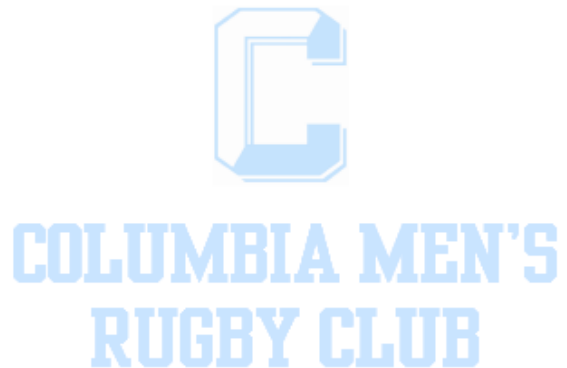
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**COLUMBIA SPLIT C**

The color used for the Columbia Split C and text is Pantone 291 (blue) and is set in the typeface Yearbook.



PMS 291



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## COLUMBIA LIGHT BLUE

With proper design approval, recognized clubs may uniformly substitute Columbia Light Blue (Pantone 291) for Columbia Dark Blue (Pantone 280) for the University Crown and text of the above approved logos.

Such a substitution may be permitted when using Columbia Dark Blue (Pantone 280) or Columbia Black (PMS Pro Black 100%) as a background, such as on apparel or equipment. White may be substituted *only* when using Columbia Light Blue (Pantone 291) as a background. White is NOT permitted on any other background.

The only permitted background colors are

Columbia Dark Blue (Pantone 280)  
Columbia Light Blue (Pantone 291)  
Columbia Black (PMS Pro Black 100%)  
Columbia Grey (PMS Pro Black 20%)  
White



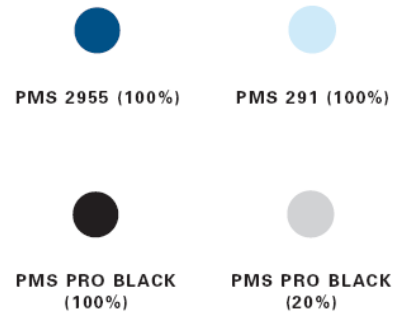
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## COLUMBIA PALLETTE

To ensure consistent and effective reproduction of the Columbia University Club Sports marks, use the Pantone PMS colors listed to the right.

Below are the custom process breakdowns for use when necessary. It is imperative to use ONLY these approved color specifications.

Columbia Dark Blue	PMS 2955 (100%)	C: 100 / M: 56 / Y: 0 / K: 34
Columbia Light Blue	PMS 291 (100%)	C: 27 / M: 0 / Y: 0 / K: 0
Columbia Black	Process Black (100%)	C: 0 / M: 0 / Y: 0 / K: 100
Columbia Grey	Process Black (20%)	C: 0 / M: 0 / Y: 0 / K: 20



The colors shown here are not intended to match the PANTONE Color Standards. PANTONE is a registered trademark of Pantone, Inc.

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The above trademarks are the only marks authorized for use by recognized clubs. No club may acquire, reproduce or use the Columbia Intercollegiate Athletics logos or trademarks or any other logos or trademarks of Columbia University and its affiliated schools. Clubs may not use a logo which does not include the elements of the Club Sports Visual Identity initiative. Compliments or treatments to the Columbia University marks are not permitted.

## Design Approval / Product Approval

All clubs desiring to use a logo or identifying mark for their club must:

1. have all artwork & designs approved by the Director of Intramural and Club Sports;
2. have all proposed uses approved by the Director of Intramural and Club Sports;
3. have the quality of the product and the vendor approved by the Director or Intramural and Club Sports;
4. not include any reference to or representation of a lion;
5. not appropriate the logo or trademark, in part or in whole, of any other organization or commercial concern.

Recognized clubs must always include the full name of its organization at all times. The word “club” must appear in the organization's title or subtitle, and must be prominently displayed. Examples of names that would avoid confusion are "Columbia Men’s Lacrosse Club” and “Columbia University Equestrian Club.”

When submitting graphics for approval, e-mail as either a PDF or JPEG attachment to Brian Jines, Director of Intramurals & Club Sports, bj2149@columbia.edu. Include in the e-mail the following information for each product:

1. product
2. reason for developing / purchasing product
3. typeface used on product (not just in logo)
4. Pantone colors used on product (not just in logo)
5. proposed manufacturer (with contact information)
6. quantity to be produced
7. detailed financing plan
8. detailed distribution plan
9. required delivery date for finished product
10. estimated release date

### **Product Licensing**

Recognized clubs will only be allowed to use the above adopted trademarks as part of its uniform, other apparel, equipment, or other objects (e.g. t-shirts, hats, water bottles, etc.), provided the item is not issued or made available for sale to anyone other than club members-in-good-standing.

A club using a registered Columbia University mark on an item to be distributed beyond the scope of club membership is making a commercial use of the mark. A license agreement is required for this kind of use.

For example, if the Columbia University Ballroom & Latin Dance Club wishes to use a logo on a t-shirt it will sell as a fund-raising item, the club cannot design, manufacture or distribute the t-shirt without the prior written approval of Columbia University. The item must be manufactured by an approved licensed vendor of Columbia University. All Club Sports trademark licensing requests must be submitted to Brian Jines, Director of Intramurals and Club Sports.

The University will not license products that do not meet minimum quality standards, are not in good taste, or items considered dangerous or high risk.

### **Approved Vendors**

Columbia University is affiliated with the Workers’ Rights Consortium (WRC) and the Fair Labor Association (FLA). The WRC is a non-profit organization created by college and university administrations, students and labor-rights experts. The WRC’s purpose is to assist in the enforcement of manufacturing codes of conduct adopted by colleges and universities; these codes are designed to ensure that factories producing clothing and other goods bearing college and university marks respect the basic rights of workers. There are more

than 100 colleges and universities affiliated with the WRC. The FLA is a non-profit organization combining the efforts of industry, non-governmental organizations, colleges and universities to promote adherence to international labor standards and improve working conditions worldwide.

All vendors must adhere to ethical business practices, as well as standards related to quality, reliability and cost. In doing so, workers producing University-licensed goods are expected to work in humane and safe conditions and receive fair wages. Vendors are expected to provide a safe and healthy work environment for all employees as well as adhere to applicable limitations on child labor and prohibitions on the use of forced labor.

Approved licensed vendors meet several licensing requirements prior to producing University-related products including paying an annual licensing fee, providing comprehensive product liability insurance, and filing a disclosure statement that provides information about the vendor's manufacturing processes.

Contact the Club Sport Office for the more information about the licensing process.

### **Club Finances**

Although many recognized clubs receive a portion of their annual operating income from a Club Sports Allocation, each club must raise additional funds to cover the balance of its anticipated annual operating expenses. All club funds must be used for the benefit of every member, regardless of skill-level or participation. Recognized clubs who earn eligibility to participate in post-season competition at the national level for their club sport, may petition the CSGB for an additional allocation to off-set event registration, required equipment, travel and lodging expenditures.

Each recognized club has two financial accounts provided by Columbia University through the Club Sports Office. These accounts are collectively referred to as a club's "Club Sports Account" and all club income must be managed through these accounts. A club's general operating income is managed through the club's Club Sports General Account. Funds in the General Account are available only for the academic season in which they are deposited. General Account funds not spent during an academic season do not "roll over" into the next academic season. Since clubs should strive to become financially independent, clubs are encouraged to strategically solicit charitable cash gifts. Cash donations must be deposited into a club's Club Sports Gift Account. For tax purposes, the University will provide donors appropriate acknowledgment for charitable contributions. Because the account is comprised only of charitable giving, a club's Gift Account is not seasonal. Funds deposited into this account do "roll over" from season to season, remaining available for significant, long-term club initiatives.

## **Guidelines for Income**

Funds for recognized club activities will normally come from the following sources:

### **Membership Dues**

1. Clubs which do not have any paid staff (Recreational Sports Consultants, drivers, webmasters) are required to charge each member a minimum of \$15 per semester;
2. Clubs with paid staff are required to charge each member a minimum of \$30 per semester;
3. Clubs may elect to impose a surcharge on non-student club memberships as a fund-raising venture;
4. Club Treasures must
  - maintain current and accurate records of all dues collected and outstanding;
  - reconcile club financial records with the Club Sports Office on a monthly basis;
  - make timely deposits of all membership dues into the club's Club Sports account.

### **Donations**

1. Donations can be made to a specific recognized club and may be tax-deductible. Checks must be made out to: **Columbia University**. The club name should be written in the "memo" portion of the check, not on the "pay to" line. Checks made out to a club's name (such as "Columbia University Tae Kwon Do Club") can not be processed and will be returned to the club's treasurer.
2. For any donations, make sure to have the full address and name of the donor.
3. Major corporations have matching funds programs which may match a portion of an employee's donation to a charitable organization. This effective and often times lucrative funding option is one a club should explore with its alumni and non-student members, as well as with the parents of student members who may be employed at companies offering a matching funds program.

### **Sponsorships**

Commercial sponsorship of recognized clubs is allowed. Sponsorship provides an economic benefit to a club in exchange for a promotional consideration. Clubs enjoy both cash and in-kind benefits (products, discounts, services, etc.) from sponsors. Sponsors may require a club to feature its logo or brand mark on warm-up and/or field-of-play apparel, equipment, banners, promotional material (printed, electronic, broadcast, etc.), transportation, and at fund raising, training, and social events.

No club can enter into a sponsorship arrangement with out the prior written approval of the Director of Intramural and Club Sports. All sponsor letters-of-agreements and/or contacts can only be signed by the Director of Intramural and Club Sports. Sponsor arrangements entered into by club members, coaches, instructors, alumni, consultants, etc. are prohibited and will be voided by the University. Entering into an unauthorized sponsorship arrangement is grounds for initiating the disciplinary process and may result in the dismissal of the club from the Club Sports program.

## Guidelines for Expenditures

All club expenditures must be made from the club's Club Sports Account. The Club Sports Office has a variety of financial instruments club's may use to draw funds from their Club Sports Account to pay for goods and services. These instruments include University-issued checks, Club Sports credit cards, Club Sports direct-bill accounts and purchase orders.

All club expenditures must be made through the Club Sports Office. Expenses may include:

### **Equipment**

All equipment purchases must be made through the Club Sports Office. Clubs should plan their purchases well in advance to allow for delays in delivery. Only equipment for general club use may be purchased with club funds. Any specialized practice or field-of-play equipment intended for the exclusive use of an individual member may not be purchased using club funds.

### **Uniforms & Apparel**

Only practice and field-of-play uniform items which are the property of the club and are re-issued each season may be purchased with club funds. This may include jerseys, shorts, protective gear, warm-ups, and gear bags but *exclude* uniform socks, footwear, certain personal protective gear, and swimsuits. Practice, field-of-play, warm-up and casual club-identified apparel which is the personal property of an individual club member may not be purchased with Club Sports funds. However, clubs must use their Club Sports account to purchase such items and must make a special collection in addition to membership dues to cover this expense.

### **Travel**

Recognized clubs may utilize Department of Intercollegiate Athletics and Physical Education owned vans, regional rail lines, or rent buses and autos for transportation to and from approved Club Sports activities including practices, scrimmages, contests, fundraising and social events. Clubs may also use other forms of travel, such as commercial airline, railroad, ferries, etc. for travel to and from approved Club Sports activities, however, the amount of compensation for this sort of travel is limited and must be approved by the Director of Intramural and Club Sports. Recognized clubs may also be eligible for a supplemental allocation to cover up to half of the cost of travel to national tournaments. For liability reasons, club members may not use privately owned modes of transportation for travel to and from any Club Sports activities. Members-in-good standing of the Triathlon Club and the Cycling Club who are riding their training or competition bicycles to or from an approved Club Sports activity may be exempt from this prohibition based on the terms of their National Governing Body's liability coverage.

Clubs traveling with more than twelve players may be eligible to hire a chartered bus. Clubs anticipating using chartered bus services should include each season's anticipated charter fees in its budget proposal. All transportation reservations and payment arrangements must be approved by the Director of Intramural and Club Sports and be booked through the Club Sports Office using a Club Sports credit card, direct-bill account or purchase order.

## **Lodging**

Overnight accommodations for approved Club Sports activities can be paid for from club funds however, the amount of compensation is limited and must be approved by the Director of Intramural and Club Sports. Recognized clubs may also be eligible for a supplemental allocation to cover up to half of the cost of accommodations at national tournaments.

## **Food**

Club members are individually responsible for all food expenditures. No club funds can be used to purchase meals, snacks, beverages, engineered performance nutrition, or any other consumable product, whether it is performance-related or not. The only exception is food purchased by the Hiking Club for the explicit use of overnight backpacking trip participants. Receipts to reconcile a cash advance for such expenditures must be filed with the Club Sports Office immediately following the conclusion of the overnight backpacking trip. Clubs may be eligible to use club funds to purchase food and beverages for club banquets or fund-raising gatherings. Such expenditures require the prior written approval of the Director of Intramural and Club Sports.

## **Funding Procedures**

The majority of funding for the Club Sports program comes from the student activities fees collected by Columbia University as a required part of matriculation fees at many of the University's schools. The student activities fees are distributed to the student governing bodies of recognized student organizations by student councils and deans' offices of the undergraduate schools. On behalf of the Club Sports program, the student officers of the CSGB present a comprehensive budget proposal and advocate for the allocation of student activities fees to the program's campus recreation initiatives. The CSGB equitably disburses the annual allocation to those recognized Club Sports clubs-in-good-standing that have participated in the Club Sports Budget Proposal process.

In order to receive an allocation from the Club Sports Governing Board (CSGB), clubs submit Budget Proposal Forms for the following academic year by a date in the spring semester to be set well in advance by the CSGB. The CSGB will review the budget requests and discuss any changes that may need to be made with the appropriate club officers.

Clubs who submit their Budget Proposal Forms after the specified spring deadline will be subject to a deduction of 10% of their anticipated allocation. Clubs whose budget plans for an academic year change from the previous spring's request must submit an **adjusted** Budget Request Form to the CSGB. Clubs needing to amend their budget may be subject to an adjustment in their allocation amount.

Funding allocations will be distributed at the beginning of the academic year. Additional funding may be distributed throughout the academic year by special petition from individual clubs.

Clubs who have their initial or adjusted budget requests reduced by the CSGB are entitled to an explanation for the change. The club has the right to appeal the reduction to the Director of Intramural and Club Sports.

If, during the academic year, all relevant forms, such as a club roster and individual waiver forms, are not submitted by an established deadline, a \$25 fee will be deducted from the delinquent club's Club Sports account.

*THE CSGB PRESIDENT AND VICE-PRESIDENT FOR FUNDING MUST BE PRESENT WHEN ALL BUDGET REQUESTS ARE PRESENTED TO THE STUDENT COUNCIL OR WHEN AN APPEAL TO THE STUDENT COUNCIL IS MADE. THE PRESENCE OF THESE OFFICERS IS NECESSARY IN ORDER TO EXPLAIN DISCREPANCIES BETWEEN REQUESTS AND ACTUAL ALLOCATIONS AS WELL AS TO VERIFY THAT THE BUDGET BEING PRESENTED IS IDENTICAL TO THE CLUB'S REQUEST TO THE CSGB.*

## Fundraising

### **How to go About Fundraising**

As inflation changes, so does the availability of student funding. For this reason the clubs should be planning various fundraising events. All proposals, budgets and evaluations of fundraising activities must be submitted and approved by the Director of Intramural and Club Sports.

A club with a budget of less than \$10,000 may receive up to 70% of it's total anticipated expenses from the CSGB allocation. The club is expected to raise the balance as income. A club with a budget of more than \$10,000 may receive up to 60% of it's total anticipated expenses from the CSGB allocation. The club is expected to raise the balance as income. The funds received from the CSGB allocation and the income raised is to be used as indicated in the club's approved budget.

To be successful in your fundraising efforts, it is crucial that the club be organized. Some possible suggestions for organizing would include:

1. Form a committee.
  - A. Designate, elect, volunteer, whatever club members to belong to a fundraising committee.
  - B. Break committees down to smaller ones.
    1. Publicity
    2. Scheduling/Proposals
    3. Equipment/Facilities
    4. Selling tickets
    5. Others to help
2. Start Early
  - A. Allow ample time for each club member to carry out their various fundraising responsibilities to the best of their ability.
  - B. Don't be caught during the last moments with unclear directions.

3. Select the correct season and time for the activity. Be aware of the conflicting events, and take weather into account.
4. Select the proper location.
  - A. Adequate size.
  - B. High-traffic area if desired, easy to get to.
  - C. Will suit the needs of the population you wish to deal with.
5. Set Goals.
  - A. Decide on a monetary goal you wish to attain.
  - B. Decide on other goals, such as public relations or acquiring new members.
  - C. Have a plan of action to follow.
  - D. Present a written proposal to Director of Intramural and Club Sports which includes a proposed budget. This must be approved before any commitments are made.
6. Publicize
  - A. Contact school radio station and newspapers.
  - B. Use flyers, banners, posters, signs, etc., to advertise. Anything that a club wishes to post on or off campus must be approved by the Director of Intramural and Club Sports.
  - C. Don't forget that publicity is foremost for success.
7. Design a Budget
  - A. Estimate as accurately as possible expenses as opposed to revenue.
  - B. Talk to businesses about providing goods a club might need for free or at cost. Ask around and find the best deal, but don't commit to anything until the Director of Intramural and Club Sports is consulted.
  - C. Try to deal with a company or business that will allow returns on leftovers or extra goods or equipment.
  - D. Keep all receipts!! Be able to show all expense incurred on paper. Remember to go through proper channels for spending money.
8. Use a checklist.

Make sure you have remembered all details and that everything is covered.
9. Evaluate
  - A. When the event is over, be sure to discuss it extensively among members.
  - B. Document your rights and wrongs, successes and failures and indicate what could be done differently for future fundraiser. A written evaluation form or report should be turned into the Club Sport office within two weeks of the ending date of the event by the Club President.
  - C. Keep notes on the project from beginning to end.
10. Suggestions for Fundraisers
  - A. Host a competition. Consider charging entry fees, selling tickets, running a concession stand, selling ads in a program, selling programs, selling used equipment or selling shirts commemorating the event.

- B. Contact Alumni. Keep records of old members and stay in touch. Host alumni events. Sell tickets or focus on building relationships for future donations.
- C. Send a newsletter out to past donors, sponsor and alumni. Keep them informed of your team's progress and ongoing financial needs.
- D. Send a letter to friends and family.
- E. Look into organized Fundraisers. You can sell everything from flower bulbs to magazines to candles and get a fixed percent of what you sell. Compare companies if you choose this route; some give you a much larger share of the profits than others.
- F. Host a dinner. Sell tickets. Consider including a silent auction as part of the event.

Keep in mind if utilizing Columbia University or commercial facilities a rental fee and associated costs (such as supervisory, custodial, and medical staff) may be charged.



### **Club Responsibilities Check- List**

- \_\_\_ 1. Club Governance
  - A. Review & Amend Club Constitution and Mission Statement
  - B. Elect four undergraduate officers
  
- \_\_\_ 2. On-File in the Club Sports Office
  - A. Current Club Constitution and Mission Statement
  - B. Annual Registration  
(includes officers' contact information, schedule of practices & competitions)
  - D. Liability Waivers for each participant  
(must be submitted before participating in any club activity)
  - C. List of Club Members-in-Good-Standing  
(update at monthly Treasurer's Meeting)
  - D. Representatives' Registration
  - E. Website address of up-to-date Club Sport website that has been approved by the CSGB.
  
- \_\_\_ 3. Officers should always have available
  - A. Club's Emergency Action Plan
  - B. Club Sports Accident Report Form
  - C. Club Sports Deposit Slip
  
- \_\_\_ 4. Turn in Special Request Forms to Club Sports Office
  - A. Recreation Space Request
  - B. Travel Authorization Request
  - C. Memorandum of Agreement (for competitions, tournaments, exhibitions)
  - D. Equipment Inventory Report
  - E. Recreational Sports Consultants Payment Request
  - F. Officials Payment Request
  - G. Athletic Trainer Payment Request
  
- \_\_\_ 5. Attend all Club Sport Assembly Meetings (attendance is mandatory)
  
- \_\_\_ 6. End of Year Responsibilities
  - A. End of Year Club Summary (programming & financial)
  - B. Submit next year's officer & representatives contact information to the Director of Intramural & Club Sports
  - C. Budget Request for following year

## **CONSTITUTION TEMPLATE**

*Because each recognized club is an independent sport and recreation organization, it requires a written instrument of governance. This instrument, known as a Constitution, establishes the fundamental rules and principles by which the club operates.*

*On the following pages is a template which club members may use when writing or revising their club's Constitution. This document is intended to serve as a model only. A recognized Club Sport may structure and govern itself in any way it deems appropriate, as long as the provisions of its Constitution do not contradict the Club Sports Constitution or the established policies and procedures of the Club Sports program, the Department of Intercollegiate Athletics and Physical Education, Columbia University, or state and federal law.*

### Constitution of the Columbia University <name of sport> Club Ratified/Revised on <Date>

#### Preamble

*An introductory statement, usually no longer than two or three sentences, stating the club's mission. A mission statement defines the core purpose of the organization – why it exists. Effective mission statements are concise, long-term in vision, and easily understood and communicated.*

#### Article I. Name of Club Sport

The name of the club shall be Columbia University \_\_\_\_\_ Club, hereinafter referred to as (*shortened name of the club as it will appear throughout the constitution [optional]*).

#### Article II. Purpose

Section 1. (*In one, clear, concise statement, state the purpose of the club.*)

Section 2. (*Enumerate the aims and goals of the club, such as "to provide participation opportunities for novices in [your club's sport], to enhance the skills and strategies necessary to win [your club's division, section, state, nationals], to gain valuable management and leadership experience through the efficient and creative administration of the club, etc.*)

#### Article III. Membership

*REMEMBER: Clubs must be open to all Columbia University students, faculty, staff, alumni, and affiliates who have current Dodge Fitness Center memberships and clubs may not discriminate in membership policies on the basis of race, color, sex, gender, (including gender identity and expression), pregnancy, religion, creed, marital status, partnership status, age, sexual orientation, national origin, disability, military status, or any other legally protected status. A club may be required to limit participation in certain kinds of activity (such as practice, competition or exhibition) to a certain class of individuals (such as undergraduate students, men, women,*

*individuals registered with the sport's National Governing Body, etc.), but membership in the club cannot be circumscribed.*

Section 1. Eligibility *(Indicate who is qualified for membership.)*

Section 2. Active Membership *(Enumerate what a member must do to be recognized as a member-in-good-standing [such as pay dues on a timely basis, have a current and valid individual membership in the club's National Governing Body, attend 80% of all practices, participate in competition])*

Section 3. Privileges *(Enumerate the rights and privileges to which a member-in-good-standing is entitled.)*

#### Article IV. Officers

*REMEMBER: Clubs must have four undergraduate officers: a President, Vice-President, Treasurer and Secretary. Clubs may have as many committee chairs, captains, equipment managers, competition managers, etc. as it likes, but the officers of a club are the only individuals vested by the club's membership to assume the fiduciary and liability responsibilities of the club.*

Section 1. Duties of Office

- A. President *(List and define all of the President's duties and obligations)*
- B. Vice-President *(List and define all of the Vice-President's duties and obligations)*
- C. Treasurer *(List and define all of the Treasurer's duties and obligations)*
- D. Secretary *(List and define all of the Secretary's duties and obligations)*

Section 2. Eligibility *(Indicate any requirements needed to hold office –e.g. President must be a senior, must have been a member-in-good-standing for two semesters, must have served as a committee chair, etc.)*

Section 3. Elections *(Identify who will elect the club's board of officers, when they will elect them, the procedures used for elections and who is eligible to cast a vote)*

Section 4. Term of Office *(Define whether an office is held for one academic year, one calendar year, several years, if there are term limits, what the resignation procedure is, and how [and under what grounds] an officer can be prematurely removed from office.)*

#### Article V. Committees

*(Enumerate and define what standing and/or ad-hoc committees or what divisions [such as a men's division, a women's division, a disabled athletes division, etc.] will exist in the club and the duties and obligations of each.)*

#### Article VI. Meetings

Section 1. Executive Board *(Indicate the frequency with which the club's Board of Officers meet. It is suggested that club officers meet at least once a month to attend to the administrative business of the club.)*

Section 2. General Meetings *(Indicate how many meetings of the general membership are to be held during a year and when they are to be held. It is recommended that clubs have a*

*minimum of three general meetings each academic year: one early in the Fall Semester, one at the beginning of the Spring Semester and one near the end of the Spring Semester.)*

**Section 3. Special Meetings** *(Indicate the circumstances under which a special or emergency meetings is to be called, by whom the meeting is called, and how members are to be notified.)*

## Article VII. Affiliations

**Section 1. National Governing Body** *(Indicate whether the club has a collegiate, general or masters membership in the sport's NGB, enumerate the rules of NGB membership and enumerate the obligations individual club members have to maintain the club's NGB member status.)*

**Section 2. Leagues or Consortiums** *(Indicate any affiliations with local, state, regional or national organizations.)*

## Article VIII. Coaching / Instruction

**Section 1. Goals** *(Explain the club's performance goals and indicate the nature and scope of coaching or instruction needed to meet those goals.)*

**Section 2. Consultant** *(Indicate the procedures of soliciting the services of a Recreational Sports Consultant, the qualifications necessary for an ideal candidate and the selection of process.)*

## Article IX. Club Funds

**Section 1. Dues** *(Indicate how much membership dues are, when they are collected, and how they are to be paid.)*

*REMEMBER: Clubs must charge a minimum of \$15 per member per semester in dues. A club which engages the services of a Recreational Sports Consultant must charge a minimum of \$30 per member per semester in dues.*

**Section 2. Sponsorships** *(Indicate the procedures for procuring sponsorship income.)*

**Section 3. Gifts** *(Indicate the procedure for soliciting and receiving cash donations [as opposed to donations of goods and services-in-kind].)*

**Section 4. Expenditures** *(Enumerate the nature and scope of expenditures, the process by which the club authorizes expenditures [for instance, by majority vote of the Board of Officers, by a vote of 2/3 of the general membership, for certain expenditures by approval of the President and Treasurer, etc.], and any time or dollar amount limits to expenditures.)*

## Article X. Amendments

*(The amendment process should be defined to provide for a desire or need on the part of a club's membership to revise, correct, articulate or augment an article or section of a ratified Constitution.)*

## Section 1. Procedure for Amendment

*(Indicate the procedure for presenting an amendment of the Constitution to the general membership. Indicate whether amendment proposals require the formation of a Constitutional Committee to review the proposal. Indicate whether such a committee refers its recommendation to the club's Board of Officers. Define the form an amendment should take.)*

## Section 2. Ratification

*(Define the process by which a proposed amendment is reviewed, discussed, revised and adopted. Fix a timeline for each step in the ratification process. Indicate the margin of a vote of the club's general membership [in-good-standing] which must be in favor of a proposed amendment in order to ratify an amendment.)*

*REMEMBER: A club's Constitution is an evolving document and should keep pace with changes in the sport, the club's focus and composition and the club's ever-evolving mission. Club's Constitutions should also be revised to reflect any changes in the policies and procedures of the Club Sports program as a whole. A club should review its Constitution every two years. Once a club has formally amended its Constitution and/or By-laws, the amended Constitution must be submitted to the Club Sports Governing Board for approval.*

## Article XI. Bylaws

*(While a Constitution is an instrument of governance, establishing the structure, composition and fundamental principles of a club, By-laws are a set of policies and procedures—rules, as it were—that define how the club executes the principles mandated in Constitution. By-laws are a set of separate and more fluid clauses and should be revised and updated with more frequency than a club's Constitution. Certainly, By-laws should be amended when needed but routinely plan on doing so once a year. Enumerate in this article the rules and regulations specific to the club.)*