

## Club Sports Association By-Laws

Welcome to the Club Sports Association (CSA). Club Sports is run by students through the athletic department and is funded through the Student Association by your mandatory student activity fees. It is important for you to take an active role in the management and direction of your team. You have the ability to make your team a success through good planning and involvement in CSA.

The by-laws were created so that you would know the correct procedures for running a successful team. If there is any topic that is not covered, please feel free to ask one of the CSA Executive Board members or the Student Association Vice President.

- 1) The CSA Philosophy states that if the university fields a team in an individual sport at the varsity level, no club team may participate in that sport.**
- 2) CSA Meetings**
  - a) Meetings for all Club Sports' Presidents are held once a month throughout each academic year.
  - b) Meetings are run in accordance with parliamentary procedure as stated in Roberts Rules of Order.
  - c) All representatives must sign in and out to confirm attendance at the meetings.
  - d) Failure to attend a meeting will result in a warning, and then the Team's budget being frozen.
  - e) A team may be expelled from CSA for failure to attend meetings.
- 3) SA Meetings**
  - a) Each team is required to send one representative to the Student Association Meeting held every Wednesday at 6:15 PM in the College Union Hunt Room.
  - b) Representatives are expected to sign in and out to confirm attendance.
  - c) Failure to attend two SA meetings will result in the freezing of the team's budget for two weeks, as per SA financial policy.
- 4) Mandatory Paperwork and CSA Dues**
  - a) Rosters and waivers must be filled out before the first competition and updated as needed. Members not listed on the roster may not participate in any practice or games.
  - b) Medical History forms must be completed before participating in any activity. These forms must be at every competition in case of an emergency.
  - c) All mandatory paperwork must be submitted to the CSA Advisor and the Director of SA Programs, Personnel and Finance within two weeks of the start of the team's season (first scheduled practice or game).
  - d) All dues must be collected and deposited into the respective accounts at the SA Ticket Office within the first two weeks of the start of the team's season.
  - e) Failure to adhere to these guidelines will result in the team having their budget frozen. Team's will be notified of such failure by the Student Association Vice President or SA Director of Programs, Personnel and Finances.
- 5) Reserving Space for Practices and Games**

- a) All facility reservations must be done through the facility manager (Jim Lyons – [lyons@geneseo.edu](mailto:lyons@geneseo.edu) - Merrit Athletic Center 219 – x5450). Club sports teams can fill in open gym or field times after the varsity practices are scheduled.
- b) Individual teams are responsible for scheduling games, with the assistance of the Club Sports Advisor and coach. Contracts must be reviewed and signed by the SA President.
- c) The facility manager should be informed of all cancellations in advance to allow for utilization of the space. If it is a game, the opponent and officials should be notified immediately. The organization president shall make the final decision concerning weather conditions.
- d) Tournaments and sectional contests cannot be built in. These are events that come up on short notice and will take priority.
- e) All reserved fields and gyms must be kept clean and safe, through putting away all equipment used.
- f) Field Markings can be considered with the help of the Club Sports Advisor with two weeks notice. No fields will be marked during the spring semester after spring break.
- g) Locker rooms can be requested through the facility manager and University Police must be notified of the visiting team using the locker room on that date.

#### **6) Anti-Hazing**

- a) SUNY Geneseo prohibits a student organization engaging in any practices in connection with an initiation into an organization.
- b) Examples of hazing including, but are not limited to: participation in illegal acts, excessive fatigue, physical brutality, forced consumption of liquor or drug, etc.
- c) If a club sport is found in violation of this policy will be referred to the Office of Student Conduct and Community Standards.
- d) Every player on a team's roster must have attended one Anti-Hazing workshop during their first semester of play. If a player is found in violation of this policy they will be removed from the roster and not allowed to participate in practices or games.

#### **7) Drug and Alcohol Policy**

- a) Club Sport teams represent the college. Illegal drugs or alcohol at meetings, practices and/or games will not be acceptable. Appropriate actions will be taken against the organization if these actions occur, to be determined by the Student Association Executive Committee.

#### **8) Insurance Coverage**

- a) Student Association carries insurance coverage specific to Club Sports. Any injuries that occur during Scheduled practices or games, please notify the CSA Advisor and the Director of SA Programs, Personnel and Finance immediately.
- b) Students not listed on the roster, or those who have not completed Medical History forms, are not covered under the insurance.

#### **9) Requesting Additional Money**

- a) All forms and information are available in the Student Association Office, located in the College Union Room 316.

- b) Before making a request to the Student Association, the Club Sport must contact the CSA Executive Committee and inform them of your planned request. Notification of their approval must be documented with the CSA President's signature on the form, along with the team's president.