I. PURPOSE

The purpose of this manual is to set forth the principles, policies, and procedures established by New York University’s Department of Athletics, Intramurals and Recreation for the conduct of club sports. All club coaches, advisors, club officers, department administrators and staff are responsible for being familiar with the contents and for ensuring complete compliance with the departmental rules and regulations.

The organizational formats of clubs differ according to the specific activity and needs of each club. Most receive partial funding from the Department of Athletics, Intramurals and Recreation. Some require dues. In all cases, the success of a club is dependent upon the commitment, enthusiasm, and participation of its
GENERAL PRINCIPLES
New York University is a major research institution committed to the standards of academic excellence and to maintaining a diversity of academic and extracurricular programs for its students.

Athletics and Recreation are an important and integral part of the college experience. Athletics and Recreation contribute to the development of such intangible attributes as leadership, initiative and willingness to work cooperatively toward a goal. A thriving sports and recreation program generates a positive campus spirit and atmosphere, enhancing the quality of student life.

Intercollegiate varsity, club sports, intramurals and recreational programs complement rather than compete with each other since each meets the needs of different student groups and serves different purposes.

Three basic principles help govern intercollegiate athletics at New York University: first, student-athletes are to be regarded as students first; second, the physical and academic welfare of student-athletes shall be the paramount concern and responsibility of all coaches and department personnel; and third, the University is committed to equality of opportunity and equity in support of all men’s and women’s teams.

All of us here at NYU strive to create a campus environment in which students can flourish intellectually, athletically and personally. We provide programs and services to support, engage and challenge our students. NYU is committed to maintaining a learning and working environment for all that is fair, humane and responsible – an environment which supports, nurtures and rewards career and educational advancement on the basis of ability and performance.

We expect our students, as members of the NYU community to be thoughtful, to take responsibility for their own actions, to practice responsible citizenship and to respect the rights of others.

As employees of the Department of Athletics, Intramurals and Recreation, we are required: to value, practice and promote those principles; to model appropriate behavior for our students; and to behave as the professionals we are trained and employed to be, to allow our students to take full advantage of
all that NYU has to offer. We continue to work to create an effective and model program in athletics, including recruitment and participation policies and practices. It is our goal to improve the Athletic Department, to strengthen and clarify the behavioral expectations for participating student-athletes, and to continue to emphasize our educational mission and the health and safety of the students we work with.

Towards this end, the Department of Athletics, Intramurals and Recreation has adopted the following fraternization policy.

**FRATERNIZATION POLICY**

All departmental employees are prohibited from consorting or fraternizing with NYU student athletes, NYU student employees of the department and student patrons of the department’s services. Any violators of this policy will be subject to disciplinary action.

Coaches are expected to fold these policies into their team rules and to present both a written document and a verbal presentation of behavioral expectations for participating student-athletes. Current Student-Athletes need to understand:

1. Use of illegal drugs by team members is prohibited.
2. Underage drinking of alcohol by team members is against the law, is a violation of University and Department policies and is prohibited.
3. Drinking of alcohol to excess by a team member is prohibited.
4. Drinking of alcohol by a team member while traveling with a team to or from a practice or competition or while at the site of a practice or competition is prohibited.

**ELIGIBILITY FOR PARTICIPATION AND COMPETITION**

It is a privilege to play on a club sports team and there are both academic and general eligibility requirements. There are sports specific allowances and restrictions for playing and practice seasons. Each sport should have a rulebook on file with the Department. Each team should abide by their club sports rules. NYU has the right to implement stricter rules on any of their club sports to comply with NCAA rules. Eligibility for participation and competition is determined by the Assistant Athletic Director in conjunction with the Academic Affairs Advisor. In some cases, leagues require rosters with the registrar’s seal. Requests of the registrar must be made at least one week before the roster is needed.
II. OBJECTIVES OF CLUB SPORTS AT NEW YORK UNIVERSITY
The club sports program's purposes and objectives are to provide a wide variety of exciting physical activities geared toward fostering a lifetime of participation and interest in sports. Some club sports at NYU are primarily social or recreational and instructional rather than competitive. Other club sports are highly competitive. Some club sports include recreational, instructional and competitive components.

i. New York University's club sports are organizations initiated and administered by its members under the sponsorship, assistance, and advice of the staff of the Department of Athletics, Intramurals and Recreation.

ii. The purpose of the club sports program is to offer individuals an opportunity to join an organized group involved in a sporting, recreational, or competitive activity. Club sports should foster sportsmanship, fitness, and recreation.

iii. The club sports program offers special interest groups an opportunity to participate in organized sporting or recreational activities in both informal and formal instructional settings and to provide an opportunity to improve skills in a particular sport.

iv. The club sports program provides a basis for feelings of belonging and understanding among individuals through a shared interest in a club sport.

v. The club sports program offers students an opportunity to develop skills in leadership, organization, administration and management. Student leadership should be encouraged and cultivated.

vi. Club sports coaches and captains are responsible for the use of facilities and equipment with the approval of the Assistant Athletic Director. Facility requests should be planned on a semester basis.

III. CLUB SPORTS GUIDELINES

a. All club sports participants in extramural contests must be full-time matriculated students. For clubs that compete extramurally, player eligibility is dependent on the rules of the association, league or venue in which competition is held. This means, in some cases, that players may only be undergraduate students who qualify for participation according to UAA and NCAA Division III standards.

b. Club sports that fall under the distinction of being sanctioned and governed by the NCAA must follow the NCAA regulations of that sport according to Division III rules, which
includes the scheduling of practices, length of playing season, number of contests, and roster limitations, etc. Eligibility requirements will be determined through the leagues in which competition is conducted.

c. The organization's membership should come from a variety of school affiliations and should be all-university in scope. No student may be denied membership because of gender, race, religion, or sexual orientation.

d. Approvals for roster clearance, practice time schedules, publicity distribution, awards, space assignments, and travel requests must be made with the Assistant Athletic Director.

e. All club sports must submit a copy of their league rules to the athletic department before the start of the season.

f. Some Club Sport contests require additional waivers and releases to participate. Copies of such waivers must be submitted to the Assistant Athletic Director.

g. All club sport participants are required to submit a medical history form, assumption of risk form, consent for medical treatment form, as well as proof of primary medical insurance. For members that participate in club sports that require strenuous physical activity, a physical performed by a physician is also required.

h. For those activities that require a physical prior to participation, members can obtain a physical at the NYU Student Health Center free-of-charge. As an alternative, students may obtain a physical with their own physician but costs associated with that physical are the responsibility of the member. Only physicals performed within the last 6 months will be considered valid for clearance. Costs associated with follow-up testing deemed appropriate for clearance are the responsibility of the club member.

i. A physical performed by a physician is valid for 4 years; However, medical updates with the athletic training staff are an annual requirement for returning members to club sport teams.

j. **Individuals attending college in New York State must have medical insurance coverage valid in the State of New York. Proof of medical insurance is required to be submitted to the Athletic Department.**

k. Any injury involving a club sports member must be reported to the Athletic Trainer immediately by the club coach or advisor. An accident/incident report should also be filed at that time with the Assistant Athletic Director. There are no exceptions to this procedure.

l. A club sports coach that is hired and paid by the athletic department must be present at all practices and games. There are no volunteers permitted to coach club sport Teams
m. Club sports equipment that is purchased by the Athletic Department will be issued, maintained and returned to the Athletic Department. Equipment that is not returned must be paid for by the responsible party. If equipment is not returned, the club sports student-athlete will be put in arrears by the NYU Bursar.

n. Some club sports will be required to make up written contracts when scheduling their contests. In cases where formal contracts are not required, contests must also be approved and scheduled in writing with the Assistant Athletic Director. The seasonal schedule should be formally provided to the Club Sports Office. Results, scores and W’s and L’s should be reported in a timely fashion.

o. Cancelled contests, for whatever reason, will not be rescheduled by the coach, except with permission of the Assistant Athletic Director.

p. Any roster or schedule changes should be sent to the Assistant Athletic Director by the club sport coach in a timely fashion.

q. Long distance travel arrangements should be made with the Assistant Athletic Director. Overnight travel is approved only by the Assistant Athletic Director. Detailed itineraries must be submitted with the travel request.

r. Van requests must be made in writing to the Assistant Athletic Director. Each team should submit ONE request per season listing ALL of its needs including the date, departure time, destination, number of vans, and time of return for each practice and contest. Van assignments will be published on the weekly van schedules, copies of which are distributed to club sports coaches on a weekly basis. Intercollegiate teams have priority for departmental van usage. Alternative travel arrangements may be made if funding is available and approval granted by the Athletic Department.

s. Approval for van usage and travel reimbursement is conditional upon club sports providing a driver with a valid driver’s license who is at least twenty-one years of age, who consents to a driver’s license check for violations.

t. Departmental vans are community property and must be kept clean. The manner in which each group conducts themselves with respect to the property affects all groups. Departure and arrival schedules must be followed. Traffic and parking rules must be obeyed, if and only if parking cannot be secured at the Mercer Street Garage (212-226-8911).

u. Personal vehicles shall not be used under any circumstances to transport student-athletes to or from practice or contests except by permission of the Assistant Athletic Director.

v. Consumption of alcoholic beverages by club sports members or coaches at practices, contests
or on trips is prohibited.

w. Club sports teams who attend or sponsor a tournament must submit a written summary (with results) to the Assistant Athletic Director in a timely fashion.

IV. CLUB SPORTS MEMBERSHIP

a. Eligibility: The following guidelines apply for individual eligibility for participation in a club sport at New York University.

i. Students: Students must be registered and matriculating, in good standing, and not be on academic or disciplinary probation.

ii. Faculty, Administration, Staff, and Alumni: In order to be eligible to participate in club sports activities, all faculty, administration, staff, community members and alumni must be current members of the NYU Fitness Network.

V. CLUB SPORTS CALENDAR OF EVENTS

i. Club sports representatives will give out information about their club at the CLUB FEST. At the beginning of each semester, an open house for all incoming freshman and transfer students will be held sponsored by NYU Student Activities. Each head coach and or team members will be required to attend and staff a table at which they will display team materials and meet new students who may be interested in their program. It is advised that all referrals and recruited student-athletes be invited to stop by the table to meet the coaching staff, team captains, and team members to learn more about the program.

ii. All Request For Facility Use forms, practice schedules, extramural contest schedules, and van requests are due at the beginning of the semester. If a club requires rented space or permits for space at New York City or State facilities, those requests must be made at least three months in advance. No off-site scheduling may be made by coaches without the Assistant Athletic Director’s approval.

iii. All New York City Parks and Recreation sites require permits. Original permits for each season are on file in the Assistant Athletic Director’s office. Club sports coaches should always travel to the site with a copy of the permit and be prepared to present it to a Parks Department employee upon request.

iv. All Student-Athletes must return their uniforms no later than the Friday after your last contest. If your student athletes do not return their uniforms at this time, they will be
put in arrears with the bursars office. This means that they will be charged for what they still have, and all classes scheduled for the next term will be dropped until they pay their balance.

VI. TEAM EXPENSES AND TRAVEL ARRANGEMENTS

a. Cash Advance Procedures:

Each club sport coach must provide a completed Request For Travel Advance form to the Assistant Athletic Director for each contest once their schedule has been approved. The form will include an itemized listing of what the advance is for. A copy of the form will be given to the club sports coach when the advance is picked up. Coaches will ensure that monies are only spent for items listed. If monies are used for purposes not previously approved, coaches may be held accountable for these expenses.

b. As soon as arrangements are finalized, an approved comprehensive itinerary for the trip should be prepared. The itinerary should be distributed to all team members and coaches.

c. Two days prior to the scheduled trip, the Advance will be available for pick-up at the Palladium Athletic Facility Membership Office.

d. Any changes in times, itineraries, and members of travel parties must be reported as soon as they are known to the Assistant Athletic Director.

e. Departure times for travel to airports are set at 3 hours prior to the departure of the flight. These times are determined in such a way as to ensure timely arrival for flights.

f. Failure to return Travel Expenses Reconciliations with original receipts will result in suspension of the issuing of funds for other travel. If a delay in returning a voucher is extensive, it may result in the deduction of the amount of the advance from the coach's pay. (This is required of the University by Internal Revenue Service regulations.) Reimbursement to the university must be in personal check form. No cash will be accepted.

g. In cases where advances are not taken and when all expenses do not exceed a total of $150, club sports coaches or advisors may recover their expenses through petty cash. When Petty Cash Vouchers are used, original receipts for all expenses except mileage are still required.

VII. LOCAL TRANSPORTATION AND DEPARTMENTAL VANS

a. Teams must travel together to and from extramural contests and practices supervised by a coach. No exceptions will be made without expressed permission by the Athletic Director.

b. Buses

i. When necessary, buses will be provided for away competitions. The decision to lease
A bus will be based upon the availability of the department's vans, the number of persons traveling, the distance to the competition site and the availability of budget resources.

ii. Once a departure time is set it is not to be changed without the approval of the Assistant Athletic Director.

iii. Once a bus is ordered and the weekly transportation schedule distributed (Fridays), the coach is responsible for any discrepancies in the accuracy of the schedule. The coach is responsible for informing the Assistant Athletic Director of any changes in the information on the itinerary or transportation cancellations. In the case of last minute changes in the transportation needs, after business hours or on weekends, the coach is responsible for calling the dispatcher directly and following-up in writing to the Assistant Athletic Director on the following business day as to time changes and why the transportation needs were changed.

iv. Coaches will accompany teams on buses at all times. Under no circumstances may a team travel on a bus without a coach being present.

c. Departmental Vans

i. New York University has implemented a “Fleet Safety” program which requires all current and prospective operators of University vehicles, including rentals, to pass a driver’s license background check as well as pass an on-line driver’s safety test. Once the license background check has been completed, instructions will be provided on how to complete the on-line training portion. Prospective vehicle operators may not have more than TWO moving violations during the last THREE years and/or convicted of a DUI or DWI in the last TEN years. Prospective vehicle operators who exceed the limits listed in the previous sentence or those who do not complete the on-line driver safety portion will not be permitted to operate a university vehicle or submit for expense reimbursements that involve that individual operating a vehicle while on university business, i.e. mileage reimbursements, car rental expenses, tolls, etc.

Not more than (10) persons, including the driver may travel in a departmental van at any one time.

ii. Coaches will establish van departure times and the number of vans needed with the approval of the Assistant Athletic Director. Once a decision to use vans is made, a Van Request Form should be completed (with departure and return times) and submitted to the Administrative
Aide, not later than two weeks prior to the date needed, so that the information can be placed on a weekly van schedule. If a change in the schedule is required, particularly one which increases or decreases the number of vans needed, the Assistant Director and the Administrative Aide must be notified immediately so that the vans can be reassigned.

iii. After all needs are filled for team travel to competitions, vans will be made available for transportation to practice sites.

B. Procedures for Using Vans

1. Confirmations of van or bus requests will be communicated to the Coach by Friday of the week prior to travel. Coaches are responsible for reviewing the confirmations for accuracy.

2. Coaches must pick up assigned vans from the Mercer Street Garage, 165 Mercer Street. If the garage is closed at the time the van is to be picked up, coaches are responsible for making alternative arrangements to obtain keys and pick the van up at an alternate location. It is the coach’s responsibility to ensure that satisfactory arrangements should always be made by 4:00 pm on the weekday prior to scheduled use of the van.

   a) Vans with student drivers will travel within the eyesight and supervision of the coach traveling with them;

3. Traffic accidents or damage to vans are to be reported to the Assistant Athletic Director as soon as possible. In addition, the driver must complete a Report of Motor Vehicle Accident form (MV-104). This form must be returned to the Assistant Athletic Director as soon as possible. If the offices are closed, the MV104 form must be returned by 9:00 am the next business day.

4. Any problems with vans, such as mechanical difficulty, flat tires and damage resulting from any cause, should be reported to the Assistant Athletic Director and the garage attendant when the van is returned, with a follow-up report made to the Associate Director no later than the following day.

VIII. HEALTH AND SAFETY POLICIES AND PROCEDURES

a. Physicals (Pertains to most club sports with extensive intercollegiate schedules: Crew, Cycling, Equestrian, Figure Skating, Ice Hockey, Men's Lacrosse, Women’s Lacrosse, Runners, Sport Taekwondo, Triathlon, Men’s Water Polo and Women’s Water Polo):

   i. Every prospective club sports athlete for those sports listed above are required to take an athletic physical examination administered by New York University. Physicals
will be scheduled by our Coordinator of Athletic Training prior to the first day of try-outs. The Coordinator of Athletic Training will notify the coaches of the physical schedule in advance so coaches can inform their athletes of the scheduled time and location of their physical. Player attendance is mandatory at physicals. **No personal medical examination may be substituted for the University physical.** Returning students must complete a medical history with the athletic training staff and will be required to undergo those tests and examinations deemed necessary by the NYU medical staff.

ii. **No athlete will be permitted to participate in any physical team activities until the physical examination is completed.**

iii. The Assistant Director will not place an athlete's name on an official roster until the physical is completed and passed.

b. **Insurance**

i. All club sport coaches and advisors must be aware of the department's insurance policy regarding athletically related injuries to student athletes. Club Sport Coaches report Accident/Injury on an accident/incident report (see Appendix XX) within 24 hours of the incident. The policy is as follows:

   I. Club sport athletes injured during scheduled, supervised practice or competition whose care is arranged for by our athletic training staff or team physician, will be covered by NYU's Accident Insurance Policy **after the athlete's private and/or family insurance has been utilized to its maximum. NYU is a secondary insurer.**

   II. It is the responsibility of the club sport athlete to quickly provide the athletic trainer with original proof of payment and all outstanding medical bills which were not covered by their personal insurance. If payment is denied by personal insurance, the denial letter and original medical bills must then be submitted to the Athletic Training Office. The athlete must sign an insurance claim form and fill out an “other insurance questionnaire” form, have it signed by both parents/guardians and return it to the athletic training office before a claim can be filed with our insurance carrier.

ii. The University's student insurance is recommended because of its coverage of non-athletic related medical illness. However, it does not cover injuries resulting from
club sports intercollegiate participation. Club sports coaches and advisors should make sure that athletes have their own medical coverage. In some instances, club sports may have to purchase supplemental accident insurance as part of their budget for practice and competition.

c. Athletic Training Procedures
   i. Every prospective athlete involved in a club sport with an extramural intercollegiate schedule is required to take an athletic physical examination administered by New York University’s Health Services. Physicals will be scheduled by our Athletic Training Staff prior to the first day of try-outs. The Athletic Trainer will notify the coaches of the physical schedule in advance so coaches can inform their athletes of the scheduled time and location of their physical. Coaches will arrange practice schedules to ensure availability of student-athletes at the times scheduled. Player attendance is mandatory at physicals. **No personal or family medical examination may be substituted for the University physical.**
   ii. **No athlete will be permitted to participate in tryouts or practices until the physical examination is completed.**

d. Athletic Trainer Coverage of Contests and Practice
   i. Athletic trainers and/or student assistants are assigned to home games, team practices and away games by the Coordinator of Athletic Training with the approval of the Associate Director. Assignments will be made in accordance with the general rules that contact sports take precedence over non-contact sports, intercollegiate contests take precedence over practices, and home events take precedence over away events. Multiple practices in Coles Sports Center will most often be covered by a single athletic trainer, available for the care of injuries occurring anywhere in the Center. Should a conflict arise preventing the assignment of an athletic trainer or student assistant to a contact sport away game, the Coordinator for Athletic Training will alert the host athletic training staff of the needs of the team and relay all necessary information to our team's head coach.
   ii. The Coordinator for Athletic Training will maintain a file for each team of vital medical information on team members (such as required prescription medicine, allergies, medical conditions, etc.). This file will be shared with the coach and carried with the team whenever it travels off-site so that it is readily available in case of emergency.
Because some of our road trips and practices at off-campus locations are made without an athletic trainer or student assistant, all coaches and advisors should be aware of the following:

I. As a courtesy to the opposing athletic training staff, all teams should carry an athletic training kit to provide taping and first aid supplies if needed. These can be picked up in the Athletic Training Room by appointment prior to departure.

II. For contact sports, the opposing athletic training staff will have been contacted by our Coordinator of Athletic Training Services and will administer to all of the NYU team's needs, including first aid and emergency care.

III. For non-contact sports, if the host's athletic trainer is present, he/she will be responsible, as above. If no athletic trainer or student assistant is present, and an athlete requires emergency treatment call 911, (or the local emergency number) await an ambulance and send the athlete, with the coach accompanying them, to the nearest hospital. The NYU Medical Center's Emergency Room should be used whenever possible, when teams are competing in New York City. The NYU Emergency Room is located on East 33rd Street and 1st Avenue (phone: 212/263-5550). If the injury is not an emergency, remove the athlete from competition and have him/her see the athletic trainers or visit health services immediately upon return to campus.

iv. All coaches will be required to be certified in Cardio-Pulmonary Resuscitation (CPR). The department will conduct training on a regular basis. The training will include a component related to handling blood and AED as required by OSHA.

e. Cellular Phones- When a team competes or practices at an off-campus site without permanent facilities, the coach must have cellular contact.

f. Risk Management for Emergencies- Safety programming is an attitude, a philosophy and a responsibility. BE PREPARED!

i. A first aid kit should be kept with teams at all times.

ii. Immediately call for help, either 911 or NYU Protection 212-998-2222.

iii. Stay with injured party throughout the care process, including accompanying the injured student-athlete to Emergency room and back to their respective residence.
iv. Inform the Athletic Training Staff 212-998-2083 and the Assistant Director 212-998-2018.

v. Direct the student-athlete to contact a parent or guardian and inform them of the injury.

vi. File a complete accident/Incident Report with the Assistant Director of Operations, including the names and phone numbers of two witnesses. Share the report with the injured student-athlete and have all parties sign. Copies should be given to the Athletic Training Staff, Security and the Assistant Director.

vii. Follow up by communicating with injured student-athlete and advise the Assistant Director for Club Sports of the situation (212-998-2018).

g. Injuries

i. All illnesses, medical conditions, and injuries to athletes will be reported immediately or as soon as possible after they arise, by the coach to the athletic training office. This includes all conditions, whether or not they are a result of athletic competition, and even if the athlete is treated by a physician other than the team physician staff. The athletic training staff will treat injured athletes as needed and when necessary refer injured athletes for medical assistance. The athletic training room is open Monday through Thursday from 11:00 am to 7:30 pm, Friday 11:00 am to 6:00 pm or by appointment. Information related to injuries may also be left on the athletic training room voice mail (212-998-2073); but a follow-up call confirming that the athletic trainer received a voice mail message must be made. Failure to comply with these procedures not only jeopardizes the student-athlete’s welfare, but also may affect eligibility for insurance benefits.

ii. Pending advice from a physician, the athletic trainer will make the authoritative decision as to whether a student-athlete will be permitted to continue participation. Coaches are required to comply with the athletic trainer’s decision in such matters.

iii. Orthopedic injuries will be referred to one of our team physicians at the New York University Medical Center. The athletic training staff will closely monitor all medical referrals and keep appropriate records.

iv. The athletic training staff is responsible for recommending all necessary rehabilitation programs to athletes. The athletic trainers will closely monitor the progress of injured athletes and report to coaches periodically to inform them of the progress of rehabilitation and status of when the athlete may be expected for
clearance and be permitted to practice.

v. If an injury or medical condition causes a student-athlete to be unable to participate, the Assistant Director must be notified so appropriate changes may be made in official rosters.

h. Blood Related Injuries

i. All coaches will be responsible for observing OSHA health code, and sports specific rules for handling injuries and other conditions in which team personnel can be exposed to blood and blood related diseases.

ii. From time to time the trainer will distribute information to coaches and department staff on correct handling and clean-up of blood.

iii. A blood related component will be included in the CPR instruction each coach is required to attend.

iv. Each year the Coordinator for Athletic Training will schedule a training session in which OSHA requirements for handling blood will be instructed. Attendance at this session will be mandatory. The Coordinator will also arrange for the administration of Hepatitis B vaccinations for those staff members and student athletic trainers who request them.

i. Health Counseling

i. All students enrolled at NYU have access to the many services available through the University Health Services. These include:

   I. Mental health counseling
   II. Drug, alcohol, and gambling counseling
   III. Nutrition counseling
   IV. Physicians and nurses to care for common illnesses
   V. Date rape and sexually transmitted disease education
   VI. The NYU Wellness Exchange -212-443-9999 – www.nyu.edu/999 . The Wellness Exchange is the constellation of the University’s expanded and enhanced programs and services designed to address the overall health and mental health needs of our students. Students can access this new service through a private hotline, available 24 hours a day, seven days a week, which will put them in touch with professionals who can help them address both day-to-day challenges as well as any other crises they
may encounter, including depression, sexual assault, anxiety, alcohol and drug dependence, sexually transmitted infections, and eating disorders. The Wellness Exchange is also available for students who just need to talk or to call about a friend. The Wellness Exchange, part of the Division of Student Affairs operates in partnership with ProtoCall Services.

ii. Coaches will ensure that all members of their teams are told of the concern the University has for their welfare. Students are encouraged to talk to their coach, an athletic trainer, the Academic Affairs Advisor, or department administrator on any matter in which their physical, mental, or academic welfare is involved. Any department personnel approached on such a matter will take immediate steps to assist the student concerned. Team captains should be encouraged to have team members come to them with problems and be advised on how to help the team member get assistance in solving problems.

iii. The athletic training staff, in conjunction with Health Services, will maintain a supply of literature regarding health related issues which will be made available to student-athletes upon request.

j. Lightning Policy- Lightning is one of the most common severe weather threats to athletes and spectators during outdoor athletic activities. It kills approximately 100 people each year and injures hundreds more. New York State has the nation’s 5th highest incidence of lightning injury and death. The following safety precautions and protocols should be followed during outdoor activities.

i. **Chain of Command:** The person indicated in the role below is responsible for making the decision to stop the activity, remove a group or individuals from the playing field, and determine when or if it is safe to resume activity.
   a. Practices: Coaches
   b. During competition: Officials, coaches

ii. **Detection of lightning threat:** Prior to outdoor activities, the coach should be aware of the weather report for the day. Determine how close lightning is occurring by using the “flash to bang method”:
   I. Count the seconds from the time the lightning is sighted to when the clap of thunder is heard.
   II. For every 5 seconds you count, the lightning is 1 mile away from you.
III. A count of 30 seconds (6 miles) or less requires activity to be suspended and everyone should seek shelter immediately.

IV. The coaches supervising the activity are responsible for removing the team or individuals from the athletic site. Whenever possible, the certified athletic trainer will advise the coach supervising the activity as to the danger and proximity of the lightning threat.

iii. Safer Locations: No place is absolutely safe from lightning threat, but there are some places that are better than others.

   I. Safe shelter is defined as the nearest enclosed grounded structure.
   II. Fully enclosed metal vehicles (car, van, bus, etc.) with the windows rolled up provide good protection. Avoid contact with metal or conducting surfaces inside and outside of the vehicle.
   III. If there is no safe shelter within a reasonable distance, crouch in a thick grove of small trees surrounded by taller trees or in a dry ditch. Crouch with only your feet touching the ground and keeping your feet close together, wrap your arms around your knees and lower your head to minimize your body’s surface area. Do not lie flat on the ground!

iv. Criteria for Suspension and Resumption of Activities: Allow 30 minutes to pass after the last sound of thunder or flash of lightning before resuming any activities.

v. Recommended Lightening Safety Strategies:
   I. Avoid being the tallest object in a field.
   II. Stay away from tall or individual trees, lone objects, metal objects, standing pools of water, and open fields.
   III. If you feel your hair stand on end or your skin tingle or hear crackling noises, immediately crouch to minimize your body surface area.
   IV. Do not use the telephone unless there is an emergency. People have been struck by lightning and killed while using a landline telephone.
   V. Do not take a shower or wash your hands during a lightning storm.
   VI. Do not contact metal objects or conductive materials with exposure to the outside. This includes window frames, cable or antennae wire, plumbing and electrical wiring.
IX. CLUB SPORTS EMAIL AND WEBSITE POLICIES

a. Sites are to be hosted on the NYU club sports server (www.gonyuathletics.com/clubsports) by the Assistant Athletic Director.
   i. Sites are controlled by the Club Sports Office. They will be managed on the NYU club sports server, with major updates occurring during summer and winter breaks only, and with minor changes at other times only with special permission by the Assistant Athletic Director.
   ii. For clubs that wish to manage their own websites, sites are to be completely maintained by an appointed webmaster whose contact information is to be submitted to the Assistant Athletic Director.
   iii. Sites and their location addresses must be submitted to the Assistant Athletic Director for review before they are linked on the web.
   iv. Sites should contain a current schedule of practices and contests.
   v. Sites should contain a current roster of students.
   vi. Sites should contain a current record of extramural contest results. Sites should contain a current contact list of coaches and captains.
   vii. Sites may NOT contain any offensive or inappropriate content, including but not limited to references to profanity, alcohol, drug use, lewdness, slander, racism, sexism, ageism, or any other behavior deemed offensive.
   viii. Sites may NOT contain any copyrighted images, slogans, or other intellectual property without written permission of the copyright holder. Documentation of permission must be submitted to the Assistant Director.
   ix. The only NYU graphics to be used are the official NYU logos, unaltered (including color alterations). The Club Sport office will provide these upon request.

b. The Privacy of the NYU Club Sports athletes must be protected and respected in all electronic communication and publications. Those in control of the site must adhere to the above specifications and will receive only one notification before appropriate action is taken by the Assistant Athletic Director.

c. The Assistant Athletic Director for Club Sports and the Department of Athletics reserve the right to take down the link to a site if it does not meet the specifications listed above, or for any other reason at the discretion of the Assistant Athletic Director. In addition to the above, websites must adhere to the university-wide policies concerning Web pages (links below):

Office of Marketing Services and Electronic Publications.
X. **CLUB SPORT LEADERSHIP**

a. **CLUB SPORT PRESIDENT/CAPTAIN RESPONSIBILITIES**

i. Presidents/Captains report directly to their coaches, advisors and the Assistant Athletic Director. The president should help the coach, advisor, and Assistant Athletic Director with any necessary duties.

ii. They should understand the contents of the "Policy Handbook for Club Sports".

iii. Assist the coaches in making sure that all club members are officially registered and added to the Active Roster.

iv. Submit a semester report of club's activities.

v. Know and work with all club sports officers and members.

vi. If your club sport has a constitution, make sure it is updated.

vii. Know all your club sports responsibilities regarding organization, administration, and management.

viii. Club Sports activities (hosting tournaments, organization, administration, and management) should be a team effort and shared by the coach, advisor, and student officers.

XI. **COACH/ADVISOR SHARED RESPONSIBILITIES**

a. The coach and advisor must be aware of New York University's rules, regulations, policies, and procedures governing the Club Sports Program.

b. The coach or advisor must attend all practice sessions and games. Qualified substitutes may be designated by the Assistant Athletic Director if the assigned coach or advisor cannot be available. Another coach, advisor, or supervisor may act as a substitute with the permission of the Assistant Athletic Director. For club sports with intercollegiate schedules, captains can not run practices without the permission of the Assistant Athletic Director.

c. The safety of the club sports members is the primary concern of the coach or advisor. All injuries should be given immediate first aid and an accident/incident report should be filled out and submitted to Security, the Athletic Trainer, the Associate Athletic Director of Operations, and the Assistant Athletic Director. A copy should be retained by the
coach/advisor.
d. The coach or advisor must ensure good sportsmanship.
e. Submit game results in a timely fashion.
f. Coaches and advisors must verify player eligibility and make sure that ineligible players do not represent the New York University’s Department of Athletics in any official games or practices.
g. The Athletic Department has the right and obligation to protect each club sport by relieving any coach or advisor who may not be fulfilling his or her duties.

XII. SPORT CLUB ADVISOR
a. New York University Club Sports Advisors may be appointed from the part-time or full-time faculty, staff or administration of the University by the Director of Athletics. Advisors provide opportunities for students to interact with the faculty and staff of the University outside the classroom or the normal administrative routine. The following principles apply to the roles of advisors:

i. Advisors will routinely attend practices, meetings, competitions and other club activities and substantially contribute to the conduct of club affairs.

ii. Advisors will counsel, inform and assist students and coaches (when applicable) in their interactions with the processes and routines of the University and other non-University organizations with which the club must be involved in order to affect programs.

iii. Advisors will assist student sport club leaders and coaches (when applicable) in managing club budget resources, in business operations, in use of space and equipment, in teaching skills and developing strategies and in conducting practices.

iv. Advisors will routinely observe and counsel students and coaches (when applicable) on safety procedures and risk management.

XIII. EQUIPMENT PURCHASE AND ISSUE
a. Each club sport coach is responsible to submit in writing a comprehensive list (including catalog numbers, sizes, color, and costs) of team equipment needs for subsequent seasons to the Assistant Athletic Director prior to the season. The Equipment Manager is available by appointment to make recommendations to club sport coaches as this list is formulated. Equipment orders can only be made through the Equipment Manager after approval by the
Assistant Athletic Director.
b.After approval by the Assistant Athletic Director, the Equipment Manager will be authorized to prepare an order for approved items.
c. All equipment, unless the Department decides otherwise, becomes the property of the Department and the University, and will be issued by the Equipment Room.
d. The Equipment Room will issue equipment to individual team members for the entire season. All equipment must be returned to the Equipment Room within one week after the end of each club's playing and practice season. Equipment not returned will be paid for by individuals responsible for loss. Failure to return or pay for lost equipment will result in the placement of the issue in arrears with the University Bursar.
e. All logoed apparel must be approved by the Assistant Athletic Director. Only the approved NYU logos will be allowed on apparel.

XIV. AWARDS
Those individuals who demonstrate extraordinary effort on behalf of a club are eligible to receive the most valuable player award. Recommendations for these awards must be made in writing to the Assistant Athletic Director by the end of the first week in April of each year. Awardees should always be students. The MVP awards will be presented by the coaching staff.

XV. PROCEDURES FOR ORGANIZATION AND RECOGNITION OF NEW CLUB SPORTS
NYU CLUB SPORTS are student organizations initiated and administered by their members under the sponsorship, assistance, and advice, for risk management purposes, of the Department of Athletics, Intramurals and Recreation. In order to be considered for inclusion as an NYU Club Sport, the sport must be a National Collegiate Athletic Association (NCAA) or an International Olympic sponsored sport. Further, there must exist a collegiate umbrella organization and a collegiate playing league with rules, safety standards, operating guidelines and opportunities for intercollegiate competition in the North East Region of the United States. No new clubs will be allowed that significantly duplicate an existing NYU Varity Sport, Club Sport, or any other student organization on campus.

How to Start a Club Sport:
• Read through the Club Sport Manual- www.gonyuathletics.com/clubsports
• Contact the Assistant Athletic Director for Club Sports to determine if your sport is eligible to be considered as a Club Sport
• Compile an application for recognition as a Sport Club. That application should include the following information:
- Objectives and goals of the club
- Names and contact information of students interested in participating in the activity. The application must include a minimum of 3x the number of people needed to field that particular sport or 30 members, determined by the Assistant Athletic Director.
- Practice and space needs
- Equipment needs
- A budget proposal for the upcoming year
- A regional or national governing body for the sport
- List of schools, with contact information, with teams in the local or regional area which the club can compete against.

- Write a club constitution which outlines the structure, purpose, membership, annual meetings, officer election procedures and any other pertinent information regarding the administration of the club.
- Meet with the NYU Club Sports Student Advisory Committee to present your application at the November meeting.
- Meetings thereafter will be scheduled on a need basis throughout the Fall and Spring semesters.
- Committee members will provide peer advisement to the leadership of the proposed new Club Sport throughout the year

Once these steps have been completed, the Student Advisory Committee will vote on the proposal. If a club is accepted, they are eligible for support from the Sport Clubs office in scheduling, practice time and space and organizing competitions. New clubs are responsible for completing all required paperwork and attending all mandatory meetings and training sessions. New clubs are ineligible for financial support until the next budget cycle and full school year.