

# TU | REO CLUB SPORTS



## TULANE UNIVERSITY CLUB SPORTS HANDBOOK

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# INTRODUCTION

## Introduction

### CLUB SPORTS MISSION STATEMENT

Tulane University's Club Sports program offers diverse competitive, recreational, and instructional opportunities through which students foster lifelong friendships and develop and maintain an active and healthy lifestyle throughout college and beyond. Through experiential learning, Club Sports expands and enhances students' leadership skills, including communication, organization, time management, and financial responsibility.

### CAMPUS RECREATION MISSION STATEMENT

The Department of Campus Recreation encourages personal growth by providing recreational and wellness opportunities to the Tulane community. We are committed to creating an environment which fosters the physical and social development of students, lifelong learning, respect, and cultural diversity.

### DIVISION OF STUDENT AFFAIRS CORE VALUES

These seven core values serve to guide behavior, clarify decision-making, and inspire action.

1. Live in *community*
2. Lead lives of *integrity*
3. Model *inclusive excellence*
4. Educate the *whole person*
5. Be *person-centered*
6. Encourage *creativity and innovation*
7. Commit to *healthy living*

### DIVERSITY STATEMENT

The Department of Campus Recreation strives to create a welcoming and inclusive environment as we recognize and celebrate the diversity within our community. We understand and value variations in age, physical abilities, cognitive talents, socioeconomic status, political viewpoints, religious/spiritual and/or philosophical beliefs, and sexual, gender, and racial/ethnic identities.

We believe a healthy, active, and engaged lifestyle is a right afforded to everyone, and actively demonstrate this commitment through our programs, policies, and services. Should you have concerns about your abilities to participate in a club sport for any reason, please contact the Assistant Director of Club Sports so that we may work with you to meet your individual needs.

# STAFF AND ORGANIZATIONAL STRUCTURE

## Staff and Organizational Structure

### CLUB SPORTS STAFF

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### CLUB SPORTS STRUCTURE

The Club Sport program is overseen by the Department of Campus Recreation in conjunction with the Lavin-Bernick Center for University Life. The Assistant Director of Club Sports is in charge of the daily operation of the Club Sport program, working with the Association of Club Sports executive board and individual team executive boards. The dual reporting structure is as follows:

Assistant Vice President for Campus Recreation

Director of Campus Recreation

Associate Director of Programs

Assistant Director of Club Sports

Undergraduate Student Government President

Vice President for Student Organizations

Association of Club Sports President

Association of Club Sports Executive Council

Club Officers

Club Members

### CLUB SPORT TEAMS

- Aikido
- Ballroom Dancing
- Baseball
- Basketball (M)
- Capoeira
- Cycling
- Equestrian
- Fencing
- Golf
- Gymnastics
- Ice Hockey
- Karate
- Lacrosse (M)
- Lacrosse (W)
- Martial Arts
- Mixed Martial Arts
- Ping Pong
- Quidditch
- Rock Climbing
- Rowing
- Rugby (M)
- Rugby (W)
- Running
- Sailing
- Soccer (M)
- Soccer (W)
- Swimming
- Tennis
- Ultimate Frisbee (M)
- Ultimate Frisbee (W)
- Volleyball
- Water Polo

# ASSOCIATION OF CLUB SPORTS

## Association of Club Sports

The Association of Club Sports (ACS), comprised of all club presidents or their designee and the ACS Executive Council, is the umbrella organization for all recognized Club Sport teams. The ACS Executive Council represents, governs, and administers university policies for all recognized and provisional Club Sport teams. The ACS Executive Council serves as the liaison between all individual club teams and Campus Recreation, LBC, and Undergraduate Student Government (USG). All positions will be elected in the spring semester for the coming academic year. Any active, dues paying undergraduate student club member is eligible to run for a position on the Executive Council.

### PRESIDENT

- Coordinate the activities of the Executive Committee
- Meet with Assistant Director for Club Sports to discuss agenda items for ACS exec and monthly meetings
- Represent ACS on USG committees
- Co-present and defend budget requests for all ACS groups to the USG Finance Committee
- Promote Club Sports unity

### VICE PRESIDENT OF FINANCE

- Assist the President in ACS activities
- Maintain accurate records of ACS finances
- Coordinate travel allocation procedure
- Assist clubs with USG budget requests
- Co-present and defend budget requests for all ACS groups to the USG Finance Committee

### ALL REPRESENTATIVES (3)

- Serve as liaison between the Executive Committee and member clubs
- Communicate with all clubs regarding special events, games, and/or tournaments
- Meet with each member club at least once per semester
- Hold weekly office hours to meet with or assist any clubs and answer any questions
- Serve as Community Service, Fundraising, or Leadership Chair

### 1. COMMUNITY SERVICE CHAIR

- Coordinate Outreach Tulane and MLK Day of Service volunteer opportunities
- Conduct community outreach to find service opportunities and organizations in need of volunteers
- Track the completion of the community service requirement for each team
- Plan events for National Recreation Day to engage with the local community

# ASSOCIATION OF CLUB SPORTS

## 2. FUNDRAISING CHAIR

- Coordinate fundraising opportunities
- Conduct community outreach to find fundraising opportunities
- Track the completion of the fundraising requirement for each team
- Work with Development to communicate with alumni

## 3. LEADERSHIP CHAIR

- Create and share a master schedule of club sports events to promote student engagement beyond their individual organization
- Encourage attendance at leadership events (LeaderShape Institute, One Wave, etc.)
- Track attendance at club sports spirit events

## ASSISTANT DIRECTOR FOR CLUB SPORTS

- Serve as non-voting member to provide guidance and counsel
- Serve as the advisor to individual club sport organizations
- Coordinate, administer, and supervise all club sport organizations
- Oversee risk management procedures and protocol compliance
- Act as a liaison between ACS and various university departments

# CLUB PARTICIPANT AND OFFICER RESPONSIBILITIES

## Club Participant and Officer Responsibilities

### CLUB MEMBERS

General membership in a club sport is open to all current Tulane students, faculty, and staff. All Tulane students must maintain a minimum of 6 credit hours and valid health insurance. All club sport participants must:

- Complete an assumption of risk and release annually
- Abide by all Club Sport policies and procedures

### CLUB OFFICERS

All club officers must be knowledgeable about the Club Sports policies and procedures set forth in the Club Sport Handbook, the ACS constitution, and the constitution of their respective club. All clubs must have a president and treasurer. It is recommended that clubs have several officers to split duties and responsibilities of the club. All club officers must:

- Ensure that club members have completed assumption of risk and release waivers
- Submit all requested paperwork on time
- Follow all guidelines for appropriate facility and equipment usage

#### ❖ PRESIDENT

- Serve as the liaison between the club and the Club Sports Office and the ACS Executive Council
- Ensure club officers and members comply with the content of the Club Sports Handbook
- Operate the club in compliance with all Club Sports policies and procedures
- Hold regular elections as stipulated by the club's respective constitution
- Attend ACS monthly meetings

#### ❖ TREASURER

- Manage the budget for the club, including collecting and depositing dues
- Co-prepare the travel allocation request in the fall with club president
- Co-prepare the USG budget request in the spring with club president
- Foster fundraising within the club

#### ❖ VICE PRESIDENT – RECOMMENDED

- Maintain club OrgSync page
- Update membership list and active roster
- Assist with club fundraisers
- Manage list of alumni for engagement and donations
- Assist the president in carrying out their responsibilities to the club

# CLUB PARTICIPANT AND OFFICER RESPONSIBILITIES

## SAFETY OFFICERS

All clubs are required to have at least two safety officers at all practices and competitions, both home and away. If there are less than 10 members at a given event, one safety officer is sufficient. All safety officers must:

- Maintain valid American Red Cross CPR/AED and First Aid certifications on file with the Club Sports Office
- Ensure that assumption of risk and release forms are completed by all participants
- Ensure compliance with safe practice and game day procedures
- Ensure compliance with safe travel procedures
- Submit injury reports to the Assistant Director for Club Sports in timely manner

All safety officers in the following clubs must also complete the Michigan NeuroSport Concussion Education Coach Edition:

- Baseball
- Basketball
- Cycling
- Equestrian
- Gymnastics
- Ice Hockey
- Karate
- Lacrosse
- MMA
- Quidditch
- Rugby
- Sailing
- Soccer
- Ultimate Frisbee
- Water Polo



# SOCIAL MEDIA POLICY

## Social Media Policy

We recognize that social media can be extremely positive marketing tools for teams and players to promote their accomplishments. Club teams may use social media to engage and connect with fans, alumni, prospective players, parents, the Tulane community, and the greater New Orleans area. Social media provide powerful opportunities to grow relationships through personal, regular, and honest communication.

### POLICIES

- Abide by all [Tulane University Social Media Guidelines](#)
- Do not post anything that is confidential, sensitive, or private
- Follow all applicable laws such as FERPA and HIPAA
- Comply with the University trademark, logo, and use policy
- Notify us of new official accounts or groups
- Follow all Social Media site rules
- Respect copyright and fair use

### BEST PRACTICES

- **Think twice before posting** – if you wouldn't want your parents or future employer to see your post, don't post it
- **Be accurate** – if you make a mistake, own up and correct it quickly. Proofread your posts for grammatical and spelling errors.
- **Be professional and polite** – be positive and respectful
- **Be honest** – be transparent and tell the truth.
- **Remember ALL of your audiences** – fans, kids, students, parents, staff, faculty, etc. will see your posts. With great opportunity comes great responsibility!
- **Share the love!** – link back to other University, club sport, Campus Rec, etc. posts. It widens your reach and makes everyone look good.
- **Be authentic and real** – don't sound like you're selling something. The expected tone is conversational and personal
- **Moderate your content** – respond promptly to comments where a response is expected or required
- **Don't post anything you wouldn't say openly in a workplace** – comments about drug or alcohol use, profanity, off-color or sexual humor, ethnic slurs, personal insults, etc. are unacceptable and may be subject to review under the Code of Student Conduct
- **Don't forget your day job** – social media can be time consuming. Have a plan for your activity to make sure it adds value so there is a return on your time investment
- **Be in the right state of mind when you make a post** – don't post when you're angry, upset, or your judgment is impaired in any way. Remember, the internet is permanent!

# CLUB COACHES

## Club Coaches

Each club is permitted to have 1 head coach and up to 2 assistant coaches, though exceptions may be made in the case of clubs with separate A and B teams or for co-ed clubs with separate practices for men and women. Each club is responsible for securing the services of their coach/instructor. Students may not be paid coaches. Guidelines for coaches and instructors include but are not limited to:

- Awareness of all Tulane University and Campus Recreation policies and procedures relative to Club Sports and the Association of Club Sports
- Model and enforce University and Club Sport policies
- Promote good sportsmanship on and off the field
- Develop and improve skills of club members
- Assist club officers in scheduling games
- Attend practices and games
- Maintain valid CPR/AED and First Aid certifications
- Complete online concussion training annually

### PROCESS FOR BRINGING IN A COACH

1. Work with Club Sports Office to establish a job description for head and/or assistant coach
2. Find a coach willing to attend and assist with practices and/or competitions
3. Schedule a meeting with the Assistant Director of Club Sports, potential coach, and club president
4. If acceptable, complete either paid coaching contract or volunteer coaching application

\*All coaching contracts are valid for one academic year. Any team wishing to rehire or retain their coach for the following year must schedule a meeting with the Assistant Director of Club Sports to submit a new paid coaching application or volunteer coaching application at the beginning of the new academic year.

# CONDUCT EXPECTATIONS AND RESPONSIBILITY

## Conduct Expectations and Responsibility

As students and recognized organizations of Tulane University, club members and club teams have a responsibility to behave in a manner that is compatible with the University's high standards of scholarship and conduct. All club members are expected to act maturely and responsibly both on and off campus in all club-related activities as the University has jurisdiction over violations of the Code of Student Conduct on University premises, at University sponsored events, or elsewhere when the University has an identifiable interest. Each club member represents Tulane University and is expected to be a credit to the Tulane Club Sports Program and to follow all rules and regulations as stated in the Code of Student Conduct.

Please note that officers or other leaders or spokespersons are responsible for the conduct of their members and guests, including visiting teams and spectators, at events recognized and/or sponsored by the group or organization if and only if the leader or spokesperson has implicitly or explicitly endorsed any violation of the Code. A student group or organizations and its officers may be held collectively or individually responsible for violations of the Code by those associated with the group or organization. Charges against a student group for violation of the Code are subject to the same procedure as charges against a student. Further, the officers, leaders or spokespersons for a student group or organization may be directed by the Vice President for Student Affairs or designated representative to take reasonable actions to end violations of the Code.

### HAZING

As defined by the Tulane University Code of Student Conduct, hazing includes, but is not limited to, acts of servitude and/or behavior that humiliates, degrades, embarrasses, harasses or ridicules an individual, or otherwise is harmful or potentially harmful to an individual's physical, emotional, or psychological well-being, as an actual or apparent condition for initial or continued affiliation with any group. A student violates this standard regardless of either the lack of intent to cause harm or the hazed individual's own willingness to participate. Unless affirmative steps were taken by the responding student to prevent the hazing behavior, conduct charges may be brought against the group, officers of the group, and members of the group who are deemed to have encouraged the behavior, in addition to any conduct action against persons who engaged in the hazing behavior.

### ALCOHOL

Tulane University has strict rules pertaining to alcoholic beverages and consumption. Disorderly or disruptive conduct while under the influence of alcohol is a violation of the Tulane University Code of Student Conduct when actions are on University premises, at University sponsored events, or elsewhere when the University has an identifiable interest. Individuals must abide by state and local alcohol laws at all times. Student leaders must familiarize themselves with these policies to regulate compliance within their respective club team. The alcohol policy can be found at [alcohol.tulane.edu](http://alcohol.tulane.edu).

# DISCIPLINARY ACTIONS AND PROCEDURES

## Disciplinary Actions and Procedures

Inappropriate conduct or actions during a club sponsored activity may jeopardize the club and/or individual's University standing. Individuals and/or teams in violation of, or non-compliance with, University policies or the Code of Student Conduct, campus regulations, ACS policies, or Club Sports policies and procedures may result in a loss of ACS privileges and club participation or further disciplinary action.

### CHARGES AND VIOLATIONS

As per the Code of Student Conduct, registered and unregistered student groups or organizations may be charged with violations of the Code. Officers, or other leaders or spokespersons, are responsible for the conduct of their members at events recognized and sponsored by the group or organization if and only if the leader or spokesperson has implicitly or explicitly endorsed any violation of the Code. A student group or organization and its officers may be held collectively or individually responsible for violations of the Code by subject to the same procedure as charges against a student. Further, the officers, leaders or spokespersons for a student group or organization may be directed by the Vice President for Student Affairs or designated representative to take reasonable actions to end violations of the Code.

Procedural violations, such as submitting paperwork late or missing meetings, are covered in the Points System. Non-procedural violations, including but not limited to those listed below, will be reviewed through the conduct process:

- Transporting and/or consuming alcohol or illegal substances during club events
- Representing the University and/or Club Sports program in an unsportsmanlike manner
- Misusing or abusing club funds
- Compromising the safety of club members
- Engaging in hazing or other inappropriate behavior

### PROCESS

The offending club will receive written notification for violations. The type and severity of the violation will result in either the Informal Process or the Formal Process. The offending club may be put on probation pending review of the Conduct Process. This probation may include, but is not limited to:

- Suspension of all club financial activity
- Limited or restricted use of vehicles
- Limited or restricted travel
- Limited or restricted use of facilities
- Loss of voting privileges within ACS

# DISCIPLINARY ACTIONS AND PROCEDURES

## INFORMAL PROCESS

The Informal Process for student organizations may be resolved through an Educational Conference, a developmental conversation which does not result in a “conduct record”, but may result in a Learning Action Plan with required educational activities, or a Student Hearing Panel, an adjudication that may result in a finding of responsibility with both status and educational sanctions. Educational Conferences may not be appealed. Student Hearing Panels may be appealed on the grounds of procedural error, new and significant evidence, or disproportionate sanctions.

## FORMAL PROCESS

The Formal Process will go through a Procedural Review conducted by an investigator assigned by the Director of Student Conduct. The investigation is designed to provide a fair and reliable gathering of facts by a trained and impartial investigator, who will determine consequences, if any. The Procedural Review may be appealed on the grounds of procedural error, new and significant evidence, or disproportionate sanctions.

## RESOLUTION

Circumstances that bear on the severity of the sanction may include the present demeanor and conduct record of the offender, the nature of the offense, and the extent of harm resulting from it. Sanctions may be increased if the charged student or group intentionally commits the violation because of the actual or perceived race, sex, color, religion, national origin, age, disability, genetic information, sexual orientation, gender identity, gender expression, pregnancy, marital status, military status, veteran's status, or other legally proscribed characteristic of any person.

For findings of responsibility, there are two components, namely a **status** and an **action or behavior**. The status refers to standing of an individual or a group, such as loss of privileges or suspension of a student group. The action or behavior is typically an educational, reflective, or restorative component, designed to better inform those involved to prevent a reoccurrence of the violation.

# EVENT REGISTRATION AND FOLLOW UP

## Event Registration and Follow Up

All official team activities must be registered at least one week in advance with the Club Sports Office. This includes home games and scrimmages, travel trips, fundraisers, community service events, etc. Weekly practices on the published practice schedule will be registered by the Club Sports Office. Following any event outside of regularly scheduled practices, a post-event report must be submitted within three days of the event.

Alcohol, tobacco, and drugs are strictly prohibited from all practices, scrimmages, games, and tournaments hosted or attended by Tulane Club Sports on or off campus. Staff members reserve the right to ask anyone under the influence and/or in possession of the above mentioned items to leave the premises. Club members found in violation of this policy are subject to disciplinary actions.

### PRACTICES

Each recognized club will have weekly scheduled time to work together on club specific skills. Practice schedules will be released in August for the fall semester and in December for the spring semester. Campus Recreation staff members reserve the right to cancel practice at any time. Attendance is required at all practices. If your team practices in a space with a Club Sports Attendant, attendance will be taken for you by the staff member. If your team does not practice in a space with a Club Sports Attendant, the club president is responsible for taking attendance.

### HOME EVENTS

Any event that the club is hosting either on campus or within 40 miles of Tulane's Uptown Campus is considered a home event. If a team is requesting on campus space, the earlier a request is put in, the more likely it is that the space will be available. Teams are responsible for finding off campus fields and competition spaces on their own. The Club Sports Office will assist, though it is primarily the responsibility of the club.

### AWAY EVENTS

Any event that a club is attending 40+ miles from Tulane's Uptown Campus is considered an away event. A member of the executive board must attend a pre-trip meeting for all away events. Pre-trip meetings will occur on Tuesdays and Wednesday from 3:00pm-5:00pm. Plan to attend a pre-trip meeting during the week immediately preceding your event. These meetings are used to verify that all drivers are university authorized, all personal vehicles are registered with the Club Sports Office, and all participants have complete an Assumption of Risk waiver. The club representative will receive gas card(s) if requested as well as a trip kit with emergency information. Trip kits and gas cards must be returned by the following Tuesday at 3:00pm. There is more information in the Travel Policies section of this Handbook.

# FACILITY USAGE

## Facility Usage

Each recognized club sport has access to specific facilities for practices and home games. Practice and game times are allocated based on facility and staff availability. There are restrictions as to which organizations may or may not practice in a given space. Conflicts of requested time will be determined based on in-season versus out-of-season, timeliness of the request, and historical use.

### INDOOR PRACTICE SPACE – REILY CENTER

- **Classrooms 107 & 108** – meeting spaces with tables and chairs for roughly 30 people
- **Diboll Studios** – multipurpose studio space
- **Downtown Gym** – two multi-purpose courts
- **Lakeside Room** – multi-purpose activity room
- **Main Gym** – three multi-purpose courts
- **Natatorium** – Olympic sized pool
- **Riverside Room** – multi-purpose activity room with heavy and speed bags
- **Uptown Gym** – all-purpose gym

### OUTDOOR PRACTICE SPACE

- **Benson Field** at Yulman Stadium – lighted turf field (football)
- **Bruff Quad** – unlighted grass field
- **Greer Field** at Turchin Stadium – lighted turf field (baseball)
- **Berger Lawn** – unlighted grass field
- **Lusher Field** – lighted grass field
- **Mintz Field** – lighted turf field (not full size)
- **Newcomb Quad** – unlighted grass field

### OFF-CAMPUS SPACE

Although off-campus clubs are responsible for attaining adequate facilities, the Department of Campus Recreation has certain requirements for these facility agreements, specifically a written contract outlining designated club time, cost, and length of the contract to the Club Sports Office. All contracts must be reviewed and signed by a university official before practice can begin.

### COMPETITION SPACE

- All indoor practice spaces may be reserved for home competitions
- Berger Lawn, Newcomb Quad, & Bruff Quad may be reserved for home competitions
- Yulman & Turchin Stadiums may be requested in advance as long as it is not in use by Varsity Athletics

# TRAVEL POLICIES

## Travel Policies

### DRIVER AUTHORIZATION

In order to drive any vehicle, including Motor Pool, rental, or personal vehicles, for university purposes, students must be authorized drivers through the Office of Insurance and Risk Management. Drivers must have a valid, unrestricted driver's license for at least one calendar year. Please refer to the Authorized Driver Policy for further clarification on additional requirements. Follow the steps below to become an authorized driver:

1. Submit an online MVR Consent Form
  - a. If you have received a speeding ticket, you **MUST** indicate the amount which you were driving above the limit (i.e. ticket for going 35mph in a 25mph zone).
  - b. Failure to self-report will result in denial of driving privileges
2. Complete the online driver safety course (will receive instructions via WaveSync message)
  - a. Must pass with a 90%
  - b. Driver authorization is not complete until you have taken this course
3. If deemed eligible, complete the in-person classroom session
  - a. There is no driving test

The following will prevent you from becoming an authorized driver:

- Speeding 20+mph over the limit in last 5 yrs
- More than 1 moving violation in last 5 yrs
- At-fault accident
- Major violations in driving history

TYPE OF VEHICLE	LOCAL USE	NON-LOCAL USE
8-passenger van or smaller	1 year driving experience	2 years driving experience

### CHANGES IN DRIVING HISTORY

**Students must report any moving violations received after becoming an authorized driver to the Assistant Director of Club Sports.** This includes any tickets received regardless of whether it was while driving for University purposes or not. The student's driving privileges will be suspended pending investigation of the incident. In the report, be sure to include the following:

- Name of driver
- Club sport(s) driver is a member of
- If incident occurred while driving for University purposes or not
- Number of vehicles damaged, if applicable
- Speed limit and speed driving, if applicable
- Medical care provided, if applicable
- Contact number for follow up



# TRAVEL POLICIES

## MOTOR POOL

To request a Motor Pool vehicle, you must submit a request through OrgSync at least one week prior to the event. There is a high chance you will not get a vehicle if you put the request in less than a week before your event. Please review the Motor Pool Policy and contact the Motor Pool Coordinator at [motorpool@tulane.edu](mailto:motorpool@tulane.edu) for further clarification.

## RENTAL CARS

Students are able to rent vehicles, including full-size minivans, through Enterprise Rent-A-Car. Students may use the business code through Tulane University to receive discounts on rates for drivers under the age of 25. In some circumstances, students may work with the Assistant Director of Club Sports to utilize direct billing instead of having a student pay up front to get reimbursed.

## PERSONAL VEHICLE REGISTRATION

Students are prohibited from transporting other students in personal vehicles to and from University events unless the Assistant Director of Club Sports has confirmed that no University vehicles are available and that payment for a rental vehicle is not feasible for the trip. Personal vehicles must be registered with the Club Sports Office prior to use for club sport travel. The owner or primary driver of the vehicle must submit the Use of Personal Vehicle form. A clear picture of their car insurance must be attached to the form. The form is valid for one academic year OR until the insurance expires. The owner or primary driver must be either the authorized driver or a passenger in the vehicle in order for it to be used for a given trip.

## GAS CARDS

Teams may check out gas cards for travel use. Payments will be withdrawn from a club's travel allocation. If a team did not receive any travel funding or a team has spent all of their travel funding, the payments will be withdrawn from the club's 9-account. Gas cards are checked out on a first come, first serve basis. Teams may check out multiple cards, though the number is dependent on the total number of teams traveling in a given weekend. All gas cards must be returned by 3:00pm on the Tuesday following the trip taken.

## TRANSPORTATION EXPECTATIONS

- All trips, regardless of type of vehicle being used, need the appropriate number of authorized drivers.
- University vehicles are the preferred method of travel, followed by rental vehicles. Use of personal vehicles is prohibited unless the club advisor has confirmed that no University vehicles are available for the requested travel and that payment for a rental vehicle is not feasible for the trip.
- As representatives of Tulane University, the Department of Campus Recreation, and ACS, all club members are expected to conduct themselves in an appropriate manner while traveling. Reports of activities that negatively reflect upon the University will result in disciplinary actions.

# FINANCIAL ACCOUNTS

## Financial Accounts

### 2-ACCOUNT

In the spring, eligible clubs must prepare and submit a USG Budget Request to the ACS Executive Council for evaluation and approval. The ACS President and VP of Finance will then present all club sport budget requests before the USG Finance Committee. This account has the following characteristics:

- May only be spent for items designated in the budget within specified natural account codes
- Available for a fiscal year from July 1-June 30. There are deadlines well before June 30 to submit forms to use remaining monies. All monies not spent by June 30 will be forfeited.
- Access to this budget is through the use of appropriate Student Programs documents.
- Equipment purchased with this money must stay with the club and be inventoried annually

### 9-ACCOUNT

Clubs must also generate their own funds through dues, fundraising, and donations to support club activities. All funds collected by the club must be deposited into a club's university account. Clubs should not retain cash from dues to reimburse club members for club expenses. Clubs are not permitted to have off-campus bank accounts. This account has the following characteristics:

- May be spent on club expenses with proper documentation
- Monies will carry over from year to year
- Access to this budget is through the use of appropriate Student Programs documents.
- Equipment purchased with this money must stay with the club and be inventoried annually

### TRAVEL ALLOCATION

The ACS Executive Council receives funds from USG to allocate at their discretion to eligible clubs in bulk at the beginning of the fall semester for the entire academic year. Any money not used, or planned to be used, by the middle of the spring semester may be reallocated to other organizations that are still traveling. If a club qualifies for nationals and did not request an allocation for this post-season event, the club can submit an additional request.

The ACS Executive Council will consider a club's performance within the point system and historical performance as an organization. Funding caps are determined within the classification system and are dependent on a club's fundraising.

Travel funding requests must be submitted prior to the deadline in order to be considered. Late submissions will not be accepted. Requests must adhere to the following formulas, with rates for gas, hotel, and car rental will be set in the fall by the ACS executive council.

- Gas:  $[(\# \text{people}/10) \times \text{total miles}/15] \times \text{gas rate}$
- Hotel:  $(\# \text{people}/4) \times \# \text{ nights} \times \text{nightly rate}$
- Car Rental:  $(\# \text{ people}/10) \times \# \text{ days} \times \text{car rate}$
- Flight:  $\# \text{ people} \times \$200$

# RISK MANAGEMENT

## Risk Management

There are inherent risks associated with participating in a club sport due to the nature of the activities. The purpose of risk management procedures is to reduce the amount of unnecessary and avoidable risk. A good risk management plan will assist clubs in coordinating events and travel that will increase the safety of participants and spectators alike.

### RISK MANAGEMENT PLANS

All recognized club sport teams must have a risk management plan on file with the Club Sports Office that is updated annually. This is required for club renewal at the end of the spring semester. These plans will be reviewed over the summer by the Assistant Director of Club Sports and reexamined with the club officers in the fall. Risk management plans must include emergency action plans for injuries that are typical in the specified sport, weather contingencies for outdoor sports, and protocols for club members to follow in the event of an emergency.

### ASSUMPTION OF RISK WAIVERS

All participants must complete an assumption of risk waiver before attending their first practice or participating in a club sport event. Assumption of risk waivers must be completed annually on OrgSync. Paper copies will NOT be accepted.

### EMERGENCY CONTACT PROTOCOL

In case of an emergency, contact a Campus Recreation staff member. This will ensure that the proper university officials are notified and university procedures are followed. If you are unsure if a situation is urgent enough to contact the Assistant Director of Club Sports, err on the side of caution and call. We would rather receive more phone calls regarding potential emergencies than receive no notification. Use your best judgment when determining whether to call and leave a message on the office line as opposed to immediately calling the cell phone.

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# TIER SYSTEM

## Tier System

Each club is placed within a specific classification by the ACS Executive Council and Assistant Director of Club Sports based on club needs. Each club will remain within a specific classification for the entire academic year, and will be reevaluated each spring semester based on submitted Semester Reports and historical performance as an organization. The ACS Executive Council and Assistant Director of Club Sports reserve the right to move a club to another classification at any time due to probation, loss of leadership, and/or loss of student interest/low membership.

### ALL COLORS MUST

- Be a registered student organization through the Office of Student Programs
- Abide by all rules, policies, and guidelines set by Tulane Campus Recreation and the Club Sports Office including but not limited to:
  - Submitting paperwork on time
  - Respecting field/court spaces
  - Collecting dues

### ❖ MEMBERSHIP

1. **Full-Time Tulane Students** – All clubs are required to have a minimum number of full-time Tulane students, either on the undergraduate or graduate level. A student is considered an active member if they attend at least 50% of weekly practices.
2. **Minimum Dues per Participant per Semester** – All clubs are required to have a minimum amount of dues paid per person per semester.
3. **Safety Officers** – All clubs are required to have at least two safety officer who certified in CPR/AED and first aid through the American Red Cross and concussion management through Michigan NeuroSport at every event including practices and home and away competitions. If there are less than 10 members at a given event, one safety officer is sufficient.

Category	Membership		
	Full-Time Tulane Students	Minimum Dues	Safety Officers
Green	20 active members	\$30	2 at every event
Blue	15 active members	\$20	2 at every event
White	10 active members	\$10	2 at every event
Grey	10 active member	\$10	2 at every event
Purple	15 active members	\$15	2 at every event

# TIER SYSTEM

## ❖ COMPETITION

1. **Competition Events per Year** – All clubs are required to participate in a minimum amount of competition events. A competition is defined as an event during which the club participates in at least one competition, including, but not limited to, tournaments, regattas, games, or matches, against or with another group. Individual competitions such as one game in a weekend will be counted the same as a multi-day tournament, with each being one event.
2. **Travel Trips per Year** – All clubs, except GREY, are required to go on a minimum amount of travel trips for competitions. The event must be more than 50 miles away from Tulane University in order to be considered a travel trip
3. **Governing Body** – GREEN and BLUE clubs are required to be members of a governing body, or an organization that oversees their respective sport on a larger scale. Governing bodies may vary in scope from national to regional to local. Both GREY and WHITE clubs can choose whether or not to join a governing body.
4. **Coach** - GREEN and BLUE clubs are required to have a recognized coach or instructor, which can be paid and/or volunteer. Both GREY and WHITE clubs can choose whether or not to have a coach or instructor.

Category	Competition				
	Requirement	Competition Events	Travel Trips	Governing Body	Coach
Green		8	6	National or Regional Organization	Non-Student
Blue		6	4	National, Regional, or Local Conference	Student or Non-Student
White		4	2	Optional	Optional
Grey		2	Optional	Optional	Optional
Purple		3	Optional	National, Regional, or Local Conference	Optional

# TIER SYSTEM

## ❖ TRAVEL ALLOCATION

- 1. Maximum Funding Allocation** - All clubs are eligible to receive up to a maximum amount of travel funding per academic year. The amount received is directly related to the revenue generated from fundraising during the previous academic year.
- 2. Fundraising Minimum** - In order for a club to receive the maximum funding, a club must reach the fundraising minimum. Fundraising monies must be generated through an event or direct solicitation by current members. If the club does not meet or exceed the minimum, a formula will be used to calculate the maximum amount of funding a club can receive.
- 3. Formula** - If the fundraising minimum is not met, a formula will be used to determine the new maximum funding allocation for which a club is eligible. For GREEN, BLUE, and WHITE, the formula will be the amount of money fundraised X 4. For GREY, the formula will be the amount of money fundraised X 5.

Category	Travel Allocation		
Requirement	Maximum Funding Allocation	Fundraising Minimum	Formula if fundraising minimum is not met
Green	Uncapped	\$1,000	\$\$ fundraised x 4
Blue	Up to \$3,000	\$750	\$\$ fundraised x 4
White	Up to \$1,000	\$250	\$\$ fundraised x 4
Grey	Up to \$500	\$100	\$\$ fundraised x 5
Purple	Not eligible	\$300	Not applicable

## ❖ OTHER

- 1. Community Service** - All clubs are required to have a minimum number of players participate in two community service projects per academic year. To reach this goal, teams may break players up into smaller groups and attend more events (i.e. 5 members at 4 events).

Category	Other
Requirement	Community Service
Green	2 events, 10 members
Blue	2 events, 8 members
White	2 events, 5 members
Grey	2 events, 5 members
Purple	2 events, 5 members

# POINT SYSTEM

## Point System

The point system has been designed to help ensure that clubs are actively engaged not only in their individual sport, but also in the support and leadership of the Club Sports program, governing council, and surrounding community. It provides an organized system to ensure the timely return of required forms and to keep the Club Sports Office aware of your club's activities. **Each club's year-to-date point total will be shared with the USG Finance Committee and utilized in evaluating budget requests for the coming academic year. The year-end point total will also impact preferred practice time/space and travel allocation consideration.** Additional points may be earned at the discretion of the ACS Executive Council and the Assistant Director for Club Sports.

### BASE POINTS

*Teams will earn points for completing all of the following requirements*

#### ❖ MEETING ATTENDANCE

1. **Association of Club Sports Monthly Meetings** *6 points each, 48 total points*

Each club must have at least two representatives attend all monthly meetings. At least one of the representatives must be the President. Clubs will receive 3 points for Presidential attendance and 3 points for representative attendance, for a total of 6 points per meeting.

2. **Representative Meeting** *5 points each, 10 total points*

Each club is responsible for meeting with their corresponding representative on the ACS Executive Council at least once per semester.

3. **Club Sports Office Meeting** *5 points each, 10 total points*

The executive board of each club must schedule and attend two meetings with the Assistant Director of Club Sports. One meeting will be at the beginning of the academic year and one will be at some point during the spring semester.

#### ❖ ADMINISTRATION

1. **Dues and Rosters** *10 total points*

Team rosters must be submitted along with dues by the deadline listed on the Important Dates calendar for a given semester. Team rosters must be tracked in OrgSync and updated regularly.

2. **Semester Highlight Reports** *5 points each, 10 total points*

Semester highlight reports must be submitted at the end of each semester. They help keep the Club Sports Office informed about each club's season as well as offer an opportunity for clubs to recognize outstanding achievements and team progress.

# POINT SYSTEM

## ❖ VOLUNTEERING AND FUNDRAISING

### 1. *Community Service Project*

*10 points each, 20 total points*

Clubs must participate in 2 community service events per year. There will be a published list of approved projects that teams may choose to participate in, though teams may request approval for a project not listed. Each team must complete an event request on OrgSync to receive approval by the Club Sports Office prior to the project. The post-event form must be submitted on OrgSync after the event for verification of completion.

### 2. *Fundraising*

*10 total points*

Clubs must host at least 1 approved fundraising event per year. Each team must complete an event request on OrgSync to receive approval by the Club Sports Office prior to the event taking place. The post-event form must be submitted on OrgSync after the event for verification of completion. The receipt of deposit from the Bursar's office must also be submitted to the Club Sports Office. Clubs are not allowed to hold fundraising events at bars or any event that involves consumption of alcohol.

## +PLUS POINTS

*Teams can earn extra plus points throughout the year for the following*

### 1. *Attending Other Clubs' Games/Competitions*

*Maximum 5 points*

Teams can gain 1 point for posting a picture of their attendance at other Tulane Club Sport events and tagging Campus Recreation on Facebook, Twitter, or Instagram. All spectating players must be in the picture with the competing team playing in the background. Teams must have the minimum number of members required to attend a community service activity at the event and in the photo for it to count.

### 2. *Additional Community Service Projects*

*Maximum 15 points*

Teams can gain 5 points for each additional community service project they hold. The minimum number of members required for attendance based on classification still applies. Teams must have the event approved by the Club Sports Office and submit the post-event report form to receive points.

### 3. *Alumni Engagement Event*

*Maximum 10 points*

Teams can gain 5 points for hosting an alumni engagement event. Teams must have the event approved by the Club Sports Office and submit the post-event report form to receive points.



# POINT SYSTEM

## 4. Leadership Event

*Maximum 15 points*

There are a number of leadership opportunities across campus, such as One Wave, LeaderShape, hazing prevention seminars, etc. Participants will be required to submit a brief summary of their experience, detailing how it will be valuable for and/or positively impact their team and/or club sport experience. Individual participants may earn 3 points for attending these events with club sports in mind. If the participant plays on multiple club teams, they will choose which team will receive the points. An individual may accumulate as many leadership event points as they would like, though a team may not exceed the maximum.

## 5. Tulane Spirit Events

*Maximum 10 points per Event*

Select activities throughout the course of the academic year, such as McAlister Mile, Mardi Gras Mile, Reily Biathlon, etc., will be recognized as spirit events for the club sports program. Each participant will earn 1 point. If the participant plays on multiple club teams, they will choose which team will receive the point. Teams can gain 5 additional points for 100% participation active, dues paying members. An individual may accumulate as many leadership event points as they would like, though a team may not exceed the maximum.

## -MINUS POINTS

***Teams will have points deducted for failure to comply with rules and policies. There may be additional penalties and/or fines associated with point deductions.***

- Late event request *-1 points per day late*
- Late post-event report *-1 points per day late*
- Late trip kit return (including gas cards & credit card receipts) *-3 points per day late*
- Player participation without assumption of risk waiver *-3 points per participant*
- Late dues submission *-10 points per week*
- Misuse of a facility and/or motor pool vehicle\* *-10 points per occurrence*

\*This includes, but is not limited to, leaving a facility/vehicle in an unsatisfactory condition, not ending practice on time, not returning vehicle keys on time, and/or being disrespectful to a staff member overseeing that facility/vehicle. Depending on the severity and persistence of this issue, your team may be denied access to a facility and/or motor pool.

# POINT SYSTEM

## PENALTIES AND FINES

Teams that do not turn in the following critical documents by the listed deadline or attend the specified meetings will be penalized and/or fined accordingly. The funds will be taken from the team's 9-account and the president will be required to meet with the Club Sports Office to acknowledge the receipt of the fine.

### ❖ LEVEL 1 OFFENSE

The first two offenses will be considered a warning. Each additional offense will result in a fine of one player's minimum dues.

- Late event request
- Late return of gas cards and/or trip kits
- Late post-event reports
- Other late paperwork or forms

### ❖ LEVEL 2 OFFENSE

The first offense will be considered a warning. Each additional offense will result in a fine of two players' minimum dues.

- Missed meetings (including ACS, Representative, and/or Club Sports Office)
- Lack of safety officers at practice/event
- Missing credit card receipts

### ❖ LEVEL 3 OFFENSE

There will be no warning for these offenses and each offense will result in a fine of three players' minimum dues. There may be additional penalties incurred at the discretion of the Assistant Director for Club Sports should these offenses persist.

- No Assumption of Risk waiver for a person at a practice/event
- Coach/instructor without a contract
- Travel occurs without proper documentation

### ❖ LEVEL 4 OFFENSE

There will be no warning for these offenses and all club activities and accounts will be immediately **FROZEN**. Clubs will not be permitted to practice, attend competitions, or process payments or reimbursements until these documents have been turned in. This status also prohibits clubs from submitting requests to the Lavin Bernick Center for University Life.

- Late submission of dues
- Late semester report

Minimum Dues per Person	<b>Green</b> \$30	<b>Blue</b> \$20	<b>White</b> \$10	<b>Grey</b> \$10	<b>Purple</b> \$15
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# DAVID M. BERGER AWARD

## David M. Berger Award

### HISTORY

Dr. and Mrs. Benjamin Berger established the David M. Berger Memorial Fund in January 1973 in memory of their son David M. Berger, B.A., 1966, an Israeli Olympic weightlifter killed by terrorists on September 5, 1972 at the Olympic Games in Munich, Germany.

David M. Berger attended Tulane from 1962-66 where he was an honor student and dedicated weightlifter. He won the National Collegiate Athletic Association title for weightlifting in the 148-pound class while a junior at Tulane. He also competed for the New Orleans Athletic Club. Following graduation, he attended Columbia University, where he earned a master's degree in business administration and a doctor of laws degree. In August 1965, Berger represented the United States on a seven-man team at the Maccabbiah Games for Jewish athletes. In 1969, he decided to make his home in Israel. Following the Olympic tragedy, a memorial service was held on the Tulane University quadrangle for Berger and ten other Israeli athletes killed in Munich.

### PURPOSE

The David M. Berger Memorial Fund is an endowed fund in which the income is used for:

- An award each year to a graduating senior who has demonstrated excellence in both athletic and scholarship ability
- Grants to clubs and individuals within Tulane University Club Sports for special equipment, prestigious tournaments or events, and/or hosting an historic tournament. Special preference is given to requests relating to the needs of disabled student athletes which will allow them to participate in Club Sports at Tulane.

The committee will use the following definitions to decide if an application meets one of the requirements for an award:

- **Special Equipment:** equipment that is both unique and expensive. The equipment must have a relatively long useful life and be expensive enough that the club could not afford the equipment on its own. Preference is given to equipment in which the university does not provide funding or to equipment that will benefit more than one club.
- **Prestigious or elite tournaments or championships:** national or international tournament. To qualify, the tournament should be a national championship level invitational tournament, with invitations by a national governing body, or an elite tournament in which the club's presence at the tournament would bring prestige to Tulane. A seminar for an athlete to study under a master and attempt testing for national or international certification also qualifies as a prestigious tournament.
- **Hosting an historic tournament:** a new tournament in the greater New Orleans area. To qualify, it must be the first time the tournament has been hosted/run. There must be multiple entrants in the tournament, with several of the entrants coming from outside the state of Louisiana.

# DAVID M. BERGER AWARD

## PROCESS

The Club applies for funding by drafting a written proposal which includes a description of the event or equipment and why this request meets the requirements for funding. The request should detail specifically what the funding will be used for and provide quotes for equipment, referees, fields, airfare, etc. as available.

The funding is awarded at the discretion of the ACS Executive Council in consultation with the Assistant Director of Club Sports. Clubs may apply for award funding throughout the academic year. After reviewing the applications and determining if the application meets one of the requirements for funding, the ACS Executive Council will have a meeting with the club applying for funding. At this meeting the club will describe in further detail what the funding will go towards, and the Council will ask any questions they have about the proposal. After this meeting, the Council will vote on whether or not to fund the request.