



RAVEN
RECREATION
CLUB SPORT HANDBOOK
2024-2025

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SECTION 1 – PROGRAM COMPOSITION

INTRODUCTION

The Club Sport program at Franklin Pierce was developed with small beginnings in 2005. A single student wanted to introduce the sport of Rugby to Franklin Pierce. Through his persistence and hard work, the current model of our Sports Club program developed.

The Club Sports program is sponsored and supervised by Raven Recreation and consists of all recognized Clubs. The program is administered by the Assistant Director who offers professional guidance to the clubs. Club sports provide opportunities for students to develop a team or group with the aspiration of competing or learning new skills. The Club Sport program complements the University’s intercollegiate athletic programs, intramural activities, and North Fields Activity Center programs.

Each club is formed, developed, governed, and administered by its student membership. The key to success with this program is student leadership, interest, participation, and involvement.

This handbook was prepared to help clubs administer their program. The Club Sport leadership (officers/captain(s), etc.) are expected to become familiar with this handbook. Situations involving Club Sport business or activities not covered in this handbook should be referred to the Assistant Director or Director of Recreation. Information in this handbook is subject to change. New

policies, procedures or additions/changes to existing policies or procedures made due to unforeseen circumstances during the academic year shall be deemed official even though not printed in this publication. These additions/changes will be distributed through e-mail to the Club leadership and later amended into future publications.

IMPORTANT CONTACT AND RESOURCE INFORMATION

Laura Harding, Assistant Director of Raven Recreation

E-mail: hardingl@franklinpierce.edu
 Office: 603-899-4151
 Cell: 603-547-7749

Doug Carty, Director of Student Engagement, Raven Recreation and Wilderness Adventure Programs

E-mail: cartyd@franklinpierce.edu
 Office: 603-899-4383
 Business Cell: 603-562-8026

Dalton Smith, Graduate Assistant, North Fields Activity Center

E-mail: bubblega@franklinpierce.edu
 Office: 603-899-4396
 Cell: 860-207-5005

Campus Safety Dispatch

Office: 603-899-4210, Emergency: 603-899-5555

ROLE OF ASSISTANT DIRECTOR OF RAVEN RECREATION

The Assistant Director is responsible for overseeing all Club Sport operations and guiding executive boards, club members and advisors. The Assistant Director has the final say on all issues concerning policy, procedure, and operation of Club sports. All reservations of space, vehicles and facilities will be made through the Assistant Director. Budgets, in Booster accounts, will be overseen by the Assistant Director and/or Director. Any money disbursed for events, equipment, officials, facilities, etc. will be processed through the Assistant Director and/or Director.

DEFINITION OF A CLUB SPORT

An organized group of people that wish to participate in a particular sport or at a level of sport not provided for in the intramural or intercollegiate program. Participation in the Sports Club program is voluntary and considered 'leisure time.' Any Club Sport activity or event will not interfere with academic obligations. Involvement in a Club Sport enhances the student's college experience and contributes to the student's overall education.

2024-2025 ACTIVE CLUB SPORTS

<p>Men's Rugby, established in 2005 Leadership Model: Executive Board Advisor/Coach: Coach required by governing body Contact Information: mensrugby@franklinpierce.edu Classification: Competitive</p>	<p>Women's Rugby, established in 2007 Leadership Model: Executive Board Advisor/Coach: Coach required by governing body Contact Information: womensrugby@franklinpierce.edu Classification: Competitive</p>
<p>Ultimate Frisbee, established in 2013 Leadership Model: Executive Board Advisor/Coach: Requires an Advisor only Contact Information: ultimatefrisbee@franklinpierce.edu Classification: Competitive</p>	<p>Disc Golf, established in 2022 Leadership Model: Executive Board Advisor/Coach: Contact Information: Classification: Competitive</p>
<p>Raven Thunder Dance Team, established in Leadership Model: Executive Board</p>	<p>Men's Soccer, established in 2023 Leadership Model: Executive Board</p>

Advisor/Coach: Contact Information: ravensthunder@franklinpierce.edu Classification: Competitive	Advisor/Coach: Contact Information: Classification: Competitive
Women's Soccer , established in 2023 Leadership Model: Advisor/Coach: Contact Information: Classification: Competitive	

PRIVILEGES OF A RECOGNIZED CLUB SPORT

Recognition of a university Club Sport is a privilege. This privilege carries with it certain responsibilities.

Club members are obligated to conduct themselves in a manner that is a credit to themselves, their fellow club members, advisors/coaches, and the University. Failure to uphold these responsibilities may result in the temporary or permanent loss of recognition and accompanying privileges. Lesser sanctions, such as community service and reimbursement for damages, may also be imposed.


Once your club is recognized it may enjoy a variety of privileges. These include:

- The use of Franklin Pierce University's name in association with your club.
- The use of Franklin Pierce University logos and branding.
- The ability to conduct fundraising activities on and off campus.
- The use of campus facilities and club equipment.
- Use of Franklin Pierce vehicles when properly certified.

MEMBERSHIP

Club sports are open to undergraduate and non-advisor/graduate students at Franklin Pierce University only. This only includes students at the campus in Rindge. A Club Sport may not restrict the number of members allowed to join, but it is recognized that only a certain number can realistically engage in competition. Try-out sessions for club teams can be organized if the Advisor/Coach and the Club President/Captain(s) of each team fairly and jointly decide who makes the roster. 'B' side teams, similar in nature to a junior varsity program may also compete but are included as part of any 'A' side or 'first string' program. Each club is responsible for providing a fair and equitable method of accommodating its prospective players and team members' needs.

Academic Requirements:

All club participants must maintain a 2.0 cumulative GPA to be involved in any match or event. Those who fall under a 2.0 may still engage in practice but are not eligible to participate otherwise until grades are brought to the minimum 2.0 standard. To be part of any club leadership: captain, president, vp, secretary, treasurer, etc. members must have a 2.5 cumulative GPA. First semester freshmen may not be club leadership but may be appointed/elected at the conclusion of his/her first semester if the GPA allows. 

Dismissal from Club Participation:

Team members may be removed from a club if certain conditions apply. Dismissal from a club must be discussed and possibly mediated by the Assistant Director and/or Director of Student Engagement/Raven Recreation.

Examples:

- Any act construed as hazing
- Violations of the Student Code of Conduct resulting in suspension from Franklin Pierce University
- Academic probation
- Academic suspension
- Criminal assault on any member of the Franklin Pierce community
- Acts of prejudice/racism

Former members may only be reinstated after a meeting with the Assistant Director of Recreation to determine academic status. Former members suspended for violence, hazing or prejudice are not eligible for reinstatement to any club sport.

RAVEN RECREATION CLUB SPORT BEHAVIOR GUIDELINES

The following behaviors are considered intolerable and will result in immediate temporary suspension from the team, and could lead to dismissal from the club:

- Use of illicit drugs
- Violent behavior against person and/or property
- DWI
- Charged with a felony

Raven Recreation Club Sport Policy on Alcohol

During the academic year, irresponsible drinking (as defined by Raven Recreation) is not acceptable. Irresponsible drinking may result in the following:

- Warnings; required attendance at educational programs dealing with alcohol; required alcoholic counseling; suspension from one or more games/matches/club activity; suspension/dismissal from the team.
- No club member can consume alcohol within 24 hours of a scheduled club event/game/match. This is considered irresponsible drinking.

Social Responsibility

- **Respect:** Club sports are to treat their fellow classmates and faculty with dignity and respect. Club Sport members will always respect Franklin Pierce grounds, dorms, and facilities.
- **Hazing:** No member or any Club Sport (by nature of their graduating class, their actions, or any other criteria) will be asked by teammates to take part in any activity that may be interpreted as an action which is mandatory or against their will.
- **Leadership & Behavior:** Raven Recreation Club Sport members will serve as positive role models on campus, off campus, and while traveling to club sanctioned events. Members will recognize and accept the social responsibility that comes with being a Franklin Pierce University representative. Club members will avoid all fighting, swearing and rude behavior and will carry themselves with pride and respect for their club on campus and within the community.

Franklin Pierce University Social Media Policy for Club Sport Members

Social network sites such as Facebook, X, Instagram, TikTok, SnapChat, and other digital platforms facilitate student communication with other students and peers. Participation in such networks has both positive appeal and potentially negative consequences. It is important the Franklin Pierce University Club Sport Members be aware of these consequences and exercise appropriate caution if they choose to participate.

Club Sport Members are not restricted from using any on-line social network sites or digital platforms. However, users must understand that any content they make public via on-line social networks or digital platforms is expected to follow acceptable social behaviors and to comply with federal government (FERPA and HIPPA), state of New Hampshire, Franklin Pierce University.

All club passwords should be shared with the Assistant Director to ensure the club can continue its one page from year to year.

Violations of university policy (e.g. harassing language, university drug or alcohol policy violations, copyright infringement, etc.) or evidence of such violations in the content of on-line social networks or digital platforms are subject to investigation and sanction under the *Student Code of Conduct* and other University policies. They are also subject to the authority of law enforcement agencies.

It is incumbent upon student-athletes to be aware of university regulations. Ignorance of these regulations does not excuse student-athletes from adhering to them.

Guidelines for Club Sport Members

The university guidelines are intended to provide a framework for Club Sport Members to conduct themselves safely and positively in an on-line environment. As a Club Sport Member at Franklin Pierce University, you should:

1. Be careful with how much and what kind of identifying information you post on social networking sites. Familiarize yourselves with the privacy settings of each network. Utilize these settings to protect your private information. Be mindful of who you accept Friend Requests from. Virtually anyone with an email address can access your personal page. It is unwise to make available information such as date of birth, social security number, address, residence hall room number, phone number, cell phone numbers, class schedules, bank account information, or details about your daily routine. All of these can facilitate identity theft or stalking.
2. Be aware that potential current and future employers often access information you place on on-line social networking sites, including posts, pictures, and videos. You should think about any information you post on Facebook or similar

directories potentially providing an image of you to a prospective employer. The information is considered public information. Protect yourself by maintaining a self-image that you can be proud of years from now.

3. Also be aware that local and national media, Franklin Pierce University faculty, opponents, fans access social networks. Every aspect of your social profile, from your posts to the people you Follow, defines your image. Again, protect yourself by creating and maintaining a self-image that both you and Franklin Pierce University can be proud of.
4. Do not have a false sense of security about your rights to freedom of speech. Understand that freedom of speech is not unlimited. The on-line social network sites are NOT a place where you can say and do whatever you want without repercussions.

Prohibited Conduct: Club Sport Members are highly visible representatives of the University and are expected to uphold the values and responsibilities of Franklin Pierce University while meeting all requirements set forth by Franklin Pierce University Athletic and Recreation Program. The Franklin Pierce Department of Athletics and Recreation prohibits:

1. Malicious and reckless behavior when utilizing public media outlets, including racial slurs, harassment, stalking, threats, drug use or underage drinking and nudity.
2. Derogatory language about any member of Franklin Pierce University
3. The posting of any proprietary information related to the Athletic and Recreation department.
4. Profile pictures and usernames containing inappropriate words or pictures
5. Copyright violations, including the use the logos and marks of Franklin Pierce University

It is important that Club Sport Members recognize the power of public media domains and the potentially negative image that they can portray of student-athletes, coaches, the athletic program and institution.

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

- Written notification from the Director of Athletics or assignee to the Club Sport Members outlining the policy and requiring that the unacceptable content be removed, or the social network profile deactivated.
- Temporary suspension from the team until prescribed conditions are met.
- Suspension from the team for a prescribed period.
- Indefinite suspension from the team.
- Dismissal from the team.

Agreement

I agree that I must know, understand, and follow the standards in the Franklin Pierce University Department of Athletics Social Network Policy for Club Sport Members. In addition, I understand and agree that I am responsible for knowing, understanding, and following the rules, policies, and procedure contained in the complete Franklin Pierce University Student Handbook.

Signature

Printed Name

Club Sport

Date

CLUB CLASSIFICATION

Clubs are classified into one of three categories: competitive, high-risk, or instructional. No priority is given to one classification over another. All clubs within the program may fall into one or more classifications but most will be clearly distinguished in one or the other. New clubs applying for admission that do not meet the requirements of one of the classifications will not be considered for inclusion in the program.

Competitive Clubs

Competitive clubs are those that engage in competitive activity with other colleges, universities, or leagues. Coaches are not required for competitive clubs unless the league itself requires them. However, if the Franklin Pierce University insurance policy requires a trained coach, a coach will be required regardless of league requirements. Advisors are required but coaches are preferred. For a club to be considered competitive, that club must provide one opportunity for its members to compete with other schools outside of the Franklin Pierce University community. Not all members are required to compete for a club to be considered competitive.

High Risk Clubs

High risk clubs require a specific skill set but are not necessarily competitive. Examples would include cheerleading, horseback riding, rock climbing, etc. Insurance dictates that qualified coaching staff are required for high-risk clubs.

Instructional Clubs

Instructional clubs are those that focus on skill instruction. Instructional clubs may become competitive clubs if the appropriate advisor requirements are met and funding is in place to pay for transportation, entry fees, etc. An example of an instructional club becoming a competitive club: a cheerleading team cheered for on-campus events only, but then established themselves enough to compete against other squads. Instructional clubs are still required to have an advisor.

STRUCTURE

The structure and/organization of each club within the program can differ greatly. Since each club is a separate entity, each can decide for itself what type of administrative model works best. The only requirement is that one member of each club act as the voice. Models can be Captain, Co-Captains, Executive Board, etc. Clubs may determine for themselves all other aspects of administration. Club leadership is responsible for delegating responsibilities amongst club members to include budget management, facility scheduling, transportation requests, equipment needs, etc.

OFFICERS

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

President (required) or Captain

- Provides overall direction to the club, overseeing the other officers' work and ensuring they work together as a team.
- Serves as a liaison between the club, its coach/advisor, and the Director of Recreation.
- Schedules and runs organizational meetings.
- Monitors the Club's activities, ensuring compliance with Franklin Pierce University policies and procedures and the club's constitution affecting it.

Vice President or Co-Captain (not a required position)

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

Secretary or Co-Captain (not a required position)

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

Treasurer (required) or Co-Captain

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

Role definitions should be tailored to a club's needs. Clubs may want to have an officer for fund raising and/or race/tournament/game coordination. Club constitutions must specify which officer has which responsibilities.

OFFICER EXPECTATIONS

Club officers must assume the highest level of expectations to ensure the success of their Club and the Program. All Club officers must adhere to the following expectations:

- 1) Maintain a 2.5 Cumulative GPA to remain in leadership. If a club officer falls below a 2.5 cumulative GPA during the elected term, re-elections or coach/advisor appointments will be made.
- 2) Communication: As a student organization, communication is vital to the success of the Club officers and members and Raven Recreation Professional Staff.
Communication also involves checking and efficiently replying to weekly:
 - Phone calls
 - E-mail inquiries
 - Club Mailbox
- 3) Read and understand the contents of the Club Sport Handbook.
- 4) Attending all required Club Sport meetings and training courses.
- 5) Submit all required forms on time and completed.
- 6) Inform club members of policies, procedures, expectations, Code of Conduct, emergency procedures, and other regulations that must be followed.
- 7) Ensure the club is compliant with policies, rules, and guidelines.
- 8) Remain in good standing with local, regional, or national governing associations.
- 9) Ensure all club financial accounts and obligations are met.
- 10) Arrange facility reservations for all club functions through the appropriate professional staff members.
- 11) Ensure facilities are inspected prior to playing and respected by leaving them in better condition than when you arrived.
- 12) Ensure equipment and supplies are returned in good condition minus wear and tear.
- 13) Notify the Assistant Director and/or Director of Recreation of all changes or updates to event schedule, practices, games, fundraising events, purchases, promotional materials, or any other club related activities.

Removal of Club Leadership Status

Club leadership status can be removed in the best interest of the club by the Assistant Director and/or Director of Recreation.

Grounds for removal:

- Inability to perform elected role, i.e. failure to manage budget as treasurer, failure to lead club as captain/president.
- Violations of the Student Code of Conduct resulting in a poor image for the club.
- Violation of policies and procedures as stated in this manual.
- Violations of other campus policies.
- Lack of accountability for actions or inaction
- Lack of commitment to club functions
- Poor/dysfunctional leadership resulting in poor club management

In the event leadership status is revoked, the Assistant Director and/or Director of Recreation will hold a meeting with the entire club to discuss and reassign leadership roles. Revocation of leadership status does not mean revocation of club membership.

ACCIDENT/INCIDENT/EMERGENCY PROCEDURES

During Practices:

In the event of an emergency (Injury, illness, violence, etc.) Campus Safety should be contacted (x5555 on a campus phone, 603-899-5555 on a cell phone). Campus Safety will act as dispatchers if Emergency Medical Personnel is needed. 911 may be called as well but response time is slower.

At practices held at off-campus locations 911 should be called in case of all emergencies. After contacting Campus Safety and/or Emergency services a phone call must be made to the Assistant Director and/or Director of Recreation to inform them of the situation and take directions if necessary.

At Home Competitions:

Should Franklin Pierce EMT personnel not be present at a home competition (required by some sports), Campus Safety should be contacted if anyone becomes injured or ill. Regardless of the presence of EMTs, Campus Safety must be contacted regarding any act of violence/harassment.

Home competitions held at off-campus locations: 911 should be called in case of all emergencies. After contacting Campus Safety and/or Emergency services a phone call must be made to the Assistant Director and/or Director of Recreation to inform them of the situation.

At Away Competitions:

Clubs will follow emergency action protocol established by the host school/institution. Club Coach/Advisor or two officers/captains must make themselves aware of on-site medical personnel. A phone call must be made to the Director of Recreation to inform him of the situation.

Emergency Reporting Procedures:

All Club Sports must report any injury to the Assistant Director and/or Director of Recreation. Names should not be disclosed unless the victim gives a direct report of his/her injury or gives permission to disclose the injury. When reporting please detail the following by calling **and** e-mailing the Director:

- Was the injury treated by EMT personnel?
- Was the victim transported to a local medical facility/hospital?
- Victim's name (if permission to disclose was given)
- Nature/seriousness of injury

Reporting of injuries must occur immediately following a match, scrimmage or official practice. It is the responsibility of club leadership and the advisor to make sure all injuries are reported in a timely manner.

Post-Injury Reporting- M/W Rugby:

In accordance with Franklin Pierce insurance, injured participants in the sports of men's/women's rugby and cheerleading must complete a claim form through the Athletic Training Room if they meet the following criteria: If the injury occurred during a sanctioned match, event or practice AND the injured party sought out emergency room services or medical services through Family Practice or other medical doctor; then the injured participant is **REQUIRED** to fill out a claim form. A personal medical insurance card is required to fill out the claim form.

Availability for Claim Form completion: M-F, 12:00pm-4:00pm. If the form is not completed within one week of medical attention (ER, Doctor) the injured participant will be held responsible for any bills resulting from the injury. Furthermore, failure to complete the required claim form results in immediate suspension from any Club Sport activity until the form is completed.

Athletic Training Room (ATR):

Athletic trainers are not obliged to treat Club Sport participants. However, Club Sport members may attempt to seek out Athletic Trainers for treatment by following the Club Sport Athletic Training policy found [here](#). ATR's priority of care: In-season Varsity/JV Athletes, out of season Varsity/JV Athletes, Club Sport Participants.

Incidents

In the event of an incident (not accidental in nature), it is imperative that it is reported to the Assistant Director and/or Director of Recreation for appropriate action. Incidents include altercations, arguments, disagreements, or any other issue not anticipated in normal Club Sport activity. Be specific as to the nature of the incident and list all parties involved.

CATASTOPHIC INJURY

Every effort shall be made to ensure the safety of all Club Sport participants. Occasionally, events beyond reasonable control may arise, causing catastrophic injury. An injury shall be considered catastrophic if there is:

- Prolonged unconsciousness
- Loss of digits/appendages
- Severe bone breaks/joint damage
- Critical head trauma
- Potential organ failure

- Auto accidents
- Substantial blood loss

In the event of serious injury or illness, the following guidelines apply: (in addition to emergency action procedures)

Notification Protocol

AFTER calling emergency medical services, immediate contact must be made with professional staff in case of catastrophic injury. Contact first: **Laura Harding, Assistant Director at 603-899-4151 (Office) or 603-547-7749 (Cell) Doug Carty, Director of Recreation at 603-899-4383 (office) or 603-562-8026 (cell)**. If no contact can be made with the Assistant Director or Director, contact **Dalton Smith, Graduate Assistant at 603-899-4396 (office) or 860-207-5005 (Cell)**.

Media

In the event of a tragedy, all Club Sport members and coaches/advisors are requested to deflect media questions to **Marissa Colcord, Assistant Vice President of University Communications and Marketing at 603-899-4218 (office)**. Immediate contact should be made with the Director of Recreation under any circumstance where members of the media seek to question Club Sport members or coaches/advisors regarding events unrelated to normal club activity.

SECTION 2- POLICIES AND PROCEDURES

COACHES/ADVISORS

All Club Sports must have a coach/advisor. The coach/advisor is not an undergraduate student at Franklin Pierce University. The advisor could be a faculty/staff member at the University, a non-University affiliated volunteer or a non-club member graduate assistant at Franklin Pierce. The coach/advisor must be present at all Club Sport competitions or events. Coaches/advisors must also be present when practice involves physical contact (i.e. rugby rucking drills or tackling drills or cheerleader stunting). Respective Club sports leadership can clarify what practices require a coach/advisor by contacting the Director of Recreation. Coaches/advisors do not have to be present for conditioning practices or informal club meetings. The coach/advisor must be at all off-campus and competitive events. It is the coaches/advisor's role to assist the Club Sport and serve as a non-biased liaison to the University.

Relationships between a coach/advisor and a club are unique to each club. The role of a coach/advisor within the club should be clearly specified in the club constitution.

If volunteering as a coach/advisor, a Volunteer Application must be filled in and provided to the Human Resources department. In the event a Club Sport chooses to pay a coach/advisor, said coach/advisor must report to Human Resources for an orientation.

The Assistant Director and/or Director of Recreation reserves the right to remove any coach/advisor if the Club Sport Program philosophy and policies are not followed or if University policy is violated. Criminal violations may also lead to dismissal of coaches/advisors.

Advisor or Coach?

There are distinct differences between a club advisor and a coach. It is important to follow any sport requirements when choosing who will be responsible for a Club sport. In general, it is always better to have someone in a leadership position that has knowledge of the sport and can assist the club in progressing positively. Coaches may be paid, whereas Advisors typically volunteer. Questions to answer when choosing:

- What does the league your club plays in require?
- Does the coach/advisor need to be certified?
- Is our club instructive or competitive?
- What are the requirements of Franklin Pierce's Risk Management area? Does the club's nature require qualified coaches?
- Does the Franklin Pierce insurance policy cover the sport with an advisor versus a coach?
- Does the club have the resources to pay a coach if necessary?

Most competitive sports will require a coach based on the above questions.

Eligibility of an Advisor

1. General knowledge of the club's respective sport.
2. Reviewed 'Advisor Form' on file with the Director of Recreation.
3. Meeting with the Assistant Director and/or Director of Recreation before conducting instructional practice sessions.
4. Read the Club Sport Handbook.

5. Approved by the Club Executive Board.
6. If admittance is needed into North Fields Activity Center, the advisor may be issued a temporary ID card.
7. Ineligible to participate in any club competition, Alumni Game, or scrimmage.
8. Advisor must carry his/her own travel and health insurance.
9. Advisors must allow the students to take on the administrative requirements and decision making of the Club within reason.

Eligibility of a Coach

1. Coaching and/or playing experience in club's respective sport.
2. Physically able, if required
3. Reviewed 'Coaching Form' on file with the Director of Recreation.
4. Meeting with the Assistant Director and/or Director of Recreation before conducting instructional practice sessions.
5. Read the Club Sport Handbook.
6. Approved by the Club Executive Board.
7. If admittance is needed into North Fields Activity Center, the coach may be issued a temporary ID card.
8. Ineligible to participate in club competition, Alumni Game, or scrimmage
9. Coach/Instructor must carry his/her own travel and health insurance.
10. Coaches must allow the students to take on the administrative requirements and decision making of the Club within reason. However, clubs must also respect the Coaches' knowledge and ability to guide the team in a positive manner.

How to acquire a Coach

Clubs are free to offer coaching positions to anyone that meets all requirements. All coaching candidates must first meet with the Assistant Director and/or Director of Recreation prior to an official appointment. Coaches may undergo a background check. A coach has not officially been hired until they have filled out all the required paperwork. Payment for a coach can only take place after this has been completed.

How to acquire an Advisor

Usually, Club Sports start by soliciting within the campus community. Asking faculty, staff or grad-students usually yields at least one interested party. If no employees come forward clubs can look for volunteers from outside the community. Advisors must meet all requirements in this manual. All Advisor candidates must first meet with the Assistant Director and/or Director of Recreation prior to an official appointment. Non-Franklin Pierce employees may undergo a background check. An Advisor has not been officially appointed until they have filled out all the required paperwork.

Other Coach/Advisor Responsibilities

- Uphold a high standard of professionalism.
- Represent the respective club, Raven Recreation and Franklin Pierce University in the best manner possible.
- Liaison to the Assistant Director and/or Director of Recreation.
- Spokesperson for the club to other Colleges, Universities.
- Responsible for all Club Sport members; that Club members follow all policies and procedures outlined in this manual.

Coach/Advisor Restrictions

- Romantic relationships with Club Sport members or other students are forbidden.
- Social interactions as Club functions or with Club members that involve alcohol, or the use of drugs are forbidden.
- Coaches/Advisors may not physically handle students.
- Coaches/Advisors may not remove anyone from the Club Sport without consulting the Assistant Director and/or Director of Recreation and the club's executive board/leadership.

BUDGETS/FINANCES

Club sports have a responsibility to make sure they are financially solvent throughout each year. It is also important that funds carry over from one season to the next to assure that all necessary expenses can be covered. Club sports are self-funded: as defined, all funding required for the successful operation of the Club comes from donations, dues and fundraising activities.

Budget Guidelines

- Semester budgets must be turned into the Assistant Director and/or Director of Recreation within the first two weeks of each semester. The budget is to be spreadsheet with details about expenses from each semester. Assistant Director will share a sample budget with each team.
- There are no lines of credit in this program. Purchases **will not** be made unless the club's respective booster account has the funding to support the expense. Each club must have the funding available for supplies, dues, transportation and any other expense before committing to the expense.

- It is the club Treasurers responsibility to track club funds.
- If a club booster account falls into a negative balance, **all** club activities outside of fundraising will be suspended until the booster account is brought back into positive territory.
- All budget inquiries are to be done through the Assistant Director and/or Director of Recreation, not the Accounting Department.
- Each club maintains their own books. Monthly statements will be provided to the Assistant Director and/or Director of Recreation, but clubs must track their own income and expenses. Copies of booster statements provided by the Director are for reference only.

Money Handling

Club sports must always see the Assistant Director and/or Director of Recreation for disbursement of club funds. There are four ways to acquire funds for Club Sport needs:

- **Petty Cash-** a slip issued by the Assistant Director and/or Director of Recreation with an agreed upon amount on it. To be used to purchase locally with cash. Can be used on food, gear, etc. Detailed receipts must be turned back into the accounting office during the same business day or the closest following business day. Club member signing for petty cash slip is held responsible for the full amount of cash if the detailed receipt is not turned in. Petty cash is not to exceed \$100 and can only be received and turned back in during the Accounting Office hours- **M-F, 8:00AM-11:00AM; 2:00PM-4:00PM.**
- **Check Requests-** Club sports can request a check to pay for fees or services. Check runs are done as follows: put in for a check by Tuesday, 12:00PM, checks are sent on the Friday of that same week. Plan accordingly so vendors can be paid on time.
- **Purchase Order-** terms are NET 30, meaning payment will be made 30 days following receipt of goods. Purchase Orders or POs are used to order and purchase equipment from a vendor that will set up an account or has an existing account with Franklin Pierce. POs should be the primary method of purchasing equipment.
- **Corporate Credit Card-** the Director of Recreation holds a corporate credit card that can be requested for use for Club Sport purchases. This card is not to be used often, but only in situations where time is short, and the purchase cannot be made locally with petty cash.
- **Reimbursements-** clubs will frequently need to front personal money to pay expenses. In this event, documentation of the expense must be provided before a student or advisor/coach can be reimbursed. If clubs use personal money to pay for things, they should be aware of their financial status. If a club has spent all their funds and then chooses to spend personal money in the hopes of a reimbursement, they will need to fund-raise after generating the revenue. All receipts must be originals, not photocopied, and must contain the business name, specific expense, and the total.

FUNDRAISING

The University Development Office is responsible for the solicitation and recording of all gifts to Franklin Pierce University. The University's fund-raising policy states that no solicitation of funds or merchandise either off-campus or by outside organizations on-campus, may be undertaken by any department, student organization, or individual representing Franklin Pierce University without prior written approval from the Development Office. Any solicitation of any kind during Alumni Homecoming or Family Weekend or any other non-Recreation event also requires the approval of the Development Office.

Fundraising

- To solicit donations:
 - Clubs must first approach the Assistant Director and/or Director of Recreation with a list of businesses targeted for solicitation.
 - This list of businesses in part or in whole must always be approved by the Development Office.
 - Club members do not need permission to ask for donations from parents/immediate family members but are required to send thank you notes signed by the current executive board if said donation is received.
 - No fundraiser will occur if it is considered in poor taste or inappropriate by the Assistant Director and/or Director of Recreation.
 - 'Canning' is allowed, but only with the permission of the business and if the business is **outside** a 25-mile radius of the Rindge campus.
 - All checks must be made out to Franklin Pierce University, with the club specified in the memo line.
 - Credit card donations may be made through team Club Sport donation sites.
 - Cash that is fundraised may not be used to make club purchases. Club Sports may only use the four methods listed under 'Money Handling'.
- Turning in fundraised money:
 - **At least two members of the executive board must fill out and sign the 'Fundraising Accounting Form' and turn it in to the Director of Recreation for deposit into the booster account. These two members are responsible to**

count, recount and agree on the amount that was fundraised. The club Treasurer must be one of the two who turns in money.

- Amounts of change over \$5.00 must be changed into bills at the bank before being brought to the Director.
- Money that was fundraised over a weekend must be turned in during the next business day.

MARKETING/BRANDING

As a program with Raven Recreation, and therefore Franklin Pierce University, Club sports may make use of Franklin Pierce logos and fonts. Also, clubs are welcome to create their own logos for use on jerseys, t-shirts bumper stickers or other apparel.

Marketing Guidelines

- All marketing material that says Franklin Pierce must be appropriate. No vulgarity, profanity or inappropriate references may be used. References to drugs or alcohol are not allowed.
- All materials must be submitted to the Assistant Director and/or Director of Recreation for review and approval.
- Any posting in the Campus Center must be done through the Information Desk. Posting without permission is not allowed.
- Use only Scotch style clear tape when posting on walls, doors, etc. Do not use duct tape or masking tape.
- Do not use pushpins or staples unless posting on a bulletin board.
- Do not cover doorway windows with posters. This is a fire hazard (cannot see through egress).
- If advertising a program in the Glass Foyer, reservations for the space are required. Submit requests to the Director of Recreation.

Campus Wide E-Mails

All clubs can be provided with an e-mail account and password. These accounts may be used to send campus-wide e-mails to the student population only. If a club wishes to involve faculty and staff, a draft e-mail must be forwarded to the Assistant Director and/or Director of Recreation for review. Upon approval, campus-wide e-mails will be sent by Lisa Murray.

TRAVEL

Travel policies are very specific: if involved in an event off campus, all participants in the event are required to ride on University transportation. At no point may club members travel in their own vehicles, nor may they meet the club at the off-campus venue. Participants may, under special circumstances- and with advanced permission from the Director, remain at a venue if staying with family members. No club member can stay behind on another campus.

Vehicles must be reserved through the Assistant Director and/or Director of Recreation in advance. The sooner the reservation, the more likely a vehicle will be secured. In the event no campus vehicles are available, clubs will be asked to rent vehicles through the Transportation Office instead. Vans and buses are reserved on a first come, first served basis.

Bumping:

Although rare, Club Sport vehicle reservations may be bumped for other academic or athletic functions. This will only occur if there has been a significant schedule change for another event due to weather or unplanned function.

Schedule Changes/Vehicle Cancellation:

If a previously booked event has been changed the club must inform the Assistant Director and/or Director of Recreation as soon as the change is known. Since university vehicles are limited, it is imperative to attempt to make a schedule change as quickly as possible. If a vehicle is no longer needed for a club event, cancellation must be done immediately or within 48 hours of the reservation date. Charges may be applied by the Transportation Office if a vehicle is not cancelled promptly. Failure to cancel an unnecessary vehicle reservation more than twice in one semester will result in loss of vehicle privileges for the remainder of that semester.

Vehicle Care:

University vehicles are to be treated with respect and are to be driven appropriately, and free of trash/debris following their use. There is never to be any smoking or consumption of alcohol in any university vehicle. Failure to properly clean vans will result in suspension of transportation privileges. It is important to acknowledge these vehicles as representatives of the university. Drivers must obey all traffic signs and signals and adhere to all traffic laws as they pertain to individual States.

Other items to bring when competing off campus:

First aid kit (available from the Assistant Director of Recreation)

Cooler with ice & bags (available in the back office at the Bubble)

Pop up tent (available from the Assistant Director of Recreation)
Warmer weather: water, sunscreen, bug spray

FRANKLIN PIERCE FACILITIES

North Fields Activity Center

“The Bubble” is available for Club sports to use when surfaces are booked through Assistant Director and/or Director of Recreation in advance. Reception Desk Staff members may not reserve surfaces for clubs. Surfaces can be difficult to retain so clubs should make reservations at the beginning of the fall semester and end of the fall semester for spring scheduling. The NCAA Athletic teams are placed on the surface schedule first, followed by sports clubs.

Cheshire Field: Reservations for Cheshire Field are also made through the Assistant Director and/or Director of Recreation.

Sodexo Field: Assistant Director and/or Director of Recreation

Upper Grass Field: Assistant Director and/or Director of Recreation

Fieldhouse: Assistant Director and/or Director of Recreation

EQUIPMENT

Club equipment must be returned to the Bubble at the end of each semester. In some cases, equipment may need to be returned to storage after each use. It is imperative that equipment is inventoried at the beginning and end of every semester to ensure that all items are accounted for. In the event equipment needs to be retired it can be donated to local charities or youth organizations.

Personal Equipment

In some instances, club members may purchase equipment to own. These members may keep their belongings at their residence, instead of storing them with club equipment.

Storage Lockers

The Recreation Department will do its best to furnish secure areas for equipment storage. However, any locks that are used are the responsibility of each club. Recreation staff will not hold keys for clubs.

Club Sport Quick Start Guide

When debating a new Club Sport, you must first overcome a variety of ‘hurdles’ to make sure the proposed club can be viable and sustainable. Look to these guidelines when starting the Club Sport development process.

1. Will the club be competitive or instructive?
2. If competitive, what and where is the competition? (Club sports may not compete in any leagues outside of other college/university teams)
3. What are the equipment requirements, if any, and how much will this equipment cost per person?
4. If dues are charged, will the amount be enough to sustain an annual budget, or will additional fundraising be required? What fees are reasonable to charge club members?
5. Will any club members be van driver certified?
6. Will the proposed Club Sport be covered/allowed through our University insurance policy?
7. If playing surfaces are required, does Franklin Pierce already have the resources or will the Club Sport members have to travel to practice/play?
8. What is the expected club membership total? Of those club members, how many are required to compete?
9. Is the club co-ed?
10. What will the leadership structure be?
11. Who will be the club coach/advisor?

*Students looking to start a Club Sport should be able to answer most of these questions *prior* to submitting a Club Sport Proposal Form to the Assistant Director and/or Director of Recreation.

SECTION 3- APPENDICES

Sample Club Sport Application

[Sample Constitution](#)

[Sample Waiver](#)

Sample Budget

Forms