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Introduction

Princeton Sport Clubs exist to provide the students, faculty, and staff of Princeton University the opportunity to participate in organized sport and competitive activity. The program makes available both formal and informal opportunities for instruction and participation in a wide range of sports and activities. The program focuses on peer leadership and student development through participation. Opportunities to develop leadership skills exist through Sport Club Executive Council membership, Sport Club Council membership, Sport Club officer positions, and general club participation. Each club is composed of individuals who share a common interest in recreation and sport who organize to collectively pursue their goals. Each club is formed, organized, and governed by students under the guidelines of Athletics and Campus Recreation. Sport Clubs are student initiated and student-governed. Clubs compete with other collegiate clubs and organizations but are not to be confused with varsity athletics. Varsity teams are subject to NCAA and conference rules, have paid full time coaches, and generally require a higher level of commitment for participation. Sport Clubs are open to all students, faculty and staff of Princeton University. In certain sports, non-undergraduate students may be restricted or prohibited from competition because of league or governing body rules and regulations. The success of each Sport Club and the program as a whole is dependent upon the active participation of all club members and officers.

This handbook has been created to assist club members and officers in organizing and governing their club. It is recommended that club officers use this handbook as a reference throughout the year in addition to maintaining an open dialogue with the recreation office, Sport Club staff, and Sport Club Executive Council. Any questions or concerns should be directed to the Assistant Director for Sport Clubs.

Sport Clubs Staff

Mitchell Reum Assistant Director of Campus Recreation for Sport Clubs
Alex Sweeney Sport Club Assistant
David Leach Associate Director of Athletics Campus Recreation
Mary Beth Dittrich Campus Recreation Administrative Asistant
Brian Monsen Campus Recreation Business Manager

Important Phone Numbers

Mitchell Reum---------------------------------------609-258-5620
Public Safety---------------------------------------609-258-1000
University Health Services--------------------------609-258-3139
2014-2015 Club Sports

Archery  Polo
Badminton  Powerlifting
Ballroom Dance  Men's Rugby
Baseball  Women's Rugby
Men's Basketball  Running
Women's Basketball  Sailing
Climbing  Ski/Snowboard
Cricket  Men's Soccer
Croquet  Women's Soccer
Cycling  Squash
Equestrian  Swimming
Field Hockey  Table Tennis
Figure Skating  Taekwondo
Fencing  Tennis
Ice Hockey  Men's Ultimate
Jiu-Jitsu  Women's Ultimate
Kendo  Men's Volleyball
Men's Lacrosse  Women's Volleyball
Women's Lacrosse
Sport Clubs Organizational Structure

The Sport Clubs program is overseen by the Department of Athletics and Campus Recreation. The Assistant Director of Sport Clubs is in charge of the daily operation of the Sport Club program, working closely with the Sport Club Executive Council, the Sport Club Council, and the Senior Associate Director of Athletics for Campus Recreation.

Director of Campus Recreation
Assistant Director of Sport Clubs
Sport Club Assistant
Sport Clubs Executive Council
Sport Clubs Council
Club Officers
Club Members

The Sport Clubs Executive Council is the governing body of the Sport Club Program. The purpose of the Sport Clubs Executive Council is to provide advice and support to all clubs. The executive council focuses on creating and evaluating ideas to help clubs, and addresses the major concerns associated with running them. The executive council specifically is tasked with allocating the Sport Clubs budget each year, adding and removing clubs, hearing complaints and disputes by clubs, and representing Sport Clubs to the Department of Athletics, the University, and the community at large. The executive council consists of 7 Sport Club members who are elected to the positions of President, Vice President, Treasurer, Secretary, and three at-large members. The Assistant Director for Sport Clubs works as the advisor of the executive council. The Sport Clubs Executive Council will be elected to one year terms at the spring Sport Clubs General Council meeting. Any club member is eligible to run for a position on the executive council. The executive council generally meet every two weeks during the school year.

<table>
<thead>
<tr>
<th>President</th>
<th>Stephanie Ribet</th>
<th>Running</th>
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<tr>
<td>Vice President</td>
<td>Lucas Mazzotti</td>
<td>Men’s Rugby</td>
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<td>Treasurer</td>
<td>Alex Dominguez</td>
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<td>Secretary</td>
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<td>Avery Kratzer</td>
<td>Running</td>
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<td>At-Large</td>
<td>Sarah Sacco</td>
<td>Swimming</td>
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Sport Club Office Support

- Copy machine for forms and flyers
- Fax machine
- Mailboxes for club correspondence, should be checked weekly

Sport Clubs Eligibility

All students, faculty, and staff of the Princeton University community are eligible to participate in the Sport Clubs program. All clubs and participants must be aware that each sport and governing body has different rules about competition and participation by anyone who is not an undergraduate student.

Forming a new Sport Club

All Sport Clubs must be competitive activities that are physical in nature. It is highly recommended that any new clubs have a regional or national governing body to facilitate outside competition. No new clubs will be allowed that significantly duplicate an existing sport club or other student organization on campus.

Students who wish to start a new Sport Club must take the following steps:

1. Contact the Assistant Director of Sport Clubs to determine if your sport is eligible to become a club
2. Compile an application for recognition as a Sport Club. That application should include the following information: The objectives and goals of the club, names and contact information of students active in that sport, practice and space needs, equipment needs, a budget for the upcoming year, a regional or national governing body for the sport, and a list of schools with teams in the local or regional area which the club can compete against.
3. Write a Club Constitution which outlines the structure, purpose, membership, annual meetings, officer election procedures, and any other pertinent information regarding the administration of the club. (See appendix for examples of constitutions)
4. Meet with the executive council to present your application at a monthly meeting.

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

Listed below you will find suggested responsibilities for Sport Clubs Officers. Please feel free to delegate assignments as necessary. Each club must have elected, appointed, or designated student officers. It is highly recommended that each team have several officers to split the duties and responsibilities of the club.

1. Responsibilities of the President

   A. Serving as a liaison between the Club and the Sport Clubs Office
   B. Informing club officers and club members about and complying with the content of the Sport Clubs Manual. The president will sign a form stating that he/she had read the manual and will comply with all the rules and regulations stated within the manual.
   C. Holding regular elections of officers as stipulated in the club constitution.
   D. Informing the next club president of the routine guidelines for club operation prior to the next president assuming office. This would include transferring this manual to the new president and arranging a meeting between the new president and the Assistant Director.
   E. Submitting reports at the end of each term/year summarizing club activities. (Fall/Spring Report forms are available from the Sport Clubs office.)
   F. Meeting financial obligations incurred as a club.
   G. Making a regular weekly check of the club mailbox outside the Sport Clubs Office (Room 101 Dillon Gym).
   H. Completing the Accident/Incident Report form for any accidents/incidents requiring some form of medical attention that occurs during on-campus or off-campus practice, competition, or instruction. These reports should be submitted to the Assistant Director after each occurrence.
   I. Reporting the results of all club associated competitions to the director.
   J. Attend all Sport Club meetings

2. Responsibilities of the Vice President

   A. Presiding over meetings and business in the President’s absence.
   B. Assisting the President with his/her duties.
3. Responsibilities of the Secretary
   A. Maintaining updated membership lists.
   B. Submitting to the Assistant Director an updated membership list. This is required in both the Fall and Spring.
   C. Developing and circulating publicity regarding club activities as approved by the Assistant Director.

4. Responsibilities of the Treasurer
   A. Accountability and responsibility to be within the financial guidelines.
   B. Preparing with the club president the annual budget request.
   C. Maintaining all appropriate records of your financial activity.
   D. Aiding in fundraising activities.

5. Responsibilities of the Equipment Manager
   A. Submitting an equipment inventory report annually to the Assistant Director for inventory update.
   B. Obtaining club equipment for club functions through the Sport Clubs Office.
   C. Ensuring that all club equipment is stored appropriately in the Sport Clubs Equipment Room (Dillon Gym) at the end of the year.

Sport Clubs Office
The following resources are available to recognized clubs in the sport clubs office:
- Administrative assistance and guidance
- Assistance and supervision with finances
- Field and facility reservations assistance
- Equipment storage and purchases
- Assistance with transportation arrangements – limited basis
- Copy and fax assistance on a limited basis
- Mailboxes
- Consultation on publicity, promotion and fundraising.
Club Instructor/Consultant Responsibilities

Each recognized club has the option of obtaining an individual to instruct the club regarding their respective sport. Individuals wishing to provide instructional services to Princeton University Sport Clubs are engaged as Instructor/Consultants. Instructor/Consultants are independent contractors, and are not agents or employees of Princeton University. Instructor/Consultants are not entitled to benefits provided by Princeton University to its employees, including but not limited to health and unemployment insurance, workers compensation, pension plans, or any other remuneration. As an independent contractor, an instructor/consultant is not permitted to identify themselves as an employee of Princeton University, nor are they permitted to represent Princeton University, Princeton Sport Clubs, or any club in any capacity.

1. Wherever possible, Sport Clubs Instructors/Consultants should be Princeton University staff or faculty.

2. Any Sport Clubs wishing to use a paid or volunteer Instructor/Consultant must submit a written request to the Sport Clubs Office (Room 101 Dillon Gym). The request must include the prospective Instructor/Consultant’s qualifications, experience and certifications. An information sheet and resume with references must be submitted before the potential candidate meets with the Sport Clubs director. After this step, a yearly background check will be performed on the individual prior to being appointed. Finally, the prospective Instructor/Consultant must make an appointment with the director to discuss their involvement with the club. It is required that they possess appropriate certifications in their respective areas of expertise.

3. Paid Instructor/Consultants are required to have their own personal liability insurance with AT LEAST $1 Million in coverage. A copy of the coverage is required to be presented to the club director before the instructor/consultant will be allowed to begin working with a club.

4. Volunteers are ineligible for direct compensation for their services, but as Volunteers are not required to obtain personal liability insurance.

5. The Instructor/Consultant must restrict their involvement with clubs to instructing/teaching in practice and may not participate in any area of competition as part of the clubs. Instructors/Consultants may not be involved in club administration or decision making. The club president will act as the liaison between the club and the Sport Clubs Office. Questions as to the Instructor/Consultant involvement in the clubs business should be discussed with the director.

6. The Princeton University Sport Clubs Instructor/Consultants are fully responsible for abiding by the local, provincial and federal laws, as well as Princeton University regulations in all Sport Clubs activities.

All instructor/consultants, whether they are paid or not, must enter into an Instructor/Consultant agreement with Princeton University. This agreement must be
renewed each school year by the Instructor/Consultant. Clubs who receive instruction from individuals not registered and approved by Princeton University will be suspended immediately and subject to the disciplinary process to determine appropriate action. Approved instructor/consultants for clubs which practice in Dillon Gym will be placed on the Approved Instructor list at the Dillon front desk. Instructor/Consultants must check into the building through the Dillon front desk. All approved instructors are provided with free admission during club practice times.
In certain instances clubs may wish to have a guest instructor or the opportunity to receive instruction from a well known visiting athlete. The guest may instruct the club but only after being approved as a guest instructor through the sport clubs office.

**Club Responsibilities**

Although club competition seasons vary, each club must complete the following forms and turn them in to the Sport Club office. Communication with Campus Recreation and Sport Club office is essential regarding practices, competitions, travel, membership, and understanding the structure of Sport Clubs at Princeton University. In addition to meeting on a regular basis with the Assistant Director for Sport Clubs, the following paperwork allows Campus Recreation and the University to maintain a record of the program as a whole.

Each year clubs are responsible for turning in:
1. 7 Charges Form (Beginning of Fall Semester)
2. Presidents Agreement (Beginning of Fall Semester)
3. List of CPR/First Aid certified club members (Beginning of Year)
4. Budget Request Form (Spring Semester)
5. Equipment Inventory (End of Spring Semester)

Each Semester clubs are required to turn in the following:
1. Practice and Game Schedule (Beginning of Semester)
2. Club Roster (Initial Roster due at beginning of semester, must be updated throughout the year)
3. Fall/Spring Report (End of Semester)

**Maintaining Active Status**

Sport Clubs must complete and have on file with Campus Recreation all required paperwork (see *Club Responsibilities*, p. 10), and be competing to remain in active status. Any sport club that does not compete during a school year will be deemed inactive. Sport clubs will be permitted two (2) semesters from the end of the semester they are deemed inactive to begin competing. A club remaining inactive for two (2) consecutive semesters will be removed from the sport club roster.
**Rosters, Reports, and Schedules**

Each semester the practice and game schedule should include all times and places the club will meet during that semester, as well as the schedule of **intended competitions**. The end of semester report must have the contact information for the officers for the next semester on it. This will be used to send out important information to those who need it. The report also should detail all competitions, tournaments, exhibitions, and scrimmages the club participated in during the semester. All information should be fully and completely filled out. The roster of club members must include all participants for that semester. They should be listed with their name, graduating class, gender, and NetID. This is important in both the fall and spring to gauge club interest and participation. It is also important for designating graduating seniors for fundraising purposes and tracking participation among certain demographics such as class, gender, and sport.

**Meetings**

The Sport Clubs Executive Council will hold three mandatory Club Council training sessions/meetings each year. Those three meetings will occur at the beginning of the fall semester, the beginning of the spring semester, and at the end of the spring semester. At the beginning of the fall semester the Sport Clubs office will hold a training session for the officers of all clubs. The approximate date of the meeting will be set at the end of the spring semester the previous school year to provide the clubs with adequate notice. Each club is required to have three officers in attendance, but all officers are welcome. Each club must have at least one officer in attendance at each of the spring meetings. The meeting at the beginning of the spring semester will prepare the clubs for the budget process, as well as cover any important issues that have arisen during the fall. During the meeting at the end of the school year the Club Council will vote on the new Sport Clubs Executive Board, and the Sport Clubs of the Year.

Clubs will meet one-on-one on a weekly or monthly basis with the Assistant Director.

**Equipment**

Each club is responsible for the maintenance and inventory of their equipment. Clubs are responsible for their equipment and its storage during the year as well as during the summer. If a club wishes, there is a limited amount of space in Dillon Gym where clubs may store their equipment and uniforms. Each club will be required to maintain an equipment list and turn it in to the Sport Club office at the end of each spring. During the spring each club will set a time and day to meet with the Assistant Director for Sport Clubs to verify the equipment inventory. At this time the club can place their equipment into storage in Dillon. Please remember that no equipment purchases may be made without the approval of the Assistant Director for Sport Clubs first. Please see Purchasing for the procedure for buying equipment.
If a club decides to store their equipment in Dillon Gym during the summer, they must make appointments with the Assistant Director for Sport Clubs to drop off the equipment in the spring and to pick it up again in the fall. Equipment not delivered or picked up this way will not be accepted or distributed.

**Club and Member Conduct**

The Princeton University Rights, Rules, and Responsibilities are University-wide and supersede the rules and regulations of any school, department, governing body, or team. All University students, faculty, and staff are responsible for knowing and complying with University policies. Clubs are also required to inform and enforce University policy with regard to instructor/consultants, visiting teams, spectators, and officials.

Sport Clubs members are required to conduct themselves in accordance with the Rights, Rules, and Responsibilities, and with the University’s philosophy and function as an educational institution both inside and outside the classroom.

Clubs are given certain responsibilities and benefits when recognized as Sport Clubs under Campus Recreation and Athletics. They are given permission to use University buildings and space to hold practice and competitions, access to University funds, and permission to represent the University at off-campus competitions. Because the University’s relationship with clubs is limited, the club officers and members are tasked with the responsibility of making sure the club is compliant with all University, Campus Recreation, and Sport Clubs policies and procedures. Club officers are accountable for the actions of the club as a whole and/or any individual club members. Violation of laws or University policies and procedures by club members, club staff, or instructor/consultants on or off campus may result in discipline under University policies.

The Sport Club disciplinary process addresses clubs that are found in violation of University policies. Students who have violated University Policies and the Student Rights, Rules, and Responsibilities will be referred to the Office of the Dean of Students for disciplinary action. Club members who are faculty or staff members who have violated University policies will be referred to their supervisor, department head, or dean for disciplinary action. All students, faculty, staff, their guests, their spectators and instructor/consultants should be aware that their actions, in addition to University sanctions, may be subject to criminal prosecution under local, state, and federal laws that specify severe penalties for criminal offenses.

Students, Instructors, and faculty/staff are representatives of Princeton University while participating in club activities, and are expected to behave in an appropriate manner.

**Violations**

The following procedural infractions are activities and conduct that will not be tolerated by the Sport Clubs office and may lead to disciplinary actions against a club, including
but not limited to probation, loss of funding, loss of facility privileges, and suspension of sport club recognition.

Procedural Infractions

Discipline for minor infractions is intended to assist club officers in preventing and appropriately fixing procedural violations.

Examples of procedural infractions include but are not limited to:

- Failure to submit or update forms and documentation such as:
  - Presidents Agreement
  - 7 Charges of Sport Clubs Officers
  - Fall and Spring Practice and Game Schedule
  - Fall and Spring Update Sheets
  - Club Roster
  - Budget Request
  - Travel Request Form through Concur
  - Instructor/Consultant Information Sheet and Agreement
  - CPR/First Aid Certified members
  - Certified Van Drivers
  - Updated Officer Contact Information
- Failure to follow Sport Club Policies
- Failure to use allocated budget
- Not notifying director when not using practice or game space
- Absence from Club Meetings/Trainings
- Missing Weekly/Monthly meetings with director
- Missing disciplinary hearings

Conduct Infractions

Conduct infractions violate the integrity of the Sport Clubs program, its participants, and the University as a whole. The disciplinary process for major infractions has been developed to protect Clubs, the university, and each individual club member.

Conduct infractions include but are not limited to:

- Violation of Sport Clubs and University Alcohol and Drug Policy
  - There is a zero tolerance policy regarding alcohol and drug consumption
  - No alcohol or drugs are allowed at any Sport Club activities or gatherings
  - No alcohol or drugs are allowed at Sport Club events or on University property while Sport Club members are present
  - Club officers are responsible for enforcing this policy and notifying visiting teams, officials, spectators and guests
- Misconduct
  - Allowing ineligible individuals to participate in club activities
Disciplinary Process

The disciplinary process is designed to resolve conflicts in an equitable, fair, and professional manner. Violations or alleged violations of the Rights, Rules, and Responsibilities by Princeton students, faculty, or staff will result in the referral of the accused individuals to the appropriate office within the University. The Sports Club office will assist in any investigation and abide by any and all outcomes.

Facility Usage

Clubs are allowed the use of certain University facilities for practice and competition during the year. Use of these facilities for practice and competition is restricted to authorized groups and events. Because of the high demand for these facilities, all requests for time cannot be accommodated. Sport Clubs are fortunate to share several facilities with certain Varsity teams at Princeton. The order of priority for facility usage is as follows:

- Varsity Games
- Varsity Practices
- Open Recreation
- Intramural Sports/Sport Clubs

In all cases advanced notice to the Assistant Director for Sport Clubs and the scheduler of the facilities is required for approved usage. Clubs are responsible for any and all damage that occurs to a facility during their use. Please report any damage you find or that occurs to minimize any danger to participants and to expedite repair.

The fields at West Windsor are lined once at the beginning of each semester season. Clubs are responsible for maintaining the lines on their respective fields and notifying the Assistant Director for Sport Clubs when they are low on field paint, not completely out. During the winter West Windsor fields are closed and any use is prohibited. Clubs may not use the fields beginning the Monday after Thanksgiving and ending the last Sunday of Spring Break. These days can be moved by the Associate Athletic Director for Facilities and the Assistant Director for Sport Clubs depending upon weather and field usage.

Clubs are prohibited from using Poe field year-round.
Practice

Clubs are allowed use of several facilities for practice. Clubs using Baker Rink must contact the Baker Rink Scheduler before each semester to schedule practice and competitions. Clubs using West Windsor fields must notify the Assistant Director for Sport Clubs of the practice schedule as soon as they set it. Clubs wishing to use Dillon Gym for practice during the fall and spring semesters must attend the Fall and Spring Scheduling Meetings held at the beginning and end of the Fall Semester, respectively. Clubs using Dillon Pool must contact the Aquatics Coordinator to schedule time. Outdoor clubs wishing to use the Dillon Main Floor between Thanksgiving and Spring Break must attend the Spring Scheduling Meeting at the end of the fall semester. Outdoor Sport Clubs are allowed limited use of varsity turf fields. Clubs wishing to use the turf must contact the Assistant Director for Sport Clubs to reserve a time. Clubs are guaranteed one 2-hour practice each week. If possible, preference for a second practice time will be given to clubs that are competing the coming weekend.

Competitions

Competitions must be approved through the Sport Clubs office for all venues on campus. Clubs wishing to use Baker Rink for competitions must contact the Assistant Director for Sport Clubs and the Baker Rink Scheduler. Clubs wishing to hold an event in Dillon Gym must contact the Assistant Director of Recreation for Facilities and the Assistant Director for Sport Clubs to reserve space. To reserve the pool clubs must contact the Aquatics Coordinator and the Assistant Director for Sport Clubs. Outdoor facilities will be reserved through the Assistant Director for Sport Clubs.

Hosting Events

The following is a guideline for clubs hosting single games to large tournaments on campus.

- Determine facility needs and obtain approval from the Assistant Director for Sport Clubs
- Schedule facility
- Review logistics for competition
  - First Aid Kit filled
  - Number of Participants
  - Tents or shelter
  - Tables/Chairs/Equipment
  - Directions to competition site
- Schedule officials
- Determine necessary medical coverage
- Obtain Emergency Action Plan for competition site
- Obtain access to facilities for competitors and guests
Provide visiting schools with a copy of the EAP and the rules governing field and facility usage at Princeton University

For events with four or more teams/colleges, clubs must meet with the Assistant Director for Sport Clubs to approve and plan the event. Submit in writing a detailed proposal for your event to the Assistant Director for Sport Clubs. The proposal should include:

- Number of participating teams/individuals and facility needs
- Set-up Needs (Tables, Chairs, trash bins, facility staff, etc.)
  - Clubs must pick up and return all equipment needed for their event
- Timeline for event (4pm set-up, 6pm teams arrive, etc.)
- Budget detailing expenses and any anticipated income from event
  - Clubs will not be permitted to host tournaments or competitions which do not break even
- Contact information for those responsible for organizing the event (Minimum 2)

The proposal must be turned in at least 4 weeks before the event, but clubs are encouraged to begin planning as soon as possible. Proposals turned in within 4 weeks from event will be denied.

Clubs hosting individual games on campus must notify the Assistant Director for Sport Clubs of their intended game as early as possible. Clubs notifying the Assistant Director for Sport Clubs less than 10 business days before a home competition will not receive permission for their event.

If a contest is cancelled for any reason the Assistant Director for Sport Clubs must be notified as soon as possible. Spectators are welcome at all club contests, but do not have facility use privileges. Spectators are restricted to the area in which competition takes place and within the spectator areas (ex. Allowed on Main floor for a basketball game in Dillon but cannot play; must stay in stands for ice hockey game in Baker)

**Risk Management**

**Injury Prevention**

The safety of each participant is the most important aspect of any practice or competition. Club officers and participants should check the condition of the playing surface and its surroundings to ensure it is safe to participate. If you, someone on your team or a visiting participant does not believe the playing surface is safe, do not use it. Any hazards, facility problems, or questions regarding facility usage and maintenance should be sent to the Assistant Director for Sport Clubs.

Clubs and their members should exercise caution when beginning each semester and season. Throughout the season members should make sure they are eating and hydrating properly before, during, and after each practice and competition. Clubs are encouraged to research proper conditioning and workout programs for their sports to help prevent injury to participants.
CPR/First Aid

Each Sport Club is required to have at least **TWO (2)** CPR/First Aid certified members, and one CPR/First Aid certified member at every practice and competition. It is recommended that each club have several members certified to ensure appropriate coverage. The Outdoor Action department conducts CPR/First Aid training each semester. Please check their website for classes. The cost of certification can be covered by Club funds and the Sport Club office.

First Aid kits are available to all clubs who wish to have one at practices and games. They should be checked out at the beginning of the year and must be returned by the end of the school year. The Sport Club office maintains a cabinet of supplies ranging from band-aids and gauze to tape, splints, and ice packs. Clubs are encouraged to keep their first aid kit properly stocked at all times.

Accident Procedures

All clubs should have a copy of the Emergency Action Plan (EAP) for the facility or facilities they use for practice and competition. Copies of the EAP’s for Sport Clubs are attached to the handbook and distributed to the club officers at the beginning of each school year.

In the event of an injury, follow these steps:

- **Gather information**
  - Did you see the accident?
  - If you did not, who did?

- **Evaluate the scene**
  - Sights, Smells, Sounds
  - Is it safe to approach the victim?
  - Is there someone trained in First Aid or higher (Lifeguard, First Responder, Athletic Trainer, facility staff)?
  - If certified in First Aid or higher, identify yourself as a rescuer trained in emergency care, and ask to assist victim

- **Situation**
  - Life threatening—Victim is unconscious, severe bleeding, no heartbeat
  - If CPR is necessary, begin immediately. Use AED if available
  - Not life threatening—conscious, breathing, minor bleeding
  - Facility Damage—Fire, Explosion, Severe Weather

Each injury which receives care should be documented with an injury report. Injury reports should be turned in to the Sport Clubs office the next business day after the injury. The Sport Clubs office has storage clipboards for clubs which can be used to hold important game day information, including EAP’s and accident reports.

Club members and leaders should be aware of existing medical conditions of teammates and when possible visiting participants. Teammates should be aware of medical
conditions such as asthma and food or insect allergies. Members who have asthma and require inhalers should have their inhalers out and available if they are unable to reach it during a game. Team members who have severe allergies to food or insect bites that require and carry epi-pens should notify teammates where it is kept if it is needed.

Sport Club participants who have suffered an injury should be referred to McCosh or University Medical Center at Princeton-Plainsboro to be evaluated by a clinician. Injuries that may affect the head, neck, or spine, even if no symptoms are immediately apparent, can result in serious injury. Head injuries that result in a traumatic brain injury, or concussion, are serious and carry severe consequences if not treated properly. Symptoms may not be immediately apparent. If a participant has sustained a head injury a clinician should evaluate them before being allowed to continue practicing or playing.

**On-Campus:**

If the injury is life threatening, there have been severe injuries or severe facility damage, call 911 from a University phone, or 609-258-3333 from a cell phone, immediately. If inside Dillon notify the front desk of the emergency. Inform the dispatcher that someone will meet the ambulance and direct them to the injury. Send someone to meet EMS and direct them to the injury. Keep the victim comfortable and continue first aid if you are qualified to perform until advanced medical help arrives. Notify the Assistant Director for Sport Clubs that a serious injury has occurred.

For non-life threatening injuries, administer first aid. Injured students are urged to seek help at McCosh or Princeton Medical Center. All visiting participants who are injured are encouraged to seek help at University Medical Center at Princeton-Plainsboro. The main line to McCosh is 258-3129.

Those present with first aid or more advanced training should use universal precautions when dealing with injuries of any kind. Gloves, face shields, and biohazard bags are available to all clubs for use.

**Off-Campus:**

All clubs should contact the host team or governing body to obtain the emergency action plan of the facility they will be playing at, and along with it all nearby emergency medical facilities. Clubs should also know of any medical coverage that will be provided by their host.

While Traveling: Follow the emergency action plan for the venue, if available. Treat the immediate injury and contact Emergency Medical Services if necessary. If an injury is sustained that requires a trip to a doctor or hospital to see a clinician, contact Public Safety and notify them of the injury. Contact the University Health Services Nurses
Station at 609-258-3139. Finally, contact the Sport Clubs Assistant Director and the Director of Campus Recreation.

Severe Weather

All clubs should be aware of the weather leading up to contests, both home and away. Adverse weather can affect travel, safety of competition, availability of referees, and facility conditions. If severe weather is a possibility, monitor weather conditions and cancel or postpone contest if it is not safe to travel or play.

If a severe storm approaches your practice or contest, follow these guidelines:

- Recognize an emergency
  - Watch/Listen for lightning
  - Check www.weather.com or www.wunderground.com for weather updates and to track the progress of a storm
  - All clubs are responsible for knowing the weather forecast for their events

- Assess the Situation and Act
  - Dark Clouds, Heavy Wind, Thunder and/or Lightning?
  - When you see lightning, count the seconds until you hear thunder
  - If you hear thunder before your count reaches 30, stop play and SEEK SHELTER IMMEDIATELY
    - Clear the fields/pool and have all participants and spectators seek shelter
    - Proper shelter is a fully enclosed substantial building or designated lightning shelter
    - Stay away from electrical appliances, corded phones, and plumbing
    - Do not seek shelter under trees or open covered areas
    - Do not hold metal objects

- Follow-Up
  - Wait 30 minutes after seeing the last lightning flash or hearing thunder before you allow participants to return to the field
  - If you are not sure, remain in shelter. Be conservative
  - If playing conditions are unsafe, cancel or postpone games
  - Check for standing water, unsafe field conditions, and debris on fields
  - Do not jeopardize participant safety

Fields should never be used if there is standing water anywhere on or near the playing surface. If there is no standing water, but when standing on the field water comes out of the ground around your foot, the field is too wet for use. Outdoor clubs should recognize that their practice space is also their game space. If the fields are wet or muddy club officers should use common sense when deciding to practice on the field. Clubs should also take care not to over use certain areas on the field, such as in front of goals and the middle of the fields. This will help prolong the use and prevent killing off large areas of grass.

Game Coverage
First Responders are required to be at all Men’s and Women’s Rugby, Men’s Lacrosse, and Men’s Ice Hockey home contests.

Any tournament or group of games hosted by Princeton Sport Clubs in which there are four or more teams competing requires an EMT/Ambulance be on site.

Any club may hire an EMT/Ambulance to staff their games. Any ambulance services should be booked through the Sport Clubs office.

Travel

All club travel must be approved by the Assistant Director for Sport Clubs. Any event that is not held on Princeton’s main campus is considered travel. Each club is responsible for making their own travel arrangements including transportation and lodging. The Assistant Director for Sport Clubs must approve all travel at least 2 weeks prior to departure. The final travel roster must be completed 48 hours prior to departure. It is recommended that clubs obtain information about emergency response from the competition host. This includes an Emergency Action Plan if available, any medical personnel that will be on hand during the competition, and maps and phone numbers for the nearest hospitals to the competition site.

Travel is classified two ways for Sport Clubs: day trips and overnight travel to Philadelphia and New York City, and overnight and international travel. For all day trips and overnight trips to Philadelphia and New York City, clubs must turn in a travel form to the Sport Club office. For overnight and international travel, clubs must complete the request on Concur. Travel forms are available on the Sport Club website.

Travel Registration

Princeton has created an online travel registration site, CONCUR, for university sponsored, overnight travel. All Sport Clubs must use the portal online to request their trip with the University and Sport Clubs if they will be staying overnight at their destination. All travel to New York City, Philadelphia, or any practices and competitions where no overnight travel will be completed must fill out the Travel Form available on the Sport Clubs website. This is to make travel approval quicker and to create a uniform travel policy throughout the University. Concur is used for all university sponsored travel of students, faculty, and staff. It is used by the University to ensure the safety and security of students, faculty, and staff while traveling domestically and abroad. Teams should begin the trip request process as soon as possible to ensure all travelers are conforming to University policy before the trip is scheduled to begin. Team leadership should begin the trip request process by creating a New Event Request through Concur, making sure that the Travel Type is set to Extra Curricular (Academic Year) and the Program is Club Sport. Travel is approved on an individual basis through Concur, and it is the responsibility of the trip creator and trip leader to ensure that all travelers have completed the approval process through Concur. Only club members whose names are on the team roster and/or are approved through Concur will be permitted to travel.
Out of Region Travel

Teams may have the opportunity to travel to competitions outside our region. All University travel that occurs outside the normal competition region for Sport Club teams is considered a Friends account expense, and cannot be paid for by University allocated funds. Out of Region Travel does not include National Championship competitions.

International Travel

Clubs may have the opportunity to travel to international destinations for games, competitions, training, or tournaments. To ensure proper planning and budgeting for overseas trips, clubs should have destinations and travel plans ready 4 months before traveling. International travel by clubs may require a University staff member or approved supervisor to travel with the club, and the club will be responsible for raising the funds to support the University appointed supervision. International travel is considered Out of Region Travel for funding purposes.

Travel Initiative

The University and Sport Clubs are dedicated to making club travel to and from competitions as safe as possible. To help clubs additional funding is allocated each year for travel to competitions in buses and vans. This is explained in detail under Funding.

Van Certification

Any club member wishing to drive to a competition or practice must be van certified through Public Safety and the office of Risk Management. This includes personal and rental vehicles. All clubs should have several members who are van certified. To become a certified van driver, club members must complete the following:

- Obtain a current and valid driver’s license
- Be 18 when renting in New Jersey and 21 when renting out of state
- Completed a Driver History Questionnaire
- Take the online test available through the Public Safety website
- Pass the road test administered by Public Safety

Personal Vehicle, Van, and Bus Usage

Princeton University and Sport Clubs have an arrangement with Enterprise to provide rental vans to clubs for travel to competitions. Clubs must specify they are renting vans from Enterprise in Concur when they create their trip. Club participants need only be 18 years old and have completed the requirements for van certification to rent from Enterprise. Clubs going on an approved trip should contact the Assistant Director for Sport Clubs about renting from Enterprise. The club will be given the Sport Clubs account code and the specific directions for renting from Enterprise. When done
correctly the Sport Clubs department and the club’s account are charged for the van rental. **When renting from Enterprise, clubs must obtain a receipt and return it to the Sport Clubs office within 5 business days of returning!** Clubs failing to turn in a receipt risk losing the privilege of using the Sport Clubs Credit Card.

Clubs taking a bus must specify this when turning in a travel form or creating their trip in the travel database. If notification is not made at least 2 weeks before travel, bus reservations cannot be guaranteed. When making travel plans, clubs should remember that there are state and federal guidelines which govern interstate bus travel. Drivers are only allowed to be on duty with their bus so many hours per day, and to drive a certain number of hours each day before they must rest. Certain trips are mandatory two day trips because of these regulations.

**Travel Accident Avoidance and Procedures**

In the event of an accident, students should notify both local police and Public Safety immediately. Vehicles rented from Enterprise are insured through the University’s contract with Enterprise. If a private vehicle is taken to a competition, the insurance coverage of the owner will be primary in the event of an accident. If any claims are in excess of the owners’ primary coverage, the University’s coverage will respond to any excess as it relates to third party liability. The University will assume no responsibility for claims against physical damage to owners’ vehicles that are from theft, collision, etc.

While driving, clubs must adhere to the following guidelines

- All drivers are required to obey all speed limits and traffic laws
- Drivers and club officers must see that all passengers wear seatbelts, and vehicles do not carry more passengers than there are seatbelts.
- In the event of foul weather, itineraries may be modified to ensure safe travel
- If adverse weather or the driver believes travel is inappropriate, the trip should be stopped and travelers should check into a motel until the weather clears. Sport Clubs will work with each team to cover any additional expenses
- If travel is suspended or cancelled, clubs are required to notify the Assistant Director for Sport Clubs immediately

Clubs are encouraged to do the following when driving

- Only drive between 6am and 11pm
- If driving, clubs should not leave their destination at a time when they would be driving past 11pm
- Have detailed maps of the destination area, competition area, and hotel when applicable
- Have an emergency action plan for the competition site and knowledge of local hospitals or urgent care facilities
- Have a cellular phone and contact phone numbers for the host of the competition
Travel Lodging

Some club travel will require overnight stays. These trips must be requested and approved through Concur. Clubs may book lodging two ways. They may book and pay for it individually, to be reimbursed after the trip has concluded, or they may meet with the Assistant Director for Sport Clubs who can help book lodging and will work with the hotel to arrange for payment directly from the Sport Clubs office. Lodging arrangements should be made as early as possible, as certain areas and towns have limited hotel space. Clubs are encouraged to contact parents and alumni near their competition site to see if they can reduce or eliminate any housing costs by staying with them. Students should be aware that a hotel may require one guest to be at least 21 years old. Club members should contact the hotel to make sure there are not problems when checking in. Club travel is calculated with four club members to each hotel room. The exception to this is when co-ed teams travel. Same gender club members must still stay four to a room.

Travel Expenses

Clubs have the option of charging certain rental and lodging expenses directly to the Sport Clubs credit card. If a club chooses this option, they must return the receipts from the rental company and/or lodging to the Sport Clubs office within five business days of returning from their travel. Club members who pay for gas and tolls while traveling may have their expenses reimbursed by the club. They must fill out a reimbursement request through Concur. Please see reimbursement procedures under purchasing for detailed directions on travel reimbursement.

Toll roads and plazas are prevalent in the northeastern United States. Princeton does not have EZ-Pass tags available for use on club trips, and clubs are responsible for knowing about and paying all tolls while driving. Tolls are eligible for reimbursement with a receipt from the toll plaza or a copy of an EZ-Pass account sheet with dates and plaza charges that match approved travel. Teams found to violate toll plaza rules or failing to pay tolls will lose the ability to rent from Enterprise using the Sport Club credit card, and continued violations will result in suspension of travel and cancellation of competitions. Fines resulting from toll and parking violations are the sole responsibility of the driver. Princeton University policy prohibits University funds from paying for these fines.

Funding

University Funding

Clubs are funded by the office of the Vice President for Student Life through the Department of Athletics and Campus Recreation. The funds for each club are allocated by the Executive Council each spring and are based upon each club’s needs. Clubs are given money for general use (Club Allocation) and to offset the expenses of renting
vehicles to competitions (Travel Initiative). There are specific guidelines for spending money distributed by the University. Below is a list of what each can be used to fund.

<table>
<thead>
<tr>
<th>Club Allocation</th>
<th>Travel Initiative</th>
</tr>
</thead>
<tbody>
<tr>
<td>Referees/Officials</td>
<td>Van Rental</td>
</tr>
<tr>
<td>Gas/Tolls</td>
<td>Bus Rental</td>
</tr>
<tr>
<td>Hotels</td>
<td></td>
</tr>
<tr>
<td>Equipment which stay with the team</td>
<td></td>
</tr>
<tr>
<td>Entry Fees and League Dues</td>
<td></td>
</tr>
</tbody>
</table>

Club Allocation and Travel Initiative are term funding from the University. If a club does not spend what it has been given, that money is taken back by the University and does not roll over to the next year. Clubs must spend or make arrangements to spend funds in their Club Allocation or Travel Initiative by the last Friday in April each year.

**Friends Groups**

Each club has an account, which is set up by the University for clubs to deposit any money collected through dues, fundraising, and donations. The collective term for this account is a Friends Account. Friends’ accounts are different from the Club Allocation and Travel Initiative in two ways. The money in a Friends account rolls over from year to year, and there are fewer restrictions on the use of the money in the account. For Sport Clubs, Friends’ accounts are typically used for the following, which cannot be purchased using University allocated funds.

<table>
<thead>
<tr>
<th>Friends Account</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instructor/Consultant Fees</td>
</tr>
<tr>
<td>Food</td>
</tr>
<tr>
<td>Equipment that does not stay with the team</td>
</tr>
<tr>
<td>(T-shirts, mouth guards, personalized equipment)</td>
</tr>
</tbody>
</table>

**Budget Requests**

Each spring every Sport Club is required to submit a budget proposal for the next school year. To help clubs prepare their budgets, the Executive Council Treasurer holds two help sessions for clubs to see how to prepare a budget and to allow clubs to ask questions.

In their budget request clubs should project their spending for the next school year. Clubs should look at their equipment inventory and determine any needs and wants for the next year, their travel plans and how many competitions they want to attend. Most clubs will not receive their requested budget, but clubs should not exclude any equipment they need or travel they want to make.
Fundraising

Clubs are encouraged to fundraise to help supplement their club budgets. There are several ways for clubs to raise funds during the year.

Raising Money from the University Community

This includes soliciting donations from friends, family, and alumni and working different events around campus. When soliciting money from parents and alumni, clubs must go through the Sport Clubs office and the Development office. Sport Clubs are only allowed to actively solicit funds from parents and alumni between July 1st and December 31st. The Development Office maintains a database of all club alumni and active contributors to sport clubs. They can assist teams with sending out solicitation letters, newsletters, email correspondence, and telephone campaigns. The department of Athletics has a dedicated Development officer, in charge of managing the varsity and sport club friends groups. Clubs wishing to fundraise should contact the Assistant Director for Sport Clubs for guidance on how to appropriately fundraise, as well as guidance on contacting the Athletics Friends Group manager for fundraising campaigns. If clubs are approached by anyone wishing to make a donation they should contact the Assistant Director for Sport Clubs.

Dues

For many clubs charging dues is a necessity to be able to compete each year. Dues structures and amounts vary from club to club. Clubs are encouraged to collect dues at the beginning of each semester. Once collected all dues must be deposited promptly into a teams’ friends account through the Campus Recreation main office.

Deposits

After money has been collected, either through dues or fundraising (not including Donations), it must be deposited into a club’s Friends account. Deposits must be taken to the Campus Recreation Office located in 101 Dillon Gym and given to the Campus Recreation Business Manager. When making a deposit clubs will be required to verify the deposit amount, fill out a deposit slip and a deposit envelope, and submit to the business office. The club account (Department) number must be written on the front of the check. All donations collected by clubs must be given to the Assistant Director for Sport Clubs.

All checks collected by clubs must be made out to Princeton University, with the club name on the memo line. When making a deposit, clubs must know whether the money is for dues, equipment purchase, or a donation.
Purchasing and Reimbursement

The process for purchasing equipment and services for clubs is a detailed process. Each clubs’ president and treasurer should understand the process and make sure their club members follow it. Each club’s treasurer should be keeping a detailed running ledger of expenses. Treasurers and presidents are encouraged to work closely with the Assistant Director for Sport Clubs to maintain an accurate balance of the club’s accounts.

Club Expenditures

The one thing that all club officers and members must know about any and all expenditures is they must receive approval from the Assistant Director for Sport Clubs before spending Sport Club money. If a club or club member makes a purchase or authorizes an order without consulting with the Assistant Director for Sport Clubs and receiving approval the purchase will not be approved and will not be paid for or reimbursed through the University. This may result in the club or club member being responsible for any charges incurred during the order process. This is to make sure clubs are spending their allocation in an appropriate way, and also to make sure clubs are not spending money they do not have.

To help clubs understand the purchasing structure the following FAQ’s and chart has been created:

Making a Purchase

Purchasing Goods and Services
The only person who may pledge the credit of the University for goods and services are those on the staff of the Purchasing Department. Purchases from the University funds are generally made on credit through the use of a purchase order or the University credit card. University funds include all funds administered and held by the University.

Starting a Purchase
What do I do first if I want to buy something?
The first step is to determine exactly what your needs are. Decide what functions you want the item to perform. Submit a purchase requisition to the Sport Club Office complete with description or specifications, suggested vendor(s), estimated dollar value and delivery expectations. Allow plenty of time for the entire purchasing cycle.

If I really want one particular brand and/or model can I make sure I get it?
You must be able to provide some sort of justification for purchasing a specific item. The justification must be related to the performance of the item and the task to be performed. Send this justification to the Assistant Director for Sport Clubs.

What kinds of purchases are subject to the bidding process?
All purchases over $5,000.00 in value are subject to competitive bidding. Purchases under $4,999.99 may be bid at the discretion of the buyer.
How long does the bid process take?
Depending on the complexity of the bid, the entire process may take from 2 days to a month.

Does the lowest bidder get the bid?
The lowest bidder usually gets the bid. The lowest bidder may not get the bid, because of lack of capacity, time requirements, reputation or inability to meet the bid specifications.

If a vendor offers me a good deal can I accept it on the spot?
You cannot sign a contract of obligate to the University in any manner.

Reimbursement of personal funds:
If you make a University purchase using your own personal funds and are expecting to be reimbursed later, you may be disappointed. Such a purchase is unauthorized and as such, you assume full responsibility for the purchase.

Requirements for different levels of purchasing

<table>
<thead>
<tr>
<th>Amount of Purchase</th>
<th>Number of Quotes Required</th>
<th>Payment Options</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Under $2,500</td>
<td>None</td>
<td>Credit Card, Non-PO Requisition, Purchase Order</td>
</tr>
<tr>
<td>$2,500-$4,999</td>
<td>One (1)</td>
<td>Purchase Order</td>
</tr>
<tr>
<td>$5,000 and Over</td>
<td>-- One (1) if dealing with a Contracted Vendor</td>
<td></td>
</tr>
<tr>
<td></td>
<td>-- Three (3) if not dealing with a Contracted Vendor</td>
<td>Purchase Order</td>
</tr>
</tbody>
</table>

Creating a Purchase Order
If a purchase is over $2,500 dollars a purchase order must be created and sent to the vendor (manufacturer/distributor/retailer etc.). If a club wishes to make a purchase over $1,000 dollars, they must obtain a Quote from the vendor and bring it to the Assistant Director for Sport Clubs. If that vendor is not already in the purchase order system, the
purchasing department must obtain information from the vendor before they can send a
purchase order. If a vendor is in the system, it will take approximately 2 days to issue a
purchase order. If a vendor is not in the system it can take two weeks or more for a
purchase order to be generated.

Credit Card Purchases

For most purchases under $2,500 the Sport Clubs credit card should be used. Clubs must
contact the vendor and obtain an invoice or quote for the equipment or service they wish
to buy. That invoice or quote should then be brought to the Assistant Director for Sport
Clubs. If the purchase is approved, they will make the purchase with the information
provided for the specified equipment or services. If a club wishes to make an online
purchase, they may make an appointment to come in and make the purchase using the
credit card.

Many clubs rent vans and buses and stay in hotels while traveling. Travel expenditures
paid for using the club credit card are not subject to the $2,500 limit. Clubs wishing to
rent buses or vans only need to make the appropriate notification to the Assistant Director
for Sport Clubs and obtain approval. If a club will be staying at a hotel and want to use
the credit card to pay for the rooms, they must contact the Assistant Director for Sport
Clubs before they book any rooms. The club must make an appointment with the
Assistant Director for Sport Clubs to book hotel rooms and come with the contact
information and nightly rates of several hotels. The reservation can then be made for the
club. When clubs travel and rent vans or hotel rooms, they must obtain receipts for the
rentals and return them to the Sport Clubs office within five (5) business days. Failure to
do so is a minor infraction and subjects the club to losing the privilege of using the credit
card.

Capital Expenditures

If a club requires a piece or pieces of equipment valued in excess of $5,000.00, the
purchase falls under the category of capital expenditures. These purchases are handled by
the University and must be planned well in advance. With ANY expenditure over
$5,000.00 (from equipment to t-shirts, whether you use Sport Clubs money or Friends
Account money) your club must go through the University bid process. You do this by
getting three estimates in writing from three different vendors. This is standard
University policy for any expenditure over $5,000.00. You must turn in the three
estimates in to the Assistant Director, and specify which vendor/manufacturer you wish
to use. Without all three estimates, the requisition cannot be processed.

Making Payments to Individuals and Organizations

In addition to using the Sport Clubs credit card, clubs may need to request payment for
goods and services through the Sport Clubs office. A valid invoice or quote which
includes contact information for the individual or organization must be turned into the
Sport Clubs office. If necessary the Assistant Director for Sport Clubs can contact the
intended payee and certify payment has been submitted.
Officials

In order for officials to be paid for their services, they must fill out a packet containing a W-9 form and a supplier request form, and sign it the day of the competition. Some individuals will have to fill out a service provider questionnaire as well. Officials should be paid with 3 weeks unless they are a new supplier; which could then add an additional 2-3 weeks for the payment to be sent. If clubs fail to have the officials fill out and sign the required forms, payment will also be delayed to the official. This may affect clubs’ ability to acquire officials in the future.

Travel Reimbursements

Clubs reimbursing members for gas and toll purchases must go through Concur to submit a reimbursement request within five (5) business days of returning to campus. The Assistant Director for Sport Clubs must be the approver for all expense reimbursement requests. Multiple reimbursement requests for a single trip by a single traveler will not be approved.

- Receipts are required for all reimbursements.

All Reimbursements

In order for students to be reimbursed, they must go through Concur, attach ALL receipts for expenditures claimed and submit it to the Assistant Director for Sport Clubs. Be sure to plan ahead!! Reimbursements will not be approved for services by an individual student (e.g. a friend refereeing one of your games who does not have a receipt for their services).

To reimburse non-University employees, clubs must collect basic information from the individual and contact the Sport Club office to begin the process.

Encumbrance Deadline

Final expense requests for Sport Clubs Allocation and Travel Initiative money must be turned in the last Friday in April. This is the encumbrance deadline for all Sport Club funds. The University must ensure that all equipment deliveries arrive and expenditures clear before the end of the school year. All purchases (e.g. equipment orders) must be received by the last Friday in April. A requisition will not clear until after the ordered item arrives. Thus, expenses for all equipment received after the end of the fiscal year (June 30th) will come out of next year’s budget, even if money had been set aside in the previous year’s allocation.
Emergency Action Plan

West Windsor Field Venue

Chain of Command (In Attendance)

1. Chain of Command during severe or catastrophic injury will be as follows:
   a. EMT/Ambulance
   b. Certified Athletic Trainer
   c. Sport Clubs First Responders
   d. Club CPR/First Aid trained member

2. If EMT/Ambulance or Certified Athletic Trainer (ATC) are ON SITE at time of injury, he/she will take command

3. If EMT/Ambulance or Certified Athletic Trainer (ATC) are NOT ON SITE at time of injury, Sport Clubs First Responders will take command

4. If Sport Clubs First Responders are NOT ON SITE, then the next person on the chain of command is in charge

Emergency Personnel

Men’s Lacrosse: For all scheduled games a Sport Clubs First Responder will be on site
Tournaments: For all scheduled tournaments an EMT/Ambulance will be on site

Emergency Communication

Emergency number for Princeton campus is 911 from a campus phone, or 609-258-3333 from a cell phone

Certified Athletic Trainer, Sport Clubs First Responder, and Club CPR/First Aid certified member will carry cell phone to access EMS/public safety. Send club member to meet emergency personnel at entrance

Emergency Equipment
Rugby/Men’s Lacrosse: Ice and First Aid/First Responders Kit will be provided by the First Responder

Access to Venue

West Windsor Fields are located on the east side of Washington Road, north of US 1 and south of Lake Carnegie/Princeton University.

Lightning Shelter

The Haaga Field House is a lightning shelter.

Emergency Phones

Cellular Phone provided by ATC and Sport Clubs First Responders

Blue Light Emergency Phone located near the Haaga House
Emergency Action Plan

Dillon Gym Venue

Chain of Command (In Attendance)

1. Chain of Command during severe or catastrophic injury will be as follows:
   a. **EMT/Ambulance**
   b. **Certified Athletic Trainer**
   c. **Sport Clubs First Responders**
   d. **Dillon Gym Staff**
   e. **Club CPR/First Aid trained member**

2. If EMT/Ambulance or Certified Athletic Trainer (ATC) are **ON SITE** at time of injury, he/she will take command.

3. If EMT/Ambulance or Certified Athletic Trainer (ATC) are **NOT ON SITE** at time of injury, Sport Clubs First Responders will take command.

4. If Sport Clubs First Responders are **NOT ON SITE**, then the next person on the chain of command is in charge.

**Emergency Personnel**

Main Court, MPR, GFR, Martial Arts room and Dance Studio: For all events a staff member will be in the Stephens Fitness Center and at the Dillon Front Desk.

Pool: For all events lifeguards will be on duty.

**Emergency Communication**

Emergency number for Princeton campus is 911 from a campus phone, or 609-258-3333 from a cell phone.

Dillon Gym Staff or Lifeguards will access EMS/public safety. Club CPR/First Aid trained member is to assist in any way possible.
Emergency Equipment on Site

Main Court, MPR, GFR, Martial Arts room and Dance Studio: Ice and first aid is available from the Dillon staff at the front desk.

Pool: First Aid is available from the lifeguards. Ice is available from the Dillon Front Desk.

Location of AED

One AED is located on the North Wall of Dillon Gym basketball courts, closest to the main entrance. Another is located directly outside the entrance to Stephens Fitness Center

Access to Venue

Directions: Dillon Gym is located off of Elm Drive past the guard shack on the left.

Main Gym: To access the main gym enter through the Dillon front doors, straight through the lobby and up stairs to Dillon Gym floor.

Location of Lightning Shelter

**All Swimmers Must Clear the Water if lightning is in the vicinity of campus!**

Dillon Gym is a Lightning Shelter and may be used as a shelter for Poe Field and 1895 Softball.

Location of Emergency Phones

Cellular Phone (With club members)

Campus Phones:
- Dillon Gym Front Desk (Phone Number 258-1647)
- Dillon Weight Room (Phone Number 258-3520)
- Dillon Pool (Phone Number 258-3543)
Emergency Action Plan

Baker Rink Venue

Chain of Command (In Attendance)

1. Chain of Command during severe or catastrophic injury will be as follows:
   a. EMT/Ambulance
   b. Certified Athletic Trainer
   c. Sport Clubs First Responders
   d. Club CPR/First Aid trained member

2. If EMT/Ambulance or Certified Athletic Trainer (ATC) are **ON SITE** at time of injury, he/she will take command

3. If EMT/Ambulance or Certified Athletic Trainer (ATC) are **NOT ON SITE** at time of injury, Sport Clubs First Responders will take command

4. If Sport Clubs First Responders are **NOT ON SITE**, then the next person on the chain of command is in charge

**Emergency Personnel**

Emergency number for Princeton campus is 911 from a campus phone, or 609-258-3333 from a cell phone

Ice Hockey: For all home games a Sport Clubs First Responder and Ambulance/EMT will be on site.

**Emergency Communication**

Sport Clubs First Responder or club CPR/First Aid certified member will access EMS/public safety using cell phone or campus phone.

**Emergency Equipment on Site**

Ice Hockey: Ice and First Aid Kit will be provided by Sport Clubs First Responder
Location of AED

An AED is located at the north-east corner of the Rink, near the entrance to the ice.

Access to Venue

Baker Rink is located off of Elm Drive. Take Elm Drive to guard shack and turn left into Baker Rink. EMS may enter through the Zamboni ramp on the NE side of the rink.

Location of Lightning Shelter

Baker Rink is a Lightning Shelter and may be used as a shelter for Poe Field and 1895 Softball.

Location of Emergency Phones

Cellular Phone (With club members)
Campus Phones:
  - Blue Light emergency phone (In Entryway)
Rights, Rules, Responsibilities
II. Students and the University

Rights and Responsibilities of Students

The following statement is excerpted from a longer document adopted by the faculty, October 7, 1968, to clarify the rights and responsibilities of students in the University.

The purpose of this statement is to affirm those basic principles that underlie, and to state those policies and procedures that define, the rights and responsibilities of the student in the University. These principles hold with equal force for undergraduate and graduate students, although their application may lead to different administrative arrangements reflecting differences in these two groups.

As constituents of the academic community, students are expected, individually and collectively, to express their views on issues of institutional policy and on matters of general interest to the student body. As expressed through informal consultation with the President, other officers of the University, and members of the faculty, student views are especially valuable and will always play an essential role in the formulation of policies affecting student interests. These officers of the University are also available to discuss any matters of importance with any student organization. In addition to these important channels of communication it now seems appropriate to provide other means through which students can make useful contributions to decisions that are of special interest and relevance to their academic, cultural, and social life at Princeton.

Several purposes are served by student participation in processes by which decisions are reached in the University. Their assessment of academic needs and interests and their suggestions for strengthening the academic program contribute to the continuing efforts of the trustees, administration, and faculty to improve the effectiveness of a Princeton education. By drawing on the ideas and talents of students to a greater extent, the cultural and intellectual life of the campus outside the classroom can be stimulated and these activities made more responsive to their perceived needs. And although students now bear substantial responsibility for determining and applying rules of social conduct, there is reason to believe that they can make further contributions that will enhance the conditions of individual and social life at Princeton. Finally, the availability to students of wider opportunities for sharing in appropriate decision-making functions will have a significant educational value in enlisting their mature and responsible attention to problems that necessarily have counterparts in the wider world community. For these several reasons, the University community will continue to seek clearly defined means for the student body to participate in the formulation and application of institutional policy affecting academic and student affairs.
Faculty Procedures of Concern to Students

The following paragraphs are excerpted from Rules and Procedures of the Faculty, 1994.

Attendance at Faculty Meetings

Meetings of the faculty shall normally be open for attendance as observers to representatives of the campus press; to members of the Executive Committee of the Undergraduate Student Government; to members of the Executive Committee of the Graduate Student Government; to members of the Council of the Princeton University Community; to the Officers of the Corporation; and to the associate and assistant deans of the faculty, Graduate School, college, and undergraduate students. Observers shall not attempt by word or deed to influence the proceedings. Meetings may be broadcast on campus radio, subject to the conditions of confidentiality specified below. Members of University or faculty committees who have been invited to appear in connection with a committee report and other guests who have been invited by the president shall normally be free to remain during the whole session to which they have been invited. All in attendance shall be bound to preserve the confidentiality of any portion of a meeting that has been designated confidential by a motion to that effect, duly approved; and, any session may be declared closed to observers, in whole or in part, on the vote of a two-thirds majority of the Faculty Advisory Committee on Policy or on the request of one third of the members of the faculty present and voting.

Faculty Reconsideration of Proposals Regarding Undergraduate Curriculum

The faculty shall consider a second vote on any action taken on a proposal regarding the undergraduate curriculum when a second vote has been requested by the Caucus of the Undergraduate Student Government. In any particular academic year, the faculty commits itself to a second vote on any action on a proposal regarding the undergraduate curriculum when, within 30 days exclusive of vacations after such action, a second vote has been requested by a two-thirds majority of the Caucus of the Undergraduate Student Government. In requesting reconsideration, the Caucus of the Undergraduate Student Government shall normally ask that the Faculty Committee on the Course of Study, meeting jointly with the Academic Committee of the Caucus of the Undergraduate Student Government, review their proposal. The faculty would then reconsider its original action and any amendments or alternative proposals recommended. The Undergraduate Student Government may also return the proposal directly to the faculty, which may reconsider the proposal immediately or may request review of the proposal by the Committee on the Course of Study prior to reconsideration. If the action to be reconsidered is on a proposal that the faculty has rejected, a majority vote of the faculty shall reverse the previous decision. If the action to be reconsidered is on a proposal that has been adopted by the faculty, a two-thirds vote of the faculty shall be necessary to affirm the previous decision. The faculty shall not be requested to reconsider the same action more than once in any academic year.

Graduate Student Departmental Committees
The following are to be established policies in the making of decisions with regard to the graduate courses of study, and departmental chairs shall be responsible for so informing the graduate students of their departments at the beginning of each academic year. However, any of these policies may be modified by agreement of the faculty and graduate students of a department, these modifications to remain in effect until changed by similar procedure.

1. Each department shall establish a departmental committee of graduate students, to act as a liaison between the faculty and the graduate student body of the department. Each committee should normally meet with the committee of the departmental faculty concerned with graduate studies, if one exists. The committee of graduate students shall have the right to initiate discussion of any proposals relating to the departmental graduate program, shall encourage students to participate in departmental affairs of special interest and relevance to them, and shall have the following additional rights:

a) The right to attach comments to all proposals forwarded to the Committee on the Graduate School by departmental faculty.

b) The right, in certain circumstances, to secure a departmental faculty’s reconsideration of action taken on proposals regarding the graduate curriculum. Departments should seriously consider a second vote on any measures regarding the department’s graduate program when it is requested by the student committee. In any particular academic year departmental faculties should commit themselves to a second vote on such measures if a second vote is requested within one month by the student departmental committee in a petition endorsed by two thirds of the department’s graduate students. If the action being reconsidered is on a proposal that the departmental faculty has rejected, a majority vote of the departmental faculty should reverse the previous decision. If the action being reconsidered is on a proposal that has been adopted by the departmental faculty, a two-thirds vote of the departmental faculty should be required to affirm the previous decision. Departmental faculties should not be bound to reconsider the same action more than once in the same academic year.

2. Student departmental committees shall be provided with a reasonable amount of secretarial assistance in preparing proposals, communicating with departmental students, and conducting elections.

3. Each departmental chair shall be responsible for:

a) Referring all proposals for major changes in the department’s graduate program to the departmental graduate student committee before action on such proposals by the faculty of the department.

b) Inviting student committee members to discuss proposals for major changes in the graduate course of study with the faculty of the department at or before any meetings in which the departmental faculty proposes to take action on such proposals.
c) Scheduling at least two meetings each academic year with the graduate student committee of the department, one early in the fall term to work out plans for later consultation, and one in late spring to review the department’s graduate offerings so that chairs may take student views into account in preparing requests for new staff.

**Interaction of Undergraduate Student Government Committees and Faculty Committees**

Whenever the Undergraduate Student Government shall establish a committee parallel to a faculty committee, the parallel committees shall at least once a year meet in joint session. In addition, the chair and one additional member of such committees of the Undergraduate Student Government shall meet with those faculty committees which the president of the University and the officers of the Undergraduate Student Government believe would benefit from such participation. The student representatives on faculty committees shall join freely in committee discussions of matters of concern to students, and shall be responsible for presenting the views of the student committee and the Undergraduate Student Government, when those views are known. Any student participating in the deliberations of a faculty committee is bound by the same rules as the faculty regarding the confidential nature of the proceedings. Within the bounds of this restriction, he or she may discuss the matters under consideration with the Undergraduate Student Government or with other students. Either committee may meet without the participation of members of the parallel committee. Before any final recommendation is made on any matter of general policy concerning students, there will be an opportunity for the student committee to meet jointly with the faculty committee involved. Views of the student committees may be brought to the attention of the full faculty and the University community.

**Individual Student Appeal from Decisions of Faculty Committees**

A student desiring to appeal an action of a faculty committee taken on academic grounds which affects directly his or her academic standing and for which appeal is not otherwise provided, should notify the dean of the faculty in writing to that effect, specifying the grounds of appeal. Notification must be made no later than seven days after receipt of the written notice of the decision which the student wishes to appeal. The dean of the faculty shall transmit the student’s written statement and any other relevant material directly to the Advisory Committee on Policy.

In deciding appeals, the Advisory Committee on Policy will consider whether other committees have followed established procedures and reached decisions consistent with University rules and practices. In all cases the decision of the Advisory Committee on Policy shall be final. If an appealed action is judged to have been arbitrary or based on improper or unfair procedures, the appeal will be sustained. In such a case the Advisory Committee on Policy will determine a course of action to insure an impartial final determination of the merits of the case based on proper and fair procedures.
Coordination Between Faculty and Undergraduates on Matters Affecting Student Life

The Undergraduate Life Committee. The Undergraduate Life Committee is concerned with fostering relationships among academic, residential, and social experiences of undergraduates and, more generally, with the tone and character of undergraduate student life. In conjunction with the Council of Masters, which oversees such matters in the residential colleges, the committee reviews policies affecting residential and extracurricular life for all undergraduates, giving particular attention to questions affecting juniors and seniors.

The committee may advise the dean of undergraduate students, the dean of the college, the vice president for campus life, and the president concerning matters under its purview and may, periodically, report and make recommendations to the faculty.

The committee consists of six members of the faculty, including at least two who are non-tenured and one residential college master. The following members of the administration also serve on the committee: the vice president for campus life (chair); the dean of the college (or an assistant or associate dean of the college); the director of athletics, physical education, and recreation; the director of University Health Services; and the dean of undergraduate students.

Normally, the committee will include in its deliberations, and in the work of any subcommittees which may develop, student members of the Undergraduate Life Committee of the Undergraduate Government.

The Council of Masters. The Council of Masters is concerned with creating and maintaining an environment in the undergraduate residential colleges which supports and enhances the educational mission of the University. In carrying out these responsibilities, the Council of Masters sets policy for the residential and dining facilities for which it has general oversight and may advise the dean of undergraduate students, the dean of the college, the vice president for campus life, and the president on matters of general concern. The council works in conjunction with, and makes recommendations to, regular standing committees of the faculty, especially the Committee on the Course of Study and the Undergraduate Life Committee.

The masters of the six undergraduate residential colleges are appointed to four-year terms by the president on the recommendation of the dean of the college and the dean of undergraduate students. The members of the council, in addition to the masters, include the dean of the college (chair), the dean of undergraduate students, the vice president for campus life, and the associate dean of the college.

Undergraduate Departmental Committees
To make possible continuing contacts between the departmental chairs, faculty of the department, and students, an undergraduate departmental committee shall be established in each department.

1. In the election of student departmental committees, such committees and departmental chairs shall be jointly responsible for adopting procedures that have these objectives:

a) It should be convenient for the students of the department to vote.

b) There should be an opportunity for any departmental student to place names in nomination.

c) It should be easy for relatively small groups of students to have a representative on their department’s committee and difficult for an organized minority to capture a disproportionate share of committee positions.

d) There should be reasonable precautions against multiple balloting and reasonable measures to ensure a fair count of the vote.

2. Student departmental committees shall be provided with a reasonable amount of secretarial assistance in preparing proposals, communicating with departmental majors, and conducting elections.

3. Departmental chairs shall be responsible for:

a) Referring all proposals for major changes in departmental undergraduate programs to their student committees before action on such proposals is taken by departmental faculties.

b) Inviting members of student committees to discuss proposals for major changes in departmental undergraduate programs with departmental faculties at or before any meetings in which departmental faculties take action on such proposals.

c) Scheduling at least two meetings each academic year with their student committees, one early in the fall term to work out plans for later consultation, and one in late spring to review departmental undergraduate offerings so that chairs may take student views into account in preparing requests for new staff.

4. Student committees and faculty departmental committees concerned with the undergraduate program (in departments in which the latter sort of committee exists) shall normally meet jointly.

5. Student departmental committees have the following additional rights:

a) The right to attach comments, favorable or unfavorable, to all proposals forwarded by the faculties of their departments to the Committee on the Course of Study.
b) The right in certain circumstances to secure a departmental faculty’s reconsideration of action taken on proposals regarding the course of study for undergraduate students. Specifically: Departmental faculties should seriously consider a second vote on any measure regarding the department’s undergraduate program, when a second vote is requested by the student committee of the department. In any particular academic year departmental faculties should commit themselves to a second vote on such measures if a second vote is requested within one month by the student committee in a petition endorsed by two thirds of the department’s majors. If the action being reconsidered is on a proposal that the departmental faculty has rejected, a majority vote of the departmental faculty should reverse the previous decision. If the action being reconsidered is on a proposal that has been adopted by the departmental faculty, a two-thirds vote of the departmental faculty should be required to affirm the previous decision.

**Undergraduate Student Government**

The Undergraduate Student Government (USG) plays an important role in many areas of direct concern to undergraduates, including participating in the formulation of various University policies and the sponsorship of a wide variety of programs and activities. The USG encourages all undergraduates to read the USG constitution, which can be found on the USG Web page and to call the USG Hotline at 258-3102 with any concerns they have about the University policy.

**Purpose**

As stated in the constitution of the USG, the purposes of the USG are:

1. to serve as the representative of the undergraduates of Princeton University to the faculty, administration, and trustees of the University;

2. to represent the undergraduates of Princeton University to persons or groups outside of the University whenever such representation is called for;

3. to exercise leadership in all activities affecting the life of the undergraduates of Princeton University;

4. to provide services for the University and members of the University community;

5. to discuss, deliberate, and vote on any question relating to or affecting undergraduate life at Princeton University, or any other question of interest to the undergraduates.

**The Student Senate**

All terms last for one year. The voting members of the Student Senate are as follows:

1. the president, vice president, and treasurer, elected in December;
2. the chairs of the Undergraduate Life Committee, Academics Committee, and Campus and Community Affairs Committee, elected in December;

3. the 10 undergraduate members of the Council of the Princeton University Community and the social chair, elected in April;

4. six senators, two from three classes; first-years, sophomores, and juniors elect senators in December.

**Committees of the Student Senate**

1. Members of the Undergraduate Life Committee meet monthly with the vice president for campus life and the faculty Undergraduate Life Committee to review policies and make recommendations regarding nonacademic life.

2. The Academics Committee represents the undergraduates in matters of academic policy and offers academic-related services, such as the Student Course Guide, to the undergraduate student body.

3. The Social Committee sponsors a wide variety of social events for undergraduates.

4. The Campus and Community Affairs Committee works to improve town-gown relations.

5. The Projects Board makes grants and loans each semester to University-registered undergraduate student organizations.

**Class Officers**

Each class elects in April a president, vice president, treasurer, secretary, and social chair. They are mostly responsible for coordinating social and service activities for the class they represent.

**Referenda**

1. Methods of calling for a referendum:

   a) **Referenda concurrent with USG elections.** Following a one-third vote of the Senate or upon petition of two hundred undergraduates, a referendum will be placed on the ballot of the nearest upcoming USG election, barring a vote of the Senate as explained in (c).

   b) **Referenda held during the rest of the year.** Within three weeks (excluding vacations) of a two-thirds vote of the Senate or receipt of a petition of four hundred undergraduates, a referendum will be held. If a USG election occurs during the three-week period, the referendum will be held concurrently with the election, barring a vote of the Senate as explained in (c).
c) If (a) or (b) has been fulfilled, the referendum may be brought up for review at a Senate meeting. If five-sixths of those present deem the referendum frivolous, then it will not appear on the ballot. In this case, a petition of one-third of the regularly-enrolled undergraduates will place the referendum on the ballot within three weeks (excluding vacations).

2. Any undergraduate wishing to petition for a referendum shall notify the USG Vice President of this intention. The USG Elections Committee shall determine the proper form for the referendum. Completed petitions must be submitted no later than four weeks after notification.

3. The Student Senate shall be bound by the result of the referendum if at least one-sixth of regularly enrolled undergraduates vote in the majority. If the proposal contained in the referendum amends the USG Constitution or the Projects Board Charter, then the amendment shall be considered adopted if three-fifths of those voting, including at least one-sixth of the regularly enrolled undergraduates, vote in the affirmative.

**Campus Associations and Activities**

Students engaging in extracurricular activities on campus are free to form organizations devoted to a wide variety of objectives, and, as individuals or members of organizations, to express their views on issues of University and public interest. In these matters the University policy is to encourage free and responsible behavior of students, to hold to a minimum those regulations essential to the orderly conduct of extracurricular activities, and to seek in all ways to maintain the freedom enjoyed by students as participants in the life of the Princeton University community.

University recognition will not be withheld from any group pursuing lawful objectives merely because its aims may seem unorthodox. Student organizations may invite outside speakers of their choice, and are free to hold meetings and in other ways to express their views, subject only to prudent conditions regarding the protection of people and property and to reasonable regulations concerning time, place, and notice of meetings and other public exercises.

Demonstrations and the distribution of leaflets, statements, or petitions are permitted on the campus unless, or until, they disrupt the regular and essential operations of the University or significantly infringe upon the rights of others. If it becomes necessary to prevent a demonstration from exceeding these guidelines, the University will first attempt to use persuasion; the University will then, if necessary, use its own security personnel, and will call in outside law enforcement officials only as a last resort.

These policies are intended to safeguard the rights of students and student organizations to freedom of association. At the same time, candor and openness must be recognized as fundamental in an academic community, and the University does not look with favor on clandestine organizations. Furthermore, the activities of student organizations inevitably involve the University, which has, on occasion, been called upon to help to ensure that
they meet financial and other obligations. For these several reasons, the University must ask student organizations which expect recognition by the University, identification through the use of the name of the University, and normal use of University facilities, to register the names of their officers and their basic objectives or purposes.

Upon filing a request with the appropriate University official, nonprofit and profit-making campus-based organizations will usually be granted permission to distribute literature, solicit donations, and seek customers on campus, subject to the general University regulations prohibiting obstruction of University activities or interference with individual rights. Authorization for such activities must be obtained from the Office of the Dean of Undergraduate Students in the case of buildings and grounds on the main campus; the Office of the Dean of the Graduate School in the case of the Graduate College; or the Office of the Director of the Plasma Physics Laboratory in the case of the buildings and grounds on the Forrestal Campus. Authorization to solicit on academic buildings or University offices will be granted only after consultation with the responsible academic and administrative officers. In the case of profit-making activities, regulations governing student agencies will apply.

Detailed guidelines for undergraduate organizations are available at the Office of the Dean of Undergraduate Students. Guidelines for graduate students are available from the associate dean of the Graduate School.

**Student Publications**

Student publications and broadcasting organizations are a valuable aid in establishing and maintaining an atmosphere of free and responsible discussion and of intellectual exploration on the campus. They are a means of bringing student concerns to the attention of the faculty and administration and of formulating student opinion on various issues on the campus and in the world at large. In pursuit of these goals, student publications enjoy the freedom of the press. At the same time, the editorial freedom of student editors and managers entails a corollary obligation to be governed by the canons of responsible journalism.

**Regulations Concerning Specific Aspects of Student Life**

**Dormitory Regulations**

A student resident in a University dormitory agrees to the terms and conditions outlined in the University room contract.

In general, dormitory residents themselves have authority to make their own social rules, so long as those rules conform to the general guidelines defined in the following paragraphs, as well as to the University’s general conduct regulations. Undergraduate men and women, unless they are married, cannot be assigned to the same rooms or the same suite of rooms. Furthermore, rooms must be assigned in such a way as to ensure that men and women have separate bathrooms. Graduate students, if married or domestic
partners, are allowed to occupy apartment housing. In graduate dormitory housing, men and women generally may not share the same room or suite, but they may share the same bathroom. However, specifically designated rooms or suites may be made available for shared occupancy as gender neutral housing.

Space in University dormitories is made available to regularly enrolled students of Princeton, for their personal use, and use of such space cannot be transferred to any other individual. While students are permitted to have guests for short periods of time, extended visits are not permitted. Members of the dormitory community are expected to act with a considerate regard for the rights, privileges, and sensibilities of others. Dormitory residents should respect the desire of all members of the community for a reasonable degree of privacy. It is expected that residents will show consideration for the property of their peers and of the University.

The student is responsible for loss or damage to University property (including the furniture and the accommodations) provided for the use of the student. In the event of loss or damage, the student using the accommodations will be charged for necessary repairs or replacements. In addition, students who damage University property will be subject to University disciplinary action. Students may be held liable for all losses or damages resulting from negligent and/or purposeful acts and may also be liable for any loss or damage incurred by their guests who are non-University members.

The faculty retains general oversight of undergraduate dormitories. The Undergraduate Life Committee and the Residence Committee are responsible for making policy recommendations to the vice president for campus life and the director of housing. Violations of dormitory regulations are adjudicated by the Office of the Dean of Undergraduate Students, the Faculty-Student Committee on Discipline, the Residential College Disciplinary Board, or the Housing Office. Housing policies, regulations, and services are outlined in the Residential Living Policies Guide and on the Undergraduate Housing Department website at www.princeton.edu/facilities/housing/undergraduate_info/res_guide_draw.

**Noise**

Every Princeton dormitory resident has the right to a reasonably quiet environment in which to study and to pursue his or her other interests. The University expects all students to respect this right and to be aware of the impact of their activities on their neighbors. Stereo speakers, for example, should be placed in such a way as not to interfere with the activities of others. Normally, audio equipment should be placed away from doors and open windows. While social gatherings are an essential part of campus life, students responsible for hosting parties are urged to be considerate of their neighbors. If the Department of Public Safety receives complaints about a loud party or other noisemaking activity prior to midnight on weeknights or 2 a.m. on weekends (Friday–Saturday and Saturday–Sunday nights only), the Public Safety officers will ask the hosts to reduce the noise level. After the curfew hour, the Public Safety officers are authorized to end the activity in question. Dormitory residents concerned about excessive noise should feel
free, at any time, to call the Public Safety officers for assistance. All noise complaints are noted by the Department of Public Safety. Especially flagrant and/or repeated violations of this noise policy may result in disciplinary action by the Office of the Dean of the Graduate School or the Office of the Dean of Undergraduate Students.

**Pets**

Only fish may be kept in dormitory rooms, and tanks are not to exceed 10 gallons. No other animals are allowed in the dormitories. Specific details can be found in the *Residential Living Policies Guide* and on the Undergraduate Housing Department website at www.princeton.edu/facilities/housing/undergraduate_info/res_guide_draw.

**Posting of Notices**

Posters or notices of any kind may be affixed only to bulletin boards in dormitory entryways, food service units, academic and administration buildings, and outdoor kiosks, lampposts, and bulletin boards. Students are encouraged to remove outdated material from kiosks and bulletin boards rather than poster over existing notices. (See also page 7.)

**Smoking**

Princeton University is committed to providing a healthy, smoke-free living environment for all its students. Further, New Jersey law prohibits smoking in all dormitories/annexes, including private student rooms and common areas. Accordingly, smoking is not permitted anywhere in Princeton University dormitories/annexes.

**Fire Safety Policy**

Students should consult the *Residential Living Policies Guide* and the Undergraduate Housing Department website at www.princeton.edu/facilities/housing/undergraduate_info/res_guide_draw.

**Candle/Flammable Liquid/Incense/Fireworks Policy**

The University candle/incense ban is a total ban in all dormitories and annexes. Candles/incense do not have to show signs of use and/or be out of manufacturer’s wrapping. All candles/incense will be confiscated and immediately disposed of. A $50 fine will be issued on first offense along with possible disciplinary action by the dean’s office for unlit candles/incense. A $100 fine will be issued on the first offense along with disciplinary action by the dean’s office for lit candles/incense. If damage is incurred to a room due to candles/incense, the student will be held liable for charges to restore the room to its original condition. On subsequent offenses, the fine is increased and disciplinary action may result.

**Storage**
Storage space is extremely limited in the dormitories. During the academic year, therefore, students may store their possessions only in their suites or in designated storage areas. Possessions found in other areas will be treated as abandoned goods, and will be disposed of by the University after notice has been given. During the summer vacation, all personal possessions must be removed from dormitory rooms.

**Lofts**

Lofts which conform to University standards and that incorporate the bed frames and mattress are permitted in dormitory rooms. Please consult the Housing Office for information regarding appropriate specifications.

**Privacy and Right of Re-entry**

The University respects the privacy of the student but reserves the right to re-enter and take possession of the accommodations upon breach of any term of this agreement. The University may enter the accommodations during reasonable hours to provide efficient service and maintenance. The University may enter the accommodations without notice for the purposes of emergency service, safety and room condition inspections, or if there is reason to believe that any term or condition of this agreement or any University policy is being violated. When entering accommodations, the University may be accompanied by an outside party, such as a borough fire inspector.

**Search of Dormitory Rooms**

An administrative search of dormitory rooms (excluding safety inspections) will be carried out only with adequate cause, and with the explicit authorization of the dean of undergraduate students, the dean of the Graduate School, or some other senior administrative officer. Such a search may be conducted, for example, where there is reason to believe that the health and safety of an individual (or the campus community) is at stake or a term or condition of this agreement or a University policy is being violated. Should such a search be necessary, every effort will be made to have the resident present at the time of the search. If it is impossible to arrange to have the resident present, he or she will be informed of the action as soon as possible following the search.

**Other Building Regulations**

Entering mechanical areas (rooms, tunnels, etc.) construction sites, or other restricted areas is prohibited. Entering upon exterior elevated surfaces of campus buildings (roofs, fire escapes, terraces, balconies, parapets, or ledges above the first floor) is prohibited except in emergencies or in the circumstances described below:

1. Authorized persons may, for purposes of research, enter upon the following elevated areas constructed especially for such research: the roof of Jadwin Laboratory and the terrace of the Engineering Research Laboratory. Entrance upon these areas may be authorized at the discretion of the responsible faculty departmental chairs.
2. In addition, members of the faculty and staff may, for purposes of research, request authorization to enter upon elevated surfaces other than those specified above. Such requests will be reviewed by the Office of Environmental Health and Safety in conjunction with the Department of Facilities. Student requests must be sponsored by a faculty or staff member.

3. Any persons may enter upon the following terraces clearly designed for foot traffic and gatherings: Jadwin Plaza, Computing Center Terrace, McCormick Terrace.

4. University employees or contractor personnel are authorized to enter upon any elevated surfaces in the performance of official functions.

These regulations are intended to prevent injuries to members of the University community, and to prevent physical damage to surfaces, areas or equipment not designed for traffic or public use.

This policy specifically prohibits building on any elevated surface on the campus. The policy also prohibits entering upon any dormitory exterior areas above the first floor. (While some exterior elevated areas of the dormitories may appear to have been designed for foot traffic or gatherings, all such spaces are to be used only as a second means of egress in case of fire.)

No items, including antennas and wire, lights, flags, banners, etc., may be placed on or affixed to the outside of any building. No items may be placed on fire escapes at any time under any circumstances.

Because of the seriousness of the regulations regarding fire safety and use of exterior elevated surfaces of campus buildings, the University will take disciplinary action on a first offense. Such action may include the imposition of a fine by the Housing Office. Please refer to the University’s Residential Living Policies Guide (or the Undergraduate Housing Department website at www.princeton.edu/facilities/housing/undergraduate_info/res_guide_draw) for specific information regarding such fines. The University has the right, moreover, to require students who have violated these safety rules (or any other dormitory regulations) to vacate their accommodations with no financial credit for the remainder of the semester.

For clarification of the above safety regulations, please consult the Fire and Safety Inspection Office, the Housing Office, Office of Environmental Health and Safety, or the Office of the Dean of Undergraduate Students.

**Dining Regulations**

All freshmen and sophomores living on campus are required to have board contracts at a University dining facility, unless excused by the dean of undergraduate students for medical reasons. Any upperclass student living in a residential college must select a meal
The detailed terms of the dining contracts are available at the Dining Services Department website at [www.princeton.edu/facilities/dining_services](http://www.princeton.edu/facilities/dining_services).

**Health Regulations**

Health Services policies and regulations are outlined in the *UHS Guide*, and at the University Health Services website: [www.princeton.edu/uhs](http://www.princeton.edu/uhs). University Health Services also has policies and procedures governing the confidentiality of student health records and the extent to which information may or may not be released. For further information contact University Health Services.

**University Ban on the Nude Olympics**

For a number of years undergraduates, predominantly members of the sophomore class, gathered as a group in Holder Courtyard on the night of the first snowfall, virtually naked, and in an environment that included student alcohol abuse, underage drinking, lack of concern for the welfare of fellow students, and risk of harm to themselves, to other people, and to property. This gathering came to be known as the “nude olympics.”

In the spring of 1999, the president of the University and the Board of Trustees accepted the recommendation of the Committee on the Nude Olympics that this activity be banned, effective immediately, because of the severe health and safety risks posed by the event. The undergraduate student body is advised that they may not attempt to organize or engage in any activity that is perceived to perpetuate gatherings or events that contain or encourage some or all of the behaviors that have been associated with past nude olympics. These prohibitions apply to the campus, as well as to public and private property in the surrounding communities.

Any undergraduate engaging in activity that, in the judgment of the dean of undergraduate students or a designee, could reasonably appear to others to perpetuate gatherings or events that contain or encourage such behaviors is subject to suspension from the University for a period of at least one year. The penalty will be increased for aggravating behaviors, such as committing acts of vandalism, harassment, or avoiding apprehension by campus public safety officers or municipal police.

Normal disciplinary procedures will apply, except that

1. the dean of undergraduate students, or a designee, will hear the case and assign the penalty, and
2. appeals will be brought to a subcommittee of the Faculty-Student Committee on Discipline.

The president and board ask members of the University community to report information they have regarding possible violations of this policy to the Department of Public Safety or the Office of the Dean of Undergraduate Students.
Hazing

New Jersey Law

In compliance with New Jersey statute, Princeton University is required to notify all students of their rights under law.

1. A person is guilty of hazing, a disorderly persons offense, if, in connection with the initiation of applicants to or members of a student or fraternal organization, he or she knowingly or recklessly organizes, promotes, facilitates or engages in any conduct, other than competitive athletic events, which places or may place another person in danger of bodily injury.

2. A person is guilty of aggravated hazing, a crime of the fourth degree, if he or she commits an act which results in serious bodily injury to another person.

3. Consent shall not be available as a defense to a prosecution under law.

4. Conduct constituting an offense under the law may be prosecuted under any applicable provision of Title 2C:40 of the New Jersey Statutes.

Prohibition on Hazing

1. Any student shall have the right to be free of all activities which might constitute hazing, while attempting to become a member of a fraternity, sorority, athletic team, student organization, eating club, or other campus organization. Organizations, their members, and their prospective members are prohibited from engaging in or encouraging others to engage in activities that are defined as hazing.

2. A broad range of behaviors that may place another person in danger of bodily injury or behavior that demonstrates indifference or disregard for another person’s dignity or well-being may be classified as hazing. Examples include but are not limited to the following:

   a. forced or required ingestion of alcohol, food, drugs, or any undesirable substance.
   
   b. participation in sexual rituals or assaults.
   
   c. mentally abusive or demeaning behavior.
   
   d. acts that could result in physical, mental, or emotional deprivation or harm.
   
   e. physical abuse, e.g., whipping, paddling, beating, tattooing, branding, and exposure to the elements.

Acceptable Behavior
Any new member initiation process should be conducted in a manner that respects the dignity of new members and protects their mental and physical well-being. Examples of acceptable behavior include the promotion of scholarship or service, the development of leadership or social skills or of career goals, involvement with alumni, building an awareness of organizational history, development of a sense of solidarity with other organization members, or activities that otherwise promote the mission of the organization or of the University.

**Sororities and Fraternities**

The University does not recognize fraternities and sororities because, in general, they do not add in positive ways to the overall residential experience on the campus. These organizations can contribute to a sense of social exclusiveness and often place an excessive emphasis on alcohol. Students are discouraged from participating in these organizations.

Sororities and fraternities are not permitted to use any University resources or participate in University-sponsored events (e.g., Student Activities Fair, Princeton Preview Program, etc.).

**Alcohol Policy**

Students at Princeton University are responsible for knowing and abiding by both state and University regulations regarding the consumption of alcohol. The University provides educational programs and information on alcohol and drug abuse as well as counseling services. Students are expected and encouraged to be aware of the social, physiological, and psychological consequences and personal risks of excessive drinking in order to make responsible and informed decisions about the serving and consumption of alcohol.

The University alcoholic beverage policy is consistent with the laws of the state of New Jersey which, in general, prohibit the consumption and serving of alcoholic beverages by and to persons under 21 years of age. Students are responsible for their behavior, whether or not they are under the influence of alcohol. The consumption of alcohol does not constitute a mitigating circumstance when it contributes to the violation of University regulations. The policy affirms the need for mutual respect and personal responsibility within a diverse community.

The University respects the right to privacy, and its representatives will not enter dormitory rooms without substantive cause (i.e., without reasonable suspicion that University polices or regulations have been violated). However, those whose behavior infringes on the rights of others have, in essence, forfeited that privacy.

**What are the responsibilities of Princeton University students?**
Alcoholic beverages normally will not be provided at events where persons under the legal drinking age for consumption of alcoholic beverages are present, including those sponsored by the University, the residential colleges, the University centers, the Undergraduate Student Government, and the classes. Those who are of legal drinking age and who wish to host a gathering with alcohol must obtain approval from and comply with the guidelines established by the Office of the Dean of Undergraduate Students or the Office of the Dean of the Graduate School.

Availability of alcoholic beverages shall not be the primary focus of advertising for campus social events. Those given approval to serve alcoholic beverages are responsible for ensuring that only those of legal drinking age are served.

It is the immediate obligation of those in the presence of a severely intoxicated person to contact appropriate University or local medical or safety personnel (such as Public Safety officers, deans, University Health Services (UHS) staff, University Medical Center at Princeton staff, or local police or members of the rescue squad). Neither intoxication nor admission to UHS for intoxication will be grounds for disciplinary action. Contacting the Department of Public Safety for assistance in transporting a student in need of medical attention will not, in itself, lead to disciplinary action. Disciplinary action will occur only if other circumstances indicating a violation of University policy are observed. In such an instance, failure to call for assistance will be considered an especially serious violation of policy.

**When will the University intervene?**

The following represent examples of the way in which different kinds of incidents would be handled:

1. If Public Safety observes an individual leaving a party with alcohol, Public Safety has substantive cause to enter that room to investigate a possible serving violation.

2. In the event of a noise complaint, Public Safety will go to the room and knock on the door. If no one answers, Public Safety may enter the room and instruct the residents of the room to control the noise. Public Safety will not have cause to investigate possible alcohol violations unless indicators of alcohol provision, such as kegs, bottles, cans, or evidence of intoxicated behavior, are observed. This procedure will be the same for any similar complaint.

3. The presence of individuals dancing or drinking out of cups is not in itself substantive cause to enter a room.

**When are Princeton University students in violation of the alcohol policy?**

Students are in violation of the University alcohol policy under any or all of the following circumstances:
1. When participation in or the organization of an activity encourages excessive drinking (e.g., drinking games, initiation activities, hazing) as it can endanger the individual serving alcohol. This is an especially serious violation.

2. When the consumption of alcohol contributes to behavior that (a) intimidates or harasses others; (b) injures or threatens to injure others (e.g., driving under the influence of alcohol, assault); (c) leads to the destruction of property; or (d) infringes on the peace and privacy of others, students are in violation of the policy.

Any of the above will be regarded as an especially serious violation.

*The preceding regulations apply to students both on campus and in the local vicinity of the campus. Violations of local ordinances or state laws by students may also be grounds for University disciplinary action, regardless of where such violations occur, if they clearly violate University standards of conduct.*

3. On campus, students are in violation of the policy (a) when carrying or possessing an open container* of alcohol in or across common spaces (lounges, gamerooms, courtyards, dining areas, hallways, etc.); (b) when in possession of a keg and/or tap or other evidence of intent to serve (unless permission has been granted by the Office of the Dean of Undergraduate Students or the Office of the Dean of the Graduate School); (c) when, under the age of 21, in possession of any container of alcohol in common spaces of the University; (d) when serving, providing, or making available alcohol to any person, regardless of his or her age, without first obtaining approval from the Office of the Dean of Undergraduate Students or the Office of the Dean of the Graduate School; or (e) when procuring alcohol for persons under the age of 21 or by falsifying identification.

**What are the consequences of violating the alcohol policy?**

Students who are in violation of the alcohol policy are subject to a range of University sanctions: warning, disciplinary probation (including housing and/or campus service sanctions), withholding of degree, suspension, required withdrawal, expulsion, and censure. In general, a student who violates the alcohol policy for the first time is placed on disciplinary probation. Discipline for a second offense will be more serious and may involve lengthening of probation, campus service, and/or revocation of on-campus residential privileges. Students should expect to be suspended for a third alcohol or alcohol-related offense. Deans and directors of student life may require an alcohol/drug evaluation by University Health Services staff when appropriate and may notify a student’s parents following any significant incident of drug/alcohol-related misconduct.

Alcohol, kegs, and/or taps used in violation of the above regulations will be confiscated.

*Open container is defined as any container not sealed by the manufacturer.

Students who violate the University’s alcohol or drug policies will be encouraged to avail themselves of the services of the University’s Alcohol and Other Drug Program. In some cases, counseling may accompany disciplinary sanctions.
Drug Policy

Princeton University does not condone the possession, use, manufacture, or distribution of illegal substances or drug paraphernalia of any kind in any amount. Students in violation of this policy may be jeopardizing their own well-being as well as the well-being of the University community.

In general, a student who uses or possesses drugs or drug paraphernalia for the first time will be placed on probation. Discipline for a second offense will be more serious and may involve lengthening of probation, campus service, and/or revocation of on-campus residential privileges. Students should expect to be suspended for a third offense.

Among those violations considered to be most serious are the manufacture, sale, or distribution of illegal drugs; any involvement in illegal drug use or traffic with minors, particularly from the local area; and possession or use of the more dangerous or highly addictive drugs. Students manufacturing, selling, or distributing illegal drugs should expect a lengthy separation or expulsion from the University.

Students possessing, using, selling, or manufacturing illegal substances may also be subject to mandatory penalties prescribed by the state.

Conduct at Prospect Avenue Clubs

Standards of behavior by University students in the independent Prospect Avenue clubs are to conform with established standards in the University as a whole. In particular, club members are to act with considerate regard for the rights, privileges, and sensibilities of others. It is expected that they will show due consideration for the property of their fellow members and guests, as well as for the property of the club itself. Physical violence, intimidation of others, or offensive and disorderly behavior will not be tolerated in any club or on the walks and streets outside clubs. University policy in cases in which misconduct is alleged to have taken place in the clubs is governed by the provisions set forth concerning off-campus activities (see page 9).

Constitution of the Princeton University <name of sport> Club
Ratified/Revised on <Date>
Preamble
An introductory statement, usually no longer than two or three sentences, stating the club’s mission. A mission statement defines the core purpose of the organization – why it exists. Effective mission statements are concise, long-term in vision, and easily understood and communicated.
Article I. Name of Club Sport
The name of the club shall be Columbia University _____________________ Club, hereinafter referred to as (shortened name of the club as it will appear throughout the constitution [optional]).

Article II. Purpose
Section 1. (In one, clear, concise statement, state the purpose of the club.)
Section 2. (Enumerate the aims and goals of the club, such as "to provide participation opportunities for novices in [your club’s sport], to enhance the skills and strategies necessary to win [your club’s division, section, state, nationals], to gain valuable management and leadership experience through the efficient and creative administration of the club, etc.

Article III. Membership
REMEMBER: Clubs must be open to all Columbia University students, faculty, and staff, who have current Dillon Gym memberships and clubs may not discriminate in membership policies on the basis of race, color, sex, gender, (including gender identity and expression), pregnancy, religion, creed, marital status, partnership status, age, sexual orientation, national origin, disability, military status, or any other legally protected status. A club may be required to limit participation in certain kinds of activity (such as practice, competition or exhibition) to a certain class of individuals (such as undergraduate students, men, women, individuals registered with the sport’s National Governing Body, etc.), but membership in the club cannot be circumscribed.
Section 1. Eligibility (Indicate who is qualified for membership.).
Section 2. Active Membership (Enumerate what a member must do to be recognized as a member-in-good-standing [such as pay dues on a timely basis, have a current and valid individual membership in the club’s National Governing Body, attend 80% of all practices, participate in competition])
Section 3. Privileges (Enumerate the rights and privileges to which a member-in-good-standing is entitled.)

Article IV. Officers
REMEMBER: Clubs must have undergraduate officers: a President, Vice-President, Treasurer and Secretary are recommended. Clubs may have as many committee chairs, captains, equipment managers, competition managers, etc. as it likes, but the officers of a club are the only individuals vested by the club’s membership to assume the fiduciary and liability responsibilities of the club.
Section 1. Duties of Office
A. President (List and define all of the President’s duties and obligations)
B. Vice-President (List and define all of the Vice-President’s duties and obligations)
C. Treasurer (List and define all of the Treasurer’s duties and obligations)
D. Secretary (List and define all of the Secretary’s duties and obligations)
Section 2. Eligibility (Indicate any requirements needed to hold office —e.g. President must be a senior, must have been a member-in-good-standing for two semesters, must have served as a committee chair, etc.)
Section 3. Elections (Identify who will elect the club’s board of officers, when they will elect them, the procedures used for elections and who is eligible to cast a vote)
Section 4. Term of Office (Define whether an office is held for one academic year, one calendar year, several years, if there are term limits, what the resignation procedure is, and how [and under what grounds] an officer can be prematurely removed from office.)

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

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

Section 2. General Meetings (Indicate how many meetings of the general membership are to be held during a year and when they are to be held. It is recommended that clubs have a minimum of three general meetings each academic year: one early in the Fall Semester, one at the beginning of the Spring Semester and one near the end of the Spring Semester.)

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

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

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

Article VIII. Coaching / Instruction
Section 1. Goals (Explain the club’s performance goals and indicate the nature and scope of coaching or instruction needed to meet those goals.)

Section 2. Consultant (Indicate the procedures of soliciting the services of an Instructor/Consultant, the qualifications necessary for an ideal candidate and the selection process.)

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

Section 1. Procedure for Amendment
(Indicate the procedure for presenting an amendment of the Constitution to the general membership. Indicate whether amendment proposals require the formation of a Constitutional Committee to review the proposal. Indicate whether such a committee refers its recommendation to the club’s Board of Officers. Define the form an amendment should take.)

Section 2. Ratification
(Define the process by which a proposed amendment is reviewed, discussed, revised and adopted. Fix a timeline for each step in the ratification process. Indicate the margin of a vote of the club’s general membership [in-good-standing] which must be in favor of a proposed amendment in order to ratify an amendment.)

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

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