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Club-Varsity Operating Guidelines & Transition Plan

Bucknell

Department of Athletics & Recreation
DRAFT – January 31, 2002

Bucknell University Club-Varsity Guidelines

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DEFINITION OF CLUB-VARSITY:

Club-Varsity status has been established in order recognize and increase support for club sports that have reached a level of competition, budget, and organization beyond current Club levels. Club-Varsity teams are self-funded and administered through the Office of Recreation Services. Club-Varsity designation will provide the club with the additional support needed to properly fundraise, publicize, and manage all aspects of the program the program with oversight by the Coordinator of Recreation Services. Additional resources shall be provided through other campus departments when necessary.

The mission of the Office of Recreation Services is to promote personal growth and development, and provide the best available resources, which will allow participants and clubs the ability to attain their goals as student club participants, both in the classroom and playing field.

Minimum Standards. To obtain Club-Varsity status, a Club must meet the following criteria:

1. Provide advanced levels of intercollegiate competition to the participants.
2. Achieve 'good standing' status as a Club for a period of 5 years.
3. Maintain a minimum of 15 active club members for a period of 5 years.
4. Identify a coach that meets the minimum criteria as outlined on the attached job description and submit this recommendation for final approval by the Coordinator of Recreation Services (Refer to APPENDIX – B).
5. Adhere to the same code of conduct for Bucknell University students participating in Varsity athletics programs.
6. Be recognized by the Bucknell Student Government (BSG), so long as BSG remains the funding authority within the University structure for Club and Club-Varsity programs.
7. Attain approval by the Club-Varsity Review Board.

Benefits of Club-Varsity Status. Enhanced benefits for achieving Club-Varsity status include the following:

1. Assistance in fundraising and Alumni tracking provided by the Division of University Relations.
2. Dedicated Club-Varsity office located in the Recreation Services office suite, on a space available basis.
3. Program assistance through the Coordinator of Recreation Services.
4. Facility assistance through the Coordinator of Recreation Services.
5. Priority over other Club sports when scheduling facility use.
6. Assistance with securing weight training assistance through the Coordinator of Recreation Services
7. Assistance in equipment purchasing.
8. Assistance in risk management.

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SUPERVISION:

The Coordinator of Recreation Services serves as the official representative for the University with direct oversight for the Club-Varsity program. In this role the coordinator or his/her designee(s) will provide the following:

- Assist in the coordination of all administrative operations for the Club-Varsity program.
- Communicate regularly with Club-Varsity members and advise on matters such as:
 - Scheduling
 - Participant eligibility
 - Coaching and Instruction
 - Finance
 - Equipment purchasing
 - Safety and risk management
 - Travel
- Assist with marketing and fundraising efforts in collaboration with Division of University Relations.
- Assist with the continuing development of policies and procedures for the individual Club-Varsity program.
- Assist with the continuing development of policies and procedures of the Sport Club Council.
- Assist with the allocation of funding and scheduling of facilities.
- Identify various training and leadership opportunities for Club-Varsity participants.
- Enforce policies and regulations as defined by the University and the Department of Athletics and Recreation.

Further, oversight responsibility for travel, practice and competition activities will be the responsibility of the Club-Varsity coach as outlined on the attached job description (Refer to APPENDIX – B).

CLUB-VARSITY APPLICATION PROCESS:

A pre-existing Club team or a Varsity athletics team no longer being sponsored by the University wishing to transition to Club-Varsity status must follow the outlined application process (Refer to APPENDIX – A). Participants shall be required to submit the Club-Varsity application materials as required and submit the information to the Coordinator of Recreation Services (Refer to APPENDIX – A). Secondly, an application and proposed budget shall be submitted to the Bucknell Student Government (BSG) for Club-Varsity approval and funding. Additional funding shall come from participant dues not to exceed \$700.00 per participating individual. A Club-Varsity election will take place electing president, vice president, secretary and treasurer. Additional positions may be added when necessary. The new officers will develop the Club-Varsity Constitution and submit the document to the Coordinator of Recreation Services for review and approval.

	COACHING POSITION CLASSIFICATIONS	FUNDING	OFFICE SPACE	DEDICATED PHONE LINE	DEDICATED COMPUTER & NETWORK ACCESS	WEIGHT TRAINING CONSULTING	PRIORITY FACILITY SCHEDULING	PARTICIPANT INSURANCE COVERAGE	SPORTS INFORMATION SUPPORT	ATHLETIC TRAINING SUPPORT	EQUIPMENT ROOM SUPPORT
NCAA Varsity	- Full-Time (FTE Line) - Casual FT - Grad. Asst - Volunteer	- University Operating - Bison Club - University Relations - Major Gifts - Alumni Office	Yes	Yes	Yes**	Yes Through the Department of Athletics	Yes (1)	\$2,000 (BU Accident) \$48,000 (Athletic Excess) \$50,000+ (NCAA Catastrophic)	Yes	Yes	Yes
Club-Varsity	- Casual FT - Volunteer	- University Relations - Major Gifts - Alumni Office - BSG * - Participant Fees	Yes	Yes	Yes	Yes Through the Coordinator of Recreation Services Office	Yes (2)	\$2,000 (BU Accident) Remainder - Personal/Family	No Ability to link results through bucknellbison.com to Recreational Services Logo	No	No
Club	- Volunteer	- BSG* - Participant Fees	No	No	No	No	No (3)	\$2,000 (BU Accident) Remainder - Personal/Family	No	No	No

* So long as BSG remains the University's funding authority for all Club and Club-Varsity programs. .

Application Process for Club-Varsity Sports

The following application materials must be provided.

- One-page letter of application from participants providing rationale for elevation to Club-Varsity status.
- Date of initial Club inception and recognition by Bucknell Student Government.
- Copy of the Club's Constitution. Included should be the mission, goals and an explanation of practices in place to ensure adherence to these in future strategic planning initiatives.
- Information on the National Governing Body for the Club and the National Championship qualification process and requirements.
- Program budget for the last three (3) years, including income and expense summaries.
- Proof of dues paid by Club participants.
- Coach's information, including resume, certifications, contracts, if available.
- Copy of the academic eligibility rules for the respective Governing Body, if available.
- Grade point information from the previous semester on each participant.
- Copy of competition schedule for past three (3) years with win-loss records.
- Recognition by the Bucknell Student Government (BSG), so long as BSG remains the funding authority within the University structure for Club and Club-Varsity programs.

Applications will be considered by:

Joseph Santorine, Coordinator of Recreation Services

Terrie Grieb, Associate Director of Athletics/Business Services

Coaches of Club-Varsity Sports

Others as may be appropriate (i.e., Deans office, Facilities, Athletics)

Lewisburg, PA 17837

JOB DESCRIPTION: CLUB-VARSITY COACH

REPORTS TO: Coordinator of Recreation Services
POSITIONS SUPERVISED: Club-Varsity Assistant Coaches

QUALIFICATIONS: Bachelors degree preferred, experience in intercollegiate athletics.

BASIC FUNCTION: Responsible for management and administration of all phases of a club varsity sport program and team, within the guidelines, rules and regulations of Recreation Services and Bucknell University.

DUTIES AND RESPONSIBILITIES:

1. Schedule and conduct regular practice sessions in and out of season as allowed. Coach the team during scheduled events Determine and implement the strategies necessary to motivate the team to maximum levels of individual and team performance.
2. Conduct coaches preparation meetings and coordinate teaching procedures for any members of coaching staff.
3. Develop a comprehensive and functional knowledge of the sport while actively seeking new methods and strategies.
4. Be responsible for the search, selection and training of qualified assistant coaches with the approval of the Coordinator of Recreation Services, in accordance with all proper University regulations.
5. Direct and manage assistant coaches; delegating and prioritizing administrative responsibilities. Be responsible for management and development of staff, including annual performance evaluation for any and all staff reporting to head coach
6. Maintain continuing and thorough familiarity with all applicable sport rules and the rules and regulations of Bucknell University.
7. Present annual budget requirements to the Coordinator of Recreation Services and the University and be accountable for expense control compliance and administration of the sport's budget.
8. Work with proper departmental personnel in regard to all arrangements for team travel, practice and competition.
9. Demonstrate an active interest in the academic progress of student-athletes. Work closely with all appropriate Departmental personnel to assure academic success of student-athletes.
10. Provide individual counseling to student-athletes when appropriate and direct the student-athlete to professional staff when needed.
11. Establish and ensure communication and enforcement of rules and regulations regarding student conduct, appearance and behavior.
12. Assist in enforcement of Departmental policies on study programs and require class attendance and completion of work missed due to intercollegiate competition.
13. Schedule practice and training sessions within the guidelines of established Departmental and University policy.
14. Demonstrate a cooperative attitude toward all other sports programs, intramural programs, and other functions of the University and the Department.
15. Participate in any and all fundraising activities as assigned by the Coordinator of Recreational Services.
16. Faithfully and diligently carry out Departmental related duties as requested or assigned.
17. Develop a positive working arrangement with all support offices both in the Department and on Campus, i.e. Athletics, Recreation Services, Admissions.
18. Be responsible for all travel arrangements for team; including insuring safe transportation to the contest site and back to campus.
19. Attain an up-to-date CPR and First Aid Card.

December 2001

TRANSITION PLAN –*MEN'S CLUB-VARSITY CREW*

APPENDIX - C

TIMELINE: The reclassification of the Bucknell Men's Varsity Crew program will occur at the conclusion of the Spring 2002 semester. Beginning with the Fall 2002 semester, men's crew team will no longer be sponsored as a Varsity intercollegiate sport and thus, receive no financial support through the Department of Athletics.

APPLICATION FOR CLUB-VARSITY SPORT STATUS: Students interested in transitioning the men's crew program from Varsity to Club-Varsity shall be required to follow the Club-Varsity application process as outlined in Appendix - A and submit the information to the Coordinator of Recreation Services (refer to APPENDIX – A). Secondly, an application and proposed budget shall be submitted to the Bucknell Student Government for Club-Varsity status approval and possible funding, so long as BSG remains the funding authority within the University structure for Club and Club-Varsity programs. Should the University choose to restructure the funding authority for Club and Club-Varsity programs, the revised application process shall be communicated to all necessary individuals.

SUPERVISION/OVERSIGHT: The Coordinator of Recreation Services shall serve as the official representative of the Department of Athletics and Recreation in the direct oversight of the Club-Varsity programs. In addition, a Club-Varsity election will take place electing the Men's Club-Varsity Crew president, vice-president, secretary and treasurer. Additional positions may be added when necessary. The new officers will develop the Men's Club-Varsity Crew Constitution and submit the document for review by the Coordinator of Recreation Services.

In addition, the Men's Club-Varsity Crew program shall identify and provide funding for a qualified coach that would assume oversight responsibilities for all travel, practice and competition activations (refer to APPENDIX - B).

FINANCING/FUNDRAISING: To become a self-sustaining Club-Varsity program, the Men's Club-Varsity Crew would submit an application and proposed budget to the Bucknell Student Government for approval and possible funding. In addition to that possible funding source, the Men's Club-Varsity Crew student officers would be provided fundraising assistance and Alumni tracking information from the Division of University Relations office to assist in the solicitation of monies from external constituents. Finally, the participating students shall be charged a participation fee not to exceed \$700 per individual.

Fundraised monies for the 2001-02 academic year are all encumbered at this time. However, there is a limited amount of money already raised by the men's and women's team for next year. As such, the Men's Club-Varsity Crew program shall be entitled to one-half of those monies. In addition, it is anticipated that donors to the Men's Club-Varsity Crew program will receive personal tax benefits consistent with similar donors making contributions to other University programs.

SUFFICIENT COMPETITION – CURRENT SPONSORSHIP AND COMPETITION TRENDS: Inasmuch as men's crew is not an NCAA sponsored championship sport, scheduling and participation does not preclude Varsity and Club teams from competing against each other at all competitions, including the IRA season-ending championships. Therefore, the same scheduling opportunities will be available for Bucknell Men's Club-Varsity Crew participants under the Club-Varsity designation, should the participants choose for that scheduling philosophy to continue.

Student Fees Comparison – Men’s Club-Varsity Crew

College/University	# Club Members	Funding Source				Club Officers					Description
		University	Student Government	Fees/Dues	President	Vice President	Secretary	Treasurer	Quarter Master	Other	
University of Michigan	38	X	X		X	X	X		X		Students pay Dues of at Least \$500.00 Web Master, Public Relations
University of Rhode Island	57		X	X	X	X	X	X			Students Pay Dues of \$350.00
University of Vermont	15		X	X	X			X	X		Students Pay Dues of \$85.00
Penn State	42	X		X	X	X	X	X	X		Students Pay \$50.00
Ohio State University	65		X	X	X	X	X	X		X	Students pay dues of \$125.00 Students pay for Transportation Students pay for overnight stays