

ADMINISTRATIVE COMPLIANCE SYSTEM STRIKE SYSTEM FOR CLUB SPORT PROGRAMS

The strike system was designed to aid in budget allocation, facility reservation and tier classification. It will also serve as a discipline system for clubs that fail to meet requirements set by the Recreation Department. The Recreation Department will notify clubs of any violation that results in a strike.

After 3 strikes in one academic year, a meeting with the Director of Recreation is required to talk about making improvements. Sanctions from strikes can result in fines of \$25.00 per violation. After 5 strikes, Sport Clubs may be placed on probation from use of facilities, equipment, administrative support and competitions, and may be derecognized for the remainder of the year depending on the severity of the infractions. The strike system will reset after each academic year, except where noted.

A club may be penalized with one strike against them in the following scenarios:

- Not attending the New Leaders meeting/training session during the Spring semester.
 - One strike for not having representation at this meeting which will carry over the following Fall semester and a **fine of 5% of the clubs budget for the following year.**
- Failure to complete the Tier Classification application by the **annual deadline.**
 - **A fine of 1% to the programs budget for each day the application is late** until the final deadline of June 1st.
 - Tier applications that are not received by the deadline date (determined each year) will receive no funding and lose their recognition for the upcoming academic year.
- Not attending the All Leaders meeting/training session at the beginning of the Fall semester.
 - A fine of 25% of the CSF budget for the club.
- Failure to have club members register on IMLeagues.com and complete all required paper membership paperwork on-time. This includes Participant Waivers and Code of Conduct/Statement of Responsibility Form.
 - One strike if participants are found participating and without registering on IMLeagues.com and/or completing paperwork.
- Completion of Concussion Training Program by specified club leaders.
 - One strike for not completing training on-time.
- Event Schedule Notification
 - One strike if a club hosts or attends an event that is not outlined on the club's schedule.
 - One strike for not posting your event details on the Club Sport Calendar (this is a Google calendar shared with club sport leaders)
- Trip Itineraries for all away matches – due within 48-hours of event and prior to leaving campus.**
 - One strike per instance not submitted and a \$25.00 fine.
 - Potential to have travel cancelled and match forfeited.
- Injury Reports
 - One strike per instance not submitted.
- Post-Event Summary Report – due with 48 hours of event.

- One strike per instance not submitted.
- Personal Car Use Forms – submitted prior to any individual driving off-campus for a club sport event
 - One strike per instance not submitted.
- End of Year Report
 - One strike for not submitting on time.
- Purchase Requests
 - One strike per instance not submitted.
- Deposit Form submission with any dues dropped off at the Recreation Office.
 - One strike per instance not submitted.
- Hotel and Van Request submission at least two-weeks prior to event off-campus.
 - One strike per instance not submitted in time.
- Not picking-up or returning Colgate vans in a timely manner or breaking any other van related policies.
 - One strike per instance and a \$25.00 fine. B&G and the Dept of Recreation may cancel future van rentals if this is a repeated issue.
- No show on a facility or field reservation
 - One strike per occurrence and a fine of \$25.00.
 - Potential to lose further reservations for that week.
- Failure to return or damage to Colgate Recreation owned equipment and uniforms.
 - One strike per occurrence and a fine equivalent to the cost of the item that was not returned.
- Disciplinary Action
 - One strike for each disciplinary or conduct related issue.

Example:

If the “CLUB X” President fails to complete the concussion training requirement by the September 10th deadline the club will be penalized one strike. If in that same semester “CLUB X” does not submit a trip itinerary with 48-hours of leaving campus for the match they will be penalized with one more strike against them and be fined \$25.00 to their current budget. If “CLUB X” then fails to submit the post-event summary via the club’s Google drive folder within 72-hours of their match they will be penalized with one point.

Since this is the Club’s 3rd strike they will now be required to meet with the Director of Recreation to discuss the polices and make improvements to their administrative procedures. If they continue on and received 2 more strikes with the same academic year they will be put on a probation for a length of time determined by the Director of Recreation. If after their probation or during their probation “CLUB X” continues to disregard requirements and department policies, they will be de-recognized as a Club Sport for the following year and will drop down to the Conditional Tier.