Brown University

Division of Athletics & Recreation



Club Sports Manual
2026-2027

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CLUB SPORTS GENERAL INFORMATION

Section 1

Contact Information

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Brown University Athletics and Recreation Mission, Vision, Values

Mission Statement
Empowering growth and driving self discovery through physical activity, competition, and community.
Vision Statement

- IGNITING PASSION. TRANSFORMING LIVES.

Foundational Beliefs of Brown Athletics and Recreation.

- People are our most valuable asset. Culture is our differentiator.
- Co-curricular learning enriches self-discovery.
- Physical fitness is critical to every Brown community member's personal wellness equation.
- Team-based experiences provide a valuable complement to individualized academic experiences.
- A strong and inclusive community is built on pride and shared experiences.

Core Values (IGNITE)

- **Indomitable**: Inspired and unstoppable. Driven to win.
- **Growth Mindset**: Sports are our "laboratory." Nurturing continuous improvement and curiosity.

- **Nonconformity**: Relentlessly innovating. Not being afraid to do things differently.
- **Integrity**: Unwavering commitment to doing the right thing. Transparency and accountability.
- **Teamwork**: Sports provide a critical complement to the highly individualized academic experience.
- **Empowerment**: Pursuing self-discovery through hands-on learning.

Purpose of This Handbook

The purpose of the Club Sports Handbook is to provide club members and leaders with the expectations of the Division of Athletics and Recreation for participating in Club Sports, while offering further assistance and reference as to how Brown University Club Sports teams should operate. The Club Sports Office regularly revisits this handbook to update policies, rules, and procedures. Therefore, the policies, rules, and procedures for Club Sports as listed here may be altered at any time during the course of the academic year. Club Sports and their members must comply with the policies, rules, and procedures contained in this Club Sports Handbook and all applicable Brown University policies, rules, and procedures.

Brown Club Sports History

Club Sports have been in existence since the early nineteenth century. Brown University Club Sports continue to have a long-standing tradition of encouraging student development and providing leadership opportunities. A Club Sport at Brown University is a student organization derived by and sustained through the interest and leadership of students, working in accordance with the Division of Athletics and Recreation. Though competition is not mandatory at Brown University, many teams are highly competitive. Each year, Brown has participated in regional and national tournaments, with some teams earning national accolades.

2025-2026 Team Achievements

- Squash - CSA National Championships - Men's Team Champions
- Squash - CSA National Championships - Women's Team 5th Place
- Men's Rugby - NCR Division 1 Quarterfinalists
- Taekwondo - NCTA Collegiate Nationals - 2nd Place Overall (5 Gold, 4 Silver, 17 Bronze)
- Men's Soccer - Ivy League Championships - 1st place
- Women's Soccer - Made Nationals for the first time and advanced to the Round of 16
- Running - NIRCA Nationals - Top: 12th place (Women's), 29th place (Men's)
- Kendo - Harvard Shoryuhai - 1st Place (Teams)
- Golf - NCCGA National Championships - 10th place
- Men's & Open Ultimate Frisbee (BMo) - USA Ultimate Nationals - t-17th
- Women's & Gender Expansive Ultimate Frisbee (Shiver) - USA Ultimate Regionals - 4th place
- Ski - USCSA Regional Championships - 6th Place
- Men's Fencing - USACFC National Championships - Saber-1st Place
- Men's Volleyball - NCVF Nationals Division IAAA - 1st Place
- Women's Volleyball - NCVF Nationals Division IIAA - t-45th
- Swimming - CCSA National Championships - 16 Team Records Broken

- Badminton - National Collegiate Badminton Tournament Division 1B- 6th place
- Men's & Open Ultimate Frisbee (PFunk) - USA Ultimate Developmental Conferences - 5th place
- Figure Skating - Violet Ice Classic - 15th place
- Tennis - USTA Tennis On Campus National Championships
- Quadball - US Quadball Cup
- Baseball - NECBA Playoffs - 4th Place
- GAMMA - Grappling Industries RI - 8th place
- Competitive Climbing - Collegiate Nationals - 44th Place

Club Sports Mission and Philosophy

Club Sports at Brown University seamlessly integrates education and athletics. All clubs are student-driven. We believe that participation in athletics is a valuable co-curricular experience that enhances the learning process. Club Sports offer an important outlet for students who seek physical activity, team-based experiences, and desired levels of extramural competition. We promote and advance healthy lifestyle choices through participation opportunities, educational experiences, and supportive services. Our qualified staff is committed to excellence and to supporting students in their consistent growth as athletes, scholars, and people.

The Administration's Role

Although the structure, organization, and execution of each Club Sport's practices and competition are primarily the responsibility of the students, the following are four main pillars of support provided by The Division's staff:

1. Operational Guidance
2. Human Resources
3. Facility Access and Scheduling Support
4. Financial Resources and Assistance

Section 2

TIER STRUCTURE

Club Sport Requirements

All clubs in each tier are expected to complete all administrative tasks and abide by the policies, rules, and procedures contained in this Club Sports Handbook. Any club that fails to complete administrative tasks or comply with the policies, rules, and procedures outlined in this Club Sports Handbook may be subject to disciplinary action.

To maintain Club Sport recognition, the group must satisfy the following criteria:

- Be a sub-varsity level team that intends to promote physical activity or engage in athletic competition against other institutions of higher education
- Maintain a critical mass of student members
    - For individual-competition sports, the recommended minimum roster size is 10 students.

    - For team-competition sports, clubs must maintain a minimum roster of the required number of players necessary to compete.
    - Abide by all applicable Brown University and Division of Athletics and Recreation policies, rules and procedures, including but not limited to those contained in this Club Sports Handbook
- Complete all associated tier requirements as outlined below

Benefits of Club Sport Affiliation

Every club will be placed into a tier depending on the status of the club. All clubs in good standing, regardless of its tier, will receive:

- Official recognition as a Brown University Club Sport
- Use of Brown University name and logos for sanctioned club activities
- CPR/FA/CPR certifications at a reduced cost
- Free storage of university owned equipment
- Assistance with fiscal administration of club
- Ability to work directly with the Club Sports Office to reserve Brown athletic facilities for designated practices and competition
- Support services in marketing and public relations
- Holistic development of life and career skills through hands-on leadership experiences in addition to budget management, fundraising, communication skills, marketing, and community relations

Tier System Overview

Club Sports teams will be placed into a five-tiered system, with their placement determined by a points system. Teams can earn points in a variety of ways, generally grouped into five categories:

- Club Sports Compliance
    - Submitting competition summaries after events
    - Completing travel, budget, practice, and event requests on time
    - Attending officer training sessions
- Community Building
    - Attending other club sports events
    - Attending Club Sports workshops
- Performance-Based Success
    - Qualifying for the postseason
    - Performing at a high level at postseason competitions
    - Winning a national championship
- Growth
    - Club membership
    - Year-over-year competitive improvement
- Fundraising
    - Based on percentage of budget raised

Teams may also have points deducted for a number of reasons, including:

- Failing to submit required forms or consistent tardiness
- Missing Officer Training

- Year-over-year performance decline

For a full breakdown of the point system, please refer to the "Club Sports Tier System Point Structure" document on brownrec.com.

At the end of the year, the teams will be split into five tiers based on their point totals, which will be visible to the clubs throughout the year. The tiers are determined as follows:

- Tier S: Clubs 1 through 6 in points
- Tier A: Clubs 7 through 16 in points
- Tier B: Clubs 17 through 30 in points
- Tier C: Clubs 31 through last in points
- Tier D: new and probationary clubs

All tier placements are reviewable and adjustable by Club Sports Staff. Teams that finish within one place of moving up to the next tier will have the ability to appeal the decision to Club Sports staff and CSEC. If a team has a compelling case for why they should be moved up, Club Sports staff and CSEC will have the power to elevate them at their discretion.

Tier D is reserved for first year clubs, or teams that are placed on probation. A team may be placed on probation based on a strike system, where teams accumulate strikes for failing to submit a required form, missing Officer Training, or missing meetings with Club Sports staff. After every strike, club officers will be required to attend a meeting with Club Sports staff to address the issue and discuss how to avoid a similar situation moving forward. Three strikes in any given year will result in the team being moved to Tier D for the following year, regardless of their point total, subject to the discretion of Club Sports Staff.

Placement in each tier brings various benefits to the teams, with the benefits being the greatest in Tier S and lowest in Tier D. The benefits include:

- Tier S
    - No cap for budget request*
    - First priority for scheduling of practices and games
    - Up to four on campus practices per week
    - First priority for access to the Zucconi
    - Media Day availability
    - Preseason injury screenings
- Tier A
    - Cap of $60,000 for budget request*
    - Second priority for scheduling of practices and games
    - Up to four on campus practices per week
    - Final priority for access to the Zucconi
    - Media Day availability
- Tier B

    - Cap of $15,000 for budget request*
    - Third priority for scheduling of practices and games
    - Up to three on campus practices per week
- Tier C
    - Cap of $7,500 for budget request*
    - Fourth priority for scheduling of practices and games
    - Up to two on campus practices per week
- Tier D
    - No funding available
    - Final priority for scheduling of practices and games
    - Up to two on campus practices per week

**The cap amount has no bearing on the allocation amount. Club budget requests will be assessed by usual standards, the restriction is only on the amount a team may request depending on their tier. No guarantees will be made for allocations.*

Placement in each tier comes with certain requirements to remain in that tier. If a team does not meet the requirements, they may drop down a tier regardless of their standing in the points system. The requirements include:

- Tier S
    - Attend 6 or more competitions per year
    - Attend 2 or more other Brown club sport events per year
    - All club officers must attend Officer Training
    - Remain in good standing with all applicable Brown University and Club Sports policies, rules, and procedures
- Tier A
    - Attend 6 or more competitions per year
    - Attend 2 or more other Brown club sport events per year
    - Remain in good standing with all applicable Brown University and Club Sports policies, rules, and procedures
- Tier B
    - Attend 3 or more competitions per year
    - Attend 1 or more other Brown club sport events per year
    - Remain in good standing with all applicable Brown University and Club Sports policies, rules, and procedures
- Tier C
    - Attend 1 or more other Brown club sport events per year
    - Remain in good standing with all applicable Brown University and Club Sports policies, rules, and procedures
- Tier D
    - Remain in good standing with all applicable Brown University and Club Sports policies, rules, and procedure

Clubs by Tier for 2026-27

Tier S			
Men’s Fencing	Running	Men’s & Open Ultimate Frisbee (A Team)	Men’s Rugby
Taekwondo	Men’s Volleyball		
Tier A			
Badminton	GAMMA	Ski	Women's & Gender Expansive Ultimate Frisbee (A Team)
Baseball	Men’s Lacrosse	Men’s Soccer	Competitive Climbing
Quadball	Swimming		
Tier B			
Men’s Basketball	Field Hockey	Sailing	Women’s Volleyball
Women’s Basketball	Gymnastics	Women’s Soccer	Women’s Wrestling
Cheer	Ice Hockey	Tennis	Cricket
Kendo	Men’s & Open Ultimate Frisbee (B Team)		
Tier C			
Cycling	Polo	Women's & Gender Expansive Ultimate Frisbee (B Team)	Figure Skating
Shotokan Karate	Men’s & Open Ultimate Frisbee (C Team)	Women’s Lacrosse	Triathlon
Water Polo			
Tier D			
Barbell	Dance	Golf	Squash

Section 3

PROGRAM STRUCTURE

Assistant Director of Athletics, Club Sports and Intramurals

The Assistant Director of Athletics, Club Sports and Intramurals assists with overseeing all aspects of the Club Sports Program and shall serve as the primary advisor to the Club Sports Executive Council as well as an advocate for the clubs to the university. They are available for individual club consultation and advising on all club matters. They have the authority to implement disciplinary action in accordance with Club Sport policies, rules, and procedures.

Intramural and Club Sport Coordinators

The Intramural and Club Sport Coordinators help the Assistant Director with oversight of Club Sports programming and team support. They are available for individual club consultation and advising on all club matters. They will have the authority to implement disciplinary action in accordance with Club Sport policies, rules, and procedures.

Club Sports Supervisors

Club Sports Supervisors are undergraduate student employees who will be present at practices, games, and other club events. The Club Sports Supervisors' responsibilities include, but are not limited to:

- Fostering relationships with the members, officers, and advisor of each club
- Acting as a University and Campus Recreation resource
- Serving as event management by being present at home contests
- Serving as CPR/FA/AED first responders and initiating emergency procedures when necessary
- Overseeing the compliance of each club with Club Sports policies, rules, and procedures at events and practice visitations

Club Sports Executive Council

- The Club Sports Executive Council is a volunteer group of individual student leaders chosen by the previous year's Club Sports Executive Council through an application and interview process.
- The Club Sports Executive Council meets with the Club Sports Office on a regular basis to address any issues/updates facing Club Sports at Brown and to look for a solution on behalf of all participating members.
- The Club Sports Executive Council members serve as Peer Advisors to member clubs in order to maintain relationships and enhance representation of these clubs at the council level, provide advice on club sport operation, and encourage clubs to achieve their yearly tier requirements.
- The Club Sports Executive Council regularly advises on policy changes to this handbook, under direction of the Intramural and Club Sport Professional Staff, in order to benefit the well-being of the Club Sports community.

- The Club Sports Executive Council is responsible for obtaining and promoting the perspectives of member clubs in order to provide the Assistant Director of Athletics, Club Sports and Intramurals with necessary information to make administrative-level decisions.
- The Club Sports Executive Council will work to identify prospective clubs and assess whether or not any proposals for a new club are feasible before review by the Club Sports Professional Staff.

Club Sports Leadership Committee

The Club Sports Leadership Committee is composed of the Club Sports Executive Council and Club Sport Officers. Leadership Committee meetings can be called on an as-needed basis throughout the year by the Club Sports Executive Council. All Club teams are required to have at least one student officer represented at each Committee meeting. Club Sport Coaches are not members of the Club Sport Leadership Committee.

The Club Sports Leadership Committee serves the following purposes:

- To meet as needed during the academic year in order to identify and articulate any issues facing individual programs and club sports athletes as a whole.
- To provide student athletes a voice during decision-making processes on matters impacting currently recognized programs. Individual team leaders are encouraged to bring comments, suggestions, concerns, and questions regarding Club Sports programs and policies to the attention of the Club Sports Executive Council, who will in turn call a Leadership Committee meeting as needed.
- To offer greater leadership opportunities while learning from their peers.

Club Sports Officers

- Club Sports Officers will be club leaders who serve as liaisons between their clubs and the club sports program. Not all club leaders need to be club sports officers, but club sports officers are required for the club to function.
- Club Sport Officers **must attend** Officer Training each year in order to be recognized by the Club Sport Office and for the club to maintain active status.
- If a Club Sport Officer or prospective Club Sport Officer misses an Officer Training, they will stop receiving contact from Club Sports and **no longer be recognized** by Club Sports Administration as a Club Sport Officer.
- At least one officer must be present for all club travel, practices, and home competitions.
- At least one officer must maintain an active CPR/FA/AED certification for all club sport activity.
- Each team is encouraged to have **at least two** Club Sport Officers.
- Club Sports Officers are required to notify Club Sports Administration when they transition leadership.
- It is under the Club Sport Officers responsibility to monitor and update the Player Registration roster monthly. See the Club Member Registration for more information.
- See this document to locate where to send documents and submit questions.

Prospective Clubs

The Intramural and Club Sport Professional Staff, Club Sports Executive Council, and Brown Athletic Administration will consider any request from a group wishing to be constituted as a new Club Sport **in the Spring semester only**. This consideration will be determined not only by the group's potential to meet the definition of a club sport, but also by the ability of the University to accommodate the request with regard to funding and facility support.

Any group wishing to be recognized as a Club Sport must follow these steps:
Founding members submit their formal request to the Club Sports Executive Council via email. The group must develop and submit as part of their formal request:

- The club's mission statement and a description of its purpose
- A team constitution (a template can be found on the Brown Rec website)
- A description of facilities and equipment needs
- A detailed budget, including proposals for how the club will fund their expenses during their first year. Clubs in their first year will not receive University funding.
- Prospective schedule
- A list of at least 7 prospective members
- Any recommendations for consideration by supportive faculty or staff members

Example presentation

Application Deadline: First Friday of March at 5pm ET of the current academic year.

If invited for further consideration, the founding member(s) will meet with the Club Sports Executive Council to formally present a request for recognition. This presentation should provide club members the opportunity to meet with the Club Sports Executive Council and further discuss their proposal. The Executive Council will provide a recommendation to Brown Athletics & Recreation Administration who will review the request and make final determination. Notification will occur no later than June 1st of the current calendar year to the proposing club.

- Groups not selected for recognition will be eligible to re-apply after two academic years.
- Accepted teams will not receive recognition as an active Club Sport until the start of the following academic year.
- Clubs in their first year with Club Sports will be on a "probationary period" and placed in Tier D. Therefore, they will NOT receive Club Sport allocated funding in their first year.

Section
4

OPERATING EXPECTATIONS

The following are requirements and operating expectations of Club Sports at Brown University. The information provided must be followed in order for a club to remain in good standing and maintain recognized Club Sport status. Proper procedures must be adhered to so that the university has a record of a program's activities and financial needs. Teams must be compliant with these requirements in order to be granted access to university facilities and institutional support. Consistent communication with the Club Sports Office is an integral part of ensuring that all teams are complying with these requirements.

Student-Athlete Eligibility

Only full-time enrolled Brown University students (undergraduate, graduate, medical school) are eligible for membership on a Club Sports team.

A. Individual teams have the authority to limit their membership to undergraduate students as determined by the guidelines of their league/conference.
B. Non-Brown students, including RISD students, are ineligible to participate in Club Sports at Brown University.
C. RISD students pursuing a full-time dual degree program with Brown University are considered eligible to participate in club sports.
D. Brown University Faculty/Staff are deemed ineligible to join competitive club teams, but can participate in the instructional based-only classes that are provided by the club teams at the discretion of the Club Sports Office.
E. Confirming overall roster eligibility, whether under Brown University or under the guidelines of the National Governing Bodies of each sport, is the responsibility of the clubs themselves, and will be reviewed by the Club Sports Office.

Safe & Inclusive Environment

Brown University is committed to creating and maintaining a diverse and inclusive environment as stated in the University's Nondiscrimination and Anti-Harassment Policy. Brown University Club Sports complies with this policy.

Club Member Registration

- All athletic club members must register prior to participating in any club programming. As part of this registration process, the Club Sports Assumption of Risk and Release Agreement must be completed prior to club sport participation.
- Club Sport Officers are responsible for updating their roster information monthly.
- Participants can register using the online roster portal.
- Player general information and emergency contact is required to verify eligibility.
- Any clubs holding open practices should contact the Club Sports Professional Staff before doing so to discuss options for player registration for these practices.

Club Sport Activity

In an effort to support Brown University's academic mission, all club-related events including practices and home/away games during the Exam period are strictly prohibited. All club sport activities must be suspended by the last day of the Reading period. Club Sport practices will begin based on the communication from Club Sports Staff but may not start any earlier than the first day of classes. Some exceptions may be granted for clubs competing in national tournaments beyond this date, as reviewed by Club Sports Professional Staff.

Intramural Sport Participation

Club Sport members are encouraged to participate in the Intramural Sport program. However, club sport members may not participate in the "Recreational" Intramural Sport leagues for their own sport (e.g. Volleyball Club members may not participate in Recreational Intramural Volleyball). For "Competitive" leagues for their own sport, there may be up to 2 club sport members per team.

Athletic Facilities

Brown Club Sports are eligible to utilize university athletic facilities for organized practices and competition during designated time slots. Reservations must be requested to and approved by the Assistant Director of Athletics, Club Sports and Intramurals. The following athletic facilities are available for use:

- Berylson Family Fields (BFF)
- Penner Field House
- Katherine Moran Coleman Aquatics Center
- Lower Grass Practice Field (LGF)
- Marvel Rugby Pitch
- Meehan Auditorium
- Stevenson-Pincince Field
- Nelson Fitness Center (NFC) fitness studios
- Pembroke Field
- Olney-Margolies Athletic Center (OMAC) track and multi-purpose courts
- Outdoor tennis courts
- Pizzitola Center tennis courts
- Pizzitola Center Gymnasium *Special reservation request required
- Pizzitola Center Gymnastics room *Special reservation request required
- Pizzitola Center Wrestling room *Special reservation request required

Home Competition Scheduling Policy

Clubs will be required to send in a Semester Event Schedule Request to the Club Sports Office for each semester. The due dates for these submissions will be determined and communicated to clubs each semester by the Club Sports Office, but will always be prior to the start of classes. For policies related to off-campus travel, please refer to the travel section of this manual.

It is the responsibility of club student leadership to notify the Club Sports Office of all home events and team needs (e.g., EMS, DPS) through the Semester Event Schedule Request. Process and reminders for requesting a home competition:

- Home events are not approved until the Club Sports Office confirms the event and notifies the club leadership.
- After receiving the semester event schedules, the Club Sports Office will confirm with the Athletics Facilities office the feasibility of proposed home event schedules at desired dates, times, and locations. The Club Sports Office will contact the club to propose alternative dates and times where conflicts exist, if possible.
- An example of a completed Semester Event Schedule for clubs to work off of will be sent with the Semester Event Schedule form when first communicated by the Club Sports Office.

Per Brown Transportation Office policy, there are no lots on campus that are "open" on weekends except for the Visitor Parking lots. All visiting teams and officials should be instructed to find legal street parking when coming to campus for home competitions.

Practice & Game Expectations

Practice Scheduling

Prior to each semester, teams will be required to send their desired practice times to the Club Sports Office at a date determined by the Assistant Director of Athletics, Club Sports and Intramurals. The Club Sports Office will work to the best of their ability to ensure that practice times are as equitable as possible while simultaneously keeping in mind the benefits of each tier in the system.

Canceling/Changing Practices

A team may cancel their practice at any time. The Club Sports Office requests that if a team is going to cancel practice, they notify Club Sports staff.

If two or more teams are swapping a practice, whether it is a one time instance or for the duration of the semester, the captains of each team must contact one another and send proof of their agreement to the Club Sports Office. A screenshot of all parties agreeing will suffice.

Game Cancellations

Every week, the Intramural & Club Sports Coordinators will email teams to confirm that home games that had been previously scheduled for that week will be occurring. If for any reason a team has a cancellation after the game has been confirmed, they must notify the Intramural & Club Sports Coordinators immediately.

Event Planning

Any team is allowed to host a tournament, meet, or any other large scale event. If a team chooses to do so, they must get approval from the Assistant Director of Athletics, Club Sports and Intramurals. Once a team has approval, they are required to set up a meeting with the Club Sports Office to go over the logistics of the upcoming event. Failure to meet with the Club Sports Office could result in the event being canceled. If the event requires a PlanOn request (equipment rental), or will have more than 100 people involved, the meeting must occur at least four weeks in advance of the event.

Electing Captains/Officers

Teams are required to let the Club Sports Office know who their captains and officers are for the upcoming year by the end of the school year. This process is to ensure that each team receives the proper communication while students are away from campus. Teams may elect their captains and officers in whatever manner they please as long as it is equitable and follows the policies of Brown

University and Brown Club Sports.

Discipline

Individual Conduct Discipline

Any Club Sports Member found in violation of Code of Student Conduct or the policies, rules, and procedures contained in this Club Sports Handbook may be subject to disciplinary action, up to and including suspension or expulsion from Brown University Club Sport activities.

Club Officers should report allegations of behavioral infractions by individuals during any club activities to the Assistant Director of Athletics, Club Sports and Intramurals; failure to do so may result in disciplinary action for the entire team.

Team Conduct Discipline

Club Teams found in group violation of Code of Student Conduct may be subject to disciplinary action.

Administrative Consequences

- Failure to complete a travel request on time results in prohibition of said travel. Should unapproved travel occur, teams may be subject to suspension of future travel, the length of which will be left to the discretion of the Club Sports Executive Council.
- Travel reimbursement requests for trips not approved through a travel request in advance will not be processed.
- Failure to complete the budget request on time will result in a lapse in funding for the budgetary period.
- Failure to complete additional administrative forms on time may result in loss of priority for athletic space, including competition and practice times.
- Should an unregistered player practice or compete for a club, the club will be suspended for a practice and team officers will be required to update their rosters before resuming activity.
    - Should the same unregistered player continue to play, the team will be suspended from practice and competition; the individual will be suspended for the remainder of the academic semester.
- Improper use of University Funds may result in suspension of future club purchases with University Funds.

Hazing Policy

The Brown University Hazing Policy prohibits hazing at Brown University. All club members must agree to abide by the Hazing Policy when registering for a club.

Alcohol

Alcoholic beverages and the use of any illegal drugs, including Marijuana, are not permitted at any practice, competition (pre-, during, or post-game), meeting, team trip, or function.

FINANCES

Section 5

Financial Requirements

Each Club Sport will receive a funding allocation/budget at the beginning of the academic year. **Not all funding requests will be granted in full.** University funds granted to clubs are not carried over from the previous academic year to academic year. To assist with tracking expenses and revenue, the Club Sports Office will maintain funding tracker documents for each individual club shared with its Officers. The Club Sports Office will determine each club's budget based on criteria listed below.

Club Sports Budget Request & Basis of Allocation

- Each fiscal year, the Division allocates funds to Club Sports for operation.
- Teams must submit a Budget Request Form for the forthcoming academic year before Winter Break of the current academic year. Specific date TBA.
- Clubs must indicate their goals for the following academic year which could include:
    - Moving up a tier
    - Increased travel
    - Increased competitions
- The Club Sports Office will review all projected budget forms with the Club Sports Executive Council and Brown Athletics & Recreation Administration.
- Administration determines allocations based upon each club's:
    - Funding history
    - Expense history
    - Annual membership dues – past, present, and future projections
    - Number of years functioning as an athletic Club Sport
    - Club size
    - Projected schedule
    - Individual team fundraising activities/dues – past, present, and future projections
    - Alumni fundraising capacity
    - Available funds via TouchNet - dues, fundraising revenue, current member gifts
    - Brown University Sports Foundation (BUSF) gift with immediate availability

Fundraising Guidelines

Each academic year, Club Sport professional staff will allocate funds to create baseline budgets for all programs, based upon requests submitted in the prior academic year. Any enhancements or purchases beyond the allocated budget will need to be funded by self generated revenue. This revenue can include, but is not limited to: membership dues, alumni donations, external fundraising initiatives. All unused self-funded revenue from the current fiscal year will carry over to the next fiscal year.

It is the responsibility of the club's officers to coordinate fundraising activities and to communicate these activities to the Club Sports Office in advance.

Any entry fee for home competition charged to visiting teams must be collected through TouchNet or Workday Invoice. Club Sport officers must contact the Club Sport Office at least two weeks prior to competition to set these systems up. Cash will not be accepted as a form of payment for entry fees.

Fundraising events must be aligned with the Brown University and Club Sports' **mission statements and core values**. All potential sponsorships must be pre-approved by the Assistant Director of Athletics, Club Sports and Intramurals.

The Club Sports Office provides clubs with a document of different ideas for acceptable fundraising events.

Other Methods of Generating Funds

A. Club membership dues. Dues vary by club and are determined by the current leadership. Membership Dues must be collected through TouchNet
B. Donations & gifts must be collected through the Brown Club Sports Giving Site.
C. Endowments can be created with the help of Brown University Sports Foundation.

Club Sports Accounts

Each Club Sport has access to four accounts to hold funds:

1. **Allocation** - The budget granted to each club at the start of the year by the Club Sports Office. Funds in this account do not roll over each fiscal year.
2. **TouchNet** - Funds raised through a team store on TouchNet, typically through team dues, selling team gear, or entry fees. This account starts each fiscal year at $0.
3. **SAC** - Unused TouchNet funds from the previous fiscal year are rolled over into the SAC account for the next fiscal year.
4. **Gift** - Funds raised through the club-specific account on the Brown University Sports Foundation website, typically donations from alumni, parents, friends, etc. Unused funds in this account roll over each fiscal year.

All clubs, except probationary clubs, receive an Allocation every fiscal year. The TouchNet, SAC, and Gift accounts are all available to clubs, but won't automatically have funds in them.

Reimbursements

At times, Athletic Club operations are initially paid out of pocket by the club members. The Division will process reimbursements for team operational costs as club budgetary funds allow. Reimbursements are for prioritized club spending only, and require the Club Sports Office approval prior to any purchases. The Club Sports Office will reimburse club leaders at their discretion. The Assistant Director of Athletics, Club Sports and Intramurals reserves the right to reject any reimbursement requests deemed as an unnecessary expenditure.

- Please note that while reimbursements are sometimes unavoidable, they should not be the first option for purchasing when dealing with team finances.
- Actual reimbursement time varies, and approval is not guaranteed.
- The Club Sports Office will respond once they have submitted the reimbursement request to the business office

Reimbursement Request Guidelines

- All club sport purchase needs should be addressed with the Club Sports Office BEFORE a student uses personal funds to complete the purchase. Most purchases can be made directly with an individual Club's budget, avoiding any need for a student to use personal funds.
- Only rostered students can be reimbursed for club related purchases. Parents cannot be reimbursed for club related purchases.
- Payments made on behalf of club teams should be paid via Credit/Debit Card or Check.

Reimbursement Request Requirements

- **Reimbursement requests must be sent via email to club_sports@brown.edu. Reimbursement Requests must include the following in order to be considered:**
    - A completed Reimbursement Request Form (found on Forms & Information page on website).
    - Detailed, itemized receipt of all transactions.
- All reimbursement requests must be submitted to the Club Sports Office **within 2 weeks of the purchase or travel date**.
- In order to finalize an expense request, a physical receipt confirming a reimbursement submission is required. Receipts can be claimed from the Club Sports Office after the reimbursement request has been initially approved by the Assistant Director of Athletics, Club Sports and Intramurals.
    - The last four digits of a credit card number is required for card purchases
- If a receipt is lost, a missing receipt affidavit MUST be submitted with a secondary proof of purchase (found on Forms & Information page on website).

Travel Reimbursement Requests

- For **personal vehicle** travel only, the driver will be reimbursed for all mileage traveled. Please fill out the **Personal Vehicle Reimbursement Request Form**.
- Begin with the departure location (always use Nelson Fitness Center) and provide the destination. If this was a round trip check off the box and add the miles for the round trip. If you took multiple stops use the provided rows lower on the page.
- On this form please calculate what you expect the reimbursement to be. To do so please calculate:
    - Total mileage traveled x $0.725
    - Please include your calculation on the reimbursement request form for the Business Office to see.
- For **rented vehicle** travel only, the purchaser will be reimbursed for gasoline purchased.
    - The gas station receipt must be attached to this form submission.
    - Please use the **Reimbursement Request Form**.

Team Meal Reimbursement Requests

- Include the itemized receipt of the meal as well as a list of the team members that attended the meal (the same rules apply for grocery purchases as well)

Non-Essential Expenditures

Below is a list of expenditures that would not be deemed as essential during budget allocation decisions:

- Travel assistance to off-campus facilities for practice (if there is an option to practice at an on-campus facility)
- Off-campus facility usage fees (if there is an option for an on-campus facility)

Unacceptable Expenditures

Below is a list of expenditures for which Club Sport allocated funding cannot be used:

- Alcohol & Marijuana

Section 6

CLUB EQUIPMENT

University Equipment and Apparel

All equipment purchased by the Division with University funds for any Club Sports team is considered as Brown University property. These items are to be used during a club season **only** and must be returned at the completion of a club sport's season.

- Each club team's captain should designate an equipment manager who will be in charge of maintaining a complete and accurate inventory. A template of this may be found on the Club Sports website under "Forms & Information".
- At the end of the season, all Club Sport owned equipment must be collected and placed in a University owned location during the summer and winter break.
- Club Sport Officers are responsible for coordinating storage with the Club Sports Office. No equipment can be left in any University owned location over the summer without prior approval.
- Only Club Sport Officers are authorized to check out the Club Sports equipment cage key and access this cage. The cage is located in the OMAC. The key can be checked out at the Nelson Fitness Center Front Desk and must be returned immediately after use.

Equipment Purchased by Club Members

Any equipment or apparel purchased by a club member's personal funds will be deemed as property of the purchaser.

- Club members have the opportunity to purchase team apparel through the Athletic Department.
- Captains must meet with the Assistant Director of Athletics, Club Sports and Intramurals to discuss potential purchases.
- Payment for all team apparel goods must be collected through TouchNet prior to distribution.
- Team Stores can be created by the supplier for individual club member purchases.

Section 7

TRAVEL

Transportation Options

Club Sport teams have four transportation options:

1. Teams can travel with personal vehicles, if the driver has registered as a verified driver with the university (instructions below).
2. Athletes who are authorized drivers for the University (completed the SafeDRIVE training and have a clear MVR check) and are 21+ years old may rent a vehicle through Brown approved suppliers – Zipcar, National Car Rental, or Enterprise Rent-A-Car. Use of other rental agencies are permissible when the options provided are not available in the region of Travel.
3. Teams are allowed to rent a bus or coach/charter service vehicle as funds allow. This option is mainly for teams with 25+ members or teams that are traveling at least 200 miles one-way for competition. Clubs looking to rent a bus or coach/charter service must reach out to the Assistant Director of Athletics, Club Sports and Intramurals to arrange this rental.
4. The team may fly to competitions, if it is deemed necessary by the Club Sports Office. Per university policy, students are not permitted to operate vehicles on behalf of their club with more than 15 passenger capacity.

Any team traveling by car or van beyond 200 miles one-way for regular season/post-season travel will be required to have at least two designated drivers per vehicle. Each driver must be an authorized driver. Names and license information of each driver must be provided to the club office prior to any travel. If operating a rental vehicle, all drivers must meet the university motor vehicle operator requirements and be listed on the agreement in order to drive.

University-Authorized Drivers

Only university authorized drivers are permitted to drive a rental or Zipcar on behalf of club sport activities. To ensure proper authorization, drivers are required to complete the SafeDRIVE training and MVR check. The Club Sport Office will receive a report on those members that have completed this process. When completing driver authorization, drivers will be prompted to list a Travel Coordinator. ***For the 2026-2027 academic year, this person is: Erin Indermill***

It is the policy of Brown University that only authorized drivers affiliated with Brown University are permitted to drive a University vehicle. A University Vehicle is a vehicle that is owned, leased or rented for University business. Use of a University vehicle is restricted to authorized University related activities including but not limited to recruiting trips, team travel, clinic travel, etc.

Driver Qualifications:

- Minimum 18 years old for operating a University owned vehicle
- Minimum 21 years old for operating a 12-15 passenger van (owned, leased or rented)

- Minimum 21 years old for operating a leased or rented vehicle
- Valid United States driver's license held for a minimum of 2 years
- Successfully pass appropriate training for the type of vehicle being operating (see below)
- Acceptable MVR (Motor Vehicle Record) check
- Any exemptions will be reviewed by the Vehicle Oversight Committee

Motor Vehicle Records Review: Any of the following violations within the last two years on your motor vehicle record render you ineligible to drive a University vehicle for two years from the date of violation:

- DWI
- Driving under the influence
- Negligent homicide
- Suspended License (suspensions may be reviewed on a case by case basis, based on violation)
- Using a motor vehicle for commission of a felony
- Aggravated assault with a motor vehicle
- Operating a motor vehicle without the owner's consent
- Permitting an unlicensed driver to drive
- Reckless or careless and negligent driving
- Hit and Run or leaving the scene of an accident with injury or death resulting, or property damage in excess of $1,000
- A combined total of three citations in two years of moving violations, at-fault accidents or any other Brown University driving policy violation

The training and MVR check is valid for 5 years.

In the event of an accident, an individual driving a personal vehicle will be held liable under the driver's personal insurance policy.

Any athletes that are found to be driving for club sport purposes that have not completed SafeDRIVE training and MVR check will subject their club to disciplinary action per Club Sports Policy.

Traveling with a Rental Car

Brown Club Sports has an agreement with Enterprise and National for car rentals that provides a discount to Club Sport teams and allows for drivers 21+ and over to drive without a young driver fee. This is the preferred and suggested method for renting cars. In order to utilize this option, clubs must contact the Club Sport Office with a request that includes the following details:

- Number of vehicles and type (mid-size sedan, mini-van)
- Desired pick up location, date and time
- Desired drop off location, date and time
- Driver information (for every driver):
    - Name

- Date of Birth
- License State, Number and Expiration Date
- Address as listed on license

All individuals who intend to drive the rental vehicle must be listed on the rental agreement for insurance purposes. Students must pay parking violations, speeding tickets, and any other violations incurred when renting a vehicle. These will not be reimbursed by the University. Drivers may be reimbursed for gas paid with club leadership approval. Mileage traveled cannot be reimbursed for rental vehicles, only gas purchased.

Traveling with a Personal Vehicle

All drivers who plan to take privately owned vehicles to and from Club Sport competitions must have a valid United States driver's license. If drivers plan to transport club members they must be a Brown authorized driver. Travel for Club Sports must conform to the established University policies with regard to missed class time. When an athlete is using a personal car for club sport business, the following apply:

- The athlete's personal car insurance carrier is the primary insurance carrier.
- The athlete is responsible for maintaining adequate insurance coverage (minimum state mandatory insurance requirement applies) for their protection and the protection of any passengers.
- Brown Insurance does not cover collision damage, theft or insurance deductibles.
- Athletes are responsible for the following costs that may be incurred during club travel:
    - Car repairs
    - Tickets
    - Fines
    - Damage to personal vehicle
    - Theft of personal vehicle/vehicle contents
    - Rental car costs during repair of personal vehicles
- Drivers may be reimbursed for mileage traveled with club leadership approval. Gas is not reimbursed for personal vehicles, only mileage traveled.

If the number of cars owned by club members is limited, a club may need to rent a vehicle or secure a chartered bus.

Any club traveling with 25 members or more is strongly encouraged and may be required to secure a chartered bus, pending a conversation with the Assistant Director of Athletics, Club Sports and Intramurals.

Air Travel

Clubs looking to book airfare for travel must request a meeting with the Assistant Director of Athletics, Club Sports and Intramurals to discuss options. Flights must be booked at least 3 weeks in advance of the travel date along with the travel roster. Club teams must fly commercial airlines when air transportation is required for competition. Upgrades are not permitted by student-athletes or coaches.

Reporting Auto Accidents

Report any accidents resulting in damage to the rental, or to a third party, to the rental agency, Club Sports Office (401-863-6537) and Insurance & Purchasing Services (401-863-1681) within 48 hours of the accident. The Accident Report Form should be submitted when reporting an accident. Any police report, images of the damaged vehicle, and scene of the accident should also be provided at that time.

The University will assume no responsibility for any physical damage to personal vehicles resulting from fire, theft, collision, etc. The vehicle owner's insurance will be the primary policy for any liability claims that may arise from the use of personal vehicles. If an individual group rents a vehicle from a car rental agency, it is essential that the terms and conditions of the rental contracts are observed particularly as regards to the age restrictions imposed to drivers.

Travel Insurance

Lost or Stolen Property

Brown insurance does not cover any personal property, and it is strongly recommended to all student athletes to have their own personal property insurance.
If the student athlete does not have personal property insurance then there are two options when personal belongings are lost or stolen while participating in an athletic team activity:

1. Teams can elect to reimburse a student for their lost or stolen property from their team budget
    - Head coaches, with the approval of their sport administrator, can determine if reimbursement for lost personal items is appropriate
2. The student athlete can file a claim with their parent's homeowner's insurance
    - Student athletes are advised to keep an inventory of their property, complete with serial numbers, as a way to prove ownership in the event they need to file a claim with an insurance company

If neither option 1 or 2 is utilized, the student-athlete will not be compensated for lost or stolen items.

Lodging Options

The budgeted rate for team travel lodging is $170 per room per night.

- Higher rate will require additional approval from Assistant Director of Athletics, Club Sports and Intramurals and Athletics Business Office. Student-athletes are responsible for all in-room charges, including but not limited to:

- Telephone calls
- In-room movies
- Video games
- Snack bar
- Room service
- Incidental expenses
- Wi-fi upgrades

Clubs that need to make hotel reservations should contact the Assistant Director of Athletics, Club Sports and Intramurals directly at least 3 weeks prior to the travel date to request assistance for completing these reservations.

All teams are required to assign no more than four student-athletes to a room (two to a bed). Under no circumstances may more than two student-athletes be assigned to a bed or four to a room. When appropriate, staff members should room together. Teams making their own reservations can book a hotel room at their own discretion within University limitations and guidelines. Reimbursements for hotel rooms above the budgeted $170 per room per night rate are not guaranteed.

Alternative lodging options:
All teams are required to stay overnight, when necessary, in a hotel booked by the Club Sports Office. Airbnb, Vrbo, and other vacation rental stays are not permitted without prior approval. In the case where there are no lodging options available or appropriate for the team needs, teams can request approval for stay in an alternative lodging option by submitting the following to the Assistant Director of Athletics, Club Sports and Intramurals at least 3 weeks prior to the trip:

- Address of the lodging location
- Link to the Airbnb, Vrbo, etc. listing
- Arrival and departure dates
- List of travelers
- Detailed list of accommodations and rooming list

Approval of alternative arrangement requests is not guaranteed. Brown Club Sports cannot book alternative accommodations directly. Student reimbursement requests for unapproved alternate accommodations are unable to be processed.

Meals & Per Diem

Per Diem:

Teams may request Per Diem for any overnight travel. The full daily per diem rate is $40 per day, which is uploaded via Zelle. Zelle funds are only sent to Brown email addresses. To apply for Per Diem, teams should complete the "Travel Squad List" on the Athletics Business Office website, and email it to the Assistant Director of Athletics, Club Sports and Intramurals. The completed list must be sent at least two weeks prior to the event.

Professor Letters

Brown University Club Sports prioritizes the academic mission of the university and the academic success of all Brown students. However, if a club member is requesting an absence from a class due to club travel to conference play or postseason play, the club may request a letter from the Assistant Director of Athletics, Club Sports and Intramurals confirming the legitimacy of the travel. Club members requesting these letters must contact the Assistant Director of Athletics, Club Sports and Intramurals via email no later than two weeks prior to the class in question.

An approved Travel Roster/Request MUST accompany the request for letters. Note that there is no formal missed class policy for travel to athletic competitions. Faculty are not required to accommodate class absences or missed work as a result of travel. Clubs who fail to meet the two week deadline may not receive letters. Exceptions may be made in the case of Regional or National competitions, where a club qualifies within the two-week period, provided the Club Sports Office is notified immediately and an approved Travel Roster/Request has been submitted.

Finalized letters will be shared with the club's student leadership. It is then the responsibility of the leadership to distribute these letters to student membership, and the responsibility of the students to share these letters with faculty. There is no guarantee that a professor will grant an absence for club travel.

Section 8

RISK MANAGEMENT

Safety & Health Insurance Policies

Brown University and the Division of Athletics and Recreation do not carry any medical insurance specifically designated for Club Sport athletes. Athletes must provide their own private insurance or be enrolled in the Brown Student Health Insurance Plan. The Office of Insurance & Risk should be contacted with any questions related to medical insurance; call 401-863-9481 or visit their website.

It is each Club Sport student-athlete's responsibility to make sure they have no medical conditions or restrictions that would make participation in their chosen sport either unsafe or contraindicated. If they have any concerns, they should discuss the condition(s) with their physician or consult with a University Health Service provider prior to participation.

ALL PARTICIPATION IN CLUB SPORTS ACTIVITIES IS STRICTLY VOLUNTARY. PARTICIPANTS ARE RESPONSIBLE FOR THEIR OWN MEDICAL INSURANCE. THE UNIVERSITY AND THE DIVISION OF ATHLETICS AND RECREATION ARE NOT RESPONSIBLE FOR ANY INJURY OR PROPERTY LOSS INCURRED BY PARTICIPANTS WHILE INVOLVED IN ANY CLUB SPORT ACTIVITY.

On-Campus Emergency Procedures

Practices

- **Minor Injuries** – Any cuts or sprains that can be easily treated with Band-Aid or ice. Band-aids and ice are available in the OMAC and Nelson Fitness Center front desks during operating hours.
- **Major Injuries** – Any severe injury (head injuries, heavy bleeding, suspected broken bones, obstructed breathing, blackouts) requires medical attention. Team members are required to call Emergency Medical Services (EMS): **401-863-4111**. Filing an Incident Report is **REQUIRED**. The Incident Report Form can be found on the Club Sports website, and must be turned into the Intramural and Club Sport Office either in person or via email **within 2 business days of the incident**.

Home Competition

a. All Club Sport on-campus home competitions will be staffed by Club Sport Student Supervisors (see Program Structure section). All Club Sport Student Supervisors are CPR/FA/AED certified. Club Sports Officers must notify the on-site Club Sport Supervisor in the event of an injury to any player during a home event. Club Sport Supervisors may require assistance from CPR/FA/AED certified Club Sport Officers. Club Sport Supervisors will not provide preventative medical measures (e.g. ankle taping).
   i. **Minor Injuries** - Club Sports Supervisors will have first aid kits on hand to treat injuries such as cuts and sprains.
   ii. **Major Injuries** - Club Sports Student Supervisors will call EMS and provide CPR/FA/AED until qualified medical professionals arrive. Club Sport Officers are expected to assist Supervisor in any way needed, including attending to the injury if certified, calling EMS, directing EMS to the location, or completing the Incident Report. All sport activity must cease in the event of a major injury until injured player(s) are safely removed from the facility.

b. Club Sports do not have access to varsity Athletic Training Staff. However, clubs are permitted to hire Athletic Trainers to staff their events at a cost. Clubs should contact the Assistant Director of Athletics, Club Sports and Intramurals for assistance.

c. Large home events will require hiring DPS details. Large home events are defined as events with more than 100 participants.

Travel

- For the safety of all travelers, clubs are not permitted to travel without an approved travel request submitted 72 hours before the event. Note: requests for weekend travel must be submitted by Wednesdays at 5 PM.
- Clubs cannot travel without at least one officer present.
- Based on availability of supplies, clubs can be provided with a small first aid kit before departing on each trip, as requested.
- Should any traveling club member(s) experience a car accident or major injury (hospitalization), 911 must be called immediately (if able) and the lead traveling club officer must call the Assistant Director of Athletics, Club Sports and Intramurals once able.

Inclement Weather

- Weather conditions may alter any club activities, forcing cancellations or postponements, as deemed necessary.

- Club leaders at outdoor club events/practices are to immediately suspend activity and seek shelter indoors after the first sounding of thunder or first sighting of lightning.
- Clubs cannot continue outdoor activity until 30 minutes after the last sounding or sighting.
- In the event that conditions are considered unsafe or unplayable, club leaders must contact the Assistant Director of Athletics, Club Sports and Intramurals to find an alternative option. Due to limited space, the Club Sports Office cannot guarantee nor accommodate all requests.

Section 9

COACHES

Based on divisional policy, all prospective coaches must submit an application within the university hiring process. Selected candidates are required to complete the hiring process provided by the Brown University Department of Human Resources. No coaches are permitted to work prior to completion of the hiring process.

Clubs in Tier S, A, B, or C are eligible to submit a request to hire a coach. Not all requests will be approved. Requests to hire a coach should include the following:

- A narrative outlining the club's need for a coach.
- A proposed job description for this position, including position type (full-time, part-time, seasonal) and proposed wage.
- A proposal on how this position would be sustainably funded without dependence on University funding. Funding must be demonstrated and secured prior to the position creation.
- Coach requests can be submitted following discussion with Club Sport professional staff, and will be reviewed by Brown Athletics Administration. If approved, positions will be posted and hired in accordance with Brown Human Resources policies and procedures.

Volunteer Club Sport Advisors

Clubs may opt to utilize a volunteer Club Sport Advisor to assist the team at practices and competitions. Club Sport Advisors will be required to sign a Club Sport Advisor Letter of Agreement and pass a background check before they can attend any club sport activity. To pursue the utilization of a Club Sport Advisor, interested clubs should reach out directly to the Assistant Director of Athletics, Club Sports and Intramurals.

Section
10

MARKETING & WEBSITE

Club Sport teams have the opportunity to make their programs known and visible in many ways on campus. Brownrec.com is the most visible option. The Division will provide each Club Sport with a website presence within brownrec.com. However, it is the responsibility of each club to provide the content, including an up-to-date roster and schedule. It is expected that only appropriate content will be published on the page and that the users will abide by all University and Club Sports rules. Additionally, Club Sports are encouraged to participate in new student orientation programs and the semester Activities Fair. Any advertisement regarding recruitment or fundraising initiatives can be posted around the University and athletic facilities with administration approval.

Brown Club Sports has an official Instagram account (@brownu_clubsports). This page is to be used for general announcements, updates, and opportunities for the greater club sports community, whether from the teams themselves, the Assistant Director of Athletics, Club Sports and Intramurals, or the Club Sports Executive Council. This account will also post in recognition of participation in national tournaments.

In order for a team to submit content to any one or several of these accounts, they must fill out this social media form. The form will be linked on the social media accounts as well as here in the handbook. It includes: contact name and email address, the sport, name of the event, date of the event, additional information (i.e. score, location, etc), and opportunity to upload photos to go along with the post. All relevant fields must be filled out. The Club Sports Executive Council will review the request and, upon approval, upload the post, as they will be the primary account administrators. Teams can submit posts about tryouts, fundraisers, home games, or any big win or success they had. If clubs have questions, they can reach out to either the Club Sports Executive Council or the Club Sport professional staff.

Good Luck! Represent Brown University Athletics and Recreation with Pride! Ever True. Go Bruno!