

# **Code of Conduct for Sports Clubs under Clarkson University Graduate Students' Association (CUGSA)**

## ***Important points:***

This code of conduct is a bond between graduate students' sports clubs and CUGSA to help establish the consistency around the sports clubs and to promote positive behaviour among its participants. Sports clubs would welcome all (graduate students and others) participants (majority of them should be a graduate student) and CUGSA would help the clubs to conduct sporting activity and to build an organized community. CUGSA would promote and advertise the clubs as a significant part of the graduate students community.

### ● ***General participants role:***

- Participants would share the responsibility with the leaders of the club to keep a safe, healthy, encouraging and sporting environment in the group
- Sporting clubs would select new leaders of the club by the month of May of each year
- Leaders would be selected from the graduate students by the club members
- Each club would be led by three positions- ***President, Vice-President and Treasurer.***
- All participants would have equal importance and would respect the rules and regulations of sports clubs code of conduct
- Any outside members of the Clarkson academic community would need to purchase annual Clarkson Facility membership to participate in the club sporting activity and send a copy of the receipt to CUGSA
- Any complaints would be reported to CUGSA by email: **[gsa@clarkson.edu](mailto:gsa@clarkson.edu)**

### ● ***General Regulations:***

- GSA would reserve in the Clarkson facilities for each semester and during summer for all the sports clubs and allocate slots to the clubs after discussing it with the leaders of all the clubs
- The clubs would store equipment in the Walker or IRC locker room. No participants are allowed to take home any sporting equipment for personal or other use
- The clubs would provide a key of the storage to the Walker arena management if they are storing equipment in Walker
- The clubs would report the list of the equipment available to the clubs, to CUGSA, before the start of the financial year
- Modification of this Code of Conduct would be possible with unanimous consent by the participants of all the sports clubs with the support of CUGSA graduate council
- If needed, a special section specific to a sports club can also be added with the support of CUGSA. The club should decide unanimously to add the section
- The participants who have participated in sporting activity at least once in the last six months would be eligible to vote for the selection of the leaders

- ***Finance rules:***
  - Treasurer of the club would send a detailed budget proposal for the new financial year as required by CUGSA before the start of the new financial year (according to Clarkson finance calendar).
  - Treasurer of the club would send the receipts of the events and/or final balance to the GSA treasurer within a week of commencement of any event or fundraiser
  - For the purchase of necessary equipment for the club (outside of the budget proposal), the clubs would send the quote for GSA council approval
  - The clubs would use the funding provided for buying sporting equipment or conducting any sporting event in Clarkson facilities and not to buy any personal items.
  - The clubs would not charge participants any money as a membership fee
  - The clubs would require permission from CUGSA for collecting money from participants/members for any event in the case of budget shortage, but can do voluntary fundraising events
  - Money collected from fundraiser should be put towards the development of the club or the society and needs to be reported to CUGSA
- ***Leaders of the club:***
  - Would notify all the participants clearly about voting itineraries and procedures by social media platform post and by email
  - Can be reelected only if there are no other volunteers for the positions
  - Would create and be in charge of all communication platforms - social media group, email or any official/ non-official platforms, where participants would be notified about the itineraries of the game
  - Have the responsibility to familiarize new and existing participants with the code of conduct
  - Can only be dispensed through CUGSA
- ***President's roles:***
  - Would appoint captain/s for each day's game by rotation
  - Would provide a platform for equal participation of all participants
  - Would be in charge of safekeeping sporting equipment provided by CUGSA and act as the primary contact of the organization to the CUGSA
- ***Vice President's roles:***
  - Would serve as the second in command to the president
  - Would fulfill the role of president in the president's absence
- ***Treasurer's roles:***
  - Would manage the financial affairs of the club based on the financial rules in cooperation with the president and vice president
- ***Integrity committee:***
  - The integrity committee would be made of at least one advisor of CUGSA (would serve as head of the committee/co-chair) who would represent Clarkson administration, one student

advisor of CUGSA (if any available), president and vice president of CUGSA and president or vice-president of the respective club. Members should step aside if there is any conflict of interest

- Leaders of the clubs are required to report any integrity or other issues to the CUGSA and Clarkson security office (during emergencies)
- Leaders would act against any integrity issues in consultation with CUGSA and the disciplinary committee and are not allowed to act on their own
- If CUGSA receives any official complaints regarding the violation of integrity from any participants of the clubs, it would be brought forward to the attention of the integrity committee. By failing to comply or attend the integrity committee hearings, the accused member shall forfeit the right to defend their position or case and accept any decision provided by the integrity committee. The decision provided by the integrity committee after hearing would be final and the leaders of the club would have the responsibility to enact the decision