MOUNT ST. MARY'S UNIVERSITY

RECREATION & WELLNESS

CLUB SPORTS GUIDEBOOK (COMPETITIVE):

2026-2027

Important Contact Information

NAME	Work Phone	Cell	Email
DIRECTOR			
Lisa Martin, Director of Recreation & Wellness	301-447-6873	717-253-7342	lmartin@msmary.edu
ASSOCIATE DIRECTOR			
Lexi Hartz, Assoc. Director of Athletics & Recreation for Ops	301-447-5290	570-225-5687	al.e.hartz@msmary.edu
ASSISTANT DIRECTOR			
Andrew "AJ" Wiles, Club Sports & Intramurals	301-447-7437	717-521-7133	a.j.wiles@msmary.edu clubsports@msmary.edu
GRADUATE ASSISTANTS			
Gavin Breneman (IM/CS)	301-447-7437	717-903-7114	ga.p.breneman@msmary.edu clubsports@msmary.edu
Caroline Czarra (Facilities & Ops)	301-447-5722	301.378.3764	ca.t.czarra@msmary.edu
CLUB SPORT MANAGERS			
Jose Echevarria	-	347-882-6619	j.d.echevarria@email.msmary.edu
Molly Gallagher	-	202-807-8394	m.gallagher@email.msmary.edu
Ernest Wells	-	443-401-3979	e.n.wellsiv@email.msmary.edu
CAMPUS EMERGENCY NUMBERS			
Public Safety-Dispatch	301-447-5357	Ext. 5357	-
Public Safety-Emergency	301-447-5911	Ext. 5911	-

Welcome to Club Sports! Please read the following guidebook entirely to help your club be successful. We are looking forward to a great year.

Executive Board Members

Executive Board Members are an essential part of helping the clubs remain in good standing at the Mount. Please read the **Guidelines of Duties by Position** section to gain a better insight into how each position functions.

President

- Serve as a liaison between Recreation Services and the club members
- Ensure that the club abides by university and department policies and procedures
- Administer all club meetings
- Maintain the club's constitution and bylaws
- Attend all Club Sport meetings and training sessions
- Complete all required Club Sport forms by the established deadlines
- Coordinate and schedule practices and games
- Maintain an accurate roster and provide updates as necessary to the Director of Club Sports
- Assist the treasurer in fundraising efforts
- Prepare and submit travel forms prior to any competitions scheduled off campus
- Attend Monthly meetings with the Assistant Director of Recreation

Vice President

- Assist the president and preside when the president is absent.
- Promote safety and sportsmanship
- Take on duties as assigned by the president and work closely in coordinating the team's activities
- Promote community service opportunities to the club programs

Secretary

- Lead internal and external communication efforts
- Assist the president and vice president as needed

Treasurer

- Collect dues and submit to
- Oversee all fundraising efforts
- Assist with the collection of receipts and documentation for reimbursements
- Work closely with the president to keep all expenses within the allotted budget

Election Process

- Designated Club Sport Managers MUST be present for ALL events for the election process.
- A call for nominations will go out to members through the method of electronic forms. A call for nominations may begin April 1st.
- The method of balloting may be different for each club. This is outlined in the club's constitution.

- Election Results MUST be turned in the Friday before Finals Week in the Spring Semester to the teams designated Club Sports Managers. All clubs must maintain records of the election.
- Elections MUST still occur even if candidates are running unopposed.
- The candidates who receive the most votes in the election will become "officers-in-training" for the remaining semester. During this time, the executive board from the previous season will mentor the "officers-in-training" so that they are fully capable of running the club for the upcoming year.

Safety Officers

- **Required Safety Officer:** Each Club Sport team is required to have **at least one (1) designated Club Sport Safety Officer** present at **all practices and competitions;** both home and away.
- **Certification Requirement:** The Club Sport Safety Officer must maintain a **current CPR/AED and First Aid certification** throughout the entire academic year. It is the club's responsibility to ensure certifications remain valid.
- **Accident/Incident Reporting:** The Club Sport Safety Officer and/or Club President must complete and submit an **Accident/Incident Report Form** for any injury or incident involving club members, participants, or spectators that occurs during any club-related activity, whether on or off campus. Accident/Incident Report
- **First Aid Kits:** Each club is responsible for picking up a **First Aid Kit** from the Recreation Sports & Equipment Desk and ensuring it is present at every practice and competition. Must be signed-in and out each time.
- **Failure to Comply:** Failure to meet any of the above safety requirements may result in the **immediate suspension or deactivation of the Club Sport** until all requirements have been satisfied.

Mandatory Meetings

The club and its members are required to attend ALL mandatory events or have club representation at specific events throughout the school year. Other events may require club representation assigned by the Assistant Director of Recreation & Wellness Club Sports & Intramurals throughout the year.

- **Recruitment Events:** There must be club representation at campus events including Involvement Fair (Block Party) and Accepted Students Day (Mount Mania).
- **Executive Board Club Meetings.** The club is required to hold at least one meeting each month to discuss game schedules, community service events, upcoming activities, fundraising, and other club-related businesses.
    - Meeting date and event confirmations are due (2) weeks prior to meeting. All meeting requests must list AJ Wiles as the alternate contact. Event Request Form

Volunteer Requirements

Each Club Sport is required to complete the following community service requirements during the academic year. Recommendation: Clubs are encouraged to work with the Center for Service & Justice to identify and coordinate approved volunteer opportunities throughout the academic year.

- **Volunteer at two (2) major service events, including:**

- (1) Fall Event (Maryland Special Olympics Fall Sports Fest, Ox Day)
- (1) Spring Event

- Submit a completed Community Service Form through MountPEAK after each service activity.

MountPEAK

- All clubs will be using MountPEAK (the University online platform for all campus activities). Clubs will be required to turn in forms, register for events, and more using MountPEAK. Every club will have an organization page where members can join or reach out to the Executive Board with questions. You can SHARE your organization page with interested members so they can join your club.

Adding Members to your Roster

- You have two options on how students can become members of your club on MountPEAK.
  - Option one (the easiest): have the members JOIN the club on MountPEAK through the organization page.
  - Option two: Executive Board members can add members by name or email by going to the ROSTER tab, and going to Members List, and Add Members option, where you can then search for the members' name to send an invitation.
  - THEN the member must ACCEPT the invitation. This is sent to their emails from Presence - Do Not Reply<hello@presence.io where they accept the invitation.

FORMS on MountPeak:

- Community Service Form
- Informed Consent Form
- Interest Meeting Form
- Membership Release Form
- Game Results Reporting Form
- Purchase Request Form
- Reimbursement/Reconciliation Form
- Driver Agreement Form
- Travel Waiver (AOR) Form
- Travel Request Form

Required Forms for Overall Club Participation:

All forms need to be approved prior to participation

- Membership Release Form
- Informed Consent
- Club Goals (first Friday of May)
- Club Constitution (last Friday of September)
- Competition Schedule

Required Forms for Competition:

All forms do (5) days prior to competition date:

- Travel Request Form
- Travel Roster
    - Travel Waiver AOR (MUST be completed by everyone on the travel roster)
- Driver Agreement

EVERY Club Sport Activity (Practice, Competition, Fundraiser, etc.) must be registered in MountPeak using the registration form link.

- This is important for taking attendance and determining "active" members.
- You may request to duplicate the event form, so you do not have to submit a new one every week, just provide the dates and times for the events if they are in the same location.

Club Practices

- All indoor and outdoor practices will be determined by Assistant Director of Recreation Club Sports & Intramurals. **All practices must be checked in via Mount Peak (see section above).**
    - Fall Outdoor (Early September-Mid-October).
        - Specific days and times will be determined by Labor Day.
    - Fall Indoor (Mid-October-Last Week of Classes)
        - Specific days and times will be determined by Fall Break.
        - No practice will be held during home basketball games.
    - Spring Indoor (Last Week of January-Mid-March)
        - Specific days and times will be determined one week before the Spring semester begins.
        - No practice will be held during home basketball games.
    - Spring Outdoor (Mid-Mach-Last Week of Classes)
        - Specific days and times will be determined by the first week of March.

Scheduling, Officials, Competition Reporting

Scheduling

- Club Sport Teams are responsible for creating and submitting competition schedules for the academic year. The competition schedule requires a minimum of 1 home competition. This must be submitted to the Assistant Director of Recreation Club Sports & Intramurals (2) weeks prior to their first competition.

Officials

- Host teams are responsible for scheduling and securing officials for competitions. If opposing teams are insistent on more officials than what your club has contracted for, they will need to cover any additional financial costs. Costs to pay officials will come from the Allocated Budget. All payment requests need to be submitted to the Assistant Director of Recreation Club Sports & Intramurals at least 10 business days prior to competition.

Competition Reporting

- Each club sport team is responsible for submitting competition results within 48 Hours of the end of the competition.
- Game Results Reporting Form (on MountPEAK).

Marketing & Social Media

- Marketing is an important part of building a successful Club Sport program. Each club is responsible for promoting its team, increasing awareness, and recruiting current and future members. Effective marketing helps grow participation, strengthen campus engagement, and showcase the accomplishments of your club
    - For assistance with creating marketing materials, please email recwell@msmary.edu with your request.

Marketing Strategies to Consider:

- **Tabling:** Promote your club during campus events, including opportunities in Patriot Dining Hall. Event Request Form
- **Flyers & Posters:** Advertise throughout campus, including residence halls, academic buildings, and student gathering spaces.

    - **Flyers:** Flyers can be made using the Print Shop located in the Physical Plant.
        - All physical signs and flyers must be approved by CLCC and stamped with the official CLCC stamp (in the CLCC office in Lower McGowan) before hanging. Any flyers found without the CLCC stamp will be removed.
        - Flyers that wish to be advertised in Lower McGowan should plan to receive approval from CLCC before being placed in space.
        - Flyers cannot be hung on glass, wood, doors, lamp posts, building exteriors, or trees.
        - Flyers may be hung in Residence Halls – currently 39 copies of flyers may be given to the Office of Residence Life so that RAs can post them on their hallway bulletin boards (door hangers and sliding flyers under doors are not allowed).
        - Flyers cannot be hung up on the columns or bathroom doors of Patriot.

    - **Posters:** Posters may be printed at the Print Shop.
        - Posters must be submitted as a .jpeg image (hint - create in Microsoft Publisher on a 24”

    - **Campus Partnerships:** Collaborate with other student organizations and campus departments to promote your club.

Social Media Promotion:

- Social media is one of the best ways to showcase your club, recruit new members, and engage with the campus community. Clubs should:

    - Follow current trends and create engaging content.
    - Highlight what it is like to be a member of the club.
    - Share competition schedules, results, team updates, and accomplishments.
- Post content such as:
    - "Day in the Life" features club athletes.
    - Competition day updates.
    - Team introductions and member highlights.
    - Practice clips and behind-the-scenes content.
    - Recruitment information and upcoming events.
    - **Collab with @mountrecwell on posts.**

Recommended Hashtags:

- #playwell, #livewell, #bewell, #recwell

All marketing materials and social media content must follow the Mount St. Mary's University Brand Guidelines and represent the University in a positive and professional manner.

Social Media Account Management

- All Club Sport social media account information, including usernames and login credentials, must be submitted to the Assistant Director of Recreation & Wellness Club Sports & Intramurals for department records. Maintaining updated account information helps prevent duplicate accounts, ensure proper access, and supports a smooth transition between club leadership each year.
- All Club Sport members are expected to represent Mount St. Mary's University in a positive and professional manner on social media.

Equipment & Inventory

An electronic inventory list must be submitted along with the equipment (such as an Excel Spreadsheet).

- Each Club Team is responsible for returning all Mount St. Mary's University-owned equipment and gear at the end of the academic year. This includes, but is not limited to, uniforms, surplus items (such as extra hats, jerseys, or apparel), and any equipment used for practices or competitions.
- Personalized items that are specifically customized for individual club members do not need to be returned.
- Clubs must coordinate the return of all equipment and inventory with the Club Spor Manager to ensure items are properly collected, accounted for, and stored.

Financial Responsibilities

Membership Dues

- All Club Sports participants are required to pay a $20 membership fee. This fee must be paid by the last Friday of September for each academic year.

Membership Dues Expectations:

- One Executive Board member should be responsible for collecting the $20 membership fee from each club member.

- Please maintain an accurate record of all members who have paid their dues. This must be kept in an Excel spreadsheet and sent to Aj when payment is submitted.
- The record should clearly indicate which members have paid and which members still have an outstanding balance.
- Please ensure that all collected membership dues are submitted by **5:00 PM on the last Friday of September.**
- Failure to pay dues, Individual or team-wide, will lead to practice suspension and/or game suspension/cancellation. Fees that occur for game cancellation must be paid out of pocket by team participants.

Allocated Budgets

- The Assistant Director for Recreation & Wellness – Club Sports & Intramurals determines each club's annual budget allocated. Budget allocations may vary from year to year based on factors such as club participation, program needs, available funding, and overall performance.
- Each Club Sport is responsible for fundraising 50% of its allocated budget each academic year. Membership dues count toward this 50% fundraising requirement while also encouraging clubs to participate in additional fundraising activities throughout the year.
- Membership dues must be submitted by the Tuesday of Fall Break or at least 10 business days before the club's first competition, whichever occurs first.
- If a club does not meet its required 50% fundraising contribution by the last Friday in April, the remaining balance will be deducted from the club's allocated budget at the beginning of the next academic year.
- If your club has any new fundraising ideas, please reach out to AJ Wiles for approval a.j.wiles@msmary.edu

Club Sport Policies

Travel

Any Club Sport traveling to and from another university must adhere to the following safety guidelines:

- Follow all traffic laws, posted speed limits, and roadway regulations.
- Drivers must possess a valid driver's license and be authorized to operate the vehicle.
- Seat belts must be always worn by all passengers.
- The use, possession, or consumption of alcoholic beverages is strictly prohibited for all club sport participants during team travel, including overnight hotel stays.
- The use of illegal drugs or any substance that impairs driving is prohibited.
- Drivers should avoid distractions, including texting, phone use, or other activities that take attention away from the road.
- Do not drive while fatigued. Drivers should take breaks as needed and rotate drivers when appropriate.
- Travel should be planned to allow sufficient time to reach the destination safely without rushing.
- ***In the event of an accident, emergency, or significant travel delay, notify AJ Wiles, Assistant Director of Recreation, immediately.***
- Respect hotel, university, and facility policies while representing the institution during travel.

Failure to comply with these guidelines may result in disciplinary action and/or suspension of club sport travel privileges.

Alcohol and Drugs

Mount St. Mary's University Club Sports is committed to providing a safe and healthy environment for all participants.

- The possession, use, or consumption of alcohol or illegal drugs is strictly prohibited during any Club Sports activity.
- This policy applies to all club-related activities, including:
    - Practices
    - Competitions
    - Team travel and transportation
    - Overnight lodging
    - Team meetings and other official club events

- This policy applies regardless of a participant's age. Even if an individual is legally permitted to consume alcohol, alcohol and drugs may not be used while representing Mount St. Mary's University through Club Sports.
- Mount St. Mary's University maintains a zero-tolerance policy regarding alcohol and drug use during any Club Sports activity, whether on or off campus. Violations may result in disciplinary action, including suspension or removal from the club.

Hazing Policy

Mount St. Mary's University opposes all forms of hazing.

- From a legal perspective, hazing is a crime. From an individual student's perspective, hazing, at minimum, damages the self-esteem of the targets of hazing.
- From an organizational perspective, hazing degrades the values of the organization. From a campus community perspective, hazing creates an environment of disrespect that contradicts the values of our community.
- For all of these reasons, the University takes a strong position against any and all forms of hazing. Please note that MSMU's anti-hazing policy applies to all student organizations.

- **Hazing will not be tolerated at Mount St. Mary's University.**
    a. University student groups (e.g. registered student organizations, intramural, club and varsity athletic teams, and other student groups) and individual students are prohibited from hazing.

    b. Hazing is prohibited in any form of both on-campus and off-campus.

- **Definition of Hazing**
    a. In accordance with the Stop Campus Hazing Act and Maryland State Law §3–607 Mount St. Mary's University (MSMU) defines hazing as any non-accidental, costly aspect(s) of group induction activities that: a) do not appear to be group-relevant assessments/preparations, and/or b) are excessive, dangerous, or degrading in their application or constitute violations of local, State of Maryland, federal law, or any other MSMU policy regardless of the consent of the participants.

b. Group induction activities are those tasks formally or informally required to obtain or maintain membership and/or participatory legitimacy for new, prospective, or current members and/or to attain progressive membership status and/or leadership positions within the organization. For the purposes of this regulation, hazing includes observation of hazing activities by individuals in a position to intervene but who fail to intervene, including organization officers/leaders who are aware of planned hazing activities and who condone and/or fail to prevent that hazing from occurring, regardless of their participation.

c. MSMU prohibits all forms of hazing as described in this policy. Per Maryland Law (§3–607), it shall not be a defense that the consent of the minor or student was sought or obtained. It is also not a defense that the conduct was sanctioned and/or approved by the organization.

Any individual who participates in, encourages, permits, or fails to report hazing may be subject to university disciplinary action, suspension from Club Sports, and/or criminal penalties as permitted by law.

Disciplinary Actions:

- All Club Sport Members are expected to adhere to and follow the Student Handbook & Code of Conduct set forth by the University. Student Handbook & Code of Conduct

On/Off-Campus Emergency Action Plan (EAP) Procedures

All steps included in this section can be used for home and away activities. Please refer to these steps in the event of an emergency.

- **Step 1: Respond to the Incident**
  - The Club Sport Manager and Club Sport Safety Officer should immediately respond to the situation and aid as needed.

- **Step 2: Determine the Severity of the Situation**
  - Assess the incident and determine if emergency medical services (EMS) are needed.
  - If EMS is needed:
    - Assign an individual to call 911 and provide the following information:
      - State that assistance is needed: "I have an individual who needs medical assistance."
      - Explain the situation: Provide specific details (examples: excessive bleeding, seizure, unconscious after a head injury, difficulty breathing, etc.).
      - Provide a description of the injured individual: Include gender, approximate age, and any other identifying information.
      - Provide the exact location: Be specific when giving the location.
        - Example: 16251 Jim Phelan Way, Emmitsburg, MD 21727 — ARCC Fieldhouse Court 1.
        - Assign another individual to meet EMS at the main entrance or designated access point to guide them to the injured person.

        - Once EMS has been contacted, immediately notify Mount St. Mary's University Public Safety by assigning another individual to call:
            - Public Safety Emergency: 5911

- **Step 3: Complete an Accident/Incident Form (For all Home and Away Practices/Games)**
    - The Club Sport Supervisor or Club Sport Safety Officer must complete an Accident/Incident Form for any injury or accident, regardless of whether EMS was contacted.
    - Always complete an Accident/Incident Form, even for minor injuries.
    - If the Club Sport Manager and Safety Officer are unavailable, any club member who witnessed or is aware of the incident may complete the form.

- **Step 4: Notify the Assistant Director of Recreation & Wellness – Club Sports & Intramurals**
    - Email AJ Wiles (a.j.wiles@msmary.edu) to confirm the Accident/Incident Form has been submitted.
        - Include any additional details, follow-up information, or important updates regarding the incident.