Sports Club Manual

Provided by Campus Recreation 2014-2015

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Mission Statement

Campus Recreation is dedicated to providing safe, fun and friendly inclusive opportunities to students to promote health and activity. One of their many initiatives is to assist sport clubs at Stony Brook University, which are all student run organizations. Since leadership changes from year to year in these clubs, there is a need to ensure that there is a reliable source of information for new club leaders. This document is meant to provide a base source of information that is available for everyone and updated each year by Campus Recreation.

Introduction

A. Administrative Contact List for Sport Clubs

Student Activities:	**Campus Recreation:**	**Undergraduate Student Government:**
Student Activities Center **Anthony LaViscount** *Director for Student Activities* (631) 632-7320 Anthony.laviscount@stonybrook.edu Room 218, Student Activities Center **Pedro Zapatta** *Student Activities Service Coordinator* (631) 632-4591 Pedro.Zapata@stonybrook.edu Room 220, Student Activities Center **Christine Noonan** *Evening and Weekend Program Advisor* (631) 632-9392 Christine.Noonan@Stonybrook.edu Room 218, Student Activities Center http://studentaffairs.stonybrook.edu/sac/index.shtml	**Walter J. Hawrys Campus Recreation Center** (631) 632-7168 Toll Drive Building #39 **Jay Souza** *Director* (631) 632-3276 jay.souza@stonybrook.edu Room 111, Walter J. Hawrys Campus Recreation Center **Marie Turchiano** *Associate Director* (631) 632-4145 marie.turchiano@stonybrook.edu Room 110, Walter J. Hawrys Campus Recreation Center **Thomas St. John** *Assistant Director for Intramural and Club Sports* (631)-632-7120 thomas.stjohn@stonybrook.edu Room 113, Walter J. Hawrys Campus Recreation Center **Rose Faber** *Graduate Assistant for Club Sports*	**USG** 202 Student Activities Center Monday through Friday, 8:30am to 4:30pm **Thomas Kirnbauer** *Administrative Director* (631) 632-9207 Thomas.Kirnbauer@stonybrook.edu Room 206 Student Activities Center, Suite 202 **USG President** **USG Treasurer** **Vice President of Clubs and Organizations** -These positions change from year to year, so club leaders should go to the office or look on the USG website for up-to-date contact information. http://stonybrookusg.org/

	(631)-632-7673 Rose.Faber@stonybrook.edu Room 117, Walter J. Hawrys Campus Recreation Center **Mike Penn** *Sports Club Coordinator* *(631)-632-7673* Michael.Penn@stonybrook.edu **Jacqueline Smith and Alexandra Sperduti** *Graduate Assistants for Athletic Trainer* (631) 632-3229 jacqueline.c.smith@stonybrook.edu, alexandra.sperduti@stonybrook.edu Room 215, Walter J. Hawrys Campus Recreation Center http://studentaffairs.stonybrook.edu/rec/	

B. General Contact Numbers

Campus Recreation & Emergency Directory	
SBU Police Services	(631) 632-3333
Emergencies	(631) 632-3333
Campus Recreation Office	(631) 632-7168
Facility Maintenance	(631) 632-9585
Operations Office and Programs Phone Emergency Phone List	
Jay Souza, Director of Campus Recreation	(631) 432-0915
Marie Turchiano, Associate Director of Campus Recreation	(631) 235-7272
Thomas St. John, Assistant Director for Intramural and Club Sports	(631)-632-7120
Rose Faber and Mike Penn, Sports Clubs Division	(631) 632-7673

C. Sports Club Contacts

1. All primary contacts for sports clubs will be constantly updated on the campus recreation sports club page. If any club is not answering their email in a timely fashion, email Rose Faber for help.
2. **Sports Club Council - sbusportsclubcouncil@gmail.com**

2. Campus Organizations

A. Student Activities

Student Activities manages club registration, office space, block booking, involvement fairs each semester, and SB Life. A club can't be recognized by the Undergraduate Student Government or Campus Recreation until they are approved by Student Activities, meaning that competitions can't be played, facilities can't be used and budgets can't be used without this approval. Club registration begins at the end of the spring semester for the following year. https://stonybrook.collegiatelink.net/

B. Undergraduate Student Government (USG)

USG manages the Student Activity Fee and how it is allocated. USG funded clubs must fill out the USG's paperwork for off-campus trips, coaches, referees, etc. USG Line Budget Status clubs may also apply for grants. Be aware that the USG senate changes policies and procedures throughout the year that may affect sport clubs. http://stonybrookusg.org/.

C. Campus Recreation (CREC)

Campus Recreation manages Intramural fields, South Field Complexes, the Walter J. Hawrys Campus Recreation Center and storage spaces that are available for sports clubs. Field space requests for practices and games are made a semester in advance and are on a first come, first serve basis. Field requests for games may be submitted throughout the semester.

3. Forms

Traveling:			
Form	**Location**	**Contact**	**Due Date**
Off-Campus Trip Forms: 1. Cover Sheet 2. Roster/Code of Conduct 3. LENS Checks	CREC Website	Rose Faber	2 weeks in advance
Safety			
Form	**Purpose**	**Location**	**Contact**
Off-Campus Injury Report Form	This form must be submitted after each off-campus trip. **Due 24 hours from the end of the event. This form is required to be filled out by each club for every single trip regardless of any injuries or not.**	CREC Website: Google Doc- https://docs.google.com/a/stonybrook.edu/forms/d/16hmUhH-BN-OyBJGUNSxYeo-JKZAY3JSYnh5bSGaM1_Y/viewform	Rose Faber
Space Requests			
Form	**Location**	**Contact**	**Due Date**
Office Space Request	SAC 218	Pedro Zapata	Mid-March

Practice Space	CREC Website: Google Doc- https://docs.google.com/a/stonybrook.edu/forms/d/1kTsUlHpc_Kimn-jGEkzfFkIB7RP1pfIEASdXgHi1gHY/viewform	Rose Faber	End of each semester for the following semester
Game Space	CREC Website: Google Doc- https://docs.google.com/a/stonybrook.edu/forms/d/1kTsUlHpc_Kimn-jGEkzfFkIB7RP1pfIEASdXgHi1gHY/viewform	Rose Faber	See page 10 for more details
Storage Space	CREC Website: Google Doc- https://docs.google.com/a/stonybrook.edu/forms/d/1kTsUlHpc_Kimn-jGEkzfFkIB7RP1pfIEASdXgHi1gHY/viewform	Rose Faber	Submit as needed

Reference

Block Booking: This is for space that a club consistently wants for meetings once a week, once a month, throughout the year. etc.
Storage Space: All of your equipment can be stored in the basement of the Walter J. Hawrys Campus Recreation Center

Recognition				
Form	**Purpose**	**Location**	**Contact**	**Due Date**
Membership Roster	Must be completed for insurance purposes every semester and constantly updated	CREC Website	Rose Faber	First month of school- additional members can be added as needed
Club Registration	Must be done every year. Without it, your club can't do anything through Student Activities, USG, or Campus Rec.	SBLife	Anthony LaViscount	Late October

Financial Forms				
Form	**Purpose**	**Location**	**Contact**	**Due Date**
Line Budget Application	Application for the entire year's budget	SAC 202- USG Suite/Online	USG Treasurer	Early April
SSC Funding Application	Application for USG recognition and one semester's budget	SAC 202- USG Suite	VP Clubs and Organizations	Depends on SSC Bylaws

USG Grants	Special cases only. These change from year to year. Up to date information can be found on the USG website in their Financial Bylaws.	SAC 202- USG Suite/Online	USG Treasurer	Varies
Weekend Life Grant	$1,000 maximum for any on campus weekend event. Apply once per month.	Student Activities	Christine Noonan	1 month in advance of the event
Voucher	Document made anytime you spend USG funds	Campusvine	USG Treasurer	varies
Reimbursement Form	Reimbursements for gas, food, etc. Will not be reimbursed for tax.	SAC 202- Treasurer's Office	USG Treasurer	Before purchasing
Independent Contractor Form	Referees, speakers, trainers, etc.	SAC 202-USG Suite	USG	Before Services are Rendered
Coaching Contract Packet	Coaches receive payment at the end of the semester. Additional forms that go with this document: W-9 form 1 page explanation of why you need a coach and why they are getting paid said amount of money per hour Membership Roster Resume CPR and First Aid Certifications	SAC 202- USG Suite	USG	Before Services are Rendered

4. Funding

A. Funding Process with USG

All vouchers using USG funds go through Campusvine: https://stonybrook.campusvine.com/.

B. Line Budget

Clubs that are already on Line Budget can reapply each spring in April for their entire budget for the following year. The deadline and application method are sent out via email to the contact list USG has at the time, so it is important that you make sure USG has up to date information on your E-Board. Violating any of the procedures or requirements can result in your club's removal from line budget, a significant decrease in your budget, or a voucher not being passed.

C. Grants

The grant information is found in the Financial Bylaws and tends to change slightly from year to year. Generally there is an Asset Grant, an On-Campus Event Grant, and an Off-Campus Event Grant. The rules for how often, how much money you can apply for, and what the grants can be used for vary from year to year and are decided on in the first USG meeting of the year when the Financial Bylaws are updated. Grants are not guaranteed.

D. Clubs without USG Line Budget Status

New clubs that want to be funded by USG must go through a probationary period in which they have to follow the Special Services Council (SSC) Bylaws. These bylaws may change from year to year, contact the Vice President of Clubs and Organizations for more information. As an SSC club, you are ineligible for grants and there is a cap on the amount of funding you can apply for. It is imperative that you apply before the deadline, but also before all of the funding has been dispersed to other clubs.

E. Weekend Life Grant

Student Activities has a Weekend Life Grant that all clubs can apply for once per month for on-campus events that occur over the weekend that is a maximum of $1,000. It can be used to help cover referee costs if applied for early enough.

F. External Funding

Outside sources of funding can be put into a club USG account, which will close at the end of the academic year. Clubs can also have a FSA account which will continue year to year. Contact Dr. Sue Dimonda for more information. There is a 10% deposit fee for an FSA account. Clubs can also open an external bank account not affiliated with USG, however private accounts would have to be transferred to new E-board members depending on club elections. Be aware that USG budget applications require financial statements from all external funding sources.

i. Dues

Many clubs have each member pay a certain amount per year, per semester or per activity. Sport clubs tend to have a higher operating cost, so they tend to have to pay more in dues. Dues are considered a source of external funding and can be deposited in a club account.

ii. Fundraising/Sponsorships

There are a lot of ways clubs can fundraise: bake sales, selling bagels or other food at the commuter lots, selling apparel, selling tickets to games, car washes, deals with restaurants in the area, chicken and rice sales, etc. Fundraising forms can be found on SBLife, Food permits can be found on the CREC website. Local Businesses and companies can also be a source of external income. Contacting these businesses is up to the club.

5. Club Tips

It's important to ensure a smooth transition of leadership in the Club from year to year. This manual is designed so that there is always a source of information for Club leaders, but Clubs should also have their own process for the transition of E-Board members since each club functions differently.

Tips for transition of leadership:

1. Use a club email address, meaning have an email address specifically for the club that each new E-Board is given access to.
2. Make sure both old and new E-Board members have access to all important documents.
3. Make sure all E-Board members have all important contact names and numbers pertaining to the club.
4. Have a few meetings with the new and old E-Board members together so that the old members can teach the new ones everything.
5. Introduce new E-Board members to all administrators that pertain to your club.
6. Make sure Campus Recreation, Student Activities, and USG have the updated contact information for the entire E-Board and the new E-Board has the access levels needed to update SB Life. Registering the club does not change the access levels. This is done under Manage Roster.

Tips for maintaining a functional club:

1. Check the club email daily, or at the very least twice a week.
2. Develop a relationship with the Graduate Assistant of Club Sports, the Administrative Director and Treasurer of USG at the very least.
3. Stay Organized, especially with upcoming due dates and rules.

6. Facilities

A. Walter J. Hawrys Campus Recreation Center

CREC offers many opportunities for sports clubs, ranging from storage and space reservations to onsite trainers and meeting spaces.

i. Facility Offerings

Laundry

Teams that use the Campus Recreation facilities may have their jerseys washed downstairs in the Walter J. Hawrys Campus Recreation Center Equipment Room. Any member of the team may drop them off, but **only an E-Board member may pick them up**. Jerseys must be i**n a mesh bag with the team's name and contact phone number on it**. Submit jerseys **at least 3 days before you need to pick them up**.

Storage Space

Teams can request storage lockers inside the basement of Walter J. Hawrys Campus Recreation Center, where equipment and club-related storage can be held. **Only E-Board members will have access to these lockers.** Contact Jay Souza for more information.

ii. Space Reservations

Spaces can be reserved inside Walter J. Hawrys Campus Recreation Center for practice, meetings or promotion events. Forms can be found on the campus recreation website.

Spaces Available:

- MAC Courts #1 and #2
- Wellness Studio 128
  - Wood Courts #1, #2, and #3
- Multipurpose Room
  - Lobby Table #1, #2, #3, and #4

B. Fields

The Department of Campus Recreation has field space located in South P featuring one lit turf field, and two grass fields, one lit and one unlit. All outdoor sports club events will occur at this location. Practice and games will be reserved at the start of each semester

i. Home Event Timeline

For ALL Games, One-Day Tournaments, Multi-Day Tournaments

- Regular Games must be handed in 4 weeks prior.
- Field reservation requests for tournaments must be handed in 6 weeks prior to the event.
- Athletic Trainer must be secured 1 month in advance.
- If 2 or more fields are being used for an event, 2 months notice of the event is needed.

- A Central Athletic Training Location will be needed for more than 2 fields; Additional charges will be incurred by the club if Athletic Trainers need to be contracted from the outside at rates between $75 and $200 an hour, A custodial fee will be charged ($75 and $150 and hour) for large scale events of more than 5 teams.
- If you are planning on having food during your event, you must fill out a Food Permit Form.
- If you are fundraising, you must fill out a fundraising request form.
- Permit forms need to be completed by dates on the forms.
- An event that is submitted less than 6 weeks out will not honored. No last minute game reservations will be accepted.
- **Vouchers must be uploaded to Campusvine as soon as the invoice from CREC is given, and paid in a timely manner.**

ii. **On-Campus Event Policies**

- Notify Campus Recreation as soon as a cancellation is made.
- Cancellations within 7 days of the game will result in the club team being charged for Athletic Trainers, Site Supervisors, field lining, and any other charges that apply.
- Clubs will have a week prior to the event to make any changes; all changes made within the week are not guaranteed, and the club will still be charged for the original scheduled time plus any additional time.
- Home teams must have a roster of visiting athletes for an event. This must be submitted 48 hours in advance to Campus Recreation.
- Hosting teams have to be present for the entire event. Visitors are not allowed in the facilities or on the fields without a member of the Stony Brook University club present.
- All participants must abide by the Student Code of Conduct.
- No vehicles are to be driven on the South P and Intramural fields.

7. Travel

A. Off-Campus Trips

i. Steps Needed

1. Fill out an Off Campus Trip form which is attached to the Roster/Code of Conduct form online.
2. Complete the rest of the Roster/Code of Conduct by having all members attending sign and
3. Decide on which mode of transportation you will be taking- submit vouchers through USG, for transportation and accommodations
4. Complete LENS check forms if you will be driving, additionally, out of state drivers require records from their own state
5. Arrange a Meeting with Rose Faber, bringing the Roster/Code of Conduct packet and LENS check Packet

6. **Off-Campus Injury Report Form**

a. This form is required to be filled out by each club for every single trip regardless of any injuries or not.

All of these Documents can be found on the Campus Recreation Website under the Sports Clubs Tab under Forms, and must be submitted a minimum of two weeks prior to travel

OFF CAMPUS TRIP CHECKLIST

Level A (Items to be completed 3 weeks out)

		Check
Air	Vouchers	
	Meeting with USG Fiscal Agent	
	Invoices, Registration, Admission	
Hotel	Vouchers	
	Meeting with USG Fiscal Agent	
	Invoices, Registration, Admission	
Rental Cars	Vouchers	
	Meeting with USG Fiscal Agent	
	LENS Check (for drivers)	
	Copy of Driver's License	
	Invoices, Registration, Admission	
Amtrak	Vouchers	
	Meeting with USG Fiscal Agent	
	Invoices, Registration, Admission	

Level B (Items to be completed 2 weeks out)

		Check
Buses	Vouchers	
	Invoices, Registration, Admission	
LIRR	Vouchers	
	Invoices, Registration, Admission	
Personal Cars	Vouchers	
	LENS Check (for drivers)	
	License and Auto Insurance Declaration	
	Invoices, Registration, Admission	

Conduct on trips: Any off campus trip is a representation of Stony Brook University; therefore the behavior of the student reflects the image of the University and your club or organization. The Student Conduct Code is applicable at these events. The club or organization is responsible for the action of its members and any liability with the actions of the members. All students are to be drug and alcohol free during the off campus trip.

Injury Forms: **ANY INJURY THAT OCCURS OFF-CAMPUS MUST BE REPORTED AND AN INJURY FORM MUST BE FILLED OUT WITHIN 24 HOURS.** Failure to fill out an injury report will result in disciplinary action against the sport club. https://docs.google.com/a/stonybrook.edu/forms/d/16hmUhH-BN-OyBJGUNSxYeo-JKZAY3JSYnh5bSGaM1_Y/viewform

8. On Campus Events

A. On Campus Forms

1. **Complete the On-campus reservation google form** https://docs.google.com/a/stonybrook.edu/forms/d/1kTsUlHpc_Kimn-jGEkzfFkIB7RP1pflEASdXgHi1gHY/viewform
2. **Be aware of game start and end times, along with any extra time required for setup or cleanup.**
3. **Be aware that tournaments must be submitted at least 6 weeks in advance, while games will take at least 4 weeks.**

B. Site Supervisors

A Site Supervisor is a specific position that acts as a bridge between Campus Recreation and club sports mat club sponsored events. A Site Supervisor will be at on-campus events that are deemed necessary, and will oversee the event. Site Supervisors have access to all facilities and can assist with any specific setup or cleanup related issues. **IF A SITE SUPERVISOR IS NOT AT AN EVENT PLEASE CONTACT MIKE PENN IMMEDIATELY! Site Supervisors are paid for by the Department of Campus Recreation. Cancellation of a home event inside 7 days will result in club being charged this fee.**

C. Practices

All facilities must be maintained through the duration of the practice; this includes garbage, practice equipment, or any moved/displaced facility items.

D. Game/Tournaments

1. Site Supervisor must be present as well as an Athletic Trainer. More staff may be needed depending on safety advisement and level of event. Any additional Athletic Trainers that need to be hired will be billed directly to the club as well as custodial for large scale events.
2. Notify SBVAC and University Police about any tournaments.
3. If an Athletic Trainer or Site Supervisor is not present for a game, please contact CREC immediately. **A GAME CAN NOT BE PLAYED WITHOUT AN ATHLETIC TRAINER!**
4. The Athletic Trainer and Site Supervisor have the authority to cancel a game if the team does not show up within 30 minutes of their scheduled start time.
5. The Athletic Trainer has the authority to cancel a game based upon weather, field conditions and/or safety of participants. Failure to adhere will result in disciplinary action.
6. Please have your phone on before a game in case the Athletic Trainer or Site Supervisor needs to contact you for emergencies or cancellations.

9. Injuries/First Aid

A. General

AED Locations

The Athletic Trainer will have a portable AED for sport club events. Additional AEDs can be found in the following locations in the Walter J. Hawrys Campus Recreation Center: Front desk area, Equipment Room, 2nd Floor Fitness Desk area.

First Aid Certification

- Athletic Trainers, Site Supervisors, and Coaches must be certified in first aid and CPR/AED.
- It is strongly advised that each sport club have a member who is certified in first aid and CPR/AED to be available at each practice.

Injury Treatment

Only active members of a sport club team will be treated by the Athletic Trainers.

On-Campus

In the event of an injury at games/tournaments on-campus, the Athletic Trainer and Site Supervisor will deal with the injury and contact the correct personnel/emergency medical personnel.

In the event of an injury at a practice on-campus, it is the club's responsibility to contact University Police and Campus Recreation, and get proper help. Any injury report must be filed with the Department of Campus Recreation within 24 hours.

Off-Campus

If someone is injured off campus, make sure to report it to Campus Recreation. You will be required to submit an Off-Campus Injury Report form for all off-campus trips. This must be submitted 24 hours after the event. **This form is required to be filled out by each club for every single trip regardless of any injuries or not.**
https://docs.google.com/a/stonybrook.edu/forms/d/16hmUhH-BN-OyBJGUNSxYeo-JKZAY3JSYnh5bSGaM1_Y/viewform

Special Circumstances

Events/Tournaments that require 3 fields, reservation requests must be submitted no less than 8 weeks in advance. Further charges will apply. See Rose Faber for more information.

RETURN TO PARTICIPATION

If you sustain any injuries, you must see the Athletic Trainer, and get cleared by him/her before returning to participation! If a club member returns to participation without clearance, the club will be sanctioned.

Refer to AT Policies Guide for further inquires on Athletic Training (can be found on the Campus Recreation website)

10. School Policies

A. **General Policies**

Alcohol and Drugs

Consumption of alcohol and use of any illegal drugs is prohibited at all Campus Recreation sponsored events and facilities.

Tobacco

Be aware that Stony Brook follows the NY state non-smoking laws. Any smoking has to be done 25 feet away from all facilities, including fields and South P.

Severe and Inclement Weather

The Director of Campus Recreation will make the decision to cancel events based on the weather as the University Official.

Thunder/ Lightning

Whenever thunder or lightning is detected during a Campus Recreation sponsored activity, all activities outdoors must be suspended immediately. Staff and participants should seek the nearest available shelter. Activity may not be resumed until 30 minutes after the last clap of thunder or bolt of lightning is

detected.

Severe Weather Events (Tornadoes, snowstorm, high winds, hurricanes, etc.)

1. When a severe weather event is detected in the area (see "Weather Alert" below), all activities must be suspended immediately and all participants must be directed to the nearest shelter location.
2. Participants should seek shelter under the bleachers if necessary or a low lying ditch. After all participants have been removed from activity areas, all staff members should also seek shelter.
3. All participants and staff shall remain in the designated shelter area until instructed to resume activities by Campus Police or a Campus Recreation professional staff member.

University Closures

If the university is closed, Campus Recreation facilities may be open but programs will be canceled. If there is excessive snow and the university remains open, facilities and programs will remain open unless notified otherwise.

Weather Alert

The Campus Recreation Office will contact your organization if any of your practices or games will be cancelled due to the weather.

Other Incidents

Conflicts: If another party, either affiliated with stony brook university or not, is occupying a field space reserved for your team. Contact CREC immediately in order to safely and correctly fix the issue.

Fights: With Any physical altercation between two players or two teams, the university police must be called and campus recreation must be notified immediately.

Power Failures: In the event of a loss of power, all activities will be immediately suspended and you should contact the Assistant Director for Operations, the Associate Director, or the Director.

Weapons: According to SBU policy, the possession of any weapon is prohibited on campus. A weapon is included as but not limited to all firearms, pellet guns, air pistols, air rifles, any knife having a blade of three or more inches. If a person with a weapon is discovered, tell the Campus Recreation Staff immediately and contact University Police. Try to be discreet if the individual with a weapon is nearby.

In the event that an incident or accident occurs on an off-campus trip, follow the "Emergency Protocol" document.

Anti-Hazing Policy

Whether by omission or commission, no student shall take any action, or create, or participate in the creation of any situation that recklessly or intentionally endangers another person's psychological, mental, or physical health or that involves the forced or expected consumption of liquor or drugs for the purpose of initiation into or affiliation with any organization. Examples of hazing activities include, but are not limited to: paddling, branding, tattooing, shaving of hair, or other physical abuse or brutality; activities that involve excessive fatigue and/or stress; verbal and/or psychological abuse that compromises the dignity of any individual. Hazing conduct may result in charges and arrest under the New York State Penal Law, and charges under this CODE [University Student Conduct Code], which can lead to suspension or expulsion from the University

Title IX

Title IX prohibits sex discrimination in all forms, which includes sexual harassment, nonconsensual sexual contact and nonconsensual physical violence. Contact the Stony Brook University Title IX Coordinator, Marjolie Leonard, Interim Director of Diversity and Affirmative Action, 201 Administration Building, at (631) 6326280 or by emailing Marjolie.Leonard@stonybrook.edu. You may also contact the Office of University Community Standards, 347 Administration Building, at (631) 6326705. See also http://www.stonybrook.edu/titleix.

Logos

The Stony Brook campus community participates in a licensing program that sets the guidelines for use of our logos and word marks on a variety of merchandise. The program is managed by the Licensing Resource Group (LRG), an outside agency.

The overall purpose of the Stony Brook University Trademark Licensing Program is to protect the integrity of the institution's trademarks, and to ensure such trademarks are used in an appropriate manner. Stony Brook's Trademark Licensing Program is administered by Stony Brook's Office of Communications and overseen by the Director of Marketing and Licensing. Stony Brook is a member of the Fair Labor Association (FLA). All Stony Brook Trademark Licensing Program vendors are required to be FLA members and must adhere to the FLA Code of Conduct.

Prospective vendors are encouraged to visit LRG's web site for an application. The royalty rate is eight percent of the wholesale price, and is payable through LRG on all items including giveaways. Exemptions to the royalty are signage, awards, and uniforms. However, use of licensed vendors is still strongly encouraged. Approved vendors in the trademark licensing program have access to our style guide for their product designs.

In order to comply with and assure protection under federal, state, and international trademark laws, Stony Brook University is required to monitor and control all uses of its trademarks. Unauthorized use of Stony Brook trademarks is subject to civil and criminal penalties. Stony Brook reserves the right to take appropriate action when confronted with unauthorized use of its trademarks. Such actions may include confiscation of the goods, financial penalties, and legal action.

If you have questions regarding the Trademark Licensing Program, please contact Susanne Walsh, susanne.walsh@stonybrook.edu

Social Media

Any club social media is a representation of Stony Brook University; therefore the content reflects the image of the University and your club or organization. The club or organization is responsible for the action of its members and any liability with the actions of the members. The Student Conduct Code is applicable at these events.

B. Discipline

The Walter J. Hawrys Campus Recreation Center may enforce disciplinary action on sports clubs that fail to adhere to the Department of Campus Recreation and Stony Brook University policies.

For any further information, check the Campus Recreation website at: http://studentaffairs.stonybrook.edu/rec/index.shtml