

Club Sports Manual

Hobart and William Smith Colleges

2011-2012

Student Activities
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HOBART AND WILLIAM SMITH
COLLEGES

NOTES & QUESTIONS

DEFINITION OF A CLUB SPORT

A Club Sport is a recognized group of students voluntarily organized for the purpose of furthering their common interests in a particular sport through participation and competition. Recognized Club Sports may use HWS facilities (including Bristol Field House and outdoor fields), motor pool vehicles and other HWS services. In turn, Club Sports are expected to observe the policies of this manual and the HWS Community Standards Handbook.

PURPOSE OF CLUB SPORTS

The purpose of the HWS Club Sports Program is to provide student initiated and managed sport opportunities to HWS students. Club Sports can provide the opportunity for students to develop sportsmanship through the teamwork and discipline via athletic competition. They offer co-curricular learning experiences through leadership, communication, conflict resolution, public relations, organization, administration, fundraising and budgeting.

The contents of this manual are designed to ensure that each club operates safely, effectively and efficiently. Therefore, the following policies, procedures and guidelines articulate expectations of adequate supervision, safe transportation and balanced budgeting among other issues.

CLUB SPORT RECOGNITION / RENEWAL

To be officially recognized or renewed as an HWS Club Sport, the following requirements must be fulfilled before the first competition:

1. Each club must draft a **Club Sport Constitution** approved by the Director of Student Activities. A current copy should be kept on file in the Student Activities Office. All Captains should annually review and update the club's constitution, as needed, each fall.
- A constitution is the framework of the club and expresses the fundamentals of the club's existence. It should include, among other items, a purpose statement, an indication of the number of officers, method for their selection, requirements for club memberships, fiscal agent and general operating procedures.

- No club shall deny membership due to racial, national, ethnic, or any non-disqualifying ability. Each club's constitution must contain a statement to this effect.
- The president and/or captain of each club is responsible for notifying the Director of Student Activities in writing, when there are any changes to the club's constitution.

2. Club sports must keep a current **Student Organization Registration Form** on file with the Student Activities Office. The registration form should be submitted to the Student Activities Office by the team's first official practice.

The student Organization Registration form should include the following information:

- The team's **Captain** according to the club's constitution.
- An **Advisor** to serve as a responsible HWS adult guide for the club. The Advisor must be approved by the Director of Student Activities.
- All Club Sports are required to have a **Coach**. This person must be a responsible adult who is experienced in the particular sport and will supervise club activities. The coach may also serve as the club Advisor if he or she is a full-time HWS employee (faculty or staff). The coach will be appointed by the club and approved by the Director of Student Activities.
- Other executive board and general members such as a treasurer, secretary, and all team members.

3. It is the Captain's responsibility to ensure that the **Student Organization Registration Form** on file in the Student Activities Office is regularly updated with any team roster changes.

Each member must:

- Submit a signed **Waiver and Release of Liability Form**
- Submit a completed **Medical Information and Release Form**

4. Each club is required to submit an annual **Club Sport Budget through the BAC (Budget Allocation Committee)** and adhere to the policies specified in section '**BUDGETARY GUIDELINES**'.

5. Each club must keep a current **schedule** on file with the Director of Student Activities.

- A proposed schedule must be submitted in the **semester prior** to the start of practice or before funding will be accessed.

- It is important to finalize scheduling as early as possible and to submit facility reservation. Facility space is limited. A schedule of home and away competition and practices must be submitted to the Student Activities Office **before the first schedule game.**
- Be sure to indicate all travel plans on the Schedule Worksheet.
- The Director of Student Activities reserves the right to approve or restrict scheduling.
- Club Captains should schedule games and practices that do not interfere with class attendance.

6. Once the club sport is established, the club sport must renew full club registration annually.

CONDITIONS FOR CONTINUED RECOGNITION

It is both a privilege and a responsibility to represent Hobart and William Smith Colleges through participation in a club sport. Therefore all club sports:

1. are recognized for 1 academic year. Continued approval for the existence of a club from year to year is not guaranteed. Once a constitution and all required forms are submitted, the constitution and all documentation must be updated annually.

2. Student Activities reserves the right to grant and revoke recognition status of any club sport based on the policies included in and implied by this Club Sports Manual. Probationary status may be prescribed to clubs not complying with the Club Sport Manual policies.

3. Clubs failing to comply with the standards and criteria established in the Club Sports

Manual jeopardize their standing as a recognized club. Specifically, the following conduct standards are expected:

- Respectful, sportsmanship-like behavior of all members of the club on and off the field.
- Regular and clear communication with the Director of Student Activities.
- Behavior in accordance with the HWS Community Standards Handbook (“Handbook”).
- Compliance with HWS transportation policies and other safety concerns – this includes traveling with a coach/advisor to competition.
- Responsible budgeting whereby the club maintains a positive account balance.

4. Hazing of any form is strictly prohibited. "Hazing is defined as any activity or situation that recklessly or intentionally endangers the physical or mental health of anyone, that involves the forced or coerced ingestion of alcohol, drug(s) [or any other substance], or that interferes with anyone's academic obligations" (HWS Handbook, pg. 14).

5. Club Sport members may be disciplined for inappropriate behavior while engaging in club sports related activity on or off campus. Please reference the HWS Handbook for general guidelines. Disciplinary action may result in revocation of club sport recognition and referral to the office of the Vice President for Student Affairs for judicial review.

6. Captains are required to submit a written End of Year Summary which summarizes Club activities, competition record (wins, losses, ties, etc.) and a financial statement.

7. Captains must ensure that each participant, prior to participating in the Club's activities, has signed both a risk waiver and a medical release form.

8. Captains must ensure that all accidents and injuries (particularly head injuries) are appropriately documented by completing the Club Sport Accident Report Form.

Clubs not complying with the above-mentioned requirements may forfeit the use of facilities and/or budgeted funds. Furthermore, the club may be placed on probation.

CLUB SPORT PERSONNEL AND RESPONSIBILITIES

1. **Coach/Advisor:** Club sports are required to have both a Coach and an HWS advisor. If the coach happens to be a full-time HWS employee, the individual may serve in both capacities. Coaches must have a thorough knowledge of the sport, fully understand the risks, rules and procedures associated with play, and understand the fundamentals of healthy and safe practice and game play.

Coach Responsibilities:

- Attend all games or provide an approved substitute. This includes traveling with the team to away competitions.
- Help develop and improve skills of the club members.
- Assist in scheduling and running safe practices and competition events. Aid the club Captain in inspection and maintenance of sports equipment. Report any

unsatisfactory facility conditions to the Director of Student Activities and Buildings and Grounds (B&G) personnel.

- Promote sportsmanship on and off the field.
- Know the policies and procedures for club sports as defined by this Club Sports Manual, relevant league rules and ensure that the student leaders of the club are also informed of these policies.
- Allow the club to be self-organized and self-governed, but guide and counsel members when appropriate.
- Serve as an information source and provide general guidance and leadership.
- Assist in the development of club goals and objectives.
- Current certification in CPR and first aid is highly encouraged.

2. **Captain:** The Captain is expected to attend all required Student Activities sponsored Captain's meetings or send a representative if unable to attend. The Captain is ultimately responsible for the administration of the club but may delegate responsibilities as necessary.

Captain Responsibilities:

- Know and follow the regulations in the Club Sports Manual and the HWS Community Standards Handbook. Inform all members of policies and procedures and ensure that codes of conduct and policies are followed.
- Communicate between the club and the Director of Student Activities concerning club activities, scheduling, problems, questions or concerns.
- Submit all required forms annually and on time.
- Prepare and submit an annual BAC budget.
- Ensure that the Director of Student Activities signs all purchase orders (POs), check requests, advances and any other required budgetary forms.
- Deposit funds and retain records (receipts and invoices) for reimbursement.
- Inform officers of operating procedures and pass along financial records from year to year.
- Keep current membership lists and inform the Student Activities Office of any changes.
- Make all team travel arrangements and ensure transportation policies are followed.
- Reserve facilities & schedule games and practices.
- Initiate and supervise fundraising efforts.
- Enforce probationary status of certain club members when applicable.

3. **Advisors** serve as general liaisons between Coaches and HWS personnel regarding HWS policies, procedures and campus resources. They may be familiar or

unfamiliar with the Club's sport, but must be knowledgeable and willing to guide the team through HWS policies and Community Standards.

4. **Members:** The members of a club sport have an unlimited number of opportunities to become directly involved in the administration of their club.

- Governance including writing club's constitution & electing officers.
- Selecting a Coach/Advisor.
- Raising funds.
- Submitting proper forms to the Student Activities.
- Adhering to club sports policy.

BUDGETARY GUIDELINES

It is the responsibility of each club to manage its own finances. Club sport account numbers may be obtained from the Student Activities Office. The following guidelines and policies detail responsible budget management.

1. Each club must annually submit and adhere to their approved BAC budget.
 - A current budget must be approved by the BAC and Director of Student Activities before any withdrawals or purchased will be approved.
 - The budget request should include ALL projected income and expenses for dues, equipment, rentals, officials, league fees, travel, tournament registrations, etc.
 - This budget should also project anticipated income, such as fundraisers, ticket sales, dues and assistance from other student organizations.
2. Sufficient funds must exist before any expense or purchase will be approved.
3. Forms submitted for the Director of Student Activities signature must first be signed by the BAC treasurers. Such forms include requisition forms, cash advances, check requests or any other payments.
4. Club sports may charge dues to club members as a source of income.
5. All funds from any source - dues, ticket sales, fund raising events, etc. - must be deposited in the club's HWS account. Only after funds are deposited may they be withdrawn to make payments for club activities.
6. Clubs may not open or maintain off-campus bank account.

7. Clubs should submit an end of season summary including their competition record.

8. Any club posting a negative balance at the end of an academic year will be considered under Probationary Status until such debt is paid in full.

Club Sports funding is distributed to individual clubs according to each club's demonstrated need. Each club's needs will be calculated based on both the budget proposals created by each club and available funding from the club sports fund. Elements such as additional fundraising attempts and the collection of significant dues will be considered as positive signs of a club's level of commitment and will be taken into consideration in the assessment of a club's need.

Budget proposals may include, but are not limited to, the following expenditures (in priority order):

- League dues and membership fees
- Facilities Rental and Use Fees for Games/Competition
- Travel
 - Transportation
 - Hotel
 - Tournament Fees
- Officiating Costs
- Supplies (Medical, etc.)
- Equipment
- Club Uniforms

Clubs are responsible for funding:

- Coaches and instructors (if necessary)
- Promotion and publicity
- Food and meals while traveling
- Awards
- Other miscellaneous expenditures

Procedure for receiving funding as a club sport:

Recognized club sports must submit a budget to the BAC by the published deadlines each year.

- Proposed budgets not submitted on time may **not** be considered.

- Funds are awarded for the academic year (rather than by semester like other non-club sport organizations).
- Before funds can be allocated, all club sports must have completed and submitted all required registration forms:

Club accounts can be frozen at any time due to failure to comply with any Club Sport regulations or procedures.

Payments to Officials

Any money paid to officials through Hobart and William Smith Colleges is considered taxable and therefore HWS must receive a completed W-9 form from the individual in question before payment can be made. Hobart and William Smith Colleges will not reimburse the club sport for their payment to an official, but will ONLY pay the official directly upon receipt of a W-9 form. W-9 forms are available from the Student Activities Office.

Coach and Officials Fees/Payments:

- Have the coach/official complete the W-9 form.
- Complete a check request with the W-9 attached.
- Return check request and W-9 to Student Activities for processing by Friday at 12noon. Forms must be submitted 2 weeks in advance to ensure a check is ready for your event.
- HWS will then mail a check to the coach/official or to you (as requested).

COMPETITION

As a Club Sport, teams may compete with other colleges, universities and community teams. Before a club may compete, they must meet all the necessary requirements stated herein. All of the required forms must be completed and approved through the Student Activities Office.

1. **Conference or League Affiliation.** Club Sports are encouraged to pursue an affiliation with a conference or league.
2. **Officiating.** For all club contests, it is important that qualified and impartial officials be selected and agreed upon by all teams. Student officials are not recommended for officiating.
3. **Recruiting.** Clubs may actively recruit players and members from the HWS

community. Campus resources such as bulletin boards, student publications, sandwich boards, chalking, Scandling TV displays or other campus advertising media are available to all registered clubs including club sports.

4. Hosting Competition. Hobart and William Smith Colleges may host club sport competitions. Competition dates should be submitted to the Director of Student Activities before the first game. Availability may be limited due to Varsity Athletics or intramural schedules. Club Sports Captains must have an Emergency Action Plan in place for hosting such events.

5. HWS EMS (emergency medical service) or other licensed EMS services must be scheduled for all **home competition events**. Requests must be emailed to ems@hws.edu at least **one week prior** to home competition.

6. Head Injuries. Any student sustaining a head injury during club sports activities must, as soon as possible, report the injury to the HWS Hubbs Health Center. Even if the injury seems mild, players/members are still required to make the report. Often head injuries (bumps, concussions, etc.) do not manifest symptoms until much later. Early reporting will help the Hubbs staff assist the student more effectively if symptoms later surface.

FACILITY RESERVATION & CANCELLATION

All official Club Sports are allowed to use HWS facilities. Facilities will be granted based on availability. The college has established a priority list for all groups that use facilities. It is as follows: 1) Academics; 2) Varsity Sports; 3) Intramural Sports 4) Club Sports. Facility space is also prioritized within clubs. For example, in-season clubs have priority over clubs that are out of season. Clubs that are competitive also have priority over non-competitive clubs. All requests for fields and gyms must be submitted to the Hobart Athletics Office. All requests for use of the Bristol Field House must be submitted to the Caird Center for Sports and Recreation, Bristol Field House.

An **Event/Space Request Form** is required to initiate all field and facilities requests. Forms should be completed at least **two weeks** prior to practice or home competition events. Clubs using outdoor field space are not permitted to use fields during breaks/closings or during inclement weather. Captains are responsible for checking field conditions and status with the Hobart Athletics Office.

VISITING TEAMS

It is up to the HWS club sports teams to advise the Student Activities Office in writing that a team will be visiting. The club should include the name of the visiting college/ university or group, the sport they are playing and a list of all visiting players. The written notice should be sent (e-mailed or mailed) to Director of Student Activities at studentactivities@hws.edu.

TRAVEL

In general, travel will be restricted to destinations that will involve limited overnight stays. Travel to more distant destinations will, in general, be at the expense of the club or individual member.

At the completion of each trip a Travel Statement and Driving Log outlining actual expenses must be submitted to the Student Activities Office for reimbursement of approved expenses. These statements should be completed within one week of the trip. HWS may not provide reimbursement for travel that is more than one week old.

Private automobiles are the principal means of transportation for club sports members when going to and from events. HWS does not provide insurance coverage for privately owned vehicles or their drivers.

HWS also maintains a van fleet that can be used by registered club sports for travel. Please refer to the policy in the forms section for more information.

ACCIDENT PROCEDURES

For accidents occurring inside Bristol Field House, clubs must notify the Recreation Center supervisor immediately. When an accident occurs on HWS fields or other on-campus locations, Campus Safety must be called immediately (x3333). When necessary, Campus Safety will normally provide transportation for the injured player to the Health Center during business hours. Transportation to an area hospital may be provided via ambulance or is the responsibility of the injured player. All expenses incurred for treatment are the responsibility of the injured participant. HWS Athletic Training services are not available to Club Sport participants.

It is the policy of Hubbs Health Center that every facial/head injury sustained as a result of a fall, blow, or other trauma is to be evaluated in the area hospital emergency room as quickly as possible. It is recommended that, when necessary, a qualified service (e.g., ambulance service) be used to transport the injured

participant. Rely upon the recommendation of the attending physician as to whether the injured HWS team member can be transported back to campus and what accommodations to use (e.g. private vehicle). When at an away contest, it will be necessary to determine your own procedures to follow if the host school/club does not have an emergency plan (i.e. number of ambulance services and hospitals, location of an area hospital, etc.).

Any HWS student involved in an accident as a result of a club sport activity, must file with the Student Activities Office **an accident report** within three business days of the injury .

EQUIPMENT

Club members are expected to have their own equipment. All equipment must meet national and/or league standards for care, use, type of protection required, etc. It is the Club Captain and Coach's responsibility to ensure that the proper equipment is being used and in suitable condition. Hobart and William Smith Colleges assumes no responsibility for any injury caused by faulty equipment, improper use, or the lack of required equipment for a particular sport. Any equipment purchased through funds received from the Club Sports Fund are the property of Hobart and William Smith Colleges and must be returned at the end of each season to the Student Activities Office.

WEBSITE AND EMAIL

Student Activities maintains a club sports webpage via the HWS website:
http://www.hws.edu/studentlife/activities/club_sports.aspx

All registered clubs and recently active clubs are listed along with links to required forms and other resources.

All clubs are entitled to an email account, club@hws.edu. Once a club has an email account they have space on the server and can make a website.

QUICK REFERENCE GUIDE

REQUIRED FORMS

Due Prior to first official practice:

1. Student Organization Registration Form (due Oct. 3rd, or before 1st competition)
2. Medical Information and Release Form (one per member)
3. Waiver and Release of Liability (one per member)

Due prior to first competition/event:

1. Coach/Advisor Agreement Form
2. Competition Schedule (home and away events)

Once all completed forms are submitted and approved by the Student Activities office, an official letter of approval will be sent to the club sport captain and coach on file.

CAMPUS SPACE RESERVATIONS

1. Complete an Event/Space Request
2. Field House space: Contact Russ Hess, Director Sport and Recreation Center x3528
3. Athletic field or court spaces: Contact Hobart Athletics x3565
4. All other campus spaces: Contact Student Activities x3513

EMS AND INJURIES

1. All home games require an EMS presence (HWS EMS or other licensed EMS).
2. Report all non-emergency injuries within 3 class days using the Injury Report Form
3. Report all facial, head and other emergency related injuries immediately to local safety or EMS personnel. Follow-up with a report to the Hubbs Health Center as soon as possible.