

SPORT CLUB MANUAL

2004-05



- Aikido
- Alpine Ski
- Badminton
- Crew
- Cycling
- Equestrian
- Fencing
- Field Hockey
- Ice Hockey
- Karate
- Lacrosse
- Nordic Ski
- Rugby
- Sailing
- Tae Kwon Do
- Volleyball
- Waterpolo
- Ultimate

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**CARLETON COLLEGE
SPORT CLUB PROGRAM
STAFF & IMPORTANT PERSONNEL**

TERRY RIVERS	RECREATION DIRECTOR CLUB SPORTS COORDINATOR	X4483 trivers@carleton.edu
LEON LUNDER	ATHLETIC DIRECTOR X4056	llunder@carleton.edu
MIKKI SHOWERS	ADMIN. ASSIST REC. CENTER	X4481 mshowers@carleton.edu

EMERGENCY CONTACTS

If one of the following should occur, Death of a Student, Serious Accidents or Injuries involving Students, or Assault of a Student, please call the personnel below, in the order listed, until one person is reached. Call at anytime. If during 8.00am-5.00pm, call the office number.

Carleton College Security	646-4444	
Terry Rivers	645-3163 HM	646-4483 WK
Leon Lunder	645-7155 HM	646-4056 WK
Mark Govoni	645-6311 HM	646-4248 WK

OTHER IMPORTANT NUMBERS

DEAN OF STUDENTS OFFICE	646-4075
CAMPUS ACTIVITY	646-4462
FACILITIES	646-4133
GROUNDS	646-4137
WELLNESS CENTER	646-4080

FACILITY NUMBERS

RECREATION CENTER	646-4487
COWLING	646-4431
WEST GYM	646-4159
STADIUM	646-4050

IMPORTANT SPORTS CLUBS DATES: 2004-05

September

- First Club Captain/Treasurer Meeting: Monday September 20, 7-9pm (Leighton 304)
- Sport Club Executive Meeting: Wednesday, September 22, 7-8pm (Hill Lounge)
- Fall Facility/Field Practice requests Due: Friday, September 24
- Submission of registered active sport clubs: Friday, September 24
- Team Roster Due: Friday, September 24
- PE Credit Roster Due: Friday September 24
- Fall Competition Schedule Due: Thursday, September 30

October

- Budget Outline Due October 8
- President Agreement Due October 8

November

- Fall Team Report: Friday, November 12
- Winter Facility Practice Requests: Friday, November 12
- PE Roster return to Mikki Showers, Friday November 12

January 2005

- Winter Sport Club Captains Meeting: Wednesday, January 5, 7-8pm (Sayles Hill 251)
- Sport Club Executives: Tuesday, January 11, 7-8pm (Hill Lounge)
- Winter Team Roster Due: Friday, January 14
- Winter Competition Schedule Due: Friday January 14
- PE Credit Roster Due: Friday January 14

March

- Spring Facility/Field Practice Request Due: March 5
- Winter Report Due: Friday, March 11
- PE Roster return to Mikki Showers, Friday March 11

April

- Sport Club Council-Budget Requests: Wednesday, April 6
- Spring Team Roster Due: Friday April 8
- PE Credit Roster Due: Friday April 8
- Requests for Active Club Status from new clubs: April 30

May/June

- Final Year-End & Inventory Report: Monday, May 30
- PE Roster return to Mikki Showers, Monday May 30
- Election of new Club Officers due: Wednesday, June 1

(I) INTRODUCTION

SPORTS CLUBS PHILOSOPHY:

The philosophy of the Sports Clubs program is to promote health, physical well being and the acquisition of physical skill development.

The Sports Clubs program is part of the Physical Education, Athletics and Recreation Department (P.E.A.R). Sports Clubs are designed to serve individual interests in different competitive sports and recreational activities. These interests can be competitive, recreational or instructional in nature. Clubs may represent the college in competition or may conduct intraclub activities such as practice, instruction, social and tournament play.

SPORTS CLUBS OBJECTIVES:

- (1) To make available to students opportunities for the instruction and participation in a wide range of recreational and competitive programs which can develop sound lifelong leisure values and skills. Staff, faculty and alumni may attend practices and instructional classes.
- (2) To provide an avenue for camaraderie in the college community through common interests; to develop a feeling of belonging among individuals in the shared pursuit of leisure interests.
- (3) To develop leadership by providing opportunities for students to organize, administrate and problem solve for individual clubs and to become officers thereof.

DEFINITION OF A SPORTS CLUB:

A Sports Club is a group of students organized for the purpose of furthering their common interests in an activity through participation and competition. A Sports Club must have a **minimum number of active participants** per team to be eligible to be recognized as an active Sports Club. (A club becomes ineligible for active status if they are unable to fill the required club officer positions or field enough players to compete in a regional or state competition).

Sports Clubs are meant to be a learning experience for the members through their involvement in fundraising, public relations, organization, administration, budgeting, and scheduling, as well as, through the development of skills in their particular sport. Involvement in a group and team situation helps enhance the student's overall education while living in the college setting.

TEAM SPORTS CLUB VS INDIVIDUAL ACTIVITY SPORTS CLUB:

A **Team Sports Club** is defined as a club that is eligible to compete as a team (a set of two or more players competing together in a competition simultaneously) in a registered regional league. An **Individual Activity Sports Club** is a club that does not meet the requirement of the above mentioned (team competition in a registered regional league).

ORGANIZATION:

The Sport Club Program recommends that a maximum of 25 clubs be recognized per year as active clubs eligible for CSA funding.

Sport Clubs (both Team Sports Clubs and Individual Activity Sports Clubs) are ranked on a 2-tier system.

This system is necessary in part due to the large increase in demand of groups wanting to develop new sports clubs. The 2-tier system gives clubs that qualify under the guidelines presented in **Forming a new Sports Club** a chance to demonstrate that there is support for such a club amongst the community. Further, this policy allows for a grace period in order that the Sports Club Program can better prepare to allocate it's limited resources. **The Sports Clubs**

Program recommends a maximum of **25 clubs** (dependent on CSA funding and approval) per year based on space availability.

Tier System:

(1) Conditional: Receive no representation on **Sports Clubs Council**.

(a) All **new clubs**, regardless of Sports Clubs Classification

(2) Active Club: Allowed one representative per team to vote on the Sports Club Council. To be eligible to vote the representative must be present at the council meeting.

(a) Team Sports Clubs:

1) Indoor/Outdoor (Rugby, Ice Hockey, etc.)

(b) Individual Activity Sports Clubs:

1) Martial Arts (Aikido, Karate, Fencing, etc.)

2) Indoor (Juggling, etc.)

3) Outdoor (Equestrian, etc.)

Active clubs are classified by **Team Sports Clubs or Individual Activity Sports Clubs (as above)**. This will allow clubs with similar facility and administrative needs to be represented on the Sports Clubs Council by a representative(s) elected from within the club executives of each particular group. (i.e., who is the best person in that group to represent the group).

(1) Conditional Status:

(a) All new clubs are assigned **Conditional Status** for the first year of operation.

(b) Each club has one year to demonstrate viability in terms of club administration, student interest, and support in terms of club members.

(c) Conditional clubs have lowest priority for facilities bookings and reservations.

(d) Financial assistance is **not** available for **Conditional** clubs. A club assigned **Conditional** status must be a completely self-supporting organization.

(e) Upon successful completion of **Conditional status**, a club will be automatically elevated to **Returning status** and as such be eligible for such support as deemed suitable (at the discretion of the Recreation Director as recommended by the Sports Clubs Council, subject to available funding).

(f) **Conditional** clubs are not eligible to serve on the Sports Clubs Council.

(2) Returning Status:

(a) **Returning status** is the normal operating mode for a previously recognized club.

(b) Be primarily instructional, competitive or recreational with limited travel to competitions.

(c) Each club will be allocated the financial, promotional, administrative and resource support deemed appropriate for each club's needs. CSA allocated funding is reserved for administration costs, facility rental, equipment costs, travel expenses and fees.

(d) **Returning** clubs have normal priority for facilities booking and reservations (facilities booking and reservations shall be at the discretion of the Recreation Director and the council). Sports clubs may have facility bookings and reservations superseded by Physical Education classes, Varsity Teams, Recreational Instructional Programs or Intramural Programs if and only if no other facilities exist, or no other arrangements can be made, and that such an arrangement be deemed to be in the best interests of the college and PEAR.

(e) **Returning** clubs that have been found, through a disciplinary meeting of the Sports Clubs Council, to be in violation of the rules and regulations may, at the discretion of the Sports Clubs Coordinator, be reduced to **Conditional** club status at any given time.

(f) Eligible to serve on the Sports Clubs Council.¹

¹ Any Carleton student who is an active officer of a **Returning Sports Club** may apply for a position on the Sports Clubs Council. Applications are available in the Rec. Center. Appointments to the Sports Clubs Council will be made after each applicant has interviewed with the Sports Clubs Council.

SPORTS CLUBS COUNCIL:

Definition:

The Sports Clubs Council aids and advises the club representatives in administering the Sports Clubs Program. It exists to promote participation in the Sports Clubs Program and has as its primary objective to provide a medium for the exchange of information regarding the Sports Clubs guidelines and procedures.

Each **Individual sport club** shall elect an officer to attend periodic Sports Clubs Council meetings and report back to the club. Others may attend as guests, but shall not have voting rights.

Sports Clubs Council Structure:

(1) Name: Sports Clubs Council

(2) Charge: **(a)** To recommend and monitor the CSA Recreational allocation of funds and resources for the maintenance of the Sports Clubs, including a non-allocated emergency fund based on 10% of the total Sports Clubs budget.

(b) To review applications for clubs desiring Sports Clubs Status and to determine appropriate status for each club completing the application process.

(c) To serve as an appeal board and rule on club appeals regarding decisions made by the Sports Clubs Executive and the Recreational Director.

(d) To review each club's adjusted budget request, and to make recommendations for allocation amounts.

(e) To formulate and enforce procedures which facilitate the development of the Sports Clubs Program.

(f) To make recommendations, offer advice, and assist in the decision-making process in other matters when requested to do so by the Recreation Director.

(3) Membership:

Council Executive

(a) Chair

(b) Co-Chair

(c) Secretary

(d) Safety Coordinator

(e) Marketing/Publications Officer

Executive Council Responsibilities

Chair/Co Chair: responsible for conducting council meetings, reviewing budget requests for additional funding, responsible for sanctions against clubs who commit minor and major infractions affecting the organization of sport clubs.

Secretary: record the minutes of each meeting and post these on the student caucus web site. Responsible for informing the council of previous business and decisions made concerning the management of clubs. Help the Recreation Director to review policies based on decisions ratified by the sports club council.

Safety Coordinator: responsible for the issuing and maintenance of first aid kits to all competition or high risk clubs. Has to organize the safety training schedule for the club safety officers (includes American Red Cross certification and the sports injury clinic). Create a safety check list for traveling teams. Ensure that teams who compete at home and away are aware of the Emergency Action Plan (EAP).

Marketing/Publications Officer: responsible for collecting schedules and results from competing teams and ensuring that the Carletonian has this information for publication. Also responsible for updating individual club web sites to stay current with season schedules and results.

The Sports Clubs Executives will also assist Sports Clubs in the following ways:

- Administrative assistance and guidance.
- Budget preparation assistance.
- Assistance and supervision with finances.
- Field and facility reservations assistance.
- Equipment storage, checkout, and purchase.
- Assistance with transportation arrangements – limited basis.
- Consultation on publicity and promotion.
- Administrative record keeping.

Council

Representatives from each club

- (i) The Sports Clubs Executive and club representatives will serve on the council.
- (ii) Executive Council will serve as Co-Chairs for all regular meetings.
- (iii) The Secretary will serve as recorder for all meetings.
- (iv) Any Carleton club officer who is an active member of a **Returning Sports Club** may apply for a position on the Sports Clubs Council.
- (v) Only one member per club may serve on the Sports Clubs Council.

(4) Quorum: A quorum is set at 8 members.

(5) Meetings: The Sports Clubs Council shall meet a minimum of once a term from September to May, with extra meetings at the discretion of the co-chairs. Any Sports Club can petition the Sports Clubs Executives to convene a meeting of the Sports Clubs Council.

RIGHTS AND EXPECTATIONS:

As a member of the PEAR Department at Carleton, each Sports Club is obligated to obtain the approval of the Sports Clubs Council prior to acting on items, issues or ideas that are not covered in this handbook. If a Sports Club chooses to act independently, that club will risk losing its Sports Clubs status, and all the rights and privileges associated with that status.

STANDARDS OF CONDUCT:

The basic concept underlying the college's standards of conduct is that students, by enrolling in the college, assume an obligation to conduct themselves and their organizations in a manner compatible with the college's function as an educational institution. Individuals must always act in a manner that does not detract from the reputation of the college. This includes behavior in game situations. When involved in off-campus events or when traveling, be aware that you still represent the college, even though you are not on campus for the event.

(II) ANNUAL REGISTRATION AND MEMBERSHIP GUIDELINES

RETURNING SPORTS CLUBS:

Recognition as a Sports Club is granted for one year only (September until June). It is necessary for each club to register (at the end of the spring term) their intent to return as a Sports Club the following year. This is usually done in the year end report submitted to the Sports Club Council in May.

Registration procedures for returning clubs are as follows:

- (1) Register with the Recreation Director (if possible, this should be determined at the end of the club term, in the Year-End Report and submitted in writing to the Sports Clubs Council).
- (2) Turn in an updated listing of officers to the Recreation Director. **(see Appendix C)**
- (3) Appendix M, request for renewal of Recognition as an active club sport.
- (4) Meet with the Sports Clubs Council to explore the possibilities, benefits and requirements for retaining your “current” Sports Clubs Status.

Unless a club has completed the above procedures and is recognized by the PEAR Department, it will be ineligible to receive any assistance or use of facilities from the department. (The request for recognition must be turned in before a budget request will be accepted.) In order to retain its “active” status, any Sports Club must continue to meet the criteria outlined in this Handbook.

FORMING A NEW SPORTS CLUB:

(1) Registration:

The following steps must be taken to become a registered Sports Club:

- (a) Consult with the Sports Clubs Council concerning plans for the establishment of a club.
- (b) Become familiar with this Handbook.
- (c) Write a Club Constitution, which must be filed with and ratified by the CSA and Sports Clubs Council before conditional club status can be granted.
- (d) Fill out the Sports Club Pre-registration for the New Clubs form **(see Appendix A)**.
- (e) **Be eligible to register for regional or national membership status in your specific sports organization.**

After completing the preceding steps, the newly registered Sports Club may request facilities bookings from the PEAR Department. However, prior to official registration, facilities may be made available to prospective clubs **for organizational purposes (i.e. classroom meetings)**.

All clubs are responsible for renewing their registration each year.

Only those clubs registered with PEAR are eligible to receive support or assistance from CSA and PEAR.

(2) Membership:

Membership in a Sports Club shall be the same as any registered student organization that includes regularly enrolled students. Alumni, faculty, staff and their spouses may take part in practices but are not eligible to compete in any club competitions. These individuals are not able to vote on the council or hold office at the individual club level.

(3) Membership Roster:

A complete membership roster must be kept for each Sports Club and be filed with the Recreation Director by the second week of the active season. This roster is to be updated each term (see **Appendix B**).

(4) Eligibility:

Participation in a Sports Club program is limited to valid students.

It is recognized that Sports Clubs may enter individuals or teams in competitions both on and off campus whereby specific eligibility rules be met. It is the club's responsibility to be aware of and abide by such regulations.

CONDUCT:

Clubs are expected to function in a mature and responsible manner both on and off campus in all club-related activity and in accordance with this Handbook.

Sports Clubs and/or the individual members of Sports Clubs may face disciplinary action for inappropriate on-campus off off-campus actions while participating in any club related activity.

Disciplinary action may result in the revocation of Club support from the Sports Clubs Council and the PEAR Department as well as with Carleton College.

THE DISCIPLINARY PROCESS:

Violation of, or non-compliance with college policies, campus regulations, Sports Clubs procedures or Sports Clubs standard of conduct, may result in loss of Sports Clubs status or other disciplinary action to the Sports Club involved. The corrective discipline process has been developed to assist club leaders in correcting the mistakes that have caused problems for the club and the college.

Minor infractions:

- (1)** Examples of minor infractions include but are not limited to the following situations:
 - (a)** Failure to submit required forms and documentation. (i.e. **Appendix C, Current List of Club Officers, Appendix F, Sports Clubs General Information and Membership Waiver**)
 - (b)** Non-use of block booked facilities.
- (2)** If the violation is the club's first during the current academic year and the club is not under probation from violations committed the preceding year, the following steps are taken:
 - (a)** The club is placed on probation for a designated period of time or until the club corrects the problem.
 - (b)** The Sports Clubs Executive will notify the club representatives in letter form stating:
 - (i)** The reason for the probation.
 - (ii)** The length of the probation period.
 - (iii)** The possible consequences the club will face if additional infractions occur.
 - (iv)** The clubs right to appeal.
 - (c)** If additional infractions occur:
 - (i)** The club's funds are frozen and a part of the club's allocation may be forfeited.
 - (ii)** The Sports Clubs Council may take any action deemed appropriate, including determining the amount of allocation forfeited by the club.
 - (iii)** The club is notified in writing of the action(s) taken.
 - (iv)** The club is reminded of their right to appeal.

Major Infractions:

- (1) Examples of major infractions include but are not limited to the following situations:
 - (a) Displaying conduct that is incompatible with the college's function as an educational institution and the purpose of the Sports Clubs program. (i.e. un-sportsmanlike conduct toward officials or opponents or disruptive behavior on trips)
 - (b) Misusing club resources.
 - (c) Allowing ineligible individuals to participate in club activities.
- (2) For all major infractions:
 - (a) A meeting with the club representatives and the Sports Clubs Council is scheduled.
 - (b) Input from appropriate administrators and club members is solicited when deemed appropriate.
 - (c) The Sports Clubs Executive, after consultation with the Sports Clubs Council, determines the disciplinary action(s) to be taken.
 - (d) The club is notified in writing of the decision and is reminded of their right to appeal the decision.

Disciplinary Actions:

Possible disciplinary actions that may be taken include, but are not limited to:

- (1) Probation.
- (2) Funds are frozen.
- (3) Loss of facility reservations.
- (4) Loss of funding.
- (5) Loss of Sports Clubs status and sponsorship of the PEAR Department.

Notification of disciplinary action is sent to the club's President or Captain.

Appeal Process:

The appeal process exists to ensure that all disciplinary actions taken against Sports Clubs are fair and equitable. The person/council to which a disciplinary decision is appealed will review the previous decision and rule on the appropriateness given the infraction(s) committed. **Sports Clubs who initiate an appeal are advised that the person/council, who hears the appeal, may at their discretion, levy a stiffer penalty than the disciplinary decision that is being appealed.** The appeal process consists of two separate forums:

Minor Infractions:

Appeals of disciplinary decisions involving minor infractions will be heard by the Sports Clubs Council, who will forward a recommendation on the appropriateness of the original disciplinary decision, along with recommendations of subsequent disciplinary action to be taken, to the Sports Club Executive. The Sports Clubs Executive will rule on the appeal, and may uphold, reject or modify the recommendations of the Sports Clubs Council.

Major Infractions/Decisions of the Sports Clubs Programmers:

Appeals of disciplinary decisions involving major infractions or decisions of the Sports Clubs Executive will be forwarded to the Director of Recreation who will rule on the appeal after investigating the situation. Clubs are again reminded that the Director may uphold, reject or modify the decision of the Sports Clubs Executives.

Filing an Appeal:

All request for appeals must follow the following procedures:

- (1) Written notification from the Sports Club's representative to the Sports Clubs Executive indicating the club's reasons for the appeal and any circumstances related to the situation that caused the infraction must be submitted within three working days.
- (2) The three working day period begins when the Sports Clubs Executive notification of disciplinary action is mailed and a copy placed in the captain's mailbox.
- (3) The appeal will be forwarded to the appropriate person/council and the club's officers will be notified in writing as to when and where they may present evidence supporting their appeal.
- (4) When a decision has been reached, the club's officers will be notified in writing of the decision and a copy placed in the captain's mailbox.

RECOGNITION AS A COLLEGE SPORTS CLUB:

Clubs are permitted to use the name, "Carleton College" in describing their clubs only at such time as they qualify as a registered Sports Club. In using the college name, Sports Clubs must make it clear that they speak only for their own members and do not represent the college or its student body as a whole.

(III) PROCEDURES

The participants conduct each Sports Club, so the key to its success lies in the degree of student leadership and participation. Students within each club are responsible for the internal administration of their club to include decision making in such areas as equipment, facilities, finances, game schedules, membership, practices and safety. An understanding of the basic principles of organization management and the ability to delegate responsibilities to other club members will ensure the club's smooth operation and stability over time.

SPORTS CLUBS PROCEDURES:

(1) Purchasing Procedures:

The Rec. Director must approve all purchases using CSA funds **in advance**.

ALL PURCHASES INVOLVING SELF-GENERATED CLUB FUNDS MUST HAVE PRIOR APPROVAL OF THE SPORTS CLUB EXECUTIVE IF THE CLUB SEEKS REIMBURSEMENT.

Purchase requests must reflect the best interests of all club members.

Purchase requests must be prepared on **Appendix H**, which should be carefully investigated and include detailed information regarding price, color, brand, size, quantity, etc. Forms are obtained online (see club sports web page)

(2) Purchasing Sport Club Uniforms: (Tee-shirts, tops, jackets, pants etc)

Sport clubs who purchase uniforms using CSA club funds must consider these as club equipment and not the personal property of the club member. Any club member seeking to purchase the shirt or any other equipment from the club must pay the club the full purchase price.

(3) Equipment Use:

All equipment, which is purchased for club use as an approved budgetary item, is and remains the property of the college. **This equipment must be stored at the college at all times. No equipment will be stored in private residences at any time.**

Equipment purchased for a specified club may only be used by members of that particular club unless special permission is granted by the club president/captain.

(4) Facility Use:

Facility space is limited (when space use is at a premium) to a maximum of THREE times per week for a total of SIX hours, for each team sports club or individual activity sports club, provided the space is available.

Sports Clubs must submit requests through the Recreation Director for facility use to support the following club related activities:

- (a)** Recreation
- (b)** Practice
- (c)** Competition (visiting teams, tournaments, etc.)
- (d)** Instruction
- (e)** Transacting club business
- (f)** Display of promotional materials
- (g)** Meetings and social get-togethers

Spectators are welcome at club related activities but do not have facility use privileges. Spectators are restricted to the area to which competition takes place.

Sports Clubs participants are required to follow all rules and regulations regarding facility use.

(5) Accessing Facilities:

In order to access any of the college facilities during booked club times; **all club members must show a current student card.**

(6) Accidents:

All accidents must be reported to the Rec. Director within 24 hours. The accident report form is available on the Carleton club sport web page.

(7) Trip Preparation:

- (a) A Pre-Trip Form (online)** must be completed and turned into Rec. Director at least **ONE WEEK** in advance of the pending trip. Tentative accommodation and travel arrangements² are made at this time. Groups must travel together. No person can go earlier or return at a different time without special permission from the Rec. Director.
- (b) Reimbursement for Travel.** Club members are requested to turn in their receipts and check request form to their treasurer. This officer signs the request and forwards it with the receipts to the Recreation Director.
- (c) Vehicle request form (see Appendix J)** must be submitted to the Security Office (x4443) as soon as possible to ensure availability.
 - (i)** Vehicles are to be driven by licensed drivers who are at least **18 years of age.**
 - (ii)** These vehicles are to be used only for transportation to and from the destination.
 - (iii) If the use of private vehicles has been sanctioned by the Rec. Director, EACH VEHICLE OWNER MUST CARRY A MINIMUM OF \$1,000,000 LIABILITY INSURANCE. Receipts must be submitted for reimbursement of any mileage claimed. GAS PURCHASES CANNOT BE CLAIMED.**
- (d) Three working days** prior to leaving on the trip, the trip leader must check with the Rec. Director for confirmation of hotel and travel arrangements and for notification of any unanticipated changes, which may have occurred.

(8) Post Trip Procedure:

The trip leader must complete the **Post Trip Form (online)** within two days of returning from the trip and complete a check request with all relevant receipts and the balance of moneys.

(9) Reports:

(a) General Sports Clubs Information:

Each Sports Club is required to submit to the recreation Director, a written explanation of what the club does, along with a list of contact names, (including both phone numbers and e-mail addresses). In addition, each Sports Club must submit specific practice/meeting times and locations, of the club. This information is compiled and then distributed accordingly. **This information is due at the first Sports Club Meeting in September of each year.**

² See section **(VI) Finance, item (I) Travel** for information on what travel costs **must** be met by the use of self-generated funds and what costs **may** be met by the use of college allocated funds.

(b) Term Reports:

Each Sports Club is required to submit a term report per trimester. This report should detail any activities (such as competition results, clinics, and meetings) that have taken place over the course of the term. **This report is due into the Recreation Director in the 9th week of each term.**

(c) Annual Reports:

Each Sports Club is required to submit an Annual Report at the end of the school year (May 31). This Annual Report should include the club activity and accomplishments for the year, updated Equipment Inventory Lists (see below), along with the names of the new officers for the following year. **This Annual Report must be submitted to the Recreation Director, by May 31.**

(d) Equipment Inventory Lists:

Each Sports Club is responsible for the care and inventory of their club equipment. A list of what the club has inventoried and its current storage location **must be submitted at the end of May, with the Annual Report.**

(10) Mandatory Club Meetings:

Each Sports Club must send an officer to attend the Sports Clubs Meetings during the year. (See Important Club Dates, pg3).

PLEASE NOTE THAT FAILURE TO SUBMIT THE ABOVE PAPER WORK MAY JEPARDIZE A CLUB FROM CONTINUING ON AS A “RETURNING STATUS” CLUB THE FOLLOWING YEAR.

(IV)_CONSTITUTION

In order to be successful, any organization must have a set of operational guidelines or rules by which the members govern themselves. Each Sports Club should develop a constitution (**see Appendix I**) suited to the practical operation of that particular club. General provisions (club name, purpose, dues, meetings, officer elections and duties, qualifying regulations) should provide for the internal need of the club. Specific provisions (membership, eligibility, and qualifications, officer qualifications, voting quorum, and amendments) should insure fulfillment to the CSA Clubs Charter guidelines.

The constitution must be easily interpreted, so that the club can operate consistently from year to year.

All constitutions must contain statements regarding the following:

- (a)** The purpose, to include the general goals, objectives, direction of the group.
- (b)** A definition of membership requirements.
- (c)** A listing of officer titles, duties and requirements.
- (d)** Quorum requirements for conducting official business.
- (e)** The process for accessing dues and fees.
- (f)** The Sports Clubs Council must approve any changes to the constitution.

(V) SPORTS CLUB ORGANIZATION AND MANAGEMENT

SPORTS CLUB RESPONSIBILITIES:

The key to successful club sports lies in the degree of student leadership and participation. Students within each sports club are responsible for the internal administration of their club to include decision making in such areas as finances, competition, schedules, equipment, facilities, membership, practices, and safety. The ability of a sport club to communicate with its members and to delegate and follow through with responsibilities will ensure the Sports Club's smooth operation and stability over time.

The Carleton College Clubs and their individual members are fully responsible for abiding by local, provincial, and federal laws, as well as college regulations in all activities.

Each Sports Club must annually resubmit for renewal of affiliation with the Sports Club Council.

Each Sports Club must have a completed Membership List (Appendix B) on file in the Recreation Center. The Fall Membership List must be submitted by September 28 or before the first scheduled competition date, whichever comes first. The membership lists must be updated as members are added or deleted.

Each Sports Club is responsible for completing and submitting:

**Membership Roster and Elected officers (Appendix B) (End of September)
President's/Captain Agreement (Appendix D) (End of September)
Budget Outline (Appendix H) (October 10)**

Each club is responsible for assuring that they have one (1) representative at the Sports Club Council Meetings. (Club will be in jeopardy of receiving no club funding and/or being fined \$25.00 for each Sports Clubs Meeting missed).

CLUB STATUS:

First Year Status:

New Sports Clubs must spend one year on probation to demonstrate stability in terms of attracting campus-wide participation on an annual basis. Sports Clubs in their first year will be self-supporting.

Returning Clubs:

Each Sports Club must annually submit for renewal with the Sport Club Council. This includes submission of the List of Current Club Officers (**Appendix C**), the current Membership Lists (**Appendix B**), and the current Captain's Agreement (**Appendix D**).

Probation:

Sports Clubs that have failed to regularly attend Sports Club Council Meetings will be placed on probation for the current term as well as for the following term/year. Sports Clubs on probation may not utilize college allocated funding during this period. This probation could also affect requests for the following years funding. Also facility requests may be cancelled during this period of time. All privileges may be restored at the termination of the probation.

Termination:

If any Sports Club begins to show steady decrease in participation, student leadership, and general interest, the Sports Clubs Exec will investigate the decline to ascertain the possible causes and whether the problem is a temporary condition. If it is determined that a Sports Club is no longer meeting the needs for acceptance, as a Sports Club, termination of the current status may be appropriate. Once terminated a Sports Club must re-enter the program by following the procedures for forming a new club.

SPORTS CLUB OFFICERS RESPONSIBILITIES:

(1) Responsibilities of the Captain/President:

- (a) Serving as a liaison between the club and the PEAR Department, with the contact being the Sports Clubs Exec.
- (b) Informing club officers and club members and complying with the content of the Sports Club Handbook. The captain will sign a form stating that he/she has read the Handbook and will comply with all the rules and regulations stated within the Handbooks. **(See Appendix D).**
- (c) Holding regular elections of officers as stipulated in the club constitution.
- (d) Informing the next club captain of the routine guidelines for club operation prior to the next president assuming office. This would include transferring this Handbook to the new captain and arranging a meeting between the new president and the Recreation Director.
- (e) Submitting reports at the end of the term/year summarizing club activities. **Report forms** are available on-line **(see Appendix E).**
- (f) Meeting financial obligations incurred as a club.
- (g) Completing the **Accident/Incident Report** form for any accidents/incidents requiring some form of medical attention that occurs during on-campus or off-campus practice, competition, informal recreation or instruction. These reports should be submitted to the Rec. Director via the web.
- (h) Reporting the results of all club associated competitions to the Sports Clubs Exec.
- (i) Appoint a qualified individual to be in charge of checking on the equipment for safety and inventory purposes. (Inventory Reports must be submitted to the Recreation Director on an annual basis).

****NOTE:** The Sports Club Captain may appoint a liaison representative, but for successful communication, it is advisable to have the president as the link between the club and the PEAR Department.

(2) Responsibilities of the Vice-Captain:

- (a) Presiding over meetings and business in the Captain's absence.
- (b) Assisting the Captain with his/her duties.

(3) Responsibilities of the Secretary:

- (a) Recording and circulating minutes of all meetings.
- (b) Maintaining updated membership lists.
- (c) Submitting to the Rec. Director (twice per year, September 28 and January 31) an updated membership list as per **Appendix B.**
- (d) Developing and circulating publicity regarding club activities as approved by the Sports Clubs Exec.

(4) Responsibilities of the Treasurer:

- (a) Preparing with the club captain the annual budget request.
- (b) Maintaining all appropriate records of your financial activity.

(c) Aiding in fund raising activities.

(d) Submit all request for individual reimbursements to the recreation director.

(5) Responsibilities of the Equipment Manager:

(a) Submitting an **equipment inventory report** annually (May 31) to the Sports Clubs Programmers for computer inventory update.

(b) Obtaining club equipment for club functions through the PEAR Department.

(c) Ensuring that all club equipment is stored appropriately at the Rec. Center, West Gym, Stadium and Cowling.

(6) Responsibility of the Safety Officer. (Teams who travel/compete in intercollegiate matches)

(a) Maintain a first aid kit, stocked sufficiently with supplies and this kit will be on hand at every club practice and competition.

(b) Restocked with first aid supplies as they are depleted.

(c) Certified in Standard First Aid and CPR for adults, will be at every club practice and competition.

SPORTS CLUB MEETING REPRESENTATIVES:

Each Sports Club shall designate one (1) officer to attend the Sports Club Meetings (minimum of one per term). This representative will report meeting information back to the club officers. Others may attend as guests, but shall not have voting rights. A Sports Club will be fined \$25.00 for each meeting missed without an approved excuse. (Request for approval of absence must be submitted to the Sports Clubs Exec. prior to the meeting).

CLUB INSTRUCTORS AND COACHES RESPONSIBILITIES:

(1) Wherever possible, Sports Clubs instructors and coaches should be Carleton students, staff, or faculty.

(2) Any Sports Club wishing to use an instructor or coach not affiliated with Carleton must submit a written request to the Rec. Director. The request must include the prospective instructors' qualifications, experience, and certifications.

(3) Instructors and coaches (outside Carleton) are strongly encouraged to have their own personal liability insurance as the college only covers claims for those who are injured on the job who are currently on the college coverage.

(4) The selection of instructors and/or coaches is the responsibility of the club, but is subject to the approval of the Rec. Director.

(5) The instructor and/or coach must restrict their involvement with club to teaching and coaching in practice and may not participate in any area of competition as part of the club. Instructors and Coaches may not be involved in club administrative or decision making related business. The student representative will act as the liaison between the club and the PEAR Department. Questions as to the coaches or instructors involvement in the Sports Club business should be presented to the Sports Clubs Exec

(6) The Carleton College coaches or instructors are fully responsible for abiding by the local, state and federal laws as well as the college regulations in all Sports Club activities.

PE CREDIT:

Active sport club members are eligible to receive TWO PE credits over the four years of college. Only one credit may be earned each academic year. This means an individual cannot claim a Fall and Spring season sport as two credits within the same year.

Club Captains are fill out a PE credit request form (**Appendix K**) including a team roster and submit it to the Director of Recreation within the **first 2 weeks of term**. Captains will receive a class roster list that must record all practices attended (minimum of 16) to earn the PE credit. The roster must be signed by the captain at the end of the term and indicate which students meet the minimum requirements of attendance. The roster should be sent to the administrative assistant (Mikki Showers) at the Recreation Center.

(VI) FINANCE

BUGETARY REQUESTS:

Budgetary requests must be submitted by April 3 of each year for the next year's activities. Treasurers will receive an excel budget document to fill in and return to the recreation dirtector via e-mail attachment.

BUDGETARY TIME FRAME:

The Carleton College Sports Clubs budgets operate on a nine-month term. This term commences on September 1 and terminates on June 10. **Therefore, all budgetary transactions must be completed by the last day of June. NO PURCHASES, REQUESTS, OR TRANSACTIONS WILL BE COMPLETED AFTER THIS DATE. THERE WILL BE NO EXCEPTIONS.**

GUIDELINES FOR USE OF COLLEGE FUNDS:

The following information outlines what Sports Club expenses may be absorbed by the CSA Sports Clubs' Allocated Funds:

(1) Travel:

(a) Allowable Expenses include the daily rental fee, vehicle insurance and mileage charges.

(b) Non Allowable Expenses include vehicle fuel.

Although it is possible, Sports Clubs are **not** encouraged to pool their members' vehicles to cut their travel costs. If personal vehicles are used then each Sports Club must comply with the use of personal vehicle guidelines found in **section (III), item 7, and paragraph (iv)**.

(2) Speakers/Instructors/Coaches:

(a) Honoraria:

The purpose of an honorarium is to cover the expenses incurred by a speaker, coach or guest instructor, coming to address the club's membership. In addition, it is to provide a small token of appreciation for the person's donation of time and energy to the sports club. **It is not a wage for the speaker or coach.**

If a club wishes to give more to a speaker, coach or instructor, it must use its own self-generated funds. Where a club wishes to bring in a major speaker, it should approach the Sports Clubs Council for additional support.

(b) Maximum Honoraria:

(i) Speakers: (\$100.00/year)

(ii) Instructors/Coaches: (\$300.00/year)

(3) Hosting Expenses:

Hosting expenses are expenses incurred in the providing of some food and beverages (normally coffee/juice and bagels/muffins) during the presentation by a guest presenter. **Hosting expenses are not to be used for alcoholic beverages or any club social function** (self-generated funds must be used). In addition, this money cannot be used for accommodation or travel expenses incurred by a guest presenter.

(4) Equipment:

- (a) Audio-visual Rentals:** The category covers both the rentals of equipment as well as films, records, and tapes to be played on them. Whenever possible, the Sports Club should obtain audio-visual equipment from media services.
- (b) Equipment Repairs:** If it is apparent that equipment was misused or deliberately broken, no money will be made available to repair the equipment. The club will be responsible for the cost of repairs. This money will come out of the clubs self-generated funds. The ongoing maintenance of equipment is the responsibility of the executive/membership.
- (c) Equipment Purchases:** This category covers the purchase of all new pieces of equipment. Of course, given the nature of the Sports Club, requirements for equipment purchases will vary. This factor will determine the level of funding which each club receives. A detailed breakdown of the exact cost and purpose of the equipment purchases will be required in the budget form.

ALL EQUIPMENT PURCHASED FOR SPORTS CLUBS USE, AS AN APPROVED BUDGETARY ITEM REMAINS THE PROPERTY OF CARLETON COLLEGE. STORAGE OF THIS EQUIPMENT MUST BE AT THE COLLEGE AT ALL TIMES.

(5) Publicity:

Clubs will be expected to make use of the Publications Office as their first choice for producing publicity. Examples of publicity expenditures are the advertising of events and the production of information sheets.

(6) Office and Stationary Expenditures:

Stationary expenditures shall be such items as binders, receipt books, paper clips, etc. Office expenditures may also include postage, long distance phone calls, etc.

(7) Rental of Facilities:

Most Sports Clubs will be able to find space for practices and activities on-campus, but some will be forced to seek facilities off-campus due to the nature of their club's activities. For these clubs, a rationale must be given in the budget request as to why any particular set of facilities have been chose and justify their costs.

Clubs may book college **classrooms** for meetings, etc. This is done through Campus Activities.

(8) Tournament and League Entry Fees:

Tournament entry fees should be covered by the individual club fund.

(9) Membership, Affiliation and Officiating Fees:

Membership, Affiliation and Officiating Fees should be covered by the individual club budget.

OTHER IMPORTANT FINANCIAL CONCERNS:

Starting in September, each Sports Club will receive a detailed statement showing all transactions involving their funds account. After this, a statement will be sent out bi-monthly. **Each Sports Club is responsible for verifying the accuracy of their statement.** All requests for expenditures involving self-generated funds will be checked

against the clubs account balance to ensure adequate funds have been deposited. **ANY REQUEST FOR EXPENDITURES WHERE ADEQUATE FUNDS HAVE NOT BEEN DEPOSITED WILL BE DENIED.**

(1) Club Deposits:

All money collected by each Sports Club **must be deposited** into the club account. **This is done through the Office of the Controller (basement of Leighton), Monday through Friday, 8:30 a.m. to 4:30 p.m.** Violation of this will result in an automatic loss of all sports club privileges. Please retain all deposit receipts.

(2) Accessing Club Funds:

Accessing Sports Club money (CSA allocated) must be done through the Rec. Director. This process takes up to two weeks to complete. Therefore, **requests must be made at least two weeks in advance.**

(3) Club Deficits:

Any club that incurs a deficit from the previous year will need to clear that deficit before it can operate as a club in the following year. There will be no exceptions to this rule. **The club will not be eligible to access any of the sports clubs privileges until the deficit is cleared.**

(4) Carry Overs:

Self-generated funds left over at the end of one budget year may be carried over to the next budget year if the club outlines how the money will be spent. If a reasonable written outline of expenditures is **not provided by the club** then the funds will be carried over to the General Clubs account. **No college allocated funds will be carried over.**

(5) Donations:

In order for a club to accept donations, clubs must insure that they receive gifts according to the donor's specification. In order for the donor to receive a tax receipt, the club must have the donor's name, address and what the donation is specifically for. In addition, the donation must be a minimum of \$25.00. Questions about donations should be directed to the Rec. Director.

(6) PROCEDURE FOR REQUESTING TRAVEL FUNDS: (10/11/2001)

(In addition to existing club budgets) Appendix P

This is what your club will fill out if you need to request additional

- Travel funds. It includes a section for explanation of your request, as well as an itemized list of expenses.
- Each week, the executive officers will meet during Thursday's common time to go over any requests received by 5pm Tuesday.
- If an executive officer is a member of a club requesting funds, he or she will not vote on funding for that club. Instead, another council member will be asked to take his/her place in the vote. We'd like to have someone volunteer for this position. (Email trivers if you'd like to be involved!)
- No more than \$1600 will be awarded to clubs in any given term. If there is unused money from any term, it will be rolled over to the next term's budget.
- The executive committee will award funds only upon a unanimous decision.

RISK MANAGEMENT

PURPOSE:

It is the purpose of the PEAR Department to not only offer a program of activity but also to endeavor to safeguard and protect all students, faculty and staff who participate in the sports clubs.

HEALTH AND SAFETY:

Specifically, high-risk sports require individual and careful attention. A high-risk sport is “any activity in which there is a dangerous factor which could possibly lead to injury or loss of life.” Each high-risk sports club will be responsible for ensuring that the following procedures are followed.

- (a) Each club member must sign a **liability waiver** stating their awareness of the risk and inherent dangers of the activity, which could lead to possible injury or loss of life (**see Appendix G**).
- (b) Each club leader must meet with the Rec. Director to set up written guidelines and procedures to ensure the safety of each club participant. This will include emergency procedures and inclement weather policies.
- (c) Each club must assign a qualified individual to check equipment for safety and to keep an ongoing equipment inventory check lists which will be handed in to the Sports Clubs Exec at the end of each academic year (May 31).
- (d) Each competition/high risk club must have at least one safety officer certified in both First Aid and CPR. Two safety officers if the club has more than 15 competition members. Each safety officer is required to attend a Sports Injury Clinic in the Fall or Winter, depending on when the club is active.
- (e) First aid kits will be issued to all traveling clubs in the Fall. The safety officer is responsible for maintaining medical supplies and returning the kit at the end of the year. Clubs will be fined \$75 for failing to return their first aid kit.
- (f) **Accident/Incident Forms** will be handed in to the Rec. Director after any incident (see the next section re: Health and Safety).
- (g) Regular meetings will be held with the Sports Clubs Council and all club captains to ensure that they are all aware of safety and liability in high risk activities and to ensure that the college rules and regulations are being followed.
- (h) Clubs using the pool facilities at Cowling or West **must have a current qualified Carleton lifeguard on deck at all times.**
- (i) Whenever possible, a copy of a **current/valid instructor/coach certification** will be filed with the Recreation Director.

ATHLETIC TRAINER:

An athletic trainer is available for consultation at the recreation center Monday to Friday for 4 hours a week. Contact the recreation center, x4487 for current hours each term..

HEALTH AND SAFETY:

Sports Club captains are required to submit an incident/accident report for injuries which occur to club members during on-campus or off-campus, practice, competition, informal recreation or instruction within **24 hours** of the accident, to the Rec. Director.

RISK MANAGEMENT GUIDELINES FOR SPORTS CLUBS:

A safety officer is required to be present at all club practices and competitions involving contact sports and other activities where such a service is warranted. Clubs responsible for having a safety include (not limited to): Alpine Ski, Crew, Frisbee, Field Hockey, Equestrian, Ice Hockey, Lacrosse, Nordic Ski, Rugby, Waterpolo, Volleyball.

The safety officer is required to have a minimum certification of Red Cross First Aid, CPR, attend the Sports Injury Clinic and Blood Borne Pathogen Clinic.

Sports Clubs are expected to abide by all state and local health and safety regulations.

In case of emergency while at one of the PEAR facilities, basic first aid is available at the equipment desk of the Recreation Center, Cowling or West Gym.

1. Cancel practices or move indoors if there are dangerous weather conditions, including but limited to lightning, hail, flooding, snow, tornadoes, and ice.
2. Make sure all club participants use appropriate protection gear during contact practice and competition.
3. Have a first aid kit onsite during practice and competition.
4. Make pre-game/practice field and facility checks for hazards, debris, and any unsafe conditions
5. Team leaders and coaches are ultimately responsible for insuring that games, practices, competition, and club activities are safe. Club members must act in a safe and responsible manner.

DRUG AND ALCOHOL POLICY:

As per Carleton College policy, illegal drugs and alcohol are not allowed in any Carleton athletic/recreation facility. Furthermore, illegal drugs and alcohol are prohibited at club sponsored activities, on or off campus. It is the responsibility of the club to see that visiting teams and its own members adhere to this policy.

There will be no consumption of alcoholic beverages while traveling to and/or from college sponsored events. Any deviation from this policy will result in immediate dismissal from the program.

INSURANCE:

Each club member should have individual insurance coverage. In addition, all club sport members are automatically covered by Carleton's 50K insurance policy. This policy acts as secondary coverage and is available if the personal insurance will not cover all the medical expenses. A \$500 deductible is part of the Carleton policy. Insurance forms and all receipts for medical expenses claimed using Carleton's insurance must go to the Athletic Director, located in the West Gymnasium.

(VI) TRAVEL

Clubs seeking competitive opportunities outside of Northfield must follow the following guidelines to insure a safe trip and reimbursement for travel expenses.

1. Drivers of personal vehicles must fill in the **REGISTRATION OF PERSONAL VEHICLE form (Appendix L) and have the form on file in the Rec. Directors office.**
2. Clubs must fill in a **van usage registration form (Appendix J)** and obtain the Rec. Directors signature before security will authorize the reservation of a college vehicle.
3. Submit pre-trip and post trip forms to the Director of Recreation via the club sports web site. Pre-trip forms must be submitted a least 5 days prior to travel; post-trip forms must be sent in within two business days after returning.
4. Clubs must log mileage, gas, food, and accommodation expenses on the trip form. To obtain a reimbursement receipts must be attached to the check request form and submitted to the Director of Recreation.
5. For trips that involve traveling further than 100 miles one-way, or involve duration of more than 8 hours, travel rosters with passenger names and emergency contact phone contact and trip itineraries must be filed with the Recreation Center.

6. Cell phones are required equipment for all groups travelling out of town. Clubs may use a personal phone, obtain one of the two available from the recreation center, or rent one from Telecommunications on campus (x5422).
7. Contact Carleton Security for a travel advisory report before departing; x4443 or x4444.
8. Contact the Recreation Director if you are having difficulty deciding if inclement weather should change your travel plans. The Director will take responsibility for canceling a trip based on unsafe travel conditions. If the club suffers financial penalties for not attending the competition the PEAR department will assist the club financially.
9. Sport Clubs are encouraged to use Carleton College vehicles whenever possible. If private vehicles are used the club may reimburse the driver up to 37.5c a mile for vehicle expenses.
10. Students driving college vehicles must obtain security office certification first. College vehicles are charged to the individual club account for mileage. Check with security on the mileage rate for the vehicle you are driving. Record miles on the vehicle log and inform the Director of Recreation.
11. Security Services, Sayles 205, keeps a list of approved drivers and authorizes college car use. Contact x4443

Travel Guidelines for Long Distance Trips

1. Drivers should be well rested before embarking on a long distance trip.
2. A maximum of **16 hours or 800 miles of continuous travel**, followed by a layover of 8 hours is required. All night driving should be avoided whenever possible.
3. Limit driving shifts to four hours per driver with a 10-15 minute break between each two-hour block. Each four-hour driving shift must be followed by one rest period of a least one hour.
4. During all driving shifts, a passenger must be awake and seated in the passenger seat next to the driver to insure the driver remains alert.

(VII) FUNDRAISING

Funding of club activities has become primarily the responsibility of Sports Clubs members. For a club to develop and thrive, the members must be active and willing to work. Clubs are encouraged to take advantage of every available option and avenue to assistance.

Some suggested methods of generating funds include auctions, bake sales, car washes, candy sales, dances, films, garage sales, selling T-shirts (as per college policies, **see Appendix L**), spaghetti dinners, pancake breakfasts, rent-a-student services, exhibitions, tournaments, game programs, (walk-a-thons, swim-a-thons). All of these require some degree of planning and coordination to ensure positive results.

It must be noted that any on campus alcohol related functions couldn't be used as a fundraiser.

GUIDELINES:

- (a) Center the fundraising activity on some specific event or goal.
- (b) Choose a fund drive chair from the club, to direct and coordinate the effort.
- (c) Assign specific tasks to committees.
- (d) Allow enough time for planning and advertisement.
- (e) Avoid scheduling conflicts with other major campus or community events.
- (f) Ensure that the event is well publicized.
- (g) Reserve necessary facilities well in advance.
- (h) Inform appropriate authorities. Get approval when necessary.
- (i) Keep accurate records of all moneys received and spent.

REGISTRATION:

All fundraisers must be registered with the Sports Clubs Exec.

DONATIONS:

In order for a club to accept donations, clubs must insure that they receive gifts according to the donor's specification. In order for the donor to receive a tax receipt, the club must have the donor's name, address and what the donation is specifically for. In addition, the donation must be a minimum of \$25.00. Questions about donations should be directed to the Rec. Director

(X) APPENDICES

- A. PRE-REGISTRATION FORM- NEW SPORT CLUBS ONLY**
- B. MEMBERSHIP LIST**
- C. CURRENT LIST OF CLUB OFFICERS**
- D. SPORT CLUB PRESIDENT AGREEMENT**
- E. POST SEASON REPORT**
- F. WAIVER FORM**
- G. BUDGET SUMMARY FORM (due end of September)**
- H. PURCHASE REQUEST FORM**
- I. CLUB CONSTITUTION**
- J. VEHICLE REQUEST FORM**
- K. APPLICATION FOR PE CREDIT**
- L. REGISTRATION OF PERSONAL VEHICLE**
- M. REQUEST FOR RENEWAL OF RECOGNITION**
- N. FIELD/FACILITY REQUEST**
- O. GAME/EVENT REQUEST**
- P. REQUEST FOR ADDITIONAL SPORT CLUB FUNDING**
- Q. FIRST AID COMPLIANCE**
- R. SPORTS CLUB CHECK ORDER**

**APPENDIX A
CARLETON COLLEGE
SPORT CLUB PROGRAM**

**SPORTS CLUBS
PRE-REGISTRATION FORM-NEW CLUBS ONLY**

REQUEST FOR SPORTS CLUBS STATUS

Submit completed this form to the Recreational Director. This form will remain on file until changes are made by the sports club, at which time new forms are to be submitted (**Appendices B, C, D and F**).

_____ requests permission to become a registered Sports Club for the
_____ academic year.

The _____ club requests entry into the Sports Clubs Program and membership into the Sports Clubs Council.

Submitted by: _____

Position/Title in Club: _____

Date: _____

Contact number: _____

STATEMENT OF PURPOSE OF THE SPORTS CLUB: (Also attach a constitution as outlined in the Sports Clubs Handbook, Appendix I):

**APPENDIX C
CARLETON COLLEGE
SPORT CLUB PROGRAM**

Officers List

Sport Club _____

Date Officers Elected _____

Date of Term Expiration _____

Date of Next Election _____

PRESIDENT _____

E-mail: _____ Phone: _____

VICE-PRESIDENT _____

E-mail: _____ Phone _____

TREASURER _____

E-mail: _____ Phone _____

SAFETY OFFICER/S _____

E-mail: _____ Phone _____

E-mail: _____ Phone _____

**** One of the above officers must serve as a Sport Club Council Representative****

COUNCIL REP _____

COACH/INSTRUCTOR _____

E-mail: _____ Phone _____

***NOTE* This information must be kept current at all times with the Recreation Director. Any changes must be given to the Director within one week of the change.**

APPENDIX D

**CARLETON COLLEGE
SPORT CLUB PROGRAM**

PRESIDENT AGREEMENT

Club: _____ Year: _____ Date: _____

Name of President/Captain: _____

I have read and understand the Sport Club Manual, the regulations, and the duties assigned to the role of the President of a club.

I understand that I must inform all members of the PEAR insurance coverage and fill out the athletic trainer medical Forms (when necessary) and submit forms in to the Athletic Trainer Office in the Recreation Center.

I understand that I must maintain an updated membership list with the Recreation Director at all times.

Name (Print): _____

Signature: _____

Date: _____

APPENDIX E

CARLETON COLLEGE
SPORT CLUB PROGRAM

Post Season Report

Club: _____ Year: _____ Date: _____

Name of person filing this report: _____

Club Officers (at this date)

President/Captain: _____

Regular Meetings and/or Practices:

Day(s): _____

Time: _____

Average Attendance: _____

Club Competition Off Campus

	Event	Date	Results
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____

Club Events on Campus:

	Event	Date	Results
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____

Evaluation and Recommendations:

1. Was P.E. credit offered this term Yes No, if yes who submitted the request _____
2. Do you plan on offering P.E. credit during an upcoming term; if so which one? _____
3. How many players did you have at the beginning of the season _____ at the end _____
4. How smoothly did the season run? Circle a number (very smooth 1 2 3 4 5 serious problems)
5. If there were problems please list them on the back
6. Were the fields and or facilities adequate Yes No
7. Suggestions for improvement _____

8. Has the recreation director been available and helpful through the season? Yes No
Comments: _____

9. Is there anything different the recreation director can do in order to better facilitate your efforts? Yes No

10. Any ideas on what would make a better sport clubs program?
Comments _____

Equipment inventory: What do have, what condition is the equipment in, equipment needs for next year, plans on replacement, where is it stored, who is responsible for it next year? (Attach a Separate sheet)

APPENDIX F

CARLETON COLLEGE
SPORT CLUB PROGRAM

SPORTS CLUBS GENERAL INFORMATION AND MEMBERSHIP WAIVER FORM

Please Print

Club: _____ Student ID: _____
Name: _____ Birthday: _____
Address: _____ Phone: _____
Emergency Contact: _____ Program: _____
Year in School: _____

SPORTS CLUB WAIVER FORM

CARLETON COLLEGE
RELEASE OF LIABILITY, WAIVER OF CLAIMS, ASSUMPTION OF RISKS AND INDEMNITY
AGREEMENT

A signed form is required of each individual who participates in the program. Accidents can be the result of the nature of the activity and can occur without fault on either the part of the participant, the program supervisors at Carleton College. By registering to participate in the program, I am accepting the risk of an accident occurring. I understand that the program may expose participants to elements of risk, and that accidents may occur while participating in the program. PEAR Department will take necessary and appropriate safety precautions and will attempt to minimize any associated risks. These accidents may cause loss of personal property, injury and even death. Examples of the types of injury which may occur while participating in these activities include, but are not limited to:

1. Unusual pain, discomfort, fatigue, and other physical discomforting symptoms.
2. Injuries resulting from human error, equipment failure, weather or other hazards.
3. Allergic reactions or digestive problems resulting from ingesting food or drink provided during the course of the program.

*I am aware that my participation in the program activities involves some risk of loss of personal property, bodily injury and even death. I am also aware that my participation in the program is voluntary.

*I hereby agree to waive any and all claims that I have or may have in the future have against Carleton College, and to release the college, its governors, officers, employees, students and representatives, any individuals connected with PEAR, from any and all liability for any loss, damage, injury or expense that I may suffer as a result of voluntary participation in the program.

This agreement shall be effective and binding upon my heirs, next of kin, executors, administrators, assigns and representatives in the event of my death or incapacity.

I HAVE READ AND UNDERSTAND THE CONTENTS OF THIS AGREEMENT

I understand that I must exercise with full understanding of the proper equipment and method of exercise, and agree to seek clarification of the proper use of equipment or method of exercise from the PEAR Department staff, and that they have the right to stop me from doing any activity which they feel would be harmful to me. I will inform the staff of any unusual pain, discomfort, fatigue or any other symptoms I may suffer during or immediately after participation.

Signature of Participant: _____ Student/Staff ID: _____

Name of Participant: _____

Witness: _____ Printed Name of Witness: _____

APPENDIX G

BUDGET REPORT (Due end of September)

Club Name _____ **Treasurer** _____

Date Submitted

Please see (Finance VI) (Budgetary Guidelines) of the Sports Clubs Committee Budget Policy to ensure that you fall within these guidelines.

SUMMARY

I.	EXPENSES		(Committee Use Only)
	a. Travel & Accommodation (Only self-generated funds)	\$ _____	\$ _____
	b. Honoraria	\$ _____	\$ _____
	c. Equipment	\$ _____	\$ _____
	d. Publicity	\$ _____	\$ _____
	e. Office Expenditures	\$ _____	\$ _____
	f. Rental of Facilities	\$ _____	\$ _____
	g. Tournament Fees	\$ _____	\$ _____
	h. Affiliation Fees	\$ _____	\$ _____
	i. Other	\$ _____	\$ _____
	TOTAL EXPENSES	\$ _____	
II.	REVENUE		
	a. Membership Dues	\$ _____	
	b. Donations	\$ _____	
	c. Fund-Raising	\$ _____	
	d. Other	\$ _____	
	TOTAL REVENUE	\$ _____	
III.	TOTAL REQUEST		
	Expenses – Revenue =	\$ _____	

ITEMIZED BUDGET REPORT

Please itemize the information that you reported in the Budget Summary Report. If you need more space please use the last page.

I. EXPENSES

a. Travel & Accommodation

Please fill out a trip itinerary form (see Appendix K) for each planned trip for this coming year (approximate) and attach to the budget request.

b. Honoraria

Speakers (max. \$100/year) \$ _____
Instructors (max. \$300/year) \$ _____

c. Equipment

Rentals
1. _____ \$ _____
2. _____ \$ _____
3. _____ \$ _____
Repairs
1. _____ \$ _____
2. _____ \$ _____
3. _____ \$ _____
Purchases
1. _____ \$ _____
2. _____ \$ _____
3. _____ \$ _____
4. _____ \$ _____
5. _____ \$ _____

d. Publicity

Newspaper Ads \$ _____
Posters \$ _____
Other \$ _____

e. Office Expenditures

Copying \$ _____
Postage \$ _____
Phone Calls \$ _____
Other \$ _____

f. Rental of Facilities

Place _____ \$ _____
Place _____ \$ _____

g. Tournament Fees

Where _____ \$ _____
Cost per player/team _____ \$ _____
Where _____ \$ _____
Cost per player/team _____ \$ _____

h. Affiliation Fees

Organization _____ \$ _____
Fee per year _____ \$ _____

APPENDIX I

CARLETON COLLEGE SPORT CLUB PROGRAM

Constitution Guide

The format below has been developed as a guide for the development of a Constitution for you organization. It is not necessary to follow this form exactly, but it is important to include all areas that apply to your Club.

Sport Club _____

Date Adopted _____

ARTICLE I – Name	State the official name of the Sport Club organization.
ARTICLE II – Purpose	State the reasons for the formation of the Club and the Club's objectives.
ARTICLE III – Membership	A. State which people are qualified for membership. Assure that no discrimination shall take place. B. State what a member must do to be recognized as a full member. C. State what rights and privileges a full member has.
ARTICLE IV – Meetings	A. State how many meetings are to be held each year and when they are held. B. State the procedures for calling special meetings.
ARTICLE V – Officers	A. State what officers the Club will have. B. State what duties each officer will have.
ARTICLE VI – Elections	A. State the nominating procedures and when they will take place. B. State how and when elections will take place.
ARTICLE VII – Funds	State the procedures for the allocation of Club funds (revenues and expenses).
ARTICLE VIII – Advisor	State the procedures for the qualifications and selection of a Club Advisor and the function and duties of said person.
ARTICLE IX – Coach/Manager	State the procedures for the qualifications and selection of a coach/manager and the function(s) and duties of said person.
ARTICLE X – Amendments	State how an amendment will be presented, to whom it will be presented, and how it will be ratified.
ARTICLE XI – Bylaws	State the procedures for the inclusion of any rules or regulations specific to the Club.

APPENDIX J
Carleton College
VEHICLE USE RESERVATION

Name of organization/department _____	Budget Number _____
Your Name _____	Ext. _____

Departure Date and Time

Return Date and Time

Destination
Roundtrip Mileage

Estimated

Purpose of Trip/Activities Planned:

Type and Number of Vehicles Requested (circle): Car(s) Minivan(s) |

Passengers' Names

Check if authorized driver	Passengers proposed at time of request	Confirmed at departure	Note any changes in the proposed passenger listing. Cross off names at left of individuals not traveling and note new names below.

 Driver's Name

 License Number

I have reviewed this document and approve use and budgetary charge for this trip.

 Print Name of Person Authorizing for Organization/Department

 Signature of Authorizing Individual

 Date

APPENDIX K

CARLETON COLLEGE
SPORT CLUB PROGRAM

Club Sport Application for PE Credits
Must be submitted within the first 2 weeks of the term

Date Submitted: ____ / ____ / ____

Name of Club Sport: _____

Club Captain/President: _____

Phone Number: _____ Email: _____

The student representative is the primary person responsible for the following:
Submitting a petition, maintaining accurate attendance records, submitting attendance records, notifying in writing both the recreation director and the student as soon as it becomes clear that credit will not be awarded, upholding the agreement with and policies of the PEAR department.

Remember to clearly remind players that they are limited to 2 PE credits total for club sport participation and only 1 per year. Also, that NO retroactive credit will be given for past seasons. Only seasons that a student has registered and completed all the application and agreement requirements for will qualify for PE credit.

Petition for consideration:

1. **Explain** (attach) why and how regular participation in the club is congruent with the mission of the PEAR department in its activity course offerings. Include: Skill instruction, conditioning/fitness components, etc. (Competitiveness is not a consideration.)
2. **Detail** (attach) a sample practice. Include: warm-up, stretching, skill drills, conditioning, scrimmage, cool-down... progression... as applicable.
3. **Detail** (attach) the specifics of when the practices and games will take place.
4. **Attach** a roster of those participants wishing to participate for credit. The recreation director will submit it to the Registrar's Office. (You will get an official role sheet from the PEAR office. You will need to submit this sheet with your signature at the end of the term/season.)

I, the student representative, affirm that the information included above and/or attached is true and agree to keep a daily record of attendance. Furthermore, I agree to notify both the participant and the Coordinator in writing if a participant should be dropped due to unsatisfactory attendance.

X _____ Student Representative

_____ Approved _____ Conditionally Approved _____ Not Approved

X _____ Rec. Dir

X _____ Date

APPENDIX L

CARLETON COLLEGE
SPORT CLUB PROGRAM

REGISTRATION OF PERSONAL VEHICLE FOR
OFFICIAL TRAVEL FOR THE SPORT CLUB PROGRAM

Name of person using a personal vehicle (print) _____

Club _____

Driver of Vehicle: Birth Date: _____

Student ID #: _____

Driver's License: State: _____

Number: _____

Date Expires: _____

Vehicle: Year/Make/Model _____

License Number: _____

Owner: _____

Vehicle Insurance Company: _____

Policy Number: _____

I hereby certify that I am 18 years of age, that I currently hold a valid driver's license, that I have not been convicted of a major traffic violation with the past 12 months, that as long as I use my vehicle for Sport Club business I will keep the above insurance (or equivalent) in force, and that all of the above statements are true. I am aware that in case of an accident, my vehicle insurance is primary.

Signature: _____

Date: _____

APPENDIX M

CARLETON COLLEGE
SPORT CLUB PROGRAM

Request for Renewal of Recognition

As President of the _____ Sport Club at Carleton College, I _____
_____, wish to apply, on behalf of the Club, to renew its recognition as an

official Sport Club for the school year _____. I understand that it is my responsibility to see that all of
the necessary paperwork is turned in to the Recreation Director and that renewal of recognition is
contingent upon my doing so.

Signature _____

Signature of Advisor _____

Date _____

Summer Contact Person _____

Phone _____

Email Address _____

Fall Contact Person _____

Phone _____

Email Address _____

-----Office Use Only-----

Renewal Granted _____ Renewal Denied _____

Director _____

APPENDIX N

CARLETON COLLEGE
SPORT CLUB PROGRAM

Practice Field / Facility Request

Sport Club _____

Today's Date _____

Person Filing Request _____

Title _____

Phone _____

Facilities Requested (be specific) _____

Term Requested (check all that apply) _____ Fall

_____ Winter

_____ Spring

Days/Times Requested (Check all that apply and write in times, beginning/ending, for each day in the blanks after the respective day.)

_____ Monday _____

_____ Tuesday _____

_____ Wednesday _____

_____ Thursday _____

_____ Friday _____

_____ Saturday _____

_____ Sunday _____

-----Office Use Only-----

Facilities Assigned _____

Days/Times _____

Director _____ Date _____

Facility Director _____ Date _____

APPENDIX O

CARLETON COLLEGE
SPORT CLUB PROGRAM

Game / Event Facility Request

Club _____ Date _____

Person Filing Request _____ Phone _____

Event Title _____

Event Participants _____

Day(s) _____	Day(s) _____	Day(s) _____
Date(s) _____	Date(s) _____	Date(s) _____
Times _____	Times _____	Times _____
Facility _____	Facility _____	Facility _____

Other needs _____

In order for this request to receive full consideration, it must be submitted at least two weeks prior to the event date. The group is also responsible for any damage done to the facility during the event.

-----Office Use Only-----

Facilities Assigned

Day(s) _____	Day(s) _____	Day(s) _____
Date(s) _____	Date(s) _____	Date(s) _____
Times _____	Times _____	Times _____
Facility _____	Facility _____	Facility _____

Approved ___ Denied ___

Approved ___ Denied ___

Approved ___ Denied ___

Recreation Director _____ Date _____

Scheduled _____ Date _____

Facility Director _____ Date _____

APPENDIX P

CARLETON COLLEGE SPORT CLUB PROGRAM

Request for Additional Sport Club Funding

Club _____

Date _____

Amount requested \$ _____

Date Funds required _____

Applicant Name _____

E-mail _____

Send request to the Recreation Director. Requests will be reviewed on Thursdays by the Executive Officers. Must be in by Tuesday 5pm for consideration that week.

Explanation/Reason for Additional
Funding: _____

(use the backside of this form if further detail is necessary)

No. of team members involved in the event/benefiting from the request: _____

Breakdown of Expenses

Travel \$ _____

Accommodation \$ _____

Fees \$ _____

Equipment \$ _____

Other \$ _____

(Provide an explanation of "other" if you use this category) _____

Club Council Executive (Office use only)

Funds approved/denied \$ _____

Date: _____

Authorization Signatures (approval requires 3 signatures)

Chair: _____

Co:Chair: _____

Secretary: _____

Executive Member: _____

APPENDIX Q

CARLETON COLLEGE SPORT CLUB PROGRAM

FIRST AID COMPLIANCE

Club Sport Name _____

Club Safety Officer/s (Print Name) _____

Date _____

The club sport safety officer verifies by signature (_____/_____) that the club possesses a first aid kit, stocked sufficiently with supplies as outlined below and this kit will be on hand at every club practice and competition.

The club sport safety officer (signature_____/_____) verifies that the kit will be restocked with first aid supplies as they are depleted.

In addition the safety officer/s verify that they are certified in Standard First Aid and CPR for adults, and that they will be at every club practice and competition.

Signature _____ Signature _____

Contents of the First Aid Kit

2 combine dressings

4x4 and 3x3 gauze sponges

gloves

alcohol prep pads

tape (2) 1", (2) 1/2", (2) 1/4"

bandaids

sling

steri strips

anti-biotic ointment

bottle of peroxide

cotton tipped applicators

ace wraps: two 2" and two 4"

2 rolls cotton bandage

Refills obtained from the Athletic Training Room at the Recreation Center

APPENDIX R

CARLETON COLLEGE SPORTS CLUB CHECK ORDER

In order to comply with IRS regulations, the following information is required.

Send completed form to the Controller's Office for processing
and a check will be mailed to the payee.

No payments in cash.

Date _____

Payee Complete Name _____

Home Address _____

Social Security No. _____

Payment for _____

Amount _____

GL# _____

Payment for _____

Amount _____

GL# _____

Business Office Use		
1099M	yes	no
1099M	yes	no

Requisitioned by _____
Carleton employee/student

Approved by Dept. Head/Supervisor _____