## CONTENTS

### IMPORTANT SPORT CLUBS CONTACT NUMBERS & DATES

#### (I) INTRODUCTION
- Sport Clubs Philosophy, Objectives, and Definition 5
- Organization 5
- Relationship of the Sport Clubs to the College 6
- Sport Clubs Council 7, 8
- Executive Council Responsibilities 9
- Rights and Expectations, Standards of Conduct 10
- Drug And Alcohol Policy 10
- Hazing 10
- Participation 10
- Insurance 11

#### (II) ANNUAL REGISTRATION AND MEMBERSHIP GUIDELINES
- Returning Sport Clubs 12
- Forming a New Sport Club 12, 13
- Conduct 14
- The Disciplinary Process 14, 15
- Appeal Process 15
- Recognition as a College Sport Club 16

#### (III) PROCEDURES
- Sport Clubs Procedures - General Purchasing, Travel and Reporting 17, 18, 19

#### (IV) CONSTITUTION

#### (V) SPORT CLUBS ORGANIZATION AND MANAGEMENT
- Sport Clubs Responsibilities 21
- Club Status 21
- Sport Clubs Officer Responsibilities, Meeting Representatives 22, 23
- Club Instructors and Coaches Responsibilities 24
- PE Credit 25

#### (VI) FINANCE
- Budgetary Requests and Time Frame 26
- Guidelines for Use of College Funds 26, 27
- Other Important Financial Concerns 28, 29

#### (VII) RISK MANAGEMENT
- Health and Safety 30
- Training Services 30
- Sport Club Injuries 31
- Risk Management Guidelines for Sport Clubs 32
- Drug and Alcohol policy 27
- Insurance 27

#### (VIII) TRAVEL

#### (VIII) FUNDRAISING
- Guidelines 35
- Donations 35
- Sponsorship 36
- Community Service 36
CARLETON COLLEGE
SPORT CLUBS PROGRAM
STAFF & IMPORTANT PERSONNEL

Aaron Chaput    ASSISTANT RECREATION DIRECTOR        X4483
SPORT CLUBS DIRECTOR    achaput@carleton.edu

Mikki Showers    RECREATION DIRECTOR        X4481
INTRAUMURAL DIRECTOR    mshowers@carleton.edu

Gerald Young    ATHLETIC DIRECTOR        X4057
gyoung@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
Aaron Chaput    763-218-5087 cell    507-222-4483 WK
Mikki Showers    507-330-0572 cell    507-222-4481 WK
Gerald Young    507-321-0231 cell    507-222-4057 WK

OTHER IMPORTANT NUMBERS

DEAN OF STUDENTS OFFICE    646-4075
STUDENT ACTIVITIES OFFICE    646-4462
FACILITIES    646-4133
GROUNDS    646-4137
SHAC    646-4080

SPORT AND REC. FACILITY NUMBERS

RECREATION CENTER    646-4487
COWLING    646-4431
WEST GYM    646-4159
STADIUM    646-4050
IMPORTANT SPORT CLUBS DATES

CARLETON COLLEGE SPORT CLUBS WAIVER FORM Due — PRIOR TO PARTICIPATION for all club members/participants—read and sign waiver here:
https://apps.carleton.edu/campus/rec/club/waiver/

**All listed information is mandatory to attend or submit as a member of the Sport Club Program.**

September
Club Individual Team Meetings—TBD — email sent out with specific times
Fall Facility/Field Practice requests Due: August (complete)
Pick up First Aid Kit—ASAP
Fall Rosters Due: Friday, September 25
Fall Competition Schedule Due: September 25
Submit CPR/AED certification copy to Sport Clubs Office (min. of 2 per team, more recommended): Sept. 25
President Agreement Due September 25

October
Safety Training : Date TBD
PE Credit Request/Winter Term Due Oct. 9
Budget Outline Due October 30
Club Constitutions Due October 30
Winter Facility Practice Requests Due: October 30

November
Fall PE Rosters return to Sport Clubs office: November 13

January
Sport Clubs Captains Meeting: Thursday, Jan. 14, 7-8:30pm (Location TBD)
Club Team Rosters Due: Friday, January 15
Winter Competition Schedules Due: Friday January 15
PE Credit Request/Spring Term Due Jan. 29

February
Spring Facility/Field Practice Request Due: Feb. 26

March
Winter PE Roster return to Aaron Chaput, March 4

April
Budget Training: March 7-11 Time and Location TBD
Sport Clubs Budgets Submissions Due: April 1
Spring Team Roster Due: April 11

May/June
Submission of registered active Sport Club: May 27
Final Year-End & Inventory Report: May 27
Spring PE Roster return to Aaron Chaput, May 27
Request for Renewal: May 27
First Aid Kit Submission: June 3
Election of new Club Officers due: June 3
THE SPORTS CLUB PROGRAM—BENEFITS

Leadership Opportunities
- Sport Clubs Executive Council membership
- Officer responsibilities
- Officially represent College during club activities

Logistics
- Program advising and assistance
- Computer access
- Access to legal council
- Access to the tax-exempt status of the College
- Free CPR and First Aid training
- Access to Athletic Trainers
- Opportunity to receive 1 PE credit per year for participation
- Alumni Lists
- General contact for all clubs
- First Aid kits
- Equipment usage & purchasing assistance
- TV/VCR/Video screen availability
- Phone access for club business (including long distance)
- Fax machine access for club business
- Copying/printing for club business
- Large water jugs for special event usage

Promotions
- Free informational booth reservations in Recreation Center
- Access to College word marks and logos
- Access to club websites

Financial
- Annual Allocation, when applicable
- Free banking through College accounts
- Financial transactions and the development of fiscal management
- Budget preparation training
- Financial assistance through additional funding requests

Travel and Competition
- Charter Bus options, access to Campus Services Vehicles, and use of college contract with Enterprise rental agency
- Facility arrangements for on-campus events
- On-campus event registration and planning

Facilities
- Practice space time and priority
- Limited storage space
- Field preparation for tournaments or events
- Recruiting space availability
- Classroom and meeting space availability
- On-campus special event space
**INTRODUCTION**

**SPORT CLUBS PHILOSOPHY:**
The philosophy of the Sport Clubs program is to promote health, physical well being and the acquisition of physical skill development.

The Sport Clubs program is part of the Physical Education, Athletics and Recreation Department (P.E.A.R). Sport 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 and/or may conduct intra-club activities such as practice, instruction, social and tournament play.

**SPORT CLUBS OBJECTIVES:**
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 but not participate in organized competition.

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.

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 SPORT CLUB:**
A Sport Club is a group of students organized for the purpose of furthering their common interests in an activity through participation and competition. A Sport Club must have a **minimum number of active participants (10)** to be eligible to be recognized as an active Sport 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).

Sport Clubs are meant to be a learning experience for the members through their involvement in fund-raising, 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 environment helps enhance a student’s overall education while living in the collegiate setting.

**ORGANIZATION:**
Sport 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 Sport Clubs. The 2-tier system gives clubs that qualify under the guidelines presented in *Forming a new Sport 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 Sport Clubs Program can better prepare to allocate its limited resources. The Sport Clubs Program recommends a maximum of **25 clubs** (dependent on CSA funding and approval) per year based on space availability.
RELATIONSHIP OF THE SPORT CLUBS TO THE COLLEGE:

Tier System:

1) Conditional: Receive no representation on Sport Clubs Council.

   All new clubs, regardless of Sport Clubs Classification

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

   Team Sport Clubs:
   1) Indoor/Outdoor (Rugby, Ice Hockey, Rugby, Lacrosse, etc.)

   Individual Activity Sport Clubs:
   Martial Arts (Aikido, Karate, Tae Kwon Do, etc.)
   Indoor (Table Tennis)
   Outdoor (Equestrian)

Active clubs are classified by Team Sport Clubs or Individual Activity Sport Clubs (as above). This will allow clubs with similar facility and administrative needs to be represented on the Sport 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)?

Conditional Status:
⇒ All newly approved clubs are assigned Conditional Status for the first year of operation.
⇒ Each club has one year to demonstrate viability in terms of club administration, student interest, and support in terms of club members.
⇒ Conditional clubs have lowest priority for facilities bookings and reservations.
⇒ Financial assistance is not available for Conditional clubs. A club assigned Conditional status must be a completely self-supporting organization.
⇒ 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 Sport Clubs Director, and as recommended by the Sport Clubs Executive Council, subject to available funding).
⇒ Conditional clubs are not eligible to serve on the Sport Clubs Council.

Returning Status:
⇒ Returning status is the normal operating mode for a previously recognized club.
⇒ Be primarily instructional or competitive with travel to competitions.
⇒ 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 rentals, equipment costs, travel expenses and fees.
Returning clubs have normal priority for facilities booking and reservations (facilities booking and reservations shall be at the discretion of the Sport Clubs Director and the council). Sport Clubs may have facility bookings and reservations superseded by Physical Education classes, Varsity Teams, Recreation 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.

Returning clubs that have been found, through a disciplinary meeting of the Sport Clubs Council, to be in violation of the rules and regulations may, at the discretion of the Sport Clubs Director, be reduced to Conditional clubs status at any given time.

Eligible to serve on the Sport Clubs Executive Council.

Returning clubs may be eligible to receive PE Credit. (after 1 successful year within returning status)

SPORT CLUBS EXECUTIVE COUNCIL:

Definition:

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

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

Sport Clubs Executive Council Structure:

(1) Name:  Sport Clubs Executive Council

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

(b) To review applications for clubs desiring Sport 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 Sport Clubs Executives and the Sport Clubs 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 Sport 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 Sport Clubs Director.
(3) Membership:

**Council Executives:**
- Chair: Safety Coordinator
- Co-Chair: Marketing/Publications Officer
- Secretary

The Sport Clubs Executives will also assist the Sport Clubs Director 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.

**General Council Representatives from each club**

* The Sport Clubs Executives and club representatives will serve on the council.
* Executive Council members will serve as Co-Chairs for all regular meetings.
* The Secretary will serve as recorder for all meetings.
* Any Carleton club officer who is an active member of a Returning Sport Clubs may apply for a position on the Sport Clubs Executive Council.
* Only one member per club may serve on the Sport Clubs Executive Council.

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

(5) Meetings: The Sport Clubs General Council shall meet as necessary throughout the course of the academic school year. Any Sport Club can petition the Sport Clubs Executives to convene a meeting of the Sport Clubs General Council.
Executive Council Responsibilities

Chair/Co Chair: set meeting agenda items with Sport Clubs Director, responsible for conducting bi/weekly council meetings, responsible for sanctions against clubs who commit minor and major infractions affecting the organization of Sport Clubs and draft any email recommendations to club officers and administrators as needed and based on the input from the executive council.

Secretary: record the minutes of each meeting and post these on the Sport Clubs web site. Responsible for informing the council of previous business and decisions made concerning the management of clubs. Lead email conversations relating to topics discussed at previous meeting or upcoming meetings as needed. Help the Sport Clubs Director to review policies based on decisions ratified by the Sport Clubs council.

Safety Manager: Lead clubs in hazing/alcohol awareness training, be general contact for hazing/alcohol/safety issues, work with Rec student EMT’s to ensure proper safety for all club teams at practice and games, help organize concussion education sessions and hold discussion on disciplinarian contract in individual Sport Clubs constitutions at is relates to unsafe behavior.

Budget Manager: heading the council allocation meeting in Spring term, keeping track and budgeting the executive council’s emergency funds, being a liaison to clubs in explaining the additional funding request process and being available to assist with clubs during the budget process.

Marketing/Publications Officer: responsible for collecting schedules and results from Sport Clubs assistant and ensuring that the Carletonian has this information for publication. Responsible for reviewing individual club web sites to stay current with season schedules and results and taking the initiative to publicize Sport Club events on campus.
**SPORT CLUB RIGHTS AND EXPECTATIONS:**

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

**DRUG AND ALCOHOL POLICY:**

As per Carleton College policy, illegal drugs and alcohol are not allowed in or on 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.

**ALCOHOLIC BEVERAGES ARE NOT PERMITTED ON ANY RECREATIONAL SPORT OR ATHLETIC FIELDS BY PARTICIPANTS OR SPECTATORS.**

**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 DISCIPLINARY ACTIONS FROM THE SPORT CLUBS EXECUTIVE COUNCIL.**

**PARTICIPATION:**

Participation on a Sport Club team is open to all Carleton College students. Staff, faculty and alumni may attend practices and instructional classes but may not participate in organized competition.

**Transgender Athletes** — the Sport Clubs program has specific inclusion guidelines for the opportunity of participation for transgender athletes. If you would like information regarding transgender participation please contact the Sport Clubs Director or see the Sport Clubs website for more information.
HAZING:
A Sport Club or its members should not conspire to engage in hazing or commit any act that injures, degrades, disgraces, or tends to injure, degrade, or disgrace any fellow student attending the college.

The definition as listed in the Campus Handbook under the section on Community Standards: *Hazing, defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or an organization.*

The act of hazing will not be tolerated and should be reported immediately to the Sport Clubs Director or other appropriate College officials.

INSURANCE

Carleton College will assume NO responsibility for the payment of medical expenses resulting from injuries that occur while participating in Sport Clubs. Individuals are responsible for reviewing their current health insurance policy to see if you are covered.

*The College strongly recommends that families, prior to declining participation in the Student Health Plan, review their health insurance policies to ensure that their coverage provides equal or better benefits and that they are covered in the Northfield, MN area.*

**ALL STUDENTS MUST GO THROUGH THE OPT-IN/WAIVE INSURANCE PROCESS EACH YEAR, WHETHER OPTING IN OR DECLINING.**

**Deadline:** Please complete ONLINE by August 15th, 2015, or the NON-REFUNDABLE premium of $1,046.00 will be automatically added to your Fall Term tuition bill. For more information go to Student Health Insurance on the Carleton College Business Office Website.

For questions about the plan, contact Collegiate Insurance Resources online or at their toll free number (800) 322-9901.

**Athletic Insurance (Varsity and Sport Clubs)**

Every student athlete participating in Intercollegiate Athletics at Carleton College **MUST** be covered under a health insurance policy that will cover sports related injuries. **This is an NCAA requirement.**

For student athletes participating in **Sport Clubs** at Carleton College it is **recommended** but not required that you be covered under a health insurance policy that will cover sports related injuries. The requirement is for NCAA affiliate sports only.
ANNUAL REGISTRATION AND MEMBERSHIP GUIDELINES

RETURNING SPORT CLUBS:
Recognition as a Sport 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 Sport Club the following year. This is done by submitting a form to the Sport Clubs Director in May.

Registration procedures for returning clubs are as follows:

∗ Register with the Sport Clubs Director (done in May of previous year).
∗ Turn in an updated listing of officers to the Sport Clubs Director.
∗ Submit Carleton College Sport Clubs Waiver Form prior to individual participation for each club member.

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. In order to retain its “active” status, any Sport Clubs must continue to meet the criteria outlined in this Handbook.

FORMING A NEW SPORT CLUB:
Interested in forming a new SPORT CLUB? See the requirements and process below to learn how.

1. Registration with the Carleton Student Association. This may be completed on-line at https://apps.carleton.edu/orgs/csa/orgs/ and documentation must be provided. Clubs must have successfully completed a minimum of 2 years as a registered student organization before applying for Sport Club status.

2. Demonstration of Interest - Submit a list of names and signatures with Carleton ID numbers of at least ten (10) active members.

3. Demonstration of Organization - A club must define their purpose, goals, and objectives; submit officers’ names and their duties; have a continuity procedure consisting of established officer election dates and the procedure for election; and defined membership requirements. This information should be included in the club constitution.

4. Demonstration of Need - An applying group needs to document that interest in their sport is not being adequately met by existing campus programs. Those sports currently recognized by the Division of Intercollegiate Athletics may not be duplicated. A sport or form of a sport currently a member of the Sport Clubs program may not be duplicated.

5. Demonstration of Safety - An applying club needs to demonstrate that the welfare of its members is safeguarded. Evidence should be presented showing well-qualified instructors, the existence of safe equipment, the supervision of practice and competitive sessions, and the procedures to follow in case of accidental injury.

CONT. on next page
6. **Satisfaction of a "True Sport" definition** - Demonstrate that the applying club is within the following guidelines:

- Be a sport with a national or international governing body (i.e. AAU, NCAA, USA Volleyball, or an independent governing body such as International Badminton Federation) and participate in a local or regional league (as available).
- Produce a set of rules published by the sport's governing body, if requested.
- Present evidence that there are established competitions, tournaments and clinics within a 8hr radius of Northfield, if applicable.
- Show that the learning and development of skills of the sport is the main objective.

7. **Space Availability & Equipment** - Availability of Campus Rec facilities, storage and equipment for practice and competition is very limited due to use by Campus Rec programs, Athletics, Sport Clubs and informal recreation. Allocation of practice space and time will be limited to Campus Rec facilities that are not currently utilized. Club petitions that do not require and/or cannot be accommodated by existing Campus Rec facilities will be considered. The Sport Clubs Director in conjunction with the PE.A.R Administrative Council will make decisions regarding space availability.

**PETITION PROCESS**

1. **Meet with the Sport Clubs Director** - In order to petition to become a Sport Club with the PE. A.R Department, the interested party must meet with the Sport Clubs Director (Room 105 Recreation Center) and present all the documents needed to meet the criteria to become a Sport Club as explained above.

2. **Attend Sport Clubs Executive Council Meeting** - If the Sport Clubs Director determines that all criteria have been met, the petition will be placed on the agenda at the next Sport Clubs Executive Council meeting. (typically meets bi-weekly during the academic term)

3. **Acceptance by the Sport Clubs Executive Council** - The prospective club's chief officer will make a verbal request by means of a presentation to the Sport Clubs Executive Council for membership to that body. A vote will take place at that time or it may be postponed to the next Sport Clubs Executive Council meeting. A vote may be postponed to the next Sport Clubs Executive Council meeting if additional information is required. Completion of the Sport Clubs registration does not constitute endorsement of an individual club. Acceptance by the Sport Clubs Executive Council, the advisory group to the Sport Clubs Director, is granted by two-thirds (2/3) vote of the quorum.

4. **Approval by PEAR Administrative Council** - Taking the vote of the Sport Clubs Executive Council and all criteria into consideration, the Sport Clubs Director has final approval of a club's acceptance. The Sport Clubs Director will present all the information provided by the prospective club for approval by the PEAR Departments Administrative Council and acceptance as a member of the PEAR Department. Once accepted as an approved Sport Club, the club shall then be governed by policies established by the College, the PE.A.R Department and the Sport Clubs Council.

5. **Probationary Period** - Upon acceptance into the Sport Clubs program, the new club will serve a one-year probationary period per the Sport Clubs Council By-Laws as a “conditional” status club.
MEMBERSHIP GUIDELINES

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.

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

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

THE DISCIPLINARY PROCESS:

Violation of, or non-compliance with college policies, campus regulations, Sport Clubs procedures or Sport Clubs standard of conduct, may result in loss of Sport Clubs status or other disciplinary action to the Sport Clubs 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:

Examples of minor infractions include but are not limited to the following situations:

- Failure to submit required forms and documentation.
- Non-use of block booked facilities.

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:

- The club is placed on probation for a designated period of time or until the club corrects the problem.
- The Sport Clubs Executives will notify the club representatives in letter form stating:
  1. The reason for the probation.
  2. The length of the probation period.
  3. The possible consequences the club will face if additional infractions occur.
  4. The club’s right to appeal.

- If additional infractions occur:
  1. The club’s funds are frozen and a part of the club’s allocation may be forfeited.
  2. The Sport Clubs Council may take any action deemed appropriate, including determining the amount of allocation forfeited by the club.
  3. The club is notified in writing of the action(s) taken.
  4. The club is reminded of their right to appeal.
**Major Infractions:**

Examples of major infractions include but are not limited to the following situations:

- Displaying conduct that is incompatible with the college’s function as an educational institution and the purpose of the Sport Clubs program. (i.e. un-sportsmanlike conduct toward officials or opponents or disruptive behavior on trips)
- Allowing ineligible individuals to participate in club activities.
- Misusing club resources.
- Allowing ineligible individuals to participate in club activities.

For all major infractions:

- A meeting with the Sport Club Director and the Sport Clubs Executive Council is scheduled.
- Input from appropriate administrators and club members are solicited when deemed appropriate.
- The Sport Clubs Executive Council, after consultation with the Sport Clubs Director, determines the disciplinary action(s) to be taken.
- 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:

- Probation.
- Funds are frozen.
- Loss of facility reservations.
- Loss of funding.
- Loss of Sport Clubs status and sponsorship of the PEAR Department.

Notification of disciplinary action is sent to the club’s President or Captain, Dean of Students and Chair of PEAR department.

**Appeal Process:**

The appeal process exists to ensure that all disciplinary actions taken against Sport Clubs are fair and equitable. The person/council to whom a disciplinary decision is appealed will review the previous decision and rule on the appropriateness given the infraction(s) committed. **Sport 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 Sport Clubs Executive 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 Sport Clubs Director. The Sport Clubs Director will rule on the appeal, and may uphold, reject or modify the recommendations of the Sport Clubs Executive Council.

Major Infractions/Decisions of the Sport Clubs Programmers:
Appeals of disciplinary decisions involving major infractions or decisions of the Sport Clubs Executive Council will be forwarded to the Sport Clubs Director 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 Sport Clubs Executive Council.

Filing an Appeal:
All requests for appeals must follow the following procedures:

⇒ Written notification from the Sport Clubs representative to the Sport Clubs Executive Council 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.

⇒ The three working day period begins when the Sport Clubs Executive Council notification of disciplinary action is mailed and a copy placed in the captain’s mailbox.

⇒ 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.

⇒ 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 SPORT CLUB:
Clubs are permitted to use the name, “Carleton College” in describing their clubs only at such time as they qualify as a registered Sport Club. In using the college name, Sport 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.
PROCEDURES

The participants conduct each Sport 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.

SPORT CLUBS PROCEDURES:

Purchasing Procedures:

The Sport Clubs Director must approve all purchases using CSA funds in advance.

ALL PURCHASES INVOLVING SELF-GENERATED CLUB FUNDS MUST HAVE PRIOR APPROVAL OF THE SPORT CLUBS DIRECTOR IF THE CLUB SEEKS REIMBURSEMENT.

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

Purchases and requests should be submitted well in advance of when they are needed if possible. The Sport Club Director has a Purchasing Credit Card to use for club purchases that is debited from club accounts. Please set up a time to meet with the Sport Club Director to make a purchase.

Purchasing SPORT CLUBS 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.

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.

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 Sport Club or individual activity Sport Club, provided the space is available.
Sport Clubs must submit requests through the Sport Clubs Director for facility use to support the following club related activities:

⇒ Recreation, practice, competition (visiting teams, tournaments, etc.), instruction, transacting club business, displaying promotional materials and meetings

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.

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

**Accessing Facilities:**

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

**Accidents:**

All accidents must be reported to the Sport Clubs Director **within 24 hours.** The accident report form is available on the Carleton Sport Club web page.

**Trip Preparation:**

A **Pre-Trip Form (online)** must be completed and turned into Sport Clubs Director at least **ONE WEEK** in advance of the pending trip. Tentative accommodation and travel arrangements are made at this time. It is always recommended that groups travel together. See the Travel Coordinator Guidebook for more details on travel and options.

**Reimbursement for Travel.** Club members are requested to turn in their mileage (MapQuest) and check request form to their treasurer. This officer signs the request and forwards it to the Sport Clubs Director.

**Vehicle request form** must be submitted to the Campus Services office as soon as possible to ensure availability.

(i) Vehicles are to be driven by licensed drivers who are at least **18 years of age and who are authorized drivers through Campus Services. (For all Campus Services and Rental Agency Vehicles)**

(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 Sport Clubs Director, **EACH VEHICLE OWNER MUST CARRY A MINIMUM OF $1,000,000 LIABILITY INSURANCE and SUBMIT A PERSONAL VEHICLE REGISTRATION FORM. Receipts must be submitted for reimbursement of any mileage claimed. GAS PURCHASES CANNOT BE CLAIMED FOR PRIVATE VEHICLES.**

***Three working days prior to leaving on the trip, it is recommended to check with the Sport Clubs Director for confirmation of hotel and travel arrangements and for notification of any unanticipated changes, which may have occurred.***

**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.
Reports:

Annual Reports:

At the end of Spring term, each Sport Club is required to answer questions about their club and its operation. These questions include a variety of information detailing your club activity and suffice as the yearly annual club report.

Equipment Inventory Lists:

Each Sport Clubs 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, as requested by the Sport Clubs Director.

Mandatory Club Meetings: Each Sport Club must send an officer to attend the Sport Club Council Meetings during the year. (See Important Club Dates, pg3). Typically one ALL CLUB meeting will be scheduled, and additional meetings called if necessary.

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

In order to be successful, any organization must have a set of operational guidelines or rules by which the members govern themselves. Each Sport Club should develop a constitution 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:
  -- The purpose, to include the general goals, objectives, direction of the group.
  -- A definition of membership requirements. (including a disciplinary process)
  -- A listing of officer titles, duties and requirements.
  -- Quorum requirements for conducting official business.
  -- The process for accessing dues and fees.

- The Sport Clubs Executive Council must approve any changes to the constitution.
- Club Constitutions are to be updated and submitted on a yearly bases, see pg. 3 for due date

A SAMPLE CONSTITUTION GUIDE CAN BE FOUND ON THE SPORT CLUBS WEB PAGE FOR REFERENCE.
SPORT CLUBS ORGANIZATION AND MANAGEMENT

SPORT CLUBS RESPONSIBILITIES:

The key to successful Sport Clubs lies in the degree of student leadership and participation. Students within each Sport 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 Sport Club smooth operation and stability over time.

⇒ Carleton College Sport 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 Sport Club must annually resubmit for renewal of affiliation with the Sport Clubs Program.

⇒ Each Sport Club must have a submitted a Team Roster on file in the Sport Clubs Office. The Fall Membership List must be submitted by September 25 or before the first scheduled competition date, whichever comes first. The membership lists must be updated as members are added or deleted. Winter and Spring submission dates can be found on pg. 3.

⇒ ALL CLUB MEMBERS ARE REQUIRED TO HAVE READ AND SUBMITTED A CARLETON COLLEGE SPORT CLUB WAIVER FORM PRIOR TO PARTICIPATION — NO EXCEPTIONS

⇒ Each Sport Club is responsible for completing and submitting all the listed requirements on page 3 of this manual and any additional requirements as assigned by the Sport Club Director during the school year.

⇒ Each club is responsible for assuring that they have one (1) representative at Sport Clubs All CLUB Meetings. (Club will be in jeopardy of having clubs funding “frozen” and being fined $50.00 for each Sport Clubs Meeting missed).

CLUB STATUS:

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

Returning Clubs:
Each Sport Club must annually submit for renewal with the Sport Clubs Executive Council. This includes submission of a list of current Club Officers, the current Membership Lists(roster) and the current Captain’s/ President’s Agreement.

Probation:
Sport Clubs on probation may not be able to utilize college allocated funding during this period. Probation could also affect requests for the following years funding and facility requests may be cancelled during this period of time. All privileges may be restored at the termination of the probation.

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

Responsibilities of the Captain/President:

- Serving as a liaison between the club and the PEAR Department, with the contact being the Sport Club Director.
- Informing club officers and club members of all information and complying with the content of the Sport Clubs 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.
- Holding regular elections of officers as stipulated in the club constitution.
- 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 Sport Clubs Director.
- Meeting financial obligations incurred as a club.
- Submitting a report at the end of the term/year summarizing club activities.
- 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 Sport Clubs Director via the web **within 24hrs** of the occurrence.
- Reporting the results of all club associated competitions to the Sport Clubs Director.
- 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 Sport Clubs Director on an annual basis).

**NOTE:** The Sport Clubs 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 Sport Clubs Director/PEAR Department.

Responsibilities of the Vice-Captain:

- Presiding over meetings and business in the Captain’s absence.
- Assisting the Captain with his/her duties.

Responsibilities of the Secretary:

- Recording and circulating minutes of all meetings.
- Maintaining updated membership lists.
- Submitting to the Sport Clubs Director an updated membership list.
- Developing and circulating publicity regarding club activities as approved by the Sport Clubs Director.
Responsibilities of the Treasurer:

- Preparing with the club captain the annual budget request.
- Maintaining all appropriate records of your financial activity.
- Submitting payment requests.
- Aiding in fund raising activities.
- Submit all requests for individual reimbursements to the Sport Clubs Director

Responsibilities of the Equipment Manager:

- Submitting an equipment inventory annually (end of Spring Term) to the Sport Clubs Director.
- Obtaining club equipment for club functions through the PEAR Department.
- Ensuring that all club equipment is stored appropriately at the Rec. Center, West Gym, Stadium and Cowling.

Responsibility of the Safety Officer. (Teams who travel/compete in Sport Club events/matches)

- Maintain a first aid kit, stocked sufficiently with supplies and this kit will be on hand at every club practice and competition.
- Restock first aid supplies as they are depleted.
- Certified in Standard First Aid and CPR for adults, will be at every club practice and competition.
CLUB INSTRUCTORS AND COACHES RESPONSIBILITIES:

Whenever possible, Sport Club instructors and coaches should be Carleton students, staff, or faculty.

Any Sport Club wishing to use an instructor or coach not affiliated with Carleton must submit a written request to the Sport Clubs Director on a yearly basis. The request must include the prospective instructors’ qualifications, experience, and certifications. Sport Club instructors/coaches are required to fill out a yearly **INSTRUCTOR/COACH** agreement form that can be found online at:

http://apps.carleton.edu/campus/rec/club/officerforms/

In addition, 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 employed by the college. A request for a Certificate of Liability will be required for outside instructors/coaches providing a service to the college as well as a one time background check for all individuals who will be working with our students.

The selection of instructors and/or coaches is the responsibility of the club, but is subject to the approval of the Sport Clubs Director.

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 Sport Clubs business should be presented to the Sport Clubs Executive Council.

The Carleton College Sport Club coaches or instructors are fully responsible for abiding by the local, state and federal laws as well as the college regulations in all Sport Clubs activities.
SPORT CLUB PE CREDIT:

SPORT CLUB members are eligible to receive all 4 of their PE credits by participating in a Sport Club.

Requirements of PE credit clubs
- Must submit request to receive PE Credit Form yearly (in term prior to credit being offered)
- Must have an instructional component
- Must regularly meet*3 times per week recommended (min. of 18 times per term)
- Minimum of 10 student participants

***0 credit clubs can petition to receive PE credit once 2 years of above requirements met

***Clubs must choose 1 term to offer credit each academic year (Fall, Winter, or Spring)

***During off season terms, all clubs must uphold policies and paperwork as required by the Sport Club office

4 credit clubs
Alpine Ski, Badminton, Competitive Dance, CUT, Cycling, Eclipse, GOP, Ice Hockey (Men’s and Women’s), Lacrosse (Men’s and Women’s), Nordic Ski, Rugby (Men’s and Women’s), Sailing, Synchro Swim, Syzygy, Tennis, Men’s Volleyball, Water polo

0 credit clubs
Equestrian, Table Tennis

The following clubs work in conjunction with the affiliated PE class and can serve as MAKE-UP classes if chosen so by the PE Instructor:
Aikido, Karate, Tae Kwon Do

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 members may not claim a Sport Club PE credit in the same term they are also enrolled in a PE class.

Club members are responsible for informing captains that they are eligible for PE credit.

Individual club members are responsible for registering for their club at the same time as they register for their term classes. This can be done online or via Drop/Add cards at the beginning of the term.

**Those who wish to receive credit must properly register. Going back to retroactively request credit from a previous term is not an option.

**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 Sport Clubs Director at the Recreation Center by the due date listed on page 3.
FINANCE

**BUGETARY REQUESTS:**
This year’s budgetary requests are due by April 1st in the Sport Clubs Office. Treasurers will receive an excel budget document to fill in and return to the Sport Clubs Director via e-mail attachment. Treasurers will also be required to attend a **MANDATORY** budget training session prior to the April 11th deadline.

**BUDGETARY TIME FRAME:**
The Carleton College Sport Clubs budgets operate on a nine-month term. This term commences on September 1 and terminates on June 30th. **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 Sport Clubs expenses may be absorbed by the CSA Sport Clubs’ Allocated Funds:

**Travel:**
- **Allowable Expenses** include the daily rental fee, vehicle insurance and mileage charges.
- **Non Allowable Expenses** include vehicle fuel.

Although it is possible, Sport Clubs are not encouraged to pool their members’ vehicles to cut their travel costs.

**Speakers/Instructors/Coaches:**

- **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 a Sport 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 Sport Clubs Council for additional support.

- **Maximum Honoraria:**
  - (i) Speakers: ($100.00/year)
  - (ii) Instructors/Coaches: ($300.00/year)

**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.
Equipment:

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, a Sport Club should obtain audio-visual equipment from PEPS on campus.

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 club's self-generated funds. The ongoing maintenance of equipment is the responsibility of the club.

Equipment Purchases: This category covers the purchase of all new pieces of equipment. Of course, given the nature of the Sport Clubs, requirements for equipment purchases will vary. This factor will determine the level of funding 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 SPORT 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.

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.

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.

Rental of Facilities:

Most Sport 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 chosen and justify their costs.

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

Tournament and League Entry Fees:

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

Membership, Affiliation and Officiating Fees:

Membership, Affiliation and Officiating Fees should be covered by the individual club budget.
OTHER IMPORTANT FINANCIAL CONCERNS:

The Treasurer/Captain can request access to online statements showing all transactions involving their funds account at any time. This option will be given to all club treasurers at the Treasurer training Fall term. **Each Sport Club is responsible for verifying the accuracy of their account transactions.** 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.**

**Club Deposits:**

All money collected by each Sport Club **must be deposited** into the club account. **This is done through the Sport Clubs Director in the Rec Center 105. Deposit forms are required to be filled out and turned in with funds. Funds will then be brought to the business office and deposited into the appropriate club account.**

**Accessing Club Funds:**

Accessing Sport Clubs funding must be done through the Sport Clubs Director. This process takes up to two weeks to complete. Therefore, it is recommended that **requests be made at least two weeks in advance.**

**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 Sport Clubs privileges until the deficit is cleared.**

**Carry Over's:**

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.**
**Donations:**

In order for a club to accept donations, clubs must ensure 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. Donations may also be made online through the Carleton Athletic Initiative. If making a donation through the website, it is important to be specific as to whom the donation is intended. Questions about donations should be directed to the Sport Clubs Director.

**PROCEDURE FOR REQUESTING ADDITIONAL FUNDS**

If your club is in need of additional funding to help support your endeavors you may submit a request for additional funding found online on the Sport Clubs web page under Officer Forms:

- It includes a section for explanation of your request, as well as an itemized list of expenses.
- The executive council officers meets bi-weekly during Thursday’s common time to go over any requests received.
- Club officers will present their additional funding request at the next scheduled executive council meeting.
- 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.
- No more than $1000 will be awarded to any club in any given school year or over a 2 year period.
- The executive committee will award funds only upon a unanimous decision.

**OFF CAMPUS ACCOUNTS**

Are not permitted. Club school accounts are to act as the sole bank account for club teams who are receiving CSA allocated funding. Clubs will only be able to request funding for a percentage of the amount of money reflected in their Carleton College account.
RISK MANAGEMENT

PURPOSE:
It is the purpose of the PEAR Department to not only offer programs of activity but also to endeavor to safeguard and protect all students, faculty and staff who participate in Sport Clubs.

HEALTH AND SAFETY:

Sport Clubs 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.” While not all Sport Clubs would be classified as “high risk”, each club will be responsible for ensuring that the following procedures are followed.

- Each club member must sign a Carlton College Sport Clubs Waiver stating their awareness of the risk and inherent dangers of the activity, which could lead to possible injury of loss of life.
- 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 Sport Clubs Director at the end of each academic year (May 25).
- Each club must have at least one safety officer certified in CPR/AED. Two safety officers if the club has more than 15 competition members. Each safety officer is required to attend a Sports Injury Safety training in the Fall. (1 CPR/AED certification recommended per 10 participants)
- First aid kits will be issued to all 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 $50 for failing to return their first aid kit.
- Accident/Incident Forms should be handed in to the Sport Clubs Director after any incident/accident (see the next section re: Health and Safety). ALWAYS SUBMIT THIS FORM WITHIN 24HRS OF THE ACCIDENT/INCIDENT.
- Captains are to ensure that club members are aware of safety and liability in high risk activities and to ensure that the college rules and regulations are being followed.
- Clubs using the pool facilities at Cowling or West must have a current qualified Carleton lifeguard on deck at all times.
- Whenever possible, a copy of a current/valid instructor/coach certification will be filed with the Sport Clubs Director.
- Any sport or physical activity involving repeated blows to the head is not permitted on College property without written permission from the College's Risk Management Officer.

ATHLETIC TRAINING SERVICES

An athletic trainer is available for consultation for Sport Club athletes 8 hours a week. Hours available are as follows: Mondays —> Noon—2pm Rec Center Training Room
Tuesdays —> Noon—2pm Rec Center Training Room
Wednesdays —> 3:30-5pm West Gym Training Room (Fall, Winter) Rec Training Room (Spring)
Thursdays —> Noon—2pm West Gym Training Room (Fall) Rec Center Training Room (Winter, Spring)
If your schedule does not work with those times you may contact the trainers to set up a time to meet with them.

Recreation Center Training Room (main office): x7371

Sport Clubs 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 Sport Clubs Director.
SPORT CLUB INJURIES

Sport Club athletes with injuries may choose to see Dr. Koehler at the Allina Medical Clinic by setting up an appointment for Thursday afternoons. Please call to make the appointment and let them know you are a Sport Club athlete.

Allina Medical Clinic —> 507-663-9000

Sport Club Athletes may also see Dr. Koehler on campus in the Rec Center Training room on Mondays via appointment. To secure a appointment slot, club athletes must first see an athletic trainer during Sport Club trainer hours and be referred to Dr. Koehler.

Physical Therapy time slots will also be available for Sport Club athletes on campus in the Recreation Center. These slots will be available via referral from Dr. Koehler.

If you are not able to secure a time slot on campus to see Dr. Koehler, free taxi vouchers to and from the Hospital are available to Sport Club athletes. Please contact Aaron to receive your free voucher.

Dr. Scott M. Koehler, MD
Sports Medicine Specialist
• Specializing in acute sports injury management Injury rehab, recovery and return to play
• Sports performance and exercise physiology
• Spine and concussion management

First year of practice: 1999
Medical School: University of Minnesota
Internship and Residency: Oregon Health Sciences University
Fellowship: University of Utah hospital
Fourth year at Carleton, practicing through Allina Medical Clinic (1400 Jefferson Rd, Northfield, MN 55057, 507-663-9000


Professional Activities: Team Physician, Carleton and St. Olaf Colleges; Medical Director, Center for Sports Medicine and Rehabilitation (CSMR); Physician Pool, U.S. Ski and Snowboarding teams; Medical Staff, 2002 Winter Olympic Games and 2005 Snowboarding World Championships; Advanced Injection Techniques and Spine Procedures, Northfield Hospital.
RISK MANAGEMENT GUIDELINES FOR SPORT CLUBS:

- All clubs are required to have a Safety Officer.

- A Safety Officer is required to be present at all club practices and competitions.

- The safety officer is required to have a minimum certification of CPR/AED and attend the Sport Clubs Safety training. (Recommended First Aid Certification)

- Sport 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, AED’s and basic first aid is available at the equipment desk of the Recreation Center, Cowling or West Gym.

- Cancel practices or move indoors if there are dangerous weather conditions, including but not limited to lightning, hail, flooding, snow, tornadoes, and ice.

- Make sure all club participants use appropriate protection gear during contact practice and competition.

- Have a first aid kit onsite during practice and competition.

- Make pre-game/practice field and facility checks for hazards, debris, and any unsafe conditions.

- 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.

CONCUSSION/RETURN TO PLAY

Any Sport Club athlete who at any time experiences concussion like symptoms is required to see an Athletic trainer prior to returning to play. Club officers are responsible for filling out Accident Report forms for any team members suspected of having a concussion or related symptoms. Club athletes are not permitted to return to play until they have both had an initial evaluation, and follow up evaluation with an athletic trainer clearing them to play.
**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.

**ALCOHOLIC BEVERAGES ARE NOT PERMITTED ON ANY RECREATIONAL SPORT OR ATHLETIC FIELDS BY PARTICIPANTS OR SPECTATORS.**

**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 SPORT CLUBS PROGRAM.**

**INSURANCE**

Carleton College will assume NO responsibility for the payment of medical expenses resulting from injuries that occur while participating in Sport Clubs. Individuals are responsible for reviewing their current health insurance policy to see if you are covered.

_The College strongly recommends that families, prior to declining participation in the Student Health Plan, review their health insurance policies to ensure that their coverage provides equal or better benefits and that they are covered in the Northfield, MN area._

**ALL STUDENTS MUST GO THROUGH THE OPT-IN/WAIVE INSURANCE PROCESS EACH YEAR, WHETHER OPTING IN OR DECLINING.**

**Deadline:** Please complete ONLINE by August 15th, 2015, or the NON-REFUNDABLE premium of $1,046.00 will be automatically added to your Fall Term tuition bill. For more information go to [Student Health Insurance](#) on the Carleton College Business Office Website.

For questions about the plan, contact [Collegiate Insurance Resources](#) online or at their toll free number (800) 322-9901.

**Athletic Insurance (Varsity and Sport Clubs)**

Every student athlete participating in Intercollegiate Athletics at Carleton College **MUST** be covered under a health insurance policy that will cover sports related injuries. **This is an NCAA requirement.**

For student athletes participating in **Sport Clubs** at Carleton College it is **recommended** but not required that you be covered under a health insurance policy that will cover sports related injuries. The requirement is for NCAA affiliated sports only.
TRAVEL

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

- Drivers of personal vehicles must fill in the **REGISTRATION OF PERSONAL VEHICLE form and have the form on file in the Sport Clubs Director office.**

- Clubs must fill in a **van usage registration form** from Campus Services and obtain the Sport Clubs Director signature before Campus Services will authorize the reservation of a college vehicle.

- Submit pre-trip and post trip forms to the Sport Clubs Director via the Sport Clubs web site. Pre-trip forms must be submitted least 5 days prior to travel; post-trip forms must be sent in within two business days after returning.

- To obtain travel reimbursement the treasurer must submit receipts reimbursement (check request) form to the Sport Clubs Director. If possible, use the Sport Club **purchasing card** for purchases prior to departure. Set up a time to meet with the Sport Clubs Director for assistance.

- For trips that involve traveling outside of Northfield, travel rosters with passenger names and emergency contact phone contact and trip itineraries must be filed with the Sport Clubs Director via the pre-trip form.

- Cell phones are required equipment for all groups travelling out of town. **The driver must not operate a cell phone while the vehicle is in motion.**

- Contact the Sport Clubs Director if you are having difficulty deciding if inclement weather should change your travel plans. If the club suffers financial penalties for not attending the competition the Sport Club Council may assist the club financially depending on the situation.

- Sport Clubs are encouraged to use Carleton College vehicles whenever possible. If private vehicles are used the club may reimburse the driver 14¢ a mile for vehicle expenses.

- Students driving college or rental agency vehicles must obtain Campus Services driver certification first. College vehicles are charged to the individual club account for mileage. Check with Campus Services on the mileage rate for the vehicle you are driving. Record miles on the vehicle log.

- Sport Clubs are not permitted to travel via 12 or 15 passenger vans

- Campus Services, is located in the basement of Sayles Hill, and keeps a list of approved drivers and authorizes college car use. Contact x4443

- **Travel Guidelines for Long Distance Trips**
  - Drivers should be well rested before embarking on a long distance trip.
  - 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.
  - 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.
  - 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.
FUNDRAISING/SPONSORSHIPS and Community Service

Funding of club activities has become primarily the responsibility of Sport Club 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, 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 can not be used as a fundraiser.*

**GUIDELINES:**

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

**REGISTRATION:**

All fundraisers must be registered with the Sport Clubs Executive Council and/or Sport Clubs Director.

**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. Donations may also be made online through the Carleton Athletic Initiative. If making a donation through the website, it is important to be specific as to whom the donation is intended. Questions about donations should be directed to the Sport Clubs Director.
**SPONSORSHIPS:**

**Sponsorship Protocol:**

Sponsorship requests would be treated separately from other fundraising activities.

Approval would be contingent on the approval of the Dean of Students, Development Office, and the Director of Sport Clubs (signatures required on sponsorship form).

**Restrictions:**

- No solicitation of businesses in the city of Northfield.
- No solicitation of personnel on Carleton Campus or the community of Northfield.
- No solicitation of businesses that sell, distribute, promote the sale of alcohol or tobacco.
- No solicitation of sponsorship that would be detrimental to the image of Carleton College. (This determination would be made by the Dean of Students Office).

***Clubs would be required to complete a Sponsorship Proposal Form.***

Failure to follow the sponsorship guidelines would result in disciplinary action e.g., freezing of all funds, loss of active Sport Club status, loss of CSA funding, loss of PE credit privilege etc. These are some of the actions that could be taken if an infraction was to occur.

**COMMUNITY SERVICE INITIATIVE:**

In an effort to enhance the visibility of the program, justify the allocation of our CSA funding, and to build a stronger connection with the Northfield Community, club teams are encouraged to establish a community service project once a year to build team unity and give something back to the local community in which we live. At this time this project is not mandatory, but “highly” recommended and can have a potential impact on your allocated funds from year to year. Club who complete a community service project should fill out the Community Service Report which can be found on the Sport Clubs website under officer forms. Once complete, this form should be turned in to the Sport Clubs Director. If you have any questions about this initiative please contact the Sport Clubs Director for more information.