AIKIDO  MEN’S LACROSSE
ALPINE SKI  WOMEN’S LACROSSE
BADMINTON  NORDIC SKI
BALLROOM DANCE  MEN’S RUGBY
CUT  WOMEN’S RUGBY
CYCLING  SAILING
ECLIPSE  SYNCHRO SWIM
EQUESTRIAN  SYZYGY
GOP  TABLE TENNIS
MEN’S HOCKEY  TAE KWON DO
WOMEN’S HOCKEY  TENNIS
KARATE  MEN’S VOLLEYBALL
WATER POLO

President
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CARLETON COLLEGE
CLUB SPORTS PROGRAM
STAFF & IMPORTANT PERSONNEL

Aaron Chaput  ASSISTANT RECREATION DIRECTOR  X4483
               CLUB SPORTS 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 someone is reached. Call at anytime. If during 8.00am-5.00pm, call the work 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
S.H.A.C.                 646-4080

SPORT AND REC. FACILITY NUMBERS

RECREATION CENTER  646-4487
COWLING            646-4431
WEST GYM           646-4159
STADIUM            646-4050
IMPORTANT CLUB SPORTS DATES

CARLETON COLLEGE CLUB SPORTS 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 Club Sports 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 21
Fall Competition Schedule Due: September 21
Submit CPR/AED certification copy to Club Sports Office (min. of 2 per team, more recommended): Sept. 21
President Agreement Due September 21

**October**
Safety Training : Date TBD
PE Credit Request/Winter Term Due Oct. 5
Budget Outline Due October 26
Club Constitutions Due October 26
Winter Facility Practice Requests Due: October 26

**November**
Fall PE Rosters return to Club Sports office: November 9

**January**
Club Team Rosters Due: Friday, January 11
Winter Competition Schedules Due: Friday January 11
PE Credit Request/Spring Term Due Jan. 25

**February**
Spring Facility/Field Practice Request Due: Feb. 22

**March**
Winter PE Roster return to Aaron Chaput, March 8

**April**
Budget Training: March 5-9 Time and Location TBD
Club Sports Budgets Submissions Due: March 29
Spring Team Roster Due: April 5

**May/June**
Submission of registered active Club Sport: May 31
Final Year-End & Inventory Report: May 31
Spring PE Roster return to Aaron Chaput, May 31
Request for Renewal: May 31
First Aid Kit Submission: May 31
Election of new Club Officers due: May 31
THE CLUB SPORTS PROGRAM—BENEFITS

Leadership Opportunities
- Club Sports 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

CLUB SPORTS PHILOSOPHY:
The philosophy of the Club Sports program is to promote health, physical well being and the acquisition of physical skill development.

The Club Sports program is part of the Physical Education, Athletics, and Recreation Department (P.E.A.R.). Club Sports 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.

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

Club Sports 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:
Club Sports 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 Club Sports. The 2-tier system gives clubs that qualify under the guidelines presented in Forming a new Club Sport a chance to demonstrate that there is support for such a club amongst the community. Furthermore, this policy allows for a grace period in order that the Club Sports Program can better prepare to allocate its limited resources. The Club Sports Program recommends a maximum of 25 clubs (dependent on C.S.A. funding and approval) per year based on space availability.
RELATIONSHIP OF THE CLUB SPORT TO THE COLLEGE:

Tier System:

(1) **Conditional:** Receive no representation on Club Sports Council.
   - All *new clubs*, regardless of Club Sports Classification

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

Team Club Sports:
   1) Indoor/Outdoor (Rugby, Ice Hockey, Rugby, Lacrosse, etc.)

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

Active clubs are classified by **Team Club Sports or Individual Activity Club Sports (as above).** This will allow clubs with similar facility and administrational needs to be represented on the Club Sports Council by a representative(s) elected from within the club executives of each particular group. (i.e., who is the best person in that club 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 Club Sports Director, and as recommended by the Club Sports Executive Council, subject to available funding).
- Conditional clubs are not eligible to serve on the Club Sports 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. C.S.A. 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 Club Sports Director and the council). Club Sports 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, no other arrangements can be made, or such an arrangement is deemed to be in the best interests of the college and P.E.A.R.

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

⇒ Eligible to serve on the Club Sports Executive Council.

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

**CLUB SPORTS EXECUTIVE COUNCIL:**

**Definition:**

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

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

**Club Sports Executive Council Structure:**

(1) Name: Club Sports Executive Council

(2) Charge: (a) to recommend and monitor the C.S.A. Recreational allocation of funds and resources for the maintenance of the Club Sports.

(b) To review applications for clubs desiring Club Sports 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 Club Sports Executives and the Club Sports 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 Club Sports Program.

(f) To oversee funds and make decision on additional funding requests submitted by Club Sport teams.

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

**Council Executives:**

- Chair: Safety Coordinator
- Co-Chair: Marketing/Publications Officer
- Secretary

The Club Sports Executives will also assist the Club Sports 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 Club Sports 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 Club Sports** may apply for a position on the Club Sports Executive Council.
- Only one member per club may serve on the Club Sports Executive Council.

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

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

Chair/Co Chair: set meeting agenda items with Club Sports Director, responsible for conducting bi/weekly council meetings, responsible for sanctions against clubs who commit minor and major infractions affecting the organization of Club Sports, 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 Club Sports website. 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 Club Sports Director to review policies based on decisions ratified by the Club Sports 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 Club Sports constitutions as it 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 Club Sports assistant and ensuring that the Carletonian has this information for publication. In addition, this officer is responsible for reviewing individual club websites to stay current with season schedules/results and taking the initiative to publicize Club Sport events on campus.
CLUB SPORT RIGHTS AND EXPECTATIONS:
As a member of the P.E.A.R. Department at Carleton, each Club Sport is obligated to obtain the approval of the Club Sports Executive Council prior to acting on items, issues, or ideas that are not covered in this handbook. If a Club Sport chooses to act independently, that club will risk losing its Club Sports 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 CLUB SPORTS EXECUTIVE COUNCIL.**

PARTICIPATION:
Participation on a Club Sport 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 Club Sports program has specific inclusion guidelines for the opportunity of participation for transgender athletes. If you would like information regarding transgender participation, please contact the Club Sports Director or see the Club Sports website for more information.
HAZING:
A Club Sport 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 Club Sports 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 Club Sports. 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, 2018, or the NON-REFUNDABLE premium of $1,707 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 Club Sports)**

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 N.C.A.A. requirement.**

For student athletes participating in **Club Sports** 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 N.C.A.A. affiliated sports only.
ANNUAL REGISTRATION AND
MEMBERSHIP GUIDELINES

RETURNING CLUB SPORTS:
Recognition as a Club Sport 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 Club Sport the following year. This is done by submitting a form to the Club Sports Director in May.

Registration procedures for returning clubs are as follows:

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

Unless a club has completed the above procedures and is recognized by the P.E.A.R. Department, it will be ineligible to receive any assistance or use of facilities from the department. In order to retain its “active” status, any Club Sport must continue to meet the criteria outlined in this Handbook.

FORMING A NEW CLUB SPORT:
Interested in forming a new CLUB SPORT? 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 Club Sport 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 Club Sports 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. A.A.U., N.C.A.A., 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 8 hour 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, Club Sports, 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 Club Sports Director in conjunction with the P.E.A.R. Administrative Council will make decisions regarding space availability.

PETITION PROCESS

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

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

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

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

5. Probationary Period - Upon acceptance into the Club Sports program, the new club will serve a one
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.

Club Sports and/or the individual members of Club Sports 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 Club Sports Executive Council and the P.E.A.R. Department as well as with Carleton College.

THE DISCIPLINARY PROCESS:

Violation of, or non-compliance with college policies, campus regulations, Club Sports procedures or Club Sports standard of conduct, may result in loss of Club Sport status or other disciplinary action to the Club Sport(s) 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 Club Sports 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 clubs 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 Club Sports 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 Club Sports 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 Club Sports Director and the Club Sports Executive Council is scheduled.
- Input from appropriate administrators and club members are solicited when deemed appropriate.
- The Club Sports Executive Council, after consultation with the Club Sports 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 Club Sports status and sponsorship of the P.E.A.R. Department.

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

**Appeal Process:**

The appeal process exists to ensure that all disciplinary actions taken against Club Sports 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. **Club Sports 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 Club Sports 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 Club Sports Director. The Club Sports Director will rule on the appeal, and may uphold, reject, or modify the recommendations of the Club Sports Executive Council.

Major Infractions/Decisions of the Club Sports Programmers:

Appeals of disciplinary decisions involving major infractions or decisions of the Club Sports Executive Council will be forwarded to the Club Sports 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 Club Sports Executive Council.

Filing an Appeal:

All requests for appeals must follow the following procedures:

⇒ Written notification from the Club Sports representative to the Club Sports 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 Club Sports 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 CLUB SPORT:

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

**CLUB SPORTS PROCEDURES:**

**Purchasing Procedures:**

The Club Sports Director must approve all purchases using C.S.A. funds in advance.

**ALL PURCHASES INVOLVING SELF-GENERATED CLUB FUNDS MUST HAVE PRIOR APPROVAL OF THE CLUB SPORTS 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 Club Sports 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 Club Sports Director to make a purchase.

**Purchasing CLUB SPORTS Uniforms: (Tee-shirts, tops, jackets, pants etc.)**

Club Sports who purchase uniforms using C.S.A. 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 (6) hours, for each team Club Sport or individual activity Club Sport, provided the space is available.
Club Sports must submit requests through the Club Sports 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.

Club Sports 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 Club Sports Director within 24 hours. The accident report form is available on the Carleton College Club Sports website.

**Trip Preparation:**

A Pre-Trip Form (online) must be completed and turned into Club Sports 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 Club Sports 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 Club Sports 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 Club Sports 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 Club Sport 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 Club Sport 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 Club Sports Director.**

Mandatory Club Meetings: Each Club Sport must send an officer to attend the Club Sports Council Meetings during the year (See Important Club Dates, pg. 3). 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 JEPARDIZE 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 Club Sport 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, etc.) 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 C.S.A. 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 Club Sports 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 CLUB SPORTS WEBSITE FOR REFERENCE.
CLUB SPORTS ORGANIZATION AND MANAGEMENT

CLUB SPORTS RESPONSIBILITIES:

The key to successful Club Sports lies in the degree of student leadership and participation. Students within each Club Sport 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 Club Sport to communicate with its members and to delegate and follow through with responsibilities will ensure the Club Sport smooth operation and stability over time.

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

⇒ Each Club Sport must annually resubmit for renewal of affiliation with the Club Sports Program.

⇒ Each Club Sport must have a submitted Team Roster on file in the Club Sports Office. The Fall Membership List must be submitted by September 21 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 page 3.

⇒ ALL CLUB MEMBERS ARE REQUIRED TO HAVE Registered as a Club Sport Participant on the Club Sports website— NO EXCEPTIONS! Participation by non-registered club member is unauthorized and will result in a team being fined.

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

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

CLUB STATUS:

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

Returning Clubs:
Each Club Sport must annually submit for renewal with the Club Sports 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:
Club Sports on probation may not be able to utilize college allocated funding during this period. Probation could also affect requests for the following year’s 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 Club Sport begins to show steady decrease in participation, student leadership, and general interest, the Club Sports Executive Council will investigate the decline to ascertain possible causes and whether the problem is a temporary condition. If it is determined that a Club Sport is no longer meeting the needs for acceptance as a Club Sport, termination of the current status may be appropriate. Once terminated, a Club Sport must re-enter the program by following the procedures for forming a new club.
CLUB SPORTS OFFICERS RESPONSIBILITIES:

Responsibilities of the Captain/President:

- Serving as a liaison between the club and the P.E.A.R. Department, with the contact being the Club Sports Director.
- Informing club officers and club members of all information and complying with the content of the Club Sports 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 Club Sports 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 Club Sports Director via the web within 24 hours of the occurrence.
- Reporting the results of all club associated competitions to the Club Sports 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 Club Sports Director on an annual basis).

**NOTE:** The Club Sports 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 Club Sports Director/P.E.A.R. 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 Club Sports Director an updated membership list.
- Developing and circulating publicity regarding club activities as approved by the Club Sports 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 Club Sports Director.

Responsibilities of the Equipment Manager:

- Submitting an equipment inventory annually (end of Spring Term) to the Club Sports Director.
- Obtaining club equipment for club functions through the P.E.A.R. Department.
- Ensuring that all club equipment is stored appropriately at the Rec. Center, West Gym, Stadium, and/or Cowling.

Responsibility of the Safety Officer. (Teams who travel/compete in Club Sports 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 C.P.R. for adults, will be at every club practice and competition.
CLUB INSTRUCTORS AND COACHES RESPONSIBILITIES:

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

Any Club Sport wishing to use an instructor or coach not affiliated with Carleton must submit a written request to the Club Sports Director on a yearly basis. The request must include the prospective Instructor’s qualifications, experience, and certifications. Club Sport 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/

Each Carleton College Club Sport Coach/Instructor, as a one-time requirement, is asked to complete the following three United Educators course education videos on Concussion Awareness, Driver Safety Training and Protecting Children: Identifying and Reporting Sexual Misconduct (as we do have students under the age of 18).

If you have completed one of the courses below in the past, you do not need to take it again. If you are unsure, please contact Aaron atachaput@carleton.edu and he can confirm whether a course has been completed or not.

To access courses, learners need to follow the UE’s Learning Portal web link listed below. Once you create an account through registration, UE will email you a temporary password that you would update and log into the system.

Here is the self-registration link for the new path: [https://learn.ue.org/J17U4190631/CarletonClubSports](https://learn.ue.org/J17U4190631/CarletonClubSports)

This learning path includes the following courses:
1) Concussion Awareness – Coaches and Athletic Staff
2) Driver Safety Training
3) Protecting Children: Identifying and Reporting Sexual Misconduct

**If you already have a login** and don't see the course(s) you need to complete, please contact Randie Johnson, rajohnso@carleton.edu to request access to the specific missing trainings you have not competed.

You can complete the courses in sections and they will pick up where you left off. The United Educator’s site will give us a report of who completed the course and you can also print off a certificate for your own records.

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 Club Sports Director.

The instructor and/or coach must restrict their involvement with the 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 P.E.A.R. Department. Questions as to the coach's or instructor’s involvement in the Club Sport’s business should be presented to the Club Sports Executive Council.

The Carleton College Club Sports coaches or instructors are fully responsible for abiding by the local,
CLUB SPORT P.E. CREDIT:

CLUB SPORTS members are eligible to receive all 4 of their P.E. credits by participating in a Club Sport.

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

***0 credit clubs can petition to receive P.E. 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 Club Sports office.

4 credit clubs
Alpine Ski and Snowboarding, Badminton, Ballroom Dance Team, 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, and Water Polo.

0 credit clubs
Equestrian and Table Tennis.

The following clubs work in conjunction with the affiliated P.E. class and can serve as MAKE-UP classes if chosen so by the P.E. Instructor: Aikido, Karate, and 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 Club Sports P.E. credit in the same term they are also enrolled in a P.E. class.

Club members are responsible for informing captains that they are eligible for P.E. 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 retro-actively 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 P.E. 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 Club Sports Director at the Recreation Center by the due date listed on page 3.
FINANCE

Budgetary Requests:
This year's budgetary requests are due by March 29 in the Club Sports Office. Treasurers will receive an excel budget document to fill in and return to the Club Sports Director via e-mail attachment. Treasurers will also be required to attend a MANDATORY budget training session prior to the March 29 deadline.

Budgetary Time Frame:
The Carleton College Club Sports 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 Club Sports expenses may be absorbed by the C.S.A. Club Sports 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, Club Sports 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 Club Sport. 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 Club Sports 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 Club Sport should obtain audio-visual equipment from P.E.P.S. 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 clubs 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 Club Sports, 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 CLUB SPORTS 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 Club Sports 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 in Fall Term. **Each Club Sport is responsible for verifying the accuracy of their account transactions.** All requests for expenditures involving self-generated funds will be checked against the club’s 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 Club Sport **must be deposited** into the club account. **This is done through the Club Sports Director in the Rec Center Room 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 Club Sports funding must be done through the Club Sports 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 Club Sports 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 Club Sports 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 Club Sports website under Officer Forms:

- It includes a section for explanation of your request, as well as an itemized list of expenses.
- The executive council officers meet 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 $1,000 will be awarded to any club in any given school year.
- The executive committee will award funds only upon a unanimous decision.

**OFF CAMPUS ACCOUNTS**

Off-campus accounts are not permitted. Club school accounts are to act as the sole bank account for club teams who are receiving C.S.A. 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 P.E.A.R. Department to not only offer programs of activity, but also to endeavor to safeguard and protect all students, faculty, and staff who participate in Club Sports.

HEALTH AND SAFETY:
Club 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.” While not all Club Sports 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 Club Sports 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 Club Sports Director at the end of each academic year (June 1).
- Each club must have at least one safety officer certified in C.P.R./A.E.D. and 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 C.P.R./A.E.D. 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 Club Sports Director after any incident/accident (see the next section re: Health and Safety). ALWAYS SUBMIT THIS FORM WITHIN 24 HOURS 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 Club Sports 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 Club Sports athletes 11 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)
Sundays —> 10am—1pm Rec Center Training Room
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

Club Sports 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 Club Sports Director.
**CLUB SPORTS INJURIES**

Club Sports 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 Club Sports athlete.

Allina Medical Clinic  —>  507-663-9000

Club Sports 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 Club Sports trainer hours and be referred to Dr. Koehler.

Physical Therapy time slots will also be available for Club Sports 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 CLUB SPORTS:**

- 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 C.P.R./A.E.D. and attend the Club Sports Safety training (Recommended First-Aid Certification).**
- Club Sports are expected to abide by all state and local health/safety regulations.
- In case of emergency, while at one of the P.E.A.R. facilities, A.E.D.’s and basic first-aid is available at the equipment desks 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 Club Sports 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 an Injury Report form 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.

**Protocol**

Generally, any concussed student-athlete will have physical and cognitive rest until symptoms resolve, and then a graded program of exertion prior to medical clearance and return to play. Each level of exertion will be advanced approximately every 24 hours, as long as athlete is symptom free.

- Asymptomatic at rest
- Asymptomatic with light aerobic exercise (i.e. exercise bike)
- Asymptomatic with sport-specific exercise (i.e. agility drills, lifting weights)
- Asymptomatic with non-contact training drills
- Asymptomatic with full-contact practice
- Asymptomatic with normal game play

A post-concussion Impact test should not be given until an athlete is symptom free for at least 48 hours. A normal Impact test is not the only criteria for return to play. The athlete must be symptom free and complete the return to play progression listed above to be cleared to play.

A concussed athlete must also be seen by a physician as part of the return to play protocol.
 Protocol for Club Sport Athletes with Non-sport Related Injuries

Club athletes that suffer a non-sport related injury will not be seen by the athletic training staff during club sport hours. They should be seen either by SHAC or a physician for care and any necessary follow up care. The exception to this would be a club sport athlete that suffers a concussion that is not related to their sports activity. In that case, the athlete must be seen by SHAC or a physician before seeing the club sport athletic trainer. After the initial visit with either SHAC or a physician, the athlete can follow-up with a club sport athletic trainer during the posted club sport hours. The athlete must bring documentation from SHAC or the physician stating what diagnosis they were given for their injury.

Concussion is a unique situation, in which the athlete will be required to take a Post-injury Impact test administered by the club sport athletic training staff as part of being progressed back to full participation in their sport. This must happen regardless of how the club sport athlete suffered the concussion.

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 CLUB SPORTS PROGRAM.**

INSURANCE

Carleton College will assume NO responsibility for the payment of medical expenses resulting from injuries that occur while participating in Club Sports. 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, 2018, or the NON-REFUNDABLE premium of $1,707 will be automatically added to your Fall Term tuition bill. For more information go to [Student Health Insurance](https://carleton.edu/student-health-insurance) on the Carleton College Business Office Website.

For questions about the plan, contact [Collegiate Insurance Resources](https://carleton.edu/collegiate-insurance-resources) online or at their toll free number (800) 322-9901.

Athletic Insurance (Varsity and Club Sports)

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 N.C.A.A. requirement._

For student athletes participating in **Club Sports** 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 N.C.A.A. 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 Club Sports Director office.

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

- Submit pre-trip and post trip forms to the Club Sports Director via the Club Sports website. Pre-trip forms must be submitted at least 5 days prior to travel; post-trip forms must be sent in within 2 business days after returning.

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

- For trips that involve traveling outside of Northfield, travel rosters with passenger names and emergency contact phone numbers and trip itineraries must be filed with the Club Sports 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 Club Sports 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 Club Sports Council may assist the club financially depending on the situation.

- Club Sports 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.

- Club Sports 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 at least one hour.
- During all driving shifts, a co-pilot 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 Club Sports 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 of 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, and 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 and get approval when necessary.
- Keep accurate records of all money received and spent.

REGISTRATION:
All fundraisers must be registered with the Club Sports Executive Council and/or Club Sports 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 be made online at give.carleton.edu in two ways: donors can receive Alumni Annual Fund credit by choosing the Carleton Athletic Initiative designation, of which 20% of the funds go to the club sports program overall (decisions on where the funds go are determined by the Club Sports Council). Or, if a donor wants to make an online donation restricted to a specific sport, it is important to note that in the comments box. Questions about donations should be directed to the Club Sports 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 Club Sports (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, or 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 Club Sport status, loss of C.S.A. funding, loss of P.E. 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 C.S.A. 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. Clubs who complete a community service project should fill out the Community Service Report which can be found on the Club Sports website under officer forms. Once completed, this form should be turned in to the Club Sports Director. If you have any questions about this initiative, please contact the Club Sports Director for more information.