**WELCOME BACK!** I hope everyone had a very enjoyable and relaxing break.

This CLUB UPDATE is serving in place of a Winter Captains Meeting. There will be another update mid-term with all the required information at that time.

As a club officer, you are responsible for reading the update and adhering to all the information presented within. These updates are an attempt to pass along information in a format other than have a meeting where everyone has to sit and listen to me talk.

If you have any comments, or suggestions about the update please feel free to let me know.

In order to track that the information is being received, each club is responsible for having one member email Ted Longabaugh the Club Sport assistant, that your club has received and read over the material. Failure to respond will have an impact on your club's budget request for 2009-2010 school year.

If anyone has any questions about anything please do not hesitate to contact me or one of the club sport assistants.

Have a great Winter Term!

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**CLUB CONSTITUTIONS PART 2**

Below is what was submitted in the Fall Club Update in regards to your club constitution. If you have already turned yours in, THANK YOU, as we have received quite a few. If you have not, please note the deadline of Jan. 9th and submit it to me by the end of that day.

As per your clubs membership in the Club Sport Program, you are required to have on file with the Club Sport Office a club constitution. To the email accompanying this Update, I attached information and a template on how to put together your clubs constitution. Once you have completed it the first time, for those officers who follow you it will be that much easier for them to re-submit.

What I’d like to propose, as a constitution is mandatory, is that all clubs complete and submit one to me by Friday, January 9th. Once submitted, myself and the executive council will review the constitutions, make recommendations and list questions we may have about them and get them back to each club for finalization. By the end of Winter Term, each clubs constitution will be set. Please contact me if you have any questions about putting together your constitution.
**CPR/First Aid Certifications**

Each club is required to have a minimum of 1 individual certified in CPR and First Aid on hand at all practices/classes/competitions. I recommend getting at least a couple members certified as certifications are free and offered by the Recreation Department each term. The Club Sports Office will send out a list of dates this term within the next week.

Each club is responsible for providing copies of your members certifications to the Club Sports Office.

105 Recreation Center. This information is documented and failure to comply can have an effect on the status of your club and will effect your ability to request funding for the 2009-2010 academic year. If you are not sure if your club submitted your information please contact Ted Longabaugh and he will let you know. Thanks!

**Important** First Aid Kits

New first aid kits for the following clubs have been ordered and hopefully should be arriving any day. I will notify the following clubs when they can come in and pick up their First Aid Kit:

Women’s LAX, Men’s Rugby, Cycling, CUT, Men’s Hockey, Table Tennis, Sailing

As a reminder a first aid kit is required to be present at all practices, classes, and competitions. Failure to comply with this requirement can have an effect on your status as a club sport.

All First Aid kits will be turned into the Club Sports Office at the end of Spring term.

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**What’s Due**

Winter Captains Meeting—Due Jan. 13th

No actual meeting, each club is required to have one officer email Ted Longabaugh that they have received this Winter Club Update and have reviewed all the information within it.

Club Roster Submissions—Due Jan. 13th

Clubs are required to submit a list of all participating members to the Club Sport Office via email. As a reminder, all club participants must have a signed waiver on file in the Club Sports Office prior to participation. If your club roster has not changed from Fall term, send us an email to confirm that as well.

Winter Team Schedule—Due Jan. 13th

If your club has competitions Winter Term submit this list of information by the date listed. If your club does not have any competitions Winter Term, please notify the office of that as well.

All the information requested is mandatory whether it applies to your club or not. A response is required from each club on the three above mentioned requirements.

Thank you!

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**Club Injury Clinic***

If your club is listed below you are responsible for setting up a time with me to go over the information your club missed by not attending the Club Sport Injury Clinic on Sunday, Oct. 12th. This clinic is mandatory for all clubs. It is information that is required, and hard for me to coordinate to set up a date as a student EMT goes over the first half of information presented.

Missing the initial clinic was documented on the log and failure to make this up will have a serious impact on your clubs funding request for the 2009-10 school year.

Clubs who need to make up this meeting are as follows:

- Alpine
- Badminton
- CUT
- Equestrian
- Field Hockey
- Karate

Men’s Lacrosse
Women’s Lacrosse
Table Tennis
Tae Kwon Do
Men’s Volleyball
P.E. ROSTER RETURN

If your club is listed below it needs to submit to me a P.E. ROSTER for Winter term that verifies who deserves credit for participating in your club and who does not. Please submit this roster to me by Friday, March 6th.

The clubs submitting these forms are as follows:
PE 102 Aikido Intermediate
PE103 Aikido Beginning
PE104 Aikido Advanced
PE 142 Karate
PE 178 Tae Kwon Do
PE 221 Fencing
PE 231 Men’s Hockey
PE 232 Women’s Hockey
PE 263 Nordic Ski
PE 265 Alpine Ski
PE 290 Men’s Volleyball

*WAIVERS*

As a reminder, each year every participating club member must submit a participation waiver via the club sports web site. Club members are not cleared to participate until they have submitted a waiver. If you would like a list of your club members who have submitted a waiver contact Office Assistant Lingerr Senghor (senghorl@carleton.edu) and she will send it to you.

Club Web Site

As a reminder, please submit any information you’d like on your clubs website through the Club Sport page. Rosters, schedules, pictures, paragraphs about your club, anything you think you like other Carleton students to read when accessing your page would be great. To get this information added, email them to achaput@carleton.edu and the information will get posted in a timely fashion. If you have any questions about your site, please don’t hesitate to ask.
Clubs seeking competitive opportunities outside of Northfield must adhere to the following guidelines to insure a safe trip and reimbursement for travel expenses. Whenever possible, it is highly recommend to pay for expenses in advance, especially now that we have a Club Sports purchasing card that can be used. If there are any questions about any of the information below, please contact the Club Sports Director.

1. Drivers of personal vehicles must fill in the **REGISTRATION OF PERSONAL VEHICLE form (Appendix K)** and have the form on file in the Club Sports Director office. (without filling out this form, you cannot request mileage reimbursement for that individual)

2. Clubs must fill in a **van usage registration form (Appendix J)** and obtain the Club Sports Director signature before Campus Services will authorize the reservation of a college vehicle.

3. Submit pre-trip and post trip forms to the Club Sports Director via the club sports web site. Pre-trip forms must be submitted least two days prior to travel; post-trip forms must be sent in within two business days after returning.

4. To obtain travel reimbursement the treasurer must submit receipts reimbursement (check request) form to the Club Sports Director.

5. For trips that involve traveling further than 100 miles one-way, or involve duration of more than 8 hours, travel rosters with passenger names and emergency contact phone contact and trip itineraries must be filed with the Recreation Center.

6. Cell phones are required equipment for all groups travelling out of town. **The driver must not operate a cell phone while the vehicle is in motion.** Clubs may use a personal phone, or rent one from Telecommunications on campus (x5422).

7. Contact Carleton Security for a travel advisory report before departing; x4443 or x4444.

8. Contact the Club Sports Director if you are having difficulty deciding if inclement weather should change your travel plans. The Director will take responsibility for canceling a trip based on unsafe travel conditions. If the club suffers financial penalties for not attending the competition the PEAR department will assist the club financially.

9. Club Sports are encouraged to use Carleton College vehicles whenever possible. If private vehicles are used the club may reimburse the driver 37.5c a mile for vehicle expenses.

10. Students driving college vehicles must obtain Campus Services 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 and **inform the Club Sports Director**.

11. Fleet Vehicle Services, Basement of Sayles Hill, keeps a list of approved drivers and authorizes college car use. Contact x443

**Travel Guidelines for Long Distance Trips**

1. Drivers should be well rested before embarking on a long distance trip.

2. A maximum of **16 hours or 800 miles of continuous travel**, followed by a layover of 8 hours is required. All night driving should be avoided whenever possible.

3. Limit driving shifts to four hours per driver with a 10-15 minute break between each two-hour block. Each four-hour driving shift must be followed by one rest period of a least one hour.

4. During all driving shifts, a passenger must be awake and seated in the passenger seat next to the driver to insure the driver remains alert.
Clubs who would like to get some publicity can submit to my office assistant Ted Longabough articles or recaps of your event/weekend activities and he will submit them to the Carletonian! This is a great way for your peers on campus to read about what your club is up to and your great accomplishments. You may submit articles or recaps as frequently as you would like and we’ll get as many published as possible.

Don’t have much to say, but have some great pics? Send those too!! If you have a great picture, and would like to add a caption to the bottom please do so and we’ll get some of these included as well.

QUESTIONS?
COMMENTS/FEEDBACK?

Please do not hesitate to contact me at:

achaput@carleton.edu or
507-222-4483

***Thanks for all the hard work you do as officers. The time and commitment each of you gives to your club is truly appreciated.***

Have a great rest of the term!

Carleton College
Club Sports Office

Aaron Chaput, Director of Club Sports
Office Ph. 507-222-4483
Cell 763-218-5087

Lingerr Senghor ’11, Office Assistant
Ted Longabaugh ’11, Office Assistant
105 Recreation Center
x4483
apps.carleton.edu/campus/rec/club/

CLUB PUB

The Club Sports Executive Council and Department of Recreational Sports would like to welcome the Tennis Club as an official member of the Carleton Club Sports Program. The Tennis club successfully completed all the requirements necessary to become a club sport, then received a unanimous vote from the Executive Council to be admitted into the Club Sports Program. Steven Landkamer and William Mueller were the pioneers for this new club and the Club Sports Office looks forward to working with them and future Tennis Club officers as the club continues forward. Congratulations and Welcome!

WELCOME CLUB

TENNIS!!!