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# CLUB SPORTS

## I. DEFINITION

A Club Sport is a student organization sanctioned by the Student Senate, Club Sport Review Committee and the Campus Recreation Department.

## II. PURPOSE AND PRINCIPLES

To provide competitive, social, recreational and instructional opportunities to the Gettysburg College community. Club Sports are student-initiated and require students to be responsible for leadership, decision-making and organization.

## III. ELIGIBILITY

- A. Club Sports are available to all Gettysburg College students, faculty, staff and administrators.
- B. The majority of the club must be students.
- C. Only students are allowed to vote and hold office.
- D. All Club Sports must meet the guidelines established in the *Student Senate Constitution* (Article 4 - Student Organization Recognition).

## IV. CLUB RECOGNITION

- A. Obtain and complete a recognition packet given by the Director of Campus Recreation.
- B. Obtain approval by the Club Sport Review Committee. The club will be asked to satisfy Gettysburg College's concern for safety and whether a coach or an advisor will be required.

- C. Petition Student Senate for recognition. (Refer to *Student Senate Constitution Article 4*)
- D. Constitutions - Each club must have a set of operational guidelines and rules by which the club governs its self. Every 3 years, each club must review, amend, and resubmit their constitution to both the Office of Campus Recreation and the Student Senate for ratification. Provided is an example format with required information:

Required information for Club Constitutions:

- i. Name
- ii. Purpose
- iii. Membership
- iv. Meetings
- v. Executive Board
- vi. Officers
- vii. Elections
- viii. Committees
- ix. Affiliations (to Unions, Leagues, etc.)
- x. Advisors
- xi. Coach
- xii. Ratification

## V. Club Officers

The daily operation of any club is the responsibility of its officers. The contribution of each officer is vital to the club's success, but it is the President who is ultimately responsible for seeing that the club functions smoothly and properly. A good president will learn to delegate some of her/his general duties to others.

### A. Officer Training Programs:

1. Every club is required to have an elected President, Treasurer and Secretary for their club. There will be a training session for each of these positions at the beginning of the Fall Semester.

2. Attendance at all 3 training sessions, or the training make-up sessions, is required in order for a club team to receive Club Sports Funding.

3. In the event that neither the training meeting nor make-up meeting can be attended, a one-on-one meeting must be scheduled with the Assistant Director or Graduate Assistant of Club Sports by the end of the 4<sup>th</sup> week of the Fall Semester in order to receive the funding that has been allocated to them by Campus Recreation.

*B. Club Officer Descriptions:* Examples of specific duties for each club officer are as follows:

#### President

- Keep Director and Assistant Director of Campus Recreation informed of ALL club business
- Preside over club meetings and conduct club business
- Inform officers of pertinent policies/information
- Know what services are available to sport clubs
- Delegate authority within the club
- Promote fund-raising events
- Approve club's budget and spending patterns
- Approve club schedules
- Generate any needed adjustments to club constitution
- Insure club compliance with rules/regulations of the College and the Office Campus Recreation
- Train President-Elect
- Insure that all appropriate forms have been turned in on time

#### Vice President

- Insure completion of facility requests for all club activities
- Preside over meetings and business in President's absence
- Assist the President with her/his duties

#### Secretary

- Record and circulate minutes of all meetings
- Establish and maintain game schedules
- Maintain member info sheets

- Insure all club members' paperwork has been handed in and is up to date
- Handle club correspondence
- Develop and circulate publicity regarding club activities

#### Treasurer

- Handle all account transactions
- Maintain all appropriate records of club financial activity, i.e. keep **ALL** receipts
- Aid in any fund-raising activities
- Prepare all reimbursement, payment, and equipment requests
- Communicate with the Director and Assistant Director of Campus Recreation regularly
- Compose and submit financial report to Campus Recreation office by the end of both Fall and Spring semesters

#### Web Master

- Update and Maintain Sport Club web page
- Work in conjunction with President to determine sport club mission and philosophy that will appear on web page
- Work in conjunction with Secretary to keep accurate schedules, results, and information on upcoming events
- Keep web page in good taste and within Gettysburg College standards for Student Organization web sites

#### *C. Club Officer Transition:*

Each club will hold annual elections in order to choose new club officers. We will require these elections to be held sometime early in the spring semester for several reasons:

- So that in-coming officers may shadow and learn from out-going officers
- So that the Office of Campus Recreation may meet with the new officers before the close of the academic year in preparation for the following year
- So that access to club accounts may be changed over to the new officers before the close of the academic year

## VI. SUPERVISION

*A. Clubs Requiring a Coach:* Based on the level of risk of physical contact and/or created by the activities of various sports, Gettysburg College requires that the following clubs have a coach:

1. Equestrian
2. Tae Kwon Do
3. Boxing
4. Rugby (men's and women's)
5. Ice Hockey

*B. Definition of a Coach:*

A person 21 years of age or older who is knowledgeable about a particular sport and has experience coaching and/or playing the sport. A coach is accountable for all-coaching, training, supervision, administration, and transportation of the club set forth in this Manual. S/he must have current CPR and First Aid certification (*refer to section V.A.1.*) Coaches may not compete in the practice or contest they are coaching. All coaches must be approved by the Director of Campus Recreation and will be paid a stipend of \$750 by the Student Senate at the end of each semester if they fulfill their assigned duties.

*C. Requirements of the Coach:*

1. Help with the physical conditioning of the participants.  
Notify participants of all rules and regulations.
2. Teach proper technique and instruct participants on safety issues related to the sport.
3. Notify all participants of the sport's risks.
4. Attendance at all practices and contests.
5. Have all participants' sign an Agreement to Participate form (*refer to section V.A.1.*)

6. Keep Emergency Contact Information forms with club at all on-campus and off-campus practices and contests (refer to sections V.A.1 and VI.A.8)
7. Aid the club officers with:
  - a. Scheduling of practices and contests (*refer to section V.A.1*).
  - b. Furnishing rosters (*refer to section V.A.1*).
  - c. Travel forms (*refer to section V.A.3*)
  - d. Insurance forms needed through the club's professional membership or league (*refer to section VII.B.2*).
  - e. Budget procedures (*refer to Student Senate Constitution Article 4*).
  - f. Issuing, maintaining and collecting equipment (*refer to section V.A.1*.)
  - g. Completion of accident reports (*refer to section V.A.2 and VI.A.4*.)
  - h. Completion of all forms required by Campus Recreation and Student Senate on appropriate deadlines.
  - i. Notify Campus Recreation immediately of any new officers and members.

*D. Clubs Requiring an Advisor: Gettysburg College requires the following clubs to have an advisor:*

1. Ultimate Frisbee
2. Volleyball

*E. Definition of an Advisor:*

A person 21 years of age or older who is knowledgeable about a particular sport and has experience coaching and/or playing the sport. An advisor is accountable for all advising training, supervision, administration, and transportation of the club set forth in this Manual. S/he must have current CPR and First Aid certification (*refer to section V.A.1*.) Advisors may not compete in the practice or contest they are advising. The Director of Campus Recreation must approve all advisors.

*F. Requirements of the Advisor:*

1. Teach proper techniques and instruct participants on safety issues related to the sport.
2. Notify participants of all rules and regulations.
3. Notify all participants of the club's risks.
4. Have all participants' sign an Agreement to Participate form (*refer to section V.A.1*).
5. Keep Emergency Contact Information forms with club at all on- campus and off-campus practices and contests (*refer to sections V.A.1 and VI.A.8*).
6. Aid the club officers with:
  - a. Scheduling of practices and contests (*refer to section V.A.1*).
  - b. Furnishing rosters (*refer to section V.A.1*).
  - c. Travel forms (*refer to section V.A.3*).
  - d. Insurance forms needed through the club's professional membership or league (*refer to section VII.B.2*).
  - e. Budget procedures (*refer to Student Senate Constitution Article 4*.)
  - f. Issuing, maintaining and collecting equipment (*refer to section V.A.1*.)
  - g. Completion of accident reports (*refer to section V.A.2 and VI.A.4*.)
  - h. Completion of all forms required by Campus Recreation and Student Senate on appropriate deadlines
  - i. Notify Campus Recreation immediately of any new officers or members
  - j. All policies set forth in the Club Sport Manual and *Student Senate Constitution*

## VII. CLUB STATUS

*A. Retaining Club Status:* Gettysburg College requires the following to retain club status:

1. Complete and file the following forms with the Director of Campus Recreation by the second week of classes in each semester:
  - a. Membership Roster
  - b. Contest and Practice Schedule
  - c. Agreement to Participate for each club member
  - d. Fact Sheet
  - e. Equipment Inventory
  - f. Emergency Action Plan
  - g. Emergency Contact Information for each club member
  - h. Copy of CPR and First Aid certification cards for each coach/advisor.
2. Every club is required to have an elected President, Treasurer and Secretary for their club. There will be a mandatory training session for each position at the beginning of Fall Semester.
3. Complete Travel Roster, Travel Itinerary and Vehicle Information forms as required.
4. Club president and advisor/coach attend orientation in the spring semester.
5. Abide by all policies set forth in Student Senate Constitution.
6. Club representative and advisor/coach attend all meetings held by Campus Recreation Director.
7. All check requests signed by the Director of Campus Recreation.

8. All transportation requests through the college must be approved by the Director of Campus Recreation
9. Update Club Constitution every 3 years.
10. Designate one person to maintain informative club web page, complete with information about your club, practice schedule, game schedule, results, and any other pertinent information expressed in good taste.
11. Complete End of Season Report, required for both Fall and Spring seasons.
12. Submit Club Sports and Student Senate Re-Affirmation Forms for both Fall and Spring semesters.
13. Complete Accident/Injury Report form as required.
14. Each Club Sport is responsible for attending the Student Senate Meetings on a regular basis.

*B. Probation:*

Clubs which have failed to send a designated representative to any mandatory club meeting without giving prior notice, or clubs who have performed minor acts of misconduct as deemed by the Director or Assistant Director of Campus Recreation will be placed on probation for one semester or one year, depending upon the nature of the action. Clubs on probation may not request or utilize school allocated funding during this period. Probationary status may also affect budget requests for the following year. All privileges may be restored at the termination of probation.

*C. Termination:*

Failure to comply with the guidelines set forth within this manual or in the *Student Senate Constitution* will result in suspension from using the Gettysburg College name and refusal of funds, facilities and fields.

A club must petition the Director of Campus Recreation to have the suspension lifted. More than one suspension in a semester will result in the loss of recognition and privileges. A club must reapply for recognition.

*D. Inactive Status:*

Clubs not meeting the criteria for active status (not following policies and procedures, too few members, etc.) will be placed on inactive status. Inactive status will require clubs to reapply for recognized status by following all procedures a new club must accomplish, except resubmission of the Constitution.

## **VIII. FINANCE AND BUDGET**

Gettysburg College Club Sports are financially supported by Student Senate and administered by the Director of Campus Recreation. Club Sports are typically expensive to administer and are held to a high standard of accountability due to the inherent risks associated with sports. Student Senate takes pride in offering club sports to the campus community; however, Senate is limited financially to the amount of fiscal support they can offer each club.

*A. Budgetary Allocations:* The Club Sport Review Committee has established the following budgetary guidelines for club sports:

1. Student Senate will allocate \$10,000 each academic year to club sports along with an additional \$5,800 from the Student Activity Fee. This money will be used to pay club sport coaches a \$750 stipend each semester and any league dues/insurance costs a club may incur.
2. The College is in no way obligated to pay for any additional expenses a club may incur and participants must be willing to individually support their participation in the club.
3. The Director of Campus Recreation will assist the club sport officers with all purchase and transportation requests/issues.

*B. Club Finances:*

1. Dues - Each club should make a point of collecting semester or yearly dues from club members to help defray costs that may not be covered by the allocated budget. These costs may include additional travel expenses, club uniforms/T-shirts, and referee costs, to name a few. Each club should determine the appropriate amount of dues for each semester/year based upon financial requirements.
2. Fund raising - We strongly encourage Sport Clubs to generate their own revenue through the use of sponsored fundraising events. All events must be registered with Campus Recreation prior to start of fundraiser. Results of the fundraiser must be reported within 1 week of the conclusion of the event. **We strongly discourage any fundraiser associated with credit card vending.**

Some ideas include:

- Athletic Event Aides (set-up, clean-up, security)
  - Sales (Bake sales, T-shirts, etc.)
  - Services (leaf raking, spring clean-up, car washes)
  - Tournaments (hosting an intercollegiate tournament with registration fees for teams/other clubs in attendance)
3. Agency Accounts - Each club shall have their own College Agency account into which they may deposit money raised through dues and fundraisers. No more than two club members (usually the President and Treasurer) will have access to this account.

Gettysburg College is not responsible for the debts and financial obligations of any club. No club may enter into any agreement or arrangement that attempts to obligate the College in this matter.

## **IX. INSURANCE**

*A. Gettysburg College recommends obtaining:*

1. Proof of insurance when an off-campus facility is used.
2. Proof of insurance for any off-campus club using Gettysburg College facilities

*B. Gettysburg College recommends:*

1. That all club members have personal health and accident insurance.
2. That clubs purchase additional insurance through their professional membership or league.

*C. Gettysburg College shall provide:*

1. Catastrophic insurance for Club Sports.
2. Liability insurance for all coaches of Club Sports.

## **X. SAFETY GUIDELINES**

*A. Gettysburg College requires:*

1. A person certified in CPR and First Aid in attendance at all practices and contests (*refer to section X*). Training will be made available through Gettysburg College.
2. **That no practices or contests be scheduled until the required forms have been completed and returned to the Director of Campus Recreation.**
3. A completed Agreement to Participate form for each club member (*refer to Section V.A.1*).
4. That an Accident/Injury Report form be submitted to the Director of Campus Recreation within 24 hours of injury (*refer to Section V.A.2*).

5. That all clubs have an emergency action plan in place at all times (*refer to Section V.A.1*).
6. A cell phone at all rugby practices and contests.
7. First aid kits at all practices and contests. It is the club's responsibility to keep the kits stocked.
8. That Emergency Contact Information forms be filed with the Director of Campus Recreation and the club at all times (*refer to section V.A.1*).

*B. Gettysburg College recommends:*

1. That each participant obtains a physical examination prior to joining in a club sport.

## **XI. TRAVEL GUIDELINES**

*A. Campus Recreation Requires:*

1. A Travel Roster and Travel Itinerary Form must be turned in to the Campus Recreation office no later than 3 days prior to the date of departure (Wednesday for a weekend trip).
2. If a club fails to submit a completed Travel Roster/Travel Itinerary Form, a hold will be placed on that club's account and they will not be able to receive reimbursement for expenses incurred during that trip.
3. Following the trip, each club must contact the Campus Recreation office (phone or e-mail) with the results of the trip (win/loss, score, unusual circumstances, or accidents)

*B. Gettysburg College recommends:*

1. That all clubs use college transportation and abide by all policies set forth by the transportation department.

*C. Gettysburg College requires:*

1. That all clubs which use college transportation submit the following forms 48 hours prior to the club's departure (*refer to section V.A.3*):
  - a. Travel Itinerary
  - b. Travel Roster
  
2. Gettysburg College 15-Passenger Van Policies (effective August 9, 2001):

**Driver Requirements:**

- a. Driver must possess a valid driver's license in order to drive a College vehicle.
  
- b. Driver must be at least 19 years of age to drive any vehicle with 8 passengers or greater occupancy. Qualified drivers under the age of 21 will be required to perform a minimum of 3 hours behind the wheel training before being permitted to drive.
  
- c. Any driver of an 8 passenger or greater vehicle will have to complete a 3-hour classroom training session.
  
- d. A driver of any College vehicle is required to submit a Motor Vehicle Record (MVR). Data is reviewed on a case by case basis.

**General Requirements:**

- The maximum number of passengers per van is 11, including the driver.
- Those vans transporting passengers and luggage can not hold no more than 8 passengers, including the driver.
- Drivers must be at least 19 years old in order to drive College vans.
- All drivers of College vans must have 3-4 hours of classroom training. This is a course provided by our insurance company.
- Those who have previously driven College vans in the past need only take this course in order to continue driving College vans.
- All new drivers, over the age of 21, must complete the classroom training and be road evaluated by a member of the Transportation staff.
- All new student drivers, between the ages of 19 and 21, must complete the classroom training and put in 4 to 5 hours of actual van driving with

the Transportation Staff. This means, but is not limited to, driving to or from airports with Transportation drivers until the transportation staff signs off the student.

Training sessions for those wishing to drive the larger vehicles will be offered on a weekly basis through the beginning of October. Please contact Transportation Services at #6923 if you wish to schedule one of these sessions. Space will be limited to 35 attendees. Additional training classes will be scheduled during the fall semester.

2. All clubs, which choose not to use college transportation, submit the following forms 48 hours prior to the club's departure (*refer to section V.A.3*):
  - a. Travel Itinerary
  - b. Travel Roster
  - c. Vehicle Information - Including vehicle/driver insurance information. Note: This form must be filled out for *each* vehicle for *each* trip to an out-of-town game, match or event.

## **XII. CONDUCT OF CLUB MEMBERS**

As members of the Gettysburg College community, all sport club members are expected to comply with College policies, campus regulations, state, and federal laws.

If any club member(s) should violate college policies, state, or federal laws, or if the Office of Campus Recreation learns of any acts of misconduct by club members, then the Director or Assistant Director of Campus Recreation will schedule a meeting with the individual(s) involved in the violation, as well as the officers for that sport club. Club members will have the opportunity to present their side of the case, and the Director or Assistant Director will take any necessary action s/he thinks is appropriate, including the possibility of referring the matter to authorities. The entire club may be placed on probation or have its "recognized" status terminated until further notice. Further, discipline may be imposed on individual students.

**The Gettysburg College alcohol and drug policies shall be followed at all times. All club members shall follow all appropriate campus, local, or state policies regarding alcohol and drugs.**

Alcohol or drugs are not allowed on any Gettysburg College athletic or intramural field, in any facility, nor may they be used surrounding in any way, any vehicle, AT ANY TIME.

### **XIII. CLUB'S CHECKLIST**

A. The following must be on file in the Campus Recreation Office by the second week of each semester as indicated in section V.A.1:

\_\_\_\_\_Membership Roster

\_\_\_\_\_Contests and Practice Schedule

\_\_\_\_\_Agreement to Participate for each club member

\_\_\_\_\_Fact Sheet

\_\_\_\_\_Equipment Inventory

\_\_\_\_\_Emergency Action Plan

\_\_\_\_\_Emergency Contact Information for each club member

\_\_\_\_\_Copy of CPR and First Aid certification cards for each coach/advisor.

B. The following must be filed as required under section V.A.2 & 3:

1. Accident Reports

2. Travel Roster, Itinerary and Vehicle Information Forms.

C. The following must be attended as required under section V.A.4 & 6:

1. Club President and advisor/coach attend orientation in the fall and spring semester.
2. Club representative and advisor/coach attend all meetings held by Campus Recreation Director.

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