

# **Clark University**

## **CLUB SPORT HANDBOOK**

**2008-2009**

## **WHAT IS A CLUB SPORT?**

At Clark University, a club sport is a student organization designed to serve individual interests in different athletic activities. Most club sports compete with other clubs from neighboring colleges and universities. Others engage in highly athletic events like karate.

Club sports should not be confused with the varsity sports program administered by the Athletic Department. Club sports differ in that they are responsible for their own expenses, hiring of coaches and providing adequate emergency resources at all practices, games, and events. Financial commitments are met primarily through funds sponsored by Student Council. Each club is initiated and administered by student officers. Club sports operate within the Student Leadership & Programming Office and report directly to the Director of Student Leadership & Programming.

Clubs may vary in focus and programming since the members are active participants in the leadership, responsibility, and decision-making process of club activities. Club members are also responsible for recruiting new members, establishing club dues (if applicable), and planning and publicizing the club's upcoming events and activities.

The club sport program consists of the following:

- Equestrian (co-ed)
- Ice Hockey (co-ed)
- Karate Club (co-ed)
- Women's Lacrosse
- Track Club (co-ed)
- Ultimate Frisbee
- Volleyball (co-ed)
- Golf (co-ed)
- Tae Kwon Do (co-ed)

## **ELIGIBILITY:**

**Only Clark University undergraduate students may be recognized as members of a club sport** because of their payment of the Student Activities fee. Faculty and staff are NOT permitted to participate in club sports. An up-to-date club roster must be kept on file at the Office of Student Leadership & Programming.

Each member of a club sport is required to sign the following paperwork before he or she becomes eligible to participate in ANY club sport activity (located on the Office of Student Leadership & Programming [website](#)):

- **Annual Club Sport Participant Health Questionnaire**

- **Club Sport Participant Insurance & Emergency Form**

These forms include information that is vital for safe participation in a club sport at Clark University. Forms must be signed and are kept in file in the Office of Student Leadership & Programming.

**Please Note:** Club sport members who are under 18 years of age must have a parent or guardian sign the release form before they become eligible to participate in a club sport activity.

## **RECOGNITION:**

If a group of students are considering organizing a club sport, there are three guidelines that must be met:

- 1. Physical activity**
- 2. Organized competition or events**
- 3. Establish rules or guidelines governing competition**

If the group has met the above guidelines based upon discussion with the Director of Student Leadership & Programming, the procedures are as follows:

1. A proposal is submitted to the Director of Student Leadership & Programming that includes the name of the club, a statement of purpose, budget expectations, membership policy, name of coach/advisor, and a calendar of proposed events.
2. Once the proposal has been completed, the Director of Student Leadership & Programming is in contact with the student in charge to discuss and clarify any necessary areas.
3. A proposal approved by the Director of Student Leadership & Programming is then forwarded to the Athletic Board for further review.
4. The Athletic Board may suggest guidelines or conditions it deems important and then recommend a course of action to the Director of Athletics and the Dean of Students or his/her designee. The Athletic Board may request a meeting with the proposed Club Sport group.
5. The Dean of Students or his/her designee and the Director of Athletics make the final decision on University recognition jointly.

**Recognition criteria include, but are not limited to:**

Level of interest and Participation	Facility availability
Coaching availability	Anticipated costs to individuals and University
NCAA affiliation	Availability of competition
Safety Issues	Fundraising Needs and Potential
Relationship to Clark tradition	Level of Interest with the Student Council
Asking participants to sign an assumption of risk release form	Membership should be open to all Clark undergraduates
Insurance/protection issues	

**USE OF THE FACILITIES:**

Any group of Clark students can use both indoor and outdoor facilities during the hours that Athletics is open and as long as there is not something already scheduled (team practice or games, intramurals, campus events, neighborhood program, outside rentals etc.). Once a group has been officially recognized, they can reserve space for practices based upon availability. Club Sports requesting practice space should contact Roxanne Ball (x7161) in the Athletic Office to fill out a facility request form.

**USE OF EQUIPMENT:**

In general, it is the responsibility of the Club Sport to provide their own equipment. There may be occasional exceptions when Athletics can be of assistance depending upon the sport and their needs. All pieces of equipment must be catalogued and re-checked every season. The inventory will then be given to the Director of Student Leadership & Programming.

**USE OF VANS:**

The Athletic Department vans may be available to recognized club sports where varsity teams are not using them. Club sports requesting use of an athletic van should contact Pam Moore (x7160) in the Athletic Office to find out about availability. A certified driver is required as well as a \$25 rental fee (on requisition) and the gas tank filled upon return.

## **ATHLETIC TRAINING SERVICES:**

The Sports Medicine Staff's primary responsibility is varsity sports. The Sports Medicine Staff has outlined some medical guidelines for injuries that you can follow below:

1. Medical supplies such as medical kits and mouth guards can be purchased through the Athletic office at their cost. Please give ample time for ordering.
2. Health Services is open Monday through Friday from 9:00am – 5:00pm, and is staffed with nurses, nurse practitioners and doctors. After 5:00pm there is a doctor on call through Hanhaman Family Health Center 508-334-8830. This doctor can answer medical questions and give advice regarding illness or injury. In the case of emergency, call University Police (508) 793-7575 and the Director of Student Leadership & Programming at (508) 793-7549. If the injury is not urgent, you can call Health Services and schedule an appointment to see the doctor or nurse practitioner 508-793-7467.
3. After you have seen Health Services, the Sports Medicine Staff would be happy to answer any orthopedic questions regarding your injury, provided you come between 11:30am and 1:30pm.
4. The Sports Medicine Staff cannot provide rehabilitation services for club sport athletes.
5. The Sports Medicine Staff cannot tape club sports athletes.

Questions or requests for assistance should be directed to Brent Riddle, Head Athletic Trainer at 508-793-7378.

## **STUDENT COUNCIL RECOGNITION:**

Once your group has obtained University Recognition, a charter should be submitted to Student Council. The Student Council Judiciary Committee will review the charter and make the recommendation to the Student Council. If accepted, the group becomes eligible for all of the above as well as for special projects and annual funding. Please note that a group can be University recognized and not Student Council recognized. However, to be Student Council recognized, a group first must be University Recognized. Please feel free to contact the Student Council Vice President for more information.

## **CHARTER:**

You must submit a charter to the Student Council every academic year. Groups that are Student Council recognized are undergraduate student organizations that have the following:

- University Recognition
- Have provided the Council with a Charter
- Have been active 2 or more semesters
- Have had the Charter approved by the Judiciary Committee and Student Council

These organizations include groups that are in the process of completing the trial period required in order to be eligible for the annual budget.

**Recognized groups may petition Student Council for a precise amount of money from Special Projects for a particular event or purpose and may not exceed \$500.00. The process for obtaining these monies is done over a two-week process and must include a proposal to the Budget Committee. Contact the Student Council Treasurer or Budget Committee Chair for the specific process of obtaining funding. Additional funding may be gained from co-sponsorships with other recognized student groups.**

If you have any questions, please do not hesitate to contact the Chair of the Judiciary Committee. The Judiciary Chair can also provide you with a copy of the Charter for your organization and provide pointers on creating/updating one.

Any Clark student can request an investigation into alleged violations of the Student Council Constitution or an organizational charter by contacting the Judiciary Committee.

Reasons for a club being denied desired status include, but are not limited to:

- Non-existent or ineffective student leadership
- Decline in student interest and support
- Demonstrated club mismanagement
- Inability to abide by Student Council and/or Student Leadership & Programming policies and procedures
- Purpose and goals no longer compatible with those of Student Council and/or Student Leadership & Programming
- Divisional financial constraints that prevent support for the club
- Violation with regard to Clark University facilities and/or vehicles

## **FINANCIAL RESPONSIBILITIES:**

1. Club Treasurer will initially meet with the Student Council Treasurer to receive training on maintaining organization's budget. This is done at the beginning of each Fall Semester.
2. Assure that all club financial obligations are met including the submission of a budget each academic year for the allocation of funding.
3. Clubs must conduct all of their financial transactions through their account and with the Student Council Treasurer and Student Leadership & Programming. This includes Purchase Orders, reimbursements and payments of services for instructors/coaches.

## **CLUB REQUIREMENTS & RESPONSIBILITIES:**

Each recognized club sport must perform the following duties:

1. Register the club annually with the Office of Student Leadership & Programming by filling out the Student Club/Organization Registration Form and Seven Charges of Club Sport Officers (located in the Office of Student Leadership & Programming and a copy is located in the back of this manual).
2. Provide the Director of Student Leadership & Programming a club roster that includes each athlete's name, social security number, email address and telephone number. This must be done before they begin any type of practice or competition.

Each athlete must fill out and return to the Director of Student Leadership & Programming a copy of the *Annual Club Sport Participant Health Questionnaire* and *Club Sport Participant Insurance* before they begin any type of practice or competition (located on the Office of Student Leadership & Programming's website [here](#) and an example is located in back of this manual).

3. All club sport teams must hand in a club schedule (and any changes to the schedule) to the Director of Student Leadership & Programming.
4. Report any injury that occurs at club practices or events to the Director of Student Leadership & Programming. For after hour emergencies, please call University Police @ 508-793-7575.
5. Clark University and the opposing institution must contract each competition. Please pick up the Club Sport Competition Contract at the

Office of Student Leadership & Programming (example in back of this manual).

7. All teams must hand in an inventory report, which also must include condition of equipment to the Director of Student Leadership & Programming.
8. Elect a representative (s) to attend all announced Club Sport Representative Meetings-or send another club member to represent your club. These meetings are MANDATORY, and at least one person should attend. Failure to meet could result in the loss of club sport privileges such as funding and van rentals.
9. All participants must wear the appropriate sports equipment at all times during practices and competitions.
10. Inform club members of policies, procedure, expectations, emergency procedures, and other regulations, assuring that all policies and procedures are being followed.
12. Any club using a facility or field is obligated to clean up after the activity.
13. Check on a weekly basis the club's mailbox located on the third floor of the University Center in the Asher Suite.
14. Arrange meeting spaces with the Office of Student Leadership & Programming.
15. Coordinate facility reservations for club functions including practices and competitions.
16. Meet with the Director of Student Leadership & Programming to plan and attain approval for travel, publications, equipment purchases and other club business.
17. Submit all required forms completely filled out and on time.
18. Train the assistant representatives and those who succeed you.
19. Must comply with Clark University Higgins University Center and Office of Residence Life posting policies for each area for advertisement purpose.
20. Maintain complete inventory records and update the club's inventory when requested.
21. Promote good sportsmanship on and off the field.

## **COACH'S RESPONSIBILITIES:**

The selection of an instructor and/or coach is the responsibility of the club, but is subject to the approval of the Director of Student Leadership & Programming. Any prospective instructor and/or coach should submit a Club Sport Coach's Application (located in the Office of Student Leadership & Programming and a copy is in the back of this manual), a resume and arrange for an interview with the Director of Student Leadership & Programming prior to conducting any practice/instructional sessions. All coaches' resumes will be kept on file in the Office of Student Leadership & Programming.

The instructor and/or coach are hired to teach/coach during ALL practices and competitions. It is not the duty of the instructor/coach to perform club management duties. It is the duty of the club offices to handle club-related business. The philosophy and key to the success of the Club Sports Program has been the continued emphasis placed on student leadership and participation.

Coach's responsibilities include:

1. Meeting with the Director of Student Leadership & Programming at the beginning of each academic year and season as well as any other additional meetings called to order.
2. Required to be certified in First Aid and CPR before accepting any coaching duties.
3. Develop and improve the skills of the club members.
4. Implement safety practices for all participants to include the inspection of sport gear and report the repair of any hazardous facility conditions to the Director of Student Leadership & Programming.
5. Attend all games and practices.
6. Promote good sportsmanship on and off the field.
7. Instructors and/or coaches may receive a stipend depending on the decision of the individual club. However, the Director of Student Leadership & Programming, based on the coach's credentials and club's needs, must approve all payments. Clubs must submit a written proposal to the Director of Student Leadership & Programming so that a formal contract may be signed by the instructor/coach. Thereafter, the contract and written proposal will be kept in file in the Office of Student Leadership & Programming.

8. Instructors and/or coaches may not use university facilities except during scheduled club activities.

## **EMERGENCY PROCEDURES:**

It is highly recommended that each club sport obtain an EMT for all practices and events. Realizing budget constraints, however, it is a must that the club sport coach is certified in First Aid and CPR. Copies of the certification must be turned into the Director of Student Leadership & Programming who will in turn keep it on file.

Below are guidelines for when an emergency occurs:

1. If an accident or injury is LIFE THREATENING, you must call Clark University Police at 508-793-7575. When calling, please:
  - Identify yourself, by name, title (if need be) and which club sport you are participating in or coaching
  - Tell them your location.
  - Give an assessment of the injury and the condition of the injured person.
  - Give the telephone number from which you are dialing.
  - Do NOT hang up first, wait until University Police has received all of their information and says goodbye first.
  - If possible, wait by the phone in case there are further instructions.
  - Be sure that someone meets the cab or ambulance from your given location and then directs the personnel to the injured person's location.
  - Be sure the injured person's clothing and personal items are transported with him/her. If a friend takes the articles, be sure to note the friend's name and phone number on the accident report.
  - The club sport coach and president or officers are responsible for completing an injury/illness form of the incident and turning it into the Director of Student Leadership & Programming. Minimally, this person should have documented the involved athlete's name, address, phone number, insurance information (policy name & number) – if possible, what happened, and where the athlete was taken for treatment.
2. If the situation is NON-LIFE THREATENING, but advice or transportation to a hospital is or may be necessary, call University Police. Please follow the same instructions listed above for reporting an accident.
3. It is required that all clubs carry accident forms and a list of important contact phone numbers. All accident reports must be turned in within a 24-hour period to the Director of Student Leadership & Programming.

## **HEALTH INSURANCE COVERAGE & LIABILITY:**

Club sports are strictly voluntary. Any injury resulting from a club related activity is the responsibility of each individual. Each individual club member is required to have insurance upon enrollment at Clark University as well as sign a Release Form waiving the University and Club Sport Program from any responsibility before participation in any club activity.

Any practice or game that is not scheduled is assumed to be a non-campus recreation activity.

The athlete must file his/her primary health insurance provider, such as Blue Cross/Blue Shield, Prudential, etc. with the Director of Student Leadership & Programming prior to any participation in any practice or competition.

## **ALCOHOL & OTHER DRUGS POLICY:**

Consumption and sale of alcohol and/or drugs by participants, coaches instructors, advisors, and spectators during the transportation to a game or practice; at any club sport contest, practice or meeting, and at any club sponsored social events is PROHIBITED.

Accordingly, no participants and/or coaches/instructors will be allowed to compete if they arrive at the contest/practice/meeting under the influence of alcohol and/or other drugs.

## **HAZING POLICY:**

Clubs are prohibited from any form of hazing. Club officers are responsible for ensuring that all club members are made aware and adhere to this policy.

The term hazing as determined by the US Senate and House of Representatives and by the authority of Clark University is described as any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

Those who partake in such acts will be subject to judicial in accordance with the Clark University Code of Student Council.

**IN CLOSING:**

Club sports are meant to be fun and exciting. It is very important to follow the procedures above, but never forget what initially brought you to participate in the club sports program. As the person who supervises club sports, I wish you a winning season and I look forward to working with you throughout the year.

**Clark University**  
**THE SEVEN CHARGES OF CLUB SPORT OFFICERS**

1. I understand that the Clark University Club Sports Program emphasizes the student experience, recreational participation opportunities, student development and leadership activities.
2. I will work to ensure that all Clark University students interested in participating in our program will be given the opportunity to do so. I will not restrict membership to my club based on disability, age, ethnicity, gender, national origin, race, religion, sexual orientation, or political affiliation.
3. I will adhere to Clark University's policy prohibiting the use and/or possession of alcohol and/or other controlled substances at recognized club sport activities, including travel, and I will take the responsibility to ensure that the other members of my club will act in the same manner.
4. I will ensure that its leadership represents the club at all informal and formal sessions and meetings.
5. I will ensure that the funds received by our club through Student Council and other funding sources will be administered according to the policies and procedures set forth by Clark University and the Office of Student Leadership & Programming.
6. I agree to conduct myself in a manner that is in accordance with the policies and procedures set forth by Clark University and the Office of Student Leadership & Programming.
7. I have read, understand, and agree to abide by the policies and procedures set forth in the Clark University Club Sports Manual, including any modifications and additions that may be included through the course of the year.

CLUB SPORT NAME:

\_\_\_\_\_

(Please print for all spaces)

PRESIDENT: \_\_\_\_\_ DATE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

VICE PRESIDENT: \_\_\_\_\_ DATE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

TREASURER: \_\_\_\_\_ DATE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

SECRETARY: \_\_\_\_\_ DATE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

CLUB SPORT REP.: \_\_\_\_\_ DATE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

OTHER: \_\_\_\_\_ DATE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

COACH'S NAME: \_\_\_\_\_ EMAIL: \_\_\_\_\_

# CLUB SPORT ACCIDENT FORM

NAME (Person Completing Form): \_\_\_\_\_ TITLE: \_\_\_\_\_

PHONE(Person Completing Form): \_\_\_\_\_

NAME OF INJURED PARTY: \_\_\_\_\_

DATE OF ACCIDENT: \_\_\_\_\_ LOCATION OF ACCIDENT: \_\_\_\_\_

DESCRIBE HOW ACCIDENT OCCURRED:

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DESCRIBE ANY INJURIES:

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DID THE STUDENT RECEIVE/SEEK MEDICAL TREATMENT? Y N

IF YES, PLEASE PROVIDE NAME & LOCATION OF MEDICAL FACILITY:

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WAS AN EMT PRESENT AT EVENT? Y N

IF YES, PLEASE PROVIDE EMT'S NAME AND CONTACT INFO:

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WAS 911 CALLED? Y N

WAS UNIVERSITY POLICE CALLED? Y N

WAS THE DIRECTOR OF STUDENT LEADERSHIP & PROGRAMMING NOTIFIED? Y N

ADDITIONAL INFORMATION:

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PLEASE RETURN THIS TO THE DIRECTOR OF STUDENT LEADERSHIP & PROGRAMMING  
ON THE THIRD FLOOR OF THE HIGGINS UNIVERSITY CENTER  
**NO LATER THAN 24 HOURS AFTER THE ACCIDENT.**

**CLUB SPORTS COACH/INSTRUCTOR APPLICATION**

**\*\*\*NOTE:** The following application is to be filled out by any and all applicants and does not guarantee the position. Consenting signatures from the organization's members must be attached to this form.

NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

EMAIL: \_\_\_\_\_ CLUB SPORT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

EXPERIENCE (Please attach resume):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

GOALS AND EXPECTATIONS IN COACHING/INSTRUCTING THIS CLUB:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**REFERENCES:**

NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

EMAIL: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

RELATION TO YOU: \_\_\_\_\_

NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

EMAIL: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

RELATION TO YOU: \_\_\_\_\_

NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

EMAIL: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

RELATION TO YOU: \_\_\_\_\_

CLARK UNIVERSITY CLUB SPORTS PROGRAM  
**MEMORANDUM OF AGREEMENT**  
BY AND BETWEEN

NAME OF VISITING INSTITUTION:

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**ARTICLE 1.**

That a contest between their teams shall be held at \_\_\_\_\_  
(location) in accordance with the following general conditions:

TEAMS:

PLACE:

DATE:

TIME:

RULES:

OFFICIALS:

Date of agreement:

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Signature of President of Participating club sport:

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Approved by:

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(Club Sports Advisor)