



Athletic Department

Club Sports Student Handbook

Washington College Honor Code:

We at Washington College strive to maintain an environment in which learning and growth flourish through individuals' endeavors and honest intellectual exchanges both in and out of the classroom. To maintain such an environment, each member of the community pledges to respect the ideas, well being, and property of others. Thus, each member of the Washington College community abides by its Honor Code.

Introduction

The Washington College Athletic and Recreation departments oversee a comprehensive Club Sports Programs for all individuals with varying interests in recreation and athletics. Student's interests range in degree from the competitive clubs. These competitive clubs represent the College in intercollegiate Leagues, competitions and tournaments. Social clubs offer the opportunity for students to enjoy the outdoors, and interact with other members of the College community.

Membership in the clubs is open to all students, faculty and staff members of Washington College. Each club is organized and run by students, governed under the by-laws of the Student Affairs Office and Department of athletics with direct supervision of the Director of the Lifetime Fitness Center and Campus Recreation. The club sports program provides opportunities for students to serve in leadership positions, while earning their degree. Some leadership duties of club executive boards are club organization, coaching, scheduling, publicity and fund-raising. However, the key to any club's success will stem from their student leadership, interest and member participation.

The Formation of a New Club

Any group or individual wishing to form a Club Sport should schedule a meeting with the Director of Campus Recreation and The Lifetime Fitness Center, in order to judge interest and potential participation. The Department of Recreation will assist and advise the club through the process of becoming a recognized organization; however, final say lies with both Student Affairs and the Student Government Association. A club must gain full approval of the SGA in order to be advised by the Department of Recreation and Athletics. If a club does not gain the approval under the by-laws of the Student Government Association and Student Affairs, all facility space and assistance will cease.

Below are the steps you must complete prior to obtaining approval from the SGA and Student Affairs:

- a. The Club president and officers must meet with the Director of Campus Recreation and The Lifetime Fitness Center
- b. The Club will need to draft a constitution as well as a mission and service statement. The Director of Campus Recreation will provide assistance throughout this process.
- c. The group will advertise and hold a preliminary meeting in order to judge interest and participation at which time every member should be recorded.
- d. The Club will then need to meet with SGA and Student Affairs to present their constitution. At this point the group may need to make minor changes in order to fulfill requirements made by the SGA and Student Affairs.
- e. Once the Club Sport is recognized by Washington College. The group will have to meet on a consistent basis throughout the school year, to keep all members up to date on situations and pending events.

Yearly Registration

Every Fall Semester, SGA allows each club to go through allocations for the academic year. The Club Officers will need to prepare a fiscal budget taking into account all of their needs for the upcoming academic year. The Director of Campus Recreation will review all Club Sports related budgets as well as offer assistance to all clubs that are so inclined.

The club will also need to alert The Director of Campus Recreation as to the changes in their executive board members as they occur. At the beginning of the first semester and end of second semester, the Director of Campus Recreation must have a complete list of the club's officers. It is the responsibility of the sport club president to contact the Department of recreation at the start of the academic year. They will be required to attend Club Sport monthly meetings.

Membership/Eligibility

All undergraduate students at Washington College are eligible to join any club. Faculty and staff may participate in club activities or be a representative advisor to the club. Clubs may determine their own membership rules according to their respective constitutions and governing bodies. However, membership cannot be granted or denied based on race, sex, religion, sexual orientation, ethnic group or national origin.

Each member of the club must be listed on the Club Roster Form and complete a Waiver Form prior to participation, which must be filed with the Department of Recreation.

All guidelines governing Club Sports are written to protect the rights and safety of each participant and are designed to provide fair and equal opportunity for all persons eligible to participate in club activities.

Risk Management

A major goal of any Recreation Program is to present an environment that takes as many measures as necessary to prevent accidents and injuries. The following is a list of measures that should be taken to minimize the possibility for accidents and injuries.

- a. Club Sport officers, club members, coaches and instructors should emphasize safety during all club related activities.
- b. Each participant recognizes that they are responsible for their own well-being and the well-being of the group they are a part.
- c. Club Sport officers are expected to inspect fields and facilities prior to every practice, or game or special event. The team will not be able to practice until the problem is fixed.
- d. It is required that at least one member from each club be CPR and Emergency First Aid certified
- e. All Sport Clubs must have a first aid kit at each practice session, game and/or special event
- g. Outdoor participants, if inclement weather arises (i.e. lightning, ice, snow, etc.) teams will cease from participating for the remainder of the practice, game or session.

Medical Examinations

It is the responsibility of students who wish to participate in sport clubs to evaluate the conditions of their health in relation to the demands of the sport. If uncertain, consult a family physician or Health Services. Participants are responsible for discussing with the Health Services medical staff or with their family doctor any known physical problems, which may limit participation in the sport club program. This must be accomplished prior to participation.

The Office of Recreation strongly recommends that all members of sport clubs participating in vigorous or contact sports have an annual physical examination. If privately owned vehicles are a means of transportation for club teams, the owners of these automobiles are responsible for their own insurance coverage. Executive board members are responsible for completing an incident report for injuries, which occur to club members during club-related activities. This report is due to the Department of Recreation by the completion of the first working day following the event.

Release of Responsibility

Each participant in a Club Sport is required to complete a Waiver Form prior to any participation. Individuals who have not completed this form may not participate in any club activity. ***Clubs will not be authorized to spend allocated funds, practice or play until all completed waiver forms for all members have been filed with the Director of Campus Recreation.***

Alcohol Policy

Washington College is in accordance with all local, state and federal laws regarding the use of alcohol and/or illegal substances. Clubs and/or individuals found in violation of these laws will be subjected to disciplinary action.

Guidelines for all Club Sports:

1. Alcohol is not permitted at any sport club event including practice, contests, Meetings, etc...
2. Clubs are responsible for their members, members of the opposing team, as well as spectators watching the event
3. Fund-raising activities may not include selling or serving alcoholic beverages at any function on or off campus
4. Clubs participating in away competitions are expected to adhere to Washington Club alcohol policy, Athletic Department and Student Handbook policy, as well as the host school's alcohol policy
5. Clubs found to be in violation of these guidelines might endanger the future existence of the club. Disciplinary action against its officers and/or members may include suspension, probation and/or loss of recognition as a club.
6. Student Affairs and the Honor Board reserve the right to impose further sanctions if they deem necessary

Discipline/Conduct

Club Sport members have an overall obligation to conduct themselves and their organization in a manner conducive with the overall learning environment created at Washington College. Members of sport clubs are in fact representatives of this institution while on campus or away at competitions, and must keep in mind that they are to behave in a mature and responsible manner. They will be responsible for complying with the Office of Recreation rules and regulations, as well as federal, state and local laws; and they will be disciplined for failure to do so.

Prohibited conduct, includes but is not limited to:

1. Inappropriate conduct or actions, reckless disregard, including misuse of equipment or facilities, while participating in any club related activity.
2. The use and/or presence of alcohol/drugs at any club activity (tournaments, events, practices, travel, etc...)
3. Club members participating in an inappropriate activity which violates College policies, campus regulations and/or state/federal laws.
4. Use of club account funds for the purchase of alcoholic beverages or personal items.
5. Hazing
6. Failure to comply with regulations in this handbook.

Upon learning of any violations or misconduct by a club or its members, the Director of Campus Recreation will call a meeting with the club's officers to discuss the allegations. The Director of Campus Recreation will take into account all facets of the incident and make a decision as how to proceed with the incident. The following are some of the reprimands, but certainly not all, that can be taken against a club through the Campus Recreation and Athletic Department if found to be negligent of the incident.

***Note this does not include actions taken by Student Affairs and the Honor Board**

Minor Infractions

Examples would be non-attendance at a president/representative meeting, failure to submit required forms on time and/or utilization of College facilities without proper authorization.

First Offense:

If the violation is the club's first during the current academic year and the club is not under probation and/or disciplinary action from violations committed the preceding year, the following steps are taken:

- a. The club is placed on probation for a designated period of time or until the club corrects the situation. Club funds and/or facilities may also be frozen until the incident has been resolved.
- b. The Director of Campus Recreation will notify the club's executive board stating:
 - The reason for the probation
 - The length of the probation period
 - If use of funds and/or facilities are frozen
 - The possible consequences the club will face if additional infractions occur

Two or More Minor Infractions:

- a. The Office of Recreation takes any action they feel appropriate and the club is notified in writing of the action taken

Major Infractions:

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

- a. Displaying conduct that is incompatible to Washington College's function as an educational institution and the purpose of the Club Sports Program (i.e. Unsportsmanlike conduct toward officials and/or opponents, or disruptive behavior)
- b. The presence of drugs/alcohol by club members or spectators at club sponsored events
- c. Allowing ineligible individuals to participate in club activities.

For all major infractions:

- a. A meeting with the Club Officers and/or entire membership is scheduled with the Director of Campus Recreation
- b. A meeting with the Club Officers, Athletic Director and Director of Campus Recreation will be schedule to determine sanctions set forth by the Athletic Department
- c. Further meetings will be conducted through the judiciary process of Student Affairs
- d. The Director of Campus Recreation in collaboration with Student Affairs determines the disciplinary action to be taken and notifies the executive board members in writing.

Club Responsibilities and Requirements Executive Board Responsibilities

The executive board of a club elects members that have been chosen to work closely with the Director of Campus Recreation in a leadership position, whom are ultimately responsible for the actions of their particular club. The executive board can only consist of undergraduate students. Some of their responsibilities may include:

- A. Organize and attend, at least monthly, club board meetings
- B. Know the contents of the sport club handbook
- C. Keep a current contact list for all Club Officers and members
- D. Submit roster form and participation waivers for all members of the club to the Director of Campus Recreation
- E. Submit copy of allocation request and activity sheet.
- F. Keep updated list of club's equipment inventory
- G. Keep updated tally of club's account. Accounts will also be monitored by the Director of Campus Recreation
- H. Ensure that your constitution is not only updated but on file with the Director of Campus Recreation

- I. Must submit a travel itinerary sheet one day prior to any schedule event. This includes but not subject too, Departure and Arrival times, member's names attending the event, and emergency contacts.
- J. Other duties are to include game scheduling, officials scheduling, facility requests, travel arrangements, transportation, publicity, etc...

Publicity

All publicity items such as flyer information, T-shirt design, web site, newspaper articles, etc...must be approved by the Director of Campus Recreation

Facility

All facility requests must be submitted on a semester long basis. Clubs must plan in advance for all facility needs with regards to meeting rooms, practice space and competition areas. A Facility Request must be written out, complete with dates, times and location. The Director of Campus Recreation, in conjunction with the Assistant to the Athletic Director, and Field Turf Specialist will disperse availability in a fair manner in order to best incorporate as many club's needs as possible. All requests are subject to review and change at any time. Sport Clubs requiring special facilities on or off campus must do so on their own, however, Director of Campus recreation in conjunction with the Athletic Director must approve. Visiting teams will NOT be granted locker room space within the Colleges Athletic facilities

Travel

Club Sports are responsible for making their own travel arrangements including transportation, lodging, match scheduling and meals. The Department of Recreation may be of assistance when clubs plan on traveling via airfare or have special needs to reach their destination.

The Director of Campus Recreation must approve ALL travel. Schedules must be handed into the Director and updated accordingly when matches or competitions are added or subtracted. A club will be put on immediate probation if they have been found to travel without prior approval from the Director of Campus Recreation. Travel is defined as leaving the Washington College Campus to go to a tournament or competition of any kind.

Traveling clubs will be responsible for turning in a complete travel itinerary by the WEDNESDAY prior to the weekend of travel. If clubs are traveling a significant distance the Director of Campus Recreation might mandate a pre-trip meeting to discuss all the details with all involved. For safety precautions attached must be a list of all members attending the trip.

Clubs will be placed on automatic probation, funds frozen and all activities cancelled if the travel itinerary form is NOT turned in prior to departure from campus. Clubs using their own vehicles are responsible for their own insurance coverage.

Scheduling

All sport clubs are responsible for their own competitive schedules.

- a. there should be approximately the same number of home and away events
- b. contests and events are not to be scheduled during final exam periods
- c. opponents must be of equal age, size and ability levels in all contact sports
- d. opponents must be notified of any changes as soon as possible
- e. qualified officials should be scheduled well in advance to ensure proper supervision

A completed schedule must be submitted to the Director of Campus Recreation at the beginning of each academic semester and updated as matches or competitions are added. Schedules should remain tentative until facility availability has been approved. Washington College reserves the right to change or cancel any home match due to other unforeseen occurrences.

Finances

The executive board members are collectively responsible for the financial well being of the club. There is immense responsibility to monitor the club monies in order to budget for all existing events. Clubs essentially should be self-supported throughout the course of the academic year. Fundraising will become an essential means of supplementing allocated funds. Clubs' funds must be used for the benefit of the entire club. Funds for all activities may come from the following areas:

- a. Fund-raising projects
- b. Budget allocations from the SGA
- c. Membership Dues

Allocated funds will be monitored by the Department of Recreation and will only be reimbursed for specific activities per the club's approved budget. Clubs will not be able to spend club monies on activities or equipment that it was not specifically allocated.

All Funds are directed through the Washington College Business Office and SGA. Clubs are not allowed to have an off campus account!

Budget Preparation

The Director of Campus Recreation is available to assist each club with the preparation of their budget requests before they submit it to SGA. Failure to submit a budget request may result in a loss of funds for the following year. Each club will be responsible for turning in a budget to the Director of Campus Recreation prior to their submission to the SGA. This is primarily for review in order to make sure each club has sufficiently thought thru all their expenses.

Purchases

The Director of Campus Recreation **MUST** approve all purchases, equipment, officiating fees, tournament or game fees, etc. Major travel expenses may be paid prior to departure from campus for a sport club event. Any purchases made with Washington College funds are considered the property of the College and must be treated as such. Once the equipment has been checked out, its care is the responsibility of the club. Ultimately, the club will be responsible for any damage or loss of any equipment. Clubs will not be able to run a deficit in their account. Any items that have been purchased with funds that are not available within the club's account will be subject to the members' own funds. A detailed account will be kept for

each club separating their different line items. For example, allotted funds will be kept separate from any funds acquired through the club's fund-raising efforts.

At the beginning of each year, Club officers must provide a list of all equipment purchased for the Club. All equipment must be returned at the end of each school year to the Director