

Springfield College Club Sports Handbook 2011-2012





CLUB SPORTS AT SPRINGFIELD COLLEGE	1
Sport Club Philosophy.....	1
Recognized v Active Clubs.....	1
Club Sport Participant Session.....	2
Club Sport Meetings.....	2
SGA Club Fair.....	2
Penalties	2
Club Sport Documents	2
JOB DESCRIPTIONS OF CLUB SPORTS COACHES.....	3
THE CLUB SPORT PARTICIPANT.....	7
Academic Expectations.....	7
Reading/Exam Days.....	7
BUDGET REQUESTS AND ALLOCATIONS	8
DUES.....	8
TRANSPORTATION POLICIES AND DRIVER AUTHORIZATION FORM.....	8
INJURIES.....	12
INSURANCE.....	12
Claims Procedure.....	12
Catastrophic Injury	12
PORTAL POLICY	13
EQUIPMENT ROOM POLICIES.....	13
FACILITIES	13
SCORE REPORTING.....	13
RECRUITMENT	13
TEAM SALES.....	13
MARKETING.....	13
ALCOHOL AND DRUG POLICY	14
CONDUCT POLICIES	14
CONDUCT VIOLATIONS.....	14
MISCONDUCT SANCTIONS	15
DISCIPLINE PROCESS.....	16
HARASSMENT POLICY.....	17
AFFIRMATIVE ACTION.....	17
GAMBLING POLICY	17
HAZING and Harassment	17
CLUB SPORT REQUIREMENTS CHECKLIST	25
FUNDRAISING	26
Fundraising Publicity Tips.....	26
Fundraisers - examples.....	27

Fundraising Information sheets	32
CLUB SPORTS ACCIDENT REPORT.....	34
CLUB SPORTS INCIDENT REPORT	36
MONTHLY REPORT	37
 SPRINGFIELD COLLEGE CLUB SPORT TRAVEL POLICY	38

CLUB SPORTS AT SPRINGFIELD COLLEGE

Congratulations for making the decision to represent the Springfield College community through participation in Club Sports. Campus Recreation now recognizes 15 Club Sports, most of which are active. 2011-2012 will be an exciting year for Club Sports as many of our club' are looking to follow-up last year's successful campaign, are rebuilding for the future or being recognized for the first time.

Whether your club has daily practices with a competitive schedule, or is recognized for just a few months, representing yourself and Springfield College in an extracurricular activity is a privilege not a right. Please remember at all time's you are held accountable for your actions per the Springfield College handbook (http://www.spfldcol.edu/homepage/dept.nsf/Student_Handbook.pdf). Springfield College Club Sports are meant to be all-inclusive and enjoyable for all participants. If at any time you have concerns with the operation of your Club please schedule an appointment to meet with representatives from the Club Sport office. You can reach the Club Sport office at extension 3613.

This **Handbook for Club Sports** has been developed to provide you with information relevant to your participation in a Club Sport at Springfield College. You are expected to read and be familiar with the information in this manual. Questions or clarifications should be directed to the Club Sport Coordinator. **Each Club President is required to obtain the signatures of each member of the team once they have been familiarized with the contents of the Handbook for Club Sports. All signatures must be received within 10 days after the Club Sports meeting.**

On behalf of Campus Recreation, we wish you a successful year with your involvement in Club Sports at Springfield College.

CLUB SPORTS PHILOSOPHY STATEMENT

The philosophy of the Club Sport Program is to promote health and physical well being and physical skill development among all of its participants. It also aims to develop leadership and management skills, budgetary competence, and other professional qualities that will benefit the participant throughout his/her lifetime and to provide social/recreational opportunities for the entire Springfield College community. Sport Clubs 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 or may conduct intra-club activities such as practices, instructional activities, social activities, demonstrations, and/or scrimmages.

RECOGNIZED vs ACTIVE STATUS

Clubs that demonstrated a competitive schedule in the previous semester will be eligible to receive Campus Recreation funding and therefore hold 'active' status. Clubs that were

not competitive during the previous semester will have 'recognized' status and will not be eligible to receive funding through Campus Recreation.

Club Sport Participant Session

At the start of each academic year, all Club Sport Officers are required to attend a Club Sport orientation meeting. The Campus Recreation Department will inform each team's officers of the date, time, and location when this information becomes available. **Officers are then responsible for informing all participants of the information shared at the meeting.** The Club Sport Coordinator will also address each club in its entirety within the first two weeks of that club's schedule.

Club Sport Meetings

Each month, the Campus Recreation Department will host a meeting with the Club Officers to go over any current issues or relevant information. At least one officer must be present at each meeting. The Club Sports Fellow will email reminders to the club President's the week of the meeting. **At these meetings officers must submit a monthly type written report, whether or not the club is active.**

SGA Club Fair

Club Sports will retain the opportunity to attend the SGA Club Fair held at the beginning of each Academic year. For the 2011-2012 school year the Club Fair will be held September 15th. All clubs are encouraged to send their officers to the fair in order to staff their table and recruit new team members. For reservations/arrangements to attend the Club Sport Fair contact the Club Sport Office.

Penalties

***If teams do not attend meetings, submit monthly report or paperwork in a timely manner there will be budget reduction:**

Failure to submit a monthly report at Club Sport Meeting:	\$25
Officers not present at meetings meetings:	\$25
Late paperwork:	\$25
Ordering uniforms, t-shirts, sweats without Campus Rec. approval	\$50

If transportation, hotel, check requests, referee requests etc are not submitted by 12:00PM the Monday before your event the club will be subject to a \$75 budget reduction.

Club Sport Documents

The Springfield College Campus Recreation Department requires each Club Sport team to abide by the following:

- A. The Club will have all required forms on file with the Campus Recreation before the third week of the semester in which it begins its program. The list of requirements can be found at the end of this manual (p. 25)

- B. The Club President will sign an acknowledgement form indicating that they have shared an Emergency Action Plan with the club membership. The Emergency Action Plan should be developed by Club Officers/Members and should include a plan for all home events and events on the road. Club President's may contact the Club Sport Graduate Fellow for assistance.

- C. The Club's Coach and Officers will have evidence of CPR/First Aid certification on file with the Campus Recreation and complete before the end of the academic year. The Club Sport Coordinator can assist the department in this process.

- D. For on campus or home contests, a Club Sports Fellow and Certified Athletic Trainer (secured by the Club Sport Fellow and Club Coordinator) must be at every home contest. The cost for an Athletic Trainer will come from each club's budget.

JOB DESCRIPTION OF CLUB SPORTS COACHES

Coach's Agreement

The Springfield College Club Sport program requires many team sports to have a head coach. While one of the primary goals of the Sport Club Program is to develop students, we recognize that coaches and their leadership can help achieve student development goals. Coach's salaries largely depend on the activity of each individual club and vary from \$500-\$1250/semester. Coaches are paid from their club's budget. If a club is not "active" during a semester (i.e. they do not have a competitive schedule) the coach **will not get paid for that semester**. All coaches must complete the College's payroll forms with Human Resources. Coaches will be paid at the conclusion of each semester, not season! Coaches will be paid for the first semester the week of November 14, 2011 and the week of April 23, 2012 for their second semester work. **Coaches that start later in the season should expect to get paid later in the semester.

Springfield College Club Sport Coach's Agreement:

I, _____ agree to coach the _____. I understand that my role and responsibilities include, but are not limited to the following:

1. ROLE: I understand that I am here as a coach and not an administrator. I will allow the club's President and other elected officials to manage the club's regular activities. However, I will work with the club's officers to achieve the short-term and long-term goals of the team. I understand the Collegiate Club Sport philosophy, which places an emphasis on student leadership, participation, and development. I will contact the Club Sport Coordinator with any questions/concerns as they relate to the club.

2. COACHING: I will endeavor to develop and improve the skills of the student-athletes on the team. I will be open and receptive to coaching suggestions from the student-athletes.

3. SUPERVISION: I will attend **ALL** practices and competitions for the entire duration of the competitive season. If I am not able to attend a practice or competition, I will ensure that an adequate replacement is available and will speak with the Club Sport Coordinator, Tom St. John. I understand that I am responsible for the actions of the team members at practice, while competing, and during travel. I will enforce the Springfield College's Code of Conduct and all behavioral guidelines of the Club Sport Program. **Statement of minimum Club participation.**

4. ACCIDENT REPORTS: In case of an incident involving injury to a club member, I will ensure that an accident report is completed, by either myself, the club President, or a team member that was present at the time of the accident, and that it is turned into the Club Sport Office within 24 hours of the event. You can also call Tom at 207.356.8588 or 413.748.3613.

5. EMERGENCIES: In case of an emergency, I will follow all emergency procedures as put forth in this manual.

6. TEAM TRIPS: I understand that I am required to be available for team travel. Exact dates will be specified by team officers at least two months prior to travel. I understand that the goals of team travel include team building, student-leadership development, and common enjoyment through recreation, physical activity, and competitions; I will encourage the fulfillment of these goals. I will be present at all practices and competitions during team trips. **I understand that I will be held accountable for the behavior of all team members during the entire period of any team trips.** I understand that any team member's violation of the Springfield College's Code of Conduct at any time, on or off the competitive surface, while on a team trip, may result in my immediate dismissal. I understand that my transportation and lodging will be paid for by the team, but that I will be responsible for any additional costs.

7. SALARY: I agree to be paid a total of \$ _____ for the full season of coaching. (\$ _____). I understand that receiving payment is dependent upon my completion of all necessary College Payroll paperwork. I agree to be paid in two installments during the course of each year. However if, the team is "inactive" for a semester, I forfeit my pay during that time. I understand that under no circumstances will I receive an advance in my pay.

8. RISK MANAGEMENT and SAFETY: I will adhere to all established safety practices for my sport, including the inspection of equipment and facilities prior to all activity. I will report any hazardous conditions to my club's Club Sport Coordinator. I will provide the safest possible environment for my team. I also agree to maintain an up-to-date CPR certification and to submit proof of my certification to Club Sport Office. I will oversee the Club Officers in ensuring that a fully stocked first aid kit is available at all team events held outside of the Springfield College facilities.

9. CONDUCT: I will act as a role model to the team members and ensure that all team members positively represent Springfield College at all times. I will follow all conduct guidelines in the Club Sport manual and adhere to the Springfield College's Code of Conduct.

10. OFFICER ELECTIONS: I agree to oversee team officer elections, with the intent to ensure that they are held on an annual basis.

11. OFFICER RESPONSIBILITIES: I will oversee all team officers, with the intent to ensure that they are performing all of their duties to the team, and responsibilities to the Club Sport program.

12. DISCIPLINE: I will report any violations of the Springfield College's Code of Conduct, or the Club Sport behavioral guidelines to the Sport Club Coordinator within 24 hours of the infraction.

13. TEAM PURCHASES: I will follow all Club Sport financial procedures as put forth in this manual. I understand that no expense may be reimbursed that has not been pre-approved and ordered through the proper purchasing channels. All purchases must be approved by the Coordinator of Club Sports.

14. BUDGET PROPOSALS: I agree to work with the team officers to develop and submit a budget plan by the date required by the Club Sport program.

15. FACILITIES: I will oversee the completion of facility preparations and requests in order to ensure that they are completed by the team officers in a timely manner.

16. OPERATIONS MANUAL: I will abide by all procedures and policies as put forth in the Springfield College's Club Sport's Handbook Manual.

17. GENERAL: I understand that I am held accountable and responsible to the club President, Springfield College, the Club Sport Administrators and the Campus Recreation Advisory Board. If my team belongs to any conference, league, or association, I will adhere to all conference, league, or association regulations. Also, I understand that I am a Springfield College employee and I am subject to the same guidelines as all other employees.

18. RAISES: Are contingent on the following areas:

- Three favorable end of the year evaluations from players and administration.
- Staying within the budget.
- Attending monthly meetings.
- Professional conduct and complying within rules and regulations of leagues and Student and Club Sport Handbooks.

20. DISMISSAL: I understand that I am eligible for dismissal from my coaching position according to the following guidelines:

MID-SEASON DISMISSAL: I understand that I am eligible for mid season dismissal if I fail to complete any of my duties as mentioned above, or if at any time, two-thirds of the team votes to dismiss me from my position. I understand that I may be immediately relieved of my position if any member of my team violates the Springfield College's Code of Conduct or the Club Sport behavioral guidelines at practices, competitions, or at any time during any team trips, on or off the competitive surface.

MID-SEASON DISMISSAL PROCEDURE: Team members or team officers may bring concerns regarding the coach to the attention of the Sport Club Coordinators with proof of a coach's failure to perform his or her duties or a two-thirds vote to dismiss the coach. The Coordinator will make the final dismissal decision.

END-OF-THE-YEAR DISMISSAL: I understand that I am eligible for dismissal at the end of the competitive season upon the review of the coach evaluations by the Club Sport Coordinator. My willful signature below indicates my acceptance of the conditions outlined above:

Printed name	Coach's Signature	Date
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Printed Name	Club President's Signature	Date
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Printed Name	Coordinator Signature	Date
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THE CLUB SPORT PARTICIPANT: Guidelines and Recommendations

As an athlete, it is imperative that the full responsibility of a student is accepted. In order to have a smoothly functioning club sports program, strict adherence to the following is of vital concern:

1. Attendance at all academic and skills classes is expected. Failure to attend classes invariably has reflected back on the team and its purpose. Away and home games can, at times, result in a loss of classroom time. Consequently, unnecessary skipping of class should not be a wise decision.
2. The Campus Recreation Department expects you to take the responsibility of notifying your professors of road contests. This should be conducted well in advance so that it does not interfere with the professor's organized schedule of instruction. This responsibility also includes the making up of any scheduled exams. As soon as you are notified of a scheduled exam, you should report immediately to your professor the conflict that may exist, so that proper procedure can be taken to rectify the matter. In the past, professors have been extremely cooperative. However, this cooperation depends on your acceptance of the responsibilities of a club sport participant.

ACADEMIC EXPECTATIONS

To be eligible to represent Springfield College in Club Sports competition, a Club Sports participant must be enrolled in a full-time program of study. A student may also participate on a Club Sports team, as a graduate or professional student seeking a Master's Degree.

Should a student fall below 12 credit hours, he/she will become immediately ineligible for both practice and competition.

READING AND EXAM DAYS

The following is the policy regarding competition/practices during exam and reading days:

1. Regular season contests should NOT be scheduled during a final exam or reading day period. Additionally, contests should NOT be scheduled during school breaks (i.e. Thanksgiving, Intersession, Spring Break, Summer Break). It is the officers' responsibility to check the Academic Calendar (available online or at the Registrar's window) to ensure compliance with this policy.
2. Any Championship event or related practice, which may interfere with a final exam or reading day, must be approved by the Coordinator of Club Sports and Director of Campus Recreation.

3. All club sport participants should be given the opportunity to decide whether or not they can **ACADEMICALLY AFFORD** to miss a reading or final exam day. Whenever a competition interferes with a participant's class schedule, the participant must make the necessary arrangements ahead of time with all professors prior to departing or competing.
4. The coach may **NOT** mandate that any Club Sport participant participate in Championship competition or related practices.
5. Students should not feel pressured to participate by coaches, fellow teammates, or captains at any time during the season. Such actions will not be tolerated.
6. At the request of Club Officer's the Coordinator of Club Sports can notify a teacher of an event, but not excuse the participant from classes.

BUDGET REQUESTS AND ALLOCATIONS

Club Sport budgets and allocations are managed through the Campus Recreation Office. In the spring, Club Sports participate in the allocation process for the upcoming year by submitting their written budget requests, including justification for expenses, and attending a budget hearing with the Recreation Office. Clubs should plan carefully, and realistically present their funding needs for the entire year.

All club sport budgets will have 2 components:

1. Springfield College funding from the Campus Recreation fee
2. Dues paid by participants or funds raised through club endeavors.

DUES

Dues will be an important component of each club's budget. Recommended annual dues will range depending on the sport (See officers for budget information, which will depend on the cost of running the club and the number of participants). Each club will receive that recommendation from Campus Recreation during the budget review and allocation process.

Dues will be collected once each semester by the designated club officer and deposited into the club account and tracked by the Campus Recreation Office. Dues must be collected and turned into the Campus Recreation Department before the teams' first contest along with a list of participants which have paid.

TRANSPORTATION

In order to ensure transportation, all teams should reserve transportation **at least one month** in advance for each road trip through the Club Sport Coordinator. In regards to playoffs and or tentative games, it is better to reserve transportation. Teams failing to submit a Transportation Request by 12 pm the Monday before the contest will be fined and are not guaranteed

transportation. Remember that anyone driving a college owned van must take a driver education-training class which is offered through Campus Police. Vans may only be driven by persons who are age **20 or older, have a minimum of three years of driving experience, and have taken the SC defensive driver course**. Please make sure that your team has an adequate number of drivers to cover your transportation needs. The Springfield College Transportation Policy, Transportation Request Form, and Driver Authorization Form that follow are for your reference as you plan for your transportation needs for the year.

NOTE: Overnight trips will not be approved if it is possible to arrange for departure and return times that allow for roundtrip travel to take place on the same day as the competition. This policy is in place in order to conserve money to be used for the many other expenses incurred by Club Sports teams throughout the course of the year (including post-season travel).

POLICY OVERVIEW

The motor vehicle fleet is managed/scheduled by the Springfield College Transportation Coordinator (Matt Wayland, ext. 5553). The Transportation Coordinator is responsible for scheduling and maintaining a vehicle pool of College-owned vehicles and supplementing the pool, when necessary, by arranging services with an authorized commercial rental agency. Vehicle safety is the responsibility of every driver. All drivers of vehicles are expected to follow the rules and procedures established by the Transportation Committee and to abide by all campus regulations and all local, state, and federal laws. Personal use of college vehicles is strictly prohibited.

The Transportation Policy and related information can be found by visiting the Transportation Request Database on the school's webpage.

On this page are links for:

1. Transportation Service Policy
2. Transportation Guidelines
3. Transportation Request Form
4. **Driver History Authorization Form (see below, must be completed each year)**

IMPORTANT PROCEDURES (full list available on the aforementioned website)

- On an annual basis, all drivers must complete the Driver History Authorization Form and submit it to Campus Police. While the Springfield College Police Department will attempt to obtain this history, some states will not release that information, so it may be necessary for the driver to obtain his/her history from the state in which he/she resides. Student Driver History will expire annually on October 31st. Faculty and Staff Driver History will expire annually on December 31st.
- A driver's safety program is provided by Campus Police. All drivers must contact Campus Police and complete all required paperwork and driver history forms prior to attending the Defensive Driving Program. Completion of this program is mandatory for all faculty, staff, students, or volunteers driving college owned, rented or leased passenger vehicles.

- Students must successfully complete the College's Defensive Driving Safety Program.
- Students must agree to operate College motor vehicles in accordance with applicable federal, state and local laws as well as College regulations.
- In the event that you are in an accident while driving a College owned, rented or leased vehicle, **immediately report all accidents/damages to Campus Police 413-748-5555, your supervisor, and the Director of Purchasing.**

LOSS OF DRIVING PRIVILEGES**

The following offenses will result in suspension or termination of driving privileges for those operating College owned, rented or leased vehicles along with appropriate disciplinary action:

1. Operating a motor vehicle without a valid driver's license.
2. Failure to report the suspension or revocation of his/her driver's license.
3. Failure to obey College and local traffic regulations.
4. Operating a College owned, rented or leased vehicle outside the scope of the destination and school related activity.
5. Operating a College owned, rented or leased vehicle without proper seatbelt usage.
6. Operating a College owned, rented or leased vehicle in a reckless or unsafe manner.
7. Driving which results in the intentional destruction of property.
8. Failure to promptly report an accident involving a College owned, rented or leased vehicle to your supervisor, Campus Police and Director Purchasing.
9. Operating a College owned, rented or leased vehicle while under the influence of alcohol or drugs.
10. Two at fault accidents within a 12-month period while operating any vehicle.
11. Three at fault accidents within a two-year period while operating any motor vehicle.

** Springfield College reserves the right to deny vehicle usage for any other offenses not mentioned above.

TRANSPORTATION REQUESTS

- All Club Sports must use Springfield College transportation to and from each contest.
- Players may go home with a parent after a contest after submitting a signed and written note with the Club Sport Coordinator.
- Transportation Requests must be completed in full and submitted to the Club Sport Coordinator at least one month before the event to guarantee transportation.

CLUB SPORTS TRANSPORTATION REQUEST FORM

Team/Account #: _____

Coach/Phone #: _____

Date of Event: _____

Opponent/Location of Event: _____

Destination (city/state/street address/zip/phone #): _____

(** Please attach *specific* directions to competition site)

Date/Time Leaving SC: _____

Date/Time Leaving Destination: _____

Date/Time Returning SC: _____

Type of Vehicle Requested: _____

Approx Round: _____ # of Passengers: _____

Trip Mileage

Name(s) of Authorized SC 1. _____

Drivers for Van Usage 2. _____

3. _____

Emergency Contact(w/phone #): _____

Special Requests/Requirements: _____

Signature: _____ Date: _____

Print Name: _____ Phone #: _____

For Office Use Only:

Date Received from Team: _____

Date In System: _____

Date Transportation Confirmed: _____

Type of Trans: _____

INJURIES

Any participant who suffers a head injury in competition or practice will NOT be allowed to further compete until receiving clearance from the a medical professional. A medical professional will be either a physician or athletic trainer. Documented evidence of clearance to play must be presented to the Club Sport Coordinator.

INSURANCE

Springfield College maintains a limited accident insurance for all Club Sport participants. The benefits provided under the terms of the policy are payable in excess of any other valid and collectible insurance that may be placed as to the insured student. Any charges in excess of the limits of other insurance are covered subject to the limitations contained in the plan. Because of the limited nature of the Accident Insurance, students are encouraged to maintain other insurance.

In addition, the College provides a Catastrophic Injury Insurance Program for all Club Sport athletes. The benefits are comprehensive and a current benefit summary is available in the Campus Recreation/Athletics Department.

ACCIDENT INSURANCE: CLAIMS PRODCEDURE

The following procedure will be used for insurance claims:

1. Report the accident to the Athletic Department via a phone call (413-748-3484) on the way home from the event. This phone call must be followed up by the completion of the Accident/Injury Report (example in back, copies available in Athletics Department) on the Monday following the injury.
2. Obtain a claim form from the (Athletics Department Graduate Teaching Fellow) if you have the school insurance plan and you are billed for services rendered for the injury.
3. Complete the form, make a copy for your records, attach a copy of any bill you have to the claim form, and mail everything to the address indicated on the form (or go to the Health Center to fax the form).

CATASTROPHIC INJURY INSURANCE PROGRAM

When a catastrophic injuries or emergency situations occur, contact the person at the first available number listed below. If the situation is minor in nature a message can be left at the first number. If the situation is serious in nature, please call each number until you reach someone.

- | | |
|--------------------------|---------------------------|
| 1) Tom St. John | Work: 413.748.3613 |
| | Cell: 207.356.8588 |
| 2) Dr. David Hall | Work: 413.748.3284 |

EQUIPMENT ROOM

The equipment room will store all equipment for club teams during the off-season. They will also launder all uniforms that are turned in, in a TIMELY manner after competitions. It is the club's responsibility to communicate with the Equipment Room.

FACILITIES

All use of facilities must be scheduled through the Coordinator of Club Sports at the beginning of each semester. Schedules are subject to change upon availability of facilities. Athletic teams have precedence of Club Sports. Any schedule changes that a team needs to make must be requested in writing to the Club Sports Fellow, using the form at the end of this manual.

Also should be the deadline for submitting final roster to Campus Recreation!

SCORE REPORTING

One officer should call the Club Sport Coordinator (207.356.8588) on the way home from each away contest in order to leave a message reporting scores, injuries, and any other issues. In addition, some teams may be required to submit scores to their league – **this is the responsibility of the officers.**

RECRUITMENT

After speaking with the Coordinator of Club Sports, coaches are permitted to distribute Springfield College admissions information to prospects if they visit the campus as well as RETURN phone calls from prospects that have called. In addition, they may tour a prospect around campus but overnight visits are **prohibited**.

Team Sales

Any team merchandise orders must go through the Campus Recreation Department. The Club Sport Coordinator will meet with you to discuss your order and contact the vendor(s) to get prices. Preferred vendors include BSNSports and Boathouse.

The Campus Recreation Department must approve the use of any logos, slogans, or artwork.

The Springfield College colors are maroon and white. Therefore, all merchandise must be predominantly maroon or white (gray is allowed for sweat suits and t-shirts). **Black cannot be the primary color of any item. It can only be an accent color.**

MARKETING

All Club Sport marketing is done by members of the club. All marketing materials must be approved through the Campus Recreation Department and be stamped. Unapproved materials will be taken down upon sight. There are specific display cases in the Wellness & Recreation

Complex which will display any materials. Under no circumstances can material be tapped up around campus.

Postings at the Richard B. Flynn Union must follow the same protocol listed above.

Any online marketing, ie) Facebook, must be appropriate and represent the values and mission of Springfield College. Any online material deemed inappropriate may result in a loss of funding.

Each September the annual Club Fair is held. This is a great opportunity for your club to generate interest on campus and recruit new members. Check with the Club Sport Graduate Associate for the date of the Club Fair and for assistance in getting your club represented.

ALCOHOL AND DRUG POLICY

Springfield College Club Sport participants are required to follow the Alcohol and Drug policies as set forth in the SC Student Handbook. The Alcohol and Drug Policies are adopted to promote attitudes towards alcohol use that are consistent with an atmosphere of civility and to discourage alcohol-related behavior on campus which is illegal and/or abusive to oneself or to others. The Drug Policy clearly outlines the position of the College relating to use of illegal substances. Both policies have been developed to be consistent with our belief in the total development of the person — in Spirit, Mind, and Body.

The complete updated policies should be reviewed, and are available in the Springfield College Student Handbook at:

[http://www.spfldcol.edu/homepage/dept.nsf/9c2fe33721ab52da85257084005af8f4/\\$FILE/Handbook05.newest.pdf](http://www.spfldcol.edu/homepage/dept.nsf/9c2fe33721ab52da85257084005af8f4/$FILE/Handbook05.newest.pdf)

CONDUCT POLICIES

All Sport Club members are expected to function in a mature and responsible manner both on and off campus in all club related activities. Furthermore, they are expected to act in accordance with all policies set forth by the following institutional documents:

- The SC Student Handbook

Available at

[http://www.spfldcol.edu/homepage/dept.nsf/9c2fe33721ab52da85257084005af8f4/\\$FILE/Handbook05.newest.pdf](http://www.spfldcol.edu/homepage/dept.nsf/9c2fe33721ab52da85257084005af8f4/$FILE/Handbook05.newest.pdf)

- Local ordinances
- The laws of both the state and federal government
- The bylaws of their club's constitution

CONDUCT VIOLATIONS

Any Club Sport participant may face disciplinary action for inappropriate behavior while participating in any club related activity. Disciplinary action may result in loss of recognition as

a Club Sport, as well as further disciplinary action if deemed necessary, including prosecution and/or a referral to the Associate Dean of Students.

Acts that may cause a club or participant to be sanctioned include, but are not limited to, the following:

1. Inappropriate conduct or actions while participating in any club related activity. Some examples of such behavior include, but are not limited to, damaging private or public property, misusing equipment or club funds, putting the lives of others in danger by driving unsafely while on club trips, and being financially irresponsible.
2. Club members participating in an inappropriate activity that violates any of the policies set forth by: their club's constitution, the SC Student Handbook, the SC Student Organization Handbook, the SC Club Sport Handbook, local ordinances, and/or state or federal law. Including, but not limited to the following examples of misconduct:
 - a. Physical harm or threat of physical harm to any person(s), including but not limited to assault, sexual abuse, or other forms of physical abuse.
 - b. Physical, verbal, or written harassment or conduct that threatens the mental or physical health or safety of any individual(s).
 - c. An alleged violation engaged in by individual members that was sanctioned, encouraged, or approved by the organization itself.
3. The presence of alcohol at any event involving the club including, but not limited to competitions, practices, fundraisers, and banquets.
4. Delinquency when turning in forms, requests, reports, equipment, etc.
5. Delinquency in attending practices/events that must be supervised by the Campus Recreation Sports Department.
6. Operating without the permission or approval of the Campus Recreation Department.

MISCONDUCT SANCTIONS

A violation of conduct policies outlined in this handbook and the other documents listed in the "Conduct Policies" section of this handbook could result in the following sanctions. However, the Campus Recreation Department and SC reserves the right to enforce other sanctions depending upon the severity and prevalence of the violation(s)

- Warning
 - This sanction will be used in instances of less serious violations by club/participants.
- Formal Reprimand
 - A formal warning that can be issued to document the violation and immediate sanction, as well as the resulting further sanctions for continued violations. It will be kept on file by the Campus Recreation Department as formal documentation that a club/participant's behavior/actions are unacceptable.
- Probation
 - Generally, clubs/participants who continually violate conduct policies or violate a more serious policy (the presence of alcohol at a club event) will be placed on probation. A club/participant being on probation represents a change in status between good and suspended. Clubs on probation are not eligible for Departmental Funding. Clubs/participants may lose their travel or other privileges depending upon the violation.

- Probationary periods can last from one semester to five calendar years.
- Remedial/Educational
 - Certain violations may result in remedial or educational sanctions being enforced. Such sanctions could include, but are not limited to: community service, loss of practice time, loss of Departmental Funding, or mandatory counseling.
- Loss of Sport Club Budgetary Points
 - For certain violations like frequently being delinquent in attending scheduled practices, meetings, and games, SC Sport Club Budgetary Points may be subtracted from the club.
- Suspension
 - This action would be reserved for repeat offenders (clubs/participants on probation) or clubs/participants who violate a serious conduct policy. Clubs/participants who are suspended must immediately cease all club activities, and they will remain inactive for the length of the suspension.
 - Suspension periods can last from one semester to five calendar years.
- Referral to Associate Dean of Students
 - For those actions that are deemed very severe (possession of alcohol/drugs, assault, etc.) and/or violate SC policies as outlined in the Student Handbook, the club/participant may be referred to the Associate Dean of Students to receive punishment from the college that could include, but are not limited to, probation or suspension from the college.
- Prosecution
 - For acts that violate state/federal laws (the misappropriation of club funds, assault, possession of alcohol by a minor, etc.), the proper authorities will be notified to deal with the situation appropriately.

DISCIPLINE PROCESS

When a club/participant is in violation of any “Conduct Policies,” that club representative/participant will have to attend a mandatory meeting with the Director of Campus Recreation, Coordinator of Club Sports and the Club Sports Fellow.

Depending upon the severity and/or prevalence of the violation, the violation may be presented to the Club Sport Council by the Campus Recreation Department for the council’s disciplinary recommendation. This recommendation will be taken into consideration by the Campus Recreation Department when deciding upon the appropriate sanction. The Campus Recreation Department has the final say on all “Misconduct Sanctions”.

If the club/individual violates a college policy as outlined in the SC Student Handbook, the offending party will be referred to the Associate Dean of Students. If the club/individual violates a state/federal law, the offending party will be referred to local law enforcement officials.

Alcohol and Drug Policy

Consumption of alcohol or other drugs by club sport participants is prohibited in connection with any team function. An official team function, for purposes of this policy, is defined as any activity, which is held at the direction of, or under the supervision of the Director of Campus Recreation.

Participants regardless of age are NOT permitted to drink while traveling in an official capacity for Springfield College. This includes, but is not limited to: away trips or at competition or any time the club is representing Springfield College regardless of whether the student host has reached the legal drinking age, the purchase of alcohol for consumption by a person under the legal drinking age is a violation of state law and College policy.

Regardless of legal implications, if a student-athlete is involved in an alcohol or other drug related incident where there is a violation of Springfield College policy, a notice of violation will be forwarded to the Office of the Vice President of Student Affairs and Dean of Students and the Director of Campus Recreation. In addition to College disciplinary action which may be imposed by the Office of the Vice President of Student Affairs and Dean of Students, the club leaders and the Campus Recreation Director supervising that program will determine if the circumstances warrant suspension of the student-athlete from practice and/or game competition.

Hazing Policy and Rationale

Springfield College is first and foremost an educational institution. Its hazing prevention policies, and response procedures for hazing incidents, must grow from and embody the institution's mission.

Membership in clubs, organizations, and other College-affiliated groups can increase leadership and service potential; provide athletic, recreational, intellectual and spiritual opportunities; and otherwise contribute positively to personal and social development of our students. Where membership is linked with involvement in hazing activities, the educational purpose of the endeavor is compromised and safety of students is endangered. Hazing is therefore prohibited by College policy. Please view Exhibit —Dl for more information.

Harassment Policy

The following is a synopsis of Springfield College's Harassment Policy, which is contained in the Student Handbook. Students are expected to review the Student Handbook in detail, as harassment will not be tolerated.

[http://www.spfldcol.edu/homepage/dept.nsf/9c2fe33721ab52da85257084005af8f4/\\$FILE/Handbook05.newest.pdf](http://www.spfldcol.edu/homepage/dept.nsf/9c2fe33721ab52da85257084005af8f4/$FILE/Handbook05.newest.pdf)

Policy Statement and Definition

Hazing is prohibited under Massachusetts General Laws (MGL 269, SS 17-19). —Hazing means any act committed by a person, whether individually or in concert with others, against a student(s) in connection with pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization that is affiliated with an educational institution; and that is intended, or should reasonably be expected to have the effect of humiliating, intimidating or demeaning the student(s) or endangering the mental or physical health of a student(s). Hazing also includes soliciting, directing, aiding, or otherwise participating actively or passively in such acts. Hazing occurs regardless of the consent or willingness of persons to participate in the activity. Hazing is prohibited no matter if it occurs on or off campus.

—Hazing does not include any activity or conduct that furthers legitimate, curricular or co-curricular, program goals, provided that (1) the goals are approved by the College; and (2) the activity or conduct furthers the goals in a manner that is appropriate, contemplated by the College.

Hazing Penalties

Those who organize, participate in, or fail to report a hazing incident are subject to punishment according to Massachusetts General Laws (MGL 269, SS 17-18), and will face College disciplinary actions for violating College policy.

TO REPORT A HAZING INCIDENT, IMMEDIATELY CONTACT CAMPUS POLICE, CAMPUS RECREATION DEPARTMENT OR STUDENT AFFAIRS.

Social Networking

Participation in extracurricular activities at Springfield College is a privilege, not a right. Springfield College student-athletes' behavior shall reflect the high standards of honor and dignity that characterize participation in competitive sports at Springfield College. The Campus Recreation Department reserves the right to take action against any currently enrolled participant engaged in behavior that violates College, including such behavior that occurs in postings on the Internet. This action may include education, counseling, team suspension and termination from the varsity team.

Springfield College takes free expression seriously and goes to great lengths to protect that right. Social networks such as Facebook and sites such as Twitter have expanded your opportunities to express yourself, connect with friends, and to build your network. Still, there are several responsibilities to consider when you create your persona and post messages online.

1) What you post is public information. You have a much larger audience than you might be aware.

2) What you post is going to be around for a while. Because caching and other forms of technology can capture your postings, information is accessible even after you've removed it. Anything that you post online is available to anyone in the world. Any text or photo placed online is completely out of your control the moment it is placed online—even if you limit access to your site.

3) What you post can harm others. You are free to express yourself on social networks in ways that you feel are appropriate for you. However, it is important that you respect the privacy and rights of others. Posting things about others can place both you and your subject in a contentious and liable situation. For your safety, do not post information, photos, or other items online that could embarrass you, your team, or Springfield College. This includes information, photos, and items that may be posted by others to your page.

4) What you post can jeopardize your safety. Read any site's privacy policy before creating a profile. Remember, people you do not know may be reading your information. Posting phone numbers, class schedules, birth dates, or other personal information could result in stalking or identity theft.

5) What you post may affect your future. There is a growing trend for employers to check Google and social networks to gather information about potential candidates. The online persona you create today may be available when you begin your internship or full-time job search or when you apply to professional or graduate school—even if you think you deleted it. Carefully consider how you want people to perceive you before you give them the chance to misinterpret your profile and pictures.

Many students are unaware of how much time they spend on social networking sites and the impact this may have on their academics and other activities. The athletic department recommends that you immediately review any postings you may have made on the Internet to ensure that the postings are consistent with College, Department, and team rules. Make sure the postings present you in a way you want to be portrayed.

AFFIRMATIVE ACTION

Affirmative action at Springfield College refers to objective, measurable steps taken to ensure equal opportunity. Any positive, aggressive measures taken to assure equal access to opportunity and aimed at eliminating discrimination or which is intended to remedy past effects of discrimination is affirmative action.

Any students who are unable, because of religious beliefs, to attend classes or to participate in any examination, study, work requirements, or athletics contests on a particular day shall be excused from and such commitments. No adverse or prejudicial effects shall result.

GAMBLING POLICY

The Campus Recreation Department does not condone the participation of any Club Sport participant in organized gambling. Participation in any form of gambling will result in disciplinary action.

HAZING POLICY

Regulatory Statement

In addition to the behavioral standards expected of all Springfield College students, and in consonance with the College's Humanics philosophy, Club Sport participants are further monitored by the coach for their respective athletic team's expectations, rules and regulations, (collectively the "Team Expectations"), which will be distributed by the coach of each team. The Club Sport participant will be required to sign a statement indicating that he/she has received and read the Team Expectations and agrees to abide by them.

Club sport participants are expected to strictly adhere to the Team Expectations and further to refrain from misconduct, which includes those violations expressed in the Student Handbook, College policies and/or municipal, state or federal laws. Further misconduct also includes fighting, taunting, "trash-talking", profane and vulgar language, inappropriate "celebrations", hazing, and disrespectful attitudes toward coaches, opponents, teammates, spectators and/or officials.

Violations of the above will be handled at the discretion of the respective coach, which may include suspension from Club Sports (including practice and competition), and a report to the Director of Campus Recreation and/or to the Office of the Vice President for Student Affairs and Deans of Students.

Misconduct, on or off campus, leading to suspension from Club Sports (including practice and competition) by the coach must be immediately reported in writing by the coach to the Director of Campus Recreation. However, misconduct occurring during extended time periods away from campus can lead to immediate suspension by the coach. In such cases, the head coach must notify, by telephone, the Director of Campus Recreation regarding the suspension and immediately upon return to report, in writing, the incident leading to suspension.

Notwithstanding further disciplinary action which may be taken by the Office of the Dean of Students, if a coach recommends to the Director of Campus Recreation that a Club Sport participant be suspended from athletics, then the student shall be provided a right to a hearing before the "Grievance Committee", if the issues cannot be resolved with the Director of Campus Recreation.

Exhibit "A"

Harassment Policy

Harassment is defined as any verbal or physical conduct which interferes with an individual's performance or creates an intimidating, hostile or offensive work, education, or living environment. Springfield College **PROHIBITS** harassment of any kind based on, but not limited to Race, Color, Sex, Gender, Sexual Orientation, National Origin, Religion, Age, or Disability.

Harassment includes slurs and verbal or physical conduct related to a person's Race, Color, Age, Gender, Sexual Orientation, Disability, Religion, or National Origin.

Sexual Harassment is defined as sexual advances, requests for sexual favors, or other verbal or physical conduct of sexual nature when (1) submission to such conduct is made either explicitly or implicitly a condition of the individual's employment or academic work, (2) submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individuals, or (3) such conduct has the purpose or effect of unreasonable interfering with an individual's performance or creating an intimidating, hostile, or offensive working, academic, athletic, or living environment.

Any type of harassment that hinders access to employment or educational services, opportunities, or programs is covered by this policy. Positive steps will be taken to eliminate harassment when such practices or acts are discovered. Persons found in violation of this policy will subject themselves to disciplinary action, up to and including dismissal.

Sexual Harassment- What is it?

There is only limited agreement on what constitutes sexual harassment, since allegations are often dismissed as harmless flirtations with no direct threat or promise, or as minor gender stereotyping and egotism. To deter sexual harassment of employees and students, it is imperative that one is able to identify the behaviors which constitute sexual harassment.

Hostile Work or Learning Environment

A hostile environment for work or learning includes four levels. The first level is Sex Role Stereotyping, which includes gender discriminatory assignment of roles, functions or duties of a demanding nature.

Level two is Generalized Gender Harassment and includes intentional behavior that is directed at a specific gender, which may be visual or verbal. (For example- sexual comments, jokes, suggestions or gestures about sex, gender, nudity, or pornography.)

Individualized Targeted Harassment is level three and includes intentional behavior predicted on gender which is targeted at an individual or specific group adversely affecting the work or learning environment. Negative or offensive comments, jokes, suggestions, or gestures directed at an individual or group's gender or sex; or unwanted physical touching of a non-criminal nature are examples of the third level of harassment.

Level four, Criminal Touching, is a behavior of a criminal sexual nature. Examples include: forcible sexual abuse; intentional touching of buttocks, thighs, genitals, or breasts, or taking indecent liberties with another. Note: Activities in level four. "criminal touching", are considered "Battery" under United States Law. Springfield College will encourage such incidents to be reported to appropriate law enforcement agencies.

What To Do If You Think You Are Experiencing Harassment

Remember, you have the right to pursue your education or perform your job in an environment free from harassment of any kind. Any member of the College community who believes that he or she has been a victim of harassment as defined in this policy may bring the matter to the attention of the individual(s) designated to handle complaints of discrimination (such as the Affirmative Action Officer or the Director of Campus Recreation or other officers if the college you feel are sensitive to the issue involved). The complainant is encouraged to present the complaint as promptly as possible after the alleged harassment occurs. One consequence of the failure to present a complaint promptly is that it may preclude recourse to legal procedures should the complainant decide to pursue them at a later date. Another consequence is that the delay in reporting may encourage the continuation of destructive behavior.

Prompt and Impartial Investigations

When any member of the college community reports incidents of harassment, the college, through the Affirmative Action Office and/or Equal Opportunity Committee, will promptly investigate all allegations fairly and objectively. Evidence in harassment cases usually consists of interviews with the victim, the alleged offender, and other people who may have witnessed the incident. When a witness corroborates the victim's allegations, the grievance officer will ask the witness to sign a statement describing what occurred including the "who, what, when, where, and how".

Procedure For Filing Harassment Complaint

The person who files a complaint, informs the affirmative Action Officer or Director of Campus Recreation as soon as possible after the alleged harassment of discrimination. Every effort is made by the college, particularly through the Affirmative Action Officer, to resolve the grievance informally and promptly in the best interest of the grievant, the respondent, and the college.

If informal settlement cannot be reached, the next three steps will be followed to insure prompt and fair resolution of the complaint.

Step 1:

The Affirmative Action Officer will take a written statement from the grievant in which the pertinent facts of the alleged discrimination are detailed. The Affirmative Action Officer will confer with the grievant, attempt to clarify the issues, and explain the grievant's right to select an advocate who can be any individual of the grievant's choice to assist in the preparation and presentation of the grievant's case. In addition, the Affirmative Action Officer will explain the grievant's right to file a formal complaint with the appropriate State or Federal Office. A current listing of these offices is on file in the Affirmative Action Office.

Step 2:

The Affirmative Action Officer will serve as a mediator in an attempt to clarify misunderstanding, foster open and direct communication between the grievant and respondent with regard to the alleged discrimination, and attempt settlement.

Step 3:

Should the grievance remain unresolved, the grievant may request the Affirmative Action Officer to convene the Equal Opportunity Committee. The grievant then files a written complaint setting forth the nature of the alleged discrimination or harassment, pertinent facts supporting the allegation, and requires that the grievance be heard by the Equal Opportunity Committee.

For more information, please review Springfield College's harassment policy. EXHIBIT "B"

EXHIBIT "B": Massachusetts Legislation Prohibits Hazing

As required by Chapter 536 of the Acts of 1985, "An Act Prohibiting the Practice of Hazing", the Board of Regents has promulgated hazing reporting regulations for all colleges in Massachusetts General Laws, Chapter 269, Sections 17, 18, 19 to every team or organization under its authority and to every member, plebe, pledge, or applicant.

Every College must also obtain acknowledgement of receipt from a captain of every team or organization under its authority stating that all members in the organization have received a copy of the above. Each team or organization will be responsible for ensuring compliance of their group and assumes responsibility for the group's actions.

Hazing Defined

Whoever is a principle organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or both such fine and imprisonment.

The term “hazing” as used in this section and in sections eighteen and nineteen, shall mean 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 persons. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug other substance, or any other brutal treatment of forced physical activity which is likely to adversely affect the physical health or safety of any student or other person, or which subjects the student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action.

Failure To Report Hazing

Whoever knows that another person is victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably possible. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars.

Distribution Of Hazing Laws And Reports

Each institution of secondary education and each public and private institution of post secondary education shall issue to every student group, student team or student organization which is part of such institution, recognized by the institution, permitted by the institution to use its name or facilities, or is known by the institution to exist as an unaffiliated student group, student team or student organization, a copy of this section and sections seventeen and eighteen; provided. However, that an institution’s compliance with this section requirement that an institution issues copies of this section and sections seventeen and eighteen to unaffiliated student groups, teams or organizations shall not constitute evidence of the institution’s recognition or endorsement of said unaffiliated student groups, teams or organizations.

Each such group, team or organization shall distribute a copy of this section and sections seventeen and eighteen to each of its members, plebes, pledges, or applicants for membership. It shall be the duty of each such group, team or organization, acting through its designated officer, to deliver annually, to the institution an attested acknowledgement stating that such group, team, or organization understands and agrees to comply with the provisions of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post secondary education shall at least annually, before or at the start of enrollment, deliver to each person who enrolls as a full time student in such institution a copy of this section and sections 17 and 18.

Each institution of secondary education and each public or private institution of post secondary education shall file, at least annually, a report with the regents of higher education and the case of secondary institutions, the board of education, certify that such institution has complied with its responsibility to inform student groups, teams or organizations and to notify each full time student enrolled by it of the provisions of this section and sections seventeen and eighteen and also certifying that said institution has adopted a disciplinary policy with regard to the organizers and participants of hazing, and that such policy has been set forth with appropriate emphasis in the student handbook or similar means of communicating the institution's policies to its students. The board of regents, the case of secondary institutions, and the board of education shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution which fails to make such report.

Section 17. Whoever is a principle organizer or participant in the crime of hazing as defined herein shall be punished by a fine of not more than one thousand dollars or by imprisonment in a house of correction for not more than one hundred days, or by both such fine and imprisonment.

Section 18. Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such a crime shall be punished by a fine of not more than five hundred dollars.

Section 19. Each secondary school and each public and private school or college shall issue to every group or organization under its authority or operating on or in conjunction with its campus or school, and to every member, pledge, pledgee, or applicant for membership in such group or organization, a copy of this section and sections seventeen and eighteen. An officer of each such group or organization, and each individual receiving a copy of said sections seventeen and eighteen and shall sign an acknowledgment stating that such group, organization or individual has received a copy of said sections seventeen and eighteen.”

CLUB SPORT REQUIREMENTS CHECKLIST

In an effort to establish guidelines for Club Sport recognition and support from the College, the following checklist will be implemented and monitored throughout the 2010-2011 academic year. Club Teams will be unable to reserve space, spend money held within team accounts, or compete if rules and regulations are not followed. It is important that the College's Club Sports Program follow the guidelines developed.

The following information must be on file in the Campus Recreation Department. If you have any questions or suggestions please contact the Club Sports GA at ext. 3756.

1. If someone is interested, an advisor (SC faculty or staff member) can be established to guide the team (Campus Recreation must approve the advisor).
2. With regard to Rugby, Hockey, Crew and Mixed Martial Arts, a Coach or Instructor must be named. This individual must come to the Campus Recreation Department each year and sign a contract.
3. A current list of all Officers, including captains, with extensions and box numbers.
4. An updated schedule of practices and contests with locations and times.
5. An updated constitution.
6. A current roster with extensions and box numbers.
7. A current budget.
8. Evidence of a medical clearance by the Athletic Trainers and Campus Health Center.
9. The administrator of club sports, coach and officers will have on file evidence of certification of CPR and Advanced First Aid and Emergency Care.
10. The club advisor and president must sign an acknowledgment form indicating that they have shared the Emergency Action Plan (EAP) with all members of the club.
11. All sports must have a coach at every practice and competition.
12. A signed "Acceptance of Risk" form by all members of the team.
13. A signed Hazing form from all members.
14. Officers, coaches, and captains must sign an acknowledgment indicating that they have shared the College's Alcohol/Drug and Hazing policies with the entire team.
15. Current Inventory list and where it is stored at the end of each season.
16. Team Expectations form signed by all members of the team.
17. Enough certified drivers to transport the entire team if a bus cannot be obtained for an away contest.
18. Provide to the Club Sport Fellow detailed information on Club's affiliation to conferences and leagues.

FUNDRAISING

Fundraising is suggested as a means to raise funds for each club. One fundraiser should be a letter writing campaign to family and friends (you cannot solicit alumni or businesses). The other could be one of the three sample suggestions attached following this section or another approved by the Club Sport Coordinator.

In addition, the Club Sports Fundraising Follow-Up Sheet (copy in this manual) must also be submitted to the Athletics Department Teaching Fellow. This form must be turned in within one week of the completion of the fundraiser, along with all proceeds to be deposited into your team account.

Fundraising Publicity Tips:

Tip #1 - Actively seek more publicity

Get the word out about your fundraiser using as many resources as possible.

Tip #2 – Utilize any gathering

Make announcements at other events to spread the word, display products, take orders, make sales, and recruit volunteers.

Tip #3 – Goal Awareness

Make sure that all participants know the specific reason why the money is being raised.

Tip #4 – Communication

Use all available means of increasing awareness of your group's efforts including roadside signs, email lists, phone calling tree, newsletter, flyers, posters, bulletin boards, recorded hotline messages, etc.

Tip #5 – Flyers everywhere

Give fundraiser details in your flyer in a way that promotes sales and gives contact information.

Tip #6 - Build an email list

Ask for an email address for a newsletter distribution when you're fundraising. Build an online community of supporters by offering them extras available only at your site.

Club Sport Fundraisers (Example)

Type of Fundraiser:

Skills Clinic

Fundraiser Information

Approximate Time Required: 3 months	# of Club Members Needed: All club members
Suggested Value of Service/Product: Varies	Possible Profit: Varies

Materials Required:

- A completed SC Sport Club Fundraiser Registration form 10 days prior to event.
- Plenty of publicity, a facility to run your clinic, team members to help teach and extra equipment for those you will be teaching.

Procedure:

- Decide on a price for the clinic per person, along with where and when you will hold it.
- Decide what age group you want to target and get your flyers to as many people in that age group as you can.
- Keep track of the RSVPs so that you are prepared for the volume of participants you will be dealing with.
- If it is an all day event, plan on how the participants will have lunch. (You provide it or they bring one.)
- Make sure that participants sign some sort of liability waiver in case of an injury.
- Have fun teaching your sport!

NOTE: This is a good opportunity to sell your club t-shirts and other paraphernalia.

Type of Fundraiser:

Host a Tournament (Example)

Fundraiser Information

Approximate Time Required: 6 months	# of Club Members Needed: All club members
Suggested Value of Service/Product: Varies	Possible Profit: Varies

Materials Required:

- A completed SC Club Sport Fundraiser Registration form 10 days prior to event.
- Promotional flyers, equipment for games, local sponsors, etc.

Procedure:

- Contact Recreation to pick a weekend that staffing and facilities are available.
- Work with a club supervisor to iron out the details of who, what, when, where, and how.
- Contact as many teams as possible with a breakdown of the tournament including entry fees.
- Contact local businesses for sponsorship or donations.
- Follow up with teams interested in participating. This includes giving them directions, possible hotels to stay at and an itinerary of the weekend.
- This also a good time to sell your club t-shirts and other paraphernalia. Also, raffles throughout the day could bring in more profits.

NOTE: This is a huge project to take on. It is too big for one member of your team to plan. A committee needs to be organized with weekly meetings and the entire Club needs to commit to helping out before and during the tournament.

Type of Fundraiser:

Sponsor a Dinner (Example)

Fundraiser Information

Approximate Time Required: 2 weeks	# of Club Members Needed: All club members
Suggested Value of Service/Product: \$5 -\$10 depending on dinner	Possible Profit: Depends on the amount of publicity and participation.

Materials Required:

- A completed SC Club Sport Fundraiser Registration form 10 days prior to event.
- Items for meal (i.e. food, plates, utensils, glasses, napkins, etc.).

Procedure:

- Organize a committee to plan the fundraiser.
- Publicize your dinner to as many people as possible. (It could be done before a home game or before another team's home game.)
- Talk to the proper people to make sure you are allowed to hold the fundraiser at the location you chose.
- Pre-sell as many tickets as possible and plan on a few stragglers to attend. Buy the amount of food to cover all tickets sold and a little extra for those who randomly show up.
- Set-up and start cooking early enough to have food ready for the first wave of people who attend. Clearly communicate to every member of the club so they know what is expected of them.

Type of Fundraiser:

Letter drive to Friends and Family (Example)

Fundraiser Information

Approximate Time Required: 3 weeks or more	# of Club Members Needed: All club members
Suggested Value of Service/Product: Donation	Possible Profit: \$1,000-\$4,000

Materials Required:

- A completed SC Sport Club Fundraiser Registration form 10 days prior to event.
- Addresses from team members, professional letters, typed address labels, and envelopes.

Procedure:

- Create a professional, polite letter that includes your teams mission statement and what a donation can help you achieve, remember this is a REQUEST.
- Have the letter proofed and approved by the club leadership and advisor.
- Print the final copies on SC Recreation & Sport Services letterhead, which can be done at the office.
- Obtain addresses from each Club member (ex: each member is required to provide 5-10 addresses of friends and family who might be interested in donating money).
- Type addresses onto labels and affix to Recreation & Sport Services envelopes.
- Put addressed letter into outgoing mail box.
- Keep track of donations and send thank you letters.

SAMPLE LETTER (all letters must be proofed by Club Coordinator before being sent out)

Date

Dear Friends & Family:

The Springfield College _____ Club has been experiencing success beyond anyone's expectations in past years. The SC _____ Club has competed with several schools from around the region/nation and gained many titles. (You may list titles and accomplishments your club has earned).

With this great honor comes a financial commitment. The SC _____ Club does not have the funding of larger university programs and must find other sources to support the Club's efforts. The Club needs to raise money for new uniforms, travel, lodging, and sports equipment. On top of this, also we need to be raising money for next year's Club.

We have asked each Club member for information of people who might be willing to donate money to our program. We would be thankful for anything that you might be willing and able to give. All donations are tax deductible. The SC _____ Club is largely self-supported and has shown dedication, teamwork, sportsmanship, and hard work to become a success. Please help us to continue our success.

Thank you for your support!

The Springfield College _____ Club

- Please make checks payable to: SC _____ Club
- Please mail donations to:
 - (Include contact name, department, and mailing address)

CLUB SPORTS FUNDRAISING INFORMATION SHEET

**This form must be completed by any club sport team wishing to fundraise at least two weeks in advance of the fundraiser start date. Please return this form with appropriate back-up paperwork (if applicable), the Club Sports Graduate Associate.

Team: _____

Fundraising Title: _____

FUNDRAISING INFORMATION

Description and purpose of fundraiser:

Date(s), Time(s) & Location(s) of Fundraiser:

1) _____
2) _____
3) _____
4) _____
5) _____

How much are you selling the product for? _____

Estimated Income: \$ _____

How many people will be attending? _____

How do you plan to advertise?

Club Signature: _____ **Date:** _____

Club Advisor Signature: _____ **Date:** _____

Rec. Director Signature: _____ **Date:** _____

CLUB SPORTS FUNDRAISING FOLLOW-UP SHEET

** Please return this form and proceeds to the Club Sports Graduate Associate within one week of the completion of the fundraising event.

Team: _____

Fundraising Title: _____

FUNDRAISING INFORMATION

Estimated income: \$ _____
(From initial form)

Actual income deposited into Fundraising Account? \$ _____

Was this fundraiser successful for your club? Why or why not?

Quantity of Product left over (if applicable) and plan for storage and/or selling:

Additional Comments:

ACCIDENT REPORT

1. Personal Information of Participant

Accident Date: ____/____/____ Time: ____ am/pm

Name _____ Telephone () _____
Address _____ City _____ State _____ Zip _____
Gender: Male Female Age: _____ Birthdate: ____/____/____ ID Number: _____
Emergency Contact: _____ Telephone () _____

2. Classification of Injured: (circle one)

Springfield College Student Guest Springfield College Spouse or Dependent Springfield College Employee

3. Location of Accident: (circle where the accident occurred and then write the specific location)

Stagg Fields Turf Fields Blake Track Fitness Class Pool
Weight Rooms Field House Dana Gym Blake Arena Racquetball Courts
Climbing Wall Cardio Equip Weight Training Cyr Arena Multiuse Other _____

Specific Location (Example: Northwest site of pool near emergency exit)

4. Activity at Time of Accident: (circle one)

Intramural Activity Outdoor Recreation Activity Sport Club Activity
Open Recreation Special Event Other

5. Specific Program Involved with at time of Accident:

(If the victim was not participating in a program circle the informal recreation box)

Program/Event Name _____ Informal Recreation

6. Description of incident/accident (explain in detail how it occurred) – Victim must sign below to attest accuracy of event.

7. Specific Part of Body Injured: (ex. left side of lower back)

8. Nature of Suspected Injury or Illness: (circle one)

Injury

Bruise Dislocation Closed Wound Spinal Injury Tearing Swelling Bleeding Puncture Snapping
Concussion Fracture Sprain/Strain Cut Dental Other _____

Illness

Allergic Reaction Heart (angina, arrest) Hyperventilation Heat Reaction Diabetic Reaction Respiratory Fever Seizure
Faint Sharp Pain Gastrointestinal Other _____

9. First Aid Rendered: (circle all that apply)

Victim self-care Recommended College Police be Called Victim refused College Police Recommendation
Called College Police Left area, no information Referred to health service

Witness's Information

Name _____ Telephone () _____

Address _____ City _____ State _____ Zip _____

Witness's Account of Action: (explain in detail the events, actions, and conditions that may have contributed to the injury)

10. The Information on this form is an accurate account of the injury or illness that occurred:

Victim's Signature if STAFF PROVIDED CARE: (parent or guardian if victim is under 18) _____ Date: __/__/__

Victim's Signature REFUSAL OF CARE: (parent or guardian if victim is under 18) _____ Date: __/__/__

Report Filer's Information

Name _____ Telephone () _____

Address _____ City _____ State _____ Zip _____

Report Filer's Account of Action: (explain in detail the events, actions, and conditions that may have contributed to the injury)

Report Filer's Signature: _____ **Position** _____

Date: ____/____/____

COPIES

This form has been copied to: (list program area and supervisor)

Witness's Information

Name _____ Telephone () _____

Address _____ City _____ State _____ Zip _____

Witness's Account of Action: (explain in detail the events, actions, and conditions that may have contributed to the injury)

OFFICE ACTION

Follow-up Comments:

Date Call / Contact made: _____ Your Name: _____

Comments:

Reviewed by: _____

Position: _____ Date: _____

INCIDENT REPORT

1. Incident Date: ____/____/____ Time: _____ am / pm

2. Specific Location of Incident: (ex: north-west side of the pool by the emergency exit)

3. Describe Incident: (check appropriate box, then explain in detail)

Argument	Damaged/Lost equipment	Disturbance	Disrespectful toward Staff	Fight	
Fire	ID Violation	Lost ID	Maint. Emergency	Physical Abuse	Policy Violation
Power Outage	Schedule Conflict	Theft	Threatening Behavior	Trespassing	
Vandalism	Verbal Abuse	Other			

4. Activity:

Intramural Sport Club	Open Recreation/indoor Special Event	Open Recreation/outdoor Other
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5. Personal Information of Individual Involved:

Name _____ Telephone () _____

Address _____ City _____ State _____ Zip _____

Male Female Age _____ Birthdate ____/____/____ SC ID # _____

Classification of Individual Involved: (check one)

SC Student SC Employee Dependent Guest

Witnesses:

Name _____ Cell # _____

Name _____ Cell # _____

Description of Individual if Name is Not Known:

6. The information on this form is an accurate account of the incident that occurred:

Name of Individual Who Reported Incident: _____ Cell # _____

Reporter's Signature _____ Date: ____/____/____

Employee filing Report: _____ Title: _____

7. Action taken (people/departments contacted). Note date and time contacted.

Dir. Campus Rec. Asst. Dir. Campus Rec. Graduate Asst. Student Supervisor Other

8. Follow Up (to be filled out by program area director):

Team: _____

Name: _____

Review of the past month's games, events, matches, fund-raisers, shows, races, etc:

Upcoming events (practices and competitions):

Purchases made:

Anticipated spending for next month:

Springfield College Club Sport Travel Policy

The college's travel policy is designed to ensure that individual travelers do not lose or gain personal funds as a result of required travel assignments. Travelers should not make commitments to travel or to incur expenses without first obtaining approval from a Department Head or Budget Officer. A traveler will be reimbursed for agreed upon and reasonable expenses incurred in connection with any required travel assignment.

Responsibility:

The Treasurer's Office shall have the responsibility for monitoring compliance with the policy and for the administration of the policy on a day-to-day basis. The Treasurer will have the responsibility for maintaining and revising this policy as warranted.

Submission of expenses for reimbursement:

All reimbursable business expenses shall be submitted on the College's Expense Reimbursement Form along with paid receipts for each amount claimed in excess of \$10.00.

Request for Reimbursement:

Once the Expense Reimbursement Form is complete, the Form should be turned in to TSJ's office. Accurate and complete Expense Reimbursement Forms received by 4:30 P.M. on Monday, will be processed by the end of the week. The reimbursement check can be picked up at the Business Office Window. **You will NOT be reimbursed for traveling to or from practices.**

Timely reporting of Expenses:

The Expense Reimbursement Form should be submitted for reimbursement of business expenses on a weekly basis and should include expenses for Sunday through Saturday of the week being submitted. All receipts must be attached for those items that are to be reimbursed. Requests for a reimbursement form are made through Tom's office and need to occur as soon after the trip/expense as possible.

Transportation (all trips must be approved prior to departure):

1. *Commercial Transportation – Airplane*
Students wishing to travel via air, must work through the process with the Club Sport Coordinator.
2. *Airline Insurance Coverage*
College employees traveling on College business are covered for \$200,000 for accidental death / dismemberment as a result of accidents occurring during the time of travel. The cost of additional insurance purchased by an employee is a personal expense and will not be reimbursed.

3. *Private Automobile*

Reimbursement is based on mileage traveled at the College's current reimbursement rate. Car pooling is encouraged for multiple employees attending the same function. Upon completion of travel, the mileage reimbursement request must be submitted on an Expense Reimbursement Form. **In addition, receipts for tolls and parking charges must be attached. Club reimbursement is set for \$.40 per mile. The mile determination will be done prior to trip. All drivers must have passed the defensive driving course before they can drive any automobile and fill out the self driver authorization form.**

4. *Automobile Rental Discouraged (Through Office of Transportation)*

Generally, use of rental vehicles is discouraged. However, any vehicle rented should be the most economical (economy or compact model) for the nature of the trip. All rental charges should be paid for by the traveler when the services are rendered. Reimbursement should be requested on an Expense Reimbursement Form with receipts attached.

5. *Automobile Rental – Collision Damage Waiver*

The College has a binder pertaining to automobile rentals added to its Automobile Policy. Therefore, a Collision Damage Waiver is not necessary when renting a vehicle and will not be reimbursed.

6. *Leased College Vehicles*

Prior to returning a leased College vehicle back to campus, gasoline should be purchased to bring the gas tank back to full capacity. Reimbursement should be requested on an Expense Reimbursement Form with receipts attached.

7. *Taxi Service and Public Transportation*

Public transportation should be used whenever possible and practical. Taxi fares, including tips, will be reimbursed when public transportation is not possible. Reimbursement should be requested on an Expense Reimbursement Form with receipts attached.

Lodging:

Must be paid prior to trip.

Meals:

Will not be reimbursed, this includes post season banquets.

Telephone:

Business telephone calls will not be reimbursed.

Registration Fees:

All cost normally associated with registration for conferences will be paid for by the College. The Traveler may request pre-payment with a Check Request Form or submit an Expense Reimbursement Form for reimbursement. A copy of the canceled check or receipt form the Organization is needed.

Documentation substantiating the registration fee must be attached to either the Check Request Form or the Expense Reimbursement Form.

Entertainment Expenses:

Will not be reimbursed.

Miscellaneous Expenses:

Other expenditures clearly related to the purpose of travel and fully explained may be reimbursed at the discretion of the Department Head, and Budget Officer. The expenditure must be substantiated by receipts.

Non-reimbursable expenses:

1. Costs incurred by the traveler's failure to cancel lodging reservations.
2. Fines for automobile violations.
3. Lost or stolen tickets, cash, or property.
4. Travel accident life insurance.
5. Luxury services such as bathrobes, movie rentals, bar service, etc.
6. Additional travel expenses incurred when an itinerary is altered to accommodate personal affairs.
7. Charges incurred by spouses accompanying the traveler, including the differential between single and double room occupancy.
8. Sales tax in the State of Massachusetts.
9. Food expenses.

Credit Cards:

College credit cards will not be issued. With approval from a Budget Officer, a personal credit card membership fee may be reimbursed. Reimbursement will be made to employees with job responsibilities which require overnight travel on a regular basis and the card will be used primarily for business purposes. The amount reimbursable is limited to the minimum fee for any one major credit card. Fees for other than the basic credit privileges, such as additional cards and special line of credit arrangements with banks, are the personal responsibilities of the employee and will not be reimbursed