Club Sports Handbook 2012-2013

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INTRODUCTION

RECREATIONAL SPORTS PROFESSIONAL STAFF

Director Recreational Services	Jeff Dupont (970)-247-7325
Assistant Director Intramurals and Club Sports	Brandon DenHartog (970)-247-7096
Assistant Director Facilities	Jake Epps (970)-382-6946
Assistant Director Outdoor Pursuits	Brett Davis (970)-247-7037
Assistant Coordinator Outdoor Pursuits	Tom Whalen (970)-247-7061
Operations Coordinator Outdoor Pursuits	Sam Hensold (970)-247-7293
Intern Outdoor Pursuits	Katelyn Spradley (970)-247-7293
Intern Intramural/Club Sports	Katie Thomas (970)-247-7575

IMPORTANT PHONE NUMBERS

Campus Police	Non-Emergency	(970) 247-7123
	Emergency	9-911

CLUB CHECK LIST

FALL SEMESTER

* Mandatory Captains and Coaches Meeting, Tuesday Sept 4th @ 6:00pm in Room 125
* Mandatory Captains Meeting, Tuesday Oct 9th @ 6pm in Room 125
* Mandatory Captains Meeting, Tuesday Nov 6th @ 6pm in Room 125

Complete and / or turn in:

- Club Sport Application
- Practice Facility Request / Practice Schedule
- Game Schedule

- Club Roster / Liability Waiver
- Individual Club member Eligibility forms
- Travel Authorizations
- Authorized Driver Forms
- Motor Pool Vehicle Request Forms

WINTER (SPRING) SEMESTER

* Mandatory Captains Meeting, Tuesday Jan 15th @ 6pm in Room 125
* Mandatory Captains Meeting, Tuesday Feb 12th @ 6pm in Room 125
* Mandatory Captains Meeting, Tuesday Mar 12th @ 6pm in Room 125

Complete and / or turn in:

Practice Facility Request / Practice Schedule
Game Schedule
Additional Individual Club member Eligibility forms
Travel Authorizations
Authorized Driver Forms
Motor Pool Vehicle Request Forms

Inform the Club Sports Director of changes in practice times or game schedules, and changes in Club officers (or changes in addresses or phone numbers).

INTRODUCTION AND PURPOSE

This Club Sports Manual has been prepared to assist Clubs in the administration of their programs. Every Club Officer, Advisor, and Coach should be familiar with the contents of this Handbook as the success of your organization depends on it.

CONCEPT OF CLUB SPORTS: Club Sports are student organizations formed by individuals motivated by a common interest and desire to participate in a sport activity. The emphasis is placed on Club Sport participation in competition with other institutions.

Goals:

Provide a unique opportunity for students to develop athletic, social, and leadership qualities.

Enhance the student's total educational experience, thus creating a more "complete" person – more capable, skillful, and diverse.

Encourage the development of lifelong skills, a sense of achievement, and maturity.

DEFINITION OF A CLUB SPORT: Club Sport participation is open to Fort Lewis College students, staff/faculty, or officially employed individuals by Fort

Lewis College, who participate in any sports-related contests off (and on) campus. A contest is any game, match, exhibition, or scrimmage with another institution's team/club, in which competition in a sport occurs.

Sport-related activities engage in:

- Field, floor or on court activity
- Setting up offensive or defensive alignment
- Activities using equipment related to the sport
- Competition
- Individual / team timed events

MEMBERSHIP: To remain a member in good standing, each Club Sport Organization shall be required to abide by the rules and regulations of Fort Lewis College, the Club Sports Program, and any affiliates with which it may be involved.

All Club Sport Organizations and their constituent members will be expected to promote and uphold the image of Fort Lewis College and the Club Sports Program and act in a sportsmanlike manner on campus and when visiting.

RELATIONSHIP TO THE COLLEGE: Recognized Clubs are permitted to use the name Fort Lewis College with their respective Club Title. In using the College's name, Clubs speak only for their Club and do not officially represent the College or the Club Sport Program.

The following may result in suspension from the Club Sports Program:

- Lack of participation
- Misuse of funds
- Inappropriate conduct
- Misrepresentation of Fort Lewis College or the Club Sports Program

The Club Sports Council and/or the Club Sports Coordinator will decide suspension and/or disciplinary action.

The following process has been established should an organization or student wish to appeal decisions made by the Club Sports Council or the Coordinator of Club Sports:

- A written appeal should be given to the Director of Recreational Services within 10 days of the decision.
- An appeal of the decision made by the Director must be made in writing to the Vice President of Student Affairs within two weeks.

Students participating in activities off campus are expected to adhere to the high standards as defined by the College Student Conduct Code. As citizens of the local community, the State of Colorado, and the United States, it is expected that the laws will be obeyed and that each student will be a productive and good citizen within the greater community.

If students are charged with serious crimes for incidents, which take place off campus, the College Judicial Affairs Office may choose to initiate College disciplinary proceedings against them. Of particular concern are those charges that indicate that the student may be a danger to himself/herself or others. Examples of these charges include violence, drug selling, sexual assault, and major theft, etc.

CAPTAINS COUNCIL

The Captains Council is composed of all Club Sports. The basic purpose of the Captains Council is to provide a bond between the various individual Clubs. It is hoped that by forming this bond, a club can run more effectively through the help the Captains Council can give in financing, organization, facility reservations, equipment, advertising, fundraising, etc. Although the Captains Council provides encouragement, guidance, and supervision, the Club will survive and grow only through active student involvement and participation.

The Captains Council is also responsible for electing five representatives from five different Club Sports to the Club Sports Council. Any student who is an active member of a returning Club Sport may become a member to the Club Sports Council. The Club Sport teams will be put on a rotation system to determine representatives for the Club Sports Council. If a specific Club elects not to send a representative to the Club Sports Council when their Club is selected in the rotation process, another Club will be selected randomly to send a representative to the Council.

Captains Council meetings are held six times an academic year to review the operations of the Club Sports Program. Meeting Dates will be posted in the Club office in the Student Life Center at the Beginning of the academic year. These meetings are attended by the Club President / Coach and/or treasurer and the Club Sports Coordinator.

Missed meeting result in loss of funding…

1st meeting	5% of Allocated funds
2nd meeting	10% Allocated funds
3rd meeting	Allocated funds to be frozen and facility use terminated.

CLUB SPORTS COUNCIL

The Club Sports Council is composed of five Club Sport student representatives who are elected by the Captains Council, and the Club Sports Coordinator. The Club Sports Council will meet as needed by the Club Sports.

The Club Sports Council will:

- Assist with the allocation of student fee funding
- Monitor activities of each Club Sport
- Facilitate development of new Club Sports
- Review and approve continuing status of current Club Sports
- Help establish final policies and procedures (Club Sports Director will set and monitor interim policies and procedures)
- Provide Club Sports with guidance and support needed to function smoothly
- Encourage participation of Fort Lewis College students in lifetime sports and activities

CLUB SPORT COUNCIL MEETING PROCEDURES

The Club Sport Coordinator will facilitate all Council meetings. The Council will elect a secretary to keep meeting minutes. Council meeting agendas will be posted via email to all council members and will be posted in the RSO office in the Student Life Center one week prior to the Council meeting. Club Sport Council members or Captains Council members may request additional agenda items by submitting a request via email to the Club Sports Coordinator.

CLUB SPORT COUNCIL VOTING MEMBERS

The five Club Sport student representatives will be considered the voting members of the Club Sports Council. The Club Sports Coordinator will be considered a non-voting member.

BECOMING A NEW OR RETURNING CLUB SPORT - CLUB RECOGNITION PROCESS AND MEMBERSHIP

In order for a Club Sport to be recognized by Fort Lewis College the following steps must occur:

- Three or more students must be interested in forming the Club.
- Must have a competition schedule
- Meet with the Club Sports Coordinator to discuss returning or new Club status
- Must meet regularly for Club practice
- Must attend mandatory Captains Council Meetings (6 per year)
- Complete the Club Sport Application
- Must submit a Club team roster
- Must have Club members comply with Club Sport Program individual eligibility requirements

To remain a member in good standing, each Club Sport Organization shall be required to abide by the rules and regulations of Fort Lewis College, the Club Sports Program, and any affiliates with which it may be involved.

All Club Sport Organizations and their constituent members will be expected to promote and uphold the image of Fort Lewis College and the Club Sports Program and act in a sportsmanlike manner on campus and when visiting.

INTERNAL CLUB OPERATIONS

Club Officers – Yearly elections should be held to choose a president and a treasurer at the minimum. It is wise to also have a vise-president and secretary so the workload is spread over more people.

Responsibilities for all Club Officers:

- Submitting Club Application (Returning or New)
- Submitting Club Game Schedule
- Requesting field / facility for Club Practice
- Submitting the Club Roster
- Facility requests
- Purchase Requests
- Travel Requests
- Budget Requests

The Club Officers should meet regularly with the Club Sport Coordinator for assistance with the above stated duties. All request forms are available in the Club Sports Office.

Coach – Some Club Sports operate with hired coaches, while students or volunteers coach others. It is generally considered the responsibility of each Club to secure the services of a Coach. The Coach is responsible for handling practice and game operations and assisting the Club Officers with the administrative duties of the Club.

NOTE: The funds to pay a Coach for his/her services must come from generated income, NOT funds allocated from the Club Sport Program budget. All Clubs that opt for a hired Coach must meet with the Club Sport Coordinator to discuss contract opportunities.

Faculty Advisor – The Club Advisor <u>may</u> assist Clubs with planning, programming, discussing Club activities, problems, and ideas. A capable advisor participates without domination. The advisor should serve and advise, not sit in judgment. A Club may ask a faculty or staff member or the Director of Club Sports to be their Club Advisor. The members of the Club itself choose the advisor. Advisors may:

- Attend Club meetings
- Assist members and officers in organization
- Assist in planning projects
- Advise in budget preparation
- Oversee expenditure of funds
- Serve as an information source

- Serve as a liaison between the Club and College
- Assist in development of goals and objectives
- Provide guidance and leadership
- Provide general direction

Clubs will meet regularly via practices, games, or scheduled Club meetings. ***Minutes will not be required from these meetings, instead Clubs will be required to complete a semester report on the business conducted by the Club and be required to turn in Competition Reports from EACH contest / competition.***

INDIVIDUAL ELIGIBILITY REQUIREMENTS (WHAT DO I HAVE TO DO TO BE ABLE TO PARTICIPATE IN A CLUB SPORT?)

- Must be a full or part time (at least 3 credit hours) student
- A minimum of a cumulative 2.0 GPA is required. The Club Sports Coordinator, upon census day, will verify GPA status.
- Faculty
- Staff

The following outline the procedure for administering this policy.

- All members must be on the roster
- All members must complete a physical (forms in Club Sports Office)
- All members must submit a copy of their driver's license and insurance card
- All members must complete a liability release waiver
- All members must verify insurance is accepted for coverage in the Durango area.

Fort Lewis College Recreational Services and the Club Sports Program do not provide medical insurance for any Club Sport or it's members. Club members are to fund their own accident-medical insurance. Fort Lewis College assumes no responsibility for medical treatment or diagnosis costs resulting from injury to Club members above and beyond those benefits, which are provided by the training room or the health center.

Should a participant in a Fort Lewis College Club Sport event be identified as a non- student, or an ineligible participant, the following sanctions against that Club may be taken:

1. Practice time or facility space will be taken away.
2. Funds will be taken from the Club budget.
3. The Club may be placed on probation.
4. The Club may be suspended from the Club Sports Program.

The Club Sports Council would decide items 3 and 4.

CLUB OPERATING DETAILS

ADDITIONAL BUDGET GUIDELINES

It will be the responsibility of the Club Sports Council to distribute funds accordingly to all Club Sports. The Club Sports Council must reserve a contingency fund of 10% or $10,000 for post league play and for special requests submitted by the Club Sports to the Club Sports Council.

Clubs that do not submit a budget proposal by April 1st, will not be eligible for the allocation process. Clubs in this situation, still must submit a request to the Club Sports Council. Clubs most likely will receive limited funds for their activity, since funds have already been allocated.

ADDITIONAL BUDGET GUIDELINES (CONTINUED)

First year Clubs will receive no initial funding, but may request up to $500 through a request to the Club Sports Council. In order to request funding submit a written request to the Club Sports Director.

All Club Sports must fundraise at least 15% of their approved budget. Should a Club Sport fail to raise at least 15% of their budget, the following years budget will be cut by the difference of the funds not raised. The funds to pay a Coach for his/her services must come from generated income, NOT funds allocated from the Club Sport Program budget. All Clubs that opt for a hired Coach must meet with the Club Sport Coordinator to discuss contract opportunities.

Allocation Process:
An administrative fee of $5,594 will be taken out of the budget, to pay for the Club Sports Coordinator position, phone, computer, and office costs. An additional $10,000 will be set aside as a contingency fund. Clubs may request money from the contingency fund for the purpose of playoffs or special requests. See the Contingency Funds Request section for request procedures.

The remaining funds will be allocated to each Club, based on the budget proposal submitted to the Club Sports Council. After the budget proposal has been reviewed and approved the following will occur: The Club Sports Council will distribute funds to each Club's accounts based on the previous years allocation, proposed budget needs, the Club's standing with the College, use of prior years funds, meeting attendance, and completion of necessary forms.

Contingency Funds Request
Club Sports may submit contingency fund requests for National Championship expenses or special requests. A special request may include the purchase of special equipment, additional travel not included in the current years original schedule, or a request that is not included in the original budget proposal. The contingency fund request must be submitted at least two weeks in advance of the request. Contact the Club Sports Coordinator for the Contingency Fund request form. There is a limited amount of funds available, National Championship requests will receive the highest priority.

Purchasing and Payments
Once the budget is established and approved, allocated funds may be used for the following purchases or payments:

- Non-personal club supplies and equipment.
- Wages covering: game officials.
- Travel to include gas, lodging, meals and commercial transportation costs.
- Entry fees.
- Dues for state, regional, or national organizational membership.
- An end of the year banquet or awards ceremony

Fundraised dollars may be used for the following expenses:

- Team individual practice gear, upon approval from the Club Sports Council
- Wages covering: 100% of the Coaches salary

Cash Handling Procedures
Travel -

Cash Advances – For those clubs that receive a cash advance (must be submitted 10 days in advance of travel) for travel expenses, the funds may only be used for travel expenses for the travel authorization the cash advance was submitted. Itemized receipts for ALL expenses must be submitted **NO LATER THAN 3 DAYS** after travel has ended. Any over or under expenditures will be accounted for in the travel settlement process.

Travel Settlements – See above. Should the club have left over cash from the cash advance the funds must be submitted to the Club Sports Coordinator along with the travel itemized receipts. The Club Sports Coordinator will deposit the funds at the cashier's office. The trip expenses will be recorded in the clubs budget excel sheet. The receipt from the deposit will be attached to the travel settlement for verification of deposit. Over-expenditure of initial cash advances will be reimbursed by the clubs budget, if the club has additional funds to account for the over-expenditure. The trip expenses will be recorded in the clubs budget excel sheet.

Team Dues – Clubs may establish their own individual club dues amount. It is recommended that each club draft a document explaining the refund procedures or non-refund procedures prior to collecting individual dues. Individual team dues may be submitted to the Club Coach or President, if the dues payment is in the form of a check and must be submitted to the Club Sports Coordinator the same day. According to the Club Sports Coordinator and Fort Lewis College's accounting procedures, all cash individual team dues must be submitted to the Club Sports Coordinator, not by the Club Coach or Captain. The individual submitting the cash payment must receive a receipt for the payment. Deposits of the dues will be made on the same day the dues were submitted.

Fundraising – All deposit receipts from fundraised dollars will be attached to the fundraising authorization form for verification of funds raised. Fundraised dollars will also be accounted for on the clubs individual budget excel sheet.

See Jon Janis, the IM/Club Sports Intern or Jeff DuPont, the Director of Recreational Services, for all cash handling procedures when the Club Sports Coordinator is out of the office.

ADVERTISING

In the RSO office, Club Sports will have access to a phone, computer, filing cabinet, printer, copy machine, fax machine, and scanner. For individual Club Sport authorization codes for phone and copies stop by the Club Sports Office. The FLC Information Desk located across from the River Rock Cafe, can also handle most of the in-house photocopying needs for clubs and organizations. For more information concerning the services offered, contact (x7511). It will be the responsibility of the team to promote themselves and participants.

For more on How to Schedule Your Event check out the FLC Student Organization Handbook at www.fortlewis.edu/cub/handbook.html. Scroll down about a quarter of the site and you will find information on advertising and fundraising.

EQUIPMENT

An inventory of equipment checked out to each Club is maintained in the Intramural and Club Sports Office. At the beginning of a Club's regular season, the equipment may be checked out to the president of the organization. Any new equipment purchased by the Club for Club use will be added to the inventory.

All equipment must be checked back in to the Office at the end of the Club's regular season. Normal wear and tear on equipment is acceptable. Reasonable loss or theft of equipment will be accepted and removed from the Club's inventory. Excessive amounts will be charged to a Club's account for replacement.

FACILITY USE

Facilities coordinated for Club Sport use by the Club Sports Office include Birch and Cedar fields, the Student Life Center Gym, and the Student Life Center Aerobics / Dance Room. Additional facilities are available such as the Football field, Soccer field, Skyhawk Hall, the Ballroom, and the Gym (these facilities are available upon special requests ONLY). Facility Request forms are available at the Club Sports Office.

FUNDRAISERS

When planning a fundraising event or program a Fundraising Authorization Form must be completed prior to the event.

For more on How to Schedule Your Event check out the FLC Student Organization Handbook at www.fortlewis.edu/cub/handbook.html. Scroll down about a quarter of the site and you will find information on advertising and fundraising.

OFFICE (PHONE, MAIL, COPYING)

See advertising section. The Club Sports Coordinator's office is located in the Student Life Center Room 160, phone 247-7096.

TRAVEL

Clubs must complete the Fort Lewis College Travel Authorization form at least ten days before they travel, attach a team roster, and indicate the contact number of location of stay. Clubs may at this time request a cash advance, via the Cash Advance Request form, to finance expenditures for the travel expenses.

Only individuals employed by the College or authorized volunteer drivers will be allowed to drive to and from Club Sport events when using FLC motor pool vehicles. Clubs may reserve FLC motor pool buses only, no van rentals. Clubs may rent vehicles (cars, vans, and suv's) from Avis, Enterprise, Advantage, and budget. These are the only four approved rental companies. Enterprise is preferred. Clubs will be required to purchases additional insurance when renting from an above rental company. Clubs may not decline insurance coverage.

Any tournament registration fees can be paid prior to travel on approval of a request for payment. Other travel expenses may be handled through a Travel Advance Request. Upon return from travel the Club Sport must submit a Group Settlement form and return any funds unspent. See above cash handling procedures.

Class Dismissal Policy

The Club Sports Program Class Dismissal policy does not supersede any of the campus attendance policies, but a class dismissal slip is available through the Club Sports Office upon request. The form informs the instructor of the location of competition and the dates the student will be missing. It is recommended that each Club Sport participant submit a competition schedule to the instructors at the beginning of each semester.

Home Events

Meet and reserve facilities with the Club Sports Coordinator with all home event dates at the beginning of the semester. Only individuals who are eligible from the Club Sports Office may participate in any contests or practice. Game management must be provided to all home contests and financed by the club.

The club will be held accountable for any damage to the court/field/space used for competition.