

Haverford College Club Sports Handbook

Effective September 1, 2007

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Introduction

The Club Sports Program at Haverford College is designed to provide opportunities for students to participate and compete in a variety of sports activities. Haverford clubs are supported by Students' Council, the Athletic Department and the Deans' Office.

Members of club sports are responsible for the administration and organization of their club activities. The success and strength of a club is dependent on the effective leadership of its officers and the degree of involvement of club members. All club activities must be performed in compliance with the community standards for conduct as determined by Haverford College policies and the Honor Code. The conduct of third parties (i.e. coaches, officials, etc.), whose services are employed by the club must also conform to Haverford College Policies as explained in this handbook.

This handbook has been developed to serve as a resource for club leaders, members, advisors and coaches in the operation of their club. It contains specific policies and procedures to be followed, identifies privileges and responsibilities associated with becoming affiliated and recognized as a Club Sport at Haverford College, and serves as a guide for overall management of club sport teams at Haverford.

Definition of a Club Sport

A club sport is a registered student organization intended to promote the common interests of a particular sport or activity through participation and competition.

Participation in a club sport is completely voluntary. Membership is open to all current students regardless of skill level. No student may be discriminated against by any organization at Haverford College for reasons of age, color, ethnic or national origin, disability, marital status, political or social affiliation, race, religion, sex or sexual orientation.

To be recognized as a club sport at Haverford, each organization must agree to abide by the guidelines and expectations outlined in this handbook.

Club sport practices and matches are limited to Haverford and Bryn Mawr college students whose names appear on the official roster. Alumni/ae or students on leave are specifically excluded.

Eligibility for some club sports may depend on various league or divisional rules established by outside organizations. Practices and schedules vary since all activities are organized and administered by students.

Organization of Club Sports

- A. Recognized Club Sports (as of 1/1/07) – badminton, golf, crew, men’s and women’s ultimate Frisbee, men’s volleyball, and rugby.

Recognized club sports compete against outside teams in scheduled games, leagues and tournaments. Recognized club sports are listed on the College’s catastrophic injury coverage, may use athletic vans, when available, free of charge and its members receive PE credit from the Athletic Department for “in season” competition only for a maximum of two credits per year.

PE Credit is granted for Recognized clubs provided they meet the following criteria:

1. Club practices and competes regularly, at least twice a week and/or a minimum total of 20 hours per quarter.
2. Individuals participate regularly - Club leader must maintain attendance sheet and turn in summary to Club Sports Liaison within one week after end of season. More than two unexcused cuts per quarter mean no credit (excused cuts are *only* for medical reasons, family emergency or religious holiday, and any class/lecture etc. *required* during club practice/game time). Pressure of academic work or other activities does not provided an excused cut.
3. The club must show an understanding that in the event PE credit is granted, it will have to obtain approval for all aspects of their activities as a club, including schedule and travel and remain in good standing with the Athletic Department.
4. PE credit is subject to Club Board approval.

- B. Provisional Clubs – All new clubs.

All new club sports will exist as Provisional Club Sports for at least one year if the club has the desire to become a Recognized Club sport. In that time, Provisional Club sports may compete against outside competition but may not host an event. Provisional Clubs must also demonstrate sufficient student interest, proficient club administration, and adherence to all Haverford College Club Sport Guidelines and Expectations. Provisional Clubs may apply to become a Recognized Club at the end of any semester after their first year; however, please note that during this time as a Provisional Club, the organization is still considered to be a Student Activity. Elevation to Recognized status is subject to Board approval.

- C. Student Activities

Clubs that do not participate in intercollegiate competition are considered Student Activities and may contact the Student Activities office for assistance. Like all student activities at Haverford College, sport and recreational clubs and organizations are self governing and must follow the guidelines and responsibilities outlined in the Constitution of the Haverford College Students’ Association.

- D. Forming a New Club Sport

Students who are interested in forming a new Club Sport should consult with the Club Sports Coordinator and Student Activities Coordinator.

Guidelines and Requirements for Club Sports

- 1.) All Clubs must be involved as a team or individuals in athletic competition against students from other colleges.
- 2.) Communication with the club sports coordinator must be regular and consistent. Copy the club sports coordinator on all facilities, budget, transportation, and other requests related to club sport activity.
- 3.) All Provisional and Recognized clubs must submit the following documentation to the Club Sports Coordinator **no less than one week before** the start of each season.
 - Official Squad List/Roster with a designated leader or captain as contact person
 - Signed Waiver for each team member
 - Contact Information (email and phone number) of team captain(s)
 - Practice, game and transportation schedules (subject to approval by Club Board)
 - Requests for transportation as early as possible

**End of the season summaries due to the Club Sports Coordinator at the end of each season.
- 4.) There shall be no practice or competition until all club sport requirements have been met.
- 5.) All clubs are required to follow Haverford College transportation, playing and practice regulations.
- 6.) No alcohol may be consumed nor be in the possession of any participant at the site of or in transit to or from any event.
- 7.) Club sport members are expected to function in a mature and responsible manner on and off campus in all club-related activities. Club sport programs and/or individuals may face disciplinary action for inappropriate behavior while representing Haverford College. Inappropriate conduct could jeopardize the club's continued status as a member of the club sports program.
- 8.) Club teams are responsible for the behavior of any teams or groups they bring to campus. It is the club's responsibility to communicate and enforce the policies in this handbook.
- 9.) Each club sport is obligated to obtain the approval of the Club Sports Coordinator and/or Club Board prior to acting on items, issues or ideas that are not covered in this handbook. If a club sport chooses to act independently, that club will risk losing its Recognized club status, and all rights and privileges associated with that status.
- 10.) Club sports cannot compete on Haverford's campus against outside competition without medical personnel appropriate to the event.

Responsibilities of Club Sport Leaders

All Clubs must have a designated leader or captain. The leader's responsibilities include:

- Serve as liaison between the club and club sports coordinator.
- Be aware of and comply with all club sport rules and regulations as stated in the Club Sports Handbook.
- Ensure timely communication with Club Sports Coordinator and completion of necessary paperwork (rosters, schedules, registration forms, facility request forms, travel forms).
- Provide Club Sports Coordinator with a copy of all contracts and agreements.
- Submit club reports summarizing club activities at the end of each semester.
- Meet financial obligations incurred as a club.
- Complete Accident/Incident report form for any accident/incident that occurs during on-campus or off-campus practice or competition. These reports should be submitted to the Club Sports Coordinator within 24 hours of the occurrence.
- Conduct club meetings/practices sessions and provide on-going daily management such as reserving facilities for practice and/or competition.
- Submit budget requests to Students' Council.
- Ensure all club members comply at all times with the Haverford College code of conduct and the information contained in this handbook.

Club Sport Coaches

Each Club may identify one or more volunteer coaches or instructors to assist with practice and competition. Coaches and instructors must abide by the following guidelines:

- The selection of the coach/instructor is the responsibility of the club, and is subject to the approval of the Club Board. The Board also reserves the right to terminate a coach's association with any club team.
- The coach/instructor is a volunteer position. The coach does not receive payment or benefits from and is not considered an employee of the Haverford College Athletic Department.
- The prospective coach/instructor must sign a Volunteer Coach/Instructor Agreement prior to commencing such a role. The agreement is available through the Club Sports Coordinator.
- The Coach/Instructor has an obligation to protect the safety of club members and should ensure steps are taken to reduce the risk of injury.
- The club officers, not the coach/instructor must serve as the liaison between the club and the Club Sports Coordinator.
- Coaches and Instructors should help to ensure good sportsmanship at all times. Club members and coaches/instructors should conduct themselves in a manner consistent with Haverford College's ideals and policies.

Role of Club Sports Coordinator

- Coordinate scheduling and use of athletic facilities for club sports. Serve as liaison between club sports organizations and facilities schedulers.
- Oversee the conduct of club sports and evaluate as needed.
- Collect and review all paperwork submitted by club teams.
- Serve as liaison between club sports organizations and Club Sports Board.

- Periodically observe club team activities to ensure policies are being followed.

Athletics Field and Facilities Use

Any requests for facilities, including season contest and practice schedules, must be submitted to facilities schedulers at the start of each semester with a copy to the Club Sports Coordinator. In the event of cancellations, all parties involved should be notified as soon as possible via phone, email, or written correspondence. **Once assigned, practices and contests may only take place in the space(s) designated.** Facilities can only be used during scheduled hours of operation.

At the conclusion of each practice session and/or contest, the club is expected to leave the facility ready for the next group. Club equipment, trash and personal belongings should be removed from the site.

Field Closures

Athletic fields are **closed** during winter months (November – March) and at other points during the year as weather conditions necessitate. If inclement weather creates dangerous field conditions, athletic fields will be closed and unplayable for that day. Field conditions are closely monitored by Grounds and Athletic Department staff. If the fields are deemed unplayable, the Club Sports Coordinator will email the Club Leader, who is responsible for notifying the club team. All Clubs, student activities and groups are expected to remain off the fields once notified of their closure.

Inclement Weather Policy

In the event of inclement weather, contact the Indoor Facilities Coordinator to inquire about the possibility of indoor accommodations. Please note that the Athletics Department will explore all available options before having to cancel.

Athletic facilities for College students are reserved for students based on the following priorities:

1. Intercollegiate Teams
2. Intramurals/Instructional Activities
3. Recognized club sports
4. Provisional club sports
5. Student activities
6. Recreation

Insurance

All students playing on club sports teams must have medical insurance. Haverford Colleges carries catastrophic injury coverage for **Recognized Clubs ONLY** (provisional clubs are not eligible). If one does not have personal medical insurance, he /she is not eligible for the catastrophic medical insurance coverage. The College takes no responsibility for failure of students to obtain medical insurance.

Any insurance claims and medical and/or dental services associated with the care of injuries must be arranged through Catherine Sharbaugh in Health Services.

Program Safety

It is the goal of the Athletic Department to offer a safe club sports program which protects all participants from undue risk. Each individual participating in a club sport activity assumes responsibility for his/her health. It is recommended that all individuals who intend to participate in the club sport program should, for their own protection, have a physical examination before participating.

Clubs must provide appropriate medical personnel for home matches at their own expense. Haverford College athletic trainers are not available for this purpose. We strongly suggest that at least two members of each club are certified in First Aid/CPR through the American Red Cross or the course offered at Haverford College. In addition, Haverford College requires that at least two cell phones are with club teams at all times.

The Club Board and/or Haverford College reserves the right to require staff, Safety and Security, police officers, medical personnel, etc. to supervise on-campus events at the expense of any club sport organization. College administration also retains the right to intervene in Student Activities for safety reasons.

Athletic Training

All injuries incurred through participation in club sports should be reported to Health Services. Health Services will then refer the injured club athlete to Haverford College's orthopedic consultant, or arrange for a consultation with an athletic trainer. If an injury occurs outside of the operating hours of Health Services, the injured party should contact Haverford College Safety and Security for transportation to the emergency room or assistance in contacting the nurse on-call. First-Aid kits will be provided by Student Activities and stored in the Intramural storage area on the ground floor of the GIAC. Two students from each club team will be granted Onecard access to the storage area.

Injuries

When a club sport participant is injured, the safety of the player is the top priority. Club representatives should immediately contact Safety and Security in the event that an injury occurs on or off college premises during a special event, practice, or competition. Safety and Security will then alert the appropriate medical personnel, Athletic Directors and Dean(s) on call.

Every injury needs to be reported. A club representative must complete an Accident Report Form with the Club Sports Coordinator within 24 hours of an incident (injury, fight, misconduct, etc.) occurring on or off campus.

Funding

Funding is mainly through Students' Council Budget Committee and club team fundraisers with some support from the Athletic Department. Club leaders are responsible for submitting budget proposals and requests to Students' Council at the beginning of each semester. Although the Budget Committee approves all funding, it is the Department of Athletics that schedules the usage of facilities and fields and aids the coordination of transportation.

Members of club sport teams assume complete financial responsibility for any expenses incurred by their organization (e.g., uniforms, league dues, insurance, equipment, facilities, damages, etc.)

Fundraising

Before initiating any fundraising activities or events, approval should be granted by the Club Sports Coordinator and Student Activities Coordinator. All fundraising efforts must take place in accordance with the Students' Council Student Business Venture Policy (included below) and Haverford College policies. Fundraising events that involve solicitation of alumni or are associated with alcohol are prohibited.

The Student Business Venture Policy

(from Students' Council website, January 2007)

I. Definition of a Student Business Venture

A student business venture is defined as a student or group of students (either Haverford or bi-co) representing a team, organization, club, or him/herself that wishes to sell or advertise a product or service to the bi-college community on the Haverford College campus.

II. Students Selling on Campus for Personal Profit

No student or group of students can sell any item or service for personal profit without proper authorization from the Students' Council Budget Committee. The conditions and process for such authorizations are described in Section IV.

III. Students Selling on Campus for Organization and Athletic Fundraising

Students may sell items and services to raise funds for campus organizations or athletic teams. A student representative must submit an application to the Budget Committee describing the fund-raiser and time length of fundraising at least 2 weeks before the start of sales or ordering of products, whichever occurs first. The conditions and process for such authorizations are described in Section IV.

IV. Outside Commercial Organizations

No commercial business or company with the exception of the Haverford College Bookstore and affiliated services may solicit customers or make sales on campus without proper authorization by the Students' Council Budget Committee or without approval by the Dean of the College or Vice President of Finance.

1. Haverford College student agents may represent commercial companies for sales on-campus for the purpose of the student's earning money during the school year. The Students' Council Budget Committee must review all such ventures and decide the conditions for sale accordingly. The allowable locations of sales will be decided by the committee. Previously authorized representations of soda, refrigerators, and entertainment games are already controlled by the Budget Committee and are subject to periodic review. Additional such ventures, though, must be reviewed as described in this policy.

2. Haverford College organizations may sponsor commercial vendors on campus for the purpose of earning money for their organization. All such ventures must be approved by the Committee.

V. Role of Budget Committee

1. The Budget Committee should be composed of the Treasurer(s) of Students' Council and duly appointed dorm representatives. In addition, for student venture policy decisions the committee should also include at least one of the athletic liaisons appointed by the Students' Council Appointments Committee.
2. The Committee reserves the right to request progress reports at any given time. Students must therefore maintain accurate and honest records related to the venture.
3. The Budget Committee will prepare a monthly report of all approved and denied applications for the Vice President of Finance and the Dean of the College for review. Similarly, a report of non-student run ventures approved by the administration should be provided to the Budget Committee when appropriate.
4. The Budget Committee, the Vice President of Finance, and/or Dean of the College have the authority to review any student activity determined to be relevant to this policy.

VI. Application Process

1. Applications for any student venture should be submitted to the Committee for review at least two weeks prior to ordering items or to the start of sales, whichever occurs first. Any venture on the Haverford campus should be reviewed by the Committee. The application should include name(s) of applicant(s), proposed business venture, purpose of fund-raising, potential quantity (if applicable) and price per item, proposed selling and delivery (if applicable) dates, proposed methods of advertising service or item, and location of sales. For continuing ventures, i.e. student services, an application must be submitted by the second week after the start of each semester.
2. Applications must be reviewed by the Budget Committee described in IV-1 within one week of submission by the respective students. No contracts or deposits for items or services should be made prior to approval by the Budget Committee. (For example, students wishing to sell T-shirts must submit an application to the committee two weeks prior to ordering and not selling the proposed items.)
3. The Budget Committee's decisions will be based on several considerations. Preference will be a combination of first come, first serve and to students fund-raising for campus or athletic organizations. The Committee will prepare a calendar of ventures; thus, it is in the best interest of the student venturers to submit applications as early as possible.
4. The appeal process for any applicant is as follows. The student may request a meeting with the Budget Committee to discuss the application. If an agreement is not reached, the student may appeal to the Students' Council as a whole. The final decision, though, will be an appeal to the Dean of the College.
5. Advertising by student ventures must follow the campus posting policy p. [60]. No student venture can be advertised outside of the bi-college community. This includes, but is not limited to, phone book yellow pages, posters, billboards, stickers, and flyers. However, organizations that sponsor plays and other performing arts may advertise to the local community. Certain services, such as baby-sitting, house-sitting, etc., can be advertised but it is strongly suggested that such efforts be reviewed by the Budget Committee.
6. Applications for ventures that are proposed to take place within the first 2 weeks of either semester must be submitted at least 1 week prior to finals period of the previous semester.
7. Approved applicants will receive a permit authorizing the sale of items and/or services that will specify the conditions set forth by the Budget Committee. This permit should be made available by the vendors to any students and/or administrator upon request.
8. Changes to applications after approval must be submitted to the Budget Committee Chair(s). This should include, but not limited to, changes in selling dates, prices, etc. If necessary, the Budget Committee will review changes and evaluate accordingly.

If you have any questions about the SBVP, please email the treasurers: scbudget@GO (add .haverford.edu if you are off campus).

Transportation

Haverford College Athletic Department's Transportation Policy will soon be available online. At this point, anyone driving a College van needs to have a copy of his or her current driver's license and automobile insurance information on file with the Athletic Department. Requests for van usage may be made through Bonnie McAllister in the Athletic Department with copies to the Club Sports Coordinator.

Personal Vehicle Use

Haverford College assumes no responsibility for transportation of club sports teams to or from competition in personal vehicles.

Liaisons

Liaisons from the Club Board to each club for 2007-08 are Jason McGraw and Jennifer Ward.

Club Board Membership

The Club Board currently consists of the liaisons listed above, Athletic Director Wendy Smith, Associate Athletic Director John Douglas, Head Athletic Trainer Curt Mauger and Deans Steve Watter and Greg Kannerstein.

Grievances

Any concerns regarding the Clubs Sports Program should be communicated to the Club Sports Coordinator and the Student Activities Coordinator. If the student, coach, or advisor is not satisfied after meeting with the Coordinators, concerns may be addressed in writing to the Club Board. The Club Sports Coordinator will send copies of the written grievance to the appropriate college officials for further review. After the review, the Club Sports Coordinator will report the disposition of the grievance to the appropriate individual(s).

Emergency Protocol Procedure – *a more detailed Emergency Protocol Procedure to be added ASAP.*

In the case of medical emergencies on campus, contact Safety and Security immediately. Safety and Security may be reached at (610) 896-1111 or any of the call boxes on campus (indicated by blue emergency light). Provide the dispatcher with your name, the name of the individual in need of medical attention, and your exact location; the dispatcher will notify paramedics and appropriate personnel of the emergency, if needed.

Severe injuries that require immediate medical attention include but are not limited to head or neck injuries, loss of consciousness, difficulty breathing, heavy bleeding, convulsions, or severe pain.

All Haverford Safety and Security Officers are trained in first aid and CPR and AED use.

Important Contact Numbers:

Athletic Department	Carole Gormley	cgormley	610-896-1117
	Bonnie McAllister	bmcallis	610-896-1120
Club Sports Coordinator	Jennifer Ward	jward	610-896-4999
Indoor Facilities	Colin Bathory	cbathory	610-896-1125
Outdoor Facilities	Joe Amorim	jamorim	610-896-1123
Student Activities	Jason McGraw	jmcgraw	610-896-1228
Health Services	610-896-1089		
Safety and Security	610-896-1111		