

## **Introduction**

The Sport Club Program at Dickinson College is comprised of sport clubs formed, developed, governed, and administered by the student membership working in conjunction with the Office of Intramurals and Recreation, a unit of the Division of Student Life. The key to the success of this program is student leadership, interest, involvement, and participation.

The Sport Club Council with advisement of the Office of Intramurals and Recreation has created this manual in order to provide officers with the structural framework necessary for clubs to gain recognition, develop leadership skills, and run safe, efficient programs. The policies and procedures contained herein apply to all of the clubs. Sport club members, officers, coaches, and the faculty/staff advisor are required to read, understand, and follow the procedures outlined in this manual.

Questions regarding the policies and procedures within this manual should be directed to the Director of Intramurals and Recreation or the Sport Club Council executive board.

## **Purpose of the Sport Club Program**

The Sport Club program at Dickinson College offers the community an opportunity to participate in a broad variety of sports and recreational activities. All programs are based on student interest and designed to enhance the Dickinson experience by creating an environment where students can unite in diverse groups to achieve common goals and objectives while encouraging healthy lifestyles. Sport Clubs provide a valuable learning experience through student involvement in fundraising, public relations, organization, administration, budgeting, scheduling, teaching, and leadership development. The clubs with the most success and stability are those with active members and dedicated officers.

## **Definition of a Sport Club**

A Sport Club is defined as a registered student organization that exists to promote and develop interest in a particular sport or physical activity. A club's focus may be recreational, instructional, competitive, or a combination of these types of activities based on its constitution. Sport Clubs are strictly voluntary and involvement in a Sport Club should enhance the student's college experience and contribute to the student's overall education and wellness.

## **Role of Director of Intramurals and Recreation**

The Director of Intramural and Recreation serves primarily as an advisor and resource person for Sport Club leaders and is available to assist student representatives with club business. It is the Director's responsibility to monitor club activities to ensure all college procedures are being followed, to assist clubs in implementing sound safety practices, to assist clubs in managing club funds in accordance with college fiscal policy, to facilitate club activities and to ensure the policies and procedures are followed. The Director will allow clubs as much freedom to operate as possible, provided they operate within the regulations and guidelines herein. The director shall recommend decisions to the Sport Club Council on items not specifically covered in this manual.

## **Sport Clubs Council**

The Sport Clubs Council (SCC) is the primary, student-lead oversight committee responsible for advising, advocating, and unifying all organizations within the Sport Clubs Program at Dickinson and ensuring that participants are aware of their rights and responsibilities as Dickinson College Sport Club student-athletes. The SCC will serve as the link between Sport Clubs and the college administration, and be advised by the Director of Intramurals and Recreation. The SCC shall set and enforce the Sport Club policies and procedures.

### **Composition**

The Sports Club Council will consist of:

- A representative from each recognized sport club, who is in good academic and social standing at Dickinson
- Four Executive Committee Members who have a one year term
  - A Council Chairperson who is a member of a recognized sport club.
    - The chairperson does not have voting rights, except to break a tie
    - The chairperson's club will have a voting representative on the council
  - A Vice Chairperson, a Council Treasurer, and a Council Communications Coordinator
    - These members having voting rights and may represent their club on the Sport Club Council
- The Director of Intramurals and Recreation who will not have voting rights

### **Responsibilities**

- Follow the SCC constitution and by-laws
- Conduct an SCC meeting at least once per month
- Assist the Director of Intramurals and Recreation in conducting leadership training for sport club officers
- Recommend revisions of the Sport Club Manual and procedures for the following year
- Recommend and monitor SCC funds and other resources allocated for sport clubs, including the annual sport clubs budget allocation.
- Review and approve clubs seeking new admittance and/or reinstatement into the program
- College-wide representation of the sport clubs program at events, programs, etc.
- All SCC recommendations and/or actions are subject to approval or rejection by the Director of Intramurals and Recreation.

## **Sport Club Annual Responsibilities**

### **Important Dates**

The following is a summary of annual meetings, events, and deadlines that are noteworthy for the administration of Sport Clubs. Specific dates will be posted on the Sport Club Webpage and will be emailed to the club officers.

**First Week Fall Semester** - Club Officer Training

**Monthly** – Safety Officer Training

**Monthly** – Sport Club Council Meeting

**Second Friday of Fall Semester** - Fall practice schedule due to Office of Intramurals and Recreation

**Second Friday of Fall Semester** - Fall event schedule due to Office of Intramurals and Recreation

**Second Friday of Fall Semester** - Team Goals due and must have semester meeting scheduled with Director of Intramurals and Recreation

**Third Friday of Fall Semester** – Roster, player waivers, and updated club constitution due on IMLeagues

**Last day of Fall Semester Classes** - Semester Report due

**First week of spring semester** – Sport Club Officer Training

**Second Friday of Spring Semester** – Initial spring practice schedule and event schedule due to Office of Intramurals and Recreation

**Friday before Spring Break** - Complete officer Elections for next academic year

**Friday after Spring Break** - Budget requests for next academic year due

**Last day of Spring Semester Classes** - Club Renewal Form due to Office of Intramurals and Recreation

**Last day of Spring Semester Classes** - Annual Report Due

### **Club Renewal**

Clubs are required to complete a renewal process each year and remain active or be in jeopardy of losing their sport club status. The yearly renewal process for clubs is as follows:

- Complete and Submit Renewal Form (May of previous year)
- Attendance of club officers at Sport Club Officer training
- Submit an updated constitution
- Post initial fall practice and event schedule
  - Schedule should be updated throughout the fall semester
- Have at least 2 trained safety officers
- Initial official Roster submitted to Office of Intramurals and Recreation
  - Players may be added or deleted throughout the semester

All clubs are expected to complete the steps of the renewal process by the 3<sup>rd</sup> Friday of the fall semester and meet all deadlines of each step. Sport Clubs that do not complete the process may not be eligible to practice, compete, or spend Sport Club Council allocated funds, until the above items have been completed.

### **Sport Club Recognition**

The following steps must be taken in order to become a recognized Sport Club:

- 1) Consult with the Director of Intramurals and Recreation to discuss the possibilities, requirements, and benefits of becoming a sport club.
- 2) Become familiar with the policies and procedures in the Sport Club handbook and Sport Club Council Constitution.
- 3) Hold an organizational meeting to attract members and assess interest.

- 4) Develop and adopt a constitution and by-laws.
  - i. All organizations need a set of operational guidelines or rules by which the members are governed. These rules or constitution, provide a framework for the club and express the fundamentals of the club's existence. The constitution should be easily understood and examined yearly By-laws and standing rules help keep the constitution up to date and help keep the club operating efficiently.
- 5) Download from the sport club webpage, complete and submit an "Intent to Organize" form to the Office of Intramurals and Recreation along with a written constitution which justifies the organizations existence.
- 6) At a SCC meeting, the organizers present their proposal to be admitted to the SCC. The proposed organization will then need to be approved by a two-thirds vote of the SCC.
- 7) For more detail description of the process, please see the Club Sports Council Constitution.
- 8) Once the club is accepted into the SCC they will be required to register the club on the Online Student Organization Database and work with Student Senate bookkeeper to start the club's account.
- 9) In order to start club activities two members must be CPR/First Aid/AED certified and go through safety officer training.
- 10) New clubs must spend at-least one year in the conditional tier to demonstrate stability in attracting campus-wide participation and accomplishing the club's stated purpose. During this probationary period, clubs are required to be financially self-supporting as a maximum of \$150 will be allocated for essential startup cost.
- 11) While on the conditional tier the club officers must have a monthly meeting with the Director of Intramurals and Recreation and an assigned mentor from the Sport Club Council.

**Criteria for Receiving and Maintaining Recognition as a Sport Club**

- 1) Not classified as too high risk to be approved. This list is:
  - Rugby
  - Skydiving
- 2) Clubs that are classified as Type A Competitive clubs must have a coach who is approved by the Director of Intramurals and Recreation.
- 3) Meet the minimum compliance rating based on the Sport Club Compliance Process.
- 4) Evidence of student interest and commitment (a minimum of 6 active members).
  - Clubs with fewer than 6 members may be put on probation.
- 5) Existence of club leaders with knowledge of the activity, time commitment, and ability to follow and enforce sport club policies and procedures.
- 6) Compliance with all college and Sport Club Council policy and procedures.
- 7) Availability of safe, suitable facilities and equipment to meet the club's needs.

- 8) Involvement in a physical activity which is structured to maximize participant safety.
- 9) Involvement in an activity which is unique and adds variety and diversity to the Sport Club Program at Dickinson.
- 10) Availability of appropriate competition within a reasonable geographic area (if applicable).
- 11) Association with a National Governing Body for the activity, should one exist.
- 12) Potential to meet the club's financial needs including a first year budget plan.
- 13) Promotion of club activities and benefits in order to attract new members.
- 14) Proper instruction, training, and skill progression in order to accommodate less experienced individuals.
- 15) Non-discrimination on the basis of race, color, national origin, religion, gender, sexual orientation or disability.

### **Sport Club Tier System**

The Dickinson College Sport Club program's two-tier system is to provide recognition for meeting administrative and fiscal management policies and procedures. All club sports organizations are assigned to one of the following tiers based on the conditions and requirements of each tier as it relates to their organization. The Sport Club Council will establish a recommendation for classification based on the club meeting the requirements of the tier. Tiers focus on a club's level of competition, risk and level of involvement. At each level, the sport club will be expected to read, understand and adhere to all policies and procedures set forth in the Sport Club Handbook

### **Competitive Clubs**

Competitive clubs have the purpose to routinely compete in tournaments or games against other teams or individuals from other institutions. Competitive clubs will tend to have larger budgets due to costs associated with competitions, travel, and safety practices. In order to be considered a competitive club, a sport club must meet strict criteria and maintain that on a yearly basis. If a current competitive club does not meet the criteria at the end of an academic year, they will be dropped to the transitioning tier for the next academic year.

Maximum Allocation: \$25,000

Competitive tier clubs must:

- Be a member of National Governing Body (NGB) that sanctions events through a local, regional, or national league
- Provide proof of Competition
- The team or individual members of the club should be working toward qualifying for a championship event through the governing body
- Have regularly scheduled practices during the competition season
  - Practice attendance sheets must be submitted to SCC Vice Chair every semester
- Positive representation in NGB and college

- Have an official roster with a number of active members that is at least 1.5 times that required to compete in that sport

Within the competitive tier a club will be classified as either Type A or Type B based on risk.

Type A: High risk clubs based on determination from the Director of Intramurals and Recreation and Dickinson College Administration. Due to the higher risk, these clubs will typically have a higher budget to ensure that equipment and facilities meet National Governing Body and industry best practice for safety. Type A clubs are mandated to have a coach that is approved by the Director of Intramurals and Recreation.

Type B – These clubs are lower risk sports as determined by the Director of Intramurals and Recreation and Dickinson College Administration. These clubs may have an approved coach but a coach is not required.

### **Instructional/Recreational Clubs**

These are primarily recreational and instructional in nature and typically do not engage in competition. These clubs must have regularly scheduled events or meetings. These clubs are still expected to meet safety guidelines but budgets are not expected to be as high as competitive clubs. Club in this tier will be broken into two classifications, Instructional and Recreational.

Maximum Allocation: \$1500

Instructional Clubs - have a purpose of the members developing skills in the club activity. In order to stay a sport club these clubs must:

- Have 12 weeks of regular instructional meetings each semester
- Have at least 10 active members on the official club roster
- Show a rigid structure and practice plan that is led by a qualified person.
- The instructors must be approved by the Director of Intramurals and Recreation and may be paid a maximum yearly stipend of \$1500.

Recreational Clubs - have a purpose of providing recreational opportunities within the theme of the club. In order to keep Sport Club Recognition a recreation club must:

- Have 2 official events each semester that members participate in the clubs defined activity
- Have at least 10 active members on the official club roster

### **Transitioning Tier**

Clubs may transition from the instructional/recreational tier to the competitive tier. After one year in this tier the Sport Club Council will vote on what tier the club will be part of the next year. This vote will take place at the final SCC meeting before budget proposal are due.

Clubs moving from Instructional/Recreational to Competitive must declare their intent to move up during Spring Semester to join the transitioning tier at the start of the next academic year. A team must spend at least one complete academic year in the transitioning tier to become a member of the competitive tier. The SCC will fund up to 50% of Governing Body fees for clubs in the transitioning tier.

Maximum Allocation: \$1500 plus potential National Governing Body help from SCC. Clubs on probationary status will receive no allocation from SCC.

Transitioning Tier Requirements:

- Show over the course of at least one year that they meet the requirements of competitive club
- Submit projected yearly budget of being a competitive sport
  - Reach funds generated goal of projected budget
- After one year of transition period the SCC will vote on if the club meets requirements to move out of transitional tier
  - This vote will occur at the meeting before budget proposals are due

### **Conditional Tier**

Returning and new sport clubs can be put in the Conditional Status. Conditional clubs will be given the lowest priority for resources, and are expected to support themselves financially. All newly approved clubs will automatically receive conditional status for their first-year of existence to demonstrate viability.

Returning clubs may be demoted to conditional status if they do not fulfill the requirements for maintaining recognition or do not complete the annual registration process. Any funds that were allocated for a returning club will be frozen until and depending on timeline, reduced. In order to return to active status, all unfulfilled requirements must be met and a request for a change of status must be granted by the Sport Club Council and the Director of Intramurals and Recreation.

### **Sport Club Officers**

The daily operation of any sport club is the responsibility of its officers. Clubs are required to have a president and a treasurer. It is recommended that clubs have additional elected positions to help the club function smoothly and properly. Ultimately the club officers are accountable for their club and the actions of the club.

It is required that clubs have elected new officers when they submit their budget proposals. The deadline for elections will be communicated to the clubs at the beginning of each academic year.

In order to hold the office of a sport club president or treasurer a student:

- Must have a 2.5 cumulative GPA,
- Must complete the CDC Heads Up Concussion Management Training to begin each academic year

- Be in good social standing at Dickinson
- Be able to work with campus administration

## **Officer Responsibilities**

### **President**

- The president is ultimately responsible for the proper functioning of the club
- Be present at a Sport Club Officers training session each semester
- Must be familiar with and able to educate their club about the Sports Club Handbook and procedures
- Keep the Director of Intramurals and Recreation informed of ALL club business
- Understand and enforce all risk management protocols and ensure that the club has at least two safety officers and at least one of them is present at all sport club functions
- Hold elections as stipulated in their club's constitution
- Make sure that the club is represented at all Sport Club meetings and events
- Make sure official club roster is up to date and all club members have signed the Assumption of Risk Agreement
- Ensure that all paperwork throughout the year is completed and returned on time
- Delegate authority within the club
- The President will be the default representative on the Sport Club Council unless club notifies the Council of another representative

### **Treasurer**

- Responsible for day to day administration of club budget
- Make sure that generated funds meet yearly requirements
- Handle all account transactions and submit the proper forms to the Student Senate Bookkeeper
- Keep club spreadsheet of all expenses and generated funds (including out of pocket expenses of club members)
- Prepare the next year's budget allocation proposal by the deadline
- Work with the Office of Intramurals and Recreation and the Student Senate Bookkeeper to ensure financial records are in order
- Compose and submit financial report to the Office of Intramurals and Recreation by the end of both Fall and Spring semesters

## **Coaches/Instructors**

### **Expectations**

The coach should restrict their contributions to coaching and refrain from activities involved in the Club's administration. A sport Club is first and foremost a student organization and, as such, the student representative (not the coach) must serve as the liaison between the Club and the Intramural and



Recreation Staff. The philosophy and key to the success of the Sport Club program has been the continued emphasis placed on student leadership and participation.

### **Requirements**

In order to be able to coach a sport club, coaches must:

- Have and maintain up to date CPR, First Aid, and AED certifications
  - Provide copies of certifications to Office of Intramurals and Recreation
- Pass a background check
- Complete the online CDC Heads Up Concussion Training Course
  - Provide proof of completion certification to Office of Intramurals and Recreation

### **Responsibilities**

In order to allow students to develop and learn as leaders through their experience in sport clubs, the coaches are will not have responsibilities in the general administration of the club. The primary responsibilities of the coach are to manage all aspects of the on-field activities. This includes, but is not limited to:

- Proactively planning and conducting all practices
- Game-day management (Lineups, setting lines, determining playing time, determining systems, etc.)
- Organizing and enforcing both off-season and in-season on and off conditioning /workout plans
- Assisting club officers in accountability to and enforcement of club rules for individual players
- Setting and enforcing standards and working with club officers to foster a positive environment for all student athletes.

### **Role of the Advisor**

Each sport club is required to select an advisor who is a full-time Faculty or Staff at Dickinson College. The role and responsibilities of the advisor are described as the following:

- The Advisor is encouraged to work closely with the officers and to offer input into the club's decision-making processes, but they should not assume a leadership role in the organization.
- The Advisor lends their experience, judgment and knowledge and assists the officers and members in the development of the club.
- The Advisor helps maintain continuity in club programming and provides knowledge and a historical context of College policies and procedures.
- The Advisor is encouraged to attend club meetings and functions and be able to counsel club leaders and members.

### **Risk Management**

#### **Participant Forms**

All sport club participants must fill out the Release, Hold Harmless, and Indemnity agreement for the sport club they are participating in. A student may not participate in any sport club activity until this document is signed.

## **Safety Officers**

All clubs are required to have at least two safety officers who are CPR, First Aid, and AED certified and have completed the CDC Heads Up Concussion Management Training. The primary responsibilities are to:

- Ensure the health and safety of Club members
- Ensure that at least one Safety Officer is present at all Club activities.
- Attend required Safety Officer trainings each year
- Responsible for completing an Injury Report Form for every injury to any Sport Club member. Completed forms must be submitted to the Office of Intramurals and Recreation within 24 hours of the injury.
- Maintain current CPR, First Aid, and AED certification from the American Red Cross or other nationally recognized organization. The Office of Intramurals and Recreation will organize training each semester.
- Annually complete the CDC Heads Up Concussion Management Training
- Comply with policies, procedures and emergency action plans.
- Enforce any rules and regulations imposed by the NGB and be a safety advocate for the sport.
- Ensure that a First Aid kit is available at all practices and competitions. In addition, keep kit stocked with fresh and necessary supplies.
- Ensure that no individuals participate in practice unless they are approved members of the Sport Club and they have a waiver on file with the Office of Intramurals and Recreation. This includes coaches and volunteer assistants.

## **Injuries and Accidents Protocol**

In the event of an injury or accident:

1. Immediate first aid and emergency care shall be initiated by qualified personnel and then, by the most qualified person on the scene. Only those skills the individual is certified to render shall be performed.
2. In life-threatening situations or situations involving serious or potentially serious injuries or illnesses, including but not limited to, concussions, heat illness, spine injury, cardiac arrest, respiratory distress and sickle cell trait collapses, the first qualified person to respond to the scene has the responsibility to do the following:
  - a. Determine the severity of the injury or illness
  - b. Stabilize the affected person within the limits of the responding individual's training
  - c. If on Dickinson's Campus Call Public Safety at 717-245-1111 or call 911 to activate EMS if not on campus.
3. Public Safety shall determine the best means for transporting the injured person and where they shall be transported to, unless care is transferred to emergency medical services personnel.
4. All injuries shall be documented on the Intramural and Recreation Injuries Report Form.
  - a. This form should be turned in to the Director of Intramurals and Recreation within 24 hours

5. All injuries requiring transportation to a medical facility must be reported immediately to the DPS and then the Director of Intramurals and Recreation.
6. In the case of a catastrophic injury or death, it is the responsibility of the College's emergency response team to establish contact with the parent(s)/guardian(s) of the injured person or to activate the college's student death protocol, and to handle all communications with the media.

### **Head Injury Protocol**

- If safety officers are participants in practice or **away** games, there must be a minimum of two safety officers present. **For home games there must be one safety officer and a site supervisor.**
- **Director of Intramurals and Recreation**, Coaches and site supervisors will be trained in **CPR/1<sup>st</sup> Aid/AED, HeadsUp Concussion Management and Emergency Action Plan**, and shall have superiority of other safety officers present **in these areas.**
- **Coaches/Site Supervisors/Safety officers** will be trained by the Director of Intramurals and Rec (or his designate) to recognize the signs and symptoms of concussions and instructed to pull an athlete from participation if signs and symptoms are suspected. **Coaches/Site Supervisors/Safety officers** will provide potentially concussed athletes with written information on concussions, the importance of seeking medical attention, and where it may be obtained.
- **Potentially concussed athletes shall not return to play on the date of injury, to allow sufficient opportunity for medical evaluation. Athletes may return to play at their discretion, but it is recommended that they seek the advice of a healthcare provider before returning to play.**
- **Coaches/Site Supervisors/Safety officers** will document the cause of injury, the signs/symptoms suspected, and that written information was provided to the potentially concussed athlete.
- All club sports athletes shall be provided annual education about the concussion management plan and the importance of self-reporting.

### **Inclement Weather Protocol**

If extreme or poor weather conditions exist, it is the Club President's and safety officers responsibility to use their best judgment to proceed with or cancel practice or competition. The club president or safety officer should make every effort to consult the event officials and with the Director of Intramurals and Recreation if they are unsure about making such a decision.

### **Lightning**

The following protocol on electrical storms is in effect for all outdoor sports clubs. Students should be particularly aware of the safety concerns that the policy addresses and cease outdoor activity when conditions demand. Lightning can and does strike as far as 10 miles away from the rain shaft. It does not have to be raining for lightning to strike. Lightning is the most consistent and significant weather hazard that may affect outdoor activities. It is a good idea to obtain weather reports each day before an event or practice. The following steps include items recommended by the NCAA and NSSL to mitigate the lightning hazard:

- Chain of Command: A person filling one of the roles listed below is responsible for making the decision to remove a group or individuals from a playing field or site, stopping the activity, and determining when/if it is safe to resume:
  - Practice: Safety Officer then Club President

- Competition: Officials then EMT/Athletic Trainer , then Safety Officer then Club President
- Detection: Be aware of how close lightning is occurring by using the “flash to bang” method: Count the seconds from the time the lightning is sighted to when the clap of thunder is heard. For every 5 seconds, the storm is 1 mile away. At a minimum, the National Severe Storms Laboratory (NSSL) strongly recommends that by the time the flash – to - bang count reaches 30 seconds, all individuals should have left the athletic site and reached a safe structure or location.
- Shelter: Seek shelter in a safe building. If a building is not available, seek shelter in a car with the windows up, but do not touch the sides of the vehicle. Avoid being near large trees or poles.
- Last Resort: According to the NCAA Committee on Competitive Safeguards and Medical Aspects of Sports, if individuals are unable to reach a safe structure, find a thick grove of small trees surrounded by taller trees or a dry ditch. Assume a crouched position on the ground with only the balls of the feet touching the ground, wrap your arms around your knees and lower your head. Minimize contact with the ground, because lightning current often enters a victim through the ground rather than by a direct overhead strike. Minimize your body’s surface area and minimize contact with the ground. **DO NOT LIE FLAT!** Stay away from the tallest trees or objects (such as light poles or flag poles), individual trees, standing pools of water, and open fields. Avoid being the highest object in a field. Do not take shelter under a single, tall tree.
- Athletes should wait 30 minutes from the last flash or thunder to establish "all clear." Do not return to the playing area until this time has passed.

## Travel

Sport clubs may wish to travel to various competitions and events within the immediate area, region and country. For this reason, it is imperative that clubs follow ALL guidelines and procedures, before, during, and after events requiring travel.

It is important to note that when clubs are traveling, you are representing not only yourselves, but the Office of Intramurals and Recreation, and Dickinson as a whole. It is expected that each individual will maintain integrity, respect and professionalism at all times. Club Officers have a personal duty to ensure compliance of all policies and report back any inappropriate behavior during travel.

### **Program Travel Process**

- Must submit a travel itinerary form at least 48 hours before departure
  - Travel Roster must be submitted at least 48 hours prior to trip departure
  - At least one safety officer must travel with the club
    - Must bring Sport Club First Aid Kit
  - Ensure that travel roster is 100% accurate before departure
    - All students travelling should be on travel roster and any students dropped from the trip must be removed from the travel roster
- Transportation
  - If reserving a campus vehicle it recommended to do so at least 2 weeks before the trip

- Personal Vehicles
- Drivers of personal vehicles must complete the DPS online driver training program
- Buses and larger vehicles with drivers
- Lodging
  - For trips that require overnight stays clubs may decide on appropriate lodging. All lodging must be included on trip itinerary. Appropriate lodging may include:
    - Hotels/Motels near competition site
    - Personal houses of club member families
    - Short term rentals near competition site
    - Campgrounds near competition site
- Fill out Post Event Form and submit to Director of Intramurals and Recreation within 48 hours of return

### **Reserving Campus Vehicles**

Students may reserve Dickinson College fleet vehicles to travel to sport club events. Any student that wishes to drive the cars or minivans must complete the online driver training and any student looking to drive the full size van or bus must complete the road course. More information about the campus fleet vehicles may be found at

<http://www.dickinson.edu/student-life/campus-safety/transportation/Reserving-A-College-Fleet-Vehicle/>

### **Forms and Procedures**

- Pick Up Vehicle Reservation Form at Student Life Office or Student Senate Office
- Complete all aspects of the form.
- The form must be completed at least one (1) week in advance but all vehicles are reserved on a first come-first served basis.
- Go to Student Senate Office for the Student Senate Bookkeeper's signature
  - The bookkeeper will check to make sure that your group has money allocated in your budget for the use of the vehicle. If it is not budgeted in the 04 account, you may use the 06 account if there is enough money available.
  - The bookkeeper will sign indicating that the group is approved financially to reserve the vehicle.
- Return to Student Life Office
  - You must get a member of the Office of Campus Life to approve the form with their signature. Please plan in advance for this since it is possible that staff members may be busy.
- Go to Department of Public Safety
  - Go to the DPS office during normal business hours with the Vehicle Reservation Form, the name(s) of the certified driver(s) that will be operating the vehicle, desired vehicle type, the destination being traveled to, and the date(s) that the vehicle will be needed to make the reservation.
- Standard Costs
  - Cars and minivans are each \$0.32 per mile.

- The full size 11 passenger vans and the minibus are \$0.37 per mile.
- The minimum charge is \$5.00, so even if you only drive a few miles you will have to pay at least the minimum charge.
- Other fees may be involved if (this list is not exhaustive):
  - The car is returned with less than 1/4 tank of fuel
  - The car is returned extremely dirty
  - The car is returned a day late
  - The car is not returned to the DPS parking lot

### **Travel Emergency Action Plan**

The following procedures outline the emergency action plan in the event of a crisis (medical emergency, vehicle accident, etc.) during participation in or travel to or from a sport club event.

After handling the emergency situation on site, and ensuring that all affected parties have received appropriate medical attention, please notify the Dickinson Office of Intramurals and Recreation.

Immediately following the incident, sit down with all involved parties and fill out accident reports. Take written and signed reports from all witnesses.

### **Club Funding and Generated Income**

Sport clubs are responsible for managing their finances. Clubs in good standing will receive an allocation each year to help supplement their generated income in order to cover all club expenses. Under no circumstances will a club be allowed to go over budget without the prior authorization from the Sports Club Council. If a club goes over budget without authorization and has a debt at the end of the year, the SCC will fine the club double the amount during the next year.

### **Club Accounts**

Every sport club has two accounts, the "04" account (funds allocated) and the "06 account" (funds raised).

The "04" Account or the Funds Allocated Account

- Contains the money that is allocated by the Sport Club Council
- Funds from this account that are not spent by the end of the academic year will be forfeited and put into the Sport Club Council Sinking fund
- A deficit in the "funds allocated" account will be covered by money in the "funds raised" account

The "06" Account or the Generated Income Account

- Contains generated income by the organization
- Any money remaining in the "funds raised" account will roll over to the next fiscal year

## Allocation Process

Each club will be allocated money from the club sport budget. Each year the Director of Intramurals and Recreation working with the Sports Club Council will allocate 95% of the total budget to the clubs. The other 5% will be kept as an operating budget for the Sports Club Council.

To apply for funds, clubs must submit a completed Budget Request Form for the following academic year to the Sport Club Council Allocation Committee by the spring deadline. Clubs that submit late or incomplete funding requests may not receive full consideration for funding. Budget Requests serve as a guideline for funding and do not indicate a guaranteed allocation. Allocations are designed to provide a fraction of the club's operating budget. All clubs are expected to supplement their allocation with the collection of dues, and fundraising.

Budget Request Forms must itemize all anticipated expenses including league/association dues/entry fees, facility rental fees, equipment needs, etc. along with the past years expenses and generated income. Once the Budget Request Form deadline has passed, the SCC Allocation Committee will schedule funding request presentations with each club to assist in the allocation process.

The SCC Allocation Committee will use the following factors to decide the amount of allocation:

- Average out of pocket expense per club member
- Mandatory or essential club costs
- Commitment level of each sport club
- Generated income by the club during the previous year
  - If a club does not generate 30% of their allocated income they will have a reduction of 30% of allocation the following year
- Tier System Classification

Once allocation decisions are made, the treasurer will be emailed the decision. The Clubs will receive allocated funds in their 04 account each fall after they have successfully renewed with the Office of Intramurals and Recreation and the Sports Club Council.

Allocated funding may be used for:

- Facility Rental Fees
- Team league/association dues
- Team tournament entry fees
- Coaches Stipends
- Official Fees
- Team or Club equipment (Inventory Items)
- EMT or Athletic Trainer Fees for home contests
- Travel – Transportation and lodging

Allocated Funds may not be used for:

- Personalized equipment (non-inventory items)

- Personal association memberships
- Personal meals

Each club must account for all funds collected and expended and must submit statements, invoices, receipts, and other financial information for review and audit.

### **Club Expenditures**

Sport Clubs can draw funds from either their 04 or 06 accounts. Be sure to designate which account the club would like the payment to be allotted from.

- The 04 account
  - Attempt to use the allocated funds in your 04 account first
  - Can only be used on expenditures that are from the allocated funds list above
  - CANNOT use funds from the 04 account to reimburse club members
- The 06 account
  - These funds may be used for expenses not covered by appropriate use from the 04 account and when the funds in the 04 account have been used up
  - Used for reimbursement of a club member if needed
  - If collecting funds to pay for an order, collect all the funds first and deposit them into the 06 account, then place the order.

When using a credit card:

- Fill out the **Authorization of Payment** form which is located in the Student Senate Office.
- Be sure to have all the appropriate information filled out such as the exact amount you will be spending and the Treasurer sign the form.
- Allow 24 hours before the credit card is needed to get approval from the Sport Club Council Treasurer
- After approval go back to the Student Senate Bookkeeper and they will give you a credit card to sign out.
- Remember when using a Dickinson College Credit Card, Dickinson is tax exempt and the tax exempt I.D. number can be found on the card.
- Be sure to return the credit card within 24 Hours of signing the card out. When returning the card, be sure include a receipt of the purchases made. If purchasing an item online, e-mail a copy of the receipt sent to you to the Student Senate Bookkeeper.
  - For sport clubs using a credit card to travel for a weekend event, please return the card Monday morning.
- **Be sure the appropriate amount of funds is available in the clubs account and funds are not being spent that the club does not have.**

When paying an invoice:



- Bring the invoice to the Student Senate Bookkeeper in the Student Senate Office.
- Be sure that there is an address where the payment is to be sent either on the invoice.
- The Student Senate Bookkeeper will take this information and sent it to Student Accounts.
- Student Accounts is then responsible for cutting the check, it can take up to two weeks from them to cut a check. When dealing with a time sensitive issue, be sure to take this into account and plan accordingly to make sure the payment is received on time.
- When paying sports officials, the Official's Payment Agreement will be used as the invoice.
  - The official will also have to fill out a W-9 form that will be turned in with the Official's Payment Agreement
- **Be sure the appropriate amount of funds is available in the clubs account and funds are not being spent that the club does not have.**

### **Generated Income**

Generating income is a crucial and necessary aspect to the financial health of sport clubs and demonstrates viability and commitment to the club. There are various potential opportunities for clubs to raise money and awareness about their organization. Sport Clubs are expected to generate additional revenue during the fiscal year to support the club. Generated income will be deposited into the clubs 06 account to be used in the operation of the club.

Generated income could include, but is not limited to:

Player dues  
 Donations  
 Tournament Entry Fees from hosting event  
 Fundraisers  
 Sponsorships

### **Club Publicity**

#### **Club Mailbox**

All sport clubs will be assigned a mailbox in the Student Senate Office. Please check them regularly.

#### **Guidelines for using Dickinson name**

For all written material and online information must follow the Dickinson Marketing and Communications guidelines. They may be found at <http://www.dickinson.edu/about/offices/marketing-and-communications/content/College-Wordmark/>

#### **Email Accounts**

It is recommended that clubs have club specific email addresses to help communication. Clubs may use create free accounts using online mail systems (Gmail, Yahoo, etc.) or create a Dickinson email account.

To request a Dickinson email account to use for organizational purposes or if are unsure if your organization already has one, contact the Director of Intramurals and Recreation. The following

guidelines should be followed when using the club email account. Inappropriate use of an email account may result in organizations losing their access.

**Appropriate Use:**

- Announcements of upcoming meetings, events and activities
- Announcement of recognition or acknowledgement
- Announcements of new services or policies
- Announcements related to organizational initiatives/concerns

**Inappropriate Use:**

- Items for sale or swap
- Housing or rental information
- Personal opinions or editorials
- Postings not related to organizational or departmental initiatives

**Web Page**

It is recommended that clubs have club specific web pages to help market the club and provide information to the campus community and potential future members. Clubs may use create accounts using online hosts (Gmail, Yahoo, etc.) or create a webpage through Dickinson.

To request a Dickinson webpage to use for organizational purposes or if are unsure if your organization already has one, contact the Director of Intramurals and Recreation.

**Social Media**

Sport clubs may create social media sites (facebook, twitter, Instagram, etc.) to help market club activities and communicate with members.

**Tabling**

Tables within the HUB may be reserved for promotional and informational purposes. The use of the table for raffles is prohibited. To reserve a table contact CASE at [case@dickinson.edu](mailto:case@dickinson.edu). Reservations are not guaranteed until a confirmation e-mail from CASE is received.

**Facility Reservations**

Each facility used by a club must be safe and appropriate for the specific activity. The use of on campus or off campus facilities is a privilege for sport clubs and those facilities must be treated with respect. It is the expectation of the Office of Intramurals and Recreation that sport club participants leave a facility in better condition than when they arrived.

**On Campus**

All the facilities at Dickinson College are shared between multiple organizations. This results in many different groups utilizing the same indoor and outdoor facilities. Due to high demand on spaces it is recommended that space be reserved as early as possible. Once a reservation is confirmed clubs should be courteous to the groups scheduled before and after the club is scheduled. In addition, clubs should be mindful of their surrounding while using facility space. Do not interfere or disrupt programming taking place in other parts of the facility during your club's reservation. Clubs must leave at their

scheduled ending time, meaning if the Kline Center or any other facility closes at 11:00pm, ALL club participants must be packed up and walking out of the facility by or before 11:00pm.

- Department of Athletics Facilities – Sport Club reservations must be reserved through the Office of Athletics by contacting the Director of Athletics, Dr. Les Poolman ([poolman@dickinson.edu](mailto:poolman@dickinson.edu)). Varsity Athletics and Physical Education classes have priority scheduling for indoor and outdoor Athletic facilities.
  - Indoor Facilities – Kline Center (Courts, Racquetball and Squash Courts, Dance Studio)
  - Outdoor Facilities – Dickinson Park Fields, Tennis Courts, Biddle Field, Turf Field, Belvedere St. Field
- Other Facility Space – Clubs that are reserving other spaces on campus for meetings or events should reserve rooms through CASE. Reservation may be made by emailing CASE at [case@dickinson.edu](mailto:case@dickinson.edu). For a list of locations that can be reserved and CASE policies visit <http://www.dickinson.edu/about/offices/conferences-special-events/>.

### **Off Campus**

For Sport Clubs looking for facility space which Dickinson cannot accommodate, members are encouraged to utilize the Carlisle area for open space. Additionally, the Office of Intramurals and Recreation may advise the clubs in securing field space elsewhere. Clubs will be responsible for fees associated with these field reservations.

### **Scheduling of Events**

- Tentative schedules, including time and location of activities/events must be submitted prior to the start of each semester, preferably one semester in advance.
- Some leagues and associations do the scheduling for the club. Sometimes leagues prepare a schedule and the individual club may add additional events as long as they do not interfere with the league schedule. Check with your league as to what the rules are on scheduling.
- Arrange a tentative schedule the semester previous to the semester of competition. If you compete in the spring, prepare a tentative schedule in the fall. If you compete in the fall, prepare a tentative schedule in the spring.
- Confirm the date, time, and location on the schedule as soon as possible.

### **Hosting Events**

- When a Club is hosting regular competition, tournaments, or special event, it is the expectation of the Office of Intramurals and Recreation and the Sport Club Council that each club will represent the College in a positive manner.
- Events that have more than four teams participating must have an EMT or hired Athletic trainer on-site. Type A Competitive Clubs are required to have an EMT or an Athletic Trainer at all home events.
- Call the away club president at least 24 hours prior to the contest if for any reason the event must be cancelled. Last minute cancellations should be avoided if at all possible.

- It is the Club's responsibility to greet the visiting club/s and official/s, direct them to approved parking areas and locker/shower facilities. It is also the Club's responsibility to ensure that participants and spectators abide by College policies.
- After Athletic facility space is reserved, clubs must coordinate with the Office of Intramurals and Activities, the Department of Public Safety, and CASE to ensure proper set-up.
- If event is being hosted on an off campus facility, please work with the facility to ensure that facility policies are abided by and correct equipment is available.
- After each contest/event, it is the Club's responsibility to cleaning of all indoor/outdoor areas; policing the areas of all trash and placing in trash receptacles.

## **Code of Conduct**

### **General Conduct**

Participants in sport clubs assume an obligation to conduct themselves in a manner compatible with the college's mission as an educational institution. Sport club members and coaches are expected to adhere to the following guidelines at all times. When an individual competes in any club event, they indicate an understanding and agreement to represent their club in a manner that does not detract from the reputation of the college. Every club is responsible for the actions of its members and it is the responsibility of the club to discipline members for any problems that may arise both on and off campus. Sport clubs or individual club members may face disciplinary action for inappropriate behavior while participating in any sport club related activity.

### **Hazing**

Hazing is a violation of College policy and a criminal offense in the Commonwealth of Pennsylvania.

Dickinson College is committed to preserving the individual dignity and well-being of each and every member of the campus community, and supports students' desire to build community through groups and associations. These associations can offer powerful opportunities for student engagement and learning. The college also acknowledges the need for belonging that students often feel and values the contributions that student groups make toward fulfilling that need.

Within every group there exist organizational structures (e.g. hierarchies, practices) that define the relationships among its members. These structures can be:

- formal and/or informal
- explicit and/or implied
- planned and/or spontaneous

Groups are encouraged to consider these structures and relationships, as understanding them is critical to positive group development and the prevention of hazing. Groups are cautioned that within any of those structures, any activity which serves to reinforce, or has the effect of reinforcing dominant-subordinate relationships among group members must be approached with great care and guidance. This is particularly true when a group affiliates new members.

- **Definition**

Dickinson College defines hazing as any act that, as an explicit or implied condition for initiation to, admission into, affiliation with, acceptance in, or continued membership in a group or organization, could be seen by a reasonable person as endangering the physical well-being of an individual, as causing mental distress to an individual, or as being disruptive to the campus community, regardless of the individual's willingness to participate. Such activities may include but are not limited to: the use of alcohol or other intoxicating substances; physical abuse in any form; sexual abuse or simulated sexual abuse; sexual harassment; the creation of excessive fatigue; physical and psychological shocks or intimidation; quests, treasure hunts, scavenger hunts, road trips or any other such activities; public wearing of apparel which is conspicuous and not normally in good taste; engaging in public stunts and buffoonery; degrading or humiliating games and activities; and any other activities which violate college policy.

- **Hazing Outcomes**

The college recognizes a continuum of group development activities. At one end of the continuum are positive group development activities that do not constitute hazing because they stand the test of transparency, foster a sense of group unity and do not compromise the well-being of any individual participants. At the other end are behaviors that are clearly hazing because they are dangerous, abusive and/or disruptive, and involve only subordinate members of the group. In between are activities that could be seen by groups as benign, but are considered hazing because they serve no legitimate group-related purpose, could be considered disruptive to the academic community or when occurring in the context of individuals' personal history have the potential to cause physical, mental or emotional harm.

In the event that the college must intervene in a situation involving hazing, the dean of students will determine the nature of the intervention by where along this continuum the behavior falls. The primary purpose of any intervention is to ensure that the hazing ends, and that those who participate in hazing are appropriately accountable to the Dickinson community. Toward that end, individuals associated with the group (e.g. organizational executives) may be held personally accountable along with the group. The college also reserves the right to engage other authorities as appropriate (e.g. law enforcement agencies, Greek national offices, etc.)

Specifically, consequences for hazing for groups and/or individuals include but are not limited to:

- Warnings
- Mandated educational programs for members &/or others
- Community restitution
- Student status and/or housing restrictions
- Suspensions
- Expulsion

### **Alcohol/Drugs**

Possession or consumption of alcohol or illegal drugs is prohibited at any Intramural and Recreation program or facility.

- Alcohol or illegal drugs infractions will be referred to the Student Conduct System

### **Club Disciplinary Process**

When the officers or members of a sport club do not meet the requirements as set forth by the Sport Club Council and the Director of Intramurals and Recreation, or disobey any of the rules set forth by Dickinson College or the Sport Club program, penalties will be imposed on the club. Depending on the severity of the violation, penalties may be fines may assessed onto the club account, freezing of club accounts, suspension of travel privileges, or suspension of active status as a club.

The following violations will be assessed by the Director of Intramurals and Recreation and the SCC. Actions deemed severe, or pertaining to the Dickinson Community Standards, will be handed to the Student Conduct System.

#### Description of Violations

- Failure to abide by rules and protocols set forth in the Sport Club Handbook
- Breaches in the Sport Club Code of Conduct or Dickinson Community Standards
- Failure to honor facility reservations
- Failure to maintain accurate rosters
- Failure to maintain minimum active membership
- Destruction or loss of SCC or College equipment
- Unapproved Travel
- Failure to follow SCC Financial Regulations
- Failure to meet established deadlines
- Failure to follow facility policy
- Failure to submit required documentation