

Lafayette College
Department of Recreation Services

Sports Clubs Manual

Operational Guidelines and Procedures

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INTRODUCTION

Definition

A club sport is a student organization recognized and funded by Lafayette Student Government and sanctioned for activity by the Department of Recreation Services. It is formed by a group of individuals who meet regularly to pursue a common interest in sport activity. Student organizations will be classified as a "sports club" if they meet each of the following criteria:

1. Members will participate in activity that requires physical athleticism or dexterity
2. There is a widely accepted method for scoring the activity for the purpose of placing or advancing

The organization of the club may be structured or casual; it may incorporate competition, instruction, and fellowship, or any combination. Each club is founded, governed, and administered by the student officers of that particular club. **The key to the success of these organizations is student leadership, interest, involvement and participation.** Membership in sports clubs is completely voluntary.

Purpose:

Sports clubs exist to enhance Lafayette's co-curricular experiences by providing athletic opportunities that are not met by existing intramural and varsity intercollegiate programs. *This determination of unmet need is made solely by our students -- through their expressed desire to formally mobilize into recognized groups and through Student Government's endorsement of a group's constitutional objectives.*

Sports club programs support the College mission, the Division of Campus Life mission, and the Department of Recreation Services mission by promoting student-centered learning in a true experiential learning environment and through the physically healthy and social fellowship of sport.

ELIGIBILITY

1. Sports clubs are open only to students enrolled at Lafayette College without respect to race, creed, color, gender, national origin, sexual orientation, or disability status.
2. Participants must be full-time students at Lafayette College and must be making satisfactory progress towards a degree to represent the club sport in competition (and part-time students when the NGB for the sport permits their participation).
3. Failure to meet the above requirements will render a student ineligible for membership in a club sport.

BECOMING A CLUB SPORT

"Recognized" and "Funded" versus "Sanctioned for Activity"

Student government develops the policies for becoming a "recognized" and "funded" club and establishes the minimum guidelines for any student organization on campus. However, an additional set of guidelines have been established by the Department of Recreation Services for those student organizations which are classified as "sports clubs". In order to maintain recognition and get access to funding and other resources, a sports club needs to become "sanctioned for activity"

1. Follow the guidelines put into place by Student Government to apply for "**RECOGNITION**". This includes submitting a constitution as outlined by Student Government.
 - Sport club constitutions should state the structure, classification and proposed operation procedures such as funding sources and level of membership involvement. Sports Club must also include statements on naming and membership registration, specify a safety officer and add a section on risk management (See Appendix A).
 - All sport club constitutions must be approved by Student Government after they have been vetted by a small group of administrators focused on the risk management sections of the club's constitution.
2. Once recognized, clubs can apply to be "**FUNDED**" by Student Government. In order to apply for funding according to any criteria Student Government may stipulate. See PURCHASING & PAYMENTS section for more information on how to request funds. The Office of Student Involvement and Leadership will set up accounts for new clubs, maintain balances on accounts and expedite purchases.

3. In order to be **“SANCTIONED FOR ACTIVITY”** a sports club must fulfill several basic administrative requirements targeting safety and risk reduction. All sports clubs regardless of their Risk Level must do the following **BEFORE** they can have access to their funds and other resources.

- Three Officers** identified in DoSportsEasy by S.C.O.R.E. Workshop
- Attendance at the S.C.O.R.E. workshop** by at least two officers who aren't also representing other sport club organizations
- Member Roster** accurate and meeting the minimum roster size required by third Friday of the semester to be considered on time. By the Friday before Fall Break or Spring Break (depending on the semester) to not risk loss of “active status”. **Risk Level I sports need to submit before their first contact practice.** (see Required Minimum Roster section below).
- Contest/Event Schedule** by the third Friday of the semester to be considered on time. By Friday before Fall Break or Spring Break (or 72 hours before 1st event) to not risk loss of “active status”
- Constitution** with risk management sections completed by the Friday before Fall Break

And depending on the team's Risk Level (see **Appendix B**), the following are also requirements:

- Proper number of Safety Officers** with CPR & First Aid by October 1st (March 1st for each spring semester). *Note: Each club is charge \$15 per person for the cost of each class.*
- Coach/Instructor Agreement** signed at least 72 hours before first practice. *Note: There will be a fine of 10% of the total compensation applied for not submitting a signed agreement before the end of the first week of practice.*

Failure to fulfill all of the requirements to be “sanctioned” will not prevent renewal in a future year, but will restrict a club's ability to operate with the use of college facilities and student government funding. **This means the organization will be considered IN-ACTIVE for the remainder of the semester and all funds and assets will be FROZEN.**

Risk Index: As mentioned above, each club is also assigned a risk **level of I, II, III, or IV** that indicates the sports general risk based on the following criteria: collisions, (deliberate or inadvertent contact), location of activity (access to emergency personnel and hospital), and prevalence and severity of injury associated with the sport (as per NATA and NCAA statistics) and the nature of the activity (water sport, etc.)

Required Minimum Rosters Sizes

The minimum roster sizes were determined using a number of different criteria including, but not limited to: (a) the total number of people needed for two teams to practice or (b) having 75% of maximum size based on college or Olympic maximum roster size or 150% of minimum size, and (c) all sports clubs must have a membership that outnumbers the required number (3) of executive board officers (i.e., no sports clubs can have a rosters size smaller than seven members).

Fifteen	Fourteen	Twelve	Ten	Nine	Eight
Baseball	Ultimate Disc	Volleyball	Basketball	Equestrian	Wallyball
Lacrosse	Quidditch	Lafayette Dancers		Badminton	
Wrestling		Ice Skating		Gymnastics	
Field Hockey		Ski & Snowboard		Racquetball	
Ice Hockey		Precision Step			
Soccer		Dance Company		Salsa	
Crew					
Rugby					
Softball					
Outdoors					
Squash					

If your sports clubs is not listed, then you are safe to assume that the minimum roster size is seven.

Renewal

To retain status as a recognized and active club sport at Lafayette College, a club sport must annually:

- A. Demonstrate an ability to represent the college in a positive manner (refer to Behavioral and Disciplinary Policies section).
- B. Demonstrate and foster an interest in the club sport at the college (such as, staffing a table at the Student Involvement Fair, etc).
- C. Complete and submit all basic requirements defined by the Student Government.
- D. Maintain a constitution for the club sport and update the constitution whenever the purpose has varied from its original intent.
- E. Comply with all College, state, and local laws, guidelines, and regulations.

Infractions

Sports clubs that fail to comply with policies stated in this manual, or other Lafayette College, State, and Federal policies will result in an infraction against the club. Please refer to the chart below for the penalties associated with infractions:

Infraction Number	Penalty Recommendation
1	Warning
2	Probation / Freeze Funds
3	Reduction of allocation for following year by 50%
4	Activity Suspension – length determined by Director of Recreation Services

A record of infractions will be kept on file for each club sport in the Office of Recreation Services. The club president will be notified of each infraction. These infraction penalties are subject to change without notice and will be dealt with on a case-by-case basis. The College and the Department of Recreation Services reserve the right to levy consequences for a club sport at whatever level is appropriate for the offense. In every case, Student Government will be notified of the infraction and action taken by Recreation Services.

Loss of Recognition by Student Government

After two consecutive semesters on “inactive” status (clubs that have not been sanctioned for activity as evidenced by no funding and / or no officers at meetings and / or no physical presence at student involvement fair, etc.) a club will be considered in-active. **It will be recommended that all in-active clubs lose their formal recognition with Student Government and their presence in all official sport club lists, publications, the web site, and so forth will end.**

A club sport will cease to be recognized and funded as an official Lafayette College Club Sport if:

1. Any of the policies in this manual are intentionally violated.
2. Any College, local, or State policies are intentionally violated.
3. Any club members engage in illegal activities while representing the club sport or the college.
4. Any club members engage in conduct detrimental to Lafayette College. .

Please refer to the Behavioral/Discipline section for more information about losing club status

PERSONNEL ROLES

Advisor

A club sport advisor must be employed by Lafayette College. The advisor will be chosen by the club and is to offer leadership, guidance, and continuity.

Guidelines for club sport advisors:

1. Be informed of the purpose and programs of the club.
2. Be aware of sports clubs policies and procedures.
3. Encourage club officers to assume responsibility for club operations and meet their obligations to the club, the Recreation Services Department, and Lafayette College.
4. Advise the club regarding budget, fundraising, competition, travel, or other issues.
5. Assist the officers as needed.

6. Attend club sport meetings held by the Director of Recreation Services.
7. Help insure that club activities reflect positively on the club, the Department of Recreation Services, and the College.

Officers

Sports clubs are student-run organizations. Therefore, their daily operations are the responsibility of club officers. This is especially true in the absence of a coach. The club is expected to hold elections at least once per year. Officer roles and responsibilities should be stated in the club's constitution. Below are some guidelines for club sport officer responsibilities.

President / Match Secretary

The president is ultimately responsible for ensuring the club functions properly. Each club president should delegate responsibility among officers and club members; however, the club president must ultimately answer to the Director of Recreation Services.

Guidelines for club sport presidents:

1. Follow rules and regulations in the Sports clubs Policy Manual and inform all club members of policies and procedures. Attend at all scheduled meetings held by the Director of Recreation Services.
2. Inform all club members of the contents of the club constitution.
3. Adhere to all College and department deadlines.
4. Act as a liaison between the club team, and the Department of Recreation Services
5. Oversee the treasurer to ensure that the club is staying within its budget.
6. Submit a schedule of event using the Event Center on the team's roster page in DoSportsEasy.
7. Arrange for matches between the club and opponents within or outside of a league in the absence of a coach
8. Conduct officer elections at least once per year or as necessary to fill vacant positions. .
9. Familiarize the next president and officers with club sport policies and procedures.

Vice President / Safety Officer

1. Preside over club meetings and business during the President's absence.
2. Ensure that the team roster is up to date and that all active members have "**joined**" the beginning of each academic year and provide updates as they occur. Must approve all that are on roster that are active.
3. Develop and communicate an emergency action plan for your club for practice, competition and travel.
4. Show proof of CPR certification for the designated number of officers and coach (when required).
5. Arrange travel for club competitions and officials in the absence of a coach.
6. Make sure the practice and facility venue are inspected for safety and report all issues to the Director of Recreation Services. (In some cases, this may mean assuring the proper safety personnel are in place before starting practice or a game).

Secretary / Fundraising and Public Relations

1. Attend all club meetings and record minutes.
2. Conduct correspondence for the club
3. Develop ideas for fundraising activities, correspondence with alumni and recruiting members to participate in the College's phone-a-thon.
4. In the absence of a coach, record competition results, submit rosters and submit schedules to the Sports Clubs Office.

Treasurer / Equipment Manager

1. Collect dues and keep an accurate record of all club transactions.
2. Work with the President to prepare the budget request.
3. Act as the main liaison to the Director of Recreation Services and Director of Student Involvement on all financial transactions including purchase orders, check requests, deposits, payment of officials, coaches, etc.
4. Adhere to all financial policies and procedures in the Sports clubs Manual.

Election of New or Change of Officers

Each time you conduct elections or make a change to your officers, the sports clubs database (DoSportsEasy) must be updated and notify recreation services (by email) of the update

Coaches or Instructors

A coach is a knowledgeable adult who is accountable to the club sport and to the Director of Recreation Services for all supervision, administration, and transportation of the club. Coaches must have experience coaching and/or playing the sport they wish to coach. If a club sport employs or enlists the services of a coach, the Director of Recreation Services must approve it. Hiring a coach with knowledge and experience of the sport to assist with instruction and other club matters is recommended. A coach/instructor must be certified in CPR and trained in First-aid.

Guidelines for Club Sport Coaches:

1. Follow the policies and procedures in the Club Sport Manual.
2. Provide and oversee a safe environment for the club.
3. Assist the officers with the club's operation including competition scheduling and traveling, practice scheduling and planning, budgeting, fundraising, etc.
4. Help with the physical conditioning of the club's participants.
5. Notify participants of all rules and regulations.
6. Attendance at practices and contests – as described in coaching agreement
7. Maintain a sense of how to react in the case of emergency situations and based on the guidance provided on the "Sports Clubs Handbook" mailed at the start of each year.

Hiring a Coach or Instructor

Sport clubs wishing to hire a coach or instructor must work directly with the Office of Recreation Services. The Director of Recreation Services is the College representative when negotiating coaching agreements. Even if a coach intends to volunteer, a signed Coach's Agreement (**see Appendix F**) outlining the expectations and extent of the relationship must be signed and on file. One of the first things that the club must do is obtain a copy of the potential coach's or instructor's resume and contact information. Once the signed agreement and the resume are submitted to Recreation Services, the department process the forms. IN some cases this means contacting the new employee to arrange for new employee paperwork (I-9 form, W-4 form and appointment letter) to be completed. **Each year, the club officers and Director of Recreation Services must meet to discuss the coach or instructor's employment agreement details and then facilitate negotiations in regard to changes in salary.** All agreements must end on May 30th of the fiscal year. **It is the responsibility of each organization to submit the hours that their coach/instructor works in accordance with the pay roll schedule every two weeks.**

KEY MEETINGS & DEADLINES

Sports clubs must meet several deadlines during the course of the year to remain an active student organization. This section identifies certain deadlines that must be adhered to by all sports clubs.

Events, Organizational Meetings and In-Services

Student Involvement Fair

The Involvement Fair occurs at the beginning of the fall semester. This is a chance for sports clubs to promote themselves to new students at Lafayette. Clubs are asked to reserve a table in order to participate.

SCORE. Workshop (Organizational Meeting and Training)

There will be one full officers' organizational meeting scheduled at the beginning of each semester for a yearly total of two meetings. During these meetings goals, objectives, procedures, and evaluation will take place. There will be updates on deadlines, in-service topics and other areas of interest. These meetings are mandatory for each club that wishes to be recognized by student government. A minimum of two officers must be present from each club and it is suggested that the President and Vice President or Safety Officer attend.

Facility Scheduling Meetings

There will be two Facility Scheduling meetings held during the fall semester and one during the spring semester so each club can reserve blocks of outdoor and indoor space for practice and competitions. Clubs will receive priority scheduling up until that meeting. Forty eight (48) hours after each of these meetings the spaces are opened up to the rest of the campus community.

Scheduling Campus Facilities

Sports clubs have access to campus meeting rooms and activity areas within the Allan P. Kirby Sports Center for practice and competition, but use of these facilities must be scheduled in advance. Procedures regarding sports clubs use of the Sports Center for competition purposes will be reviewed during the organizational meeting. You can reserve rooms and practice spaces through the Scheduling Office by emailing reserve@lafayette.edu. When making a request, be sure to include: the name of the event, name of organization, name of space, days, dates, start and end times. Banquet requests require account number for food services. Be clear that you need a banquet facility such as Bergethon Room in Marquis, Marlo Room in Farinon, Wilson Room in Pfenning, or Rooms 227, 228, and 229 in Kirby Sports Center. Include the total number of people who need to be seated.

Recreation Services Required Information

- **Competition/Practice/Performance Schedules** should be entered under the Event Center found on your team's roster page – must be submitted by the club president or coach at the beginning of the academic year by the deadlines listed on your "List of Important Dates" sheet, but no later than the first contest, and updated as necessary throughout the season. It is pertinent that this form remains up-to-date since it serves as the College's official record of sport club activity and is used for things such as answering inquiries, posting announcements to the College's web calendar, scheduling EMT services or trainers, and requesting field preparations. Even if your club doesn't compete, please list your practice or performance schedule.
- **Team Roster** – all students who are representing the sports clubs at practice or competition must be registered on the DoSportsEasy web site: <http://www.dosportseasy.com/lafayetteclubs/>. The officers of the club can make adjustments to the roster if certain students register but failed to maintain membership. All rosters are to be up-to-date by the deadline provided on the "List of Important Dates", or no later than the first contest. The club's executive board and coaches should make sure this roster is updated as necessary throughout the season. Note, there is a minimum roster size.
- **Officer Contact Information** – must be updated in DoSportsEasy in a timely fashion. This information is requested prior to each SCORE Workshop, but it is the organizations responsibility to provide updates after each new group of officers is elected. It is recommended that the officer transition occur in the late fall or late spring instead of early spring or fall.
- **Equipment Inventory** – **must be submitted by date listed on "Important Sports Clubs Meetings & Deadlines" sheet.** It is the responsibility of all clubs to maintain their inventory throughout the year. Clubs will be held accountable for lost equipment. Unless other arrangements have been made, all sports clubs equipment must be stored safely in the Kirby Sports Center club storage space during the summer months. **The exceptions to this are any combustible products or flammable liquids or solids.**

INDIVIDUAL MEMBERSHIP DUES AND FUNDRAISING

Member Dues

1. Membership dues are at the discretion of each club sport. It is not mandatory to assess dues, but it does demonstrate interest and commitment to the program. Dues are used to supplement the club's budget.
2. It is recommended that all dues be deposited in the club's restricted account with the College. All checks must be made payable to "Lafayette College" with the club sport name in the memo line. Checks should be taken to the Student Activities Office in Farinon Center. The Office Assistant will assist with the proper paperwork and have you take the money and form over to the controller's office to be credited to your account.
3. Requiring membership dues and participation in fundraising events are viewed favorably by Student Government when determining club sport budget allocations.

Fundraising

1. Fundraising is permitted and strongly encouraged to ease your financial burdens. **All fundraising activities MUST have prior approval from the Coordinator of Sports Clubs.** It is recommended that you complete the Event Registration Form (see Appendix C) a minimum of four weeks prior to the fund raising event and submit it electronically to the Director of Recreation Services for approval. Approvals are generally completed

in two business days. Activities that have not been approved will not be the responsibility of the College. All proceeds generated from fundraising activities must be deposited in the club's account as described above.

2. Fundraising activities may include:
 - a. Phone-a-thon. The phone-a-thon is an excellent way to contact Lafayette College Alumni who participated in your club sport and encourage them to continue their support to the College with a gift to your organization.
 - b. Rent-A-Person. All participating team members must be over 18 years of age. Both team members and customers must sign an informed consent. If a College Department uses this service, the payment must be done as a transfer of charges, not through student payroll.
 - c. Newsletter to Alums. Contacting and communicating with your alums is encouraged; however, all correspondence must be pre-approved and mailed via the College Development Office. Direct mailings (newsletters, solicitations, thank you notes and group e-mails) are NOT permitted without prior approval..
 - d. Special Events: Letters for special event mailings must be submitted at least three weeks in advance with anticipation for the mailing to occur two weeks prior to the event date. Examples of these things might be alumni games, end of year banquets, golf outings, etc.
 - e. Sale of Merchandise. Sale of cookie dough, rain suits, pizza, baseball caps, etc. is available for all clubs. We recommend that you make an appointment with the Sports Clubs Coordinator after researching ideas on Google under "fund raisers" where thousands of ideas and programs are presented. **If the clothing will have artwork or lettering this must also be approved by the Department of Recreation Services prior to the ordering!**
 - f. Once the form has been completed it will need to be notarized in the Student Involvement Office.
3. All donations sent by private donors, solicited or unsolicited, must be deposited via the Development Office, 307 Markle so that each is recorded properly with the donor and the College for tax purposes. Make sure to provide the designation in the memo line and the donor's return address if it is not on the check. The Development Office will automatically send a thank you note that also serves as a receipt for the donor.

NOTE: All correspondence with our alumni, parents, businesses and friends for the purpose of raising funds, gifts-in-kind or corporate-business sponsorships must be coordinated and approved by Recreation Services and the Development Office.

CLUB VISIBILITY

Uniforms

Team apparel and uniforms must be approved before ordering to ensure that the approved college lettering is being used for the name "Lafayette". Sport Clubs can use either the official college lettering or the athletic department style lettering. Any sports club which has a varsity equivalent at the college must include the word "club" on their uniform or team apparel. To locate a vendor who is licensed to print the College's trademarked logo and lettering, go to <http://www.goleopards.com/licensing/licensing.html>. NOTE: The college logo is not required on strictly internal communications, such as flyers posted on campus, club announcements, and internal departmental communications. Student groups, **other than athletic clubs or teams**, are not required to use the College or athletic logo although it will be made readily available to them, and they are encouraged to add it to their promotional materials. If you are working with a vendor who is not licensed you may send them this link <http://learfieldlicensing.com/licensing/> so they can become one.

LAFSync

All clubs must have an up-to-date portal on LafSync. It should include an image or picture, directions to members explaining how they can get involved, who to contact, a description of the club, and an updated copy of the constitution. The directions on how to get involved MUST direct interested member to register via DoSportsEasy.

WebSite

Sports clubs are encouraged to create and maintain a website or a Facebook page. For a web site, go to <http://sites.lafayette.edu/> to request a site for your organization. To help ensure that the web pages of Student Organizations are effective sources of information for all audiences (including current and prospective students and parents, alumni, etc.), each site should contain the following (at a minimum):

- Accurate information for the current year (must be updated by October 1st annually)
- Purpose and description of the group

- How students can join
- Expectations for membership such as, practice or rehearsal times, writing for the newspaper, on air for the radio station etc.
- No wording, photos or content in violation of the Student Code of Conduct or the [Computing and Networks Acceptable Use Policy](#)

Other suggestions for content:

- Group and event photos
- Officer listing and contact information
- Event schedules
- Meeting schedule and minutes

Additionally, sports clubs must include the class year of students listed on their rosters. Event or contest schedules and team photos must also have a year. **All web sites must be updated by October 1st of each fall in order operate publically.**

TRAVEL AND TRANSPORTATION

Driver Approval Process

Currently enrolled students, employees, subcontractors and volunteers seeking approval to operate a College-owned or rented vehicle will only be added to the “**approved driver**” list after meeting the following requirements:

1. Possess a valid domestic driver's license.
2. Have at least one year of driving experience in the United States. Exemptions to this are listed in sections II.a.2 and III.a.2 of the Transportation Procedures.
3. Review the College's [Transportation Procedures](#), especially the Driver Approval sections on pages 5-8 to determine eligibility.
4. **If renting a vehicle from Enterprise you will need to complete the Enterprise form on LafSync and follow the instructions.** Click on the Procedure and Policy document on the form for specific instructions. Once you have submitted the form call Enterprise at 610-253-7599 and push the * button to be directed to the Easton office
5. Complete basic and specialized driver training.
6. The rental agreement that students sign must be signed “[**Your name**] on behalf of **Lafayette College**” or your personal insurance will become the primary coverage in the event of an accident.

Basic Training – required for student drivers only

1. Review the [Driving Information for Students](#).
2. Complete the Student Driver Quiz at https://lafayettec.qualtrics.com/SE/?SID=SV_8B6KLRQala2bcBT.

RESERVING A BUS

To reserve a bus call either Easton Coach or Palmeri to make the reservation. Once you receive an email confirmation from them forward it to Kelly Deemer (deemerkl@lafayette.edu) and she will create a Purchase Order that will be faxed to them. When you receive the Invoice forward that to Kelly and she will arrange payment.

Easton Coach – 610-253-4055 and Palmeri – 610-252-0526

PURCHASING AND PAYMENTS

Account Statement Requests

All Sports clubs at Lafayette College have a Student Government Account and some have a Restricted Account. Most transactions are performed with the Student Government Account. Additionally, all money in the club sport's student government account not spent by the end of the fiscal year will be returned to the general Student Government Account and no longer be available for the club's use. All private donations should be handled in a

special way so that donors are sent the proper thank you and tax receipts. Donations will be deposited into the club's Restricted Account via the Development Office. Any checks received from parents or friends will be handled in this way. Restricted Account funds roll over and are not lost by the club if not spent by the end of the fiscal year. A sport club representative should contact the Office of Student Involvement for questions about account balances.

No sports clubs will be permitted to conduct deficit spending. In other words, there will be no commitment to financial obligations made without the presence of the proper funding in place to cover the full expense. Additionally, sports club officers do not have the authority to make commitments to vendors for product purchase without first having a signature from the designated College administrator which is typically the Director of Student Involvement. **Capital equipment purchases (and work orders) estimated to be over \$1,000 require pre-approval from the Director of Recreation Services.**

Should a sports club commit to funding a purchase without first acquiring the proper signatures, the club will experience one of two consequences:

1. The College WILL approve payment after-the-fact and a fine will be applied to your Student Government account in an amount totaling 20% of the total financial commitment that was made to the vendor. *If the payment is made as a reimbursement to an individual person then the total amount will be reimbursed minus any taxes which were incurred. The fine is deducted from the amount being reimbursed.*
2. The College will NOT approve a payment after-the-fact until the club deposits the full amount of the expense into their Student Government account.

Individual students or teams who are repeat offenders to this process will have the cases forwarded to the Office of Student Conduct to be handled as an individual or group disciplinary issue.

Obtain a Limited Purchase Order (under \$500)

Purchase orders eliminate the need for reimbursement for a purchase and businesses that accept PO's recognize the College's tax-exempt status. Many businesses in the area will accept a purchase order (PO) from Lafayette College.

Limited PO's for purchases less than \$500 can be obtained from the Office of Student Involvement. The PO should be presented at the business at the time of sale. For some merchants (Sears, Staples) a corporate charge card must also be presented with the PO. These charge cards are available through the Purchasing Office located at 630 Parson Street. Purchases from Giant Food stores require a Limited PO and a special code to be added and recorded by the Purchasing Office before the transaction can be completed.

After the purchase is made, receipts should be returned to the office of Student Involvement. The appropriate club sport account will be charged.

Obtain a Check Request

Check requests can be used to pay for entry/registration fees, or for businesses that do not accept a purchase order. The Office Student Leadership and Involvement will help you determine if a purchase order or check request is necessary.

To obtain a check request, a club sport representative must obtain an invoice from the seller. Faxed invoices are not acceptable —they must be mailed. The invoice (in some cases a registration form) must state the amount, where to send the check and to whom it is payable. Once the club sport representative receives the invoice, it should be taken to the Office of Student Involvement. For a check to be issued on a Friday, the approved check request form must be turned in to the Controller's Office by the preceding Tuesday morning. If a check is needed prior to Friday, the form must be submitted the preceding week. (The only catch to this process is if the College

doesn't have a W-9 form on the organization with which we are dealing.) **Do not wait until Tuesday morning to turn in request if you need it by Friday.**

Paying Sport Officials

Many clubs are members of leagues that handle the scheduling and the payment of officials (just like a tournament would) for the members via annual membership dues or entry fees. Other leagues do not handle the payments (only the scheduling) and therefore the club should consult with the league and with the Office of Recreation Services in regard to how to best pay the officials in a timely fashion. If a club wants to set up a match and has arranged for an official on their own, you must contact the Office of Student Involvement immediately for assistance in handling the payment. A copy of the "Sports Official Payment Form" is found in **Appendix D**.

Reimbursement for Club Sport Expenses

Club sport representatives can be reimbursed for team-related expenses ONLY when a purchase order, College credit card, or check request cannot be used. Receipts need to be submitted to the Office of Student Involvement for reimbursement. Reimbursement cannot be issued: (1) without receipts or (2) for sales tax in instances where the vendor would have accepted a Purchase Order from the College. Only the team officers or expense reports signed by the club sport's treasurer are authorized for reimbursement.

Requesting Budget Dollars through LAFSync

1. Visit lafsync.lafayette.edu
2. Navigate to your club's portal by clicking "My Memberships," which will provide a drop-down list of the clubs with which you are affiliated.
3. Once on your club's front page, hover over "More," then click "Treasury." If you do not see that option, please contact an administrator of your club's portal to make sure you have administrator privileges.
4. Once there, click "Manage Budgets." You'll be able to see a history of your budgets here once populated.
5. To submit a new budget, click "New Budget."
6. Proceed to fill out the remaining fields being as thorough as possible. Please note, when you select 'Events/Programming,' a dialog box will appear, which is where you can fill out the event details and description. The new form allows you to apply for multiple events in one form, just click "Add Budget Item."
7. After submitting your request, our current review process will ensue. After Student Government has voted on your request, you will be notified automatically through LAFSync

Get a Cash Advance for Travel Purposes

Cash advances for travel purposes can be obtained through the Office of Student Involvement for organizations who have a paid coach/instructor. Cash advances are generally used for gas and toll charges.

For a cash advance check to be issued on a Friday, the cash advance form must be turned in to the Office of Student Involvement by the preceding **Monday afternoon**. If a cash advance is needed prior to Friday, the form must be submitted the preceding Tuesday morning.

Following the trip, a Travel Expense Report must be submitted with all receipts and any leftover money from the advance. If travel expenses exceeded the amount of the advance, the club sport coach or advisor requesting the advance will be reimbursed for the amount in excess.

Make Copies/Send Faxes/Mailings

Copies, faxes, and mailings can be made at Reprographic and Bulk Mail Services in Marquis Hall. Reprographic Services can be reached at ext. 5015. Reprographic charges will be billed to the club sport's Student Government Account.

HEALTH AND SAFETY

The health and fitness level of individuals participating in sports clubs is their own responsibility. The Department of Recreation Services strongly suggests that each participant be aware of his/her limitations and take appropriate actions. Club officers and coaches can assist participants by reminding them of their individual responsibility in this matter. Please note that ALL Risk Level I sports clubs are restricted from full activity (see details in Appendix B) until informational letters are sent to parents of each member of the team listed on the roster.

Procedures for handling and reporting accidents are located on the back of each Incident Report Form (See APPENDIX F).

1. Lafayette College assumes no responsibility to pay for or underwrite the cost of medical care given to members of sports clubs teams in connection with injuries sustained in club practice or competition.
2. In the event of a personal injury relating to practice, home or away competition or vehicular accident, an Incident Report Form (see APPENDIX E) should be filled out and submitted to the Department of Recreation Services within 24 hours.
3. When the injured person requires follow-up care (non-emergency) an appointment should be made with the College physician at Bailey Health Center. The injured athlete will be advised regarding when they should return to practice and competitions by the College physician. In certain cases athletes may be given a "referral" to the Sports Medicine Office. In this case, the athlete must present their Incident Report Form to the Sports Medicine staff during the first appointment.
4. Sports clubs should carry a first aid kit with them to practice and competitions. Risk Level I sports clubs have additional requirements for medically qualified persons to administer care at practices and games such as an Certified Athletic Trainer, EMT, MD, or RN.. (See **APPENDIX B**).
5. The coach or club president (in the absence of a coach) is responsible for having at least one individual who is certified in American Red Cross CPR at every practice and competition. Training will be made available through the Lafayette College Department of Recreation Services.
6. It is recommended that all members of a club sport have a complete physical exam prior to participation in club activities. It may be advantageous to have club members complete a Sports Club Medical History & Insurance Form (See **APPENDIX F**). This form should be kept with the team at all practices and competitions.

Insurance

If your team members must be registered with a national organization in order to compete you should check to see if secondary insurance is offered to the participants.

EMERGENCY ACTION PLANS

Familiarize yourself with the nearest phone, exits and emergency equipment to your location prior to engaging your practice or competition.

The on campus emergency call number is (610) 330-4444 or from a campus phone 4444
Front Desk: (610) 330-5770 or from a campus phone 5770

Campus phones are located on the wall outside of Room 229 on wall and at the entrance to the fitness center if you are in Room 136, and on the north wall by the door on the indoor track. Be aware most cell phone carriers do not have service in the building.

Medical

- Please stay with the victim since you are trained to provide immediate care. Direct a bystander to get the First Aid Kit, Oxygen, AED and/or call Public Safety for an ambulance if needed using the student employees located at the fitness desk or reception desk.
- First Aid Kits are located throughout the building, the most readily accessible to the group fitness studios being at the fitness center desk reception desk.

Blood Spills & Infectious Wastes

Notify a student supervisor or Front Desk staff to initiate procedure for proper cleaning of area.

Fire

Fire alarms must be taken seriously! Follow the fire procedures listed below.

- Instruct participants in your area to immediately evacuate the room and the building through the nearest exit(s) – do not use the elevators.
- Once outside, instruct bystanders to wait on the opposite side of the street (to the east of the building) or on the football field (for the west side of the building)
- Do not re-enter the building, even if the alarm stops, wait until the “All Clear” has been given by the local fire department, Public Safety or professional staff.

Power Outage

If the power fails, follow these actions steps:

- Advise individuals to remain in-active until power is restored or until emergency lighting has been activated.
- In some cases, the emergency generator will provide sufficient emergency lighting for activity to continue. You may continue if you feel it is safe.
- Where applicable, notify the professional staff, with whom you work, of the situation and the need to re-schedule your class.

Criminal Activity (Vandalism / Theft / Assault)

If you observe a crime in progress, behavior which you suspect is criminal or hostile behavior, then you have a responsibility to report the incident following these steps:

- Notify Student supervisor or Front desk staff to inform them of the incident so that the proper procedure will be initiated.

Missing Child

The Recreation Services Department has adopted the Code Adam guidelines to help assist in finding a missing child. If an individual reports that a child is missing, follow these steps:

- Notify Student supervisor or Front desk staff to inform them of the incident so that the proper procedure will be initiated.
- Find out approximately how long the child has been missing and communicate this information to the student supervisor or front desk staff.

Armed Subject or Active Shooter

If an armed subject or active shooter is outside the building:

- Proceed to a room that can be locked, close and lock all doors, and turn off all the lights; if possible, get everyone down on the floor and ensure that no one is visible from outside the room.
- One person in the room should call Public Safety (610-330-4444), advise the dispatcher of what is taking place, and inform him/her of your location; remain in place until the police, or a campus administrator known to you, gives the “all clear”.
- Do not respond to any voice commands until you can verify with certainty that they are being issued by a police officer.

If an armed subject or active shooter enters the building or is already inside:

- Hide nearby **OR** determine if you can safely proceed to a location that can be locked (close the doors and turn off the lights) **OR** exit the building.
- If you get into a secure location, have everyone get down on the floor and ensure that no one is visible from outside the room.
- If there is absolutely no opportunity for escape or to hide, you may decide to negotiate with the shooter.
- Do not attempt to carry anything while fleeing; move quickly, keep your hands up and clearly visible
- If possible, call Public Safety and alert them of shooter's location. If you can't speak, leave the line open so the dispatcher can listen to what's taking place.
- If the shooter leaves the area, proceed immediately to a safer place and do not touch anything that was in the vicinity of the shooter.

No matter what the circumstances, if you decide to flee during an active shooting situation, make sure you have an escape route and plan in mind. Do not attempt to remove injured people; instead, leave wounded victims where they are and notify authorities of their location as soon as possible.

Bomb or Chemical, Biological, Radiological, Nuclear or Explosive (CBRNE) Threat

In the case of a bomb/CBRNE threat, it is important to stay calm so that the appropriate action can be taken by obtaining as much information as possible. A bomb/CBRNE threat evacuation is entirely different from a fire evacuation. Public Safety will be responsible for ordering any type of evacuation.

Inclement Weather Policy

If extreme or poor weather conditions exist, it is the Coach's or Club President's (in absence of a coach) to use his/her best judgment to proceed with or cancel competition for a home or away event. The coach or club president should make every effort to consult the event officials and / or with the Sports Clubs Coordinator if he/she is unsure about making such a decision.

Lightning

The following policy 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 away 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:

1. **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: Coach then Athletic Trainer then Club VP / Safety Officer then Club President
 - Competition: Officials then Athletic Trainer, then Club VP / Safety Officer then Club President
2. **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. If the count is 30 or less should seek shelter immediately.
 - Do not wait for the storm to approach. Cease the activity and seek shelter immediately. This is especially true for outdoor water sports.
3. **Shelter:** Seek shelter in a safe building such as the Kirby Sports Center, Kamine Field House or Farinon Center. 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.
4. **Last Resort:** If no safe shelter is available, crouch on the ground with your arms wrapped around your knees and only the balls of your feet touching the ground. **DO NOT LIE FLAT ON THE GROUND.**
5. 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.

Floods

The Crew Club is not permitted to practice on the Lehigh River when it is at flood stage or river currents present dangerous conditions. It is the coach's responsibility, along with the executive board to keep the safety of the team members in mind and find an alternative form of practice when dangerous river conditions exist.

Skin Infections and the Transmission of Germs

Being a member of sports team can increase your exposure you to bacteria and viruses.

How you can slow the spread of germs.

- Shower immediately after a practice or game
- Throw all the clothes and towels you used into the laundry
- Stay in away from practice when you are sick
- Cover your coughs and sneezes with your arm
- Clean your hands regularly
- Keep sports equipment and any surfaces touched regularly with the bare skin clean

How to identify a skin infection (either Staph or Strep)

Symptoms generally emerge a few days after the injury and include:

- Red, swollen or warm skin surrounding the wound
- Discharge and pus from the cut or scrape
- A red line moving up the limb from the wound and parallel with your veins
- Fever

Prevention tips:

- Wash your hands very well with soap and water
- Do not share your sports gear or personal items, for example, towels, washcloths, razors, or uniforms
- Do not touch other players' wounds or bandages
- Use a towel or clothing between your skin and shared gear
- Keep cuts and scrapes clean and bandaged until they heal
- Clean your sports gear often
- Talk to your physician or the College physician about skin wounds that appear abnormal or if you have experienced any of the symptoms listed above.

If you have a skin infection, such as MRSA:

- Follow your Doctor's instructions
- Keep wound covered
- Wash your hands often
- Do not share gear and/or personal items, for example towels, washcloths, razors, or uniforms
- Make sure a towel or clothing between your skin and shared gear

References: Centers for Disease Control and Prevention. Community-associated MRSA information for the Public. Available at: http://www.cdc.gov/ncidod/dhqp/ar_mrsa_ca_public.html.

Injury/Illness Plan

Each club's executive board should consider their approach to injuries and illness amongst the members. The club's executive and coaching staff (where applicable) will need to explain the approach which will be taken and then monitor its success as the year progresses.

The Department of Recreation Services has outlined (below) our position and approach to injuries and illness involving the members of sports clubs.

Education / Testing / Pre-Screenings

We recommend that the executive board and coach(es) require members of their organization participate in these services provided at no cost to the clubs or their members (i.e., swimming testing, concussion screening, hazing lectures, etc.). If you, as a student leader have any questions regarding the utility of such services or whether the opportunities should be applied to your members then please confer with the Department of Recreation Services at sportsclubs@lafayette.edu

Injury Protocol

- Athlete removes him/herself from practice or competition and is evaluated by trainer, coach, or safety officer. If it is a head injury, refer to SCAT symptoms on the back side of the incident report form (See APPENDIX E).
- Fill out an incident report and send to sportsclubs@lafayette.edu
- If the injury is serious and/or involves the participant's head, the participant should see a doctor- in the Bailey Health Center or Urgent Care-within 24 hours of the occurrence.
- It is primarily the responsibility of the injured participant in consultation with the club officers, coaches, and/or trainer to follow the recommendation of the treating physician as to when participation can resume and to what level.

Not Following Doctor's Advice?

For all risk level I sports, where a medical professional's presence is required for practice and / or games, that professional has the full authority for removing a player from competition and for preventing that player from returning to activity for the duration of the practice or competition. If an athlete is injured during a game and the assigned medical professional recommends they are not to return to play for that particular session, but the player decides to decline the advice, the medical professional has the right to leave the venue. For a risk level 1 activity, the session could not continue.

In the event that an athlete ignores or chooses to disregard medical advice dispensed regarding how to proceed beyond that moment, all responsibility for complications or further harm fall on the injured team member. It is the role of coaches and the clubs executive board to support the advice of the medical professionals and to err on the side of caution.

For all other club sports, where a medical professional may not be present, the individual members, the executive board and the coach are responsible for encouraging additional care and encouraging the member to follow the prescribed therapy (e.g., rest, fewer training hours). Ultimately, the injured party accepts responsibility for themselves as participation in sports clubs is completely voluntary.

Water Related-Sports and Member Safety

Any water-oriented club sport should require its members to pass a swimming skills test before becoming involved with activity in or around the water. Failing to do so means the executive board is accepting full responsibility for making exceptions and therefore any consequences to the well-being of your members if a water-related accident occurs. This test can be arranged with the Aquatics Coordinator by calling 330-5775. See Appendix E for swim testing protocols.

Position on Hazing

Lafayette College prohibits Sports Clubs Teams and any of its members (returning or new), or others to participate in any pre-initiation ceremony or practice which involves mental or physical exhaustion or abuse, or would in any way interfere with the students' mental or physical ability to perform their work at Lafayette College. These rites must not reflect unfavorably upon either the Sports Clubs Teams or the College or be of a dangerous, rude, or demeaning nature, either during or after Sports Clubs Teams practices, competitions, travel, lodging or off campus sites.

Hazing defined:

- Any act committed against a student who is trying to join a team that is HUMILIATING, DEMEANING OR ENDANGERS the student's health and safety.
- Hazing occurs REGARDLESS of CONSENT or WILLINGNESS to participate. If you chose not to take part but knew what was going on, you are part of the problem! It's called Passive Participation.
- Hazing creates a CLIMATE AND ENVIRONMENT that disregards everyone's RESPECT and PERSONAL DIGNITY.
- Newcomers FEEL POWERLESS to resist the veteran and upper-class members of the team.

The Lafayette College community, is concerned for your HEALTH and SAFETY, so please remember

- Discipline
 - A. Bonding or Togetherness
 - B. Team Strength
 - C. Respect for members (Respect must be earned)
 - D. Better performance on the field of play
- Hazing DOES CREATE:
 - A. Mistrust and anger
 - B. A power trip for the perpetrator
 - C. Humiliation
 - D. Abuse
 - E. Victimization
 - F. Injuries and sometimes Death

The following list is illustrative of hazing activities that must be avoided in favor of activities that are creative, constructive, meaningful, and safe. This list is by no means exhaustive and does not reflect all the possible instances of hazing.

- Pressuring, urging, or encouraging anyone to consume alcohol or drugs.
- Physical activity (e.g., middle-of-the-night calisthenics) that is not a part of organized Sports Clubs Teams practices or competitions.
- Paddling, shoving, or striking in any manner.
- Force-feeding.
- Disrupting sleep.
- Individual interrogations such as "rat-court" or "kangaroo-court".
- Throwing or pouring substances on anyone.
- Any activity that interferes with students' attending class or studying.
- Any form of restriction of a person's freedom of movement.

- Nudity as part of an initiation activity.
- "Line-ups" of any type.
- Any activity that tends to or actually degrades, humiliates, ridicules, embarrasses, or intimidates another person.
- Personal errands run by new members for the initiated members (servitude).
- Calling new members "scum" or similar names.
- New members vs. active members in sports clubs contests or other competitions which are purposefully unfair and do not promote friendly competition.
- Any other activity or situation that puts the new member at risk or in jeopardy or may associate the organization with hazing.

Consequences of Hazing:

The violating team will (1) have the remainder of the year's practices and competitions cancelled, (2) all remaining funding will be cancelled for the remainder of the year, (3) disciplinary action may be pursued against individuals involved in the hazing activities.

If you have questions or concerns about hazing, please contact the Sports Clubs or Recreation Office.

BEHAVIORAL AND DISCIPLINARY POLICIES

Alcohol/Drugs

1. Alcoholic beverages/drugs are prohibited at all club sport events. There is no exception to this policy on any playing field, court, stadium, or practice/competition site.
2. No word or picture that promotes drinking or drugs may be used in fundraising, advertising, or advertising of a social event.
3. The use of alcohol/drugs that leads to behavior affecting the rights of others or driving under the influence is prohibited.
4. Hazing - an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization - is prohibited and will not be tolerated.
5. Use of drugs/alcohol, except for medical purposes, while traveling, competing, and/or using facilities including lodging spaces is strictly prohibited.

Behavioral

If members of your organization act inappropriately outside of club functions then actions will be dealt with by the appropriate authority and the status of your club could be in jeopardy. You represent Lafayette College at all times and it is a **privilege** to be in a club sport.

1. A student, as a member of a club team, who has guests at the College is responsible for their conduct and will be held accountable for violations of any College rules or local laws by their guests.
2. Your club organization is responsible for its actions. During club events/functions any inappropriate behavior could result in a loss of recognition as a club sport by Lafayette College.
3. It is important to keep your rosters up to date and accurate. Students wearing your club's name and apparel (but who are not on your roster) could be acting inappropriately, and therefore affecting your club's status and reputation.
4. No player/coach/advisor will:
 - Engage in physical or verbal abuse, threats, intimidation, harassment, coercion, and/or other conduct that threatens or endangers the health and safety of any person.
 - Participate in a contest for which he/she is ineligible.
 - Mistreat the faculty/staff, equipment, or supplies of Lafayette College.
 - Strike, attempt to strike, or otherwise physically abuse an official, opposing player, spectator, or coach.
5. Smoking during, preceding, or following club practices, competitions, or other events is not permitted. This includes travel to and from practice, competition, or event sites.

Guidelines for Use of Artificial Surfaces

Please keep in mind that it is your responsibility as an officer to insure that your team mates and opposing teams adhere to these guidelines:

- Only players, coaches and emergency personnel will be allowed on the field or track.
- If equipment is moved must be picked up and carried. Under no circumstances should it be dragged.
- No sugary or energy drinks or food (**no candy or gum**) may be on the turf area. Only water to drink
- Both teams should be on one side of the field with the spectators on the opposing side
- Must have appropriate footwear.
- No alcohol or tobacco products may be in the vicinity
- No Pets allowed.
- After every practice or game have team members return equipment to proper location and walk the area to make to check for garbage or damage.
- If damage is found please fill out an incident report and report to 610-330-5778 immediately.
- Only Turf shoes or sneakers are allowed on Rappolt

APPENDIX A: Sample Club Constitution

LAFAYETTE COLLEGE STUDENT GOVERNMENT

Constitution of "INSERT CLUB NAME"

Article I ---- Name

The name of this organization shall be "Club Name". **SPORTS CLUBS**, and as per the sports clubs handbook, must use the word "club" be in the name if a corresponding sports is sponsored by the Athletics Department.

Article II --- Purpose

The purpose of this organization shall be "Club Purposes and Objectives"

Article III ---- Membership

Membership in this organization shall be open to the Lafayette Community, but don't be afraid to require a certain level of commitment. **SPORTS CLUBS** are required to specify that all members register via the <http://dosportseasy.com/lafayetteclubs/> web site. Where applicable, clubs must also specify with which NGB, RBG, or local league the club organization will affiliate. Include an overview of the benefits of membership.

Article VI ---- Officers

The officers of this organization shall be "Club officers, usually president, vice president, treasurer, and secretary. Also how officers will be elected (voting when responsibility begins etc.) and voting when elections will be done." Specify the impeachment process for each position. **SPORTS CLUBS** must clarify (a) if the coach/instructor is a part of the executive board and if the coach/instructor can vote, and (b) if the team captains are a part of the board and if they vote. Specify the impeachment process for these positions as well. **SPORTS CLUBS** must specify that the VP will serve as the primary safety officer or risk manager (even if that person is not going to be the same person with 1st aid training and certifications).

Article V ---- Meetings

This organization shall meet "insert how frequently and specify at least how many a year".

Article VI ---- Procedure

The meetings of this organization shall be conducted according to parliamentary law as defined in *Roberts' Rules of Order*. "Other procedures can be added"

Article VII --- Amendments

This constitution may be amended by "executive board vote or 2/3 of membership, etc"

Article VIII- Risk Management **SPORTS CLUBS** must include this article with the following sections within their constitution:

Section I: Injuries [Describe procedures that the club has put in place to mitigate the risk of personal injuries.]

Section II: Finances [Describe procedures that the club has put in place to mitigate the risk of running a deficit or compromising the College in the event of a financial audit.]

Section III: Hazing [Describe the procedures that the club has put in place to reduce the risk of acts or behaviors which could be categorized as hazing.]

Print Co-Founder Name

Print 2nd Co-Founder Name

Date

Signature of Co-Founder

Signature of 2nd Co-Founder

Date

THIS IS ONLY A SAMPLE AND YOU MAY CHANGE OR EXPAND THE CONTENTS OF ANY ARTICLE WHICH IS NOT SPECIFICALLY

THIS IS ONLY A SAMPLE OF CONSTITUTION, YOU MAY CHANGE, ADD, OR DELETE ANY OF THE ARTICLE CONTENTS. YOU MUST CONTACT THE SECRETARY OF STUDENT GOVERNMENT IN ORDER TO GET ON THE AGENDA.

APPENDIX B: Sport Club Risk Index

Risk Level I

1. Must employ a coach/instructor/certified player-coach to be sanctioned for activity. Recreation Services needs a copy of the signed coaching agreement and a resume on file.
2. Coach/instructor must be certified in CPR & trained in First-Aid (must be valid for year)
3. Must have at least two officers certified in CPR
4. Must have at least two officers participate in First-Aid training session
5. . Will have restrictions placed on practice until all members have received parent letter regarding participation and insurance. (This cannot happen until a roster has been properly submitted) Restricted practices as indicated:
 - A = No practice until parent letter is mailed
 - B = No contact and/or no padding practice allowed until parent letter is mailed
6. Must have an athletic trainer, EMT, doctor, or ambulance for all home events
7. All club members or participants in events must be 18 years or older
8. Highly recommend membership with an NGB or comparable regional organization

Risk Level II

1. If club has coach/instructor, must have current resume and coaching agreement on file with Recreation Service Office
2. Must have at least two officers certified in CPR and
3. Must have at least two officers participate in First-Aid training session
4. Recommend membership with an NGB or comparable regional organization

Risk Level III

1. If club has coach/instructor, must have current resume and coaching agreement on file with Recreation Service Office
2. Must have at least two officers certified in CPR
3. Must have at least one officer trained in First-Aid
4. Recommend membership with an NGB or comparable regional organization

Risk Level IV

1. If club has coach/instructor, must have current resume and coaching agreement on file with Recreation Service Office
2. Must have at least one officer trained in First-Aid

APPENDIX C
Lafayette College Recreation Services
Fundraising Event Registration Form

Sports Club: _____ Date of Application: _____

Date and Time of Event: _____

Location of Event: _____

Type of Event (Contest, Tournament, Fundraiser, Social, Raffle) _____

Description of Anticipated Participants / Opponent(s) _____

Is there any physical activity involved with the participants? _____

What amount is to be charged? _____

What items are being sold? _____

Have you held this event before? YES [] NO []

Are you advertising for this event? If so, how? _____

What facilities are to be used? (must reserve through scheduling office) _____

Signature of Sports Club Representative: _____

Date: _____

APPROVED: YES [] NO []

Signature of Sports Clubs Office: _____

Date: _____

Signature of Office of Recreation Services: _____

Date: _____

SPORTS OFFICIAL PAYMENT FORM



Date of Contest: _____

Lafayette Sports Club:

_____ intends to pay the following official in the amount

Specified; _____, for officiating the following game(s): _____

_____.

Official's Name (PRINT): _____

SS#: _____

Mailing Address: _____
Street City State ZIP

Amount Paid: \$ _____ Official's Signature: _____

ONLY SIGN IF PAID ON SITE - otherwise check will be mailed

NOTE: ONCE COMPLETED, PLEASE FOLD AND PROTECT THIS FORM'S SENSITIVE INFORMATION. SPORTS CLUBS SHOULD USE ONE FORM PER PERSON TO BE PAID. IF THIS FORM IS SUBMITTED TO THE OFFICE OF STUDENT LIFE PROGRAMS IN A TIMELY MANNER, THE SPORTS OFFICIAL WILL BE PAID WITHIN 7-10 BUSINESS DAYS.

APPENDIX E: Health & Safety Forms

Lafayette College Recreation Services
Incident Report Form

INCIDENT OCCURRED TO:

NAME: _____ AGE: _____ PHONE: _____

WERE OTHERS INVOLVED? YES NO IF YES, WHO? _____ PHONE: _____

WITNESS (OR PERSON REPORTING): NAME: _____ PHONE: _____

INCIDENT:

DAY: _____ DATE: _____ TIME OF INCIDENT: _____ LOCATION: _____

AREA OF PARTICIPATION: INTAMURALS INFORMAL REC GROUP FITNESS ROCK WALL
 OTHER SPORT CLUB please identify _____
 AQUATICS

NATURE OF INCIDENT:

VEHICULAR ACCIDENT PERSONAL INJURY COMPLAINT / SAFETY TO SELF
 MISUSE OF EQUIPMENT DISRUPTIVE BEHAVIOR / SAFETY OF OTHERS

DESCRIPTION OF WHAT HAPPENED / SITUATION: _____

NATURE OF SUSPECTED INJURY:

BLEEDING (LACERATION OR ABRASION)
 DISLOCATION / FRACTURED BONE
 BRUISE
 SPRAIN TO A JOINT
 STRAIN TO A MUSCLE
 SUDDEN ILLNESS
 SKIN INFECTION
 CONCUSSION
 OTHER _____

ART OF BODY INJURED:

FOOT/ ANKLE L R
 KNEE L R
 LEG/ THIGH L R
 ARM/ SHOULDER L R
 HAND/ WRIST L R
 FINGER
 HEAD (e.g. jaw, nose, tooth, eye)
 NECK / BACK
 OTHER _____

ACTION TAKEN: (Check all that apply)

FIRST AID ADMINISTERED BY _____, DESCRIBE
TREATMENT: _____ TRANSPORTED TO THE HOSPITAL BY _____
 TRANSPORTED TO THE HEALTH CENTER BY _____
 INTERVENTION BY _____, PLEASE DESCRIBE: _____
 OTHER ACTION, PLEASE DESCRIBE _____

VICTIM REFUSED: ATTENTION FIRST AID HOSPITAL

VICTIM'S SIGNATURE: _____ DATE: _____

THIS SECTION TO BE COMPLETED BY THE DIRECTOR OF RECREATION SERVICES OR MEDICAL PERSONNEL INVOLVED

CLEARED FOR ACTIVITY? YES NO COMMENT / REFERRAL: _____

DATE: _____ FOLLOW-UP: _____ BY WHOM? _____

Pocket SCAT2



FIFA®



Concussion should be suspected in the presence of **any one or more** of the following: symptoms (such as headache), or physical signs (such as unsteadiness), or impaired brain function (e.g. confusion) or abnormal behaviour.

1. Symptoms

Presence of any of the following signs & symptoms may suggest a concussion.

- Loss of consciousness
- Seizure or convulsion
- Amnesia
- Headache
- "Pressure in head"
- Neck Pain
- Nausea or vomiting
- Dizziness
- Blurred vision
- Balance problems
- Sensitivity to light
- Sensitivity to noise
- Feeling slowed down
- Feeling like "in a fog"
- "Don't feel right"
- Difficulty concentrating
- Difficulty remembering
- Fatigue or low energy
- Confusion
- Drowsiness
- More emotional
- Irritability
- Sadness
- Nervous or anxious

Policy for Handling & Reporting Incidents

"Incidents" are events that result in personal injury or in damage to vehicles or property.

I. VEHICULAR INCIDENTS

- a. If the incident occurs on College property, contact Public Safety at ext. 4444 to file a report. If the incident occurs off campus, contact the local police department to file a report.
- b. If the vehicle is an Enterprise rental, report the incident to Enterprise at 610-253-7599 for rental vehicles. Insurance claims will be submitted by the Treasurer's Office when appropriate.
- c. The vehicle driver is expected to supply to the Treasurer's Office a copy of a College Public Safety incident report or a police report from the jurisdiction where the accident occurred within 24 hours his/her return to campus. Failure to report collisions or damage to vehicles will result in loss of driving privileges.
- d. If first aid is administered to any member of the team, complete an incident report form and submit to Sports Club Coordinator, 240 Kirby Sports Center or electronically at sportsclubs@lafayette.edu within 24 hours of the incident. If further professional medical attention or hospitalization for any team member is needed, follow procedure described under PERSONAL INJURY INCIDENTS section B below.
- e. Representatives from the Treasurer's Office, Public Safety and the Safety Committee will review all vehicular incidents. See the College's Transportation Policy section 5b for more details about accident investigations.

II. PERSONAL INJURY INCIDENTS

If basic first aid is administered (by a student, coach, Athletic Trainer or EMT) at practice or competition site and NO further assistance or recommendation for further assistance is needed, the injury need not be reported by the student organization officers.

If first aid is administered (by a student, coach, Athletic Trainer or EMT) at the practice or competition and further assistance IS recommended or needed, follow these procedures:

- a. If ambulance transport is required and the incident occurs on College property, call Public Safety (ext. 4444) and if the incident occurred off campus, call 911.
- b. The team member's Emergency Medical Form should be provided to the ambulance captain and/or hospital ER physician
- c. Alert, Sports Clubs Coordinator at 610-698-7096 (cell) or Jodie Frey, Assistant Dean of Students at 610-737-2203 (cell) of the need for hospitalization. College personnel will make sure the incident is reported to the College Health Center at 610-330-5001.
 - i. If the team member is being monitored and not in immediate physical danger, encourage the team member to inform his/her parents.
 - ii. If the team member is in serious physical condition or life threatening condition a college representative (team coach, a Dean or Sports Club Coordinator, etc) along with the ER physician will contact the parents.
- d. The student should report to Dr. Goldstein in the Bailey Health Center for follow-up treatment within 24 hours of the incident or 24 hours after release from the hospital.
- e. An Incident Report Form should be completed and sent to the Sports Club Coordinator, 240 Kirby Sports Center or electronically at sportsclubs@lafayette.edu within 24 hours of the incident.

Sports Clubs Medical History & Insurance Form

This form is intended to be used as a resource for emergency responders should the below listed sports club athlete become involved in an accident or serious injury.

PERSONAL INFORMATION

Full Name: _____ Date: _____

Birth Date: _____ Gender: Male Female

EMERGENCY NOTIFICATION

Parent(s) Name: _____ Home Phone: _____

Cellular Phone: _____ Work Phone: _____

Home Address: _____

Physician Name: _____ Office Phone: _____

INSURANCE INFORMATION

Name of insurance company: _____

Identification number: _____ Group number: _____

If your insurance is an HMO, please provide the telephone number for authorization of emergency treatments; _____

MEDICAL INFORMATION

Please list any information that you feel becomes relevant to your care should you be involved in an accident or serious injury. If you need additional space to explain, please use the back of this form.

1. ANY ALLERGIES including insects & food: _____
2. CURRENT MEDICATION(S) BEING TAKEN; _____ AND FOR WHAT CONDITION: _____
3. HISTORY OF ASTHMA, DIABETES, HEART MURMUR, SEIZURES, FAINTING, etc:
 YES NO IF YES, PLEASE EXPLAIN: _____
4. HAVE YOU EVER HAD SURGERY / MEDICAL ILLNESSES: YES NO
IF YES, PLEASE EXPLAIN: _____

I understand that for an emergency that requires hospitalization, efforts will be made to contact my emergency parent(s) of my situation. In the event they cannot be reached, I hereby give permission to the physician selected by representatives of my sports clubs' organization (coach, advisor, or student officers) to do what is medically necessary for me, if and as needed.

I have read the above and understand and agree to these conditions and terms.

Date: _____

Signature of Student: _____

APPENDIX E

Lafayette College Recreation Services Swim Testing Protocol for Sports Clubs

These swim tests will be administered by the Aquatics Coordinator with the assistance of the down guard (when necessary). Results of the swim test should be documented directly into the sports clubs database (DoSportsEasy at <http://www.dosportseasy.com/lafayetteclubs/> to register). It is the responsibility of the sports club officers to schedule these tests as a group rather than by individual appointment. Each student only needs to complete the test one time during his/her time at Lafayette College.

A. SMALL WATERCRAFT

1) **Rowing** – Swim 50 yards (any stroke) and tread water in the diving well for 10 minutes. *(FISA minimum guidelines for the safe practice of rowing at USrowing.org)*

2) **Sailing** – Swim 50 yards (any stroke) without PFD, put on PFD in the water, swim 50 yards with PFD, tread water for two minutes. *(USsailing.org)*

3) **Kayak**

a. Swim component: see swim test for sailing

b. Kayak component:

1. Get into boat with spray skirt and paddle, making sure the loop on the spray skirt is out
2. Capsize
3. Slap the bottom of the boat at least 3 times; these should be calm, slow, and there should obviously be at least 3 of them
4. Pull the skirt off with the grab loop
5. Slide out of the boat, ideally holding onto the boat and the paddle in the process
6. Swim with the boat and the paddle to the other end of the pool and back again without touching the sides or bottom of the pool.

(Kayak Swim Test – University of Washington. http://students.washington.edu/ukc/lead_pool_session.php)

4) **Outdoors** – Because the nature of this club is not strictly water related, not all members of the club are required to take a swim test. If any trip is planned that involves water activities (rafting, canoeing, etc) or where the possibility of swimming MAY occur, all members taking part in the trip must swim test prior to the activity.

- a. Swimming related activities – see Recreational Swim Program Deep Water Swim Test
- b. Boating activities - see swim test for sailing

B. WATER SPORTS

1) **Swimming** – Test must be completed by all members who participate in competitions and off-site events ONLY. Swim 50 yards using any competitive stroke. *(50 yards is shortest competitive event in US Masters Swimming. USMS.org)*

2) **Water Polo** – Swim 200 yards, and then tread water for a minimum of 2 minutes. *(The College of William and Mary Water Polo Club)*

APPENDIX F

INSTRUCTOR / COACH EMPLOYMENT AGREEMENT

Position Description for Lafayette College (Name of Sport) Coach

[SAMPLE] Coaching responsibilities will include:

- Develop and supervise twice weekly practices in-season.
- Guide captains on technique and training.
- Manage the balance of developing fitness and skill with beginners.
- Teach the basic skills and the more complicated skills of (Name of Sport).
- Work with the club executive officers on overall program development.

Compensation:

This is a [xx-month] contract covering a maximum of 46 weeks and 46 hours (December, January, May, June, July and August are excluded months).

This position is classified as a part-time employee and will be compensated at an hourly wage of \$XX.00 for a maximum of 46 hours for the [insert time period]. A standard week of in-season practices will be twice a week for a 2-hour session. Reimbursement will occur on a bi-weekly basis as the hours worked are submitted by the club officers and then to the Department of Recreation Service.

Please be advised that hours worked outside of the budgeted annual hours will be considered volunteer time. An access pass to Allan P. Kirby Sports Center is included for the coach.

START DATE: September 1, 2007

END DATE: April 30, 2008

If you are in agreement with these terms in exchange for the above listed compensation, please sign and return.

Head Coach: _____ Date _____
Signature

Head Coach: _____
Print Name

Club President: _____ Date _____
Signature

Club Treasurer: _____ Date _____
Signature

College Administrator: _____ Date _____
Jodie Frey, Director of Recreation Services

LAFAYETTE COLLEGE DEPARTMENT OF RECREATION SERVICES

Ethics Policy

The Department of Recreation Services adheres to the College's Employee Handbook and the Student Code of Conduct and is guided by the standards established by our respective professional associations. All professional staff and student employees are expected to behave in accordance with the ethics policy and shall encourage others to do the same. While delivering programs and services, employees must maintain a high level of objectivity in regard to the welfare of individuals and our community as a whole. By accepting employment, you acknowledge a personal responsibility for assuring that your workplace conduct and the facility atmosphere meets the following expectations:

Competence

- Perform all duties within the limits of your training and expertise.
- Practice nondiscrimination on the basis of diversity related to age, disability, ethnicity, gender, national origin, race, religion, sexual orientation or sexual identity.
- Take advantage of opportunities for professional development when possible.
- Refrain from engaging in or supporting any activity that might reflect poorly on the department.

Confidentiality

- Protect all personal information and resources, according to HIPAA and FERPA, except when disclosure is authorized and legally required.
- Maintain a professional relationship and respect for the personal practices of others except where the person poses a danger to him/herself or could be a danger to others.

Credibility

- Be objective, and insure through our actions and decisions the impartial treatment of others.³
- Communicate all internal and external information to the management in a truthful and accurate manner to facilitate timely execution of their entrusted responsibilities.²
- Recognize and avoid personal conflicts of interest³ or the appearance thereof in all transactions.

Civility

- In addition to maturity and self-control, conduct yourself so as not to cause any physical, emotional or mental harm to others⁴ or create an intimidating, hostile, or offensive environment.
- Promote respect for the dignity and worth of each member, and refrain from harassment of any kind which includes wearing appropriate clothing that does not convey any profane and/or bigoted messages.¹
- Ensure a safe and supportive atmosphere, which protects the well-being of individuals, to the extent they will feel welcomed and secure enough to participate.

I have reviewed and understand the contents of the Ethics Policy. I have also had the opportunity to ask questions and I am satisfied with the clarity of the explanations I was given. As an employee of the Lafayette College Department of Recreation Services, I agree to help create and sustain the environment described in the ethic policy. I understand that failure to meet the expectations identified within the Ethics Policy will result in a range of consequences³ from verbal warnings to immediate dismissal.

Employee Signature _____ **Date** _____

¹ East Stroudsburg University Recreation Center's Code of Conduct

³ Council for the Advancement of Standards in Higher Education

² NIRSA Campus Recreation: Essentials for the Professional

⁴ Lafayette College Student Code of Conduct

APPENDIX G

CATEGORY INDEX

The system places each club sport in one of three categories - A, B or C.

The criteria used to determine placement of clubs is outlined on the back of this sheet. An “A” club can have a maximum of 1 exemption, a “B” club can have a maximum of 2 exemptions and remain in that category.

Category A	Category B	Category C	Provisional	Probation
At Least 42 Units	At least 24 Units	At least 12 Units	< 12 Units	Infractions

Provisional Status: These sports clubs are newly recognized and may (or may not) have student government funding OR a club that has failed to fulfill the basic requirements for being activated. (Provisional clubs are not sanctioned for intercollegiate activity or to spend their allocation) until all paperwork has been completed and turned in to the Office of Recreation Services. Clubs which have been classified in Provisional Status are considered In-Active for that semester. Two consecutive semesters of being considered In-Active will result in loss of formal recognition with Student Government.

CATEGORY	3 UNITS	2 UNITS	1 UNIT
Budgeted Expenses	> \$8,000	\$3,000 to \$8,000	< \$3,000
Club Membership	> 30 active members	10 to 30	6 to 10
Activity Level	> 10 contests	4 to 10 contests	1 to 4 contests
Competitiveness	League Play / Tournaments	Tournaments / Performances	Special Events / Clinics
Skill Level	Intermediate / Advanced	Beg / Inter / Advanced	Beginner / Intermediate
Coaching	Paid Coach or Coaches	Volunteer Coach / Paid Instructor	Volunteer or none
Practices	> 3 times per week	2 per week	< 2 per week
Marketing	recruit, web page, newsletter, results	web page	
Fundraising	>25% of total budget	15% to 25% of total budget	5% to 14% of total budget
Activity Status	sanctioned for activity	funded by Student Gov't.	recognized by Student Gov't.
Executive Board	at least 4	3 to 4	minimum of 2
Member Dues	> \$300 per member	\$100 to \$300 per member	\$25 to \$100
National Governing Body / League Membership	eligible for national championships; uniforms required; academic standards; affiliation dues \$200-\$700	league member w/ few member restrictions; uniforms may be required; entry fees	no league affiliation; may be entry fees
Longevity	> 5 years	1 to 5 year	<1 year
Meetings/Deadlines	100% compliance		at least 80%
In-Services	100% officer attendance		50% officer attendance
Safety / Behavior	no infractions		

Meeting / Deadlines is -2 units if < 50%

Safety / Behavior is -2 units for each infraction