

Lafayette College
Department of Recreation Services

Sports Clubs Manual

Operational Guidelines and Procedures

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INTRODUCTION

Definition

A sport club is a student organization recognized and funded by Lafayette Student Government and approved 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 and the Department of Recreation Services mission by promoting student-centered learning in a truly 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 sports club 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 sports club.

BECOMING A SPORTS CLUB

"Recognized" and "Funded" versus "Approved 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 facilities, a sports club needs to become "approved 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).
2. Once recognized, clubs can apply to be "**FUNDED**" by Student Government. In order to apply for funding clubs must meet any criteria stipulated by Student Government. See the **PURCHASING & PAYMENTS** section for more information on how to request funds. The Office of Student Involvement will set up accounts for new clubs, maintain balances on accounts and expedite purchases.

3. In order to be **"APPROVED FOR ACTIVITY"** a sports club must fulfill several basic administrative requirements targeting safety and risk reduction related to the sport. All sports clubs, regardless of their Risk Level, must do the following **BEFORE** they can have full access to their funds and other resources.
- At least four officers** must be identified in DoSportsEasy by the 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** is accurate and meeting the minimum roster size of twenty (20) members by the third Friday of the semester to be considered on time and by the Friday prior to Fall Break or Spring Break (depending on the semester) to not risk loss of "active status". A ten (10) member minimum roster size may be granted by special permission from Student Involvement. **Risk Level I sports are required to submit before their first contact practice.**
 - Contest/Event Schedule** is submitted by the third Friday of the semester (or 24 hours before 1st event) to be considered on time. Submissions, while considered late, turned in by the Friday before Fall Break/Spring Break (depending on the semester) are required in order to not lose "active status"
 - A Constitution** with risk management sections must be completed by the Friday before Fall Break/Spring Break (depending on the semester)

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

- Proper number of Safety Officers** with CPR & First Aid
Note: Each club is charged \$38 per person certified (price subject to change each January) and the certification must be valid through the end of the semester.
- Concussion Education Training** completed by the Compliance Deadline for certain
- Coach/Instructor Agreement** signed at least 72 hours before first practice.

Failure to fulfill all of the requirements to be "approved" will not prevent renewal in a future year, but will restrict a club's ability to operate with the use of college facilities and gain access to 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), prevalence and severity of injury associated with the sport (as per NATA and NCAA statistics) and the nature of the activity (water sport, etc.)

Renewal

The renewal process for sports clubs is the same as for all student organization and is determined by Student Government and the Office of Student Involvement. This is an annual process and may include, but it not limited to, any of the following criteria:

- A. Demonstrate an ability to represent the college in a positive manner
- B. Demonstrate and foster sufficient interest in the club
- C. Complete and submit all basic requirements defined by the Student Government.
- D. Update the club constitution to reflect changes 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 for the club. Consequences for infractions can range from a warning, to frozen funds, to a referral to the College's Conduct process.

A record of infractions will be kept on file for each sports club in the Office of Recreation Services. The club president will be notified of an infraction. The College and the Department of Recreation Services reserve the right to levy consequences for a sports club at whatever level is appropriate for the offense. In each case, Student Government will be notified of infraction and any status changes for the student organization.

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 the student involvement fair, etc.) a club will be considered in-active by Recreation Services. **It will be recommended that all in-active clubs lose their formal recognition with Student Government.**

A sports club will cease to be recognized and funded as an official sports club 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 sports club or the College.
4. Any club members engage in conduct detrimental to members or the Lafayette College.
b

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

PERSONNEL ROLES

Responsible Employee

When becoming an officer or a coach, you take on the role of a “responsible employee” in regards to incidents that involve sexual harassment and unethical conduct. Please refer to [Lafayette College Policy on Sexual Harassment](#) for further information.

Advisor

A sports club advisor must be an employee of Lafayette College. The advisor will be chosen by the club and is to offer leadership, guidance, and continuity.

Guidelines for sports club advisors:

1. Be informed of the purpose and programs of the club.
2. Be aware of sports club 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 sports club meetings held by Recreation Services.
7. Help ensure that club activities reflect positively on the club 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 sports club 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.

Guidelines for sports club presidents:

1. Follow rules and regulations in the Sports Clubs Manual and inform all club members of policies and procedures. Attend at all scheduled meetings or training sessions held on for club education.
2. Inform all club members of the contents of the club constitution.
3. Adhere to all College, department and Student Government 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 sports club 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 Assistant 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 and correspondence with alumni.
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 annual budget request.
3. Act as the main liaison to the Assistant 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

Organizations should plan carefully their officer elections and transitions and should also include information within the club's constitution which refers to how elections will take place (face to face, electronically, etc.) and who is permitted to vote and who cannot (coaches, student who is abroad, seniors, etc.).

It is recommended that all sports clubs conduct their officer elections no later than November 20th of each year. A representative from the Office of Recreation Services can be available to audit your election process and to count votes if requested. **It is recommended that all sports clubs follow a president-elect, past president type of system which improves continuity for the organization.**

Here is an example of how the officer tenure would work after the November elections.

- Jason is current president (tenure from one spring break to the start of December)
- As of the November elections, Andrew is voted in as president and will carry the president-elect title until Spring Break, and upon returning from break will assume the role of president. (tenure as president-elect is from the elections to spring break).
- As of the November elections, Jason becomes the past-president and will work side by side with the president-elect through the conclusion of fall semester and through Spring Break.

This period, from early December through the return from Spring Break, will be used as a transition period where shadowing and coaching are strongly encouraged. The proper mentoring of a new president by the past president contributes to the success and health of the organization. If there are important decisions where the past-president and the president-elect cannot agree, the decision on the action will go to a vote from the rest of the executive board.

Each time you conduct elections or make a change to your officers, the sports clubs database (DoSportsEasy) must be updated as well as your OurCampus portal.

Coaches / Instructors

An instructor is a knowledgeable adult who is accountable to the sports club for all responsibilities outlined in their instructor Agreement and to the College for all applicable policies and administrative procedures. Instructors must have experience instructing/coaching and/or playing the sport. If a sports club employs or enlists the services of a coach/instructor, a representative from the Department of Recreation Services will acknowledge receipt of a coaching agreement and begin the administrative tasks or hiring (or rehiring) through College's existing process.

Sport Club coaches/instructors should "Conduct oneself in a professional manner that will reflect positively upon the club and the College. Adhere to Lafayette Colleges Sexual Misconduct policy, which defines sexual harassment and clearly states "... any romantic advance or sexual relationship between the student and the particular instructor is prohibited. For the purposes of this policy, the term 'instructor' shall include athletic coaches. It is the responsibility of the coach to maintain appropriate boundaries and to notify the club officers or a College official if they are having difficulty maintaining those boundaries."

Guidelines for Sports club Instructors/Coaches:

1. Follow the policies and procedures in the Sports club Manual.
2. Provide and oversee a safe sporting environment for the club.
3. Advise the officers regarding 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 sports rules and regulations.
6. Attendance at practices and contests – as described in coaching/instructor 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" emailed at the start of each agreement period.

When accepting the responsibility for becoming a coach or instructor, you are also taking on the role of a "responsible employee" in regards to incidents that involve sexual harassment and unethical conduct. Please refer to [Lafayette College Policy on Sexual Harassment](#) for further information. Even if you are not in a paid role with sports clubs, we encourage anyone who witnesses or learns about potential sexual misconduct to contact the Education Equity Coordinator via a OnePard report to ensure an appropriate institutional response. Any person (except those with state conferred privileges) can share concerns or information with the Educational Equity Coordinator. Consider how a members of your organization may assume that coaches are leaders, and as such, would be taking action on information shared related to sexual misconduct.

Hiring a Coach or Instructor

Sport clubs wishing to hire a coach/instructor must work with the Office of Recreation Services to submit an **Instructor Agreement**. The Office of Recreation Services is the College representative in the agreement and will pause the process if there are concerns. 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 by both parties and submitted.

All Instructor Agreements must include the following:

- start date (no sooner than August 1st) and end date (no later than May 30th)
- an hourly wage and a maximum number of hours anticipated (based on practice and performance schedule)

For **new** instructors/coaches, the club officers must submit, along with the Instructor Agreement, a copy of the resume for the potential coach/instructor. Once these are received by Recreation Services, the department will contact the instructor/coach to arrange a meeting where new employee paperwork will to be completed. Recreation Services will submit the completed this paperwork to Human Resources for processing.

For returning instructors, it is recommended that wage increases are limited to a max of 2.5% above the previous year. It is the responsibility of each instructor to submit their hours works in accordance with the College's payroll schedule.

Remember that when you are budgeting, there is an 8% fringe benefits charge applied to every dollar spent on compensation. In other words, if you pay the employee \$100, the total expense charged to the club is \$108. Make sure your organization has secured adequate funding to support the Instructor Agreement.

EMPLOYMENT: LATE SUBMISSION FINES

Fines equal to 10% (of total compensation) may be applied to the clubs' budget when:

- A) New instructors haven't completed all new employment paperwork before the second day of practice.
- B) Returning instructor agreements is not submitted before the second day of practice
- C) Instructor hours are not submitted within 30 days of completing the work.

Either A or B combined with C would equal a 20% fine.

KEY MEETINGS, DEADLINES & INFORMATION

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.

S.C.O.R.E. Workshop (Organizational Meeting and Training)

There will be one officers organizational meeting scheduled at the beginning of each semester for a yearly total of two meetings. During this meeting 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 active for the semester.

Facility Scheduling Meetings

There will be two Facility Scheduling meetings held during the fall semester and two during the spring semester so each club can reserve blocks of outdoor and indoor space for practice and competitions. Clubs will receive priority scheduling for College-owned facilities 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 by using the [Virtual EMS reservation system](#). When making a request, be sure to select and include: the name of the event, name of organization, name of space, days, dates, start and end times. If you reserve a banquet space, be sure to request one of the following: Fleck Wing in Marquis, Marlo Room in Farinon, Wilson Room in Pfenning, or Rooms 227, 228, and 229 in Kirby Sports Center. Also ensure you enter an accurate number of individuals attending the event as this will be used by food services when planning for the event. Please note there are extra charges associated with such services.

Facility Rentals & Other Contracts Requiring a Signature

All contracts between student organizations and an individual, group, organization or company require approval (via a signature) by the Vice President of Student Life, Dean of Students, or Director of Student Involvement.

Students are NOT authorized to sign legal contracts on behalf of their student organizations. Examples of these agreements include payments for entertainers, speakers, facility rentals/use, equipment rental, etc.

Contracts should be sent to involvement@lafayette.edu for review no fewer than four weeks in advance of your planned start/event date.

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 a club officer at the beginning of the academic year by the deadlines listed on your "List of Important Dates" sheet. **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: <https://recreation.lafayette.edu/join-a-sports-club/>. 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”. The club’s executive board and instructor are responsible to make sure this roster is updated as necessary throughout the season.

*****Enrollment Verification Requests*****

If needed, these should be submitted as required by the league or national governing body for each club. To submit this request, complete the Enrollment Verification Request Form (**Appendix G**) and attach it to your league or NGB document prior to submission. Enrollment verifications will be mailed at no cost to the club.

- **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.

USING THE DO SPORTS EASY (DSE) SOFTWARE

This is the place where you are required to have all of your members join your organization (via the “Registration” link). This is also where all of the data on your members such as, certifications, swim testing, approved driver, and officer status is stored.

Additionally, all of your contests or performances, tournaments, meetings and or practices must be submitted under the events section. If your organization chooses not to compete then your practice schedule will be sufficient to show your activity.

Officers can easily manage the club’s roster (via the roster link) so that you are in compliance with our guidelines.

INDIVIDUAL MEMBERSHIP DUES AND FUNDRAISING

Member Dues

1. Membership dues are at the discretion of each sports club. 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 sports club name in the memo line. Checks should be taken to the Student Involvement Office in Farinon Center. The Office Assistant will assist with the proper paperwork and have you take the money 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 sports club 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 Assistant 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. 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.
 - b. 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.

- c. 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. If using email communication, the email template must be approved by the Assistant Director of Recreation Services. Examples of these things might be alumni games, end of year banquets, golf outings, etc.
 - d. 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 Assistant Director 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!**
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. There is also the option of a customized giving webpage, created by request sent to sportsclubs@lafayette.edu.

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 must include the word "club" on their uniform or team apparel when using the athletic lettering. To locate a vendor who is licensed to print the College's trademarked logo and lettering, go to <https://clc.com/license-search/>, **click the "Find Product: icon, and search "Lafayette College."** 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 <https://clc.com/home/get-licensed/> so they can become one.

OurCampus Portal

All clubs must have an up-to-date portal. 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 members to register via DoSportsEasy.

WebSite & Social Media

Sports clubs can create and maintain a website or a social media 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](#)
- **All web sites should be updated by October 1st of each fall in order operate publicly.**

Prohibited Posts:

- Do not post anything in violation of the Student Code of Conduct or Student Involvement/Recreation Services policies & procedures. When in doubt, **ASK** prior to posting.

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. Complete and submit the Driver Approval Request Form. As a note, this requires a signature from the Recreation Services professional staff.
5. **If renting a vehicle from Enterprise you will need to complete the Enterprise form on OurCampus 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.
6. Complete basic and/or specialized driver training.
7. 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.

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. Two providers in the area are 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 sports club’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.

Equipment Inventory and Storage

Once purchases are made the club is responsible for maintaining and securing their equipment at the conclusion of the academic year. Unless other arrangements have been made with the Office of Student Involvement or the Office of Recreation Services, all sports clubs equipment must be stored in designed areas of Kirby Sports Center over the summer months. The exceptions to this are any combustible products, flammable liquids or solids.

Obtain a Limited Purchase Order (under \$200)

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 \$200 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 sports club 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 Involvement will help you determine if a purchase order or check request is necessary.

To obtain a check request, a sports club representative must obtain an invoice/quote from the seller. 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 sports club 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 Sports club Expenses

Sports club representatives can be reimbursed for team-related expenses **ONLY** when a purchase order, College credit card, or check request cannot be used **AND the expense is pre-approved**. Receipts need to be submitted on OurCampus 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 sports club's treasurer are authorized for reimbursement.

Requesting Budget Dollars through OurCampus

1. Visit https://ourcampus.lafayette.edu/home_login and sign in using your Lafayette credentials
2. Navigate to your club's portal by clicking the appropriate organization under "My Groups"
3. Select the "Budget" icon
4. **Select the appropriate budget request for the time period**
5. Submit an itemized budget of expenses and justification for said expenses
6. After submitting your request, the current review process will ensue. After Student Government has voted on your request, you will be notified automatically through OurCampus.

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 two weeks prior.

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 sports club coach or advisor requesting the advance will be reimbursed for the amount in excess.

HOSTING AN EVENT WITH ALCOHOL

Student organizations that intend to host social events at which alcohol is present must adhere to the guidelines outlined in the Student Handbook. The Division of Campus Life should be consulted for policy interpretation and clarification. Student organizations that violate the College's Alcohol Policy should expect to receive sanctions as outlined in this code. See the section on **POLICY FOR STUDENT ORGANIZATION EVENTS INVOLVING ALCOHOL** which is found under Student Code of Conduct.

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 sports club's Student Government Account.

HEALTH AND SAFETY

The health and fitness level of individuals participating in sports clubs is their own responsibility. It is recommended that each participant be aware of their 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 E).

1. Lafayette College assumes no responsibility to pay for or underwrite the cost of medical care given to members of sports clubs 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. Certain 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) should ensure at least one individual who is certified in American Red Cross CPR at every practice and competition. Training is available through the Lafayette College Department of Recreation Services.

6. It is recommended that members of a sports club 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 E**). This form should be kept securely with the team or coach 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 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.

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.
- 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 fight 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 professional staff if they are 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 and then Club President
 - Competition: Officials then Athletic Trainer, then Club VP / Safety Officer and 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.

COLD WEATHER *(this guidance information was provided by Lafayette Sports Medicine)*

To prevent hypothermia and frost bite, duration of activity in extreme cold weather must be limited. Wind chill (apparent temperature) takes into consideration both air temperature and wind speed. The chart below shows the time of activity permissible outdoors and the amount of time inside a temperature-controlled building before resuming activity outside. Time walking to and from the practice facility to the indoors is considered part of the outdoor time.

WIND CHILL TEMPERATURE FAHRENHEIT	TIME OUTSIDE	TIME INSIDE
> 20 degrees	No Limitations	N/A
15-19 degrees	45 minutes	15 minutes
11-14 degrees	30 minutes	15 minutes
10 degrees or lower	No Activity Outside	N/A

HOT WEATHER *(this guidance information was provided by Lafayette Sports Medicine)*

To prevent heat illness, duration of activity in extreme warm weather must be limited. Heat Index (apparent temperature) takes into consideration both air temperature and humidity. The chart below shows the time of activity permissible outdoors and the amount of time inside a temperature controlled building before resuming activity outside.

HEAT INDEX in FAHRENHEIT	TIME OUTSIDE	TIME INSIDE
80-89 DEGREES	120 MINUTES	WATER BREAKS EVERY 30 MIN IN TEMPERATURE CONTROLLED ROOM
90-95 DEGREES	60 MINUTES *	15 MIN IN TEMPERATURE CONTROLLED ROOM
96-102	45 MIN WITHOUT PADS*	15 MIN IN TEMPERATURE CONTROLLED ROOM
103-120 DEGREES	30 MIN WITHOUT PADS*	30 MIN IN TEMPERATURE CONTROLLED ROOM
121 OR ABOVE	NO ACTIVITY OUTSIDE	

Water Related-Sports and Member Safety

Any water-oriented sports club should insist 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 Aquatic Coordinator by calling 610-330-5775. See Appendix E for swim testing protocols.

Floods

Sports clubs should remain aware of weather forecasts and projected conditions impacting their activities. The Crew Club, for example, is prohibited from practicing 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 forms of activity/practice when dangerous river conditions exist. Clubs can reach out to the Office of Recreation Services about to talk through the specific circumstances.

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 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: <https://www.cdc.gov/mrsa/>

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 themselves from practice or competition and is evaluated by trainer, coach, or safety officer. If it is a head injury, refer to CRT Tool in the Sport Club Manual (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 no 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 sports clubs, 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.

BEHAVIORAL AND DISCIPLINARY POLICIES

Position on Hazing

Lafayette College Policy on Hazing can be found in The Student Handbook (<https://conduct.lafayette.edu/>) under the Hazing section.

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 creates:
 - A. Bonding or Togetherness
 - B. Team Strength
 - C. Respect for members (Respect must be earned)
 - D. Better performance on the field of play
- Hazing creates:
 - 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.

Consequences of Hazing:

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

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

Alcohol/Drugs

1. Alcoholic beverages/drugs are prohibited at all sports club 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. Use of drugs/alcohol, except for medical purposes, while traveling, competing, and/or using facilities including lodging spaces is strictly prohibited.
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.

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 sports club.

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 sports club 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 they are 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.

Guidelines for Use of Artificial Surfaces

Please keep in mind that it is your responsibility as an officer to ensure 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

[Student Organization Name]

Lafayette College
CONSTITUTION

*Items in blue should be personalized to your organization.

*Items in purple are optional.

*Items in red are for Sports Clubs

ARTICLE I: Name

The name of this organization shall be the [Name of Organization], also referred to as [acronym if applicable].

SPORTS CLUBS, as per the handbook, must use the word “club” in their name if a corresponding sport is sponsored by the Athletics Department.

ARTICLE II: Purpose and Scope

Section 1: Purpose Statement

The purpose of this club is *Your organization's mission statement

Section 2: Goals/Objectives

In pursuit of this general purpose, the [Organization Name] will aim to:

- A.
- B.
- C.

*List at least 3 goals/objectives for your organization.

Section 3: Relationship & Policy Agreement

As a recognized Lafayette College student organization, the [Organization Name] will have access to advising and resources through the Division of Student Life and the Lafayette College Student Government, however, the [Organization Name] activities are not supervised by Lafayette College staff or Student Government Representatives. The members of the organization itself are responsible for following all College policies and state laws and for ensuring the safety, security, and appropriate and lawful behavior of the membership as well as any students involved in activities sponsored by the organization.

Section 4: Affiliation

If your organization is affiliated with a national or international organization, details of the affiliation should be described here.

SPORTS CLUBS should indicate their NGB, RGB, and/or the local league in which the club will participate. An overview of the benefits of membership should be included.

ARTICLE III: Membership

Section 1: Nondiscrimination

In keeping with Lafayette College's policy of nondiscrimination, membership in [Organization Name] is open to all students of Lafayette College, regardless of race, color, national or ethnic origin, disability, religion, age, military or veteran status, sex, sexual orientation, gender identity or expression, marital or familial status, pregnancy, genetic information, or any other characteristic protected by law.

Section 2: Active Members

Active membership in the [Organization Name] shall be limited to students who are currently enrolled at Lafayette College.

*list what active membership means. Ex. A person is an active member by attending regularly scheduled meetings and events. Indicate if students studying abroad can be active members. You could also include that active members must attend at least one meeting each month, etc. Active members are eligible to vote and hold office. Other members of Lafayette College such as faculty, staff, and alumni may participate but only as non-voting associate or honorary members. **SPORTS CLUBS** must specify that all members register on DSE via <https://recreation.lafayette.edu/join-a-sports-club/> website.

Section 3: Selection of New Members

Describe the process of new members joining the organization and if there are any requirements.

Ex. To obtain active member status, prospective members can join after attending two consecutive organization meetings and paying any necessary dues. There is no formal application or interview required. To maintain active membership, members must attend at least two meetings each month.

Section 4: Hazing

Lafayette College requires that no student participate in and that no student organization allow any of its prospective members, new members, members, or others to participate in any ceremony or practice that involves mental or physical exhaustion or abuse, or in any way interferes with the students' mental or physical ability to perform their work at Lafayette College. These rites must not reflect unfavorably upon either the group or the College or be of a dangerous, rude, or demeaning nature. Hazing, whether it occurs on or off campus, is prohibited and will be subject to sanctioning through the conduct process.

Section 5: Voluntary Member Withdrawal

Any member can, at any time, voluntarily withdraw their membership from the organization.

Section 6: Non-Voluntary Member Withdrawal

Formal disciplinary procedures against a member "should generally be regarded as a drastic step reserved for serious situations or those potentially so", and in such situations "proper and tactful handling of the case is of prime importance." Also, "it is usually in the best interests of the organization to first make every effort to obtain a satisfactory solution of the matter quietly and informally." *Robert's Rules of Order 61:4.*

[list the reasons why a member may be removed and the specific process]

Ex.

- A. Any behavior by a member of the student organization that is deemed problematic, unsafe, exclusionary, or disruptive, and or actions deemed unacceptable by the Student Code of Conduct may be grounds for removal. If a member's conduct is deemed as such, notice of the concerns should be presented in writing to the President, Vice President, and Advisor. The removal of an Executive Officer is described in Article 6, Section 6.
- B. The active member should then be given notice of the concerns raised by the membership (verbal and in writing) by the Executive Officers with the Advisor present.
- C. A second meeting should be held between the active member, Executive Officers, and Advisor to discuss the concerns and determine the outcome. The Advisor should serve as a non-voting mediator.

Section 7: Dues

*If applicable, list dues requirements (amount, frequency/date of payment, and consequences of non-payment).

Ex. Annual dues of \$50 shall be paid by October 1st of each academic year. Individuals seeking active membership in the club past October 2nd shall pay the annual dues at the next business meeting. Failure to pay dues will result in the revocation of active membership.

ARTICLE IV: Organizational Leadership

Section 1: Officers

The officers of the [Organization Name] shall be the President, [the Vice President, the Secretary, and the Treasurer], which will serve as the Executive Committee.

*You must have at least 4 Executive Officers, one being President and if requesting funding, one being Treasurer. See examples at the end of this document for potential position descriptions.

SPORTS CLUBS must clarify if the coach/instructor and/or team Captains are part of the Executive Board and/or are permitted to vote.

Section 2: The President shall:

A.

Section 3: The Vice-President shall:

A.

SPORTS CLUBS must specify that the VP will serve as the primary safety leader/risk manager (even if that person is not going to be a certified Safety Officer)

Section 4: The Secretary shall:

A.

Section 5: The **Treasurer** shall:

A.

Section 6, 7, etc.: Add any additional officers and their duties.

ARTICLE V: Advisor

Section 1: The [Organization Name] will be advised by a Lafayette College faculty, staff, or a full-time employee.

Section 2: The organization is free to select any eligible employee to serve as the advisor to the organization. Upon selection, the advisor must be approved by the Director of Student Involvement.

Section 3: The Advisor shall:

- A. Provide guidance and support
- B. Advise the group on College policies and procedures and risk management
- C. Attend meetings and major functions of the [Organization Name]
- D. Include any other duties.

ARTICLE VI: Officer Terms and Election Procedures

Section 1: Term

The terms of all officers of the [Organization Name] shall be one year [indicate calendar year or academic year]. Officers may serve multiple consecutive terms.

SPORTS CLUBS are REQUIRED to use the calendar year as their officer term.

Section 2: Election Timeline

All officers shall be elected on or before [date] of each year, with their term effective beginning [date].

Ex. All officers shall be elected on or before the last day of the fall semester, with their term beginning the first day of the spring semester.

SPORTS CLUBS are REQUIRED to conduct their elections in the fall semester each year. The club will then follow a president-elect, past president system to ensure the reliable and accurate transfer of information needed to run the club. A representative from the Office of Recreation Services can be made available to audit the election process and count votes, upon request.

Section 3: Officer Criteria

All officers shall be elected from the active members. Any student seeking to hold office must have and maintain good academic and judicial standing. *Include any additional criteria such as a GPA requirement, prior leadership experience, special skills, etc.

Section 4: Election Process

*Describe your process. Example below.

- A. The President will announce that elections will be occurring and communicate the process and timeline to the active members.
- B. A quorum (simple majority) of active members must be present for all meetings where nominations or elections take place.
- C. Any member may nominate any active member for a position, including themselves. All nominations must be accepted by the nominee in order to be considered.
- D. Nominations will be closed by the President after all nominations are accepted for each office.
- E. In the event that only one individual accepts a nomination for a position, they will assume the position for the coming year. If two or more individuals accept the nomination, it will be put to a vote.
- F. Voting shall occur by a secret ballot distributed to each active member in attendance at the meeting. The ballots shall be tabulated by any officer not on the ballot and/or the Advisor. A majority is required to elect Executive Officers.

Section 5: Officer Resignation

Any officer can, at any time, voluntarily resign from their position with proper notice given to the other officers and Advisor.

Section 6: Officer Impeachment

Officers can be impeached by [list the reasons and specific process].

Example:

- A. The membership may request that an Executive Officer step down from their duties for failing to complete the duties of their office or if their conduct violates the College's Code of Conduct in a manner warranting disciplinary action from the College. The organization's Advisor should serve as a non-voting mediator for these proceedings. The impeachment hearing must occur while classes are in session. The Executive Officer should be given notice of concerns raised by the membership (verbal and written communication) at a regular meeting at which three-fourths (3/4) of the active members are present.
- B. At the next regular meeting, three-fourths (3/4) of active members must be present in order for the impeachment hearing to begin. The moderator of the impeachment hearing will be the President unless they are being impeached, in which case it will be the Vice President. The moderator cannot be the Officer being impeached. Each side will be given the opportunity to present their case and the active members may ask questions.
- C. The membership upon hearing the case shall vote. A three-fourths (¾) affirmative vote of all present members is required to remove the Executive officer from office.

SPORTS CLUBS should also include the removal process for coaches and/or team captains, as relevant to each club.

Section 7: Officer Succession

If not specified within the Officer Duties, list who will assume a certain officer's responsibilities for the interim in the event of resignation or impeachment.

Ex. Should the office of the President be vacant, the Vice President shall become the President and assume all of the responsibilities of that office. Should the office of any of the remaining officers become vacant, a special election will be held at the next meeting, following the process outlined in Article 6, Section 4.

ARTICLE VII: Meetings and Programs

Section 1: The first meeting of the fall semester shall be within two weeks after classes start.

Section 2: At least one business meeting should be held per month. A business meeting is defined as an official publicly advertised meeting with quorum present and minutes recorded.

Section 3: Quorum: A simple majority of the membership is required to conduct business (half plus one).

Section 4: Robert's Rules of Order shall govern meetings in all cases except when in conflict with this constitution and with general College regulations.

Section 5, 6, etc.: Describe any other operations details. For example, list the committees of the organization, the functions of the committees, how members serve on committees, etc. List special events or programs that the organization will host/sponsor.

ARTICLE VIII: Constitutional Amendments

Section 1: Amendments to the Constitution must be proposed in writing by an active member of the [Organization Name] at any regular meeting at which two-thirds (⅔) of the active members are present.

Section 2: Proposed amendments shall be voted upon only after two regular meetings following the introduction of the proposal and discussion period.

Section 3: Proposed amendments will become effective following a three-fourths (¾) affirmative vote of the active members.

ARTICLE VIII: Risk Management (SPORTS CLUBS - ADDITIONAL SECTION)

Section 1: Injuries

- A. Describe the procedures that the club has put in place to mitigate the risk of personal injuries.

Section 2: Finances

- A. Describe the procedures that the club has put in place to mitigate the risk of running a deficit or compromising the College in the case of a financial audit.

Section 3: Hazing

- A. Describe the procedures that the club has put in place to reduce the risk of acts or behaviors which could be categorized as hazing.

DOCUMENT HISTORY:

Created: Month, Day, Year

Potential Position Descriptions

President

- Serves as the chief executive officer of the organization
- Serves as the primary contact and external liaison for the organization
- Presides over all organization meetings
- Supervises all organization activities

Vice President

- Assists the President with oversight of the organization
- Assumes the duties of the President in the event of the President's absence or removal from office
- Coordinates organizational recruitment and retainment efforts
- Serves as Parliamentarian

Secretary

- Keeps a record of all members of the organization
- Keeps a record of all activities of the organization
- Creates and distributes agendas for each meeting of the organization
- Notifies all members of meetings
- Keeps and distributes minutes of each meeting of the organization
- Prepares the organization's calendar of events
- Handles all official correspondence of the organization

Treasurer

- Keeps all financial records of the organization
- Collects organization dues
- Prepares and submits budget requests
- Is familiar with accounting procedures and policies

Other positions may include: PR & Marketing Chair, Historian, Membership Coordinator, Events Chair, Diversity Officer, League Coordinator

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/AED/First Aid
4. Will have restrictions placed on practice until all members have received parent letter regarding participation and insurance.
5. Must have an athletic trainer, EMT, doctor, or ambulance for all home events
6. All club members or participants in events must be 18 years or older
7. 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/AED/First Aid
3. 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/AED/First Aid
3. 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 CPR/AED/First Aid

Concussion Education

For the following sports, all Officers and Safety Officers are required to complete a two-part concussion education course in addition to the above listed requirements by risk level:

Baseball, Basketball, Boxing, Dance Team, Equestrian, Field Hockey, Ice Hockey, Lacrosse, Rugby, Ski & Snowboard, Soccer, Softball, Tae Kwon Do, Volleyball, & Wrestling.

APPENDIX C
Lafayette College Recreation Services
Fundraising Event Registration/LOGO Approval 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:

Official Name (PRINT): _____

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.

**PLEASE RETURN THIS FORM AND A COMPLETED
W-9 FORM TO THE OFFICE OF STUDENT
INVOLVEMENT, FARINON 1st FLOOR**

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:

<input type="checkbox"/> FOOT/ ANKLE	L	R
<input type="checkbox"/> KNEE	L	R
<input type="checkbox"/> LEG/ THIGH	L	R
<input type="checkbox"/> ARM/ SHOULDER	L	R
<input type="checkbox"/> HAND/ WRIST	L	R
<input type="checkbox"/> FINGER		
<input type="checkbox"/> HEAD (e.g. jaw, nose, tooth, eye)		
<input type="checkbox"/> NECK / BACK		
<input type="checkbox"/> 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? _____

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 Recreation Services about any need for hospitalization. College personnel will make sure the incident is reported to the College Health Center at 610-330-5001.
 - a. If the team member is being monitored and not in immediate physical danger, encourage the team member to inform his/her parents.
 - b. If the team member is in serious physical condition or life-threatening condition a college representative (club instructor or a Recreation Services professional staff member). The ER physician will contact the parents.
- d. The student should report to the College physician 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 Staff electronically at sportsclubs@lafayette.edu or via the [Incident Form Reporting link](#) 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 participant have a medical emergency or become involved in an accident or serious injury.

PERSONAL INFORMATION

Full Name: _____ Date: _____

Birth Date: _____ Gender: _____

EMERGENCY NOTIFICATION

Parent(s) Name: _____ Home Phone: _____

Cellular Phone: _____ Work Phone: _____

Home City: _____

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) contact about my situation.

Date: _____

Signature of Student: _____

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 Society – Because the nature of this club is not strictly water related, not all members of the club are recommended 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 are recommended to 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 is recommended to 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)*

3) Fishing/Angling – Swim 50 yards, and then tread/float in the water for a minimum of 5 minutes. *(American Red Cross Level 6 proficiency)*

CRT6™



Concussion Recognition Tool

To Help Identify Concussion in Children, Adolescents and Adults

What is the Concussion Recognition Tool?

A concussion is a brain injury. The Concussion Recognition Tool 6 (CRT6) is to be used by non-medically trained individuals for the identification and immediate management of suspected concussion. It is not designed to diagnose concussion.

Recognise and Remove

Red Flags: CALL AN AMBULANCE

If **ANY** of the following signs are observed or complaints are reported after an impact to the head or body the athlete should be immediately removed from play/game/activity and transported for urgent medical care by a healthcare professional (HCP):

- Neck pain or tenderness
- Seizure, 'fits', or convulsion
- Loss of vision or double vision
- Loss of consciousness
- Increased confusion or deteriorating conscious state (becoming less responsive, drowsy)
- Weakness or numbness/tingling in more than one arm or leg
- Repeated Vomiting
- Severe or increasing headache
- Increasingly restless, agitated or combative
- Visible deformity of the skull

Remember

- In all cases, the basic principles of first aid should be followed: assess danger at the scene, check airway, breathing, circulation; look for reduced awareness of surroundings or slowness or difficulty answering questions.
- Do not attempt to move the athlete (other than required for airway support) unless trained to do so.
- Do not remove helmet (if present) or other equipment.
- Assume a possible spinal cord injury in all cases of head injury.
- Athletes with known physical or developmental disabilities should have a lower threshold for removal from play.

This tool may be freely copied in its current form for distribution to individuals, teams, groups, and organizations. Any alteration (including translations and digital re-formatting), re-branding, or sale for commercial gain is not permissible without the expressed written consent of BMJ.

If there are no Red Flags, identification of possible concussion should proceed as follows:

Concussion should be suspected after an impact to the head or body when the athlete seems different than usual. Such changes include the presence of **any one or more** of the following: visible clues of concussion, signs and symptoms (such as headache or unsteadiness), impaired brain function (e.g. confusion), or unusual behaviour.

CRT6™

Developed by: The Concussion in Sport Group (CISG)

Supported by:





CRT6

Concussion Recognition Tool

To Help Identify Concussion in Children, Adolescents and Adults



1: Visible Clues of Suspected Concussion

Visible clues that suggest concussion include:

- Loss of consciousness or responsiveness
- Lying motionless on the playing surface
- Falling unprotected to the playing surface
- Disorientation or confusion, staring or limited responsiveness, or an inability to respond appropriately to questions
- Dazed, blank, or vacant look
- Seizure, fits, or convulsions
- Slow to get up after a direct or indirect hit to the head
- Unsteady on feet / balance problems or falling over / poor coordination / wobbly
- Facial injury

2: Symptoms of Suspected Concussion

Physical Symptoms	Changes in Emotions
Headache	More emotional
"Pressure in head"	More irritable
Balance problems	Sadness
Nausea or vomiting	Nervous or anxious
Drowsiness	
Dizziness	Changes in Thinking
Blurred vision	Difficulty concentrating
More sensitive to light	Difficulty remembering
More sensitive to noise	Feeling slowed down
Fatigue or low energy	Feeling like "in a fog"
"Don't feel right"	
Neck Pain	

Remember, symptoms may develop over minutes or hours following a head injury.

3: Awareness

(Modify each question appropriately for each sport and age of athlete)

Failure to answer any of these questions correctly may suggest a concussion:

- "Where are we today?"
- "What event were you doing?"
- "Who scored last in this game?"
- "What team did you play last week/game?"
- "Did your team win the last game?"

Any athlete with a suspected concussion should be - IMMEDIATELY REMOVED FROM PRACTICE OR PLAY and should NOT RETURN TO ANY ACTIVITY WITH RISK OF HEAD CONTACT, FALL OR COLLISION, including SPORT ACTIVITY until ASSESSED MEDICALLY, even if the symptoms resolve.

Athletes with suspected concussion should **NOT**:

- Be left alone initially (at least for the first 3 hours). Worsening of symptoms should lead to immediate medical attention.
- Be sent home by themselves. They need to be with a responsible adult.
- Drink alcohol, use recreational drugs or drugs not prescribed by their HCP
- Drive a motor vehicle until cleared to do so by a healthcare professional

APPENDIX F – Compensated Instructor

LAFAYETTE COLLEGE RECREATION SERVICES

Head INSTRUCTOR EMPLOYMENT AGREEMENT FOR

The instructor may act only in those areas in which he/she has been empowered by the club. A sports club is a student organization to be administered by elected student leaders, who serve as the liaison between the club membership and the College. *Note: Risk Level 1 Sports must have an approved instructor who is First Aid & CPR certified and present for all contact practices and competitions.*

- Conduct oneself in a professional manner that will reflect positively upon the club and the College.
- Adhere to Lafayette Colleges Sexual Misconduct policy, which defines sexual harassment and clearly states "... any romantic advance or sexual relationship between the student and the particular instructor is prohibited. For the purposes of this policy, the term 'instructor' shall include athletic coaches." It is the responsibility of the coach to maintain appropriate boundaries and to notify the club officers or the Club Sports Coordinator if he or she is having difficulty maintaining those boundaries.
- Adhere to safety standards as applicable to the particular sport /activity for collegiate level participation and by the Department of Recreation Services.
- Abide by all applicable rules and regulations of the College, Student Government and Recreation Services (fundraising, purchasing, travel and handling of emergencies).
- Abide by all applicable rules and regulations of the conference, league or association to which the club may belong
- Develop and supervise weekly practices in-season
- Guide captains on technique and training.
- Manage the balance of developing fitness and skill with beginners.
- Teach the sport specific skills in a sequential and appropriate progression from the most fundamental to more complex
- Work with the club executive officers on overall program development.
- Promote fair play and good sportsmanship at all practices and competitions
-
-
-

Commitment & Compensation:

This is a semester agreement starting and ending . This position is classified as a part-time employee and will be compensated at an hourly rate of for a maximum of hours. The hours will breakdown to approximately hours per week for weeks.

An access pass to Allan P. Kirby Sports Center is included for the instructor and spouse (pending an appointment with Director of Recreation Services for a picture ID card).

If in the opinion of the Lafayette College designated representatives or the club's executive board, if at any point the instructor is not working in the best interests of the club, he/she/they can be relieved of all responsibilities, making this agreement null and void.

If you are in agreement with these terms and agree to abide by the attached Ethics Policy please sign below and return.

Coach Signature: Date

Coach Printed Name:

Coach Email: Coach Phone Number:

Club President Signature: Date

Club Treasurer Signature: Date

Received for Processing By: Date

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 consequences from verbal warnings to immediate dismissal.

Coach Signature:  Date 

Coach Printed Name: 

¹ East Stroudsburg University Recreation Center's Code of Conduct

² Council for the Advancement of Standards in Higher Education

³ NIRSA Campus Recreation: Essentials for the Professional

⁴ Lafayette College Student Code of Conduct

APPENDIX F – Volunteer Instructor

LAFAYETTE COLLEGE RECREATION SERVICES

Head INSTRUCTOR EMPLOYMENT AGREEMENT FOR

The instructor may act only in those areas in which he/she has been empowered by the club. A sports club is a student organization to be administered by elected student leaders, who serve as the liaison between the club membership and the College. *Note: Risk Level 1 Sports must have an approved instructor who is First Aid & CPR certified and present for all contact practices and competitions.*

- Conduct oneself in a professional manner that will reflect positively upon the club and the College.
- Adhere to Lafayette Colleges Sexual Misconduct policy, which defines sexual harassment and clearly states "... any romantic advance or sexual relationship between the student and the particular instructor is prohibited. For the purposes of this policy, the term 'instructor' shall include athletic coaches." It is the responsibility of the coach to maintain appropriate boundaries and to notify the club officers or the Club Sports Coordinator if he or she is having difficulty maintaining those boundaries.
- Adhere to safety standards as applicable to the particular sport /activity for collegiate level participation and by the Department of Recreation Services.
- Abide by all applicable rules and regulations of the College, Student Government and Recreation Services (fundraising, purchasing, travel and handling of emergencies).
- Abide by all applicable rules and regulations of the conference, league or association to which the club may belong

- Develop and supervise weekly practices in-season
- Guide captains on technique and training.
- Manage the balance of developing fitness and skill with beginners.
- Teach the sport specific skills in a sequential and appropriate progression from the most fundamental to more complex
- Work with the club executive officers on overall program development.
- Promote fair play and good sportsmanship at all practices and competitions
-
-
-

Commitment & Compensation:

This is a semester agreement starting and ending . This position is classified as a volunteer position and will not be compensated.

An access pass to Allan P. Kirby Sports Center is included for the instructor and spouse (pending an appointment with Director of Recreation Services for a picture ID card).

If in the opinion of the Lafayette College designated representatives or the club's executive board, if at any point the instructor is not working in the best interests of the club, he/she/they can be relieved of all responsibilities, making this agreement null and void.

If you are in agreement with these terms and agree to abide by the attached Ethics Policy please sign below and return.

Coach Signature: Date

Coach Printed Name:

Coach Email: Coach Phone Number:

Club President Signature: Date

Club Treasurer Signature: Date

Received for Processing By: Date

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 consequences from verbal warnings to immediate dismissal.

Coach Signature: _____

Date _____

Coach Printed Name: _____

¹ East Stroudsburg University Recreation Center's Code of Conduct

² Council for the Advancement of Standards in Higher Education

³ NIRSA Campus Recreation: Essentials for the Professional

⁴ Lafayette College Student Code of Conduct

Enrollment Verification Request Form

Please complete this form and attach it to your league/NGB document prior to submitting it to the office of Recreation Services.

L a f a y e t t e S p o r t s C l u b s ENROLLMENT VERIFICATION REQUEST FORM
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Please fill out all of the requested information and submit this sheet along with the enrollment verification form.

Sport Club: _____

Date of Request: _____

Need By/Mail Date: _____

Person to Notify: _____

Person to Notify Email: _____

President Name (Print): _____

President Signature: _____

Mail to Address:

Office Use Only: Date sent to Registrar: _____ Date received from Registrar: _____ Date mailed: _____

APPENDIX H

CATEGORY INDEX

As we work to update and re-implement the category index, greyed out categories will not be counted when determining priority order. All categories that do not have shading are considered active categories and will be used.

CATEGORY	4 UNITS	3 UNITS	2 UNITS	1 UNIT	0 UNITS
Budgeted Expenses	> \$8,000	\$4,000 to \$8,000	\$2,500 to \$4,000	\$500 to \$2,500	<\$500
Club Membership	>27	22 to 26	17 to 21	12 to 16	7 to 11
Activity Level	7+ contests	5 to 6 contests	3 to 4 contests	1 to 2 contests	0 contests
Competitiveness	League Play	Tournaments/Recurring Performances	Independent Contests	Special Events/Performances	Non-Competitive/Performative
Skill Level		Intermediate / Advanced	Beg / Inter / Advanced	Beginner / Intermediate	
Top Coaching Level	Paid Coach	Paid Instructor	Volunteer Coach	Volunteer Instructor	none
Practices	4+ per week	3 per week	2 per week	1 per week	
Marketing		recruit, web page, newsletter, results	web page		
Fundraising		>25% or total budget	15% to 25% of total budget	5% to 14% of total budget	
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	
5-year activity	0 inactive semesters	1 to 3 inactive semesters		4 to 8 inactive semesters	9+ inactive semesters
Meetings/Deadlines	100% compliance		100% compliance (late)		less than 100% compliance
Multicultural Training			Attended (point per)		
In-Services			Attended (point per)		
Safety / Behavior	no infractions				
Meeting / Deadlines is -2 units if < 50%			Safety / Behavior is -3 units for each additional infraction		