



**2010-2011
Club Sports
Operating Guidelines**

Preamble

Welcome back students! We're excited to have you back and to get the ball rolling with Club Sports for the 2011-2012 school year! As you will see in this handbook, we are taking big steps forward this year to make Club Sports more organized, more productive, and more accessible for you. This handbook contains easy to follow guidelines for setting up, organizing, and budgeting your Club Sport to ensure that each one is a success within student and institutional resources. We are excited to have you all on board to make this the most successful year yet!

Introduction

The Club Sports program at Lewis & Clark College, administered by the Department of Physical Education & Athletics and supported by the Office of Student Activities, is currently comprised of men's and women's club rugby, co-ed sailing, men's soccer, men's and women's club lacrosse and men's and women's ultimate Frisbee. Clubs comprising this program are subject to review and inclusion annually. Criteria for review are to be developed.

Lewis & Clark College, through the disbursement of student fees, provides resources, assistance and guidance to the individual clubs through the Department of Physical Education & Athletics and the Office of Student Activities. Each club is formed, developed, governed and administered by the student membership of that particular club and overseen by the Assistant Director of Athletics, the faculty/staff advisor and their coach.

This manual has been prepared as a guide to assist student leaders in the administration of their club sport program. The policies and procedures contained herein apply to all of the clubs. Each team member, advisor and coach is required to be familiar with the guidelines outlined in this manual.

Questions regarding the policies and procedures within this manual should be directed to the Assistant Director of Athletics.

Purpose

The purpose of the club sports program is to:

- provide students with the opportunity to participate and compete in organized and sanctioned intercollegiate competition, at the club level.
- Develop organizational and leadership skills and to improve skills in and knowledge of a sport.

Calendar Deadlines

This table provides the calendar deadline for completion of various tasks that are required by the College. The club officers of each club are responsible for making sure these tasks are completed by the given deadline (all materials must be submitted by 4:00p.m. on the date stated below unless otherwise specified).

<u>Item</u>	<u>Deadline</u>	<u>Time/Location</u>
Club Officers Meeting	August 29 or 30, 2011	4:00p.m.; Zehntbauer 126
Fall Facility Request	September 3, 2011	emailed to minty@lclark.edu
Club Officers Information Sheet	September 7, 2011	Submit to Asst. Director of Athletics
Club Sports Survey Due	September 7, 2011	Submit to Asst. Director of Athletics
Club Sports Informational Meeting	September 14, 2011	4:00p.m; Pamplin 10
Organization Registration Form	September 14, 2011	Submit to Student Activities
Fall Practice Schedule	September 14, 2011	Submit to Asst. Director of Athletics
Fall Game Schedule	September 14, 2011	Submit to Asst. Director of Athletics
Team and Officer Goals	September 17, 2011	Submit to Asst. Director of Athletics
Team Roster	September 17, 2011	Submit to Asst. Director of Athletics
Liability Waiver Forms (<i>must be done before first practice</i>)		Submit to Asst. Director of Athletics
Faculty/Staff Advisor Registration Form	September 17, 2011	Submit to Asst. Director of Athletics
Coach Registration Form	14-21 days prior to first day of employment with L&C	Submit to Asst. Director of Athletics
Website	September 17, 2011	
Spring Facility Request	November 30, 2011	Submit to Asst. Director of Athletics
Spring Practice Schedule	December 17, 2011	Submit to Asst. Director of Athletics
Spring Game Schedule	December 2, 2011	Submit to Asst. Director of Athletics
Updated Constitution	April 1, 2012	Submit to Asst. Director of Athletics
Annual Report	April 14, 2012	Submit to Asst. Director of Athletics
Equipment Inventory Report	May 1, 2012	Submit to Asst. Director of Athletics
Summer/Fall Contact Information	May 1, 2012	Submit to Asst. Director of Athletics

All materials must be submitted by the deadline stated above unless other arrangements have been made with the Assistant Director of Athletics and/or the Director of Student Activities. Materials can be dropped off for the Assistant Director of Athletics in Zehntbauer 122 and for the Director of Student Activities in the Associate Dean of Students Suite in the Templeton Campus Center.

All forms will be available on the Club Sports website (http://www.lclark.edu/recreation/club_sports), with the Assistant Director of Athletics and at the Pamplin Information Center/Reception Desk. A checklist to track submissions will be maintained by the Assistant Director of Athletics.

Explanation of Deadlines

1. Student Organization Registration Form: All Lewis & Clark clubs and organizations are required to be registered with the Office of Student Activities and recognized by the Associated Students of Lewis & Clark College. Please turn the completed registration form into the Office of Student Activities by 4:00p.m. on September 10, 2011.
2. Officers Information Sheet: Clubs are required to maintain active status with the Department of Physical Education & Athletics by filling out a Club Officers Information Sheet. Please turn the completed information sheet into the Assistant Director of Athletics by 4:00p.m. on September 7, 2011.

3. Facility Requests: The Department of Physical Education & Athletics requires clubs to submit their facility requests prior to the start of each semester. Please submit your facility requests to the Assistant Director of Athletics by 4:00p.m. on September 3, 2011 for the fall semester and 4:00p.m. on November 30, 2011 for the spring semester. Although all facility requests should be made during the prior semester, additional requests may be submitted to the Assistant Director of Athletics.
4. Practice Schedules: The Department of Physical Education & Athletics requires clubs to submit a schedule complete with the days, times and location of all regularly scheduled practices. This schedule will be posted on the club sports website and used to inform potential members of your schedule. Please submit your schedule to the Assistant Director of Athletics by 4:00p.m. on September 14, 2011 for the fall semester and by 4:00p.m. on December 15, 2011 for the spring semester. If your club does not practice during a semester, you are still required to submit a schedule indicating that you do not have practices so you are credited for turning this information in. Practice times and locations are to be scheduled through the Assistant Director of Athletics.
5. Game Schedules: The Department of Physical Education & Athletics requires clubs to submit a schedule complete with the days, times and location of all home and away club events, including competitions, demonstrations or anything else other than your regularly scheduled practices. Please submit your schedule to the Assistant Director of Athletics by 4:00p.m. on September 14, 2011 for the fall semester and by 4:00p.m. on December 23, 2011 for the spring semester. If a club has not completed their schedule by the assigned deadlines, a temporary schedule should be turned in and updated as necessary. All home events are to be scheduled through the Assistant Director of Athletics.
6. Team and Officer Goals: Personal goals should be set for improving club performance and/or the organization. Officers should also meet with club members to set goals for the club as a whole. Please turn the completed goals form into the Assistant Director of Athletics by 4:00p.m. on September 17, 2011.
7. Team Roster and Liability Waiver Forms: The Department of Physical Education & Athletics requires clubs to submit a roster complete with the following information for each club member, Full Name, L&C ID Number, Phone Number, E-Mail Address and Local Address. Rosters must be submitted to the Assistant Director of Athletics by 4:00p.m. on September 17, 2011.

All participants must complete and submit a liability waiver (Acknowledgement and Assumption of Risks and Agreements of Release and Indemnity form) BEFORE the team's first practice to the Assistant Director of Athletics. Liability waivers for new participants must be submitted before they can participate. Failure to submit liability waivers for all team members will result in your team's budget being frozen.

8. Faculty/Staff Advisor and Coach Registration: All club sports are required to have a faculty/staff advisor and a coach (if qualified, faculty/staff advisors can also serve as coaches). Please refer to the position descriptions for more information. Please turn the advisor and coach registration forms into the Assistant Director of Athletics by 4:00p.m. on September 17, 2011 and Coach Registration needs to be done at least 14 to 21 days prior to first day of employment with Lewis & Clark College.
9. Advisors and Coaches Meeting: A mandatory meeting for all advisors and coaches and will be held at the beginning of each semester. Failure to attend this meeting will result in your budget being frozen. This meeting will cover all of the information outlined in this manual. The purpose of this meeting is to inform advisors and coaches of what they are responsible for. Club officers are expected to attend this meeting and are also responsible for informing their advisor and coach about this meeting and making

sure that they are in attendance. The Assistant Director of Athletics will schedule this meeting for a convenient time at the beginning of each semester.

10. Website: Each club is responsible for maintaining a website with information for prospective members. This page should be up-to-date and linked to the Department of Physical Education & Athletics website by September 12, 2011. Anyone needing help with the creation and design of their website may seek assistance from the Assistant Director of Athletics.
11. Updated Constitution: In order to maintain active status with the Department of Physical Education & Athletics, each organization must submit an updated copy of the club's constitution before the end of the academic year. Please turn the updated constitution into the Assistant Director of Athletics by 4:00p.m. on April 1, 2012.
12. Annual Report: Each club will be required to submit an annual report with detailed information about club activities, results and participation for the past year. This report will be used for recruiting future members, marketing and advertising club sports and for other various annual reports. The Assistant Director of Athletics closer to the due date, 4:00p.m. on April 14, 2012, will cover specific items that should be included.
13. Equipment Inventory Report: In order to maintain active status with the Department of Physical Education & Athletics, each organization must submit an equipment inventory report before the end of the academic year. Please turn the equipment inventory report into the Assistant Director of Athletics by 4:00p.m. on May 1, 2012.
14. Summer/Fall Contact Information: Clubs should submit their summer contact information to the Assistant Director of Athletics by 4:00p.m. on May 1, 2012. Ideally the summer contact person(s) should be someone reachable via their Lewis & Clark e-mail address. Also, please turn in fall contact information at this time so we can get in contact with you about meetings and deadlines for the next fall semester.
15. Other Required Meetings: throughout the school year, the Assistant Director of Athletics or the Director of Student Activities will call other meetings. Each club is required to have at least one officer present, though all offers are encouraged to attend.

Position Descriptions

Club/Team Officers – Each club sport must hold elections for officers each academic year. Officer positions should be limited to full-time, registered undergraduate students at Lewis & Clark College. A current Officers Information Sheet must be turned in to the Assistant Director of Athletics by 4:00p.m. on September 5, 2011 and each time a new individual fills the position of an officer. The Assistant Director of Athletics will make sure copies of these forms are forwarded to the Office of Student Activities. The following list of responsibilities for club leadership positions should be considered as guidelines and not as a complete listing of responsibilities. Each club should determine the exact duties of each officer.

Club President/Team Captain

1. Serve as a liaison between the Department of Physical Education & Athletics, the Office of Student Activities, the Associated Students of Lewis & Clark College (ASLC) and the club sport.
2. Be familiar with the Club Sports Operating Guidelines Manual and all College and ASLC policies and make sure that they are implemented and adhered to.
3. Make sure all forms are completed and submitted to the Assistant Director of Athletics when necessary.

4. Keep the club faculty/staff advisor and coach aware of all club activities.
5. Hold elections as stipulated in the club's constitution.
6. Carry emergency contact information for all club members to all club activities/functions.
7. Attend all mandatory meetings called by ASLC.

Club Vice President/Assistant Team Captain

1. Assist the President/Team Captain, and preside when the President/Team Captain is absent.
2. Work closely with the President/Team Captain in coordinating all club activities/functions.

Club Secretary

1. Take minutes at meetings.
2. Conduct correspondence for the club.
3. Update team roster as necessary.
4. Circulate publicity information if needed.
5. Compile the club's annual report information.
6. Assist the President/Team Captain and Vice President/Assistant Team Captain when needed.

Club Treasurer

1. Keep budget and account records up-to-date.
2. Collect dues
3. Process all forms needed for check requests/reimbursements.
4. Maintain documentation of expenditures and receipts.
5. Ensure that all league and appropriate association dues and fees are paid.
6. Ensure that the necessary paperwork is on file in order to make sure the club's coach receives the agreed upon compensation (if applicable).
7. Oversee all fundraising efforts.
8. Prepare and submit the allocation request for the upcoming year.
9. Work with ASLC and the Office of Student Activities to ensure financial are in order.
10. Attend all mandatory meetings called by ASLC.

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Club Faculty/Staff Advisor

Every club sport must have a faculty/staff advisor. The advisor is appointed by the club membership and approved by the Assistant Director of Athletics. It is recommended, though not required, that the faculty/staff advisor have both expertise and a high level of interest in the activity.

Individual clubs are responsible for recruiting and securing a faculty/staff advisor. Advisors must be a member of the Lewis & Clark College Faculty or Administration.

1. The faculty/staff advisor must be aware of, follow and ensure that the club follows all College, Department of Physical Education & Athletics, Office of Student Activities and ASLC policies and procedures.
2. Advisors typically volunteer in a personal capacity and not as employees, representatives or agents of the College. College employees who serve as club faculty/staff advisors are covered by the College's liability insurance. Non-College employees (i.e. alumni or community volunteers) are not covered under College insurance for liability associated with their advisory activities.
3. Advisors serve to guide student organization members through the process of effectively operating an organization.
4. Advisors provide continuity to the program from year-to-year by assisting new student leaders during the officer transition process. They can also provide helpful information about the organization's history and traditions.
5. Advisors can be beneficial to an organization by giving advice based on experience and insight into College operations.
6. Advisors should encourage the development of leadership, initiative and the ability to accept responsibility among all members and officers of the club.
7. Advisors help ensure that the activities and undertakings of the club are sound and reflect favorably on the College.
8. Advisors can assist in the development of sport club goals and objectives by attending meetings and consulting with the club officers, coach, Assistant Director of Athletics.
9. Advisors should be available to student leaders during the development of projects and programs and provide expertise and direction to help insure that activities are well planned and reflect favorably on the College.
10. Advisors should be prepared to act as a confidant in both individual and organizational-related matters.
11. When applicable, the advisor may provide input into the recruitment, selection, hiring, evaluation and termination process of any coach, as well as monitoring their effectiveness with the club.
12. If qualified and deemed appropriate by the Assistant Director of Athletics, faculty/staff advisors can also serve as coaches.
13. Advisors should attempt to attend meetings, practices and competitions when convenient.
14. Advisors are required to attend the Assistant Director of Athletics' mandatory meeting for all advisors and coaches at the beginning of each semester.
15. The Assistant Athletic Director of Athletics' and the Office of Student Activities is NOT eligible to be a staff/faculty club advisor due to the nature of being key administrators for all L&C Clubs.

Coach's Role

Every club sport that competes off-campus must have a coach. If qualified and deemed appropriate by the Assistant Director of Athletics, faculty/staff advisors can also serve as coaches.

Individual clubs are responsible for recruiting and securing a coach. Coaches may be alumni, faculty, staff or community members. The primary duty of the coach is to provide organized and safe instruction and training for participants of various skill levels. They will evaluate performance for the purpose of selection for competition or individual recognition.

1. The coach must be aware of, follow and ensure that the club follows all College, Department of Physical Education & Athletics, Office of Student Activities and ASLC policies and procedures.
2. The Department of Physical Education & Athletics requires that all coaches have current CPR training, demonstrate expertise in the sport they have been selected to work with and that they attend all practices and competitions.
3. The coach is not only obligated to develop skills, conditioning, etc., but to protect club members' safety. The coach should be concerned with the risk of exposure to liability as a result of serious injury. It is recommended that coaches have personal travel, medical and liability insurance.
4. The coach should be aware of any situation that could result in sexual harassment, discriminating conduct, inappropriate conduct or illegal conduct by club members as outlined in this manual and the Pathfinder student handbook.
5. Coaches must help ensure good sportsmanship at all times.
6. Coaches should restrict their contributions to coaching only. They are to serve **only in an advisory capacity** for the management activities of the club, which include, but are not limited to submitting forms, budgeting, scheduling, hosting competitions, making travel arrangements and any other special events. Keep in mind that a club sport is first and foremost a student organization and therefore the student offers must serve as the liaison between the club and the Department of Physical Education & Athletics.
7. The coach's responsibilities are not those of a varsity coach. The club sport program is designed to allow the club members to administer the club's activities with the exception of coaching.
8. The coach shall discuss club matters with the club, its faculty/staff advisor and the Assistant Director of Athletics only.
9. The Department of Physical Education & Athletics may relieve the coach at any time if it is determined that the coach is not working in the best interest of the club.
10. Coaches are required to attend the Assistant Director of Athletics' mandatory meeting for all advisors and coaches at the beginning of each semester.

All coaches are required to complete the contract issued by the Department of Physical Education & Athletics. All Coaches will be approved through the Department of Physical Education & Athletics and are subject to all College policies and procedures. It is up to the discretion of each individual club to determine the amount of compensation a coach receives (if applicable). A club cannot post/advertise for a coaching position with the approval of the Assistant Director of Athletics.

Club Sports Council

The Club Sports Council represents all active club sports and acts as an advisory council to the Assistant Director of Athletics and Director of Student Activities on all matters pertaining to Lewis & Clark's club sports program and meets monthly during the school year. The purpose of the Club Sports Council is to promote cooperation between the club presidents/team captains by unifying, motivating, increasing participation and recognition of all club sports. The council will serve to help maintain active communication between clubs. THE CLUB SPORTS COUNCIL IS MANDATORY FOR ALL CLUB SPORTS CAPTAINS

Participation in the Council

1. All club presidents/team captains are voting members of the council.
2. All council meetings are open to all members of any of Lewis & Clark's club sports.
3. All voting members of the council are expected all monthly meetings. If a voting member cannot attend a meeting, the club's vice president/assistant captain can attend in their place.
4. Voting members represent their club and should be prepared to share all club information (i.e. practice and game schedules, promotional materials and any information on fundraising activities).

Administration of the Council – The Assistant Director of Athletics administers the Club Sports Council and will attend all meetings. The meetings will last approximately one hour and from time to time will have guest speakers (i.e. representatives of ASLC, representatives from the Department of Physical Education & Athletics, etc.).

Meeting Dates & Time –

Date: August 30, 2011 - 6:00p.m Zehntbauer 126
Date September 14, 2011- 7:00p.m Pamplin 10
Date October 19, 2011 - 6:00p.m Zehntbauer 126
Date November 23, 2011 - 6:00p.m Zehntbauer 126
Date December 7, 2011 – 6:00p.m Zehntbauer 126
Date January 25, 2012- 6:00p.m Zehntbauer 126
Date February 22, 2012- 6:00p.m Zehntbauer 126
Date March 29, 2012- 6:00p.m Zehntbauer 126

Membership & Eligibility

Membership in any club sport must be free from discrimination based on age, ancestry, color, disability, national origin, race, religious creed, sex, sexual orientation or veteran status.

Each club must complete and submit a team roster at the beginning of each academic year and anytime a student joins or leaves the club. The roster needs to include the following information for each club member, Full Name, L&C ID Number, Phone Number, E-Mail Address and Local Address. Each member is required to complete and submit to the Assistant Director of Athletics a liability waiver form (i.e. an Acknowledgement and Assumption of Risks and Agreements of Release and Indemnity form). All waivers must be submitted to the Assistant Director of Athletics immediately after the first team meeting, first day of practice or anytime a student joins the club. Failure to submit liability waiver forms for all members will result in your budget being frozen. For clubs that have not begun practice by September 14, 2011, please submit these forms for your club including a note about what date practice is scheduled to begin.

- Club membership may only consist of students who are currently enrolled students who are in good academic and disciplinary standing with the College.
- Members may not use club sports to promote individual financial gain or private practice.
- President/Team Captains of each club sport are responsible for checking the eligibility of their members.

Academic Standing – Lewis & Clark academic standards apply to all club sport participants. Students must be in good standing to participate in club sport activities. Any student who is on academic probation or suspension will not be allowed to participate in any club sport activities. Good academic standing is defined in the Academic Standing section of the Lewis & Clark College Catalog.

Standard Academic Progress – Club sport participants must demonstrate that they are maintaining standard progress towards earning their bachelor's degree (i.e. completion of registered coursework and maintaining a cumulative grade point average of no less than 2.000). Standard academic progress is defined in the Standard Academic Progress section of the Lewis & Clark College Catalog.

Disciplinary Standing – Each member of the Lewis & Clark College community is obligated to observe the principles of mutual respect, academic integrity, civil discourse and respectful decision-making. Any student who is on probation (conditional or unconditional), disciplinary suspension or disciplinary standing will not be allowed to participate in any club sport activities. Additional information about the Code of Conduct and disciplinary standing can be found in the Pathfinder student handbook.

Participation Fee – Students enrolled in the Graduate School of Education and Counseling or the Law School are required to pay a one-time participation fee of \$ [redacted] per academic year to cover costs associated with participation. This fee only applies to graduate and law students as undergraduates already pay a student fee.

Maintaining Club Status

To maintain good standing, each club sport must comply with the requirements and directives of the Department of Physical Education & Athletics, the Office of Student Activities and the Associated Students of Lewis & Clark College. Clubs not meeting or maintaining these standards shall be considered not in good standing. Not in good standing status can also be brought on by violations of the policies set forth in this guide and the policies of the College (including those in the Code of Conduct).

Clubs that are not in good standing lose certain club privileges including:

- Funding from ASLC.
- Opportunity to apply for any supplemental funding from ASLC or the Department of Physical Education & Athletics.
- Opportunity to reserve facilities on-campus (including athletic facilities).
- Opportunity to practice and compete as a club.

Club Presidents/Team Captains must meet with the Assistant Director of Athletics to discuss the process for restoring the club to good standing status. Club may be allowed to being operations

Policies

On-Campus Accounts – The Associated Students of Lewis & Clark College (ASLC) assists registered and recognized student organization in keeping proper accounts of their financial activities. Each club sport must maintain an on-campus student organization account for deposit of dues, deposits of fundraising money and for disbursements. Off-campus savings and checking accounts are not permitted. Failure to adhere to this policy will result in your club's budget being frozen and the possibility of the club losing its good standing.

Club Sports Funding – Each registered and recognized club sport is eligible for funding from the Associated Students of Lewis & Clark College (ASLC). Clubs must meet all requirements and deadlines provided by ASLC's Student Organizations Committee to receive funding from ASLC. Each registered and recognized club sport is eligible for special funding from the Department of Physical Education & Athletics. This additional source of funding is available at the discretion of the Director of Physical Education & Athletics. The intent of this additional source of funding is to support club sport teams who are competing in national championship level contests or for the on-time purchase of specialized equipment. The Director of Physical Education & Athletics will establish the criteria for applying for and receiving this additional funding.

Entry Fees – Once a schedule has been furnished and the club has registered for approved (by the Assistant Director of Athletics) contests and tournaments, the Office of Student Activities will assist the clubs in the procurement of checks from the Business Office.

To get a check prior to travel for entry fees, fill out a Check Request Form and attach official proof of information including who the check should be made out to, the amount of the check, what the check is paying for, and the address the check should be mailed to. A copy of the entry form and/or a flyer advertising the event must accompany every check request. If the check is to be made out to an individual you must include a completed and signed W9 Tax Information. The Business Office strongly discourages paying individuals for entry fees.

To be reimbursed for entry fees, an invoice or entry form should be turned in with information detailing who the check should be made out to, the amount of the check, what the check is paying for, and the address the check should be mailed to. Reimbursements must be approved prior to making the original purchase.

Starting in 2011-12 club sports at Lewis & Clark will adopt a 1/3 – 1/3 – 1/3 funding model where the first third of expenses associated with club sports will be covered by the College, the second third of the expenses will be covered by ASLC and the final third will be covered by team members through the collection of dues, fund raising, etc.

Equipment and Uniform Purchases – The Department of Physical Education & Athletics will approve all equipment and supplies. Students are not allowed to purchase equipment and services on private credit cards. All equipment must be inventoried and registered with the Department of Physical Education & Athletics.

The Assistant Director of Athletics must approve all equipment purchases. All equipment purchases must be made through the College's bookstore (clothing/uniforms) or through the Department of Physical Education & Athletics (equipment).

Use of Logos – The Department of Physical Education & Athletics will approve the use of any Lewis & Clark College logo that will be used on club sport clothing/uniforms. The designs must be submitted and approved prior to the printing or purchase of the item.

Fundraising and Donations – Any fundraising or solicitation of donations must receive prior approval from the Assistant Director of Athletics. Fundraised monies can only be used for the following: equipment, team travel, hotels, entry fees, awards, and expenses that are approved by the Assistant Director of Athletics.

Expense Reimbursements – All other expenditures, including those related to travel must be reimbursed through a Check Request Form that can be obtained from ASLC. Please complete the form and attach all receipts and submit to ASLC for processing.

Travel – Travel for club activities is voluntary and at the discretion of the club members. Anyone undertaking such travel does so on a voluntary basis with the understanding that the College does not assume any responsibility for accidents, damage or injury resulting from such travel. Every club sport is required to have a faculty/staff advisor. Every club sport that travels is required to have a coach. The advisor or the coach must accompany the team during overnight travel.

Any club planning on traveling to a competition must first submit a Student Travel Request and Itinerary Form and receive approval and make travel arrangements with the Assistant Director of Athletics.

If a club requires airfare for travel, the Office of Student Activities will work with the approved College travel agent to find the lowest reasonable airfare for your trip. The club President/Team Captain will be responsible for the approval of the travel itinerary and once approved no changes will be made.

If a club requires buses for travel, the Department of Physical Education & Athletics will work with a number of bus companies to find the lowest bus fare for your trip. The club President/Team Captain will be responsible for the approval of the travel itinerary and once approved no changes will be made

Private Vehicle Use –

1. The use of private vehicles is discretionary and anyone undertaking such travel does so on a voluntary basis with the understanding that the College does not assume any responsibility for accidents, damage or injury resulting from such travel.
2. The driver of the vehicle will complete a Vehicle Operator/Insured Acceptance of Responsibility Form certifying compliance with all inspection, safety, and insurance regulations of the state registering the vehicle. This should be done at least two (2) weeks prior to the trip.

3. The driver will present a copy of their Vehicle Registration and Proof of Insurance with the Vehicle Operator/Insured Acceptance of Responsibility Form.
4. The driver can be reimbursed for gas or vehicle rental. Turn in a Check Request Form with the appropriate receipts and information attached to ASLC.
5. Individuals seeking reimbursement for gas or vehicle rental must have successfully passed the College's Driver Training and Certification program through Facility Services.

Risk Management – The safety of all club sport participants is of utmost importance. There are inherent risks involved in all recreational competitive sport programs. The College does not assume any risk for participation in club sport activities. Participants are responsible for their conduct and actions. The following guidelines describe safety and risk management issues.

Liability and Medical Forms – Each club sport participant is required to complete and submit to the Assistant Director of Athletics a liability waiver form (i.e. an Acknowledgement and Assumption of Risks and Agreements of Release and Indemnity Form). All waivers must be submitted to the Assistant Director of Athletics immediately after the first team meeting, first day of practice or anytime a student joins the club. Failure to submit liability waiver forms for all members will result in your budget being frozen. Participants must complete and submit new forms each academic year.

Accidents and Injuries – The College must be notified immediately through the Department of Campus Safety of all emergencies involving students. Campus Safety will then contact the Assistant Director of Athletics and the Student Life Administrator On-Call who has the authority and the responsibility for coordinating the efforts made on the student's behalf. Situations that are to be reported include any injuries involving a student, serious accidents, severe illnesses, missing students, arrests for serious offenses, traffic accidents, theft, and other cases of serious misbehavior.

Contact Information:

Department of Campus Safety
Emergency: 503-768-7777
Non-Emergency: 503-768-7855
safety@lclark.edu

Statement of Club President/Team Captain for Safety and Liability – Club Presidents/Team Captains assume the primary role and responsibilities for safety and liability for their club activities. The scope of responsibilities is directly related to the level of each club's organization and competitive activities. These safety and liability duties are based on various principles and policies.

Principles and Policies –

1. The College permits sport clubs to be organized and conduct their activities on-campus, as approved by the Department of Physical Education & Athletics.
1. The College does not assume any liability for the conduct of club sport activities, programs, practices or competitions.
2. The College does not provide liability insurance coverage for any student-run organization, including club sports.
3. The College does provide liability insurance coverage for any salaried employee while acting in the capacity as club advisor or club coach, provided the employee has been approved to serve as club advisor or coach by the Assistant Director of Athletics.
4. The full responsibility for liability coverage of club activities rests within individual clubs. If available through a national governing body, each club should purchase liability insurance for officers and members.

Principles and Policies – Injury or negligent actions that arise from club activities may impact club officers' personal liability and result in liability exposure to their families.

Minimizing Liability Exposure – Club Presidents/Team Captains should minimize their club and member's liability exposure by the following operational practices:

1. Require that all members understand the risks of participating in the club's activity by signing an Acknowledgement and Assumption of Risks and Agreements of Release and Indemnity Form. If any member is under age 18, a parent or guardian must sign the Acknowledgement and Assumption of Risks and Agreements of Release and Indemnity Form.
2. Prior to their first participation, require that all members declare any physical limitations that could be aggravated by their participation in club sports activities.
3. Restrict persons who inform the club officers of pre-existing medical conditions from participation until they have been examined and cleared by a medical doctor.
4. Prepare a written emergency action plan for the club that addresses the protocol to follow for accidents and injuries. A copy of the plan must be on file with the Department of Physical Education & Athletics.
5. To the extent possible, ensure that at least one person trained in basic first aid and CPR is present at each practice and competition.
6. Prior to each practice and competition, have the club's equipment inspected for safe use. All defective equipment should be removed.
7. For clubs that travel off campus:
 - a. Require drivers to take a safety break after Four (4) hours of driving or have an approved 2nd driver relieve the 1st driver.
 - b. File an itinerary for each trip with the Assistant Director of Athletics.
 - c. Provide to the Assistant Director of Athletics a list of each person traveling to an off-campus event.
 - d. Utilize an emergency contact protocol in the event of accident or injury.
 - e. Utilize an emergency treatment protocol to care for members who are injured while participating in off-campus events, trips and competitions.
 - f. Prohibit members from using alcoholic beverages or illegal drugs at any club event or during travel to and from the event.
8. Limit the use of private vehicles to transport club members to club activities. Private vehicles may not be properly maintained nor have adequate insurance coverage for transporting club members to off-campus events.
9. Prevent the abuse of alcoholic beverages by any club members, as well as the use of alcoholic beverages by club members who are minors. Club Presidents/Team Captains are responsible for ensuring compliance with relevant state laws governing alcohol consumption by minors during off-campus travel.
10. Ensure that the club complies with all of the safety rules that are endorsed by the national governing body for each sport activity.
11. Ensure the competencies of each coach to implement safe activity during practice and competitions so as to minimize the risk of injury to club members.

Equipment Inventory and Storage – The Department of Physical Education & Athletics has designated storage space for clubs to store equipment. All equipment will be inventoried at the beginning of the year and must be returned at the end of the year. Any club member that fails to return club sports equipment will be charged for the items assigned to them. If a club needs to request equipment or the maintenance of existing equipment they should contact the Assistant Director of Athletics for assistance.

Strength and Conditioning – The Fitness Center in the Pamplin Sports Center is available to all Lewis & Clark students/faculty and staff. Fitness Center hours depend on when school is in session. Equipment in the

fitness center includes Precor Cardio Equipment (Elipiticals/Treadmills/Steppers/Bikes) and state of the art Cybex selectorized equipment and Iron Grip and Ivanka Free Weights.

Sports Medicine – Services offered by the Sports Medicine Department are not available to club sport participants. Club sport participants are encouraged to seek medial assistance from the College’s Health Service. Ice is available to all students/faculty/staff by going to the Pamplin reception desk/information center (ice is located in equipment cage across from Mat Room.)

Sports Medicine Policy Statement

DRAFT #2

Scheduling/Facilities

The Department of Physical Education & Athletics requires clubs to submit their facility requests prior to the start of each semester. Please submit your facility requests to the Assistant Director of Athletics by 4:00p.m. on September 7, 2010 for the fall semester and by 4:00p.m. on November 30, 2010 for the spring semester. Although all facility requests should be made during the prior semester, additional requests may be submitted to the Assistant Director of Athletics during the semester but will be first come first serve.

Available Facilities –

- Pamplin Sports Center
 - Gymnasium
 - Mat Room/Yoga Room
 - Room 10 Lecture Hall
- Zehntbauer Swimming Pavilion
 - Indoor Pool
 - Conference/Class Room 126
- Griswold Stadium
 - Wilson Field
 - Fix Track
 - Bathrooms
- Huston Sports Complex
 - Baseball Field
 - Softball Field
- Sailing Dock
- Tennis Dome Courts(3)
- Single Outdoor Court next to dome (1)
- Estate Tennis Courts (2)
- Estate Outdoor Pool (During Summer Months When Weather Permits)

Academic Year Scheduling Priorities

- Level One Priorities:
 - Physical Education Courses
 - Other Academic Courses
 - Varsity Athletic Events (i.e. Practices and Contests and Events)
 - Regularly Scheduled College Events (i.e. Graduation, NSO, etc.)
 - Contractual Riverdale High School Events (i.e. Practices and Contests)
 - Major Institutional Events
- Level Two Priorities:
 - Pre-Scheduled Intramural Activities
 - Pre-Scheduled Club Sport In-Season Events (i.e. Practices and Contests)
 - Varsity Sport Non-Traditional Season Practice
 - Contracted Facility Rentals to Meet Revenue Expectations and/or PR Interests
- Level Three Priorities:
 - Non-Recognized Club Sport Events
 - Out of Season Club Sport Events (i.e. Practices and Contests)
 - Non-Contractual Riverdale High School Events (i.e. Practices and Contests)
 - Contracted Facility Rental

Publicity and Recognition

Use of the Lewis & Clark College the Department of Athletics Names – Club sport teams must identify themselves by name as affiliated with Lewis & Clark College. If Lewis & Clark or Pioneer or any other commonly known designation concerning Lewis & Clark College is used to identify the group, then the word varsity is specifically prohibited to identify a club or a portion of the club.

Posters, Notices and Flyers – For information regarding posting of flyers, solicitation on-campus, canvassing in residence halls, publications or other communication media, please refer to the Pathfinder student handbook.

Website – The website for club sports was created to provide pertinent information to the clubs. It also acts as a marketing tool to interested individuals. The information within the website will contain contact information for clubs and links to club pages; information for officers including announcements, an online version of this manual, calendars of due dates, printable forms, and visiting team information; links to press information about each club; and a calendar of club activities. For information regarding the web site, contact the Department of Physical Education & Athletics. The website address is: http://www.lclark.edu/recreation/club_sports.

Individual clubs should design and maintain a website with up-to-date information about your club. If you need assistance with developing this page, contact the Assistant Director of Athletics. This page should be current and linked to the main page by 4:00p.m. on September 14, 2011.

Awards and Information Display – The Department of Physical Education and Athletics as a bulletin board in the Pamplin Sports Center on the lower level near the elevator to display current club sport information, awards and achievements. This bulletin board offers club sports the opportunity to promote achievements to the Lewis & Clark community. Space on the bulletin board will be allocated as needed.

Club Sport Code of Conduct

Philosophy – To be admitted to the College and to represent the College in club competition is a distinct privilege and must be earned by positive performance both on and off the field. By accepting this privilege, the student-athlete accepts the responsibilities outlined by the Code of Conduct in the Pathfinder student handbook.

Disciplinary Action – Dependant upon the nature of the offense, disciplinary action for misconduct by members of a club sport will either be remanded directly to the Associate Dean of Students, or will be dealt with by the Assistant Director of Athletics. Certain violations, which are of particular concern, are listed below. Their incorporation in this document mandates that all club sport participants have a thorough understanding of these policies and assume responsibility for ensuring that their organization abides by said policies at all times. However, this does not excuse participants from ignorance of the remainder of Lewis & Clark College's Codes of Conduct.

Alcohol and Illegal Drugs – The consumption of alcohol or illegal drugs during, or after any club sport event either at home or during road trips is unacceptable. All participants are not permitted to consume any alcoholic beverages or illegal drugs while representing Lewis & Clark College. Failure to adhere to the above policy will result in probation and/or disbanding of the club.

Hazing – Any student organization and/or sport club that promotes, permits, or engages in hazing will be subject to disaffiliation with the College, and individuals found in violation of College policy and the laws of the State of Oregon will be subject to sanction by the College.