



Earlham College Club Sports

Club Sports Convener Handbook 2019-2020

2019-2020 EARLHAM COLLEGE CLUB SPORTS CONVENER HANDBOOK

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DIRECTORY INFORMATION

Club Sports Administrative Office

Building & Mailing Address

Earlham College Athletics and Wellness Center
801 National Rd. W.
Richmond, Indiana 47374
Phone: 765-983-1665
Fax: 765-983-1796
<http://www.earlham.edu/wellness>

Professional Staff

Jason Fleenor, Associate Director of Wellness Programs –
Director of Rec Sports/Club Sports
Phone: 765-983-1665
E-mail: Fleenja@earlham.edu

RECOGNIZED CLUB SPORTS

Aikido

Badminton

Esports

Equestrian Team

Rugby, Men's

Rugby, Women's

Table Tennis

Ultimate Frisbee

Ultimate Frisbee

Volleyball, Men's

2019-2020 END OF YEAR AWARDS

The following awards will be given to clubs are recognized for their extraordinary accomplishments at the end of the school year in various categories:

Club of the Year

Awarded to the club that shows overall excellence in leadership, organization, club compliance, team fundraising, and community service efforts

Convener of the Year

Awarded to the Convener that shows overall excellence in leadership, organization, club compliance, Convener development and impact to the overall organization

Club Sports Challenge Award

Awarded to the Supervisor family that shows excellence in administrative compliance, cross-club support and participation in monthly program-wide initiatives

Team of the Year

Awarded to the club that shows excellence through athletic accomplishments

Fundraising Award

Awarded to the club that shows excellence in team fundraising

Community Service Award

Awarded to the club that shows overall excellence in serving others through community service events

Spirit Award

Awarded to the club that shows a commitment to Earlhamite pride through teamwork, collaboration, and good sportsmanship

Advisor or Coach of the Year

Awarded to the club advisor or coach who demonstrates an extraordinary commitment to student growth & development and organizational success

MISSION, VISION, VALUES

WELLNESS PROGRAMS

Earlham's Mission in Wellness

In its commitment to provide the highest quality undergraduate education in the liberal arts and sciences, Earlham expects all its students to develop their intellectual, spiritual and creative capabilities, and to deepen their understanding of the purposes to which these capabilities may be put in service. We also expect students to learn about their bodies and to develop habits of wellness.

We understand wellness integrates aspects of the physical, intellectual, spiritual and community. We provide coursework, facilities and opportunities for students to grow in wellness, to develop a deeper understanding of their bodies both through exercise and study, to learn how to focus their energies and live balanced lives, and to improve their understanding of the requirements of health from youth through the decades after graduation

Wellness at Earlham

The Wellness Program provides a breadth of coverage by touching the lives of every student. Furthermore, the program strives to impact the lives of the Earlham staff, faculty, and the Richmond Community as well. Deliberately broad in content, Earlham defines wellness as the active, lifelong process of becoming aware of, and making healthy choices that lead toward a more healthy and fulfilling life. The program's components of mind, body, spirit, and community provide depth by working collaboratively with Earlham Health Services, Counseling Services, Office of Religious Life, Wilderness Programs, Residence life and Recreational Sports to provide programs such as Wellness Late-Nights and the annual Wellness Fair. Group fitness classes including yoga, Pilates, and spinning are available. Additional services include massage therapy, personal training, and swim lessons.

CLUB SPORTS

Mission

The mission of the Earlham College Club Sports Program is to provide students the opportunity to participate in competitive sport clubs against intercollegiate teams, with an emphasis on student leadership, development, and involvement. The Club Sports represent Earlham College while competing on campus, locally, regionally, and nationally. Each club team is a Recognized Student Organization that is affiliated with the Wellness Programs Department as well as the Athletics and Wellness Center. The teams are administered by students under the supervision of faculty advisers and the Director of Club Sports.

Philosophy

The following statements define Club Sports and its philosophy:

- A Club Sport is a group of Earlham students that share a common interest around an organized competitive sport. While the level of competition varies from club to club, all clubs are student initiated and run.
- Emphasis is placed on student leadership and the most successful clubs are those with outstanding student leaders. The club strives and thrives only by means of active student involvement and participation.
- Club sports are designed to accept members of any skill level, but individual clubs may determine the composition of traveling squad(s) defined by skill level.
- The Director of Club Sports provides encouragement, guidance, and supervision, but the success of the club depends on the involvement of students. The club will not maintain an active status without sufficient membership commitment.

CLUB SPORTS RECOGNITION

Club Sports are a proud component of Wellness Programs at Earlham College. Through Club Sports, Wellness Programs is committed to providing opportunities to student organizations focused on physical sport activities. The Club Sports program offers an assortment of team and individual sports. Club Sports may also be competitive or recreational in nature. Club Sports are governed by policies and regulations of both Wellness Programs and Student Organizations Council (SOC). Clubs may be active during the academic school year and summer session. The academic school-year rules, regulations, and procedures remain in effect AT ALL TIMES.

Wellness Programs is committed to providing professional administrative guidance, financial support, facilities for practice and competition and the following clerical support:

- Printing and copying up to 50 sheets
- Club-related faxing
- Club mailboxes for incoming correspondence using the following address:
Earlham College Athletics and Wellness Center
ATTN: (your club name)
801 National Rd. W.
Richmond, IN 47374
- Website listing on the Club Sports website

MAINTAINING CLUB SPORTS STATUS

Each student organization recognized as an Earlham Club Sport by Wellness Programs will be evaluated regularly by the Director of Club Sports. The organization must be in good standing with Wellness Programs, SOC, and must be in compliance with *Club Sport Convener Handbook* and *College Regulations*.

Each Club Sport will either be considered Active or Inactive. Clubs will be considered Inactive if the Active Club Checklist (found on the Club Sports Resources page) is not complete by the end of the fourth week of classes each semester. Inactive Clubs will have their funds frozen, and events (home or travel) will not be approved. Clubs not completing the Active Club Checklist by the deadline will remain Inactive until the checklist is complete.

Clubs still considered Inactive after the eighth week of the semester will be de-affiliated from the Club Sports program and will not be eligible to reapply for recognition until one full academic Semester (Fall or Spring) have passed. De-affiliated clubs must follow the same process as outlined on the [SOC Club Recognition](#) page.

Once active, clubs will either be classified in one of the four tiers. For more information on the annual review of Club Sports Tier Classifications, see Page 30.

PERSONNEL

Student Organizations Council (SOC)

All student organizations must be registered with and approved by SOC or SCC. In addition to following Wellness Programs policies, all Club Sports must abide by the policies of SOC. A close association is maintained between the personnel of the SOC, SCC and Wellness Programs in order to assist and supervise student organizations recognized as Club Sports.

Wellness Programs

Clubs recognized by Wellness Programs will be known as a Club Sports. Once a club's constitution has been approved by Student Organizations Council and Sports Club Council, they must follow the College policies and regulations for student organizations that are governed by SOC and SCC. In addition, they must abide by the policies, procedures, and rules of Wellness Programs. The Director of Club Sports oversees the Club Sports program and serves as the official representatives of the program. Clubs will have one point of contact for the Club Sports program, known as their Primary Contact. This individual will be the Director of Club Sports. Clubs will receive notification at the beginning of each academic year as to who their Primary Contact is.

Club Conveners

Club Sports are meant to be a learning experience for the members through their involvement in the organization, administration, budgeting, scheduling, fundraising, and community involvement, as well as their development of skills in their particular sport. The Club Sports program identifies the club conveners designated by each club as the members directly responsible for upholding Club Sports policies & procedures. While all members have unlimited opportunities to become involved directly with the administration and/or supervision of their club, the Club Sports Office will work directly with the conveners designated to manage each club – Convener, Co-Convener, Business Manager, Safety Manager.

Faculty/Staff Advisor

Each registered student organization at Earlham College must have a Faculty/Staff advisor. Club members will choose their Faculty/Staff advisor. The Faculty/Staff advisor must be registered with SOC and SCC. It is recommended that the designated Faculty/Staff advisor be informed of club activity. It is the responsibility of the conveners to keep their advisor involved with club related activities.

Coaches

Clubs may utilize a volunteer or paid coach, but it is the club's responsibility to secure these services. The coach should restrict his or her contributions to those involving his or her skills and knowledge in the area of coaching and refrain from assisting in other areas of club management. All coaches must have a Coach's Contract on file with the Director of Club Sports and submit a Club Sports Waiver, Release, and Hold Harmless Agreement. Clubs are not permitted to utilize the services of a coach without these forms being on file in the Club Sports Office.

Club Sports Council

The Club Sports Council serves as a committee representing all Club Sports and advises the Director of Club Sports on programmatic initiatives and needs. The Council is comprised of members from each of the clubs with no more than one member per club serving on the Council per year. The group meets regularly and is advised by the Director of Club Sports. Recommendations may be made on the following issues: Excellence and Development Funding (see page 10), club policies and procedures, organizations seeking Club Sports affiliation or Club Sports classification change (see page 24) and other pertinent Club Sports concerns.

CONVENER DESCRIPTIONS & RESPONSIBILITIES

Along with Convener requirements as set forth by SOC and SCC, the Club Sports program requires a total of three to four positions to be held and each individual's current contact information to be on file at all times. Clubs may elect to have additional positions as deemed necessary by the club's members or constitution. In an effort to expand the leadership opportunities, each of the positions must be held by different club members. The positions are listed below and all positions must be students attending Earlham College. A student placed on academic probation is not eligible to hold the Convener or Business Manager position for their club and may be required to resign from office. In addition to duties outlined in the club constitution (if applicable), each Club Sport position is responsible for, but not limited to the following:

Convener

The Convener is responsible for oversight of the club and positions. They are expected to:

- Serve as a liaison between the club and Wellness Programs while operating in compliance with the club constitution, Club Sports Convener Handbook, and College Regulations.
- Set and make progress towards club goals
- Ensure that all club documentation is submitted complete and on time
- Ensure that fellow conveners and club positions carry out their responsibilities
- Other duties as assigned by the club's Primary Contact

Co-Convener

The Co-Convener is also responsible for oversight of the club and positions. They are expected to:

- Co-manage the club alongside the Convener to help manage the duties and responsibilities
- Serve as a liaison between the club and Wellness Programs while operating in compliance with the club constitution, Club Sports Convener Handbook, and College Regulations
- Help ensure progress is being made towards club goals
- Ensure that all club documentation is submitted complete and on time
- Ensure that fellow conveners and club positions carry out their responsibilities
- Other duties as assigned by the club's Primary Contact

Business Manager

The Business Manager is responsible for the financial obligations of the club. They are expected to:

- Submit necessary documentation for payments and reimbursements
- Create a club budget and maintain the club's budget tracking document
- Maintain account records
- Keep the club financial management in compliance with Club Sports policies and procedures
- Other duties as assigned by the club Conveners or the club's Primary Contact

Safety Manager

The Safety Manager is responsible for the safety of the club members during competition, practices, travel and team events (fundraising, community service, etc.). They are expected to:

- Ensure all club members have the necessary paperwork on file for participation eligibility
- Maintain full inventory of the club's First Aid Kit
- Monitor facility/field/event conditions
- Complete and submit Injury Reports as necessary
- Ensure that a CPR/AED, First Aid and BBP certified individual is present at all club events (see [Risk Management](#))
- Other duties as assigned by the club Convener or the club's Primary Contact

It is also recommended that the Safety Manager serve as one of the club's Certified Members and Trip Safety Leader during trips. See Risk Management for additional guidelines.

ADDITIONAL POSITIONS (if applicable or needed)

Fundraising Manager

The Fundraising Manager should plan and initiate fundraising efforts and coordinate member involvement for their club. They are expected to:

- Seek out fundraising opportunities in an effort to meet a club's fundraising goal for the year
- Initiate and plan fundraising events, registering fundraising events with a Student Life Event Request as necessary
- Complete a Fundraising Log after each event
- Other duties as assigned by the club Convener or the club's Primary Contact

Community Service Manager

The Community Service Manager should take initiative to plan and conduct service events for their club as well as coordinate member involvement. They are expected to:

- Seek out community service opportunities in an effort to meet the club's Tier Classification goal
- Initiate and plan community service events, registering fundraising events with a Student Life Event Request as necessary
- Complete a Community Service Log after each event
- Other duties as assigned by the club Convener or the club's Primary Contact

CLUB SPORTS COUNCIL

The Club Sports Council is made up of up a maximum of seven student members from recognized Club Sports. Student members hold their positions for a one-year term or until they graduate, resign, or are no longer a member of their Club Sport. No more than one student member per club may serve on the Council. To serve on the Council, current club Conveners or managers may apply by the announced deadline each Spring semester. Applications are then considered and positions are filled at the discretion of the Director of Club Sports. Council seats vacated during the academic year will be filled during the following academic year's application process.

MEMBER RESPONSIBILITIES

Club Sports Council members are expected to attend regular meetings and actively participate in individual tasks or roles. Members unable to fulfill duties may be asked to step down from their position. Each Council member will select an individual task or role based on interest and openings. Individual tasks and roles steer special projects and initiatives in the following areas:

Excellence & Development Funding Chair

The Excellence & Development Chair is responsible for announcing the Excellence & Development funding request deadline and awards to all applying clubs. They also collect funding request proposals and schedule meeting times for clubs to present to the Council.

Club Sports Challenge Chairs

The Club Sports Challenge Chairs are responsible for planning and executing program-wide events or challenges centered on fundraising, service, or social events as a part of the Club Sports Challenge. They will be responsible for the communication of pre-event or challenge marketing materials, the coordination of Council assistance in the execution of the event and event or challenge scoring and communication of the final results.

Benchmarking Project Chair

The Benchmarking Project Chair is responsible for the oversight and coordination of a comprehensive benchmarking project and proposal addressing a programmatic or policy need in the Club Sports program. The topic will be decided on by the Director of Club Sports and all Council members will be responsible for a piece of the research, execution, and communication of the proposal.

EXCELLENCE & DEVELOPMENT FUNDING (Special Allocations)

Funding for Excellence & Development is allocated annually from Wellness Programs through the Student Life Club Sports budget. Amount will vary based on approved budget. Funds are intended to offset costs for clubs that experience unforeseen expenses, unanticipated hardships, or are competing in high level tournaments. Excellence & Development Funding is limited and not intended to cover all expenses associated with planned events or projects.

Eligibility & Process

- Requesting Club Sports organizations must be in good standing and considered Active; Clubs on probation, suspension, and those considered Inactive, In Review, or Introductory are not eligible
- Clubs may submit one funding request per semester
- All requests for funding must be complete and submitted before the announced deadline
 - Clubs with tentative events or projects should still submit request before the deadline
 - Changes to funding requests after the application deadline will not be considered
- All communication concerning this process will be sent by the Excellence & Development Chair including, but not limited to confirmation of receipt of funding request and award determinations.
- Special allocation requests can be submitted after the deadline and will be considered based on funds available. More information can be found on Page 24.

END OF YEAR AWARDS

The Club Sports Council and Club Sports program recognizes that significant effort is required from club leaders and members in order for the organization to achieve success. This effort extends well beyond the playing area and the achievements do not go unnoticed. The dedication and commitment that members give is worth recognizing and the achievements worth celebrating.

Awards are announced each Spring semester and winners will have their name added to perpetual plaques on display within the Wellness Programs Offices. Current club awards include:

Club of the Year
Convener of the Year
Club Sports Challenge Award
Team of the Year
Fundraising Club of the Year
Community Service Club of the Year
Spirit Award
Advisor or Coach of the Year

Eligibility & Process

- Requesting Club Sports organizations and Conveners must be in good standing and fully recognized; Clubs on probation, suspension, and those considered introductory clubs are not eligible.
- Criteria for nomination of the various awards will be announced in the Spring semester of each academic year.
- Completed nomination forms must be submitted by the announced deadline.
- Clubs nominated for an award will be notified of their nomination or win.
- Clubs may be nominated for multiple or all awards.
- There is no limit to the number of consecutive years a club can receive an award.

MEMBERSHIP & PARTICIPATION

Membership and participation within a Club Sport must be free from discrimination based on race, religion, color, sex, age, national origin or ancestry, marital status, parental status, sexual orientation, gender identity and expression, disability, or status as a disabled veteran. Each club constitution must carry a statement to this effect.

ELIGIBILITY FOR PARTICIPATION

Membership is open to students, faculty, and staff as outlined in the club's constitution. Students must be a registered Earlham College student in good standing. Non-Earlham affiliated members of the community may not participate in a club on a regular basis. Guests wishing to participate with a club on a limited basis must be approved by the club's Primary Contact and will be responsible for paying for a daily guest pass to the Athletics and Wellness Center. All club members, guests, volunteers, or coaches of a Club Sport must have a Club Sports Waiver, Release, and Hold Harmless Agreement on file with the Club Sports Office to make them eligible to participate in any club-related activity. Releases must be complete, accurate, and on file with Wellness Programs for each and every Club Sports participant. Release forms are good for the current academic year through the summer session.

Eligibility for Competition

Club teams are responsible for competing in compliance with any regulations set forth by their conference, national governing body, etc. A Club Sport desiring to join a conference or league must notify their Primary Contact.

INCLUSIVE PARTICIPATION

The Club Sports program supports and advocates for inclusion of all members, regardless of gender identity and expression. All members of the Club Sports program may participate in accordance with their expressed gender identity regardless of medical intervention and the sex indicated in official school records.

Competition at Another Institution

If a transgender club member requires specific accommodation to ensure access to appropriate changing, showering, or bathroom facilities, The Director of Club Sports, and coach, in consultation with the transgender member, should notify their counterparts at other schools prior to competition to ensure access to a comfortable and safe facility. This notification should maintain the club member's confidentiality. Under no circumstances will a club member's identity as a transgender be disclosed without the student's expressed permission.

National Governing Bodies

There may be instances where additional eligibility guidelines are requested depending on a club's National Governing Body requirements for transgender members. If a member has questions about these additional eligibility guidelines, contact the Director of Club Sports.

FACILITY & EQUIPMENT USE GUIDELINES

GENERAL POLICIES

Activity Use

The use of Wellness Programs facilities and equipment is a privilege - all clubs are expected to respect and be good stewards of the facilities and equipment. This includes, but is not limited to: supporting and enforcing Wellness Programs policies regarding use of facilities, cancellation of outdoor activities due to inclement weather and/or field conditions, proper storage of College and club equipment, etc. Clubs are also responsible for cleaning up any trash and removing equipment and supplies from the playing area after each practice/game.

Alcohol & Tobacco

No alcohol or tobacco products are permitted within Wellness Programs facilities, or anywhere on Earlham College premises. Clubs should be proactive in reminding visiting teams and spectators of this policy.

Equipment & Inventory

All equipment purchased for club use as an approved budgetary item from the Wellness Programs or Clubs Sports budget becomes the property of Earlham College and Wellness Programs. Upon receiving equipment, the club becomes responsible for its maintenance and care. The club is also responsible for adding any new equipment to their inventory list and ensuring that the list is maintained with accurate and complete information. The College and Wellness Programs remains the owner of the equipment, and Wellness Programs may bill the club for lost or damaged equipment. Equipment should be stored in designated Wellness Programs and/or Student Life storage areas – NOT with individual club members. Storage space for club equipment may be provided upon request.

Weapons (if applicable)

Specified equipment, including swords, sticks, firearms, archery bows, etc., related to club activities will be permitted. Equipment shall only be used for its intended purpose and handled appropriately when being transported. Damaged or unsafe equipment should be disposed of through the club's Primary Contact.

Storage Space

Dedicated storage areas with restricted access will be provided for clubs. Club Conveners will establish access privileges for other members. It is the Conveners responsibility to update their member's access as necessary. All club owned equipment should be stored in these designated storage areas.

Non-Wellness Programs Facilities

Clubs that choose to use facilities not managed by Wellness Programs, must communicate this with the Club Sports Office. Non-Wellness Programs practice space can be noted on the Annual Practice Request Form, but games or events must be approved in advance by submitting an Event Request. Student members or Conveners are not authorized to sign any agreement or contract on behalf of the club or College but must submit the unsigned agreement or contract as a part of their Event Request.

Meeting Spaces

Recognized Club Sports may reserve designated meeting space in Wellness Programs facilities for club meetings. Any Club Sports reservation requests should be submitted via the Facility Request Form on IMLeagues. Requests should indicate group size, as well as, set-up and resources required. Standard amenities include tables and chairs while some spaces offer white boards and technology.

Practices

Allocated practice time is available for recognized Club Sports. Requests must be submitted via the Annual Practice Request Form by the announced deadline. Practice time is scheduled based on club need, availability and compliance. Clubs must maintain an attendance of six or more members in order to hold their reservation time. Practice reservations will be cancelled after three occurrences of falling below the minimum number. If this occurs, club members may participate informally, but the space will be shared with other informal users or reserved for other clubs.

Home Events

Recognized Club Sports may reserve facility space outside of designated practice time to host visiting clubs or participants in match play, seminar, or invitational format. To receive Club Sports priority in scheduling Wellness Programs facilities, clubs must submit their Facility Request Form for these events by the announced deadline in the beginning of each semester. Any Facility Requests submitted after the deadline will be reviewed and processed as space is available. Wellness Programs Facility Request Forms must be submitted at least four weeks prior to the date of the event and the Event Request must be submitted at least two weeks prior to the date of the event. Clubs hosting special events should meet with their Primary Contact well in advance to begin the planning process. Clubs with requests for space or resources that fall outside the standard use parameters may incur charges.

Changes to Event Requests

Any changes to the Facility Request or Event Request (game times, event schedule, etc.) must be communicated to the Club Sport Office and on the Event Request prior to the event. Failure to notify appropriate parties of changes to event schedules may result in loss of Allocation Points, the payment of staffing costs for the event or the cancellation of the event. Cancelled events will not receive Allocation Points.

Event Budgets & Revenue Generation

A final budget must be reported to the club's Primary Contact within five business days after an event. Clubs that generate profit from home events will incur an event charge of 30% of the net profit or the full facility rental charge, whichever is less (if applicable). Clubs who do not submit a final event budget will be charged based on their projected budget as stated in their Event Request.

Events hosted at Earlham College and run by club governing bodies are not exempt from this policy. It is the club's responsibility to ensure that governing bodies are aware of this policy and are able to provide accurate and timely information and documentation.

Merchandise Sales

All merchandise sales must be approved by the club's Primary Contact and included on the Event Request prior to the event.

Field Lining Fees

Outdoor clubs who conduct events that require lined fields in addition to their regularly lined fields may incur a field lining charge (if applicable). This will be determined on a case-by-case basis and clubs should communicate with the Director of Club Sports when planning these events.

BUILDING ACCESS & PRIVILEGES

Eligible Students, Faculty, Staff

Club members who utilize controlled Wellness Programs facilities must possess a valid membership to gain access to the facilities. Club members who are not eligible for a membership must purchase a daily guest pass to gain building access.

Visiting Teams & Officials

Visiting team members, coaches, and officials participating in recognized Club Sports events will have access into the facility for the purpose of their event. Arrangements for teams requiring locker room and shower access should be made in advance and noted on the Facility Request Form.

Spectators

Non-member guests attending as spectators for Club Sports events will not be charged an entry fee to gain building access. Arrangements for Spectator access should also be made in advance and noted on the Facility Request Form. Spectators will not be permitted to utilize equipment without paying a guest fee.

Club Coaches and Special Instructors

A maximum of two coach passes will be provided at no cost for club coaches who need facility access. The pass is valid for club practices and events only and expires at the end of the contract term. Additional coaches who are not eligible for a membership may pay the daily guest pass.

A maximum of three daily guest passes will be provided at no cost for invited Special Instructors. If the Special Instructors wish to attend more than three practices in a semester, they must pay for a daily guest pass.

Dependents

Under special circumstances, dependents of club members under age 16 that have a membership may be eligible for building access and club participation. Eligibility is based on purpose of involvement, club approval, and adherence to safety and facility guidelines. These case-by-case situations must be addressed with the club's Primary Contact prior to participation. Dependents are expected to adhere to membership guidelines and individuals under the age of 16 must be supervised by and in the company of a parent/guardian/adult chaperone at all times.

TRAVEL POLICIES & PROCEDURES

In order to travel on an approved College club trip, a Travel Request must be submitted at least two weeks prior to the trip. It must be indicated on the form that the event is a Club Sports Travel Event. College vehicle requests are also submitted through Public Safety and require a certified member of the club to drive the vehicle.

If College vehicles have been reserved, the club is responsible for paying the daily rate for the duration of the reservation unless cancelled at least 24 hours prior to the scheduled pickup.

Travel Roster

The Travel Roster Form must be submitted by prior to the trip. The Travel Roster must include ALL individuals planning to travel with the club, all approved drivers and the Trip Safety Leader. Everyone traveling must have a Club Sports Waiver, Release, and Hold Harmless Agreement, and when applicable, a Swim Acknowledgement Form on file at the Club Sports Office. Any deviance from the approved Travel Roster during a club trip will be considered a violation of Club Sports Policies.

Eligible Drivers (General Eligibility)

All drivers for all trips must be eligible and approved. One primary driver and one secondary driver are required for each vehicle. To become an approved Club Sports Driver for **any** vehicle (College owned, leased, or rented vehicle), club members must meet the following requirements:

1. Obtain your **official driving record** for the past two (2) years. This must be an official driving record from your state your license(s) was issued. This is usually available online but varies by state. If you have trouble or are unable to obtain this, contact Public Safety as we may be able to provide assistance.
2. Complete an Earlham College **Approved Driver Application**
3. Submit your **driving record, approved driver application**, and copy of your **driver's license** (we can make a copy for you) to Public Safety for review.
 - a. Or email the necessary paperwork to driverapplication@earlham.edu, and Fleenja@earlham.edu.
4. Once all your information has been turned in to Public Safety (your license copy, driving record, and application) this information will be reviewed by the Public Safety office.
5. If your driving record is approved you will be sent an email with a link to required online training.
6. Upon completion of the online training contact Public Safety
 - a. If you are seeking certification to operate a 12-passenger van, you will be scheduled for a driving test. These are done bi-monthly so please be sure that you plan ahead.
 - b. Once you take and pass the driving test for a 12-passenger van you will be certified to drive
 1. If you are **NOT** seeking to operate a 12-passenger van, Public Safety will confirm your certification to operate Earlham owned, leased, or rented vehicles. You will not be eligible to operate a 12-passenger van on behalf of the college.

Private Vehicle Eligibility

In order to transport fellow club members in a private vehicle on a club trip, drivers must meet the General Eligibility requirements (above) and must provide proof of insurance for the vehicle being used to the Club Sports Office.

Drivers must supply official documentation to support the coverage required before the trip will be approved. Your insurance will be the primary coverage for any accident you are involved in while driving your personal vehicle. The Colleges' General Liability will serve as secondary coverage.

Trip Safety Leader

Clubs must designate a CPR/AED, First Aid and BBP certified Trip Safety Leader for each trip and list the name on the Travel Roster. The Trip Safety Leader must complete the Safety Training by the first trip in which they plan to serve in that position. The Trip Safety Leader is responsible for ensuring that all drivers and club members act in an appropriate and safe manner at all times while on the trip. It is strongly recommended that the Safety Manager serve as the club's Trip Safety Leader when traveling. However, it is the responsibility of each approved driver to ensure safety for each of their vehicle's passengers. It is also the responsibility of the Trip Safety Leader to monitor weather conditions while traveling and make changes to the itinerary as necessary.

Travel Distance Policies

During club trips, safety is the number one priority. Accordingly, prior to travel, each trip will be reviewed based on several factors including distance, route, departure times, weather, number of drivers, etc. Trip approval does not eliminate the responsibility of club members to make sound decisions during the trip and reduce their amount of travel for a given day if conditions dictate.

The following travel distance requirements are for travel in regular motor vehicles. Travel by bus, train, or airplane has no mileage restriction, but are still subject to all other club travel policies and approval processes as well as policies set forth by the transportation companies.

- 1) Trips exceeding 300 miles one way or with an estimated arrival time of midnight or later will receive further review by the club's Primary Contact and may require an over-night stay. A detailed travel itinerary will be required.
- 2) In any event, trips will not exceed 500 miles (one way or round trip) in a 24 hour period unless approved by the Director of Club Sports. A detailed travel itinerary must be submitted at least two weeks prior to the trip. More information or examples of past approved itineraries may be requested to the Primary Contact.
- 3) Adverse weather and weather advisories may result in cancellation of vehicle use. At all times, all occupants of College vehicles must wear seat belts. For trips beyond 100 miles, a faculty member must be in one of the vehicles on the trip. Drivers must rotate every two hours on trips over 250 miles. Departments must cancel vehicles at least 24 hours in advance, unless weather related, to prevent a cancellation charge.

All travel itineraries will be reviewed by the club's Primary Contact. Any trip deemed unsafe will require itinerary changes prior to approval.

Conduct

As noted in the Standards of Conduct section in this Handbook (page 18), all Club Sports members, coaches, and volunteers are expected to conduct themselves in a manner that supports the mission of the College and is in compliance with all policies in *the College Regulations* and *Club Sports Handbook*. In addition, Earlham Students are expected to follow all of the policies outlined in the *Student Handbook*.

Consuming or being under the influence of alcohol, drugs, and other substances during any club sanctioned or sponsored event is not permitted. This includes practices, home competitions, trips and/or away competitions (the entire duration of the trip), and special events. This is in effect for any club member, coach, volunteer, or advisor. In addition, alcohol is not permitted at a club function that may take place at a private residence. Any deviation of this policy will result in immediate sanctions from the Club Sports program, and further actions may be taken, including referral to the Office of Student Life for possible College disciplinary action. Transporting alcohol in a College owned vehicle or private vehicle being used for official club travel is not permitted.

Injuries

Before the start of any trip, check with the representative of the host institution to determine what arrangements have been made to assist in the handling of an injury. If the host school has made no arrangements, determine your own procedures to follow (i.e., telephone number of ambulance service, location of local hospital, etc.)

If necessary to have an injured participant seen and/or treated by a physician, have him or her transported to the emergency room of the local hospital. It is recommended that a qualified service (e.g., ambulance service) be used to transport the injured participant. All expenses incurred for treatment, transportation to hospital, etc., are the responsibility of the injured participant. Rely upon the recommendation of the attending physician as to whether the injured Earlham team member can be transported back to campus and what accommodations to use (e.g., College vehicles). All injuries requiring a hospital visit should be reported to the club's Primary Contact immediately. All injuries, whether or not they required a hospital visit, should be reported to the Club Sports Office by completing an Injury Report found on the Club Sports Resources webpage. Please see the Concussion Management Plan section of this Handbook for more information on head injuries.

TRANSPORTATION SERVICES GUIDELINES

Emergency Repair Procedures for College Owned Vehicles

When emergency services are required, use only qualified professional service and the following guidelines:

- 1) *For a minor condition — up to \$200:*
Use the credit card supplied in the Earlham vehicle. If necessary, cash, personal check, or credit card can be used. Always obtain a receipt. Personal expenditures will be reimbursed at the Club Sports office upon return of vehicle.
- 2) *For a major condition — over \$200:*
Call the Public Safety Operator (day or night) at (765) 983-1400; inform the operator of your situation. The call will be transferred to the proper personnel. Public Safety personnel will advise you of the necessary procedure to repair, or replace the disabled unit.

Accident Procedures

If an accident occurs use the following guidelines:

- 1) Notify area police immediately, then call Earlham College Public Safety — before leaving the accident scene.
- 2) Provide assistance at the accident scene. **DO NOT RENDER FIRST AID UNLESS PROPERLY CERTIFIED.**
- 3) Exchange information with the other driver(s): by completing an "In Case of an Accident" form provided in the vehicles glove box, i.e.: driver's name, address, city, state, zip code; driver's license number, date of birth; license plate number, state, year; make, model, year, color of other vehicle.
- 4) Do not accuse others or make any admission of responsibility for the accident.

- 5) All accidents are to be reported by the driver immediately to Earlham College Public Safety and the club's Primary Contact (refer to emergency contact info).
- 6) If there is an injury, or you cannot drive the vehicle, notify Public Safety immediately (765-983-1400), and follow the emergency repair procedure.
- 7) If the vehicle is drivable, continue your trip as planned once you have contacted the Public Safety Office and the club's Primary Contact (refer to emergency contact info).

College Vehicle Inspection

Clubs are responsible for all College vehicles from the time of pickup to the time of return. Clubs should inspect their vehicles for damage prior to leaving, throughout the trip, and upon returning. Any and all damage should be reported immediately to Public Safety and the club's Primary Contact. Clubs are responsible for all damage repair costs unless determined otherwise by Public Safety.

STANDARDS OF CONDUCT

The basic concept underlying the Earlham College standards of conduct is that students, by enrolling in the College assume an obligation to conduct themselves and their organizations in a manner compatible with the College's function as an educational institution. Individuals must always act in a manner that does not detract from the reputation of the College or the department. Club Sports members are expected to behave in a mature and responsible manner both on and off campus during all club sports-related activities, in accordance with the *Club Sports Handbook*. Clubs and/or individual members may face disciplinary action for inappropriate actions or behavior either on or off campus while engaging in any Club Sports-related or community activities.

Alcohol, Drug, & Substance Policy

Alcohol, drugs, and other illegal substances are not a part of the Club Sports program. Substance use by any individual while participating in a Club Sports-related activity may result in disciplinary action by the appropriate College office. Consuming or being under the influence of alcohol, drugs, and other substances during any club sanctioned or sponsored event is not permitted. This includes practices, home competitions, trips and/or away competitions (the entire duration of the trip), and special events. This is in effect for any club member, coach, volunteer or advisor. At no time is alcohol permitted at a club function; at a private residence, etc. Any deviation of this policy will result in immediate sanctions from the Club Sports Program, and further actions may be taken.

If a club desires to serve alcohol at a banquet or event to attendees of legal drinking age, the following must occur:

- 1) Clubs must request permission from their Primary Contact at least ONE MONTH prior to the event
- 2) Alcohol must be served by a licensed vendor such as; a caterer, restaurant, etc.
- 3) Under-age alcohol consumption will not be tolerated at any time

Hazing/Harassment

Wellness Programs endorses [the anti-harassment policies set forth by the College](#). Hazing is not a part of the Club Sports program. Any Club Sports-sponsored event that includes activity that degrades, demeans, or causes any physical or mental distress towards its members will not be tolerated and disciplinary action may follow.

Disciplinary Sanctions

Wellness Programs has a zero tolerance for Club Sports infractions that pose severe threat to the safety of club members or other individuals and expose Earlham College, Wellness Programs, and/or Club Sports to serious risk and liability. Disciplinary incidences may be heard by either the Director of Club Sports or

The Office of Student Life depending on the severity of the offense. Examples of offenses that may be grounds for disciplinary action include, but are not limited to:

- Use of, transportation of, or participation under the influence of alcohol, drugs, or any illegal substances during club events
- Traveling on an unapproved or denied club trip
- Use of unapproved drivers during club travel
- Misuse of College vehicles
- Lying to a College Official
- Hazing/Harassment
- Allowing ineligible player(s) to participate in Club Sports activities
- Unsportsmanlike conduct towards officials, opponents and/or spectators
- Misuse of club funds
- Violating local, state or federal laws
- Displaying conduct that is detrimental to or violates policies of the College, Wellness Programs, and Club Sports program, SOC, SCC, or the Student Code of Conduct.
- Behavior that is prohibited in the *Code of Student Conduct* within the *College Regulations*

Clubs violating any College or Club Sports policies and procedures are subject to various consequences. These may include, but are not limited to:

- A verbal or written warning to the Conveners of the club
- Loss of Club funding
- Loss of travel privileges
- Suspension of club activities or selected members for a prescribed period of time
- Loss of Club Sports recognition
- Other educational efforts as deemed appropriate

RISK MANAGEMENT

CONCUSSION MANAGEMENT PLAN

A concussion is a brain injury that may be caused by a bump, blow, or hit to the head or a blow to another part of the body where the force is transmitted to the head. All concussions and brain injuries are potentially serious and often occur without loss of consciousness. Symptoms include (but are not limited to) transient confusion, disorientation, impaired consciousness, dysfunction of memory, loss of consciousness, seizures, irritability, lethargy, vomiting, headache, dizziness, or fatigue.

A participant suspected, by an Earlham Wellness Programs staff member or Club Convener, of sustaining a concussion or head injury while participating in an Earlham Wellness Programs activity will be removed immediately from participation. This includes any club sport practice or game, Rec Sports competition, physical education and/or outdoor education programming. The individual who has been removed from participation may not return until a licensed health care provider has evaluated him/her. Written clearance on a doctor's prescription pad/letterhead, from the health care provider, is required to be turned into the Assistant Director of Wellness Programs before any activity can be resumed at Earlham.

WELLNESS PROGRAMS STAFF AND CLUB SPORT CONVENER TRAINING POLICY

It is Earlham Wellness Programs Department policy that all department student, part-time and full-time staff go through a concussion training program. Earlham Wellness Programs adult and student staff will NOT be expected to diagnose or treat a concussion. Staff are expected to remove any individual with a suspected head injury from the field of play and to enforce department policy prohibiting them from participating in any sports activity until the individual is evaluated by a qualified healthcare provider, and provides the Assistant Director of Wellness Programs with a written statement from the qualified health care provider.

All staff and Club Sport Conveners will be trained by the SafeColleges **Concussion Awareness** course. The training module will be sent to all students/staff who must complete at the start of the academic year.

RETURN TO PLAY PROTOCOL

Resource: <http://www.sportsconcussion.com/what-is-the-return-to-play-protocol>

REHABILITATION STAGE	FUNCTIONAL EXERCISE AT EACH STAGE OF REHABILITATION	OBJECTIVE OF EACH STAGE
STAGE 1: NO ACTIVITY	Symptom limited physical and cognitive rest.	Recovery
STAGE 2: LIGHT AEROBIC EXERCISE	Walking, swimming or stationary cycling keeping exercise intensity. <70% maximum permitted heart rate. No resistance training.	Increase HR
STAGE 3: SPORT-SPECIFIC EXERCISE	Skating drills in ice hockey, running drills in soccer. No head impact activities.	Add movement
STAGE 4: NON-CONTACT TRAINING DRILLS	Progression to more complex training drills (eg: passing drills in football and ice hockey). May start progressive resistance training.	Exercise, coordination and cognitive load
STAGE 5: FULL-CONTACT PRACTICE	Following medical clearance, participate in normal training activities.	Restore confidence and assess functional skills by coaching staff
STAGE 6: RETURN TO PLAY	Normal game play.	

The student should continue to proceed to the next level if asymptomatic at the current level. Generally, each step should take 24 hours so that an athlete would take approximately 1 week to complete the protocol when symptoms do not re-occur. If any symptoms re-occur during the protocol, the student returns to the previous step after an additional 24 hours of rest and progresses accordingly.

ATHLETIC TRAINER OR EMT COVERAGE

Because Athletic Training resources may be limited at times, it is possible that not all clubs will receive coverage. It is the responsibility of the individual clubs to be aware of and to communicate any Athletic Training or EMT requirements mandated by a National Governing Body, league, or event host to the Director of Club Sports. To ensure coverage, clubs are encouraged to request services as soon as possible. In the event of limited resources, cost sharing by the Student Life offices and the individual club may be necessary. Wellness Programs professional staff will determine approval of Athletic Training requests or Event Requests as they deem necessary. Any other club events requesting Athletic Training services will be scheduled dependent on the AT schedule and the size and scope of the event as the Wellness Programs professional staff sees fit.

PRACTICE VISITS

The Club Sports Program Director or Club Sports Council Members will be conducting practice visits on a random and continual basis to ensure that all safety measures are met. During a practice visit, each club must be compliant with the following items or the practice will be cancelled:

- 1) All participating players are eligible to compete
 - a. Includes the completion of a waivers
- 2) Equipment and facilities appear safe – field/court/room conditions are checked for over-use or general concerns
- 3) At least one certified individual is present (if applicable; see below)
- 4) First Aid Kit is present and stocked
- 5) Emergency Contact Card is present
- 6) Injury Reports are present

First Aid Kits can be restocked through the Club Sports Office by submitting a First Aid Kit Restock Form. If an entire First Aid Kit is misplaced or damaged, Club Sports will replace one every two years per club. Outside of that, the First Aid Kit replacement is the responsibility of the club.

Safety Manager and Certified Members

All Club Sports are required to have an individual certified in Adult CPR/AED, First Aid, and Bloodborne Pathogens (BBP) present at all practices, home events, and trips. Club Safety Managers are responsible for ensuring that a certified member is present and coordinate signing up for certification classes as necessary. Wellness Programs offers classes for these certifications multiple times a year. If, however, the certified member holds a certification from another location they must submit their cards to their Primary Contact for record-keeping purposes.

Failure to comply with the above Practice Visits and/or Safety Managers requirements may result in disciplinary actions for the club.

EMERGENCY RESPONSE

Important Numbers:

Fire, Ambulance	911
Earlham Public Safety.....	765-983-1400
Student Health Services	765-983-1328
Reid Hospital	765-983-3000
First Care	765-598-5700

West Side Medical Center 765-965-6679

Wellness Programs Cell Phone Contacts:

Jason Fleenor 740-739-0788
Cathryn Dickman 765-983-1899
Jennifer Ferrell 765-983-1791

Student Life Cell Phone Contacts:

Area Director On-Call 765-994-5148
Counselor On-Call 765-994-5147
Dean On-Call 765-960-5808

Emergency Action Plan

An emergency action plan is a written outline detailing how Sport Club members are to respond in an emergency.

Our goal is to BE PROACTIVE, NOT REACTIVE! The Sport Club members and coaches/instructors need to take every precaution to prevent accidents and injuries, however accidents do happen. In the event of an Emergency at a Sport Club event, the Sport Club will take the following steps:

Action Plan Roles

1. **Initial Responder** renders immediate first aid and controls situation, this is the individual on the team who has the highest level of medical training.
 - a. Emergencies are often charged with emotion and confusion. Someone needs to take charge. This person needs to be competent and have a sound knowledge of CPR & First Aid. The “Person in Charge” should display confidence to keep others calm and collected.
2. **Call Person** is the individual appointed by the initial responder to call Public Safety or 911. (dependent on location of the Sport Club event)
3. **Sport Club Conveners or designee in absence** will aid in crowd control and provide a completed incident report to the Director of Club Sports within 24 hours of returning to campus or within 24 hours of the incident if on campus.

During a Sport Club Event

Life Threatening Medical Emergency

1. In the event of a medical emergency or injury, the **Initial Responder** will give immediate first aid while assigning a **Call Person**. Do not move a seriously injured person unless there is a life-threatening situation. (For on-campus emergencies our Public Safety response time is minimal. For off campus events the response time may be a little longer but remember, it is in your best interest to wait for a higher standard of care so the patient is only moved one time.)
2. When instructed by the **Initial Responder**, if on-campus the **Call Person** will contact Public Safety by dialing 1400 from any College phone or 765-983-1400 from a cell phone. Please note there is a Campus blue intercom phone in between CVPA and Runyan Center. If the incident occurs off-campus please call 911 for dispatch. While on the phone, give your name, location, telephone number and as much information as possible regarding the nature of the illness or injury, whether the victim is conscious, etc. Public safety will automatically have an ambulance respond along with their response, to ensure timeliness. Do not hang up the phone until all information is rendered.
3. The **Call Person** is also responsible for meeting Public safety to direct them to the emergency.
4. **Sport Club Conveners or Designee** is to aid the **Initial Responder** in what is needed. (i.e. patient care and crowd control)
5. A **Sport Club Convener** will call the Director of club Sports at 740-739-0788 as soon as possible. If a voice message is received please leave a detailed message including: the name(s) of injured participant(s) and a

number, description of the incident, what hospital the participant will be located in and a phone number where you can be reached.

6. A **Sport Club Convener** is to complete an Incident Report Form and submit it to the Director of Club Sports within 24 hours of returning to campus or within 24 hours of the incident if on campus.

Non Life-Threatening Moderately Serious Injuries

1. If the injury is not life threatening but the injured party cannot walk (i.e. an ankle or knee injury, suspected broken bones), the **Initial Responder** will give immediate first aid while assigning a **Call Person**.
2. If on-campus, the call person will dial 1400, allowing Public safety to determine whether Emergency Medical Services (EMS) should be activated or not. The **Initial Responder** should continue first aid until Public safety arrives. Public Safety will help arrange transportation to hospital if necessary.
3. If off-campus, be sure to recommend the injured party seek further medical attention, and coordinate transportation.
4. A **Sport Club Convener** is to complete an Incident Report Form and submit it to the Director of Club Sports within 24 hours of returning to campus or within 24 hours of the incident if on campus.

Non Life-Threatening Less Serious Injuries

1. If the injury is not life threatening and the injured party can walk on their own, the **Initial Responder** will give immediate first aid.
2. If, in the opinion of the **Initial Responder**, the injured person should seek further medical attention (even though the injured person may not), an Incident Form must be completed and submitted to the Director of Club Sports.
3. If the **Initial Responder** determines that the injury is not serious enough to warrant further medical attention, it must be logged on the Minor Injury Log.

Note: If the injured party refuses assistance or transportation to medical help, be sure to note this on the Incident Report Form. The injured person must sign the form indicating their release of liability.

During Travel To and From a Sport Club Event

Life Threatening Medical Emergency

1. In the event of a medical emergency or injury during travel, the **Initial Responder** will give immediate first aid while assigning a **Call Person**. Do not move a seriously injured person unless there is a life-threatening situation.
2. When instructed by the **Initial Responder**, the **Call Person** will contact Emergency Medical Services (EMS) 911. While on the phone, give your name, location, telephone number and as much information as possible regarding the nature of the illness or injury, whether the victim is conscious, etc. Do not hang up the phone until all information is rendered.
3. The **Call Person** is also responsible for watching for EMS to arrive and direct them to the emergency.
4. **Sport Club Conveners or Designee** is to aid the **Initial Responder** in what is needed. (i.e. patient care and crowd control).
5. A **Sport Club Convener** will call the Director of club Sports at 740-739-0788 as soon as possible. If a voice message is received please leave a detailed message including: description of the incident, the name(s) of injured participant(s) and a number, what hospital they will be located and a phone number where you can be reached.
6. A **Sport Club Convener** is to complete an Incident Report Form and submit it to the Director of Club Sports within 24 hours of returning to campus or within 24 hours of the incident if on campus.

Non Life-Threatening Injuries

1. If an injury that is not life threatening occurs during travel, the **initial responder** will give immediate first

- aid while assigning a **call person** if further medical attention is needed.
2. When instructed by the **initial responder** the call person will contact EMS 911. The initial responder should continue first aid until EMS arrives.
 3. Recommend the injured party seek further medical attention, and coordinate transportation.
 4. A **Sport Club Convener** is to complete an Incident Report Form and submit it to the Director of Club Sports within 24 hours of returning to campus or within 24 hours of the incident if on campus

First Aid Procedures

1. Gloves must be worn when dealing with any injury where blood and or body fluids are present.
2. If you experience direct contact with another person's body fluids, wash immediately and report the incident to the Director of Club Sports as soon as possible.
3. Report all injuries and incidents on the Incident Report Form and hand in to Director of Club Sports within 24 hours of returning to campus or within 24 hours of the incident if on campus.
4. When completing an Injury Report, always fill out completely, as these are legal documents.
5. For insect bites and stings, inquire if the victim is allergic. For first time victims, keep them under observation for a minimum of 10 minutes and observe for any allergic reactions. If they do show signs of being allergic, call 911 immediately.

Blood borne Pathogens

As a member of a Sport Club, it is possible that you may be exposed to blood borne pathogens while participating in a Sport Club event. Examples of some life threatening pathogens are HIV and hepatitis. Blood borne pathogens can be transmitted in a variety of ways through body fluids: blood, urine, vomit and feces.

“Universal Precautions” are procedures for infection control that TREATS body fluids as if they are capable of transmitting blood borne diseases. You need to be aware of the situations in which you can be infected by blood borne pathogens while treating a fellow member for first aid or just cleaning up after an injury or illness. Be sure to use a barrier before coming in contact with any body fluids. The use of latex gloves and pocket masks are essential items to protect yourself when providing care. Also, be aware of body fluid spills on floors, decks, cement and even grass areas. Be sure to use a biohazard kit when dealing with spilled fluids. After performing first aid with the presence of biohazards, be sure to place all infected material (including gloves, towels, etc.) in a biohazard bag and turn in to the Wellness Programs biohazard waste container located at the Wellness Center front desk soon as possible. Immediately wash hands and exposed areas thoroughly with soap and water, even if you used gloves.

All injuries resulting in blood exposure during a practice, instruction or competition must be treated immediately to minimize exposure to others.

Biohazards

In the event of a fecal, blood, or vomit contamination, the following procedures must be followed:

- Clear and close the effected immediate area.
- Notify a Sport Club Convener.
- With gloves, remove the feces, blood, fluid or vomit and place in a sealed (tied off) biohazard bag. Dispose of bag in designated area (located at the Wellness Center front desk) as soon as possible, not in to a regular trashcan.
- Clean up the affected area with bleach and water solution or a designated powder or spray solidifier mix found in a biohazard clean up kits (found in the Athletics and Wellness Center).
- Any persons exposed to a biohazard should remove any contaminated clothing and wash thoroughly as soon as possible.

Incident Documentation

It is recommended to keep these forms in your first aid kit for easy accessibility at all events. These forms will be filled out for any incident that involves a Sport Club member, coach, advisor or visiting team involved in a Sport Clubs event. Please note, if you open your first aid kit, you should provide documentation as to what happened, the exceptions, regular athletic tapings (i.e. daily ankle wrap) and blister treatment. For a Band-Aid, a log should still be completed.

Incident Report Form

This form is to be used for any injury that occurs in a Sport Club event that you determine is serious enough that the injured person should seek further medical attention (even though injured person may not). This form must be submitted to the Director of Club Sports within 24 hours of returning to campus or within 24 hours of the incident if on campus.

Guidelines for Emergency Care to Specific Injuries or Illness

Spinal Injury

1. Check airway, breathing, and circulation. Administer CPR as needed.
2. Have a **call person** call 911 (EMS)
3. Support cervical spine positioning hands on side of head. Do not leave this position until instructed to do so by EMS crew.
4. Have someone else prevent or treat for shock while you maintain your position at the head.
5. **DO NOT ATTEMPT TO MOVE THE PATIENT** unless the athlete is in danger as a result of his/her location. (If the patient is moved, proper spine board and cervical support must be used)
6. Retrieve CPR mask and AED incase needed.
7. Reassure the patient to stay calm.

Compound Fracture (Open or Closed)

1. Treat the patient for shock
2. Apply basic first aid
3. **DO NOT ATTEMPT TO REDUCE THE FRACTURE**
4. Splint, making sure the patient continues to have a distal pulse and sensation.
5. Transport the patient to the hospital.

Major Joint Dislocations

1. Treat the patient for shock
2. Call for help: Public Safety, or Athletic Trainer, EMS if necessary
3. Apply basic first aid
4. **DO NOT ATTEMPT TO REDUCE THE DISLOCATION**
5. Splint, making sure the patient continues to have distal pulse and sensation.
6. Transport the patient to the hospital.

Heat Illness

1. Remove the patient from the heat.
2. Remove excess clothing
3. Determine severity of the illness
4. Monitor ABC's
5. Attempt to cool the body (ice bath preferred)
6. Stay with the patient at all times
7. Cal 911 if needed.

Cardiac Problems

1. Check the airways, breathing, and circulation and administer CPR as needed.
2. Activate EMS
3. Retrieve CPR mask and AED incase needed
4. Treat for shock

5. Put patient in a comfortable position

Any other Emergency Situation (Severe Allergic Reactions)

1. Check the ABCs
2. Apply basic first aid
3. Prevent and/or treat for shock
4. Activate EMS
5. Retrieve CPR mask and AED in case needed

Guidelines during a Serious/Catastrophic On-Field Player Injury:

1. Player and coaches should go to and remain in the bench area once medical assistance arrives.
2. Adequate lines of vision between the medical staffs and all available emergency personnel should be established and maintained.
3. Players, parents and non-authorized personnel should be kept a significant distance away from the seriously injured player or players.
4. Players or non-medical personnel should not touch, move or roll injured player.
5. Players should not try to assist a teammate who is lying on the field (i.e. removing the helmet or chin strap, or attempting to assist breathing by elevating the waist).
6. Players should not pull on an injured teammate or opponent from a pile-up.
7. Once the medical staff begins to work, on an injured player, they should be allowed to perform services without interruption or interference.
8. Players and coaches should avoid dictating medical services to the athletic trainer or emergency medical personnel or taking up their time to perform such services.

Catastrophic Injuries Include:

- Spinal cord injury
- Severe head/neck trauma
- Partial or complete paralysis
- Injuries resulting in severely diminishing mental capacity or other neurological injury that result in the inability to perform daily functions

HEALTH COVERAGE

The Colleges' General Liability Policy

At the Colleges discretion the policy provides protection to Conveners and members of club sports as long as they are acting within the scope of their duties. The Club Sport must be a recognized student organization and the activity involved must be approved by SOC and SCC. Coverage applies to claims brought by third parties for bodily injury or property damage. No coverage is provided for claims arising out of autos or aircraft.

Student Medical Insurance

It is strongly recommended that all team members have an annual physical examination. It is further strongly recommended that all team members have medical/health insurance plan in effect. It is College Policy that all students have health insurance. Earlham College does not provide accident or medical insurance for team members and cannot be held responsible for injuries incurred during travel or participation in voluntary activities. Individuals must be made aware that they participate in club sports at their own risk. It is REQUIRED that all Club Sports participants sign a "Waiver and Release of Liability" form. A minor, anyone under age 18, must have a parent/guardian signature prior to participation.

FINANCIAL SUPPORT

FUNDING SOURCES & LIMITATIONS

Funding for Clubs

Available Student Life funds will be allocated by club compliance and budgetary need. Each club will be required to submit their requests in a timely manner. If the club does not use their allotted funding during the applicable semester the funds will be swept back in to the Student Life funding account and be reallocated during the next semester.

Club Funding Account

Purchases made with Club funds have restrictions and must follow specific purchasing guidelines. All clubs allocated by Student Life funding have the ability to make purchases through their Primary Contact. If Club funding has been used up or is not available, then excess charges can be negated with a special allocations request through student life. Club funding is primarily limited to the following categories:

- 1) Travel expenses related to lodging and the use of College vehicles
- 2) Sports equipment/uniforms related to the clubs activity
- 3) General expenses for repair and maintenance costs of equipment
- 4) National Governing Body organization fees

For equipment type purchases, a detailed request should be submitted to the club's Primary Contact. Purchase requests should reflect the best interests of all club members and be based on approved budgets for club equipment. College purchasing procedures are followed upon approval of the request.

Fundraising

Financial support from Student Life is limited to monies allocated to individual Club Sports by SOC and SCC. This allocation is intended to completely fund the club's annual budget, although club ideas can change and needs can change as well. Therefore, each club should generate additional money to support their club needs as they arise. If a fundraising event takes place on campus or requires travel outside of Wayne County, an Event Request must be submitted and must be approved before taking place. Consult your Primary Contact if you are unsure if your fundraising event requires an Event Request.

Wellness Programs can assist in a club's fundraising efforts by assisting in the engagement of Club Sports alumni and other individuals who may be potential donors to individual clubs. Contact your club's Primary Contact for more information on communicating with your club's alumni.

Excellence & Development Funding (Special Allocations)

Additional funding may be available to clubs in good standing through Excellence & Development Funding. These funds are intended to offset expenses for clubs that experience unforeseen or unanticipated hardships, are competing in high level tournaments/events, or wish to purchase equipment or travel expenses to advance their club on a national level.

The amount of money allocated for Excellence & Development Funding is limited, and clubs are encouraged to prepare throughout the year for such fiscal restrictions. Clubs must apply for funding by the stated deadline and the Club Sports Council will read the request and determine an award amount. Excellence and Developmental Funding is not guaranteed to any club and depends on availability, club preparedness, and the ability to show need. More information can be found on page 10.

Trademark & Licensing

As a Earlham College Club Sport, the Marketing department has set certain privileges in regards to which Earlham

trademarked items may be used in any and all Club Sports productions including but not limited to websites, t-shirts, uniforms, banners, etc. For information on which logos and symbols can be used for your Club Sport please contact your club's Primary Contact for more information.

REQUIRED ACTIVITIES AND DUTIES FOR CLUB FUNDING

Convener Meetings

Presidents must attend all required Convener Meetings. Excused absence requests must be emailed to the club's Primary Contact by noon of the day of the first meeting offering. For all excused absences, make-up assignments and/or meetings will be required. For any unexcused absences, the club will be placed on administrative probation. Dates, times, and locations of these meetings will be announced at a later date.

Club Documentation

Clubs are expected to submit all of the following paperwork **completely** and **on time!** The following documentation must be submitted by the announced activation deadline:

- SOC and SCC Registration (during the applicable semester)
- Who's Responsible for What Worksheet (during the applicable semester)
- Proposed Budget Worksheet (during the applicable semester)
- Club Goals Worksheet (Fall & Spring)
- Semester Schedule of Events (Fall & Spring)
- CPR/AED and First Aid Certification (Fall & Spring; minimum of two per club if applicable)
- End of Semester Report (Fall & Spring)
- Annual Practice Request (Spring)

Failure to meet the deadlines associated with each required Club Documentation item completely and on time will result in the appropriate consequences as outlined in the [Maintaining Club Sports Status](#) section.

Members

Clubs will receive funding when it is confirmed that each active member has a waiver on file. Penalties will be imposed for members who are participating without a waiver on file.

Game Documentation

In order to travel or participate in home events, clubs must submit the proper documentation. This documentation must be submitted at least **two weeks** prior to the event.

Home Events

- If using a Wellness Programs facility, the Facility Request Form must accompany the Event Request Form (due four weeks prior to event)
- Event Request (due two weeks prior to event)

Travel Events

- Travel Request (due two weeks prior to event)
- Travel Roster (due Monday at 8am before weekend trips)

Fundraising

There is no requirement for number of members that need to participate in the fundraising activity. A fundraiser is any monetary gain outside the club except for dues.

Events must be recorded using the Fundraising Log. Logs must be submitted by the last class day of each semester. Some events may require an Event Request submission. Please consult your Primary Contact if unsure.

Community Service

Community service events should be designed to benefit the surrounding community. When conducting a community service event, there should be no monetary gain for the club whatsoever. This means that the members of the club should offer their services at no charge and gain an experience of helping others and furthering the community.

Events must be recorded using the Community Service Log to receive credit. Logs must be submitted by the last class day of each semester. Some events may require an Event Request submission. Please consult your Primary Contact if unsure.

Cross-Club Support

Interaction between each of the clubs in the Club Sports program is encouraged. Attend each other's games, learn about a different sport and support your fellow Earlham Club Sports members. Invite non Club Sports to join in a practice during the semester.

Alumni Relations

Alumni outreach is an important part of club management as it helps to increase the club's visibility and can be a great way to solicit donations. Be sure to track correspondence as reported in a submitted Alumni Log. Create and send an Alumni Newsletter throughout the year.

Certified Members

Clubs are required a minimum number of two certified members (Adult CPR/AED, First Aid and BBP) to receive funding throughout the year. Copies of certification cards or certification of completion must be in the office prior to the deadline and the certifications must remain current.

Club Meetings

Club meetings are an integral piece of a club's ability to communicate amongst members and conveners. Make sure you come to the meeting with an agenda, meeting notes and attendance lists.

The Club Sports Challenge (100 points possible)

Each Club Sports Program Assistant (PA) oversees three individual clubs. Together those three clubs make up their "PA Families." Throughout the year, these clubs can earn and lose Allocation Points together.

Club Website

Funding will be provided for clubs that maintain a current and updated website. Websites will be checked at the beginning of each semester. Sites that remain updated for the entire semester will be eligible to receive funding for the next semester.

Club Sports Council

Serving on the Club Sports Council is a great way to get involved and be a part of the decision making regarding Club Sports policies and governance. Club members who actively serve on the Council will help their own club receive funding for the next semester.

CLUB CLASSIFICATION & ADMINISTRATIVE COMPLIANCE

CLASSIFICATION

Funding Classification Type

Clubs can be placed into two distinct funding classifications depending on the type of organization and extent of travel and organizational operating expenses. Recreational clubs, generally more social and informative in nature, will receive funding, but may or may not be eligible to apply for Excellence & Development (special allocation) Funding.

Competitive clubs, who are generally more active in travel, competing against other clubs, will receive funding based on compliance, need and additional Excellence and Development funding can be available for them to use. Regardless of classification, all clubs must remain compliant to receive the benefits associated with being a Club Sport.

Competitive Clubs are more active in travel and competing against other clubs. These clubs typically have higher expenses related to their activity.

- Ultimate Frisbee
- Volleyball, Men's
- Rugby, Men's
- Rugby, Women's
- Esports
- Aikido
- Equestrian Team

Recreational Clubs are more social and informative in nature. These clubs do not typically travel and their major benefit from Wellness Programs is facility usage. These clubs include:

- Badminton
- Fencing
- Table Tennis Club

Tier Classification Standards

The following tier classification standards are designed to better facilitate a structured and comprehensive Club Sports program. As clubs grow and expand in size, fiscal responsibility, and competitive status, they will self-filter into higher achieving tiers. Regardless of their tier classification, all recognized Club Sports must have a minimum of 10 members and at least five different individuals occupying the four Club Sports Convener positions.

Clubs will be placed in each of the four below-listed tiers based off their performance in each of the standards noted in the previous academic year. Competitive Clubs that fail to meet the Competitive Tier 3 standards will be placed in the Recreational Tier for the following academic year and will not receive a financial allocation. Any club that fails to meet any of the outlined tiers will have their Club Sports status considered In Review for the following academic year. In Review clubs will not receive a financial allocation and will have all club reservations (practice and home events) subject to the reservation fees of non-Club Sports student organizations. At the end of that academic year, if the In Review club still fails to meet any of the outlined tiers, they will be de-affiliated from the Club Sports program.

	Competitive Tier 1	Competitive Tier 2	Competitive Tier 3	Recreational Tier
Events or Competitions	Club competes in at least five home or travel events per academic year.	Club competes in at least three home or travel events per academic year.	Club competes in at least two home or travel events per academic year.	Club hosts or participates in one "club development" event per academic year. This may include an instructor workshop, attending or hosting an event or another activity at the discretion of the Director of Club Sports.
Fundraising	No Fundraising standard.	No Fundraising standard.	No Fundraising standard.	No Fundraising standard.
Fundraising Logs must be submitted for all fundraised monies and all dues must be deposited and reported.				
Community Service	Club participates in or hosts three Community Service events per academic year.	Club participates in or hosts two Community Service events per academic year.	Club participates in or hosts one Community Service event per academic year.	Club participates in or hosts one Community Service event per academic year.
In order for the event to be counted, it must include at least two hours of service and include at least 25% of the club's active members or 10 total members; whichever is less. Large events or donations may be counted for more than one event, at the discretion of your club's Primary Contact.				
Cross-Club Collaboration	Club attends the events of or participates in an event with at least one other Club Sport or organization at least three times per academic year.	Club attends the events of or participates in an event with at least one other Club Sport or organization at least two times per academic year.	Club attends the events of or participates in an event with at least one other Club Sport or organization at least one time per academic year.	Club attends the events of or participates in an event with at least one other Club Sport or organization at least one time per academic year.
In order for the event to be counted, at least 10% of the club's active members or 5 total members, whichever is less, must be present.				

ADMINISTRATIVE COMPLIANCE

Active Club Checklist Paperwork

In order to maintain Active Club Sports Status, clubs complete the Active Club Checklist (found on the Important Dates & Deadlines Worksheet) by the Activation Deadline. The Activation Deadline for each semester will be announced by the Director of Club Sports at the beginning of each semester. Inactive Clubs will have their funds frozen, and events (home or travel) will not be approved. Clubs not completing the Active Club Checklist by the deadline will remain Inactive until the checklist is complete.

Clubs still considered Inactive after the eighth week of the semester will be de-affiliated from the Club Sports program and will not be eligible to reapply for recognition until one full academic year (Fall & Spring) have passed. De-affiliated clubs must follow the same process as outlined on the [Club Recognition](#) page.

Miscellaneous Required Paperwork & Meetings

Listed on the Important Dates & Deadlines Worksheet, Conveners and Managers must attend the meetings required of their positions and submit an End of Semester Report each semester. If Conveners have a class or work conflict during when the Required Meetings are offered, excused absence requests must be submitted by noon of the day of the first meeting offering. If a Convener does not notify their Primary Contact of their excused absence by that deadline, their absence will be considered unexcused. Unexcused absences will result in the club being placed on administrative probation. If a club's End of Semester Report is not submitted by the announced deadline, the club will also be placed on administrative probation.

Terms of administrative probation may include a loss of funding, required full active club roster meetings, required Convener meetings, required Convener/Primary Contact meetings and Fundraising and Community Service events.