

Earlham
COLLEGE

Club Sports

**Club Sports
Manual
2025-2026**

INTRODUCTION TO EARLHAM COLLEGE (EC) CLUB SPORTS

EC Club Sports offers a structured environment to practice and play the game students' love, while building friendships that will last a lifetime. Student-led and student-funded, Club Sport teams represent EC in competitions and tournaments both regionally and nationally.

2025-2026 CLUB SPORTS

1. Badminton
2. Boxing
3. Equestrian
4. Judo
5. Rugby
6. Volleyball
7. Ultimate Frisbee

Starting a New Club Sport

To start a new club sport, you must do the following:

- Schedule a meeting with the Director of Club Sports.
- Establish initial leadership roles
- Have at least 5 interested students
- Provide contact info for leaders of the club

MEMBERSHIP AND REQUIREMENTS

STUDENT ORGANIZATION MEMBER ELIGIBILITY

It is the policy of the Student Senate that chartered organizations may not exclude students from membership on the basis of ethnicity, race, color, national origin, sexual orientation, gender, creed, disability, veteran status, or religion. In cases of regional, national, or international affiliated groups, Earlham College chartered groups affirm to the Student Senate that membership selection policies and procedures of the parent organization do not require that the local organization exclude any student from membership based on the policy listed above. Each club constitution must carry a statement to this effect. TBA in Student Senate will be our contact person.

Membership of a Club Sports Team at Earlham College must consist of the following;

1. Consist of a majority of EC Students.
2. Have only student members holding voting rights and authorizing financial actions.
3. Have a minimum of five members for the first two semesters of team activity.
4. Have membership requirements that do not conflict with Student Senate and Affirmative Action and Equal Opportunity policies.

CLUB SPORTS ELIGIBILITY

Students: Any fee-paying student currently enrolled in classes during a semester is eligible to join a club sport. Specific governing bodies may have different requirements than EC. These requirements override EC'S Club Sport Eligibility policy.

Faculty/Staff/Alumni: EC faculty, staff, and alumni may participate in club sports on a limited basis. Faculty, staff, and alumni members may become members and be allowed to practice with a club in an instructional setting. In addition, faculty, staff, and alumni may be restricted from competing due to certain league or association regulations.

Non-Earlham Participants: Non-university participants are not allowed to join club sports as members. In certain circumstances, non-Earlham participants may be allowed to practice with a club in an instructional setting. This decision is left up to the discretion of the Director of Club Sports as well as the team the participant wishes to join. Outside community members and non-Earlham participants must pay a daily entrance fee to the Athletics and Wellness Center in order to participate with a particular club.

CLUB SPORTS MEMBERSHIP

The individual clubs are responsible for complying with their various conference, league, association, tournament, or national eligibility rules. Membership must also be approved by local, state, regional, or national governing bodies (if applicable). Only individuals listed on the membership roster, possessing adequate insurance coverage, and having submitted a release form are eligible for any participation in practice or competition. Children (any person under the age of 18) must have a waiver signed by his/her parent/guardian PRIOR to participation in Club Sports.

CLUB SPORTS MEMBER CONDUCT

Club Sports members are ambassadors of EC as participants of a college sponsored team. Members are expected to act in a mature and responsible manner both on and off campus in all Club Sports activities in accordance with college policies and the spirit of their sport.

DISCIPLINARY ACTION

Disciplinary action may result in revocation of recognition as a Club Sport by the Wellness Programs Department or Student Life Office. The Director of Wellness Programs & Facility Operations, Director of Club Sports, as well as input from the Club Sports themselves will handle all disciplinary action. Incidents that involve violations of EC Student Code of Conduct will also be referred to the Dean of Students Office for investigation.

CLUB SPORTS PARTICIPATION AGREEMENT

Consumption of alcohol and non-prescribed drugs are prohibited during all Club Sport Program activities, regardless of the age of the participants. Non-prescribed drugs, performance enhancing drugs, or any other substances that might be dangerous or detrimental to the participant's health, or performance as a member of this organization are also prohibited. Team activities are defined as any social, practice, competition, demonstration, clinic, or community service sponsored, hosted, or arranged by or for members. Travel is considered a team activity from the time of departure to return.

All Club Sport program participants have an obligation to refrain from actions and behavior that may jeopardize themselves or other Club Sport participants. The Club Sports program at Earlham College reserves the right to remove participants from the program for actions/behavior that are deemed dangerous or detrimental to themselves and/or other Club Sports program participants

UNIVERSITY DRUG AND ALCOHOL POLICY

Earlham College prohibits the unlawful possession, use, or distribution of drugs, alcohol, and other controlled substances by all members of the Earlham community (students, faculty, staff, alumni, and guests). Individuals who violate this policy shall be subject to discipline, termination, dismissal, debarment, arrest, or citation as applicable. Additionally, employees or students who violate this policy may be required to participate satisfactorily in drug abuse education, counseling, or rehabilitation programs approved by Earlham College.

POLICY ON ALCOHOL

<http://earlham.edu/policies-and-handbooks/community/approach-to-alcohol/>

POLICY ON DRUGS

<http://earlham.edu/policies-and-handbooks/community/illegal-drug-and-drug-paraphernalia-policy/>

EARLHAM COLLEGE HAZING REGULATIONS

The Earlham College prohibits recognized athletic teams, club sports, other recognized student organizations, persons or groups using Earlham College facilities, and individuals who are members of any such groups or organizations or who attend events or activities sponsored, organized or supported in any way by those organizations, from hazing members, prospective members, or other persons seeking to obtain benefits for services from any of those organizations. Hazing is any action or activity, whether conducted on or off Earlham College property, which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in, a group or organization. The express or implied consent of the victim will not be a defense. Apathy or acquiescence in the presence of hazing is not a neutral act; they are violations of the regulation.

Hazing activities include, but are not limited to the following activities: Whipping; beating; paddling; branding; calisthenics; running; exposure to the elements; forced consumption of food, liquor, or drugs (legal or illegal), or any other substances; sleep deprivation; forced exclusion from social contact; conduct which could result in any form of embarrassment; nudity; coerced sexual harassment; kidnapping; or car drops, when conducted in a prohibited manner as defined above. Recognized student organizations have an obligation to protect the welfare of their prospective and initiated members, guests, and the College during initiation activities. Every precaution must be taken to protect against Earlham College, individual, and organizational liability.

Violation of this regulation shall subject a group or individual to the full range of disciplinary sanctions pursuant to College disciplinary processes and/or debarment from use of College facilities. Recognized student organizations may lose recognition after a College Hearing. This action deprives the organization of the use of campus resources, the action use of the Colleges name, and the right to participate in

campus sponsored activities. This loss of recognition may be for a specific period of time or for an indefinite period of time until stated conditions are met.

EARLHAM COLLEGE NONDISCRIMINATION AND ANTI-HARASSMENT POLICY

<https://earlham.edu/policy/nondiscrimination-and-anti-harassment-policy/>

EARLHAM COLLEGE SEX DISCRIMINATION AND SEX-BASED HARASSMENT POLICY

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EARLHAM COLLEGE DISCRIMINATION AND HARASSMENT GRIEVANCE PROCEDURE

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THE DISCIPLINE PROCESS

Violation of, or non-compliance with, Earlham College policies, campus regulations, Club Sport procedures or EC standards of conduct may result in loss of Club Sport membership or other disciplinary action taken against the Club Sport involved. The discipline process has been developed to assist the Director of Wellness Programs & Facility Operations, Director of Club Sports, and the Wellness Programs Department staff in effectively managing a productive and structured Club Sports Program.

Minor Infraction - Examples include, but are not limited to the following: failure to turn in required paperwork, failure to meet deadline requirements, failure to have at least one officer at all Officer meetings, failure to turn in travel forms, failure of cooperating with other students, etc.

1. First Infraction – Written warning via email.
2. Second Infraction – 1-on-1 meeting with the Director of Club Sports.
3. More than Two Minor Infractions – The following disciplinary actions will be imposed at the discretion of the Director of Club Sports and Director of Wellness Programs & Facility Operations.
 - a. The teams' allocations are frozen and/or a part of the teams' allocation may be forfeited.
 - b. The Director may take any action deemed appropriate, including determining the amount of allocation forfeited by the team.
 - c. The team is notified in writing of the action taken.
 - d. The team is advised of their right to appeal.
 - e. Change in team leadership may be required.

Major Infraction - Examples include, but are not limited to a teams' actions that are outside the acceptable standards of conduct as determined by the Club Sports Program, the Wellness Programs Department, or the Earlham College Student Code of Conduct.

These actions include, but are not limited to the following:

1. Displaying conduct that is incompatible with the Colleges function as an educational institution and the purpose of the Wellness Programs Department & the Club Sports Program.
2. Misusing team funds and/or abusive use of team funds.
3. Allowing ineligible individuals to participate in team activities.
4. Compromising the safety of team members while traveling.
5. Transporting and/or consuming alcohol or illegal substances while on official team trips.
6. Hazing of any kind occurring during team activities.
7. Academic dishonesty.
8. Failure to join an organization, and new teams have until the end of their second semester.
9. Failure to compete by end of both semesters.
10. Any actions that are deemed inappropriate by the Club Sport Program, Department of Campus Recreation, or the Earlham College Student Code of Conduct.

For all Major Infractions –

1. A meeting with the Director Club Sports and Director of Wellness Programs & Facility Operations is scheduled.
2. Input from appropriate administrators and staff members is solicited when appropriate.
3. The Director of Club Sports with the help of the Club Sport Council determines the disciplinary action to be taken.
4. The team is notified in writing of their decision.
5. The team is advised of the right to appeal the decision.
6. Possible disciplinary action includes:
 - a. Probation, Freeze of allocation money, Loss of funding, Loss of facility reservations.
 - b. Loss of EC Club Sport membership/charter.

** Any or all disciplinary actions may be voted necessary**

Appeal Process

The appeal process exists to ensure that all disciplinary actions taken against Club Sports teams are equitable. The person and/or committee to whom a disciplinary decision is appealed will review the previous decision and rule on its appropriateness given the infraction(s) committed. With the concept of equality in mind, be forewarned that appeal of a disciplinary decision that seems extreme to the team could result in an even stiffer penalty being levied by the person and/or committee who hears the appeal. To file an appeal, a club must follow the appropriate steps as listed below:

1. Written notification from the team representative to the Director of Wellness Programs & Facility Operations indicating the teams' reasons for the appeal and any circumstances related to the situation that caused the infraction must be submitted within 72 hours of the date of the appealed decision.
2. The Director and/or committee will rule on the appeal after investigating the situation and may uphold, reject, or modify the action taken by the Director of Club Sports.
3. The Director's and/or committee's decision will be final.

SPONSORSHIP

Sponsorships for Earlham College Club Sports are allowed. Clubs will need to discuss who they wish to ask for sponsorship with the Director of Club Sports. Monies donated to Earlham Club Sports will be deposited in Club Accounts.

INTERNAL CLUB SPORTS OPERATIONS

The Wellness Programs Department, specifically the Director of Club Sports, will serve in a support role for supervision and coordination of all team activities. However, the planning, execution, and evaluation of all team activities is the responsibility of team officers and members.

CLUB SPORTS OFFICER REQUIREMENTS

Teams may designate individuals as leaders of the club. Positions may include conveners or presidents, secretary, treasurer, etc. Teams should designate the officers based on the teams' goals and objectives. All officers will function in accordance with their teams' constitutions. Responsibilities and duties of each position can vary based on each teams' preference.

CLUB SPORTS OFFICER CONTACT LIST/ELECTIONS

The key to a successful relationship between the Club Sports Office and the individual teams is communication; therefore, a contact list must be turned in as well as updated online at IMLeagues.com

TEAM ROSTER, CONTACT INFORMATION, WAIVERS, AND VEHICLE REGISTRATIONS

For a variety of reasons, it is important to know the individuals that participate with each individual club team. If all required paperwork (Assumption of Risk, Non-Hazing, Emergency Contact, Photo Release, Vehicle Owner and Medical Waiver) is not turned in by your first competition, practices will be canceled until outstanding paperwork is received. We need this information kept on file in the Wellness Programs Administrative Offices for traveling and safety purposes.

CLUB SPORTS COACHES

Any Club Sport wishing to use an instructor or coach must submit written or verbal request to the Director of Club Sports prior to their start at team practices. If the instructor or coach is working on a volunteer basis, the request must still be submitted. The selection of instructors and/or coaches is the responsibility of the team, but is subject to the approval of the Director of Club Sports.

Instructors and coaches are strongly encouraged to have their own personal liability insurance as the College only covers worker's compensation claims for those who are injured on the job that are currently in the EC payroll system. All instructors and coaches must complete the Club Sports Coaching Agreement. The college will NOT pay for coaches of club sports. If you would like to have a paid coach this must be paid from some other fund. (club dues, fundraising, sponsorships)

If coaches have proper certifications by a national certifying agency or written documentation of competence and background in their area of expertise, they will submit copies of these to the Club Sports Office. Coaches are responsible for the safety of all team members while practicing, competing, and traveling. This may include beginners as well as advanced players. As such, coaches should stay

involved with continuing education and updated techniques as they pertain to the sport. Coaches are suggested to be certified in Adult and Child CPR, First Aid, and AED.

PUBLICITY & MARKETING

Club Sports teams may publicize their activities in any number of ways and through any number of sources. All publicity and marketing materials must be approved by the Director of Club Sports prior to distribution.

- Flyers may be placed in Resident Halls, the Athletics and Wellness Center and around campus. Flyers will need to be printed, sorted, and delivered to the Student Life office in Earlham Hall to distribute flyers in Resident Halls.
- Bring any flyers, tables, banners, etc. to the Club Sports Office for all postings in the Athletics and Wellness Center. They must be approved by Wellness Programs Staff.

HEALTH AND SAFETY

CPR/FIRST AID/AED

The EC Club Sport program requires that at least two officers and/or members be trained and certified in Adult and Child CPR/First Aid/AED. These two individuals will be taking the role as safety officer for the team. This is only a requirement for teams that travel for competitions.

EMERGENCY/INJURY PROCEDURE

- **Life Threatening Injuries:** Immediately call 911 or, if the accident occurs at the Earlham College, call public Safety at (765) 983-1400.
- **Non-Life Threatening Injuries occurring at the Athletics and Wellness Center:** Wellness Staff at the front desk or Public Safety.
- **Non-life threatening injuries occurring outside of the Athletics and Wellness Center, not requiring an ambulance:** If an ambulance is not required, have a Club Officer take the injured person to obtain medical treatment. The coach should not transport an injured participant. If there is no one to transport the person, call the Public Safety office at (765) 983-1400.
- **If an Ambulance is needed:** If the injury occurs at the Earlham College, contact Public Safety at (765) 983-1400. If you cannot reach them, call 911. If the person is conscious and able to use reasonable judgment, you must have her/his permission before transporting the person by ambulance because s/he will be responsible for payment.
- **Neck or Back Injuries:** **Do not move** the injured person until it is determined by a trainer or a certified EMT that the injured person can safely be moved.
- **Accident/incident Report:** The safety officer must ensure that an incident/accident report is filed with the Director of Club Sports within 24 hours of the injury or accident by a club member present at the time of injury. These forms can be found on IMLeagues.com or www.earlham.edu/wellness.
- **Notification of an injury requires hospitalization:** If an injury to any Club Sport participant requires a trip to the hospital, contact the Director as soon as possible, regardless as to the time of day or night. Keep calling until you get an answer Dillon Wiseman Director of Club Sports, (765) 983-1665 (O), or 765-338-8657 (C).

- **Injuries to Individuals from Visiting Teams:** Students and individuals from visiting teams will be assessed by the Athletic trainer on site and the appropriate actions will be taken to ensure their safety. The trainer will also fill out the injury/incident report.
- **Fire Alarm:** If the fire alarm sounds in the Athletics and Wellness Center, the coach and club Conveners will evacuate the team.

ATHLETIC TRAINERS

A certified athletic trainer (or EMT if no trainer is available) are to be present at home games and events for most teams. Athletic trainers will only provide service to injuries sustained during the game or event. They will not attempt to diagnose previous injuries unrelated to team activities.

Your game schedule will be submitted to a certified Head Athletic Trainer at the beginning of each semester. If a game is canceled, rescheduled or added you must contact the director of Club Sports as soon as possible so that arrangements can be made with the trainer assigned to your event. A certified athletic trainer is required to be at all home games for the following clubs:

- All tournaments hosted by any team

The cost associated with the athletic trainer will be deducted from the team's allocation money.

MEDICAL EXAMS AND 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.

USE OF CLUB NAME AND UNIVERSITY LOGO

Recognized teams are permitted to use the name Earlham College and certain EC logos with their team title. The name and logo may only be screened, imprinted, embroidered, etc... after approval from the Director of Club Sports

FACILITIES, EQUIPMENT, AND SCHEDULING

FACILITIES

Earlham College facilities are operated and scheduled according to various regulations and procedures. For your purposes, you need to know that Club Sports are fourth on the list of scheduling priorities. Facilities are scheduled first for academic classes, second for athletics, third for Rec Sports/group fitness classes, and fourth for club sports.

EQUIPMENT

All equipment purchased with Club Sport funds becomes Earlham College property and must be accounted for during the year and at the end of season. All team owned equipment may be used during the team's season and must be securely stored during the rest of the year. The Club Convener and the Director of Club Sports will take inventory at the beginning of the fall semester and again at the end of spring semester. Copies of this inventory will be kept in the team's file and with the team officers.

FALL/SPRING SCHEDULES

Teams are responsible for scheduling all of their practices/games/events with the Director of Club Sports. Completion of schedules must be submitted to the Club Sports Office by the end of first week of semester. All field requests must be submitted to the Director of Club Sports as soon as possible. Field space after scheduling deadlines is not guaranteed, so when making arrangements with opposing teams ensure you let them know it is on condition of space availability.

NO MATTER WHERE YOUR PRACTICE IS TAKING PLACE, CLEAN UP AFTER YOURSELVES!

BUDGET AND FINANCE

STUDENT ALLOCATED FUNDS

EC Club Sports receive funding from a variety of sources. The sources include, student fees, dues (depending on team), fundraising and sponsorships. In the 2025-2026 academic year, Club Sports will distribute a certain amount from student fees for those teams eligible to receive funding.

DEPOSITS/DUES

All Club Sports athletes must bring their dues or fundraising money to the Wellness Programs office to be deposited. Please wait no longer than two business days for written checks. The holding of checks for an extended period of time is in violation of college policy and is not good business practice. In addition, such practices increase the possibility of checks not being honored by banks due to accounts being closed or payment being stopped. There is also the increased possibility of the check being lost. Credit card payments are also available for students to use.

Once money is brought to the office, checks will be stamped and cash will be counted. The person making the deposit will have to fill out the Club Deposit Log sheet and get a receipt from the Office Administrative Assistant. Wellness Programs staff will then process the daily deposits and processes them with Accounts Receivable. Checks should be made payable to your team (i.e. EC Women's Rugby).

FUNDRAISERS/DONATIONS

The Director of Club Sports in conjunction with the Institutional advancement office must approve all fundraising/solicitation projects. The team can perform a number of different fundraisers. These include tournaments, clinics, working special events or, bake sales, percentage nights, car washes, etc.

Teams may seek donations from any number of organizations and businesses. If an individual or company makes a donation to your team and would like to receive a tax deduction, they will need to send a check to the address below. The donation will be deposited with the Institutional Advancement Office, and they will process the forms which make the donation tax-deductible for the individual or

company. This process takes at least two weeks for the money to be deposited into the teams on campus bank account.

If the donor does not wish to receive a tax benefit for their donation, then the full amount will be directly deposited into the team's account. Checks should be made payable to Earlham College with the team's name printed on the memo line.

EXPENDITURES.

Do not place an order with money collected from fundraising or dues. All money must be deposited and then spent through EC to the business or organization. Most expenses can be pre-paid with by having the Director use their College Credit Card. The director must approve all purchases. If a team makes a purchase without prior approval, the team's funds will be frozen and a suspension will be placed on making further purchases. In addition, items will be returned or the purchaser will be financially responsible for the un-approved purchase.

CHECK REQUESTS

In some instances, Club Sports may reimburse individuals for their pre-approved expenses that are team related. This will require a Check Request Form to be completed. To complete this form, you need to bring in the receipt(s), the name of the individual to be reimbursed, his/her mailing address, and his/her Earlham College ID number. The check may take approximately two weeks to process.

OFF-CAMPUS ACCOUNTS

All teams must keep all of their funds in college accounts. Therefore, no Club Sport may maintain a commercial checking or savings account. The most important reason for this requirement is to ensure that the Director of Club Sports has a full understanding of each team's financial activities. This is essential to fair and equitable allocation of funds. These guidelines will also protect officers from being charged and possibly prosecuted for embezzlement under state statutes.

<u>TRAVEL</u>

Whenever a team travels, a travel form must be submitted to the Director of Club Sports. This form must be completed for any travel away from campus regardless of the type of transportation. This is a necessary precaution should anything happen while the team is traveling. If a team travels without submitting this form, their following games or contests may be canceled by the Director.

TRAVEL FORMS

All travel forms are due on Mondays. The travel roster form and travel resource form. The travel roster form will be filled out for any travel that **does not** require hotels, rental vehicles, or airline tickets. The travel roster is due the Monday before the travel takes place. A travel roster will be used when taking day trips to Dayton, Columbus, Indianapolis, and other closely located cities less than 100 miles away. A travel resource form will be used if a hotel, rental car, and/or airlines are needed for travel. This form has a section where teams can follow reimbursement procedures. If the team is traveling more than 100 miles away, they must have a faculty member or Earlham employee present. Clubs are not allowed to travel more than 500 miles away, unless they are in a national tournament. The Hotel and Rental car forms will also be due 3 weeks in advance on Mondays.

When a travel resource form is turned in, the team must setup a travel meeting to pick up their travel binder and first aid duffle. The travel binder will consist all documents for team reservation, accident and incident forms, medical and emergency contact information, a safe place to keep receipts, and writing materials. The first aid duffle will consist of basic first aid items for the two CPR/FA/AED certified officers on your team to use if needed. The travel binder must be returned by Tuesday following travel.

Both forms will consist of travel information and roster of the individuals traveling. The individuals will be cross referenced to determine if they have turned in all of the appropriate forms and if they have paid their dues. Clubs will be notified of which individuals will not be allowed to travel until they turn in all required paperwork or pay their dues.

MODES OF TRANSPORTATION

There are several ways to travel for Club Sports teams. The decision on how to travel will be determined by each team and what is safest and most affordable.

PERSONAL VEHICLES

If a team decides that it wants to take personal vehicles, the driver and their insurance will be liable of any accidents or injuries if they were to occur. Be sure each vehicle has appropriate insurance, current inspection and registration as required, and that individuals traveling in private vehicles understand they do so at their own risk. Drivers need to be aware that by choosing to drive, they assume responsibility for the safety of those traveling in their vehicle. This means that drivers must follow all traffic laws and safety guidelines, and should also ensure that their vehicle is in safe working condition before beginning a trip. Each athlete must complete a Vehicle Registration form through the Club Sports office prior to traveling for team activities.

Depending upon funds within the self-generated account, individuals can be reimbursed for gas or check out the travel card to pay for gas. ALL ORIGINAL RECEIPTS HAVE TO BE TURNED IN WITH TRAVEL BINDER.

HOTELS

If hotels are needed, be sure to include the preferred hotel on the travel resource form. The team decides where they would like to stay, but ALL hotel reservations will be made with the Directors Credit Card. Hotels expect guests to behave appropriately. Team officers are responsible for their team members in regard to hotel behavior. Teams are representing EC and if something goes wrong, they contact the Director of Club Sports or other offices on campus with their concerns.

CLUB SPORTS TEAMS TRAVEL

As representatives of Earlham College and the Department of Wellness Programs, all Club Sports members are expected to conduct themselves in an appropriate manner when traveling. Member behavior can impact a team's reputation as well as the reputation of EC. The policies and procedures of the College and those articulated in this manual are in effect when teams travel. Reports of infractions or any other activities that negatively reflect upon the University may result in disciplinary actions. Depending on the circumstances of a situation, privileges such as facilities and funding may be frozen until the situation is resolved.

All Club travel is considered “dry” travel. Alcohol and other drugs may not be used during the duration of the travel dates identified on the travel document. If your team does not have the appropriate amount of funds for reservations, they will not be made by the Club Sports office. Each situation is based on the Directors discretion, but do realize that some reservations will not be made if your team is lacking in funds. This includes any post-season play travel.