Sport Clubs

President's Guidebook



Leadership, Commitment, & Service

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STAFF & IMPORTANT PERSONNEL

Aaron Chaput	ASSISTANT RECREATION DIRECTOR SPORT CLUB DIRECTOR	X4483 achaput@carleton.edu
Mikki Showers	DIRECTOR OF CAMPUS RECREATION INTRAMURAL DIRECTOR	X4481 mshowers@carleton.edu
Heidi Jaynes X4443	ATHLETIC DIRECTOR	hjaynes@carleton.edu

EMERGENCY CONTACTS

If one of the following should occur—death of a student, serious accidents or injuries involving students, or assault of a student—please call the personnel below, in the order listed, until someone is reached. Call at any time. If during 8.00AM-5.00PM, please call the office number.

Carleton College Security	507-222-4444	
Aaron Chaput	763-218-5087 cell	507-222-4483 WK
Mikki Showers	507-330-0572 cell	507-222-4481 WK
Heidi Jaynes	507-301-9654 cell	507-222-4447 WK

OTHER IMPORTANT NUMBERS

DEAN OF STUDENTS OFFICE	507-222-4075
STUDENT ACTIVITIES OFFICE	507-222-4462
FACILITIES	507-222-4133
GROUNDS	507-222-4137
S.H.A.C.	507-222-4080

SPORT AND REC. FACILITY NUMBERS

RECREATION CENTER	507-222-4487
COWLING	507-222-4431
WEST GYM	507-222-4159

STADIUM 507-222-4050

IMPORTANT SPORT CLUB DATES

ALL CARLETON COLLEGE SPORT CLUB PARTICIPANTS MUST REGISTER PRIOR TO PARTICIPATION each year—REGISTER HERE:

https://apps.carleton.edu/campus/rec/club/registration/

****All listed information is mandatory to attend or submit as a member of the P.E.A.R Sport Club Program.**

August - Team Meetings: TBD — email sent out with specific times -Fall facility/field practice requests due: **Aug 20** -Fall competition schedule due: **Sept. 1** -Pick up First-Aid kit: **prior to 1st practice**	**September/October** -Safety Training: Date TBD -Fall rosters due: **Sept 28** -Submit C.P.R./A.E.D. certification copy (min. of 2 per team): **Sept 28** -President Agreement due: **Sept 28** -P.E. credit request (Winter/Spring) due: **Oct 5**
November -Club Constitutions due: **Nov 3** -Budget outline due: **Nov 3** -Winter facility requests due: **Nov 3**	**January** -Sport Clubs' Captains Meeting: Date TBD -Safety Training: Date TBD -Winter competition schedule due: **Jan 12** -Club team rosters due: **Jan 19**
February -Spring facility/field requests due: **Feb 23**	**March** -Winter PE roster due: **Mar 12**
April -Safety Training: Date TBD -Budget Training: Date TBD -Budget submission due: **April 11**	**May/June** -Active Sport Club status due: **June 1** -Spring PE roster due: **June 1** - End of Season Recap **June 5** -Final year-end/inventory report due: **June 5** -Request for renewal due**: June 5** -First-Aid kit turn in by: **June 5**

THE SPORT CLUB PROGRAM—BENEFITS

Leadership Opportunities

Sport Club Executive Council membership
Officer responsibilities
Officially represent the College during club activities

Logistics

Program advising and assistance
Computer access
Access to legal council
Access to the tax-exempt status of the College
Free C.P.R. and First-Aid training
Access to Athletic Trainers
Opportunity to receive 1 P.E. credit per year for participation
Alumni Lists
General contact for all clubs
First-Aid kits
Equipment usage & purchasing assistance
TV/VCR/Video screen availability
Phone access for club business (including long distance)
Fax machine access for club business
Copying/printing for club business
Large water jugs for special event usage

Promotions

Free informational booth reservations in Rec Center
Access to the College's word marks and logos
Access to club websites

Finances

Annual allocation, when applicable
Free banking through College accounts
Financial transactions
Development of fiscal management
Budget preparation training
Financial assistance through additional funding requests

Travel and Competition

Charter Bus options
Access to Campus Services Vehicles
Use of the College contract with Enterprise rental
Facility arrangements for on-campus events
On-campus event registration and planning

Facilities

Practice space time and priority
Limited storage space
Field preparation for tournaments or events
Recruiting space availability
Classroom and meeting space availability
On-campus special event space

INTRODUCTION

THE SPORT CLUB PHILOSOPHY:

The philosophy of the Sport Club program is to promote health, physical and mental well being, and the acquisition of physical skill development. The Sport Club program is part of the Physical Education, Athletics, and Recreation Department (P.E.A.R). Sport Clubs are designed to serve individual interests in different competitive sports and recreational activities. These interests can be competitive, recreational, or instructional in nature. Clubs may represent the college in competition and/or may conduct intra-club activities such as practice, instruction, social and tournament play.

SPORT CLUB OBJECTIVES:

• To make available to students opportunities for instruction and participation in a wide range of recreational and competitive programs, which can develop sound lifelong leisure values and skills.
• To provide an avenue for camaraderie in the college community through common interests
• To develop a feeling of belonging among individuals in the shared pursuit of leisure interests.
• To develop leadership by providing opportunities for students to organize, administrate and problem solve for individual clubs and to become officers thereof.

DEFINITION OF A SPORT CLUB:

A Sport Club is a group of students organized for the purpose of furthering their common interests in an activity through participation and competition. A Sport Club must have a **minimum number of active participants (10)** to be eligible to be recognized as an active Sport Club (a club becomes ineligible for active status if they are unable to fill the required club officer positions or field enough players to compete in a regional or state competition).

Sport Clubs are meant to be a learning experience for the members through their involvement in fund- raising, public relations, organization, administration, budgeting, and scheduling, as well as, through the development of skills in their particular sport. Involvement in a group and team environment helps enhance a student's overall education while living in the collegiate setting.

ORGANIZATION:

Sport Clubs are ranked on a two-tier system. This system is necessary in part due to the large increase in demand of groups wanting to develop new Sport Clubs. The two-tier system gives clubs that qualify under the guidelines presented in ***Forming a New Sport Club*** a chance to demonstrate that there is support for such a club amongst the community. Furthermore, this policy allows for a grace period in order that the Sport Club Program can better prepare to allocate its limited resources. **The Sport Club Program recommends a maximum of up to 25 clubs (dependent upon C.S.A. funding and approval) per year based on space availability.**

Tier System:

(1) Conditional: Receive no representation on **Sport Club Council**

All ***new clubs,*** regardless of Sport Club classification

(2) Active Club: Allowed one representative per team to vote on the Sport Club Council. To be eligible to vote, the representative must be present at the council meeting.

Team Sport Clubs: Indoor/Outdoor (Rugby, Ice Hockey, Rugby, Lacrosse, etc.)

Individual Activity Sport Clubs: Martial Arts (Aikido, Karate, Tae Kwon Do, etc.)

Indoor (Table Tennis)

Outdoor (Equestrian)

Active clubs are classified by **Team Sport Clubs** or **Individual Activity Sport Clubs (as above).** This will allow clubs with similar facility and administrational needs to be represented on the Sport Club Council by a representative(s) elected from within the club executives of each particular group (i.e.: who is the best person in that group to represent the group?).

Conditional Status:

⇒ All newly approved clubs are assigned ***Conditional status*** for their first year of operation.

⇒ Each club has one year to demonstrate viability in terms of club administration, student interest, and support in terms of club members.

⇒ Conditional clubs have lowest priority for facilities bookings and reservations.

⇒ Financial assistance is **not** available for **Conditional** clubs. A club assigned **Conditional** status must be a completely self-supporting organization.

⇒ Upon successful completion of **Conditional status**, a club will be automatically elevated to ***Returning status***, and as such, be eligible for such support as deemed suitable (at the discretion of the Sport Club Director, and as recommended by the Sport Club Executive Council, subject to available funding).

⇒ **Conditional** clubs are not eligible to serve on the Sport Club Council.

Returning Status:

⇒ **Returning status** is the normal operating mode for a previously recognized club.

⇒ Be primarily instructional or competitive with travel to competitions.

⇒ Each club will be allocated the financial, promotional, administrative, and resource support deemed appropriate for each club's needs. C.S.A. allocated funding is reserved for administration costs, facility rentals, equipment costs, travel expenses, and fees.

⇒ **Returning** clubs have normal priority for facilities booking and reservations (facilities booking and reservations shall be at the discretion of the Sport Club Director and the council). Sport Clubs may have facility bookings and reservations superseded by Physical Education classes, Varsity Teams, Recreation Instructional Programs, or Intramural Programs, if and only if no other facilities exist, or no other arrangements can be made, and that such an arrangement be

deemed to be in the best interests of the College and P.E.A.R.
⇒ **Returning** clubs that have been found, through a disciplinary meeting of the Sport Club Council, to be in violation of the rules and regulations may, at the discretion of the Sport Club Director, be reduced to **Conditional** clubs status at any given time.
⇒ Eligible to serve on the Sport Club Executive Council.
⇒ **Returning** clubs may be eligible to receive P.E. credit (after 1 successful year within returning status).

RELATIONSHIP/EXPECTATIONS OF SPORT CLUBS TO THE COLLEGE:

SPORT CLUB RIGHTS AND EXPECTATIONS: As a member of the P.E.A.R. Department at Carleton, each Sport Club is obligated to obtain the approval of the Sport Club Executive Council prior to acting on items, issues, or ideas that are not covered in this handbook. If a Sport Club chooses to act independently, that club will risk losing its Sport Club status, and all the rights and privileges associated with that status.

RECOGNITION AS A COLLEGE SPORT CLUB:

Clubs are permitted to use the name, "Carleton College," in describing their clubs only at such time as they qualify as a registered Sport Club. In using the College name, Sport Clubs must make it clear that they speak only for their own members and do not represent the College or its student body as a whole.

STANDARDS OF CONDUCT: The basic concept underlying the college's 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. This includes: behavior in game situations and when involved in off-campus events or when traveling (be aware that you still represent the College, even though you are not on campus for the event).

DRUG AND ALCOHOL POLICY: As per Carleton College policy, illegal drugs and alcohol are not allowed in or on any Carleton athletic/recreation facility. Furthermore, illegal drugs and alcohol are prohibited at club sponsored activities, on or off campus. It is the responsibility of the club to see that visiting teams and its own members adhere to this policy.

- **ALCOHOLIC BEVERAGES ARE NOT PERMITTED ON ANY RECREATIONAL SPORT OR ATHLETIC FIELDS BY PARTICIPANTS OR SPECTATORS.**
- **THERE WILL BE NO CONSUMPTION OF ALCOHOLIC BEVERAGES WHILE TRAVELING TO AND/OR FROM COLLEGE SPONSORED EVENTS. ANY DEVIATION FROM THIS POLICY WILL RESULT IN DISCIPLINARY ACTIONS FROM THE SPORT CLUB EXECUTIVE COUNCIL.**

PARTICIPATION: Participation on a Sport Club team is open to enrolled Carleton College students only. Students are not permitted to to participate in a term in which they have taken a medical or personal leave from the college.

Transgender Athletes — the Sport Club program has specific inclusion guidelines of participation for transgender athletes. If you would like information regarding transgender participation, please contact the Sport Club Director.

HAZING: A Sport Club or its members should not conspire to engage in hazing or commit any act that injures, degrades, disgraces, or tends to injure, degrade, or disgrace any fellow student attending the College.

The definition as listed in the Campus Handbook under the section on Community Standards: *Hazing, defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or an organization.*

The act of hazing will not be tolerated and should be reported immediately to the Sport Club Director or other appropriate College officials.

STUDENT INSURANCE

Carleton College will assume NO responsibility for the payment of medical expenses resulting from injuries that occur while participating in Sport Clubs. Individuals are responsible for reviewing their current health insurance policy to see if you are covered.

The College strongly recommends that families, prior to declining participation in the Student Health Plan, review their health insurance policies to ensure that their coverage provides equal or better benefits and that they are covered in the Northfield, MN area.

All students must complete the OPT-IN/OPT-OUT (Waive) insurance process each year, whether opting in ($2,707.00 charge) or opting out (no charge).

International Students ARE REQUIRED to enroll in Carleton's Student Health Insurance

Deadline: Please complete ONLINE OPT-IN/OPT-OUT (Waive) process by August 15, 2025. If you do not complete the process, the NON-REFUNDABLE premium of $2,707.00 will be automatically added to your Fall Term tuition bill.

Please consider these important issues when choosing to OPT-IN or OPT-OUT (Waive):

- Health service beyond general diagnosis and treatment of minor illness or accidents provided by Student Health and Counseling (SHAC) is **not** included in the comprehensive fee of the College. Specifically, all labs, x-rays, most pharmaceuticals, office visits and specialist referrals at the local health clinics or hospital are billed to your insurance company.
- Many home-based HMO plans do not provide adequate coverage outside of your home area. In addition, if you are considering study abroad options, you may not be covered under your current policy.

- **2025-2026 Insurance Company:** Wellfleet
  - 2025-2026 Benefits at A Glance
  - Enroll or Waive
- **Contact Information:** 1-877-657-5030

We encourage students and families to reference the USI Student Health @ Carleton College resource center website for helpful videos and content regarding the Student Health Insurance Plan.

SPORT CLUB COUNCIL:

Definition:

The Sport Club Executive Council aids and advises the club representatives in administering the Sport Club Program. It exists to promote participation in the Sport Club Program and has as its primary objective to provide a medium for the exchange of information regarding the Sport Club guidelines and procedures.

Each **Individual SPORT CLUB** shall elect an officer to attend periodic Sport Club General Council meetings and report back to the club. Others may attend as guests, but shall not have voting rights.

Sport Club Executive Council Structure:

(1) Name: Sport Club Executive Council

(2) Charge: (a) to recommend and monitor the C.S.A. Recreational allocation of funds and resources for the maintenance of the Sport Clubs, including a non-allocated emergency fund based on 10% of the total Sport Clubs' budget.
(b) To review applications for clubs desiring Sport Club Status and to determine appropriate status for each club completing the application process.
(c) To serve as an appeal board and rule on club appeals regarding decisions made by the Sport Clubs Executives and the Sport Club Director.
(d) To review each club's adjusted budget request, and to make recommendations for allocation amounts.
(e) To formulate and enforce procedures which facilitate the development of the Sport Club Program.
(f) To make recommendations, offer advice, and assist in the decision-making process in other matters when requested to do so by the Sport Club Director.

(3) Membership:

Council Executives:

Chair
Co-Chair
Secretary
Safety Coordinator
Marketing/Publications Officer

The Sport Club Executives will also assist the Sport Club Director in the following ways:

* Administrative assistance and guidance.
* Budget preparation assistance.
* Assistance and supervision with finances.
* Field and facility reservations assistance.
* Equipment storage, checkout, and purchase.
* Assistance with transportation arrangements – limited basis.
* Consultation on publicity and promotion.
* Administrative record keeping.

General Council Representatives from each club

* The Sport Club Executives and club representatives will serve on the council.
* Executive Council members will serve as Co-Chairs for all regular meetings.
* The Secretary will serve as recorder for all meetings.
* Any Carleton club officer who is an active member of a **Returning Sport Clubs** may apply for a position on the Sport Club Executive Council.
* Only one member per club may serve on the Sport Club Executive Council.

(4) Quorum: A quorum is set at 8 members.

(5) Meetings: The Sport Club General Council shall meet as necessary throughout the course of the academic school year. Any Sport Club can petition the Sport Club Executives to convene a meeting of the Sport Club General Council.

Executive Council Responsibilities

Chair/Co-Chair: set meeting agenda items with Sport Club Director; responsible for conducting bi/weekly council meetings; responsible for sanctions against clubs who commit minor and major infractions affecting the organization of Sport Clubs and draft any email recommendations to club officers and administrators as needed and based on the input from the executive council.

Secretary: record the minutes of each meeting and post these on the Sport Clubs' websites; responsible for informing the council of previous business and decisions made concerning the management of clubs; lead email conversations relating to topics discussed at previous meetings or upcoming meetings as needed; help the Sport Club Director to review policies based on decisions ratified by the Sport Club Council.

Safety Manager: lead clubs in hazing/alcohol awareness training; be the general contact for hazing/alcohol/safety issues; work with Campus Rec Safety team to ensure proper safety for all club teams at practice and games; help organize concussion education sessions and hold discussion on disciplinarian contract in individual Sport Club constitutions at it relates to unsafe behavior.

Budget Manager: heading the council allocation meeting in Spring Term; keeping track and budgeting the executive council's emergency funds; being a liaison to clubs in explaining the additional funding request process and being available to assist with clubs during the budget process.

Marketing/Publications Officer: responsible for collecting schedules and results from Sport Clubs' assistants and ensuring that the *Carletonian* has this information for publication; responsible for reviewing individual club websites to stay current with season schedules and results and taking the initiative to publicize Sport Club events on campus.

ANNUAL REGISTRATION

RETURNING SPORT CLUBS:

Recognition as a Sport Club is granted for one year only (September until June). It is necessary for each club to register (at the end of the Spring Term) their intent to return as a Sport Club the following year. This is done by submitting a form to the Sport Club Director in May.

Registration procedures for returning clubs are as follows:

- Register with the Sport Club Director (done in May of previous year).
- Turn in an updated listing of officers to the Sport Club Director.
- Submit Carleton College Sport Club Member Registration Form prior to individual participation for each club member.

Unless a club has completed the above procedures and is recognized by the P.E.A.R. Department, it will be ineligible to receive any assistance or use of facilities from the department. In order to retain its "active" status, all Sport Clubs must continue to meet the criteria outlined in this Handbook.

FORMING A NEW SPORT CLUB:

Interested in forming a new SPORT CLUB? See the requirements and process below to learn how.

1. Registration with the Carleton Student Association. This may be completed online at https:// apps.carleton.edu/orgs/C.S.A./orgs/ and documentation must be provided. Clubs must have successfully completed a minimum of 2 years as a registered student organization before applying for Sport Club status.

2. Demonstration of Interest - Submit a list of names and signatures with Carleton ID numbers of at least ten (10) active members.

3. Demonstration of Organization - A club must define their purpose, goals, and objectives; submit officers' names and their duties; have a continuity procedure consisting of established officer election dates and the procedure for election; and have defined membership requirements. This information should be included in the club constitution.

4. Demonstration of Need - An applying group needs to document that interest in their sport is not being adequately met by existing campus programs. Those sports currently recognized by the Division of Intercollegiate Athletics may not be duplicated. A sport or form of a sport currently a member of the Sport Club Program may not be duplicated.

5. Demonstration of Safety - An applying club needs to demonstrate that the welfare of its members is safe-guarded. Evidence should be presented showing well-qualified instructors, the existence of safe equipment, the supervision of practice and competitive sessions, and the procedures to follow in case of accidental injury

6. Satisfaction of a "True Sport" definition - Demonstrate that the applying club is within the following guidelines:
• Be a sport with a national or international governing body (i.e. AAU, NCAA, USA Volleyball, or an independent governing body such as the International Badminton Federation) and participate in a local or regional league (as available).
• Produce a set of rules published by the sport's governing body, if requested.
• Present evidence that there are established competitions, tournaments, and clinics within a 8 hour radius of Northfield (if applicable).
• Show that the learning and development of skills of the sport is the main objective.
7. Space Availability & Equipment - Availability of Campus Rec facilities, storage, and equipment for practice and competition is very limited due to use by Campus Rec programs, Athletics, Sport Clubs, and informal recreation. Allocation of practice space and time will be limited to Campus Rec facilities that are not currently utilized. Club petitions that do not require and/or cannot be accommodated by existing Campus Rec facilities will be considered. The Sport Club Director in conjunction with the P.E.A.R. Administrative Council will make decisions regarding space availability.

PETITION PROCESS

1. Meet with the Sport Club Director - In order to petition to become a Sport Club with the P.E.A.R. Department, the interested party must meet with the Sport Club Director (Recreation Center Room 105) and present all the documents needed to meet the criteria to become a Sport Club as explained above.
2**. Attend Sport Club Executive Council Meeting** - If the Sport Club Director determines that all criteria have been met, the petition will be placed on the agenda at the next Sport Club Executive Council meeting (typically meets bi-weekly during the academic term).
3. Acceptance by the Sport Club Executive Council - The prospective club's chief officer will make a verbal request by means of a presentation to the Sport Club Executive Council for membership to that body. A vote will take place at that time or it may be postponed to the next Sport Clubs Executive Council meeting. A vote may be postponed to the next Sport Club Executive Council meeting if additional information is required. Completion of the Sport Club registration does not constitute endorsement of an individual club. Acceptance by the Sport Club Executive Council—the advisory group to the Sport Club Director—is granted by two-thirds (2/3) vote of the quorum.
4. Approval by P.E.A.R. Administrative Council - Taking the vote of the Sport Club Executive Council and all criteria into consideration, the Sport Club Director has final approval of a club's acceptance. The Sport Club Director will present all the information provided by the prospective club for approval by the P.E.A.R. Departments Administrative Council and acceptance as a member of the P.E.A.R. Department. Once accepted as an approved Sport Club, the club shall then be governed by policies established by the College, the P.E.A.R. Department, and the Sport

Club Council.

5. Probationary Period - Upon acceptance into the Sport Club Program, the new club will serve a one-year probationary period per the Sport Club Council ByLaws as a "conditional" status club.

MEMBERSHIP GUIDELINES

CONDUCT:

Clubs are expected to function in a mature and responsible manner both on and off campus in all club-related activities and in accordance with this Handbook.
Sport Clubs and/or the individual members of Sport Clubs may face disciplinary action for inappropriate on-campus or off-campus actions while participating in any club related activity. Disciplinary action may result in the revocation of Club support from the Sport Club Executive Council and the P.E.A.R. Department, as well as with Carleton College.

THE DISCIPLINARY PROCESS:

Violation of, or non-compliance with college policies, campus regulations, Sport Club procedures, or Sport Club standard of conduct, may result in loss of Sport Club status or other disciplinary action to the Sport Club(s) involved. The corrective discipline process has been developed to assist club leaders in correcting the mistakes that have caused problems for the club and the College.

Minor infractions:
Examples of minor infractions include but are not limited to the following situations:
- Failure to submit required forms and documentation.
- Non-use of block booked facilities.

If the violation is the club's first during the current academic year and the club is not under probation from violations committed the preceding year, the following steps are taken:

- The club is placed on probation for a designated period of time or until the club corrects the problem.
- The Sport Club Executives will notify the club representatives in letter form stating:
    1. The reason for the probation.
    2. The length of the probation period.
    3. The possible consequences the club will face if additional infractions occur.
    4. The club's right to appeal.
- If additional infractions occur:
    1. The club's funds are frozen and a part of the club's allocations may be forfeited.

2. The Sport Club Council may take any action deemed appropriate, including determining the amount of allocation forfeited by the club.
3. The club is notified in writing of the action(s) taken.
4. The club is reminded of their right to appeal.

Major Infractions:
Examples of major infractions include, but are not limited, to the following situations:

- Displaying conduct that is incompatible with the college's function as an educational institution and the purpose of the Sport Club program (i.e. unsportsmanlike conduct toward officials or opponents or disruptive behavior on trips).
- Allowing ineligible individuals to participate in club activities.
- Misusing club resources.
- Allowing ineligible individuals to participate in club activities.

For all major infractions:

- A meeting with the Sport Club Director and the Sport Club Executive Council is scheduled.
- Input from appropriate administrators and club members are solicited when deemed appropriate.
- The Sport Club Executive Council, after consultation with the Sport Club Director, determines the disciplinary action(s) to be taken.
- The club is notified in writing of the decision and is reminded of their right to appeal the decision.

Disciplinary Actions:
Possible disciplinary actions that may be taken include, but are not limited to:

- Probation.
- Funds are frozen.
- Loss of facility reservations.
- Loss of funding.
- Loss of Sport Club status and sponsorship of the P.E.A.R. Department.

Notification of disciplinary action is sent to the club's President or Captain, Dean of Students, and Chair of P.E.A.R. department.

Appeal Process:

The appeal process exists to ensure that all disciplinary actions taken against Sport Clubs are fair and equitable. The person/council to whom a disciplinary decision is appealed will review the previous decision and rule on the appropriateness given the infraction(s) committed. **Sport Clubs who initiate an appeal are advised that the person/council who hears the appeal, may**

at their discretion, levy a stiffer penalty than the disciplinary decision that is being appealed.

The appeal process consists of two separate forums:

Minor Infractions:

Appeals of disciplinary decisions involving minor infractions will be heard by the Sport Club Executive Council, who will then forward a recommendation on the appropriateness of the original disciplinary decision, along with recommendations of subsequent disciplinary action to be taken, to the Sport Club Director. The Sport Club Director will rule on the appeal, and may uphold, reject or modify the recommendations of the Sport Clubs Executive Council.

Major Infractions/Decisions of the Sport Clubs Programmers:

Appeals of disciplinary decisions involving major infractions or decisions of the Sport Clubs Executive Council will be forwarded to the Sport Club Director who will rule on the appeal after investigating the situation. Clubs are again reminded that the Director may uphold, reject, or modify the decision of the Sport Club Executive Council.

Filing an Appeal:

All requests for appeals must follow the following procedures:

⇒ Written notification from the Sport Club representative to the Sport Club Executive Council indicating the club's reasons for the appeal and any circumstances related to the situation that caused the infraction must be submitted within three working days.

⇒ The three working day period begins when the Sport Club Executive Council notification of disciplinary action is mailed and a copy placed in the captain's mailbox.

⇒ The appeal will be forwarded to the appropriate person/council and the club's officers will be notified in writing as to when and where they may present evidence supporting their appeal.

⇒ When a decision has been reached, the club's officers will be notified in writing of the decision and a copy placed in the captain's mailbox.

PROCEDURES

The participants conduct each Sport Club, so the key to its success lies in the degree of student leadership and participation. Students within each club are responsible for the internal administration of their club, which includes decision making in such areas as equipment, facilities, finances, game schedules, membership, practices, and safety. An understanding of the basic principles of organization management and the ability to delegate responsibilities to other club members will ensure the club's smooth operation and stability over time.

SPORT CLUB PROCEDURES:

Purchasing Procedures:

The Sport Club Director must approve all purchases using club funds **in advance.**

ALL PURCHASES INVOLVING SELF-GENERATED CLUB FUNDS MUST ALSO HAVE PRIOR APPROVAL OF THE SPORT CLUB DIRECTOR.

Purchase requests must reflect the best interests of all club members.

Purchases and requests should be submitted well in advance of when they are needed if possible. The Sport Club Director has a purchasing credit card to use for club purchases that is deducted from club accounts. Please set up a time to meet with the Sport Club Director to make a purchase.

Purchasing SPORT CLUB Uniforms: (Tee-shirts, tops, jackets, pants, etc.)

Sport Clubs who purchase uniforms using C.S.A. club funds must consider these as club equipment and not the personal property of the club member. Any club member seeking to purchase the shirt or any other equipment from the club must pay the club the full purchase price.

Equipment Use:

All equipment, which is purchased for club use as an approved budgetary item is and remains the property of the College. **This equipment must be stored at the College at all times. No equipment will be stored in private residences at any time.**

Equipment purchased for a specified club may only be used by members of that particular club unless special permission is granted by the club's president/captain.

Facility Use:

Facility space is limited (when space use is at a premium) to a maximum of THREE times per week for a total of SIX (6) hours, for each Sport Club, provided space is available.

Sport Clubs must submit requests through the Sport Club Director for facility use to support the following club related activities:

- Recreation, practice, competition (visiting teams, tournaments, etc.), instruction, transacting club business, displaying promotional materials, and meetings.
- Spectators are welcome at club related activities but do not have facility use privileges. Spectators are restricted to the area to which the competition takes place.
- Sport Club participants are required to follow all rules and regulations regarding facility use.

Accessing Facilities:

In order to access any of the College indoor facilities during booked club times, **all club members must scan in using their student OneCard.**

Accidents:

All accidents must be reported to the Sport Club Director ***within 24 hours***. The accident report form is available on the Carleton Sport Club website.

TRAVEL PROCEDURES

When preparing for an off campus event, clubs should begin planning their travel a minimum of **one month prior** to their intended departure date. Below is a list of what to consider while in the preparation process.

Timelines and Due Dates

Travel preparation needs to be taken very seriously, and accordingly, travel coordinators need to plan ahead. To help clubs become prepared, different travel forms are required to be submitted at different times when planning travel. **Late paperwork and lack of planning will not be tolerated.**

1. Event Registration

a. This information is submitted to clubs usually by the event coordinators or a club's national governing body.

b. Arrangements for registration should begin **5 weeks** prior to the date of the event to ensure timely payment. Registration payment options include checks and a credit card.

2. Transportation

a. The next step in travel preparation is determining your transportation needs.

Vehicle requests may be submitted as far in advance as possible, but no later than **2 weeks** prior to departure.

b. If it is a competition or event where your club will need to arrange airline flights or a charter bus, accommodations need to begin being prepared with the Sport Club Program Director a minimum of **1 month** in advance.

3. *Housing*

a. Housing arrangements need to begin being made as soon as the club chooses to do so, but no later than **1 week** prior to an event.

b. Housing options typically include hotels or personal residences. Contact information needs to be provided on the Pre-Trip Report Form, **regardless** of the choice of housing accommodations.

4. *Pre-Trip Report Form*

a. Must be submitted **1 WEEK PRIOR** to travel and is the **MINIMUM** requirement needed for any travel off-campus.

b. The **Pre-Trip** includes housing information, emergency contact information, and team roster.

c. While sometimes schedules change and students' travel rosters change, please submit the Pre-Trip form in advance, and then if there are adjustments to your roster, those can be made by emailing the Sport Club Director any time prior to departure.

d. Anyone traveling with the club must be on club business and have a participation waiver on file in the Sport Club Office.

e. If a destination changes or a trip is cancelled, the club **must** inform the Sport Clubs Director.

5. *Returning From Travel*

a. Fill out the Post-Trip online form

b. Turn in **ALL** hotel receipts.

c. Make sure any accident or injury report forms are filled out online and submitted to the Sport Club Director

6. *Change in Itinerary*

a. In the instance that an unexpected change of plans takes place, contact the Sport Club Director immediately. Alternate arrangements can be made.

b. May not incur any unplanned expenses without receiving approval from Sport Club Director.

Missed Class/Travel (Class Absence Request Form)

How it works:

- Meet with instructor/professor as early as possible and discuss your desire to attend the specific club event.
- Ask if there is any way to have your absence from class excused, and if it is possible to make up any missed work.
- Work out logistics if any exceptions are made.
- **IF** instructor/professor requests proof of your involvement in the club and/or your participation in the upcoming event, you may submit this Class Absence Request Form the Sport Clubs Director.

In order to process the Class Absence Request Letters, all information must be *accurate* and *printed clearly*. If not, this form will be returned, and it will not be processed.

When complete, please pick up letters in the Sport Club Office (RSC105).

- Letters prepared by the Sport Club Program are INFORMATIONAL only.
- **At no point will the Sport Club Program staff require that an instructor or professor excuse a club member from class or homework**
- Class Absence Requests MUST be submitted 2 weeks prior to the club's departure date. Exceptions will not be made.
- Club members must meet with the instructor to request an excused absence. This form will only be submitted **AFTER** meeting with instructor if proof of club involvement is requested.

If prepared, the letter simply confirms your membership in your club and the event listed. According to College Policy your instructor/professor is under no obligation to excuse you. Your instructor/professor will be asked to contact you regarding their decision. This decision is one of the instructor; if they say no, it is your responsibility to choose whether or not to miss class/homework.

Class Absense Request Forms can bee found on the Sport Club Website under "student athlete resources" then " officer forms".

Reports:

Annual Reports:
At the end of Spring Term, each Sport Club is required to answer questions about their club and its operation. These questions include a variety of information detailing your club activity and suffice as the yearly annual club report.

Equipment Inventory Lists:
Each Sport Club is responsible for the care and inventory of their club equipment. A list of what the club has inventoried and its current storage location **must be submitted at the end of May, as requested by the Sport Club Director.**

Mandatory Club Meetings: Each Sport Club must send an officer to attend the Sport Club Council Meetings during the year (see "Important Club Dates," on page 3). Typically one ALL CLUB meeting will be scheduled, and additional meetings called if necessary.

PLEASE NOTE THAT FAILURE TO SUBMIT THE ABOVE PAPERWORK MAY JEOPARDIZE A CLUB FROM CONTINUING ON AS A "RETURNING STATUS" CLUB THE FOLLOWING YEAR.

CONSTITUTION

In order to be successful, any organization must have a set of operational guidelines or rules by which the members govern themselves. Each Sport Club should develop a constitution suited to the practical operation of that particular club. General provisions (club name, purpose, dues, meetings, officer elections and duties, qualifying regulations, etc.) should provide for the internal needs of the club. Specific provisions (membership, eligibility and qualifications, officer qualifications, voting quorum, and amendments) should insure fulfillment to the C.S.A. Club Charter guidelines.

• The constitution must be easily interpreted, so that the club can operate consistently from year to year.

• All constitutions must contain statements regarding the following:
--The purpose, to include the general goals, objectives, and direction of the group.
--A definition of membership requirements (including a disciplinary process).
--A listing of officer titles, duties, and requirements.
--Quorum requirements for conducting official business.
--The process for accessing dues and fees.

• The Sport Club Executive Council must approve any changes to the constitution.
• Club constitutions are to be updated and submitted on a yearly basis (see pg. 3 for due date).

A SAMPLE CONSTITUTION GUIDE CAN BE FOUND ON THE SPORT CLUB WEBPAGE FOR REFERENCE.

SPORT CLUB ORGANIZATION AND MANAGEMENT

SPORT CLUB RESPONSIBILITIES:

The key to successful Sport Clubs lies in the degree of student leadership and participation. Students within each Sport Club are responsible for the internal administration of their club to include decision making in such areas as finances, competition, schedules, equipment, facilities, membership, practices, and safety. The ability of a Sport Club to communicate with its members and to delegate and follow through with responsibilities will ensure the Sport Club's smooth operation and stability over time.

⇒ Carleton College Sport Clubs and their individual members are fully responsible for abiding by local, provincial, and federal laws, as well as College regulations in all activities.

⇒ Each Sport Club must annually resubmit for renewal of affiliation with the Sport Club Program.

⇒ Each Sport Club must have a submitted a team roster on file in the Sport Club Office. The Fall Membership List must be submitted by September 25 or before the first scheduled competition date, whichever comes first. The membership lists must be updated as members are added or deleted. Winter and Spring submission dates can be found on page 3.

⇒ **ALL CLUB MEMBERS ARE REQUIRED TO HAVE Registered as a SPORT CLUB Participant on the Sport Club's website— NO EXCEPTIONS! Participation by non-registered club members is unauthorized and will result in a team being fined.**

⇒ Each Sport Club is responsible for completing and submitting all the listed requirements on page 3 of this manual and any additional requirements as assigned by the Sport Club Director during the school year.

⇒ **Each club is responsible for assuring that they have one (1) representative at Sport Club All REQUIRED Club Meetings or Trainings (Club will be in jeopardy of having funding frozen and being fined $50.00 for each Sport Club Meeting that is missed).**

CLUB STATUS:

First Year Conditional Status: New Sport Clubs must spend one year on probation to demonstrate stability in terms of attracting campus-wide participation on an annual basis. Sport Clubs in their first year will be self-supporting.

Returning Clubs: Each Sport Club must annually submit for renewal with the Sport Club Executive Council. This includes the submission of a list of current Club Officers**,** the current Membership Lists (roster), and the current Captain's/President's Agreement.

Probation: Sport Clubs on probation may not be able to utilize College allocated funding during this period. Probation could also affect requests for the following year's funding and facility requests may be canceled during this period of time. All privileges may be restored at the termination of the probation.

Termination: If any Sport Club begins to show a steady decrease in participation, student leadership, and general interest, the Sport Club Executive Council will investigate the decline to ascertain the possible causes and whether the problem is a temporary condition. If it is determined that a Sport Club is no longer meeting the needs for acceptance as a Sport Club, termination of the current status may be appropriate. Once terminated, a Sport Club must re-enter the program by following the procedures for forming a new club.

Sport Club Officer Responsibilities:

Responsibilities of the Captain/President:

- Serving as a liaison between the club and the P.E.A.R. Department, with the contact being the Sport Club Director.
- Informing club officers and club members of all information and complying with the content of the Sport Club Handbook.
- The captain will sign a form stating that he/she has read the Handbook and will comply with all the rules and regulations stated within.
- Holding regular elections of officers as stipulated in the club constitution.
- Informing the next club captain of the routine guidelines for club operation prior to the next president assuming office. This would include transferring this Handbook to the new captain and arranging a meeting between the new president and the Sport Club Director.
- Meeting financial obligations incurred as a club.
- Submitting a report at the end of the term/year summarizing club activities.
- Completing the **Accident/Incident Report** form for any accidents/incidents requiring some

form of medical attention that occurs during on-campus or off-campus practice, competition, informal recreation, or instruction. These reports should be submitted to the Sport Club Director via the web ***within 24 hours*** of the occurrence.

• Reporting the results of all club associated competitions to the Sport Club Director.

• Appoint a qualified individual to be in charge of checking on the equipment for safety and inventory purposes (inventory reports must be submitted to the Sport Club Director on an annual basis).

****NOTE:** The Sport Club Captain may appoint a liaison representative, but for successful communication, it is advisable to have the president as the link between the club and the Sport Club Director/P.E.A.R. Department.

Responsibilities of the Vice-Captain:

• Presiding over meetings and business in the Captain's absence.

• Assisting the Captain with his/her duties.

Responsibilities of the Secretary:

• Recording and circulating minutes of all meetings.

• Maintaining updated membership lists.

• Submitting to the Sport Club Director an updated membership list**.**

• Developing and circulating publicity regarding club activities as approved by the Sport Club Director.

Responsibilities of the Treasurer:

• Preparing with the club captain the annual budget request.

• Maintaining all appropriate records of your financial activity.

• Submitting payment requests.

• Aiding in fundraising activities.

• Submit all requests for individual reimbursements to the Sport Club Director.

Responsibilities of the Equipment Manager:

• Submitting an **equipment inventory** annually (end of Spring Term) to the Sport Club Director.

• Obtaining club equipment for club functions through the P.E.A.R. Department.

• Ensuring that all club equipment is stored appropriately at the Rec. Center, West Gym, Stadium, and Cowling.

Responsibility of the Safety Officer. (Teams who travel/compete in Sport Club events/matches)

• Maintain a First-Aid kit, stocked sufficiently with supplies, and said kit will be on hand at every club practice and competition.
• Restock first-aid supplies as they are depleted.
• Certified in Standard First-Aid and C.P.R. for adults, and will be at every club practice and competition.

Club Instructors and Coaches' Responsibilities:

Whenever possible, Sport Club instructors and coaches should be Carleton students, staff, or faculty.

Any Sport Club wishing to use an instructor or coach must submit a written request to the Sport Club Director on a yearly basis. The request must include the prospective instructors' qualifications, experience, and certifications. This can be done via the Instructor/Coach Agreement Form.

If your club/team has a coach/instructor who works with your group in any capacity, they are required to complete the following items **PRIOR** to the start of service.
This information is required each year and should be turned in before the start of Fall term (or first day of service) or they are not permitted to begin.

Coach/Instructor Agreement form (link) this form outlines expectations and requests payment information as needed.
https://docs.google.com/forms/d/e/1FAIpQLSew0wB3Kks_oIan9F0l7djHBn1I3DTPsbHf79c8FItuT2RQ9w/viewform
Please note on the agreement form that if you are being paid for service, a copy of the payment agreement between the instructor/coach must be sent to Aaron Chaput at achaput@carleton.edu for both approval and processing during the school year

Coach/Instructor Required Training Courses
Each Carleton College Sport Club Coach/Instructor, as a one-time requirement, is asked to complete the following United Educators course education videos as requested.

1. Concussion Awareness : Coaches & Athletic Staff (all coaches/instructors)
2. Driver Safety Training (only if you will be driving students OR if you are being reimbursed for mileage)

3. Protecting Children: Identifying and Reporting Sexual Misconduct (all coaches/instructors)--we do have students under the age of 18
4. Heat Illness Prevention (all outdoor clubs)

As mentioned, this is a one time requirement. If you have completed one of the courses in the past, you do not need to take it again. If you are unsure, please contact Aaron at achaput@carleton.edu and he can confirm whether a course has been completed or not.

To access courses, learners need to follow the UE's Learning Portal web link listed below. Once you create an account through registration, UE will email you a temporary password that you would update and log into the system.

Here is the self-registration link for the new path:
https://learn.ue.org/J17U4190631/CarletonTraining

If you already have a login and don't see the course(s) you need to complete, please contact Aaron Chaput, (achaput@carleton.edu) to request access to the specific missing training's you have not completed.

You can complete the courses in sections and they will pick up where you left off. The United Educator's site will give us a report of who completed the course and you can also print off a certificate for your own records.

In addition, instructors and coaches (outside Carleton) are strongly encouraged to have their own personal liability insurance, as the College only covers claims for those who are injured on the job who are currently employed by the College. A request for a Certificate of Liability will be required for outside instructors/coaches providing a service to the College as well as a one-time background check for all individuals who will be working with our students.

The selection of instructors and/or coaches is the responsibility of the club, but is subject to the approval of the Sport Club Director.

The instructor and/or coach must restrict their involvement with the club to teaching and coaching in practice and may not participate in any area of competition as part of the club. Instructors and coaches may not be involved in club administrative or decision making related business. The student representative will act as the liaison between the club and the P.E.A.R. Department. Questions as to the coaches' or instructors' involvement in the Sport Club's business should be presented to the Sport Club Executive Council.

SPORT CLUB P.E. CREDIT:

Requirements for Sport Club Credit

4-Credit Clubs: Alpine Ski and Snowboarding, Badminton, Ballroom Dance Team, CUT, Eclipse, CHOP, Ice Hockey (men's and women's), Lacrosse (men's and women's), Nordic Ski, Rugby (men's and women's), Syzygy, Table Tennis, Tennis, Men's Volleyball, and Water Polo.

Aikido and Karate are 4-credit clubs that work in conjunction with the affiliated PE class and can serve as **make-up classes** if chosen so by their PE instructors.

0-Credit Clubs: Alpine Ski, Equestrian, and Sailing.

• Sport Club members are eligible to receive all four (4) of their PE credits by participating in 4-credit Sport Clubs.
• Only one credit may be earned each academic year; this means participants cannot claim a fall and spring season sport as two credits within the same year.
• Club members may not claim a Sport Club PE credit in the same term they are also enrolled in a PE class.
• To earn PE credit for participating with a Sport Club a student must be eligible for OR actually participate in competition.
• Club members are responsible for informing captains that they are eligible for PE credit.
• Individual club members are responsible for registering for their club at the same time as they register for their term classes. This can be done online or via Drop/Add cards at the beginning of the term.
• Those who wish to receive PE credit must properly register. Going back to retroactively request credit from a previous term **is not** an option.

Special Notes to Club Captains:
• Captains will receive a class roster list that must record all practices attended (minimum of 16) to earn the PE credit. The roster must be signed by the captain at the end of the term and indicate which students met the minimum requirements of attendance. The roster should be sent to the Sport Clubs Director by the due dates indicated at the beginning of the term.
• Clubs must choose one term to offer credit each academic year (fall, winter, or spring).
• During off season terms, all clubs must uphold policies and paperwork as required by the sport club office.

To Apply for PE Club Credit:
• Must submit a request to receive PE Credit Form yearly in the term prior to credit being offered.
• Must have an instructional and competitive component.
• Must meet regularly (3 times per week recommended with a minimum of 18 times per term). Must

have a minimum of 10 participants.
• 0-credit clubs can petition to receive PE credit after two years of the above requirements are met.

FINANCE

BUDGETARY REQUESTS:

This year's budgetary requests are due by April 2nd in the Sport Clubs Office. Treasurers will receive an excel budget document to fill in and return to the Sport Club Director via e-mail attachment. Treasurers will also be required to attend a **MANDATORY** budget training session toward the end of Winter term.

BUDGETARY TIME FRAME:

The Carleton College Sport Club budgets operate on a nine-month term. This term commences on September 1st and terminates on June 30th. **Therefore, all budgetary transactions must be completed by the last day of June. NO PURCHASES, REQUESTS, OR TRANSACTIONS WILL BE COMPLETED AFTER THIS DATE. THERE WILL BE NO EXCEPTIONS.**

GUIDELINES FOR USE OF COLLEGE FUNDS:

The following information outlines what Sport Club expenses may be absorbed by the C.S.A. Sport Clubs' Allocated Funds:

Travel:

Allowable Expenses include transportation costs, facility rental fees, and lodging.
Non Allowable Expenses include vehicle fuel for personal vehicles, mileage only, payments for team member meals.

Although it is possible, Sport Clubs are **not** encouraged to pool their members' vehicles to cut their travel costs.

Speakers/Instructors/Coaches:

Honoraria:

The purpose of an honorarium is to cover the expenses incurred by a speaker, coach, or guest instructor, coming to address the club's membership. In addition, it is to provide a small token of appreciation for the person's donation of time and energy to a Sport Club. **It is not a wage for the speaker or coach.**

If a club wishes to give more to a speaker, coach, or instructor, it must use its own self-generated funds. Where a club wishes to bring in a major speaker, it should approach the Sport Club Council for additional support.

Maximum Honoraria:

(i) Speakers: ($100.00/year)
(ii) Instructors/Coaches: ($300.00/year)

Hosting Expenses:

Hosting expenses are expenses incurred in the providing of some food and beverages (normally coffee/ juice and bagels/muffins) during the presentation by a guest presenter. **Hosting expenses are not to be used for alcoholic beverages or any club social function** (self-generated funds must be used). In addition, this money cannot be used for accommodation or travel expenses incurred by a guest presenter.

Equipment:

Audio-visual Rentals: The category covers both the rentals of equipment as well as films, records, and tapes to be played on them. Whenever possible, a Sport Club should obtain audio- visual equipment from PEPS on campus.

Equipment Repairs: If it is apparent that equipment was misused or deliberately broken, no money will be made available to repair the equipment. The club will be responsible for the cost of repairs. This money will come out of the club's self-generated funds. The ongoing maintenance of equipment is the responsibility of the club.

Equipment Purchases: This category covers the purchase of all new pieces of equipment. Of course, given the nature of the Sport Clubs, requirements for equipment purchases will vary. This factor will determine the level of funding each club receives. A detailed breakdown of the exact cost and purpose of the equipment purchases will be required in the budget form.

ALL EQUIPMENT PURCHASED FOR SPORT CLUB USE AS AN APPROVED BUDGETARY ITEM REMAINS THE PROPERTY OF CARLETON COLLEGE. STORAGE OF THIS EQUIPMENT MUST BE AT THE COLLEGE AT ALL TIMES.

Publicity:

Clubs will be expected to make use of the Publications Office as their first choice for producing publicity. Examples of publicity expenditures are the advertising of events and the production of information sheets.

Office and Stationary Expenditures:

Stationary expenditures shall be such items as binders, receipt books, paper clips, etc. Office expenditures may also include postage, long-distance phone calls, etc.

Rental of Facilities:

Most Sport Clubs will be able to find space for practices and activities on-campus, but some will be forced to seek facilities off-campus due to the nature of their club's activities. For these clubs, a rationale must be given in the budget request as to why any particular set of facilities have been chosen and justify their costs.

Clubs may book college **classrooms** for meetings, etc. This is done through Campus Services.

Tournament and League Entry Fees:

Tournament entry fees should be covered by the individual club fund.

Membership, Affiliation, and Officiating Fees:

Membership, Affiliation, and Officiating Fees should be covered by the individual club budget.

OTHER IMPORTANT FINANCIAL CONCERNS:

The Treasurer/Captain can request access to online statements showing all transactions involving their funds account at any time. This option will be given to all club treasurers at the Treasurer training Fall Term. **Each Sport Club is responsible for verifying the accuracy of their account transactions.** All requests for expenditures involving self-generated funds will be checked against the club's account balance to ensure adequate funds have been deposited. **ANY REQUEST FOR EXPENDITURES WHERE ADEQUATE FUNDS HAVE NOT BEEN DEPOSITED WILL BE DENIED.**

Club Deposits:

All money collected by each Sport Club **must be deposited** into the club account. **This is done through the Sport Club Director in Rec Center 105. Deposit forms are required to be filled out and turned in with funds. Funds will then be brought to the business office and deposited into the appropriate club account.**

Accessing Club Funds:

Accessing Sport Clubs funding must be done through the Sport Club Director. This process takes up to two weeks to complete. Therefore, it is recommended that **requests be made at least two weeks in advance.**

Club Deficits:

Any club that incurs a deficit from the previous year will need to clear that deficit before it can operate as a club in the following year. There will be no exceptions to this rule. **The club will not be eligible to access any of the Sport Club privileges until the deficit is cleared.**

Carry Over's:

Self-generated funds left over at the end of one budget year may be carried over to the next budget year if the club outlines how the money will be spent. If a reasonable written outline of expenditures is **not provided by the club** then the funds will be carried over to the General Club's account. **No college allocated funds will be carried over.**

Donations:

In order for a club to accept donations, clubs must ensure that they receive gifts according to the donor's specification. In order for the donor to receive a tax receipt, the club must have the donor's name, address, and what the donation is specifically for. In addition, the donation must be a minimum of $25.00. Donations may also be made online through the Carleton Athletic Initiative or now also the Sport Club website. If making a donation through the website, it is important to be specific as to whom the donation is intended. Questions about donations should be directed to the Sport Club Director.

PROCEDURE FOR REQUESTING ADDITIONAL FUNDS

If your club is in need of additional funding to help support your endeavors, you may submit a request for additional funding found online on the Sport Club's web page under Officer Forms.

- It includes a section for explanation of your request, as well as an itemized list of expenses.
- The executive council officers meet bi-weekly during Thursday's common time to go over any requests received.
- Club officers will present their additional funding request at the next scheduled executive council meeting.
- If an executive officer is a member of a club requesting funds, he or she will not vote on funding for that club. Instead, another council member will be asked to take his/her place in the vote.
- No more than $1,000 will be awarded to any club in any given school year or over a 2-year period.
- The executive committee will award funds only upon a unanimous decision.

OFF-CAMPUS ACCOUNTS:

- **Are not permitted.**
- **Club school accounts are to act as the sole bank account for club teams who are receiving C.S.A. allocated funding.**
- **Clubs will only be able to request funding for a percentage of the amount of money reflected in their Carleton College account.**

RISK MANAGEMENT

PURPOSE:

It is the purpose of the P.E.A.R. Department to not only offer programs of activity, but also to endeavor to safeguard and protect all students, faculty, and staff who participate in Sport Clubs.

HEALTH AND SAFETY:

Sport Clubs require individual and careful attention. A high-risk sport is "any activity in which there is a dangerous factor which could possibly lead to injury or loss of life." While not all Sport Clubs would be classified as "high- risk," each club will be responsible for ensuring that the following procedures are followed.

- Each club member must sign a **Carlton College Sport Club Waiver** stating their awareness of the risk and inherent dangers of the activity, which could lead to possible injury or loss of life.
- Each club must assign a qualified individual to check equipment for safety and to keep an on- going equipment inventory checklist which will be handed in to the Sport Club Director at the end of each academic year.
- Each club must have at least one safety officer certified in C.P.R./A.E.D. and two safety officers if the club has more than 15 competition members. Each safety officer is required to attend a Sports Injury Safety training in the Fall (1 C.P.R./A.E.D. certification recommended per 10 participants).
- First-Aid kits will be issued to all clubs in the Fall. The safety officer is responsible for maintaining medical supplies and returning the kit at the end of the year. Clubs will be fined $50 for failing to return their First-Aid kit.
- **Accident/Incident Forms** should be handed in to the Sport Club Director after any incident/accident (see the next section re: "Health and Safety"). **ALWAYS SUBMIT THIS FORM WITHIN 24 HOURS OF THE ACCIDENT/INCIDENT.**
- Captains are to ensure that club members are aware of safety and liability in high-risk activities and to ensure that the College rules and regulations are being followed.
- Clubs using the pool facilities at Cowling or West **must have 2 current qualified Carleton lifeguards on deck at all times.**
- Whenever possible, a copy of a **current/valid instructor/coach certification** will be filed with the Sport Club Director.

Any sport of physical activity involving repeated blows to the head is not permitted on College property without written permission from the College's Risk Management Officerr.

SPORT CLUB INJURIES

Sport Club athletes with injuries may choose to see Dr. Koehler at the Allina Medical Clinic by setting up an appointment for Thursday afternoons. Please call to make the appointment and let them know you are a Sport Club athlete.
Allina Medical Clinic → 507-663-9000
Sport Club Athletes may also see Dr. Koehler on campus in the Rec Center Training room on Mondays via appointment. To book an appointment slot, club athletes must first see an athletic trainer during Sport Club trainer hours and be referred to Dr. Koehler.

Physical Therapy time slots will also be available for Sport Club athletes on campus in the Recreation Center. These slots will be available via referral from Dr. Koehler.

If you are not able to secure a time slot on campus to see Dr. Koehler, free taxi vouchers to and from the Hospital are available to Sport Club athletes. Please contact Aaron Chaput to receive your free voucher.

Dr. Scott M. Koehler, MD Sports Medicine Specialist

- Specializing in acute sports injury management injury rehab, recovery, and return to play
- Sports performance and exercise physiology
- Spine and concussion management

First year of practice: 1999 Medical School: University of Minnesota Internship and Residency: Oregon Health Sciences University Fellowship: University of Utah Hospital Fourth year at Carleton, practicing through Allina Medical Clinic (1400 Jefferson Rd, Northfield, MN 55057, 507-663-9000)

Associations/Memberships: American College of Sports Medicine; American Academy of Family Physicians; American Medical Society for Sports Medicine

Professional Activities: Team Physician, Carleton and St. Olaf Colleges; Medical Director, Center for Sports Medicine and Rehabilitation (CSMR); Physician Pool, U.S. Ski and Snowboarding teams; Medical Staff, 2002 Winter Olympic Games and 2005 Snowboarding World Championships; Advanced Injection Techniques and Spine Procedures, Northfield Hospital.

RISK MANAGEMENT GUIDELINES FOR SPORT CLUBS:

• All clubs are required to have a Safety Officer.
• A Safety Officer is required to be present at all club practices and competitions.
• **The Safety Officer is required to have a minimum certification of C.P.R./A.E.D. and attend the Sport Club Safety training (recommended First-Aid Certification).**
• Sport Clubs are expected to abide by all state and local health and safety regulations.
• In case of emergency while at one of the P.E.A.R. facilities, A.E.D.s and basic first-aid is available at the equipment desk of the Recreation Center, Cowling, or West Gym.
• Cancel practices or move indoors if there are dangerous weather conditions, including but not limited to lightning, hail, flooding, snow, tornadoes, and/or ice.
• Make sure all club participants use appropriate protection gear during contact practice and competition.
• Have a First-Aid kit onsite during practice and competition.
• Make pre-game/practice field and facility checks for hazards, debris, and any unsafe conditions.
• Team leaders and coaches are ultimately responsible for ensuring that games, practices, competition, and club activities are safe. Club members must act in a safe and responsible manner.

CONCUSSION/RETURN TO PLAY

Any Sport Club athlete who at any time experiences concussion-like symptoms is required to see an athletic trainer prior to returning to play. Club officers are responsible for filling out Accident Report forms for any team members suspected of having a concussion or related symptoms. Club athletes are not permitted to return to play until they have both had an initial evaluation and follow-up evaluation with an athletic trainer clearing them to play.

Protocol

Generally, any concussed student-athlete will have physical and cognitive rest until symptoms resolve, and then a graded program of exertion prior to medical clearance and return to play. Each level of exertion will be advanced approximately every 24 hours, as long as the athlete is symptom free.

Asymptomatic at rest
Asymptomatic with light aerobic exercise (i.e. exercise bike)
Asymptomatic with sport-specific exercise (i.e. agility drills, lifting weights)
Asymptomatic with non-contact training drills
Asymptomatic with full-contact practice
Asymptomatic with normal game play

A post-concussion Impact test should not be given until an athlete is symptom free for at least 48 hours. A normal Impact test is not the only criteria for return to play. The athlete must be symptom free and complete the return to play progression listed above to be cleared to play. A concussed athlete must also be seen by a physician as part of the return to play protocol.

Protocol for Sport Club Athletes with Non-sport Related Injuries

Club athletes that suffer a non-sport related injury will not be seen by the athletic training staff during sport club hours. They should be seen either by S.H.A.C. or a physician for care and any necessary follow up care. The exception to this would be a club sport athlete that suffers a concussion that is not related to their sports activity. In that case, the athlete must be seen by S.H.A.C. or a physician before seeing the Sport Club athletic trainer. After the initial visit with either S.H.A.C. or a physician, the athlete can follow-up with a Sport Club athletic trainer during the posted Sport Club hours. The athlete must bring documentation from S.H.A.C. or the physician stating what diagnosis they were given for their injury. A concussion is a unique situation in which the athlete will be required to take a Post-Injury Impact test administered by the Sport Club athletic training staff as part of being progressed back to full participa- tion in their sport. This must happen regardless of how the Sport Club athlete suffered the concussion.

DRUG AND ALCOHOL POLICY:

As per Carleton College policy, illegal drugs and alcohol are not allowed in any Carleton athletic/recreation facility. Furthermore, illegal drugs and alcohol are prohibited at club sponsored activities, on or off-campus. It is the responsibility of the club to see that visiting teams and its own members adhere to this policy.

****ALCOHOLIC BEVERAGES ARE NOT PERMITTED ON ANY RECREATIONAL SPORT OR ATHLETIC FIELDS BY PARTICIPANTS OR SPECTATORS.**

****THERE WILL BE NO CONSUMPTION OF ALCOHOLIC BEVERAGES WHILE TRAVELING TO AND/OR FROM COLLEGE SPONSORED EVENTS. ANY DEVIATION FROM THIS POLICY WILL RESULT IN IMMEDIATE DISMISSAL FROM THE SPORT CLUB PROGRAM.**

INSURANCE

Carleton College will assume NO responsibility for the payment of medical expenses resulting from injuries that occur while participating in Sport Clubs. Individuals are responsible for reviewing their current health insurance policy to see if you are covered.

The College strongly recommends that families, prior to declining participation in the Student Health Plan, review their health insurance policies to ensure that their coverage provides equal or better benefits and that they are covered in the Northfield, MN area.

All students must complete the OPT-IN/OPT-OUT (Waive) insurance process each year, whether opting in ($2,707.00 charge) or opting out (no charge).

International Students ARE REQUIRED to enroll in Carleton's Student Health Insurance

Deadline: Please complete ONLINE OPT-IN/OPT-OUT (Waive) process by August 15, 2025. If you do not complete the process, the NON-REFUNDABLE premium of $2,707.00 will be automatically added to your Fall Term tuition bill.

Please consider these important issues when choosing to OPT-IN or OPT-OUT (Waive):

- Health service beyond general diagnosis and treatment of minor illness or accidents provided by Student Health and Counseling (SHAC) is **not** included in the comprehensive fee of the College. Specifically, all labs, x-rays, most pharmaceuticals, office visits and specialist referrals at the local health clinics or hospital are billed to your insurance company.
- Many home-based HMO plans do not provide adequate coverage outside of your home area. In addition, if you are considering study abroad options, you may not be covered under your current policy.

- **2025-2026 Insurance Company:** Wellfleet
  - 2025-2026 Benefits at A Glance
  - Enroll or Waive
- **Contact Information:** 1-877-657-5030

We encourage students and families to reference the USI Student Health @ Carleton College resource center website for helpful videos and content regarding the Student Health Insurance Plan.

Athletic Insurance (Varsity and Sport Clubs)

Every student athlete participating in Intercollegiate Athletics at Carleton College **MUST** be covered under a health insurance policy that will cover sports related injuries. **This is an NCAA requirement.**

For student athletes participating in **Sport Clubs** at Carleton College it is recommended, but not required, that you be covered under a health insurance policy that will cover sports related injuries. The requirement is for NCAA affiliated sports only.

TRAVEL

Clubs seeking competitive opportunities outside of Northfield must adhere to the following guidelines to insure a safe trip and reimbursement for travel expenses.

• Drivers of personal vehicles must fill in the **REGISTRATION OF PERSONAL VEHICLE form on the Sport Club website, and have the form on file in the Sport Club Director's office.**

• Clubs must fill in a **Fleet Vehicle Request form** off the Sport Club website, from there the form will go to Campus Services and they will authorize the reservation of a College vehicle.

• Submit pre-trip and post-trip forms to the Sport Club Director via the Sport Club's website. Pre-trip forms must be submitted at least 5 days prior to travel; post-trip forms must be sent in within two business days after returning.

• To obtain travel reimbursement, the individual to be reimbursed must submit an Expense Request form via Workday, which goes to the Sport Club Director. If possible, use the Sport Club **purchasing card** for purchases prior to departure. Set up a time to meet with the Sport Club Director for assistance.

• For trips that involve traveling outside of Northfield, travel rosters with passenger names and emergency phone contacts and trip itineraries must be filed with the Sport Club Director via the pre-trip form.

• Cell phones are required equipment for all groups traveling out of town. **The driver must not operate a cell phone while the vehicle is in motion**.

• Contact the Sport Club Director if you are having difficulty deciding if inclement weather should change your travel plans. If the club suffers financial penalties for not attending the competition, the Sport Club Council may assist the club financially depending on the situation.

• Sport Clubs are encouraged to use Carleton College vehicles whenever possible. If private vehicles are used, the club may reimburse the driver 14¢ a mile for vehicle expenses. We do not reimburse for gas in a personal vehicle.

• Students driving on behalf of a Sport Club, in College, rental agency, or personal vehicles must obtain Campus Services driver certification first to become an authorized campus driver. College vehicles are charged to the individual club account for mileage. Check with Campus Services on the mileage rate for the vehicle you are driving. Record miles on the vehicle log.

• Sport Clubs are not permitted to travel via 12 or 15 passenger vans.

• Campus Services is located in the basement of Sayles Hill and keeps a list of approved drivers and authorizes College car use. Contact x4443 for more information.

Travel Guidelines for Long-Distance Trips

• Drivers should be well rested before embarking on a long distance trip.

• A maximum of **16 hours or 800 miles of continuous travel**, followed by a layover of 8 hours is required.

• All night driving should be avoided whenever possible.

• Limit driving shifts to four hours per driver with a 10-15 minute break between each two-hour block.

• Each four-hour driving shift must be followed by one rest period of at least one hour.

FUNDRAISING/SPONSORSHIPS AND COMMUNITY SERVICE

Funding of club activities has become primarily the responsibility of Sport Club members. For a club to develop and thrive, the members must be active and willing to work. Clubs are encouraged to take advantage of every available option and avenue to assistance.

Some suggested methods of generating funds include auctions, bake sales, car washes, candy sales, dances, films, garage sales, selling T-shirts, spaghetti dinners, pancake breakfasts, rent-a-student services, exhibitions, tournaments, game programs (walk-a-thons or swim-a-thons), etc. All of these require some degree of planning and coordination to ensure positive results.

It must be noted that any on-campus alcohol related functions cannot be used as a fundraiser.

GUIDELINES:

- Center the fundraising activity on some specific event or goal.
- Choose a fund drive chair from the club to direct and coordinate the effort.
- Assign specific tasks to committees.
- Allow enough time for planning and advertisement.
- Avoid scheduling conflicts with other major campus or community events.
- Ensure that the event is well publicized.
- Reserve necessary facilities well in advance.
- Inform appropriate authorities. Get approval when necessary.
- Keep accurate records of all money received and spent.

REGISTRATION:

All fundraisers must be registered with the Sport Club Executive Council and/or Sport Club Director.

DONATIONS:

In order for a club to accept donations, clubs must ensure that they receive gifts according to the donor's specification. In order for the donor to receive a tax receipt, the club must have the donor's name, address, and what the donation is specifically for. In addition, the donation must be a minimum of $25.00. Donations may be made online at give.carleton.edu or on the Sport Club

website in two ways: donors can receive Alumni Annual Fund credit by choosing the Carleton Athletic Initiative designation, of which 20% of the funds go to the Sport Club Program overall (decisions on where the funds go are determined by the Sport Club Council). Or, if a donor wants to make an online donation restricted to a specific sport, it is important to note that in the comments box. Questions about donations should be directed to the Sport Club Director.

SPONSORSHIPS:

Sponsorship Protocol:
Sponsorship requests should be treated separately from other fundraising activities.

Approval would be contingent on the approval of the Dean of Students, Development Office, and the Sport Club Director (signatures required on sponsorship form).
Restrictions:

- No solicitation of businesses in the city of Northfield.
- No solicitation of sponsorship that would be detrimental to the image of Carleton College (this determination would be made by the Dean of Students Office).
- No solicitation of personnel on Carleton Campus or within the community of Northfield.
- No solicitation of businesses that sell, distribute, or promote the sale of alcohol or tobacco.

****Clubs would be required to complete a Sponsorship Proposal Form.*

Failure to follow the sponsorship guidelines would result in disciplinary action. These are some of the actions that could be taken if an infraction was to occur: freezing of all funds, loss of active Sport Club status, loss of C.S.A. funding, loss of P.E. credit privilege, etc.

COMMUNITY SERVICE INITIATIVE:

In an effort to enhance the visibility of the program, justify the allocation of our C.S.A. funding, and to build a stronger connection with the Northfield Community, club teams are encouraged to establish a community service project once a year to build team unity and give something back to the local community in which we live. At this time a project is not mandatory, but it is highly recommended and can have a potential impact on your allocated funds from year to year. Clubs who complete a community service project should fill out the Community Service Report which can be found on the Sport Club's website under "Officer Forms." Once complete, this form should be turned in to the Sport Club Director. If you have any questions about this initiative, please contact the Sport Club Director for more information.