

# **Club Sport Policies**

## *Lewis University*

### New Sport Club Formation

New Sport Clubs can be created during the academic year. New clubs must complete the “New Club Sport Application” (see Forms section) and turn in to the Recreation office.

The Club Sports Council has the authority to approve or deny any new club sport applications. A hearing will be arranged between the prospective leaders of the new club and Campus Recreation personnel after proper review of the application.

New Club Sports will serve a provisional period, whereas the club will be recognized by the University, but will not receive funding. Provisional club sports will have access to University facilities, but will need to demonstrate the ability to function autonomously for at least one academic year before applying for full club sport status.

### Event Management

Sport clubs will work with the Campus Recreation office, via the Director of Recreation, in regards to the requirements for event management.

The sport clubs will generally be responsible for the set-up, clean-up, logging all activity, etc. for all events. The Director of Student Recreation, Fitness and Wellness will have the functional responsibility to supervise the activity or designate additional campus recreation staff to do so. Sport clubs will assume any costs associated with the event.

### Medical Policies

Club sport participants must have the following documentation on file with the University:

1. Emergency Contact Info
2. Medical Insurance Verification
3. Signed Code of Conduct
4. Signed Risk, Waiver and Release

### ***ATHLETIC TRAINING***

Club sport participants do not have access to the Athletic Training Room. Club sports will be required to have an athletic trainer and/or EMT on site for all home competitions. Any game time or schedule changes must be reported to the Director of Student Recreation, Fitness and Wellness.

### ***RETURN TO PARTICIPATION FOLLOWING AN INJURY***

Students are also required to obtain clearance following injury. Students who do not receive clearance following an injury will not be able to participate.

### ***PROPER PROCEDURE FOR REPORTING AN INJURY***

Students injured during participation in club sports are required to report injuries to coaches and the Director of Student Recreation, Fitness and Wellness.

If a student is injured during club sports, he/she should:

1. Report the injury to the Head Coach and Director of Student Recreation, Fitness and Wellness.
  - a. The Head Coach and/or Director of Student Recreation, Fitness and Wellness will complete the Injury Report form.
2. Seek medical treatment

3. Receive clearance from medical provider to return to play
  - a. Students should receive clearance from original medical provider. For example, if an injured student received treatment from their primary care physician, they should receive clearance to re-engage in activity from their primary care physician.
4. Report any further injury or problems to Head Coach and Director of Student Recreation, Fitness and Wellness.

## **INJURY & INCIDENT REPORTS**

Any club related injury must be reported to the Recreation office as soon as possible. An "Injury & Incident Report Form" must be completed and delivered to the office within one day of the incident. Injury and incident reports should be completed in the following instances:

- Physical injury to a Lewis University student
- Physical injury to an opponent when game is played at Lewis
- Behavioral problems from either team and/or spectators
- Car/Van accidents during or after practices and/or contests, including traffic tickets, flat tires, etc.
- Hotel or bus problems
- Any other issues that are not typical

## **CPR Requirement**

It is required that at least two club members must be certified in Cardiopulmonary Resuscitation (CPR) and in the use of an Automated External Defibrillator (AED). One of the certified members must be at each game, practice or event. Copies of these certifications must be on file in the Recreation office.

## **Emergency Plan**

Emergency situations may arise at anytime during athletic and/or recreational sport events. Expedient action must be taken in order to provide the best possible care to the athletes in emergency and life threatening conditions. It is imperative that appropriate standards of health care are available to all sport participants, as injuries may occur at any time and during all activity. All participants and coaches must be prepared.

## ***General Emergency Procedure***

- A. Call Lewis University Campus Police (ext. 5911) and provide the following:
  1. Name
  2. Title
  3. Location
  4. Situation (briefly describe what happened and what first aid is being performed)
  5. Assistance required
  6. Don't hang up until they tell you to.
  7. Immediately call the Director of Student Recreation, Fitness and Wellness. Make personal contact. If the Director is not available, call the Assistant Director.

## ***Roles of the First Responder***

- A. Immediately care for the injured or ill participant (stay with the participant)
- B. Emergency equipment retrieval – appoint someone to get the emergency equipment needed.
- C. Instruct someone to notify Lewis University Campus Police at ext. 5911.
  - 1. Provide name, location, number of individuals injured, condition of participant, request an ambulance if needed. In the case of cardiac arrest and no one on site is certified in CPR w/AED, specify this to the Campus Police. Do not hang up until you are told to do so.
- D. Lewis University Campus Police will provide direction of EMS to the scene.
  - 1. Scene control: limit scene to first aid providers and move bystanders away from the area of the injured participant.

## **Lightning Safety**

- A. Lewis University Club Sports will follow the guidelines of the NCAA regarding lightning safety.
  - 1. The club coach will monitor the weather by using the computer weather reports.
  - 2. When instructions are given by the club coach to suspend a practice or game, teams should go to the nearest shelter for 30 minutes after the last lightning detection. Play may resume if there are no other lightning detections within this time.
- B. Lightning Facts
  - 1. The existence of blue sky and the absence of rain are not protection from lightning. Lightning can strike as far as 10 miles away.
  - 2. Avoid open areas, elevated ground, flagpoles, tall trees, metal fences, golf carts, cell phones.

## **Finance**

All financial transactions must be processed through the Business office, via the Director of Student Recreation, Fitness and Wellness.

Each club sport will be assigned a University account. No outside accounts are permitted under any circumstances.

Checks: should be made payable to “Lewis University”.

Deposit Request: all funds collected should be turned over to the Director of Student Recreation, Fitness and Wellness with the accompanying deposit request form (p.28) completed.

Petty Cash Request/Travel Money Form: all requests for petty cash must be made one week in advance and be accompanied by the completed cash withdrawal form (p.30). Receipts are needed for all transactions. Failure to produce receipts will prevent the team from receiving cash advances.

Request to Purchase: all purchases should be preceded by a completed request to purchase form (p.29)) and followed by a formal quote from the vendor. Three bids must be obtained for all purchases in excess of \$1000. No items will be purchased without the consent of the Director of Student Recreation, Fitness and Wellness.

## Funding Approach

The Department of Student Recreation, Fitness and Wellness and the Sport Club Council will make all decisions on funding pertaining to club sports. Primary funding sources include: University contributions, student contributions and fundraising dollars. The essential budget will be defined as items that are necessary for the club to compete, including but not limited to: uniforms, equipment, travel, coaching, etc. Non-essentials budget items may include: team apparel, special travel, etc. Campus Recreation has the final decision on which items are and are not considered essential. Team members will purchase and keep their uniforms.

The annual budget will not include any provisions for championship travel. Funding for championship travel must come exclusively from the members of each club.

## Fundraising

Each club will have a designated fundraising account. The "Club Sports Deposit Form" should be completed each time funds are turned over to the Director of Student Recreation, Fitness and Wellness for deposit. All checks should be made to "Lewis University".

Clubs are expected to ease the student contribution piece of the budget through fundraising activities. Areas designated for funds raised include: team apparel, discretionary funds and championship travel. All fundraising must be coordinated with University Advancement via the Director of Student Recreation, Fitness and Wellness.

## Dues

Clubs are responsible for charging and collecting yearly dues from each student participating in the sport. Dues will vary by sport, but must be paid before participation begins.

## Sponsorship

Club sports are encouraged to seek outside financial support in order to meet their programming needs. All sponsorships must adhere to the following guidelines:

The Director of Recreation must approve all sponsorship proposals prior to finalization.

No financial support shall be accepted that would associate the club sport organization, the Club Sport Program, or Lewis University with performance enhancing drugs, illicit drugs, tobacco products, or alcohol.

Sponsor product or company names, colors and logos are allowed on printed or promotional materials, subject to Director of Student Recreation, Fitness and Wellness approval.

Sponsors must not conflict with current University Advancement and Athletics partners whom hold exclusivity.

## Housing

Clubs sport participants do not qualify for early entry into University housing, housing extension or winter break housing.

## Club Sport Travel Program

### I. GENERAL

The Director of Student Recreation, Fitness and Wellness will maintain supervisory and operational responsibility for the Club Sport Travel program

### II. TRAVEL

Coaches and students are expected to provide their full cooperation in all matters related to the Travel Program.

A. Travel Policies for University Sponsored Events Involving the Transporting of Students must be followed. The Director of Student Recreation, Fitness and Wellness will monitor adherence to travel guidelines. Clubs are not authorized to deviate from established guidelines.

B. Clubs are required to adhere to University travel regulations.

C. All travel arrangements must be confirmed with the Recreation Office prior to departure.

D. Clubs are required to submit a travel itinerary and travel party roster to the Recreation office 48 hours prior to leaving campus (see Forms appendix). The Recreation office must approve any adjustments to the itinerary.

### III. TRAVEL IN PERSONAL CARS

A. Travel in personal cars is permitted for trips close to the University subject to the approval of the Vice President of Student Services via the Director of Student Recreation, Fitness and Wellness.

### IV. BUSES/VANS

A. The Recreation office will assist in coordinating bus travel through University vendors when needed.

B. The Recreation office will work with respective teams to coordinate van rental and approved drivers for vans.

### V. INSURANCE

A. All approved Vans drivers must have current valid insurance information on file in the Office of Student Services. They are also required to have completed the Christian Brothers driver safety course and follow all aspects of the University Travel Policy.

B. The following guidelines should be adhered to in the event of an accident:

1. Summon aid for the injured party and report the accident to the police.
2. Record the other driver's name, address, telephone number, license and registration numbers and insurance information (include agent, company name, and policy number)
3. Get a copy of the accident report and number.
4. Get names and addresses of the witness (es).
5. Draw a diagram of the scene. Take notes on the time, place, weather and road conditions.
6. Notify the Director of Student Recreation, Fitness and Wellness regarding the accident as soon as possible.
7. Call the Recreation office if assistance is required.

8. Submit a detailed report to the Director of Student Recreation, Fitness and Wellness as soon as possible.

C. All inquiries regarding insurance should be addressed to the Director of Student Recreation, Fitness and Wellness.

## VI. HOTEL/OVERNIGHT ACCOMODATIONS

A. All overnight accommodations should be made in conjunction with the Recreation office.

### Club Sport Communications Program

#### I. General

The Director of Student Recreation, Fitness and Wellness will have supervisory responsibility for the Club Sports Communications program. Club Sports will have operational responsibility for the establishment and maintenance of sports information tools, including but not limited to: club websites, publications, media coverage, publicity and promotion.

#### II. Club Responsibilities

A. Inform the Recreation office of any changes in schedules/cancellations for contests.

B. Inform the Recreation office of any changes on rosters as soon as they occur.

C. Maintain and update websites accordingly. The Director of Student Recreation, Fitness and Wellness holds the right to request any changes of inappropriate material on club websites.

D. Advise immediately of any problems that may lead to adverse publicity.

#### III. Merchandise

Club sport organizations may purchase merchandise to sell and/or provide to the club's members. This merchandise may include t-shirts, hats, sport items, etc. Please adhere to the "Logo Guidelines" and have all artwork approved by the Director of Student Recreation, Fitness, and Wellness.

#### IV. Web Pages

Club sport organizations may develop and maintain websites related to the organization's activities. The Club Sports Program must review and approve the content of all club sport organization web pages. If approved, a link to the organization's site will be provided on the Club Sport Program website. Please include the Club Sports logo and a link to the Club Sports Program website on the main page of the organization's web site.

<http://www.lewisu.edu/studentservices/fitnesscenter/clubsports/index.htm>

#### V. The Flyer

Club officers should contact the Flyer Sports Editor for coverage of club activities. Contact should be made at least two (2) weeks prior to the scheduled club activity.

#### VI. Lewis University Information Posting Policy

Student organizations and individual students wishing to post information on the campus of Lewis University must secure authorization from the SORC Office in the Student Union.

Postings, in any form, may not be sexist, racist, or vulgar in content or in substantial opposition to the values and beliefs commonly held by the Catholic tradition. Content must comply with all applicable university policies.

If the sponsoring group does not follow the policies stated below, the group may lose its right to post information on the campus of Lewis University in the future or be charged judicially with failure to comply with the direction of University officials.

## Flyers/Posters

1. Flyers/posters may be posted on the main campus and in the student residence halls.
2. Flyers/Posters for distribution through Campus Life must be submitted to the SORC Office for approval.
3. All flyers/posters must be submitted for stamping to the SORC office at least **one (1)** day prior to the day they will be posted.
4. Flyers/posters may be placed **ONLY** on tack strips and bulletin boards in all buildings.
5. The placing of flyers/posters on walls, windows, doors, woodwork, and painted or wallpapered surfaces in all buildings is prohibited.
6. Flyers/posters may not be placed on car windshields in the University parking lots.
7. Posters from off campus organizations are prohibited.