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INTRODUCTION

The Club Sports Program at Macalester College is designed to provide opportunities for students to participate and compete in a variety of sports activities not offered on the varsity level at the college. These activities are competitive in nature.

A club sport is student initiated, organized and run by Macalester students who share a common interest in specific sports activity. In addition to sport skill development, Club Sports also provide students with learning experiences and leadership opportunities through involvement in organization, administration, budgeting, scheduling and fundraising. Student leaders work closely with the Director of Club Sports who provides overall institutional administrative support and oversight. The Club Sports program is under the guidance of the Department of Athletics and Recreation.

DEFINITION OF A CLUB SPORT

A Club Sport is a group of students organized for the purpose of furthering their common interests in a sports activity through participation and competition. Club sports compete against outside clubs in scheduled games, leagues and tournaments. A Club Sport must have a minimum number of active participants per team to be eligible to be recognized as an active Club Sport. 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 regular competition.

As a student run organization, members are responsible for the administration and organization of their club activities. The success and strength of a club is dependent on effective leadership of its officers and the degree of involvement of all club members.

ORGANIZATION OF CLUB SPORTS

The Club Sports program is divided into two categories: Conditional and Active. This two tier system gives emerging clubs that qualify under club sport guidelines in Forming A New Club Sport an opportunity to demonstrate sustainable support for such a club among the college community. In addition, this policy provides a transition period so that the Club Sports Program can better prepare to allocate its limited resources.

I. Conditional Club Sports – All new Clubs

A. All new clubs are assigned conditional status for the first year of operation.
B. Each club has one year to demonstrate viability in terms of club administration, student interest, and support in terms of membership.
C. Conditional clubs have the lowest priority for facilities reservation.
D. Financial assistance is not available for conditional clubs. A club assigned conditional status must be a completely self-supporting organization.
E. Upon successful completion of conditional status, a club will automatically be elevated to Returning status and as such be eligible for such support as deemed appropriate by the Director of Club Sports.
II. **Active Returning Club Sports** – Regular operating status for returning clubs in good standing.

A. Active status is the normal operating mode for a previously recognized club.
B. Each club will be allocated the financial, promotional, administrative, and resource support deemed appropriate for each club's needs. College allocated funding is reserved for administrative costs, facility rental, and limited travel and equipment expenses.
C. Returning clubs have normal priority for facilities reservations. Club sport teams may have facility reservations superseded by Physical Education classes, varsity teams, and/or Intramural programs.
D. Returning clubs which have been found to be in violation of the rules and regulations governing the conduct of Club Sports at Macalester College may, at the discretion of the Director of Club Sports, be reduced to Conditional club status at any given time.

**RIGHTS AND EXPECTATIONS**

All sport clubs activities must be conducted in compliance with Macalester College and Club Sport policies. As a member of the Department of Athletics at Macalester College, each Club Sport is obligated to obtain the approval of the Director of Club Sports prior to acting on items, issues or ideas that are not covered in this handbook. If a Club Sport chooses to act independently, that club will risk losing its Club Sports status, and all the rights and privileges associated with that status.

Clubs are permitted to use the name “Macalester College” in describing their clubs only at such time as they qualify as an approved Active Returning Club Sport. In using the college name, 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**

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. In addition, Macalester College has specific standards of conduct for students detailed in the Macalester College Student Handbook that all clubs are expected to adhere to during all club activities.

The basic concept underlying the college’s standard 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 practice and game situations. 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 events.

Club sports and/or the individual members of a Club Sport may face disciplinary action for inappropriate on-campus or off-campus actions while participating in club related activities. Disciplinary action may result in the revocation of Club support from the Department of Athletics.
DISCIPLINARY PROCESS

Violation of, or non-compliance with College policies, campus regulations, Club Sport procedures or standards of conduct may result in disciplinary action for the individual club sport participant(s) or to the entire Club Sport. Disciplinary action may include, but is not limited to, reprimand, probation, suspension, termination or other appropriate sanctions.

Minor Infractions:

Examples of minor infractions include but are not limited to the following: unsportsmanlike conduct during practice or competition, possession or use of alcohol during practice or competition, violation of Club Sport, Macalester or Sport Organization policies.

If a student or club is found to have engaged in an infraction in this area, the following steps will be taken:

1. The participant or club will be issued a written reprimand which will be copied to the Dean of Students and placed in the student's file.
2. The Director of Club Sports will meet with the student and/or club representatives and determine additional disciplinary action is necessary.
3. The Director of Club Sports will meet with the student and/or club representatives to discuss the written reprimand and other possible disciplinary actions.

Major Infractions:

Examples of major infractions include but are not limited to the following: repeat offenses of minor infractions, engaging in illegal and/or unethical activities, possession or use of illegal drugs, violation of college policy and rules, hazing, unauthorized access to and/or presence in college facilities and grounds, violation of state, federal or local laws. If a student and/or club is found to have engaged in an infraction in this area, the following steps will be taken:

1. Referral to the College Conduct and Disciplinary System.
2. The Director of Club Sports will meet with Club representatives and the Dean of Students or designate to determine if additional disciplinary action beyond that of the College Conduct System is appropriate.
3. The Director of Club Sports will meet with the student and/or club representatives to discuss the possible disciplinary actions.
4. The Director of Club Sports will provide a written statement to the student and/or club detailing the disciplinary actions and decisions that have been reached. This written statement will be copied to the Dean of Students and placed in the student’s file.

Appeal Process

The appeal process exists to ensure that all disciplinary actions taken against a club sport participant or club by the Director of Club Sports outside of the College Conduct and Disciplinary System are fair and equitable. All appeals will be heard by the Dean of Students or a designate. The appeal must be submitted in writing within five working days of notification of the initial sanction. The person to whom the disciplinary decision is appealed will review the previous decision and rule on its appropriateness.
MEMBERSHIP AND REGISTRATION GUIDELINES

MEMBERSHIP

Membership in a Club Sport is open to all regularly enrolled Macalester College students who have on file with Winton Health Services proof of current medical insurance, and who have been medically cleared for participation in sports activities.

A complete membership roster must be kept for each Club Sport and submitted to the Director of Club Sports by the second week of the active season. This roster should be updated each semester and should be revised immediately as membership changes. A list of club officers must also be submitted with the membership roster.

All students appearing on the membership roster must submit a signed Club Sport Membership Waiver form before participating in any club practices or games.

ACTIVE RETURNING CLUB SPORTS

Recognition as an Active Club Sport is granted for one year only (Sept. – May). It is necessary for each club to register their intent to return as a Club Sport the following year. This is usually done by completing the Request for Renewal and Year End Report form.

Registration procedures for returning clubs:

A. Register with the Director of Club Sports by submitting a year end report and indicating intent to return as an active club sport the following year.
B. Submit a budget request for the upcoming year.
C. Submit an updated list of officers to the Director of Club Sports.
D. If necessary, submit an updated or revised constitution.

Unless a club sport has completed the above procedures and is recognized by the Department of Athletics, it will be ineligible to receive any assistance or priority use of facilities. In order to retain Active Returning status a club sport must continue to meet the criteria outlined in this Handbook.

FORMING A NEW CLUB SPORT

Registration:

1. Consult with the Director of Club Sports concerning plans for the establishment of a new club.
2. Become familiar with the information contained in this Handbook.
3. Write a club constitution which must be approved and filed with the Director of Club Sports before conditional club status can be granted.
4. Complete the Club Sports Pre-Registration for New Clubs Form.
5. Be eligible to register for regional, state or national membership status in your specific sports.
CLUB SPORT ORGANIZATION

The administration of Club Sport teams rests primarily with student leaders. Therefore the key to 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 areas such as finances, competition, schedules, equipment, facilities, membership, practices, and safety. The ability of a club to communicate with its members and to delegate and follow through with responsibilities will ensure the Club Sport’s smooth operation and stability over time.

CONSTITUTION

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

OFFICERS AND RESPONSIBILITIES

Captain/President

1. Serve as the liaison between the club and the Athletics Dept. Club Sport Director.
2. Be aware of and comply with all Club Sport rules and regulations as stated in the Club Sports Handbook.
3. Work with the Coach and Athletics Dept. Facility manager in developing a practice and competition schedule.
4. Hold regular elections of officers as stipulated in the Club constitution.
5. Assist the next club president of routine club procedures and guidelines prior to the next president assuming office.
6. Submit club reports summarizing club activities at the end of the academic year.
7. Meet financial obligations incurred as a club.
8. Complete the Accident/Incident report form for any accident/ incidents requiring medical attention that occurs during on-campus or off-campus practice or competition. These reports should be submitted to the Club Sports Director within 24 hours of occurrence.
9. Report results of all club associated competitions to the Club Sports Director.
10. Secure practice site facilities.

Vice President/Equipment Manager

1. Preside over meetings and business in the Captain/President’s absence
2. Assist the Captain/President with his/her duties
3. Organize and oversee the current inventory of the club’s equipment
4. Work with the Club Sports Director in regard to the purchase of any new equipment.
Secretary/Treasurer

1. Prepare the annual budget request
2. Maintain all appropriate records of club financial activity
3. Submit to the Club Sports Director an updated team roster
4. Develop and circulate publicity regarding club activities as approved by the Club Sports Director.
5. Assist the team in organizing fund raising activities.

Safety Officer

1. Have current certification in Basic First Aid, CPR/AED and Bloodbourn pathogens.
3. Maintain and provide a first aid kit onsite for each practice and competition.
4. Assist the coach/manager in maintaining safe facilities and equipment.

Club Coach/Manager

1. Provide instruction and coaching for team practice and competition.
2. Discuss and teach appropriate rules, regulation and safety measures.
3. Attend all contests, home and away.
4. Abide by the rules and regulations of the College and applicable conference, leagues or association
5. Complete and Sign a Macalester Club Sports Coach/Manager agreement form.

CLUB TEAM STATUS CATEGORIES

CONDITIONAL:
All new Club Sports must spend one year on conditional status to demonstrate stability in terms of attracting campus-wide participation on an annual basis. Club Sports in their first year will be self supporting.

ACTIVE RETURNING:
A previously recognized Club, in good standing and has submitted proper renewal forms. The Club Sport must annually resubmit for renewal or affiliation with the Club Sports Department.

PROBATION:
A Club Sport which has violated Macalester College or Club Sport policies may be placed on probation for a designated period of time. Club sports on probation may not utilize College allocated funds during this period. Probationary status could also affect budget requests for the following year.

TERMINATION:
A Club Sport which begins to show a steady decrease in participation, student leadership and/or general interest will be investigated to ascertain the possible causes and whether the problem is temporary or long term. If it is determined that the Club is no longer meeting its obligations, the Club Sport may be terminated. Once terminated, a Club Sport must re-enter the program by following the procedures outlined for New Clubs.
ELIGIBILITY AND TEAM ROSTERS

Each club Sport must have an accurate and complete roster on file in the Athletics Department. The fall roster must be submitted by Fall Break or before the first scheduled competition date, whichever comes first. Spring sport rosters must be submitted by March 1. The roster must be updated as members are added or deleted. In order to practice or compete all members on the roster must have the following on file:

1) proof of valid medical insurance on file at Winton Health Service
2) doctors signature on the first-year medical form approving participation in physical activities
3) a signed Club sport waiver form
4) any additional forms which may be required by the individual sports organization (i.e. CIPP for Rugby etc.)

FACILITY RESERVATIONS PROCEDURES

It is the policy of the Department of Athletics to maximize space utilization to meet the multitude of needs of the Campus Community. All Clubs interested in reserving athletics facilities must submit a Facility Request Form to the Facility Manager at least 7 days prior to the requested start date. Without official reservation facilities are open for general recreational use. All facilities reservation requests and scheduling will be considered using the following priority order: Physical Education classes, in-season intercollegiate sports, intramural sports, active club sports, conditional club sports, outside rentals.

FINANCIAL PROCEDURES

Club Sports receive funding from a variety of sources: an annual institutional allocation; participant membership dues; donations, and fundraising activities. Self-support is an essential principle of any Club sport program. Requiring clubs to earn a percentage its budget assures that members take an active and serious interest in the continued existence of the club.

Macalester Club Sports Budgets operate on an Annual fiscal cycle (June 1- May 31) Therefore, preliminary budget requests are reviewed during the spring semester prior to the start of the next budget cycle and are finalized at the beginning of each fall semester. Prior approval from the Club Sports Director must first be received before any Club Sport funds may be spent.
1) Guidelines for Use of Institutional Allocated Funds

In general, the following Club Sport expenses may be absorbed by the College’s allocated funds:

1. Rental of Facilities
2. Tournament and League Entry Fees
3. Sport Membership or Affiliation Fees
4. Officiating Fees
5. Van Transportation
6. Some limited equipment repair and/or Purchases. Note: Requirements for equipment purchases and/or repair will vary among club sports. Prior approval for equipment purchases or repairs is mandatory.

2) Accessing Club Funds

All club funds whether institutional or received from outside sources must be maintained through the College Business Office. Per College policy, individual sport checking accounts are not allowed. Accessing any of the Club sport money must be done through the Club Sports Director. This process usually takes up to two weeks to complete. Therefore, requests for club funds must be made at least two weeks in advance.

3) Donations

In order for a club to accept donations, the club must insure that the gift is used in accordance with the donor’s specification. In order for the donor to receive a tax receipt the club must have the donor’s name, address and a note indicating what the donation is specifically to be used for. The donation must be made to Macalester College and submitted to the Club Sport Director for processing.

4) Fundraising

Self support is an essential principle of any Club sport program. Clubs are expected to earn a percentage of their budget through fundraising activities, membership dues and/or donations. In support of a quality program, Macalester College may provide supplementary financial assistance to each club.

5) Purchasing Procedures

Purchase requests must reflect the best interest of all club members. All purchase requests must be made in writing to the Club Sport Director. Purchases may be made using College Purchase Orders (PO), billing invoice or through a reimbursement to a club member. A clearly detailed receipt must accompany all reimbursement requests. All purchases involving College funds must have prior approval from the Club Sports Director. No Approval – No receipt - No reimbursements!
TRAVEL POLICIES

Travel policies apply to all Macalester sponsored van trips in leased or rented vans, whether the trip occurs locally or out of town. For details regarding specific Macalester College travel regulations go to the Macalester Motor pool website at: www.macalester.edu/facilities/mpregs.pdf

1. Club Sports are encouraged to use Macalester College vans whenever possible. If personal vehicles are used the driver must complete and submit a Registration of Personal Vehicle Form. Club sport participants who do not choose to travel in college vehicles do so at their own risk and expense.

2. All van drivers must be Macalester College Van Certified and clubs must follow all Macalester College Motor Pool travel policies.

3. Reservations for additional vans must be made to the Facility Management Office no later than one week prior to departure.

4. A maximum number of people allowed in a van is limited to eight.

5. All trips outside the Twin Cities Metro (outside a 100 mile radius) area must be pre approved by the Director of Club Sports.

6. For trips that involve traveling outside the Twin Cities Metro, travel rosters with passenger names, cell phone contact number and travel itineraries must be submitted to the Dir. Of Club Sports.

7. A receipt must accompany any request for travel reimbursement.

8. Contact the Director of Club Sports or the Macalester College Safety Office if you are having difficulty deciding if inclement weather should change your travel plans.

9. In the event of an accident, immediately contact the Macalester Safety Officer at 651-696-6555. Van damage under $500 will be charged to individual Club sport account.

10. There will be a “zero tolerance” policy for alcohol use both at the site of home and away events and in vehicles traveling to and from events.

SAFETY AND RISK MANAGEMENT

It is the goal of the Athletics Department to offer a safe club sports program which protects all participants from undue risk. Each club is required to designate at least one Safety Officer who works with the coach/manager to maintain a safe environment for the team. Sports Clubs are expected to abide by all State, Local and College safety regulations. In addition, the following safety procedures are to be followed:
1. Medical Insurance/Waiver Form: In order to practice or compete all club sport participants must have completed and signed a Club Sports Waiver Form and must have proof of current medical insurance on file at Winton Health Services.

2. Safety Officer: Each Club is required to have at least one member certified in basic first aid, Bloodborne Pathogen control and CPR/AED.

3. First Aid Kit: At the beginning of each club season a Club first aid kit will be provided at no cost to each club. The Club Safety Officer is responsible for maintaining the first aid kit and insuring that it is onsite at all practices and competitions.

4. Injury prevention: The Macalester Athletics trainer will offer a basic first aid clinic and taping session each fall. Emergency procedures will also be reviewed. It is recommended each club send at least one representative to this session.

5. Injuries: It is the responsibility of the team to conduct safe practice sessions and to use and maintain safe equipment. In the case of a minor injury contact Winton Health Services. Ice is available in the Athletics Training room when open, however, please note: the Macalester Athletics Training Room staff is not available to club sports.

6. Accidents Report: An accident/injury must be reported to the Club Sport Director immediately or no later than 24 hours after the incident.

7. Inclement Weather: If lightening is detected in the area (flash to bang of less than 25 seconds) all practices or games must be suspended until the storm has safely passed.

8. Pool Usage: Any club using pool facilities must have a qualified lifeguard on deck at all times.

9. Drug and Alcohol Use: Per Macalester policy, illegal drugs and alcohol are not allowed in any Macalester athletics facilities. It is the responsibility of the club to insure that visiting teams and its own members adhere to this policy. In addition, there will be zero tolerance to the consumption of alcohol while traveling to and from college sponsored events.

10. Emergencies: In the case of a major injury, immediately contact the Macalester Safety Office (696-6555) and/or 911.

**APPENDICES**

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