



CLUB SPORTS MANUAL
CARROLL UNIVERSITY DEPARTMENT OF RECREATIONAL SPORTS

Club Sport Officers,

Carroll University offers a growing variety of club sport opportunities for its students, regardless of ability, which meet regularly to practice, compete, conduct demonstrations, host events, coordinate social activities for members, and annually engage in community service.

The Club Sports program is housed within Carroll University's Department of Recreational Sports. All clubs are expected to interact with the Department of Recreational Sports for any administrative functions (van reservations, budgeting, facility scheduling, etc.). Clubs must also utilize a full time faculty or staff member who will serve as an advisor that will fulfill supervisor responsibilities.

Please make sure that you read this manual in its entirety, noting all Club Sport policies and procedures for the current academic year. To new officers - *you are expected to follow this manual regardless of how prior officers may have managed your club*. The contents of this manual are not suggestions, they are requirements. It is designed to ensure that each club operates safely, effectively and efficiently. As a department, we will assist with compliance, but you will ultimately be responsible for adherence to this manual and the policies within.

We are looking forward to a great year of working with you and your club. Compliance with this manual is the key to your club's existence and continuation. Please let us know how we can be of service to you. Dan DeMerit, the Director of Campus Recreation, can be reached at ddemerit@carrollu.edu or 262.951.3257 and Sarah Kort, the Recreation Graduate Assistant, can be reached at skort@carrollu.edu or 262.650.4859. Also, feel free to stop in to our offices located in Ganfield Gymnasium.

Sincerely,

Dan DeMerit
Director of Campus Recreation
Associate Director of Student Activities
RecSports Fitness Center Office

Sarah Kort
Graduate Assistant, Recreation
Ganfield Gymnasium, 109

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***Clubs failing to comply with the standards and criteria established in the Club Sports Manual forfeit their standing as a recognized club sport.*

CARROLL UNIVERSITY MISSION STATEMENT

"Carroll University provides a superior education, rooted in its Presbyterian and liberal arts heritage, and draws upon its Christian tradition to prepare all students for vocational success, lifelong learning and service in a diverse and global society."

Adopted by the Board of Trustees
May 12, 2012

THE FOUR PILLARS

Carroll University's educational philosophy is sustained by the four pillars of integrated knowledge, gateway experiences, lifelong skills, and enduring values. These pillars apply to all that we do at Carroll. They support the Carroll experience and our vision for Carroll students to achieve a lifetime of potential.

Integrated Knowledge is the very foundation of a quality liberal arts program. The Carroll curriculum emphasizes breadth and depth of learning. Our purpose is to encourage students to recognize the interrelationships among ideas. We believe that students with this understanding will continue to learn, grow and succeed long after they leave the campus.

Lifelong Skills help students prepare for life and work in a world of rapid and constant change. We believe that graduates will continue to evolve and contribute to their communities long after they earn their degrees. To that end, our mission is to help students learn to think critically and creatively, adapt to changing technologies, work efficiently and effectively, collaborate with others, and communicate clear, compelling ideas.

Enduring Values help students to consider always the impact of their actions on the world around them. We believe that effective leaders draw their inspiration from strong personal value systems. Our goal, therefore, is to offer students multiple opportunities to make decisions and then to reflect upon their consequences.

Gateway Experiences occur both upon entering and upon leaving Carroll University. We believe that our educational responsibility extends beyond the classroom into every aspect of our students' lives. That is why we place a special emphasis on preparing incoming students for college life and on helping graduates make successful transitions into their first jobs, or graduate and professional schools.

DEPARTMENT OF RECREATIONAL SPORTS MISSION STATEMENT

"The Carroll University Recreation Department strives to provide the Carroll Community with a positive and healthy environment through wellness education, team collaboration, communication, and social experiences."

DEFINITION OF A CLUB SPORT

A Club Sport is a recognized group of students voluntarily organized for the purpose of furthering their common interests in a particular sport activity through participation and/or competition at an intercollegiate level. Club Sports offer a semi-competitive or competitive environment emphasizing participation, physical skill development, and student leadership. Club Sports are lead and operated by team members and overseen by the Department of Recreational Sports. Club Sports have the ability to use Carroll University facilities, vehicles, and credit. In turn, Club Sports are expected to comply with this Club Sports Manual.

PURPOSE OF CLUB SPORTS

The Carroll University Club Sports purpose supports (and is supported by) the vision of the Department of Recreational Sports, Athletics Department, Student Affairs Office and the overall mission of Carroll University. The Department of Recreational Sports believes Club Sports provides the opportunity for students to develop camaraderie, sportsmanship and school pride through teamwork and discipline of athletic competition. Further, they offer extra-curricular learning experiences for participants through involvement in public relations, organization, administration, budgeting, scheduling, and skill development. A student's involvement in Club Sports will enhance their overall university experience.

Program Goals:

- Provide opportunities for a diverse, physically competitive experience
- Provide students the opportunity to improve their physical skill development
- Provide student leadership opportunities
- Provide assistance, guidance and resources for club sports to effectively and successfully operate, including faculty/staff advisors and structure

CURRENT CLUB SPORTS

- Men's Volleyball
- Women's Volleyball
- Women's Soccer
- Co-ed Powerlifting/Bodybuilding
- Co-ed Water Polo

ESTABLISHING A NEW CLUB SPORT

The steps to complete before a group is officially recognized as a Carroll University Club Sport are as follows:

STEP ONE:

In order to become an eligible Club Sport, an organization must first meet the following requirements:

- Be athletic in nature
- Compete against at least one non-Carroll University entity per year
- Must be able to identify feasible options for practice, games, and competitions either on or off-campus
- Must have a minimum of five members, each full-time undergraduate students, all in good standing at Carroll University with a minimum GPA of 2.0 - Graduate students are eligible to participate as well

STEP TWO:

All prospective clubs must submit a written proposal to the Department of Recreational Sports. The proposal must include all of the Club Sports Forms, which are included in this Manual.

STEP THREE:

If a prospective club's proposal is approved, a meeting will occur between the team officers and the Department of Recreational Sports. The following will occur:

- The club will be asked to present all of their forms and defend their request before the RecSports Staff
- The RecSports Staff will vote to accept or deny the group's initial application and proposal
- Upon approval, the club will be admitted to the Club Sports program for a probationary term of one year

STEP FOUR:

A club team in first year probationary status must:

- Attend all meetings and events required by the Department of Recreational Sports

- Fulfill all required Club Sport responsibilities by given deadlines
- Maintain a minimum of five members
- Charge club dues, collect fees for expenses, conduct fundraising efforts to cover expenses associated with practices, contests, travel, uniforms, officials, or any other expenses
- Deposit collected funds in an approved University operating account
- Demonstrate financial responsibility
- Host one community service project
- Follow all policies set forth by the Department of Recreational Sports
- Maintain good standing with the University

STEP FIVE:

At end of the probationary year, the Department of Recreational Sports Administrative Staff will conduct a formal vote to determine acceptance into the Carroll University Club Sports Program.

**A majority vote in favor is required for formal acceptance.*

CLUB SPORT YEARLY REQUIREMENTS

To remain in the Club Sports program, the following standards must be met every year following the probationary year:

- Follow all policies and procedures set by the Department of Recreational Sports
- Be athletic in nature
- All members must remain in good standing with the university
 - Minimum GPA - 2.0
- Maintain a minimum of five club members (depending on the sport)
- Compete at least once per year against a non-Carroll University entity
- Meet all paperwork submission deadlines
- Submit a competition schedule
- Submit budget requests
- Charge member dues (each Club will determine dues)
- Submit all Club Sport Forms
- Attend all necessary meetings with the RecSports Staff
- Nominate team leadership: President, Vice President, Secretary and Treasurer
- Complete a minimum of one community service project each academic year
- Perform a minimum of one fundraising event each year
- Have regular meetings with Club Sport Officers and team advisor
- Actively support and attend other Club Sport teams' sponsored events
- Abide by Carroll University's Alcohol and Drug policies

CLUB SPORT CONTINUATION

It is both a responsibility and privilege to represent Carroll University through participation in a Club Sport. To continue each year as a Club Sport at Carroll University, the following is required:

- Each club must fill out any necessary updated forms and return to the Department of Recreational Sports by May 1st. Necessary information includes at least five members of next year's roster, tentative game schedules, a tentative budget, and tentative try-out information (if any)
 - Full roster must be submitted by first official practice
 - An updated club leader list must be on file with the Assistant Director of Recreation before the first official practice
- All members of the club must be students (undergraduate or graduate) of Carroll University
 - If an alumni member would like to assist in coaching, they must obtain an alumni ID and pay a \$50 fee for access to Ganfield, Van Male, and the RecSports Fitness Center. We cannot grant access to these facilities.

- Each member must officially sign up for the team by:
 - Signing the team roster
 - Submitting a signed Waiver and Release of Liability Form
 - Submitting a completed Medical Information and Release Form
 - Submit a copy of their Student Physical Form that is on file at the Health Center
 - **Club Members without the proper paperwork on file in with the Department of Recreational Sports may not participate in competition*
- Each club is required to submit a Club Sport Budget (part of required forms) and adhere to the policies specified. The draft is due on May 1st, but must be finalized before the first official practice
- Each club must submit a tentative game/competition schedule (part of required forms) to be on file with the Department of Recreational Sports. The draft is due on May 1st, but must be finalized before the first official practice

OFFICER RESPONSIBILITIES

All Club Officers (positions listed below) are to be elected by their respective club members.

The elected officers are responsible for the enforcement of University policies as well as the rules and regulations that pertain to them as a Club Sport. The elected officers also have an obligation to foster responsible conduct among members of the organization through leading by example.

President

- Hold current First Aid, CPR and AED certification
- Meet regularly with club's Advisor and/or a Department of Recreational Sports
- Meet regularly with fellow club officers
- Attend all Club Sports informational meetings, trainings, and workshops
- Understand, follow and enforce all regulations and policies in the Club Sports Manual as well as the Carroll University Student Handbook
- Provide a high standard of instruction and leadership for the club
- Communicate club needs concerning club activities, problems, questions, concerns, etc. to the club advisor and to the Department of Recreational Sports
- Reserve facilities and schedule games and practices
- Submit any roster changes to the Department of Recreational Sports
- Coordinate with a Regional or National organization for the respective sport regarding membership and club requirements
- Submit all required forms on time
- Inform newly-elected officers of operating procedures and pass along documentation from year-to-year

Vice-President

- Hold current First Aid, CPR and AED certification
- Assume duties of Club President when necessary
- Attend all club leadership meetings
- Attend all Club Sports informational meetings, trainings, and workshops
- Understand, follow and enforce all regulations and policies in the Club Sports Manual as well as the Carroll University Student Handbook
- Inform all members of policies and procedures and ensure proper protocol is followed
- Serve as a voice for club members who are not included in a leadership role
- Serve as lead in marketing and advertising for club events (try-outs, games, fundraisers, etc.)
- Inform the Department of Recreational Sports when updates team to team web page are needed
- Submit all required forms on time
- Inform newly elected officers of operating procedures and pass along documentation from year-to-year

Treasurer

- Hold current First Aid, CPR and AED certification
- Attend all club leadership meetings
- Attend all Club Sports informational meetings, trainings, and workshops
- Understand, follow and enforce all regulations and policies in the Club Sports Manual as well as the Carroll University Student Handbook
- Communicate club needs regarding finances, budgeting, club accounts, etc. to the club advisor and to the Department of Recreational Sports
- Demonstrate financial responsibility at all times
- Prepare and submit a yearly budget
- Submit all required forms on time
- Ensure appropriate signatures are collected for all purchase orders, check requests, and any other required budgetary forms and submit to Business Office
- Retain records (receipts and invoices) for documentation and reimbursement purposes
- Inform newly elected officers of operating procedures and pass along financial logs from year-to-year

Secretary

- Hold current First Aid, CPR and AED certification
- Attend all club leadership meetings
- Attend all Club Sports informational meetings, trainings, and workshops
- Understand, follow and enforce all regulations and policies in the Club Sports Manual as well as the Carroll University Student Handbook
- Ensure affiliation with relevant governing body of the sport (national, regional, or state level)
- Organize fundraising events as needed
- Serve as note taker at every team meeting, leadership meeting, and/or all club sports meetings
- Make all travel arrangements and ensure transportation policies are adhered to

All Club Members

- Attend and participate, to the best of your ability, in all club meetings, practices, competitions, and events
- Represent the club, Carroll University, and the Department of Recreational Sports in a positive manor
- Understand and follow all regulations and policies in the Club Sports Manual as well as the Carroll University Student Handbook
- Submit club dues on time
- Assist in all team votes including selection of club advisor and club officers

Coach (optional)

- Hold current First Aid, CPR and AED certification
- Understand and enforce all regulations and policies in the Club Sports Manual as well as the Carroll University Student Handbook
- Represent the club, Carroll University, and the Department of Recreational Sports in a positive manor
- Assist with inspection and maintenance of sport equipment
- Promote sportsmanship on and off the field
- Notify appropriate individuals if you hear of any inappropriate behavior within or related to the club
- Help to develop and improve skills of the club members
- Assist in scheduling and running safe practices and competitions
- Attend all games

Advisor

- Must be Carroll University full time Faculty or Staff
- Understand and enforce all regulations and policies in the Club Sports Manual as well as the Carroll University Student Handbook
- Represent the club, Carroll University, and the Department of Recreational Sports in a positive manor
- Assist with inspection and maintenance of sport equipment
- Report any unsatisfactory facility or equipment conditions to the Department of Recreational Sports

- Promote sportsmanship on and off the field
- Allow the club to be self-organized and self-governed, but guide and council members where appropriate
- Understand general purpose and goals of the club and be familiar with the team's activities
- Notify appropriate individuals if you hear of any inappropriate behavior within or related to the club
- Serve as an information source and provide general guidance and leadership
- Assist in the development of club goals and objectives, budget management, problem solving, and season evaluation
- Meet with club President at least once each semester

HAZING

In accordance with the Student Handbook, hazing is not permitted and has a zero tolerance policy. Clubs or participants found to be involved in hazing will be subject to disciplinary action from the university.

Hazing is defined as any action taken or situation created intentionally or unintentionally, which emphasizes a power imbalance and/or produces mental or physical discomfort, embarrassment, harassment or ridicule. Hazing activities include, but are not limited to: use of alcohol, paddling in any form, creation of excessive fatigue, physical or psychological shocks, morally degrading or humiliating games and activities, or any other activity that intentionally or unintentionally endangers the physical or mental health of a student, regardless of the person's willingness to participate.

All alleged hazing incidences should be reported to either Elizabeth Brzeski or Abby Meddaugh in the Student Affairs Office.

BUDGETARY GUIDELINES

It is the responsibility of each club to turn in a club sport budget (Form D). This is completed by the Club Sport Treasurer with assistance from other club officers. Clubs are not to spend more than their budget allows.

- A Club Sport Budget must be submitted for each school year. This budget must be approved by the Department of Recreational Sports before any reimbursements will be made or purchases will be approved.
- Budgets should include all projected needs and expenses for equipment, officials, league fees, travel, tournament registrations, etc.
- Budgets should further include any projected income such as donations, team dues, fundraising, etc.
- You are not always guaranteed the full requested budget. Department of Recreational Sports will determine how much each sport gets.

Member dues, a membership fee, or payment of actual expenses are the responsibility of all club members. Club members will determine these fees, if any, by process of a club vote.

The Department of Recreational Sports is responsible for depositing any fees at the Carroll University Business Office. Student members and advisors can only receive payment for legitimate expenses incurred in connection with official Club business. All Club members must abide by the regulations set by the University Business Office.

Forms that need a signature from the Director of Recreation should be a priority. Such forms include but are not limited to:

- Check Requests (used for league dues, referee payments, etc.)
- Expense Reports (allows individuals to be reimbursed for club expenses from the club account) all itemized receipts need to be paper-clipped to the report
- Purchase Orders (to purchase equipment or uniforms from the club operating account)

Clubs may not maintain an off-campus bank account.

COMPETITION

As a Club Sport, teams may compete with other colleges, universities and viable clubs, provided the club meets all necessary requirements for existence, and all proper paperwork is completed and on file.

Conference or League Affiliation

Club Sports are encouraged to pursue an affiliation with a conference or league governing body - either state wide, regionally or nationally.

Officiating

For all club contests, it is important that qualified and impartial officials to be selected and agreed upon by all parties.

Hosting Competition

Carroll University is able to host Club Sport competition. Competition dates should be submitted to the Department of Recreational Sports as soon as possible. Availability may be limited due to the varsity athletics schedule. While Carroll University Athletic Trainers are not available to Club Sports, teams wishing to host competition must work with the Department of Recreational Sports to have a first aid/emergency contact at all home contests as well as water available to both teams.

In addition to the use of space for competition, Club Sports may also have access to scoring systems, the press box, and lights in order to facilitate hosting. Carroll University Athletics as well as Events and Reservations Services may require additional costs, and approval may be necessary to open and operate specified areas and equipment.

FACILITY RESERVATION AND CANCELLATION

All official Club Sports are allowed use of Carroll University facilities. Facility space will be granted as available. The university has established a priority list for all user groups as follows:

- 1) Academics
- 2) Intercollegiate Athletics
- 3) Intramural Sports
- 4) Cheer/Dance
- 5) Club Sports
- 6) Outside groups

Facility space is also prioritized within each of the above sections. For example, in-season clubs have priority over those that are out of season. Competing clubs also have priority over non-competing clubs.

All facility requests are submitted through the Pioneer Event Management System (EMS), the university's scheduling software. Requests are to be submitted by the club's president or another officer. Requests submitted online (<https://ems.carrollu.edu/VirtualEms/Default.aspx>) must be submitted at least 72 hours in advance, otherwise they must be submitted to Reservations and Event Services directly at (262-524-7353). The RecSports Staff must be copied or notified about any requests.

It is important to finalize scheduling as early as possible and to submit facility reservations for all requested use. Facility space is often limited. A tentative schedule of home competitions as well as a practice schedule must be submitted to the Department of Recreational Sports before any official practice begins. The Department of Recreational Sports reserves the right to either approve or deny any club sport scheduling. The club president should take care in scheduling games and

practices that do not interfere with members' academic schedule. Clubs using outdoor field space are not permitted to use the fields if they are closed due to inclement weather or poor ground conditions. The club president is responsible for checking the field status prior to use.

RecSports can provide student staff to help host events. Requests for assistance must be submitted early to accommodate necessary staff scheduling and training.

EQUIPMENT

Club members may be expected to have their own personal equipment. All equipment must meet national standards for care, use, protection provided, etc. It is the Club President's as well as the Coach or Advisor's responsibility to ensure proper equipment is being used and everything is in suitable condition.

Carroll University assumes no responsibility for injury caused by faulty equipment, improper use, or lack of required equipment for a particular sport or activity.

TRAVEL REQUIREMENTS

Travel to and from games, competitions or events is a major safety concern for the university. To prevent any tragedies from occurring, the following rules and regulations apply and will be strictly enforced:

- Travel to scheduled events is only permitted in school vehicles with a Coach/Advisor present unless other arrangements are made and approved by the Department of Recreational Sports. The Club President or Secretary is responsible for submitting all transportation requests (see travel document) to the Department of Recreational Sports
- Teams must function as a unit. Entire teams are required to travel together, unless other arrangements are made and approved by the Department of Recreational Sports as well as the club advisor. All arrangements must be made in advance
- Drivers must be approved by Carroll University. Driving permits can be obtained through the Transportation Department. This must be completed a minimum of 2 weeks prior to any travel
- Club members may drive a university van as long as they are properly trained and certified
- All members traveling must have filled out the required team documents one full week prior to a trip. The team officers must communicate to Recreation Administration the plan for travel
- If you are using Carroll University vehicles, ALL drivers must be approved by the university. Use of unapproved drivers may result in sanctions. In order to become an approved driver, please contact Char Richards, Director of General Services, at crichard@carrollu.edu. University vehicles can be reserved by emailing vans@carrollu.edu
- Carroll University is not responsible for any accident costs or insurance costs.

ACCIDENT PROCEDURES

For accidents occurring on campus, the club must notify Public Safety immediately at 262-524-7300. If necessary, Public Safety will provide transportation for injured persons to Waukesha Memorial Hospital. Transportation to the hospital can also be provided via ambulance by calling 911, or, if injuries are not life-threatening, personal transportation is an option. Always call 911 for an emergency, but include Public Safety whenever possible. Any accidents that occur off-site require the club president to fill out an Injury/Incident Report form to ensure proper documentation. Please submit the completed forms to the Department of Recreational Sports as soon as possible. The Recreational Sports Department and Carroll University are not responsible for any expenses incurred for treatment at a hospital that may be the responsibility of the injured participant.

HEALTH INSURANCE AND PHYSICAL EXAMINATIONS

The student may disclose they do not have insurance and in this case understands they are responsible for any injuries, regardless of severity, and including death, that I may incur to myself and all risk of damage to or loss of property which may occur as a result of my participation in the Department of Recreational Sports or that may result when I am traveling in a college vehicle to and from a college sponsored event or to and from any Sport Club event and that Carroll University and the Department of Recreation Sports will not cover costs. (See Forms F & G) This can be requested at any time if deemed necessary by the team Advisor or Recreation staff.

BECOMING A UNIVERSITY SPONSORED INTERCOLLEGIATE SPORT

1. The Club Sport must first achieve Carroll University approved Club Sport status through the outlined and approved Department of Recreational Sports processes.
2. Demonstrate over a five-year period that the sport is maintaining Carroll University student interest and is gaining in stature. This must be demonstrated by a continued increase and growth in Club membership of previous full-time enrolled students.
3. The sport must have been able to secure enough competition of similar caliber against like-educational institutions in the College Conference of Illinois and Wisconsin.
4. Financing, facilities, scheduling and properly trained and experienced coaching staff must be available to properly carry on the sport at an intercollegiate level.
5. Opportunities for both men and women to participate in athletics should be proportional to the undergraduate enrollment.
6. The interested Club Sport must present its proposal to Recreational Sports Administrative Staff for approval. After approval, the club will also be required to submit its proposal to Carroll University Administration for final approval.
7. No new men's sport will be considered to be added until complete overall proportionality is attained. Or, Carroll University Athletics must be able to demonstrate that it is in compliance with another of the prongs of Title IX.

DECLARATION

As a Club Official, I agree to abide by and enforce the rules of the Club Manual set forth by the Carroll University Department of Recreational Sports and office to which I hold.

	<u>Signature</u>	<u>Date</u>
President	_____	
Vice President	_____	
Treasurer	_____	
Secretary	_____	
Advisor	_____	
Coach	_____	