Guide to Club Sport Organizations

Club sports exist at Smith College to provide an outlet for students to participate in sports that are both competitive and recreational. All students are welcome to participate from novices to experienced athletes. Clubs exist to give students the opportunity to experience being part of a team, assume leadership positions and to establish an outlet for physical activity as well as foster appreciation for a large spectrum of different sports. Club sports are organized and run by students and draw from dues, fundraisers and the college's student government. This guide should assist the student leaders of club sports in organizing their clubs.

Because club sports are both a student organization and an athletic pursuit, assistance and collaboration between student affairs and athletics is essential to the success of the club sport program. The following policies and procedures should clarify this unique structure and simplify the processes for club sports.

Personnel

There are many people who can assist club sports in their activities. A few key professional staff members work most closely with club sports.

Coordinator of Club Sports: This person, a member of the athletics department, will assist with all operations of club sports. Bonnie May, Associate Athletic Director, x2713

Athletic Facilities Manager: Will schedule all practices and competitions, and assist with work orders for event set-ups and breakdowns within the athletic department. Theresa Collins, x2710

Athletic Trainer(s): Will work with Health Services to review medical histories and clear all competitive club sport athletes for competition and practice. Deb Coutu, x2724 or Kelli Steele, x2725

Director of Campus Center: Will work with clubs to recognized, renewed, and chartered. Tamra Bates x4967

Organizational Structure

All club sports must be recognized as student organizations, have a system of officers, and be chartered in order to receive funding. It will be the responsibility of the officers of each club to create the charter, account for funds, submit annual budgets, submit a Recognition Form at the beginning of the academic year, and serve as a screening committee for the hiring of club advisors/coaches.

The position of Coordinator of Club Sports will assist the club sport officers with the management and operations of their clubs. The Coordinator of Club Sports will create club budgets after reviewing budget requests with club treasurer, hire coaches/advisors, approve schedules and practice plans, and determine incentive/penalty allocations. The Coordinator chairs the Advisory Council of Club Sports.

An Advisory Council of Club Sports will be created to be comprised of the Coordinator of Club Sports, a representative from each club sport, the athletics facility manager, a member of the athletic training staff, and a representative from the Office of Student Activities. The Council
will discuss operating procedures for all club sports and any other issues that may arise during the year.

Information Resources

Along with this Guide to Club Sport Organizations, you will also find valuable information at www.smith.edu/ose/orgs.php. There is a link for the Student Organization Guidebook at the bottom of the page. There are also many other links to very good information and information that you will need to ensure your success as an organization. Please read all of this information carefully. You will find information pertaining to Contracts, Forms, Recognition Procedures, Organization Event Planning, Student Bank Information and much more. Smith clubs and orgs will also be doing most of the administrative work on the Smith Social Network. Please visit this site for more information.

Reserving Athletics Facilities for Practice & Competition

Only club sports recognized by Office of Student Activities may reserve College spaces and athletics facilities. Club sports will follow the policies and procedures set forth for student organizations to reserve College spaces other than those in the athletics department (see the Student Organizational Guidebook) on our system called 25 Live. Written requests (see Appendix A) to reserve athletics facilities for practices and competitions must be received by the Coordinator of Club Sports at least two weeks in advance. The Coordinator of Club Sports will ask for practice and competition requests for the fall semester over the summer. All requests for the second semester must be received by December 1st. Any changes or cancellations to athletics facility space reservations must be made to the Coordinator and Facility Manager a week in advance. Unauthorized use of College facilities for practices or competitions may result in the revocation of club status. The Coordinator of Club Sports has the authority to determine sanctions for clubs who practice or compete without authorization. The coordinator will use the following guidelines in determining sanctions:

- 1st offense – written warning
- 2nd offense – for each day of unauthorized usage, the club will lose two scheduled practices
- 3rd offense – club suspended from practice/competition for the remainder of the semester or two weeks, whichever is greater.

Inclement weather or poor field conditions often result in practices and competitions being cancelled. If a club practices or competes on “closed” fields, the club will lose all privileges for home competitions for the remainder of the semester.

Club officers are also required to submit a Club Special Event or Fundraiser Checklist (see Appendix B) for any tournament, fundraiser or special event being hosted in the athletic facility or on the athletic fields. This form must be completed two weeks prior to the event and is submitted in addition to the other forms required by student organizations.

Setting A Competitive Schedule

Club sports are asked to set their competitive schedule a semester in advance if possible. For fall competitions, an approved schedule should be submitted to the Coordinator of Club Sports during the summer, but no later than August 1st. For winter or spring club sports, a schedule should be submitted as soon as possible during the fall semester, but no later than Jan. 15th. Please refer to Appendix J for guidelines when scheduling your club’s competitive schedule.
The Coordinator of Club Sports will review the schedule to see if adequate funding exists to support the schedule. The Coordinator will confer with the Athletics Facilities Manager to ensure “home” date capabilities.

Club sports in their first year of recognition will not be allowed to compete off campus. Club sports will be asked to declare a primary season of competition; fall, winter, or spring and may select a secondary season of competition if desired.

Club sports will have to pay direct costs for on campus events. The Athletics Facility Manager will determine any direct costs (e.g. direct costs include but are not limited to site supervision, facility opening/closing personnel, facility cleaning/set-up charges, or supplies). Club Sports will be billed for these expenses and should budget accordingly.

Practices

The following rules must be followed by club sports wishing to reserve athletics facilities for practice:

- Clubs must have an approved facility/practice request in order to use any athletics fields or facilities.
- All individuals participating in practice/competition must have a completed the participation clearance procedure. There is a form on the club sports page of the athletics website (www.smithpioneers.com) that must be completed. It includes emergency contact information and insurance information. Participants must also complete a waiver form on the Five College Risk Management website. Go to the following page and follow the instructions for accessing your waiver: https://www.fivecolleges.edu/riskmgmt/waivers

***All forms are done online. Club presidents can provide the web Addresses for both forms.***

- All club sports are required to keep records of attendance at club practices. One option for record keeping is the Monthly Practice Participation Report (Appendix F). Another option is to keep a record on Google Drive that can be shared with the Coordinator of Club Sports. Reports must be submitted to the Coordinator of Club Sports at the end of each month.
- Club sports must submit tentative September practice and competition requests to the Coordinator of Club Sports, when requested during the summer, but no later than August 1st.
- Second semester requests must be submitted by Jan. 15th.
- Any requests which occur after these deadlines must be received two weeks prior to any practice dates.
- Decisions regarding playability of fields will be made by the Facility Manager and the Coordinator for Club Sports. All decisions are final.
- **Clubs may schedule the first practice session beginning Monday of the first full week of classes. Both pre-participation forms must be completed online before a person is eligible for practice.** The Coordinator of Club Sports will share a google roster of all athletes and their status concerning clearance for participation. It is the responsibility of the club president to be sure that all participating members are cleared to participate.
Pre-Participation Forms

All club sport participants must complete the online information form located on the club sports page on the athletic website (www.smithpioneers.com) before taking part in any club sport activity. A 5 college risk management waiver must also be completed and submitted online prior to participation. The Supervisor of Club Sports will share a google roster with the club president indicating those individuals who are eligible to participate. No one can participate unless on the eligibility roster. Club presidents and also add individuals to the google roster. However, please email the Coordinator of Club Sports so eligibility can be determined.

Each club has a club notebook. The eligibility roster and emergency contact info for each person will be housed in this notebook along with a copy of this Club Sports Guidebook. This notebook should be brought to all practices and competitions by the club president. Only members of the approved roster may participate in practice or competition.

**Please see Appendix K for other important information concerning procedures to report injuries and filing insurance claims.

Probation Policy and Eligibility to Participate

What is Probation?
Probation is a warning status that indicates the College’s concern either about a student’s behavior as a member of the college community or her performance in the classroom.

There are two forms of probation. Disciplinary probation is imposed by the student-run Judicial Board for violations of the standards of college behavior. Academic probation is imposed by the Administrative Board.

Students on academic or disciplinary probation may not run for or hold elected or selected office, either campus-wide or within her house or compete in intercollegiate athletics. Occasionally, for either form of probation, an exception may be made in consultation with the Director of Athletics and the appropriate dean. Normally, students who participate in club activities, including club sports, may not participate in team practices or competition.


Academic Probation – A student whose academic record is below 2.0 either cumulatively or in a given semester, will be placed on academic probation for the subsequent semester. Notification of probationary status is made in writing to the student, her family, and her academic advisor. Instructors of a student on probation may be asked to make academic reports to the class deans’ offices during the period of probation.

Normally a student on academic probation is advised to take no more that 16 credits and may not enroll in courses through the Five College interchange.

The administrative board will review a student’s record at the end of the probationary semester to determine what further action is appropriate. At that time, the Administrative Board may require a student who is unable to improve her record to change her course program, to complete summer study, or to withdraw from the college.
How to Start a New Club Sport

A new club sport must contact the Office of Student Activities concerning plans for becoming a club sport. From this initial conversation, it will be determined if the new club will become chartered through SGA or simply exist as a recognized organization. If the club will operate as a club sport, the organizer should schedule a meeting with Bonnie May to discuss the needs of the club (space, time, equipment, financial needs). If the Club wants to request funding for their organization, they must contact the chair of the Organization Resources Committee (ORC) to start the chartering process. We will not support a club in a sport where we have an intercollegiate program.

Once the charter has been approved, the club sport must submit a Recognition Form on the Smith Social Network. Once the Club has been chartered and recognized, they are eligible to request funding from the Advisory Club Sport Council for an amount not to exceed $200 in the semester.

Finances

Club sports will be financed through an annual allocation from ORC to athletics. Each club sport will submit a proposed budget in writing and have a meeting with the Coordinator of Club Sports in the spring semester prior to the last day of classes. The club treasurer, or another club officer, must meet with the Coordinator of Club Sports to review the budget request. If the club does not meet with the Coordinator before the last day of classes, no budget monies will be allocated to that club for the upcoming year. The budget request (Appendix G) will include a schedule of activities/events, the cost of supplies, transportation, officials, and any other associated expenses. Budgets will be approved by the Coordinator of Club Sports and allocated to each individual club account through the student bank. Each club operating budget will be reviewed by one or two officers of the SGA. All finances, income and expenditures, for a club must be administered through the student bank account. A complete record of all expenditures must be kept and submitted to the Coordinator of Club Sports at the end of each academic year before the treasurer of the club leaves campus. (Appendix H – Club Sports Treasurer Final Report)

Reminder: Club social dues and/or SGA allocated funds are not to be used for the purchase or procurement of alcoholic beverages or for the payment of traffic/parking violations.

Club Sports may no longer request discretionary funds. However, requests for major equipment or uniform purchases can be and should be made via the SGA Equipment Fund Application. The application must first be reviewed by the Coordinator of Club Sports to determine sufficient rational and how the equipment will be stored and maintained. If the Coordinator of Club Sports approves the request, then the request will be forwarded to SGA for consideration.

Club sports that meet all deadline requirements throughout the year will be eligible for incentive funding. Incentive funding, maximum $2,000 for all clubs will be apportioned based on the number of clubs eligible and the record of completion of administrative tasks. Incentive funding is earned in the previous year (for example, a club’s record of completion of administrative tasks in 2015-2016 will be reflected in receiving incentive funding in the 2016-2017 club operating budget).
All fundraising activity must adhere to Student Organization Guidelines for fund raising as published on the Smith Social Network. All fundraising endeavors must be approved by the Director of the Campus Center. Applications to fundraise must be submitted on-line 14 days in advance of the date of the event. The application must be approved before the organization can hold its fundraising event. Any funds raised during the fundraising event should be placed in the club’s fundraising account. This account is supervised by the Coordinator of Club Sports and the funds in this account can be rolled over from year to year.

See the Student Organization Guidebook for information on requesting checks and Student Bank Hours.

**Hiring a Coach/Advisor**

Club sports that are chartered are eligible to request permission to secure a coach/advisor. Clubs must follow these steps:

1) Write a job description for the position
2) Secure permission from Coordinator of Club Sports to begin the screening process
3) Optional: if club funding is available, clubs may advertise for position.
4) Have the Coordinator of Club Sports post the job with Human Resources

The Coordinator of Club Sports will receive application materials for all applicants, interview and determine hiring suitability and salary offer. Members of the club will be involved with the interview process whenever possible. Coaches/advisors will be hired as Casual Employees of the College and must meet hiring regulations established by Smith College. Full-time employees of the College are NOT eligible for hire. Volunteer coaches/advisors must be approved by the Coordinator of Club Sports and must complete paperwork provided by the athletic department.

All advisors/coaches must be knowledgeable of the policies and procedures for student organizations and for club sports. The advisor/coach must restrict his/her contributions to coaching and improving the skills of club members. The advisor/coach shall not solicit money from any source or purchase, rent, or commit anything in the name of Smith College. The advisor/coach shall employ safety practices for all participants which includes the inspection of sport gear. The advisor/coach must promote good sportsmanship on and off the field and compliance with college policies. **The advisor/coach must be CPR/AED certified and must participate in athletic department sponsored “inclusiveness/diversity” training.**

Some clubs may want to bring an instructor on campus for some of their practice sessions. In order to do this, you must seek a performance contract through student affairs before the instructor comes to campus. Tamra Bates can assist in this process.

For those clubs that hire a coach or instructor who works with them off campus, the club must request the instructor invoice them for expenses (services and/or equipment). Upon the receipt of such invoice, the club can process it through the student bank and request a check to cover the cost.

**Transportation**

Funding for transportation to events off campus should be included in the budget request made by club sports. Club sports are eligible to use SGA vans and must follow policies established by the College and SGA. Regulations governing the use of SGA vehicles can be found in the Student Organization Guidebook Wiki. Vans can be reserved by the heads of student
organizations or designated organization “van reservers”. Additionally, club sport coaches may request the 12-passenger athletics department vans only if the coach/advisor will be driving. All club sport coaches must be driver credentialed by the college in order to be eligible to drive any college vehicles. Reservations for the 12-passenger vans must be made through the Business Manager of the Athletic Department, (x2706). Athletics department van usage is prioritized first to intercollegiate athletics teams, followed by the outdoor adventure program, then club sports, and finally to other departments on campus. No club sport students may drive athletics department vans.

Travel Rosters

All clubs are required to complete a travel roster and submit it to the Coordinator of Club Sports anytime the club travels off campus for an event. (Appendix I). Failure to do so could jeopardize the club’s use of athletic department vans and SGA vans. This can be in the form of an email including destination, the names of all travelers, at least one cell phone contact, estimated time of departure and return to campus.

International Travel

If a club sport group wants to travel internationally, there is a procedure that must be followed. Information about this procedure can be found on the Smith Social Network. All club members who are traveling must enroll with International SOS. All protocol outlined in the Student Organization Guidebook Wiki must be followed.

Annual Renewal of Club Sports

Each club sport must renew their club’s Recognition Form and Club Sports Addendum each year through the Smith Social Network. Once this form has been completed, club sports must also submit a budget request for the next academic year to the Coordinator of Club Sports. This procedure (budgeting process) must be completed by the last day of classes each year.

Hazing

Hazing is any act committed against someone joining or becoming a member or maintaining membership in any organization that is humiliating, intimidating or demeaning, or endangers the health and safety of the person. Hazing includes active or passive participation in such acts and occurs regardless of the willingness to participate in the activities! Hazing creates an environment/climate in which dignity and respect are absent.

Hazing vs. Team Building

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