



Club Sports Handbook

Keuka College Club Sports Handbook

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I. Introduction

The Club Sports Program at Keuka College is designed to provide opportunities for students to participate and compete in a variety of sports activities. Keuka College club sports are supported by Student Senate, Campus Recreation, the Athletic Department, and the Student Affairs Office. Members of club sports are responsible for the administration and organization of their club activities. The success and strength of a club sport is dependent on the effective leadership of its officers and the degree of involvement of club members. All club sport activities must be performed in compliance with the community standards for conduct as determined by Keuka College student policies. The conduct of third parties (i.e. coaches, officials, etc.), whose services are employed by the club must also conform to Keuka College Policies as explained in this handbook.

This handbook has been developed to serve as a resource for club sport leaders, members, advisors and coaches in the operation of their club sports. It contains specific policies and procedures to be followed, identifies privileges and responsibilities associated with becoming affiliated and recognized as a Club Sport at Keuka College, and serves as a guide for overall management of club sport teams at Keuka College.

II. Definition of a Club Sport

A club sport is a registered student organization intended to promote the common interests of a particular sport or activity through participation and competition. Participation in a club sport is completely voluntary. Membership is open to all current students regardless of skill level. No student may be discriminated against by any organization at Keuka College for reasons of age, color, ethnic or national origin, disability, marital status, political or social affiliation, race, religion, sex or sexual orientation. However, it is recognized that on some club sport teams the ability of participants to perform the athletic ability to participate on said club team will be gauged and judged during a selection process and club sport teams do have the ability to limit selection of team members based on particular athletic ability.

To be recognized as a club sport at Keuka, each organization must agree to abide by the guidelines and expectations outlined in this handbook. Club sport practices, competitions, and performances are limited to Keuka College students whose names appear on the official roster. Alumni/ae or non-matriculated students are specifically excluded.

Eligibility for some club sports may depend on various league or divisional rules established by outside organizations. Practices and schedules vary since all activities are organized and administered by students.

III. Organization of Club Sports

A.) Recognized Club Sports compete against outside teams in scheduled games, leagues, tournaments, and/or events. Recognized Club Sports are listed on the College's catastrophic injury coverage and may use college vans when available, and use college facilities when available and scheduled in advance with the Department of Athletics.

B.) Provisional Clubs – All new clubs.

All new club sports will exist as Provisional Club Sports for at least one year if the club has the desire to become a Recognized Club sport. In that time, Provisional Club sports may compete against outside competition but may not host an event. Provisional Clubs must also demonstrate sufficient student interest, proficient club administration, and adherence to all Keuka College Club Sport Guidelines and Expectations. Provisional Clubs may apply to become a Recognized Club at the end of any semester after their first year; however, please note that during this time as a Provisional Club, the organization is still considered to be a Student Activity. Elevation to Recognized status is subject to approval by the Director of Campus Recreation/Aquatics, and Student Senate.

C.) Student Activities

Clubs that do not participate in intercollegiate competition are considered Student Activities and may contact the Student Activities office for assistance. Like all student activities at Keuka College, sport and recreational clubs and organizations are self governing and must follow the guidelines and responsibilities outlined by the Keuka College Student Senate.

D.) Forming a New Club Sport

Students who are interested in forming a new Club Sport should obtain and fill out a recognition packet given by the Director of Campus Recreation.

IV. Guidelines and Requirements for Club Sports

A.) All Club sports must be involved as a team or individuals in competition against students from other colleges. Performance teams (e.g. Dance team, Step team, Cheerleading) and other sport and recreational related groups may also be considered eligible as a club sport. This decision is up to the final judgment of the Director of Campus Recreation and Student Senate.

B.) Communication with the Director of Campus Recreation and Aquatics must be regular and consistent. Copy the Director of Campus Recreation and Aquatics on all facilities, budget, transportation, and other requests related to club sport activity.

C.) All Provisional and Recognized clubs must submit the following documentation to the Director of Campus Recreation and Aquatics **no less than two weeks before** the start of each season:

- Official roster and student ID numbers
- Signed Participation Waiver for each team member
- Contact Information (email and phone number) of team officers/leaders
- Practice, game and transportation schedules (subject to approval by Director of Campus Recreation and Aquatics)
- Requests for transportation as early as possible and at least 48 hours prior to departure.
- Inventory of all club owned equipment, supplies, uniforms, etc.
- An updated constitution.

D.) An End of the Year Report is due to the Director of Campus Recreation and Aquatics at the end of each season.

E.) There shall be no practice or competition until all club sport requirements have been met.

F.) All clubs are required to follow Keuka College transportation, playing and practice regulations.

G.) Alcohol may neither be consumed by, nor be in the possession of, any participant at the site of competition or in transit to or from any event.

H.) Club sport members are expected to function in a mature and responsible manner on and off campus in all club-related activities. Club sport programs and/or individuals may face disciplinary action for inappropriate behavior while representing Keuka College. Inappropriate conduct could jeopardize the club's continued status as a member of the club sports program.

I.) Club teams are responsible for the behavior of any teams or groups they bring to campus. It is the club's responsibility to communicate and enforce the policies in this handbook.

J.) Each club sport is obligated to obtain the approval of the Director of Campus Recreation and Aquatics 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 Recognized Club status, and all rights and privileges associated with that status.

K.) Club sports cannot compete on Keuka College's campus against outside competition without medical personnel appropriate to the event.

V. Responsibilities of Club Sport Leaders

All Clubs must have a designated leader or captain. The leader's responsibilities include:

- Serve as liaison between the club and Director of Campus Recreation and Aquatics.
- Be aware of and comply with all club sport rules and regulations as stated in the Club Sports Handbook.
- Ensure timely communication with Director of Campus Recreation and Aquatics and completion of necessary paperwork (rosters, schedules, registration forms, facility request forms, travel forms).
- Provide Director of Campus Recreation and Aquatics with a copy of all contracts and agreements.
- Submit club reports summarizing club activities at the end of each semester.
- Meet financial obligations incurred as a club.
- Complete Accident/Incident report form for any accident/incident that occurs during on campus or off-campus practice or competition. These reports should be submitted to the Director of Campus Recreation and Aquatics within 24 hours of the occurrence.
- Conduct club meeting/practice sessions and provide on-going daily management such as reserving facilities for practice and/or competition.
- Submit budget requests to Director of Campus Recreation and Aquatics.
- Ensure all club members comply at all times with the Keuka College code of conduct and the information contained in this handbook.

VI. Club Sport Coaches

Each Club may identify one or more volunteer coaches or instructors to assist with practice and competition. Coaches and instructors must abide by the following guidelines:

- The selection of the coach/instructor is the responsibility of the club, and is subject to the approval of the Director of Campus Recreation and Aquatics. The Director of Campus Recreation and Aquatics also reserves the right to terminate a coach's association with any club team.
- The coach/instructor is a volunteer position and is not considered an employee of the Keuka College Athletic Department.
- The prospective coach/instructor must sign a Volunteer Coach/Instructor Agreement prior to commencing such a role. The agreement is available through the Director of Campus Recreation and Aquatics.
- The coach/instructor has an obligation to protect the safety of club members and should ensure that steps are taken to reduce the risk of injury.
- The club officers, not the coach/instructor, must serve as the liaison between the club and the Director of Campus Recreation and Aquatics.
- Coaches and instructors should help to ensure good sportsmanship at all times. Club members and coaches/instructors should conduct themselves in a manner consistent with Keuka College's ideals and policies.

VII. Role of Director of Campus Recreation and Aquatics

- Coordinate scheduling and use of athletic facilities for club sports. Serve as liaison between club sports organizations and facilities schedulers.
- Oversee the conduct of club sports and evaluate as needed.
- Collect and review all paperwork submitted by club teams.
- Serve as liaison between club sports organizations, the Director of Athletics and Student Senate.
- Periodically observe club team activities to ensure policies are being followed.

VIII. Athletics Field and Facilities Use

Any requests for facilities, including season contest and practice schedules, must be submitted to the Director of Campus Recreation and Aquatics, who will then submit them to the facilities scheduler at the start of each semester. In the event of cancellations, all parties involved should be notified as soon as possible via phone, email, or written correspondence. **Once assigned, practices and contests may only take place in the space(s) designated.** Facilities can only be used during scheduled hours of operation.

At the conclusion of each practice session and/or contest, the club is expected to leave the facility ready for the next group. Club equipment, trash and personal belongings should be removed from the site.

Field Closures

Athletic fields are **closed** during winter months (November – March) and at other points during the year as weather conditions necessitate. If inclement weather creates dangerous field conditions, athletic fields will be closed and unplayable for that day.

Field conditions are closely monitored by Grounds and Athletic Department staff. If the fields are deemed unplayable, the Director of Campus Recreation and Aquatics will email the Club Leader, who is responsible for notifying the club team. All Clubs, student activities and groups are expected to remain off the fields once notified of their closure.

Inclement Weather Policy

In the event of inclement weather, contact the Director of Campus Recreation and Aquatics to inquire about the possibility of indoor accommodations. Please note that the Athletics Department will explore all available options before having to cancel.

Facility Use Prioritization

Athletic facility reservations for college students are based on the following priorities:

1. Intercollegiate Teams
2. Intramurals/Instructional Activities
3. Recognized Club Sports
4. Provisional Club Sports
5. Student Activities
6. Recreation

IX. Insurance

All students playing on club sports teams must have medical insurance. Keuka College carries catastrophic injury coverage for **Recognized Club Sports ONLY**. If one does not have personal medical insurance, he/she is not eligible for the catastrophic medical insurance coverage. The College takes no responsibility for failure of students to obtain medical insurance. Any insurance claims and medical and/or dental services associated with the care of injuries must be arranged through Health Services.

X. Program Safety

It is the goal of the Athletic Department to offer a safe club sports program which protects all participants from undue risk. Each individual participating in a club sport activity assumes responsibility for his/her health. It is recommended that all individuals who intend to participate in the club sport program should, for their own protection, have a physical examination before participating. Clubs must provide appropriate medical personnel for home matches at their own expense. **Keuka College athletic trainers are not available for this purpose.** We strongly suggest that at least two members of each club be certified in First Aid/CPR through the American Red Cross or the course offered at Keuka College. In addition, Keuka College requires that at least two cell phones be with club teams at all times.

The Director of Campus Recreation and Aquatics and/or Keuka College reserves the right to require staff, Campus Safety, police officers, medical personnel, etc. to supervise on-campus events at the expense of any club sport organization. College administration also retains the right to intervene in these club sport activities for safety reasons.

All injuries incurred through participation in club sports should be reported to Health Services. Health Services will then refer the injured sport club athlete to the appropriate medical personnel. If an injury occurs outside of the operating hours of Health Services, the injured party should contact Keuka College Campus Safety for transportation to the emergency room or assistance in contacting the staff on-call. First-Aid kits will be provided by the Director of Campus Recreation and Aquatics and stored in the Intramural storage area. Two students from each club sport team will be granted access to this storage area.

XI. Injuries

When a club sport participant is injured, the safety of the player is the top priority. Club representatives should immediately contact Campus Safety in the event that an injury occurs on or off college premises during a special event, practice, or competition. Campus Safety will then alert the appropriate medical personnel, Director of Campus Recreation and Aquatics and Dean(s) on call.

Every injury needs to be reported. A club representative must complete an Accident Report Form with the Director of Campus Recreation and Aquatics within 24 hours of an incident (injury, fight, misconduct, etc.) occurring on or off campus.

XII. Funding

Funding is provided through Student Senate Budget Committee and club team fundraisers with some support from the Athletic Department. Club leaders are responsible for submitting budget proposals and requests to the Director of Campus Recreation and Aquatics at the beginning of each semester. The Director of Campus Recreation and Aquatics will then meet with Student Senate and discuss funding proposals. Student Senate will then allocate appropriate funding amounts. The Director of Campus Recreation and Aquatics will then meet with each club sport to discuss their funding level.

Members of club sport teams assume complete financial responsibility for any expenses incurred by their organization (e.g., uniforms, league dues, insurance, equipment, facilities, damages, etc.) above and beyond what is funded by Student Senate or the College.

XIII. Fundraising

Before initiating any fundraising activities or events, approval should be granted by the Director of Campus Recreation and Aquatics. All fundraising efforts must take place in accordance with Student Senate Policy, the Department of Athletics, and the Development Office of the college. Fundraising events that involve solicitation of alumni or are associated with alcohol are prohibited.

XIV. Transportation

All requests for college vans must be submitted first to the Director of Campus Recreation and Aquatics. Once approval is granted by the Director of Campus Recreation and Aquatics, then any driver must meet the requirements of the Campus Safety Office in regard to driving college owned vans.

Personal Vehicle Use

Keuka College assumes no responsibility for transportation of club sports teams to or from competition in personal vehicles.

XV. Grievances

Any concerns regarding the Clubs Sports Program should be communicated to the Director of Campus Recreation and Aquatics and the Director of Athletics. If the student, coach, or advisor is not satisfied after meeting with the Director of Campus Recreation and Aquatics and Director of Athletics, concerns may be addressed in writing to the Dean of Students. The Director of Campus Recreation and Aquatics will send copies of the written grievance to the appropriate college officials for further review. After the review, the Director of Campus Recreation and Aquatics will report the disposition of the grievance to the appropriate individual(s).

XVI. Emergency Protocol Procedure.

In the case of medical emergencies on campus, contact Campus Safety immediately. Campus Safety may be reached at Ext. 5250 or any of the call boxes on campus (indicated by blue emergency light). Provide the dispatcher with your name, the name of the individual in need of medical attention, and your exact location. The dispatcher will notify paramedics and appropriate personnel of the emergency, if needed.

Severe injuries that require immediate medical attention include, but are not limited to, head or neck injuries, loss of consciousness, difficulty breathing, heavy bleeding, convulsions, or severe pain. Keep in mind that all Keuka College Campus Safety Officers are trained in first aid and CPR and AED use.

XVII. Important Contact Numbers:

Director of Campus Recreation and Aquatics	(315)279-5690
Athletics Department	(315)279-5249
Student Activities	(315)279-5264
Health Services	(315)279-5368
Campus Safety	(315)279-5250