Clark University
CLUB SPORTS HANDBOOK

2014-2015
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Section I: Clark University Athletics

Club Sports fall under the direct oversight of the Athletic Department. All questions regarding paperwork, facility reservations, finances, etc. should be directed to either the Associate Athletic Director or Club Sports Coordinator.

Mission Statement:

The Clark University Department of Athletics and Recreation is committed to establishing an environment that fosters student development and leadership by providing opportunities for participation in the arenas of athletics, wellness, and recreation.

Contributing to Clark’s “Liberal Education and Effective Practice” model of undergraduate education, the Department of Athletics supports student success in their academic pursuits and other co-curricular and extra-curricular activities, including community involvement.

We strive to inspire respect and cohesiveness within our own community while developing student-athletes who proudly represent Clark in both regional and national competition with class, dignity, integrity, and the utmost level of sportsmanship.

Our goal is to encourage the development of dynamic, meaningful relationships that support the aspirations of Clark students for unqualified success in every endeavor.

Contact Information:

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Club Sports Coordinator
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Office Location & Hours:

Kneller Athletic Center
Open Hours: Thursday – 12 pm – 1 pm
Section II: Club Sport Program Overview

Definition of a Club Sport:
At Clark University, a Club Sport is a recognized student organization designed to serve individual interests in different athletic activities. Most Club Sports compete with other clubs from neighboring colleges and universities. Others engage in highly athletic events like karate or tae kwon do.

Club Sports operate within the oversight of the Department of Athletics and but should not be confused with the varsity sports program administered by the Athletic Department. Club Sports differ in that they are responsible for their own expenses, hiring of coaches and providing adequate emergency resources at all practices, games, and events. Financial commitments are met primarily through funds allocated by the Clark Undergraduate Student Council. Each club is initiated and administered by student officers.

The 2014-2015 Club Sport program consists of the following teams:
- Club Soccer (co-ed)
- Club Tennis (co-ed)
- Equestrian (co-ed)
- Ice Hockey (co-ed)
- Track Club (co-ed)
- Ultimate Frisbee (Men’s)
- Ultimate Frisbee (Women’s)
- Volleyball (co-ed)
- Women’s Lacrosse

Club Sports Program Philosophy:
The Club Sports program serves to promote physical well-being, opportunities for physical skill development, and interpersonal connection through participation in athletic programs and experiences. Club Sports activities are provided to meet the student’s interests in a variety of activities which are considered competitive, recreational, and/or instructional in nature. Club Sports may represent the University in inter-collegiate competitions and/or may conduct intra-club activities such as practice, instruction, social, and/or tournament play.
Section III: Policies & Procedures

General:
Each recognized Club Sport is subject to and/or responsible for the following:

1. Participants are subject to Clark University policies and procedures as posted in the Club Sport Handbook and Clark University Student Handbook, as well as all relevant University policies and procedures, state, and federal, and city ordinances. As such all participants must sign the Club Sports Player Contract (Appendix A) before participating in any team activities.

2. Club Sports must register annually with the Office of Student Leadership & Programming by completing the club re-registration process on LINK and submitting the Eight Charges of Club Sport Officers (Appendix E).

3. Club Sports teams must provide a team/club roster, coach contact information, and season schedule (if applicable) to the Athletic Department by established deadlines each semester (typically the first day of the second month of the semester – October 1st and February 1st). Failure to submit this information may result in loss of funding and/or the ability use practice space on- or off-campus.

4. Each participant must submit to the Athletic Department, both (1.) an approved Physical Evaluation & Clearance Forms (PEC) and (2) Club Sport Participant Waiver prior to participating in any team related activities – practice or competitions. Please note that the PEC form must be reviewed and approved by a certified health-care professional and that only the approval form should be returned. These forms can be found on IMLeagues under the club sports tab.

5. All teams are use of team names, colors, logos or other pertinent representations are subject to the approval/disapproval of the Athletic Department.

6. Each Club Sport must declare a primary season at the annual fall semester Club Sport captains meeting. Facility space will be given to teams during their primary season depending upon availability.
Participant Eligibility:
Club Sport membership may only consist of currently enrolled Clark University undergraduate students. Club Sports are funded by the annual Student Activities Fee assessed to all undergraduate students. Thus, graduate students, faculty, and staff are NOT permitted to participate in Club Sports.

Participant Clearance Requirements:
Each member of a Club Sport is required to complete and sign the following paperwork before he or she becomes eligible to participate in ANY Club Sport activity. These forms ensure safe participation in a Club Sport at Clark University. Forms are located on IMLeagues.

1. **Physical Evaluation & Clearance Form (PEC)**
   Participant must complete the Self-Evaluation (pages 1-2) and bring these forms to a certified health practitioner (preferably primary care physician or Clark University Health Services). These forms will be reviewed by your PCP or Health Services to determine if you are healthy enough to participate in a Club Sport activity. The Clearance Form (page 3) should then be returned to the Athletic Department. Please note that pages 1-2 must not be returned to the team officers and/or the Athletic Department as they contain personal health information.

2. **Club Sport Participant Waiver**
   Participants submit this form via IMLeagues Athletic Department. Please Note: Club Sport members who are under 18 years of age must have a parent or guardian sign the Club Sport Participant Waiver form before they become eligible to participate in a Club Sport activity.

Team Captain Responsibilities
Each recognized Club Sport captain is subject to and/or responsible for the following:

1. Inform club/team members of policies, procedure, expectations, emergency procedures, and other regulations, assuring that all policies and procedures are being followed.

2. Ensure all participants wear appropriate sports equipment at all times during practices and competitions.

3. Ensure team paperwork including rosters, schedules, and participant clearance and waiver forms are completed and submitted on time.

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4. Report any injury requiring medical attention that occurs at club practices or competitions to the Athletic Department immediately and submit an Accident Report Form within 24 hours of the incident.

5. Attend mandatory captains’ meetings at the beginning of the academic year when the aforementioned materials will be distributed. Club Sport captains are required to attend even if competitions/practices do not occur until the spring semester. Failure to attend may result in loss of funding and/or the ability use practice space on- or off-campus.

6. Check on a weekly basis the club’s mailbox located on the third floor of the University Center in the Asher Suite.

7. Promote and ensure good sportsmanship on and off the field.

8. Ensure that a fully stocked First-Aid and medical kit is at all practices and games.

Coaching Requirements, Expectations, & Compensation:

The selection of a coach/instructor is the responsibility of the club and is subject to final approval by the Department of Athletics. Any prospective coach/instructor must submit a Club Sport Coaching Application (Appendix C), a resume, and arrange for an interview with the Associate Athletic Director prior to conducting any practice/instructional sessions.

VERY IMPORTANT: Once approved by the associate athletic director, a formal agreement must be signed between the Department of Athletics and the coach detailing the specific dates of employment and compensation. Coaches must also agree to and sign the Clark University Club Sports Coaching Terms & Conditions (Appendix B). The coach/instructor must also meet with a representative from Human Resources prior to beginning any work with the team.

Please Note: The coach/instructor is responsible to the Associate Athletic Director of the Department of Athletics. Additionally, it is not the duty of the instructor/coach to perform club management duties. It is the duty of the club offices to handle club-related business.

Coach/Instructor Requirements

All Club Sport coaches/instructors must meet the following requirements:

1. Must be a graduate student, employee of Clark University, and/or non-Clark community member. Coaches/instructors CANNOT be undergraduate students.
2. Must possess specific expertise and (preferably coaching) experience in the particular sport/activity.

**Coach/Instructor Expectations**

All Club Sport coaches/instructors are expected to fulfill the following responsibilities:

1. Oversee ALL practices and competitions to enforce and uphold Clark University Club Sport procedures and policies.

2. Use of current knowledge of proper skills and methods of instruction and appropriate equipment to develop skills.

3. Implement safety practices for all participants to include the inspection of sport gear and report the repair of any hazardous facility conditions to the Associate Athletic Director.

4. Promote good sportsmanship on and off the field.

5. It is also recommended that the coach be certified in both First Aid and CPR for the duration of their coaching responsibilities here at Clark University.

6. Please note that coaches/instructors may not use University facilities except during scheduled club activities.

**Coach/Instructor Compensation**

Coaches/instructors may receive a stipend depending on the decision of the individual team. The Associate Athletic Director or designee, based on the coach’s credentials and club’s needs, must approve all payments. Clubs must submit a written proposal to the Associate Athletic Director no later than the first day of the second month of each semester (October 1st, February 1st) so that a formal agreement can be drafted and meeting arranged for between the coach, the Associate Athletic Director, and Human Resources. Please note that all Club Sports are responsible for both the compensation and fringe benefits received by the Club Sport coach. Please contact the Associate Athletic Director for more information.

**Equipment:**

In general, it is the responsibility of the Club Sport to provide their own equipment. There may be occasional exceptions when Athletics can be of assistance depending upon the sport and their needs. All pieces of equipment must be catalogued and re-checked every season. An inventory of all equipment belonging to a specific Club Sport must be submitted to the Associate Athletic Director at the beginning of each academic year.
Facility Scheduling Procedures:
Space at the Dolan Athletic Complex (field house, turf field, tennis courts) for practices and competition is arranged by the Department of Athletics. Practice time slots for Club Sports will be made available at the beginning of each semester. Priority will be given to teams in their primary season in the event of a conflict. Upon confirming a time, team captains will receive instructions regarding access and usage of athletic facilities at the Dolan.

Clubs wishing to use open spaces for practices (Campus Green, President’s field) should contact the Office of Events Planning for availability and booking information at (508)793-7471.

Any club using a facility or field is obligated to clean up after the activity. Failure to abide by access/usage policies and/or misuse of campus facilities and open spaces will result in loss of future use of similar spaces for practices and/or competitions.

Priority of Scheduling for Athletic Facilities
1. Varsity Sports
2. Intramurals
3. Community Groups
4. Club Sports/Student Groups

Priority of Scheduling for Campus Open Spaces (for practice)
1. Student Group Events/Programs
2. University Events/Programs
3. Community Events/Programs
4. Club Sports Practice

Weather:
Teams must cancel or relocate scheduled outdoor activities in the event of dangerous weather conditions including, but not limited to lighting, high winds, hail, flooding, snow, tornados, and ice.
Travel:
The policies listed below apply when travelling on Club Sport related travel (please note that this does not apply to practice-related travel). Failure to adhere to the following may result in the loss of reimbursement for that trip as well as further consequences as determined by the Department of Athletics:

1. Captain must register the game/competitions with the Department of Athletics (on IMLeagues) at least 10 business days prior to travel. Please include an itinerary, mode of transportation, and emergency contact number in the description field of the event.

2. Captain must complete a Travel Information Form (TIF) in advance of any trip. A copy of this form must be left with University Police prior to departing campus. TIF’s can be found on IMLeagues and on the club sport web site on clarkathletics.com.

3. Teams will have a coach with them on all trips to games/competitions.

4. It is preferred that the team travels in a University or rented vehicle rather than personal vehicles. Club Sports in need of transportation should contact the Department of Athletics (at least two weeks prior to the date of travel) to find out about availability, costs, and driver clearance procedures. Rental charges may apply depending upon departmental procedures and availability of vehicles and certified drivers. Please note that all van drivers must have at least two years of clean driving (no tickets, accidents) and must be at least 21 years old.

5. If personal vehicles are taken, all members (drivers and passengers) must fill out an Alternative Transportation Waiver (Appendix F).

6. No alcohol or illegal substances will be consumed on sponsored trips.

7. Captains will remind participants that they are representing the University and should conduct themselves responsibly, respectfully, and with integrity.

New Club Sport Recognition Procedures:
If a group of students are considering organizing a Club Sport, there are three guidelines that must be met:

1. **Physical activity**
2. **Organized competition or events**
3. **Establish rules or guidelines governing competition**

If the group has met the above guidelines based upon discussion with the Director of Student Leadership & Programming, the procedures are as follows:

1. A proposal is submitted to the Director of Student Leadership & Programming that includes the name of the club, a statement of purpose, budget expectations, membership policy, name of coach/advisor, and a calendar of proposed events.

2. Once the proposal has been completed, the Director of Student Leadership & Programming will meet with the student in charge to discuss and clarify any necessary areas.

3. A proposal approved by the Director of Student Leadership & Programming is then forwarded to the Athletic Board for further review.

4. The Athletic Board may suggest guidelines or conditions it deems important and then recommend a course of action to the Director of Athletics and the Dean of Students or his/her designee. The Athletic Board may request a meeting with the proposed Club Sport group.

5. The Dean of Students or his/her designee and the Director of Athletics make the final decision on University Recognition jointly.

**Recognition criteria include, but are not limited to:**

- Level of interest and participation
- Coaching availability
- NCAA affiliation
- Relationship to Clark tradition
- Anticipated costs to individuals/University
- Insurance/protection issues
- Facility availability
- Availability of competition
- Safety Issues
- Fundraising needs/potential
- Level of interest
- Membership restrictions
- Asking participants to sign an assumption of risk release form

**Section IV: Funding & Spending Guidelines**
**Funding Sources:**

Groups that are Student Council Recognized are eligible to apply for funding from the Annual Budget Process which takes place in the Spring Semester. These groups may also apply for funding from Special Budgets via the Student Council Grants Committee. Groups that have yet to obtain or are in the process of completing the trial period to receive Student Council Recognition may apply for funding from Special Budgets via the Student Council Grants Committee.

Additional funding may be gained from co-sponsorships with other recognized student groups. The Athletics Department and the Office of Student Leadership & Programming do not have funding for Club Sports activities. Please refer to *Money Matters* or the *Office of Student Leadership & Programming Student Club Handbook* for additional information on funding sources for student clubs.

**Financial Responsibilities:**

The Club Sport team treasurer is responsible for the following when managing team finances:

1. Initially meet with the Student Council Treasurer to receive training on maintaining organization’s budget. This is done at the beginning of each Fall Semester.

2. Follow all guidelines set forth by your group’s charter, Money Matters, the CUSC Constitution & Bylaws, and any other legislation and regulations set forth by the CUSC, its Treasurer, and the University.

3. Conduct all financial transactions through their SmartBuy account and with the Student Council Treasurer and Department of Athletics. This includes Purchase Orders, reimbursements and payments of services for instructors/coaches.

4. Keep accurate records of all of your group’s transactions and ensure that the club is spending its budget appropriately, and in accordance with the budget request that your group submitted.

5. Take part in the annual budget allocation process and assist in the preparation of a proposed budget for the next academic year.

**Spending Guidelines:**

The following policies apply to all financial transactions relating to the expenditure of SAF monies:
1. No purchase of alcohol, tobacco products, or associated paraphernalia.

2. All equipment/uniform purchases are to be team apparel that will remain with the team.

3. Travel reimbursements for gas will be processed using IRS mileage reimbursement forms and will be reimbursed by total miles driven (and not receipts from gas stations) when riding in personal vehicles. Gas receipts are acceptable when a University vehicle is used.

4. Receipts are required for reimbursement.

5. Request for league, tournament, and/or referee fees must be submitted in as much advance as possible to ensure adequate processing time.

6. Team equipment purchased must be (within reason) available to all (i.e. balls, goals, discs, etc.)

7. A group cannot donate money from its budget to profit or non-profit organizations. A group can use monies from its budget to hold events in which the proceeds will be donated to charitable organizations.

8. Paperwork cannot be altered after the CUSC Treasurer or the Associate Athletic Director has signed it.

9. Any revenue generated by an organization must be deposited into that organization’s fund.

10. All SAF funding must remain in the University, prohibiting deposits into any off-campus accounts.

11. Money generated from one academic year cannot be spent on purchases for another academic year.

12. No paperwork will be signed after the last day of classes of the spring semester.

13. Any money left in a group’s account at the end of the fiscal year (May 31st) will be transferred into Cumulative Surplus. Money in Cumulative Surplus is the property of the CUSC. Groups can, however, ask for budgets to be rolled over.

14. If a group overspends on its SAF account, any monies spent in excess of the allocated budget will be taken out of the group’s budget for the next academic year.

**Section V: Risk Management**

**Health & Safety:**
Club Sports are considered a “high-risk” as participation in these specific activities could result in injury or loss of life. In order to manage the risk associated with these kinds of activities, participants, captains, and coaches must take significant care in ensuring the following procedures are observed:

1. Each participant must submit to the Department of Athletics both (1.) an approved Physical Evaluation & Clearance Forms (PEC) and (2) Club Sport Participant Waiver prior to participating in any team related activities. This ensures participants are healthy enough to participate in a Club Sport as well as acknowledge the risks associated with such activity.

2. Team captain(s) and coach(es) must ensure that all participants abide by specified “rules of play” and wear appropriate sports equipment at all times during practices and competitions.

3. Ensure that a fully stocked First-Aid and medical kit is at all practices and games.

4. Report any injury requiring medical attention that occurs at club practices or competitions to the Department of Athletics immediately and submit an Accident Report Form within 24 hours of the incident.

5. Abide by all local, state, and federal health and safety regulations

6. Cancel or relocate scheduled outdoor activities in the event of dangerous weather conditions including, but not limited to lighting, high winds, hail, flooding, snow, tornados, and ice.

7. Make pre-game/practice facility/field sweeps to check for unsafe conditions. Report any hazards immediately the Department of Athletics.

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Emergency Procedures:

It is highly recommended that the coach and/or captains of each Club Sport obtain First Aid and CPR certification. In the event of an emergency, please follow the guidelines below:

**Life Threatening Emergency**

If an accident or injury is LIFE THREATENING, call Clark University Police at 508-793-7575 immediately. When calling, please:

- Identify yourself, by name, title (if appropriate) and which Club Sport you are participating in or coaching.
- Tell them your location.
- Give an assessment of the injury/condition of the injured person.
- Give the telephone number from which you are dialing.
- Do NOT hang up first, wait until University Police has received all of their information and says goodbye first.
- If possible, wait by the phone in case there are further instructions.
- Be sure that someone meets the ambulance from your given location and then directs the personnel to the injured person’s location.
- Be sure the injured person’s clothing and personal items are transported with him/her. If a friend takes the articles, be sure to note the friend’s name and phone number on the accident report.
- Contact the Associate Athletic Director immediately to provide details about the incident – (508)246-5487.
- The Club Sport captain and/or coach are responsible for completing a *Club Sports Athletic Injury Report* of the incident and turning it into the Department of Athletics within 24 hours of the incident. Minimally, this person should have documented the involved athlete’s name, address, phone number, and if possible, what happened, and where the athlete was taken for treatment.

**Non-Life Threatening Emergency**

If the situation is NON-LIFE THREATENING, but advice or transportation to a hospital is or may be necessary, call University Police. Please follow the same instructions listed above for reporting an accident.

Section VI: Club Sport Code of Conduct
**Conduct:**

Club Sport participants are expected to conduct themselves in a responsible, respectful manner that reflects the values of Clark University while participating in all club-related activities. Club Sport teams and/or individual participants will face disciplinary action for inappropriate behavior and/or violation of the policies described in this handbook and/or the Clark University Student Handbook. Please see “Disciplinary Process” for more information.

**Hazing:**

The term hazing as determined by the US Senate and House of Representatives and by the authority of Clark University is described as any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

Clubs are prohibited from any form of hazing. Team captains are responsible for ensuring that all club members are made aware and adhere to this policy. Those who partake in such acts will be referred to the University Judicial System in accordance with the Clark University Student Handbook.

**Alcohol & Other Drugs:**

The use of alcohol and/or illegal drugs during events sponsored by a Club Sport is prohibited. All Club Sport team’s athletic and social events, University vehicle use, travel, lodging and use of any Clark athletic facilities must be drug and alcohol free. Failure to comply with this drug and alcohol policy will result in disciplinary action for both the team and the individual participants involved. Such actions may include, but are not limited: freezing of club funds; suspension of use of campus facilities; suspension or removal of specific participants; and/or referral to the University Judicial System.

**Disciplinary Process:**
Violation of policies outlined in this handbook, University policy as outlined in the Student Handbook, or Club Sports Code of Conduct, may result in the loss of Club Sport status or other disciplinary action to the Club Sport involved. The following disciplinary process has been developed to clarify how disciplinary issues will be addressed:

**Minor Infractions**
An infraction may be considered “minor” if it is the club’s first infraction during a current academic year and the club is not currently on probation from infractions committed during the previous year. Examples include, but are not limited to the following:

- Failure to submit a team roster
- Failure to return athletic facility keys by designated times
- Unauthorized use of University facilities for team activities
- A few non-cleared athletes participating in athletic team-sponsored activities

If a club commits a minor infraction, the Director of Student Leadership & Programming will place the offending club on probation for a designated period of time or until situation is resolved. The director will notify both the team captain(s) and coach in a letter indicating the:

- Reason for the probation.
- Length of the probation period.
- Possible consequences if additional infractions were to occur.
- Club’s right to appeal.

Should additional infractions occur, additional consequences may include:

- Freezing of the offending club’s funds.
- Restricting or suspending use of athletic facilities

**Major Violations**
Examples of “major” violations include, but are not limited to:

- Situations involving behavior that is inconsistent with the values of Clark University, its function as an institution of higher education, and/or the purpose of the specific Club Sport team.
- Misuse of club funds and/or resources.
- Allowing ineligible individuals to participate in club-sponsored activities.

In the occurrence of a major infraction, a team’s captain(s) and the coach will be required to meet with the Director of Student Leadership & Programming. Additional club members will be invited to this meeting as appropriate to review the infraction. After this meeting, the Director will consult with necessary administrators to determine appropriate sanctions for the individual and team as a whole.
**Disciplinary Actions**
Notification of disciplinary actions taken against a Club Sport team will be sent to the: club’s Captain(s); Coach; CUSC President; Athletic Director; and Dean of Students. Examples of actions that may be taken against a club include, but are not limited to:

- Probation.
- Freezing of funds.
- Suspension/removal of specific participants.
- Loss of use of practice/competition space – both on- and off-campus.
- Loss of status as a recognized Club Sport.
- Referral to the University Judicial System for specific participants.

**Appeal Process**
An appeal process has been established to ensure that all disciplinary actions taken against Club Sports are fair and balanced. The Dean of Students will review any appeal submitted by a Club Sport and rule on the appropriateness of the sanctions leveled against the team and/or its members.
Section VII: Health Information

**Health Services:**
Health Services is available to assist students with Physical Evaluation & Clearance Forms or to assess non-emergency Club Sport related injuries. To schedule an appointment, please call (508)793-7467, Monday through Friday from 9:00am – 5:00pm. After 5:00pm there is a doctor on call through Hanhaman Family Health Center 508-334-8830. This doctor can answer medical questions and give advice regarding illness or injury.

In the case of emergency, call University Police (508) 793-7575 and the Associate Athletic Director (508) 277-2368. Please note that the Sports Medicine Staff from Athletics cannot provide rehabilitation services and/or tape Club Sports athletes.

**Concussions:**
Team captains and coaches are responsible for ensuring that all club-related activities are safe and that all participants wear appropriate sports equipment at all times during practices and competitions.

Any team member with a suspected concussion must be removed from participation immediately and medically assessed. The injured player should not be left alone or drive a motor vehicle.

**Symptoms Associated with Varying Levels of Head Injury**

**Mild Head Injury**
There is no loss of consciousness or amnesia. (Please note that amnesia is different than confusion). Student should be medically assessed as soon as possible. Medical professional will determine if further diagnostic testing (i.e. CT Scan, MRI) and/or follow up with a neurologist is required.

**Moderate Head Injury**
There is no loss of consciousness, but there is amnesia. Student should be medically assessed as soon as possible. Medical professional will determine if further diagnostic testing (i.e. CT Scan, MRI) and/or follow up with a neurologist is required.

**Severe Head Injury**
There is amnesia and loss of consciousness. Student should be medically assessed as soon as possible. Call EMS (7575) or 911 in this situation. Medical professional will determine if further diagnostic testing (i.e. CT Scan, MRI) and/or follow up with a neurologist is required.

Return to Participation Requirements

Mild Head Injury
A Club Sport participant who has experienced a mild head injury may only resume supervised physical activity with the team once they have been completely symptom free for approximately 24 hours and have been given written clearance from a doctor.

Moderate Head Injury
A Club Sport participant who has experienced a moderate head injury may only resume supervised physical activity with the team once they have been completely symptom free for approximately one week and have been given written clearance from a doctor.

Severe Head Injury
A Club Sport participant who has experienced a severe head injury may only resume supervised physical activity with the team once they have been completely symptom free for approximately two to four weeks and have been given written clearance from a doctor.

In general, participants should not return to physical activity the same day they experience a head injury. When resuming activity with the team, participants should follow a stepwise symptom-limited program, with stages of progression. For example:

1. Rest until asymptomatic (physical and mental rest)
2. Light aerobic exercise
3. Sports-specific exercise
4. Non-contact training drills
5. Full contact training after medical clearance
6. Return to competition

Insurance Coverage:
Students may register for classes at Clark only if they have basic health insurance coverage. This requirement may be met by either electing to take the student health insurance plan offered by the University through Health Services, or by presenting evidence of coverage through a family plan or other private program.

In the event of a varsity or designated Club Sports related injury, the student’s individual health insurance or the student is responsible for the first $1,000 of medical charges. After the $1,000 deductible has been reached, the University’s Sports Accident Policy takes effect in excess of the student’s primary insurance coverage. This policy will pay medical expenses incurred through participation in those varsity sports or designated Club Sports listed in the policy and not covered by an existing personal insurance policy, but only above the $1,000 deductible and with a maximum limit of $75,000.

Participants are highly encouraged to review their individual health insurance to familiarize themselves with the kind of coverage they have for sports injuries.

In the event that you suffer an injury incurred while participating in Clark Club Sports, you must report this incident immediately to the Department of Athletics for documentation. Any injury that goes unreported may not be covered under Clark University Insurance. Additionally, a Club Sports Athletic Injury Report (Appendix D) must be submitted to the Department of Athletics (IMLeagues or clarkahletics.com) within 24 hours of the incident.

**Club Sports Insurance Instructions:**

Clark University maintains a sports accident insurance policy for all covered Clark University athletic injuries. This policy is excess to any other valid and collectible insurance (including the Clark University student health insurance) – it is a secondary policy and all claims must be submitted to the athlete’s primary insurance first. The Clark University sports policy has a $1,000 deductible per injury, some of which may be satisfied by any primary insurance payment.

1. Submit medical charges to any other insurance policy the patient is covered under first (regardless if the patient is the primary member or a dependent);

2. Once response is received, submit a valid HCFA-1500 or UB92, along with a copy of primary insurance Explanation of Benefits, directly to our claims administrator at:
3. Payment will be made directly to the medical provider, unless otherwise requested.

4. Contact Department of Athletics or NAHGA Claim Services (800) 952-4320 with any questions.

Disclaimer: Claims submitted under the Clark University coverage are subject to all policy limitations and exclusions. This instruction sheet is not a guarantee of payment; it is intended only to facilitate submission of claims. NAHGA maintains appropriate standards and procedures to prevent unauthorized access to Protected Health Information in compliance with HIPAA. Please contact them at (800) 952-4320 if you wish to view a complete copy of our Privacy Policy.
In order to be eligible to participate in Clark University Club Sports, students must read and agree to and initial each item below. Failure to do so will result in ineligibility to participate in Club Sports. Membership on and participation in activities sponsored in full or in part by a recognized Clark University club sport require students to accept the responsibility of representing one’s self, the team, and Clark University in a positive manner.

I hereby verify that I have read and will comply with the following regulations for team participation and travel:

<table>
<thead>
<tr>
<th>Initial</th>
<th>Date</th>
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I understand that my participation in events sponsored in full or in part by a recognized Clark University Club Sport is contingent upon my willingness to abide by all relevant rules and regulations. Failure to adhere to the rules and regulations put forth in this handbook will result in disciplinary action. Such action may include but is not limited to: suspension from the sport in which I am participating.

I will not engage in intimidating, hostile, or offensive behavior including any behavior that exhibits racial, ethnic, religious, or sexual harassment.

I will not consume alcohol or illegal drugs at the site of any Club Sport competition or event, or during travel to or from such events.

I will abide by all University regulations, federal, state, and local ordinances.

When driving, I will obey all traffic laws and speed limits.

I will follow the directives of the team captains, coach, University Staff, and/or other officials on sponsored trips. If any of the aforementioned individuals find my behavior to be inappropriate or offensive and directs me to stop that behavior, I am obligated to do so. If I choose to not follow the directives I am given, I am choosing to end my participation in Club Sports at Clark University and my behavior may result in disciplinary action.

I will follow the directives of any person of authority for the locations we are in, such as college athletic facilities, hotels, restaurants, or other businesses.
I understand that I am a representative of Clark University and as such have an obligation to conduct myself responsibly and respectfully. I understand I am expected to follow the regulations outlined in this handbook for the duration of my involvement in all team trips and events sponsored by Club Sports at Clark University.

I, ______________________________ competing in the Club Sport of ________________ and representing Clark University, agree to the policies put forth in this handbook and understand the consequences if I fail to follow them.

Signature: ___________________________________ Date: ___________________

Printed Name: ________________________________ Date: ___________________

Appendix B

Clark University Club Sports Coaching Terms & Conditions

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I hereby verify that I have read and will fulfill the following responsibilities as a Club Sport Coach at Clark University:

1. Meet with the Associate Athletic Director before beginning work with the team.

2. Enforce all policies and procedures as outlined in this handbook as I recognize that I am in the position of authority and responsibility for team and participant compliance.

3. I understand that I am a representative of Clark University and as such am expected to fulfill my responsibilities as a Club Sport Coach and represent the University in a responsible and respectful manner.

4. Oversee ALL practices and competitions to enforce and uphold Clark University Club Sport procedures and policies.

5. Use of current knowledge of proper skills and methods of instruction and appropriate equipment to develop skills.

6. Implement safety practices for all participants to include the inspection of sport gear and report the repair of any hazardous facility conditions to the Department of Athletics.

7. Promote good sportsmanship on and off the field.

8. Ensure that all required paperwork has been submitted by team captains including: a team/club roster; season schedule, as well as an approved Physical Evaluation & Clearance Forms (PEC) and Club Sport Participant Waiver for all participants prior to participating in any team related activities – practice or competitions.

9. Provide adequate supervision of athletes on and off campus.

10. Provide warnings to athletes of risks inherent in specific sport participation.

11. Sensitivity to the health and well being of athletes under a coach’s care.

12. Provision of appropriate emergency care, completing appropriate forms and ensuring follow up occurs through designated protocols of injuries to athlete.

Signature: _____________________________________  Date: __________________

Printed Name: _________________________________  Date: __________________

Appendix C

Clark University Club Sports Coaching Application

***NOTE: The following application is to be filled out by any and all applicants and does not guarantee the position. Consenting signatures from the organization’s members must be attached to this form.
NAME: ________________________________  PHONE #: ________________________________

EMAIL: ________________________________  CLUB SPORT: ______________________________

ADDRESS: __________________________________________________________________________

EXPERIENCE (Please attach resume):
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

GOALS AND EXPECTATIONS IN COACHING/INSTRUCTING THIS CLUB:
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

REFERENCES:

NAME: ________________________________  PHONE #: ________________________________

EMAIL: ________________________________  CLUB SPORT: ______________________________

ADDRESS: __________________________________________________________________________

RELATION TO YOU: ________________________________  PHONE #: ______________________________

NAME: ________________________________  PHONE #: ________________________________

EMAIL: ________________________________  CLUB SPORT: ______________________________

ADDRESS: __________________________________________________________________________

RELATION TO YOU: ________________________________
Appendix D (Two Pages)

Clark University Club Sports Athletic Injury Report
Please print all information and submit to the Department of Athletics within 24 hours of the incident.

SPORT: ______________ LOCATION OF ACCIDENT: ______________ DATE: ______________

Person Completing Form Information

NAME: ___________________________ TITLE: ________________________________

PHONE: ___________________________ EMAIL: ______________________________

Injured Party Information

NAME: ___________________________ PHONE: ______________________________

ADDRESS: __________________________________________________________________

TYPE OF INJURY:

Head ____ Face ____ Back ____ Chest ____ Neck ____

Abdominal ____ Internal ____

Extremity ____ Leg/Arm Hand/Foot Left/Right

Where on the extremity was the injury?
Ankle / Knee / Hip / Shoulder / Elbow / Wrist / Other ________________________________

Was the athlete unconscious at any time? YES____ How long? ______ NO______

Was the athlete able to return to the game? YES____ NO______

Was there internal/external bleeding? YES____ NO______ External/Internal

List all immediate medical attention that was administered.

_____________________________________________________________________________

_____________________________________________________________________________

_____________________________________________________________________________

_____________________________________________________________________________

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Was emergency medical assistance called to the scene?  YES____  NO______

Was University Police called to the scene?  YES____  NO______

Was the athlete advised to seek further medical attention?  YES____  NO______

Was the athlete transported to a local medical facility?  YES____  NO______
If yes, which location:
_______________________________________________________________________

Additional Information:
_______________________________________________________________________
_______________________________________________________________________
_______________________________________________________________________
_______________________________________________________________________

Signature: ____________________________  Date: ________________
(Person Completing Form)

Printed Name: ____________________________  Date: ________________
Appendix E

Clark University Eight Charges of Club Sport Officers

1. I understand that the Clark University Club Sports program emphasizes the student experience, recreational participation opportunities, student development and leadership activities.

2. I will work to ensure that all Clark University students interested in participating in our program will be given the opportunity to do so. I will not restrict membership to my club based on disability, age, ethnicity, gender, national origin, race, religion, sexual orientation, or political affiliation.

3. I will adhere to Clark University’s policy prohibiting the use and/or possession of alcohol and/or other controlled substances at recognized Club Sport activities, including travel, and I will take the responsibility to ensure that the other members of my club will act in the same manner.

4. I will ensure adherence to all policies and procedures as outlined in this handbook as I recognize that I am in the position of authority and responsibility for team and participant compliance.

5. I will ensure that its leadership represents the club at all informal and formal sessions and meetings.

6. I will ensure that the funds received by our club through Student Council and other funding sources will be administered according to the policies and procedures set forth by Clark University and the Department of Athletics.

7. I agree to conduct myself in a manner that is in accordance with the policies and procedures set forth by Clark University and the Department of Athletics.

8. I have read, understand, and agree to abide by the policies and procedures set forth in the Clark University Club Sports Handbook, including any modifications and additions that may be included through the course of the year.

CLUB SPORT NAME: ___________________________________________________

(Please print for first and last name next to each officer)

PRESIDENT: ________________________________ SIGN: _______________________ DATE: _________

VICE PRESIDENT: __________________________ SIGN: _______________________ DATE: _________

TREASURER: _______________________________ SIGN: _______________________ DATE: _________

SECRETARY: _______________________________ SIGN: _______________________ DATE: _________

TEAM COACH: ______________________________ SIGN: _______________________ DATE: _________

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Appendix F

Clark University Alternative Transportation Waiver