## Table of Contents

### Program Composition
- Defining Club Sports................................................................. 4
- Club Sport.................................................................................. 4
- Recreational Club................................................................. 4
- Overview.................................................................................... 4
- Club Sports Philosophy....................................................... 4
- Mission Statement................................................................. 4
- Values....................................................................................... 4
- Active Club Sports.................................................................... 5
- Program Leadership........................................................... 5
- Coordinator of Clubs............................................................. 5
- Contact Information............................................................... 5
- Responsibilities................................................................. 5
- Coordinator of Student Activities............................................. 6
- Contact Information............................................................... 6
- Responsibilities................................................................. 6
- Club Sports Council............................................................... 6
- Composition............................................................................ 6
- Expectations............................................................................ 6
- Operating Procedures......................................................... 6
- Club Officers........................................................................... 7
- Club President.......................................................................... 7
- Responsibilities................................................................. 7
- Coaches.................................................................................... 8
- Basics....................................................................................... 8
- Responsibilities................................................................. 8
- Hiring of Coaches.................................................................... 8
- Conduct Candidate Search...................................................... 8
- Appointment............................................................................. 8
- Coaching Evaluations............................................................ 8
- Status Recognition................................................................. 9
- Requirements............................................................................. 9
- Benefits..................................................................................... 9
- Status Maintenance............................................................... 9
- Recognition.............................................................................. 10

### Policies and Procedures
- Risk Management.................................................................... 11
- Liability..................................................................................... 11
- Waivers...................................................................................... 11

Updated on 8/9/16
Incident Forms................................................................................................. 11
Catastrophic Injury.......................................................................................... 11

Emergency Action Plan.................................................................................. 12
On-Campus Incidents...................................................................................... 12
Off-Campus Incidents.................................................................................... 12

Inclement Weather.......................................................................................... 12
Preparation........................................................................................................ 12
Communications.............................................................................................. 13
Weather Alerts or Watches............................................................................ 13
Evacuation Triggers 1..................................................................................... 13
Areas of Shelter............................................................................................... 14
Resumption...................................................................................................... 15
Evacuation Triggers 2..................................................................................... 15

Facility/Equipment Inspection......................................................................... 16
Outdoor Facilities............................................................................................. 16
Indoor Facilities............................................................................................... 16
Athletic Facilities............................................................................................. 17
Priority Scheduling......................................................................................... 17

Facilities/Fields............................................................................................... 17
Gesling Turf..................................................................................................... 17
IM/Soccer Turf................................................................................................. 18
Arena Room.................................................................................................... 18

Reservations.................................................................................................... 18
Availability........................................................................................................ 18
Practice Times................................................................................................. 18
Games/Tournaments....................................................................................... 19
Cancellations.................................................................................................... 19
Officiating........................................................................................................ 19

Club Conduct.................................................................................................. 20
Carnegie Mellon Code.................................................................................... 20

The Discipline Process................................................................................... 21
Minor Infractions............................................................................................. 21
Major Infractions............................................................................................. 21
Disciplinary Actions....................................................................................... 21
Appeal Process............................................................................................... 22

DoSportsEasy................................................................................................. 22
Sign-up.............................................................................................................. 22
Student Activities........................................................................................... 22
PROGRAM COMPOSITION

Defining Club Sports

Club Sport

The primary purpose of a club sport is to develop and display athletic ability in the context of intercollegiate competition.

Recreational Club

A recreational club is a group of Carnegie Mellon University (CMU) students with a common interest. The focus for recreational clubs is to enjoy the physicality of an activity on CMU’s campus and/or to spread awareness of the activity in the community.

Overview

The club sports program offers members of the CMU community the opportunity to participate in non-varsity intercollegiate athletic competition. Club sports are recognized student organizations that establish their own leadership, structure, membership requirements, competition schedules, dues and fundraising events. The clubs provide social, competitive, instructional, and safe environments based on the common interests of the participating members.

Club Sports Philosophy

Mission Statement

Our mission is to provide diverse, quality sports opportunities for all students at a high skill level through competition

Values

- Competing in a fun environment
- Developing athletic skills
- Encouraging positive sportsmanship
- Learning through quality instruction
- Succeeding as a team
Active Club Sports

<table>
<thead>
<tr>
<th>SPORT</th>
<th>CONTACT</th>
<th>CONTACT INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baseball</td>
<td>Alex Walenczyk</td>
<td><a href="mailto:awalencz@andrew.cmu.edu">awalencz@andrew.cmu.edu</a></td>
</tr>
<tr>
<td>Cricket</td>
<td>Sahil Sangani</td>
<td><a href="mailto:sahilsangani@gmail.com">sahilsangani@gmail.com</a></td>
</tr>
<tr>
<td>Fencing</td>
<td>Alex Yu</td>
<td><a href="mailto:alexandy@cmu.edu">alexandy@cmu.edu</a></td>
</tr>
<tr>
<td>Ice Hockey</td>
<td>Neil Carleton</td>
<td><a href="mailto:ncarleto@andrew.cmu.edu">ncarleto@andrew.cmu.edu</a></td>
</tr>
<tr>
<td>Lacrosse (m)</td>
<td>David Matvey</td>
<td><a href="mailto:dmatvey@andrew.cmu.edu">dmatvey@andrew.cmu.edu</a></td>
</tr>
<tr>
<td>Lacrosse (w)</td>
<td>Hadley Killen</td>
<td><a href="mailto:hkillen@andrew.cmu.edu">hkillen@andrew.cmu.edu</a></td>
</tr>
<tr>
<td>Quidditch</td>
<td>Nick Weir</td>
<td><a href="mailto:ntweir@andrew.cmu.edu">ntweir@andrew.cmu.edu</a></td>
</tr>
<tr>
<td>Roller Hockey</td>
<td>Alan French</td>
<td><a href="mailto:afrench@andrew.cmu.edu">afrench@andrew.cmu.edu</a></td>
</tr>
<tr>
<td>Rowing (Crew)</td>
<td>Laura Catan</td>
<td><a href="mailto:lcatan@andrew.cmu.edu">lcatan@andrew.cmu.edu</a></td>
</tr>
<tr>
<td>Rugby</td>
<td>Cameron Breze</td>
<td><a href="mailto:crbreze@andrew.cmu.edu">crbreze@andrew.cmu.edu</a></td>
</tr>
<tr>
<td>Ski &amp; Snowboarding</td>
<td>Bennett Clark</td>
<td><a href="mailto:bgclark@andrew.cmu.edu">bgclark@andrew.cmu.edu</a></td>
</tr>
<tr>
<td>Soccer (m)</td>
<td>Navid Kazem</td>
<td><a href="mailto:nkazem@andrew.cmu.edu">nkazem@andrew.cmu.edu</a></td>
</tr>
<tr>
<td>Soccer (w)</td>
<td>Julia Carter</td>
<td><a href="mailto:jgcarter@andrew.cmu.edu">jgcarter@andrew.cmu.edu</a></td>
</tr>
<tr>
<td>Tennis</td>
<td>Abhinand Sukumar</td>
<td><a href="mailto:abhinand.sukumar@gmail.com">abhinand.sukumar@gmail.com</a></td>
</tr>
<tr>
<td>Ultimate Frisbee (m)</td>
<td>Justin Abel</td>
<td><a href="mailto:jabel@andrew.cmu.edu">jabel@andrew.cmu.edu</a></td>
</tr>
<tr>
<td>Ultimate Frisbee (w)</td>
<td>Marissa Schwartz</td>
<td><a href="mailto:mcschwar@andrew.cmu.edu">mcschwar@andrew.cmu.edu</a></td>
</tr>
<tr>
<td>Volleyball (m)</td>
<td>Jeff Zhao</td>
<td><a href="mailto:jhz@andrew.cmu.edu">jhz@andrew.cmu.edu</a></td>
</tr>
<tr>
<td>Volleyball (w)</td>
<td>Hunter Lawrence</td>
<td><a href="mailto:hlawrenc@andrew.cmu.edu">hlawrenc@andrew.cmu.edu</a></td>
</tr>
<tr>
<td>Water Polo (m)</td>
<td>Canaan Linder</td>
<td><a href="mailto:Canaan.Linder@gmail.com">Canaan.Linder@gmail.com</a></td>
</tr>
<tr>
<td>Water Polo (w)</td>
<td>Michelle Wu</td>
<td><a href="mailto:Mjwu@andrew.cmu.edu">Mjwu@andrew.cmu.edu</a></td>
</tr>
</tbody>
</table>

Program Leadership

Coordinator of Intramurals and Club Sports

Contact Information
- Anthony Miller  
  412.268.2214  
  amiller4@andrew.cmu.edu

Responsibilities
- Overall program leadership
- Advisor to council and each club
- Supervision of coaches
- Facility scheduling
- Roster control
- Conference/National Governing Body signee

Updated on 8/9/16
• Enforce all policies and regulations

Coordinator of Student Activities

Contact Information
• Andrew Greenwald
• (412) 268-8704
• asgreen@andrew.cmu.edu

Responsibilities
• Budgets
• Payments
• Purchasing
• Travel bookings
• Officials and referees
• Club sport recognition process

Club Sports Council

The main responsibility of the club sports council is to assist the Coordinator of Intramurals and Club Sports with providing direction for the club sports program as a whole.

Composition
• Each Club President
  ▪ Selected by club and communicated to Coordinator of Intramurals and Club Sports prior to finals week

Expectations
• Thorough knowledge and understanding of program
• Commitment to program development
• Accountable for attending meetings and contributing to discussions
• Represent the best interests of all clubs
• Effectively communicate with Coordinator of Intramurals and Club Sports

Operating Procedures
• Meetings throughout the academic year
• Decisions based on 2/3 majority (votes cast in-person only)
• All decisions are considered recommendations to the Coordinator of Intramurals and Club Sports
Club Officers

- President (required)
- Additional recommended positions:
  - Vice President
  - Secretary
  - Treasurer/Authorized signer

Club President

Responsibilities

- Read and understand the contents of the club sports program manual
- Inform club members of policies, procedures, expectations, emergency procedures, safety guidelines and other regulations that must be followed.
- Provide overall direction to the club, and oversees the work of other officers and members, and ensure they fulfill their responsibilities.
- Promote and encourages teamwork within his/her organization.
- Maintain regular contact with the Coordinator of Intramurals and Club Sports
- Serves as liaison between the club, Athletics and CMU.
- Ensure the club adheres to all deadlines set by Coordinator of Intramurals and Club Sports.
- Attend ALL club meetings called by Coordinator of Intramurals and Club Sports.
- Complete and submit all forms required by the Coordinator of Intramurals and Club Sports. (Submit all forms by established deadlines).
- Submit all facility reservation requests to Coordinator of intramurals and Club Sports by established deadlines.
- Submit all home tournament and game requests to Coordinator of Intramurals and Club Sports.
- Ensure that all club financial obligations through Student Activities are being completed.
- Ensure and maintain club’s compliance with local, regional, and/or national governing associations.
- Coordinate member recruitment for the club
- Keep The Bridge profile up to date
- Oversee set up and clean-up of facilities (Includes safety checks of facility and equipment prior to practice).
- Oversee club equipment inventory (includes current condition of equipment) and purchase requests.
- Promote good sportsmanship on and off the field.
- Make sure all players have filled out appropriate sections/forms on the DoSportsEasy website.
- Make sure all the information on the DoSportsEasy website is up to date.
Club Coaches

Summary

All Club Coaches are contracted by the Carnegie Mellon University Athletics Department as independent contractors; they are not considered faculty or staff at Carnegie Mellon. As independent contractors, club coaches do not qualify for insurance or benefits through the University. Additionally, all independent contractors are paid through a stipend based on each individual’s contract or are a volunteer. All contracts will be constructed by the Coordinator of Intramural and Club Sports and the respected club president for each individual coach, and approved by the University Contracts Office.

Club Coach Responsibilities

- Support student development philosophy and the mission and values of the club
- Specific responsibilities outlined as part of the Agreement (Exhibit A)
- Must allow students to be responsible for decision-making and administrative aspects of the club
- Report any issues or concerns that arise throughout the year immediately to the Coordinator of Intramural and Club Sports Coordinator
- Attend the MANDATORY first of the year club council meeting

Hiring of Coaches

Conduct candidate search

- Position announcement through Human Resources
- Form hiring committee
- Review resumes
- Conduct interviews via phone
- Conduct interviews on campus

Appointment

- Background check
- Meeting with Coordinator of Intramural and Club Sports
- Coaches Agreement
  - Complete Agreement Form with Coordinator of Intramural and Club Sports

Coaching Evaluation

Evaluation
• At the end of each semester (end of mini 2 and mini 4), each coach will be evaluated by the leaders.
• The evaluations are to be completed and turned in to the Coordinator of Intramural and Club Sports for examination before the end of finals week.
• If necessary after review, the Coordinator of Intramural and Club Sports will set-up a meeting with the coach to discuss
• The evaluations will be filed away to compare with existing documents

Section IV: Status Recognition

Requirements

Unlike recreational clubs on campus, club sports are competitive in nature and participate in matches/tournaments with other institutions. A club must fall under one of the following three criteria to be considered for club sport status:

1. Play 5 games/matches during one academic year against other universities or colleges
2. Play 2 tournaments during one academic year against other universities or colleges
3. Belong to a conference or National Governing Body (NGB) that has defined rules for practice/competition, playing season

Additionally, all club sports must be a recognized organization through Student Government Committee on Student Organizations (CoSO).

Benefits

• Club sports have priority access to all athletic facilities behind Varsity Sports, Intramural Sports, and PE Classes.
• Club sports will receive special advising from Athletics Department personnel
• Club sports have the potential to receive funding for coaching salaries from the Athletics Department
• Club sports will have opportunities for specialized training pertinent to their missions
• Club Sports will have the Coordinator of Intramurals and Club Sports as a resource
• Club Sports will be showcased on the CMU Athletic website
• Club sports will have a bulletin board in the University Center dedicated to increasing awareness and promoting home matches/tournaments
• Club Sports will have access to an online database to handle all paperwork

Status Maintenance

• Club sports must attend all club council meetings
• Club sports must turn in all appropriate paper work to the Coordinator of Intramurals and Club Sports
  o Coaching Contracts
- Exhibit A Forms
- Coaching Waivers
- Player Waivers (if under 18)
- *Any other documents that may arise over the academic year

- Club sports must successfully complete the Student Government Re-recognition process
- Club sports must submit a budget to the Joint Funding Committee for operational expenses
- All members of the club sport must be affiliated through CMU (i.e., students or activities-fee-paying faculty/staff); coaches must have a signed contract on file.

Recognition (club to become a club sport)

- Letter of application to the Coordinator of Intramurals and Club Sports
  - Names of officers
  - Roster of members
  - Constitution

- Process of becoming recognized
  - Anticipated club must successfully complete the student organization recognition process as outlined by Student Government
  - Club must contact the Coordinator of Intramurals and Club Sports and a liaison from the Office of Student Activities to inform them of the decision to start the trial period of becoming a club sport
  - After the one-year trial period, if the club has proven its abilities to function successfully and has shown promise for competing in intercollegiate competition, a meeting should be requested with the club, the Coordinator of Intramurals and Club Sports, and a liaison from the Office of Student Activities collectively to determine the recognition of the club as a club sport

- Trial period requirements of becoming a club
  - Club must fall under one of the criteria listed below during their trial period...
    - Play 2 games/matches during one academic year against other universities or colleges
    - Play 1 tournament during one academic year against another university or college
    - The club must meet once a month with the Coordinator of Intramurals and Club Sports and a liaison from the Office of Student Activities collectively to discuss the progress of the club in regards to members, competitions, growth, etc.

- Decision to recognize will be based on
  - Competition schedule
  - Practice schedule
  - Coaching needs
  - Facility needs
  - Risk and liability
- Insurance requirements
POLICIES AND PROCEDURES

Risk Management

Liability

The club sports program recommends that all club participants have an annual physical examination. It is the responsibility of the participants to evaluate their health and physical condition relative to the demands of the activity. Neither the University nor Athletic Department assumes responsibility for injuries sustained by individuals while participating in club sport programs.

Waivers

Each member of a club needs to fill out an Assumption of Risk & General Release form through the DoSportsEasy website. It is the responsibility of the Club President to track everyone’s profile before they participate in ANY club activity. If a player has not signed an online or paper waiver, they should NOT be participating in any club event/activity (this includes practice, recruiting events, etc.)

Incident Form

If a player gets injured during a club event (i.e. practice, game, fundraising event, etc.), the Club President is to fill out an Incident Form. After completion of the form, the President is to submit a copy to the Coordinator of Intramurals and club sports no later than 24 hours after the incident. The form is to be completed in full, do not leave any questions blank.

Catastrophic Injury

Every effort shall be made to insure the safety of all club sports participants. Occasionally, events beyond reasonable control may arise, causing catastrophic injury. An injury shall be considered catastrophic if there is:

- Prolonged unconsciousness
- Loss of digits/appendages
- Severe bone breaks/joint damages
- Critical head trauma
- Potential organ failure
- Auto Accidents
- Substantial Blood Loss
Emergency Action Plan

On campus incidents
- Call 412-268-2323, this is University Police. They will typically be to the scene in a 3-5 minute window.
- When you are on the phone with University Police, make sure to answer all the questions they ask you in full.
- If you are certain you will need an ambulance, make sure to mention this while on the phone. This will help cut down on time for the ambulance to arrive.
- Complete incident report and turn in to Coordinator of Intramurals and Club Sports
- Call the Coordinator of Intramurals and Club Sports the same day of the incident

Off campus incidents
- Call 911
- Be able to tell
  - Location of emergency
  - Number of where you are calling from
  - What happened
  - How many people need help
  - What is being done for the victim(s)
- Complete incident report and turn in to Coordinator of Intramurals and Club Sports
- Call the Coordinator of Intramurals and Club Sports the same day of the incident

Inclement Weather

Severe Weather will be defined as “Severe Weather Warning or Alert” as issued by the National Weather Service for high winds, tornadoes or thunder storms.

Preparation

a. Monitor weather. Beginning two days prior to the event, organizers shall monitor current weather conditions and event-day predictions frequently via:
   ii. Telvento - Familiarize yourself with the Telvento website http://weather.dtn.com/dtnweather (user name: carnegie, password: gotartans. Please note that user name and password are both case sensitive).

   Both provide alerts, wind conditions, and lightning information.

b. The day prior to the event, organizers shall increase the weather monitoring frequency.
   If severe weather is predicted the situation will be monitored throughout the day
c. Evacuation and refuge areas should be determined before the event. Maps are helpful.

Communications

a. CMU-Alert is available to provide text and voice messages for important communications. All personnel involved in the event, including ushers, ticket takers, speakers, etc. can be alerted when severe weather is possible.

Weather Alerts or Watches

A weather watch or alert is issued when the risk of hazardous weather has increased significantly. It is intended to provide enough lead time so that those who need to set their plans in motion can do so.

If the weather service issues a severe weather watch or high wind advisory, all personnel involved in the event should be notified of possible adverse weather conditions. Efforts should be made to secure loose objects or bring them inside if there is a severe thunderstorm or tornado watch, or a high wind advisory.

Evacuation Triggers 1

a. **Severe Storms and Lightning**

   The most likely severe weather event that would affect a scheduled outdoor activity at CMU is lightning.

   When thunderstorms are a threat, the desire to start or complete an event must not hinder judgment regarding postponement, suspension, or even cancellation of the event.

   If the decision is made to evacuate to areas of safety, sufficient time must be allowed for all persons to get there before the situation becomes dangerous.

   i. **Severe Thunderstorm or Tornado Warning** - A WARNING issued by the National Weather Service, AccuWeather or other national and local forecasters, indicates that there is an imminent danger to life and property to those in the path of the storm. Activity should be suspended for any severe weather warning.

   ii. **Severe Thunderstorm or Tornado Watch** - A WATCH issued by the National Weather Service, AccuWeather or other national and local forecasters, indicates that there is a possible threat. Discussions of evacuations should begin.

   iii. **Hear Thunder** - If thunder can be heard, the storm is close enough to present an immediate threat. Lightning often strikes outside areas of heavy rain, possibly as far as 10 miles from any precipitation. Therefore, do not depend on the presence of rain as a guideline.

   When thunder is heard activities should be suspended immediately. Do not wait for rain to fall or for lightning to be seen.
iv. **Lightning Strike Website -**
   
a. **Stand-by warning** should be issued by when the storm is with a 20mile radius of CMU.

b. **Evacuation** should commence if there is one lightning strike within a 10mile radius of CMU.

v. **Communications:** For any of these triggers, announcements should be made directing crowds to the pre-selected areas of safety.

vi. **Lightning injury.** If someone should be struck by lightning, assistance must be rendered immediately. Lightning victims do not carry an electrical charge and it is safe to touch them.

   1. University Police should be notified by calling 412-268-2323 that a person or persons have been struck by lightning. Calling University Police will initiate EMS being called to the site if EMS has already been evacuated.

   2. First aid should be initiated at once.

   3. Retrieve the nearest Automated External Defibrillator (AED) which is located in the EMS trailer (Backups can be found in Underground, Entrance of Morewood and Police Cars)

   4. If possible, the victim should be moved to a safer location determined by EMS.

b. **High Winds**

High winds can appear as straight-line winds or as a tornado. Both types are dangerous and both often accompany thunderstorm activity.

   i. **High Wind Warning** is issued when sustained wind speeds of 30 mph or higher, or wind gusts of 40 mph or greater, are imminent. Winds this strong can create property damage, power outages, roof damage, downed power lines and trees or tree branches, also very extreme caution should be exercised while driving.

      a. Discussions of evacuation should begin at sustained wind speeds of 15 mph’s.

**Areas of Shelter**

a. **Evacuation and selection of shelter.** Evacuation should commence to the following areas and places of refuge:

   i. **Tornado Warnings:** The **Underground, Morewood Gardens** the basements in the **University Center, Cyert Hall, Hamburg Hall, and Warner Hall, Gates floors 1-3.** (Areas with a large roof-span areas such as cafeterias, gymnasiums, and auditoriums should be avoided if a tornado warning is issued).
ii. **Lightning, thunderstorms or high winds:** Selected shelters must at least be enclosed.
   a) The **Underground**, all floors of the **University Center, Cyert Hall, Hamburg Hall, Morewood Gardens, Stever and Warner Hall** are approved.

iii. **Do not use:** Tents, bus shelters, covered walkways (e.g., those on the Cut sides of Purnell Center and the University Center), and parking garages. Persons desiring to take shelter inside parking garages may do so if they remain inside their vehicles for the duration of the severe weather incident.

iv. **Maps:** Maps of evacuation areas will be accessible to help guide people to closest location

**Resumption**

**Resumption** - The activity shall not resume until 30 minutes have passed since the last thunder has been heard or winds drop below sustained 20 miles per hour. Depending on the severity of the weather and/or damage sustained to any structures, the event organizers will engage the appropriate parties to determine when it is safe to allow the general public back to the event. After activity is allowed to resume event coordinators will make an assessment of the outdoor conditions.

Personnel involved in any outdoor activity should consider attending a Severe Weather training class offered by Environmental Health & Safety.

**Evacuation Triggers 2**

Severe Storms and Lightning at any time during Event X.

1. **Severe Weather Warning.** Severe weather in eminent. - Suspend activity for any severe weather warning.

2. **Severe weather Watch** - indicates that there is a possible threat. Standby warning and discussions of evacuations should begin.

3. **Lighting**
   a. Stand-by warning should be issued by when the storm is with a 20mile radius of Carnegie Mellon. University Police should also be notified to help with evacuations.
   b. Evacuation should commence if there is one lightning strike within a 10mile radius of Carnegie Mellon.

4. **High Winds**
   a. Evacuation should begin when sustained wind speeds reach 30 mph or higher, or wind gusts of 40 mph or greater. Winds this strong can create property damage, power outages, roof damage, downed power lines and trees or tree branches.
   b. Discussions of evacuation should begin at sustained wind speeds of 15 mph.
Facility/Equipment Inspection

It is the intent of Carnegie Mellon Athletics to keep all facilities both indoor and outdoor in safe, playable condition. However, it is important that club sport members review facilities immediately prior to use and report any problems or concerns that may pose a hazard to the users of the area to the club sports staff. Please use the following outline as a guide when inspecting facilities:

Outdoor Facilities

Playing Surface
- Free of debris (bags, rocks, glass, etc.)
- No freestanding water
- No designations that field is under repair
- Field playing dimensions should allow for safety zones that are obstacle free

Equipment
- Equipment not in use should be far enough off the playing surface so that players running or pushed out of bounds will not fall or trip into it
- Equipment should be checked for damages or repairs (i.e. missing bolts, broken parts, etc.)
- No equipment should have jagged edges
- Training equipment should be in safe, working condition without temporary repairs

Miscellaneous
- No rollerblades or bicycles are allowed on the track or field
- Pets are not allowed on playing fields
- Smoking is permitted only in areas specifically designated and posted as smoking areas

Indoor Facilities

Playing Surface
- Free of debris
- No freestanding water
- No loose wall panels

Fixtures
- No broken windows
- Nets in good condition
- Wire cables and pulleys checked
- Mats clean
- Appropriate safety padding installed on sport fixtures
Lighting
  - Ceiling lights in working order.

Exits
  - No debris or water in doorways or stairs
  - All exit doors in good working order
  - No doors propped open
  - Exit signs highly visible

Equipment
  - Balls are properly inflated
  - No loose or unnecessary equipment in the practice area
  - All goal/standards/safety pads are properly installed

Inform the Coordinator of Intramurals and Club Sports of any problems either by email or a phone call.

Athletic Facilities

The Club Sports Program utilizes a variety of facilities to accommodate the needs of all the clubs. Each facility has its own rules and regulations. Clubs are asked that after each use a facility be left in better condition than it was prior to each practice, meeting or competition. All clubs must seek use approval through the Coordinator of Intramural and Club Sports.

Any damage to or problems with assigned facilities should be reported to the Coordinator of Intramurals and Club Sports as soon as possible. Clubs found damaging the facilities or equipment and not reporting the damage may be charged for repairs and will be subject to disciplinary action.

Priority Scheduling
1. Varsity Sports
2. Intramural Sports
3. PE Classes
4. Club sports
5. Recreational club

Facilities/Fields

Gesling Turf

Gesling Turf is located right by the East Campus Garage, University Center and Tartan Pavilion. The varsity teams who practice on Gesling Turf are football and track & field. Their practice time blocks are from 4:30pm-6:30pm and vary throughout the academic year. Intramurals take
place on this field during the mini 1 and mini 2 from 7:00pm-11:00pm. Additionally, lights turn off on this field at 11:00pm Monday-Thursday. Furthermore, the lights are not to be turned on during the weekend (Varsity events are the only exception). Gesling is dedicated to club sport practices during the mini 4.

**IM/Soccer Turf**

The IM/Soccer Turf is located at the corner of Forbes and Margaret Morrison. The varsity teams who practice on the IM/Soccer Turf are the Men’s and Women’s Soccer teams. Their practice time blocks range from 4:45pm-9:00pm and vary throughout the academic year. Intramurals take place on this field during the mini 4 from 7:00pm-10:00pm. Additionally, the lights turn off on this field at 10:00pm Monday-Thurs day. Furthermore, the lights are not to be turned on during the weekend (Varsity events are the only exception). IM/Soccer turf is dedicated to club sports during the fall.

**Arena Room**

The Arena Room is located in Skibo, and can be reserved for clubs throughout the academic year. This space is a padded room that can be used for many different activities. Mini 3 is when weather makes it difficult for clubs to practice outside, so many of them take advantage of this space. Intramurals take place in the Arena Room during the mini 2, mini 3 and mini 4 from 8:30pm-11:00pm. Varsity Sport reservations vary throughout the school year.

**Reservations**

**Availability**

At the beginning of each semester, the Coordinator of Intramurals and Club Sports will collect your availability for the semester. From there, the Coordinator of Intramurals and Club Sports will schedule the club practice times in a two-week block format. The schedule is final.

**Practice Times**

With a high demand of scheduling requests, clubs may have to split the field with another club. Practice times are typically between 7:00pm-11:00pm Monday-Thursday. Times on the weekend vary according to the varsity/intramural schedule.
Games/Tournaments

All teams who will be having home matches/games/events must send an email to the Coordinator of Intramurals and Club Sports with dates and times. The earlier you send a request, the better chance you have of it being accepted. It is suggested to send the request at the beginning of the semester.

Cancellations

Clubs who are not going to use their practice times must inform the Coordinator of Intramurals and Club Sports by 2:00pm that day. Multiple times of missing allocated field time may result in the club being removed from the schedule entirely. If a club is cancelling a home event, not due to inclement weather, they must notify the Coordinator of Intramurals and Club Sports 48 hours prior to the event. Failure to do so may result in the loss of privileges to have home events.

Officiating

All payments of officials for club sports contests must be made from monies allocated to clubs by the Joint Funding Committee (JFC) or other fundraising.

Paying officials and referees to work your home games requires significant advanced planning in order to pay them in a timely fashion. There is a substantial amount of forms that need to be completed for each official. Below are the items that must be completed by you and by the official in sequential order.

First, please email Andrew Greenwald, Coordinator of Student Activities asgreen@andrew.cmu.edu, the full name of each official and if he/she has worked for Carnegie Mellon before. This must be completed in order to verify their status as an Independent Contractor.

Then, for each official...

If they have officiated for you in the past calendar year:
1. Complete the “Student Activities Officiating Master Agreement” form and have the official sign. Submit the form to Tim Leonard in the Office of Student Activities. This is done once per year.
2. To pay these officials, complete the “Club Sport Game Official Invoice” form, have the officials sign it at your event, and then submit the invoice to Tim Leonard along with an orange “Payment Request Form” found in the Office of Student Activities. This is done for every game.
3. Payments are mailed/direct deposited 30 days AFTER your event.
If they have NOT officiated for you before or if they officiated for you 2+ years ago:

1. Complete the “Student Activities Officiating Master Agreement” form and have the official sign. Submit the form to Tim Leonard in the Office of Student Activities. This is done once per year.

2. Send the “US Supplier Information Form” along with the “US Supplier Instructions” to each official. Have them complete the forms and return them to Andrew Greenwald. This is done once unless an individual becomes “inactive” after one year of no service.

3. Send the “W9” form to each official and have them return it to Andrew Greenwald. This is done once unless an individual becomes “inactive” after one year of no service.

4. If the officials want to be paid by direct deposit, have them complete the middle section of the Supplier Form with their bank info. Direct deposit is free of charge and reduces the amount of time payment takes to get to an individual.

5. To pay these officials, complete the “Club Sport Game Official Invoice” form, have the officials sign it at your event, and then submit the invoice to Andrew Greenwald along with an orange “Payment Request Form” found in the Office of Student Activities. This is done for every game.

6. Payments are mailed/direct deposited 30 days AFTER your event.

For additional questions or concerns on paying officials, please email Andrew Greenwald, asgreen@andrew.cmu.edu.

Club Conduct

Introduction – Carnegie Mellon Code

Students at Carnegie Mellon, because they are members of an academic community dedicated to the achievement of excellence, are expected to meet the highest standards of personal, ethical and moral conduct possible. These standards require personal integrity, a commitment to honesty without compromise, as well as truth without equivocation and a willingness to place the good of the community above the good of the self. Obligations once undertaken must be met, commitments kept.

As members of the Carnegie Mellon community, individuals are expected to uphold the standards of the community in addition to holding others accountable for said standards. It is rare that the life of a student in an academic community can be so private that it will not affect the community as a whole or that the above standards do not apply.

The discovery, advancement and communication of knowledge are not possible without a commitment to these standards. Creativity cannot exist without acknowledgment of the creativity of others. New knowledge cannot be developed without credit for prior knowledge. Without the ability to trust that these principles will be observed, an academic community cannot exist. The commitment of its faculty, staff and students to these standards contributes to the high respect in which the Carnegie Mellon degree is held. Students must not destroy that respect by their failure to meet these standards. Students who cannot meet them should voluntarily withdraw from the University.
The Discipline Process

Violation of, or non-compliance with the club sport’s program standards of conduct will result in the revocation of the club’s participation in the Carnegie Mellon’s Club Sports Program. The corrective discipline process has been developed to assist club leaders in correcting the mistakes that have caused problems for the club and the University.

Minor Infractions

Minor infractions include but are not limited to:
- Failure to attend a club council meeting
- Utilization of facilities without prior authorization (exception: open recreation times on Gesling/IM Soccer Turf)

First Offense: If the violation is the club’s first during the current academic year, the following steps will be taken:
- Probation: Must meet with the Coordinator of Intramurals and Club Sports twice a month the discuss how the club is functioning
- The Coordinator of Intramural and Club Sports will notify the club president stating:
  - The reason for probation
  - The length of the probation period
  - The possible consequences the club will face if additional infractions occur
  - The appeal process

Two or more minor infractions:
- Two minor infractions will combine to form a major infraction
- The club is reminded of their right to appeal

Major Infractions

These include club actions, which are outside acceptable standards of the club sports program guidelines.

Examples of major infractions include but are not limited to the following situations:
- Allowing ineligible individuals to participate in club activities
- Allowing a participant to play without filling out every section/document on the DoSportsEasy website
- Non-compliance with safety rules or emergency response protocols
- Signing any document when not authorized to do so (ie. Conference agreements, team rosters, etc.)
For all major infractions:
- A meeting with the club President and Club Sports Program staff is scheduled
- Input from appropriate administrators and staff members is solicited when needed
- The Club Sports Program staff determines the disciplinary action to be taken
- The club is notified in writing of the decision and is reminded of their right to appeal

Disciplinary Actions

Possible disciplinary actions that may be taken for major infractions include:
- Probation: Meet with the Coordinator of Intramurals and Club Sports, Student Body Vice President of Operations and the Student Body Vice President of Finances to discuss possible punishments such as financial probation or recognition probation
- Loss of facility reservations
- Loss of club sport status through the Carnegie Mellon Athletic Department
- Any other disciplinary action deemed appropriate by the club sport program staff

Appeal Process

After the decision is made by the Coordinator of Intramural and Club Sports, the Club President has the opportunity to appeal:
- The Club President must submit an appeal in writing to the Coordinator of Intramural and Club Sports within 48 hours of when the notification email/letter was received
- The appeal must indicate the reasons for the appeal

After receiving the appeal, the Club Sports Program staff will get together to make a final decision. Once this decision is made, it is final.

DoSportsEasy

Sign-up

All players that participate for a club sport team, whether practicing or games, must create a DoSportsEasy profile and register for their respective team’s roster. All sections/forms on the website must be filled out before a player is eligible for the activity.

Student Activities

Anything not covered in this manual may be referenced in the Student Activities manual which can be located at the link below...


Updated on 8/9/16
This manual covers topics such as recognition, funding, fiscal responsibility and accounting, space, on-campus venues, event planning and university policies.