



HOBART AND WILLIAM SMITH  
COLLEGES

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Student Engagement

2023

CLUB

SPORTS

MANUAL

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# Definition/ Purpose of Club Sports

## DEFINITION OF A CLUB SPORT

A Club Sport is a recognized group of students voluntarily organized for the purpose of furthering their common interests in a particular sport through participation and competition with other college and/or university teams. Recognized Club Sports may use HWS facilities (including Bristol Field House and outdoor fields). In turn, Club Sports are expected to observe and abide by the policies of this manual and the HWS Community Standards Handbook.



## PURPOSE OF CLUB SPORTS

The purpose of the HWS Club Sports Program is to provide student initiated and managed sport opportunities to HWS students. Club Sports can provide the opportunity for students to develop sportsmanship through teamwork and discipline via athletic competition. They offer co-curricular learning experiences through leadership, communication, conflict resolution, public relations, organization, administration, fundraising and budgeting. The contents of this manual are designed to ensure that each club operates safely, effectively and efficiently. Therefore, the following policies, procedures and guidelines articulate expectations of adequate supervision, safe transportation and balanced budgeting among other issues.



# CLUB SPORT RECOGNITION / RENEWAL

To be officially recognized or renewed as a Hobart, William Smith or HWS Club Sport, the following requirements must be fulfilled before the first competition or practice:

- Each club must draft a Club Sport Constitution to be approved by Makenna Payton in the office of Student Engagement. A copy should be emailed to the club sports advisor (payton@hws.edu). All captains should annually review and update the club's constitution, as needed.
  - A constitution is the framework of the club and expresses the fundamentals of the club's existence. It should include, among other items, a purpose statement, an indication of the number of officers, method for their selection, requirements for club memberships, fiscal agent and general operating procedures.
  - No club shall deny membership due to racial, national, ethnic, sexual orientation, ability/disability or any non-disqualifying requirement. Each club's constitution must contain a statement to this effect.
  - The president and/or captain of each club is responsible for notifying the Student Activities Club Sport Adviser in writing, when there are any changes to the club's constitution.
- Club sports must keep a current and complete Engage profile. The Engage profile serves as official registration with the Office of Student Engagement. This must be done before your club can begin practice and/or using BAC funds.

## Club Sport Registration information will include the following:

- The team's **Captain** according to the club's constitution.
- All Club Sports are encouraged but not required to have a Coach. This person must be a responsible adult who is experienced in the particular sport and will supervise club activities. The coach may also serve as the club advisor if he or she is a full-time HWS employee. The coach will be appointed by the club and approved by the Student Activities Club Sports Adviser. Tier 1 club sports are required to have a coach.
- Other executive board and general members such as a treasurer, secretary, and all team members.

# CLUB SPORT RECOGNITION / RENEWAL

## Continued

It is the Captain's responsibility to ensure that the Engage profile is regularly updated with any team roster changes.

**In order to practice and compete each member of a club sport must:**

- Submit a signed Waiver and Release of Liability Form (paper)

Each club is required to submit an annual Club Sport Budget through the BAC (Budget Allocation Committee) and adhere to the policies specified in section 'BUDGETARY GUIDELINES'.

**Each club must keep a current competition and practice schedule on their Engage profile.**

- It is important to finalize scheduling for home games/practices as early as possible and to submit a request to Sean Cunningham (Cunningham@hws.edu).
- Club Captains should schedule games and practices that do not interfere with class attendance.
- Once the club sport is established, the club sport must renew full club registration annually.
- Any travel for games, scrimmages, etc must be arranged at least 3 weeks prior by communicating with Makenna ( Payton@hws.edu)

# CONDITIONS FOR CONTINUED RECOGNITION

It is both a privilege and a responsibility to represent Hobart and William Smith Colleges through participation in a club sport. Therefore all club sports:

1. Are recognized for 1 academic year. Continued approval for the existence of a club from year to year is not guaranteed. Once a constitution and all required forms are submitted, the constitution and all documentation must be updated annually.
2. Student Activities reserves the right to grant and revoke recognition status of any club sport based on the policies included in and implied by this Club Sports Manual. Probationary status may be prescribed to clubs not complying with the Club Sport Manual policies.
3. Clubs failing to comply with the standards and criteria established in the Club Sports Manual jeopardize their standing as a recognized club. Specifically, the following conduct standards are expected:
  - Respectful, sportspersonship-like behavior of all members of the club on and off the field.
  - Regular and clear communication with the Clubs Sports administration team .
  - Behavior in accordance with the HWS Community Standards Handbook (“Handbook”).
  - Compliance with HWS transportation policies and other safety concerns – this includes completing travel requests, traveling with a coach/advisor or approved chaperone to off campus competition.
  - Clubs not complying with the above-mentioned requirements may forfeit the use of facilities and/or budgeted funds. Furthermore, the club may be placed on probation.
  - Responsible budgeting whereby the club maintains a positive account balance.
4. Hazing of any form is strictly prohibited. “Hazing is defined as any activity or situation that recklessly or intentionally endangers the physical or mental health of anyone, that involves the forced or coerced ingestion of alcohol, drug(s) [or any other substance], or that interferes with anyone’s academic obligations”.
5. Club sport members may be disciplined for inappropriate behavior while engaging in club sports related activity on or off campus. Please reference the HWS Handbook of Community Standards for general guidelines. Disciplinary action may result in revocation of club sport recognition and held accountable through the community standards.
6. Captains must ensure that each participant, prior to participating in the Club’s activities, has signed both a risk waiver form. Only members that have completed this form are allowed to practice and compete in competitions.
7. Captains must ensure that all accidents and injuries (particularly head injuries) are appropriately documented by completing the Club Sport Accident Report Form.
8. Club sport teams are suggested to produce 1 fundraiser and 1 community service project per year. The community service project must include at least 75% of team participation. Documentation must be provided to the office of Student Activities. Collecting club dues is not considered a fundraiser.

# CLUB SPORT PERSONNEL AND RESPONSIBILITIES

**1. Coach/Advisor:** Club Sports are not required to have an advisor. Student Activities Club Sports Adviser will serve as the official advisor to all club sport teams. Tier one club sports are required to have a coach. Coaches must have a thorough knowledge of the sport, fully understand the risks, rules and procedures associated with play, and understand the fundamentals of healthy and safe practice and game play. Coaches are required to sign a coaching agreement form, which should be submitted to the Student Activities office before practice can begin.

## **Coach Responsibilities:**

- **Attend all games or provide an approved substitute. This includes traveling with the team to away competitions.**
- **Help develop and improve skills of the club members.**
- **Assist in scheduling and running safe practices and competition events. Aid the club Captain in inspection and maintenance of sports equipment. Report any unsatisfactory facility conditions to the Office of Student Activities and Buildings and Grounds (B&G) personnel.**
- **Promote sportspersonship on and off the field.**
- **Know the policies and procedures for club sports as defined by this Club Sports Manual, relevant league rules and ensure that the student leaders of the club are also informed of these policies.**
- **Allow the club to be self-organized and self-governed, but guide and counsel members when appropriate.**
- **Serve as an information source and provide general guidance and leadership.**
- **Assist in the development of club goals and objectives.**
- **Current certification in CPR and first aid is highly encouraged.**

# Captain Responsibilities:

**Captain: The Captain(s) is expected to attend all required Student Engagement sponsored Captain's meetings or send a representative if unable to attend. The Captain is ultimately responsible for the administration of the club but may delegate responsibilities as necessary.**

## Captain Responsibilities

- Know and follow the regulations in the Club Sports Manual and the HWS Community Standards Handbook. Inform all members of policies and procedures and ensure that codes of conduct and policies are followed.
- Communicate between the club and the Assistant Director of Student Activities concerning club activities, scheduling, problems, questions or concerns.
- Submit all required forms annually and on time.
- Prepare and submit an annual BAC budget.
- Ensure that the Student Engagement Club Sports Adviser or and administrator from Student Engagement signs all purchase orders (POs), check requests, advances and any other required budgetary forms.
- Deposit funds and retain records (receipts and invoices) for reimbursement.
- Inform officers of operating procedures and pass along financial records from year to year.
- Keep current membership lists and inform the Student Engagement Office of any changes.
- Make all team travel arrangements and ensure transportation policies are followed.
- Reserve facilities & schedule games and practices.
- Initiate and supervise fundraising efforts.
- Enforce probationary status of certain club members when applicable.

## Advisors

Club sport teams are not required to have an advisor. The Student Engagement of Club Sports serves as the official advisor for all club sports.

### **Makenna Payton**

payton@hws.edu

315-781-4804

## Members

The members of a club sport have an unlimited number of opportunities to become directly involved in the administration of their club.

- Governance including writing club's constitution & electing officers.
- Selecting a Coach/Advisor.
- Raising funds.
- Submitting proper forms to the Student Activities.
- Adhering to club sports policy.



# BUDGETARY GUIDELINES

**Each club must annually submit and adhere to their approved BAC budget.**

- A current budget must be approved by the BAC and the Student Engagement Clubs Sports Adviser or/designee before any withdrawals or purchases will be approved.
- The budget request should include ALL projected income and expenses for dues, equipment, rentals, officials, league fees, travel, tournament registrations, etc.
- This budget should also project anticipated income, such as fundraisers, ticket sales, dues and assistance from other student organizations.

**Sufficient funds must exist before any expense or purchase will be approved.**

Forms submitted for the Student Engagement Clubs Sports Adviser's signature must first be signed by the BAC treasurers. Such forms include requisition forms, cash advances, check requests or any other payments.

Club sports may charge dues to club members as a source of income.

All funds from any source - dues, ticket sales, fund raising events, etc. - must be deposited in the club's HWS account. Only after funds are deposited may they be withdrawn to make payments for club activities.

Clubs may not open or maintain off-campus bank accounts.

Clubs should submit an end of season summary including their competition record.

Any club posting a negative balance at the end of an academic year will be required to pay the deficit in full before spending accessing their BAC accounts. The balance may be deducted from the newly BAC allocated funds.

Club sports funding is distributed to individual clubs according to each club's demonstrated need. Each club's needs will be calculated based on both the budget proposals created by each club and available funding from the club sports fund. Elements such as additional fundraising attempts and the collection of significant dues will be considered as positive signs of a club's level of commitment and will be taken into consideration in the assessment of a club's need.

All purchases should be made through Makenna in The Office of Student Engagement Office. Captains/ members should never purchase items with the intention of being reimbursed.



# Budget Continued

**Budget proposals may include, but are not limited to, the following expenditures (in priority order):**

- League dues and membership fees
- Facilities Rental and Use Fees for Games/Competition
- Travel (Hotel, transportation, league fees)
- Officiating Costs
- Supplies (Medical, etc.)
- Equipment
- Club Uniforms
- Coaches (Tier One clubs)

## **Procedure for receiving funding as a club sport:**

- Recognized club sports must submit a budget to the BAC by the published deadlines each year.
- Proposed budgets not submitted on time may not be considered.
- Funds are awarded for the academic year (rather than by semester like other non-club sport organizations).
- Before funds can be allocated, all club sports must have completed and submitted all required registration forms
- Club accounts can be frozen at any time due to failure to comply with any Club Sport regulations or procedures.

## **Payments to Officials**

Any money paid to officials through Hobart and William Smith Colleges is considered taxable and therefore HWS must receive a completed W-9 form from the individual in question before payment can be made. Hobart and William Smith Colleges will not reimburse the club sport for their payment to an official, but will ONLY pay the official directly upon receipt of a W-9 form. W-9 forms are available from the Student Activities Office.

### **Coach and Officials Fees/Payments:**

Have the coach/official complete the W-9 form.

Complete a check request with the W-9 attached.

Return check request and W-9 to Student Engagement for processing by Friday at 12noon. Forms must be submitted 2 weeks in advance to ensure a check is ready for your event.

HWS will then mail a check to the coach/official or to you (as requested).

# Competition

As a club sport, teams may compete with other colleges, universities and community teams. Before a club may compete, they must meet all the necessary requirements stated herein. All of the required forms must be completed and approved through the Student Activities Office.

- 1. Conference or League Affiliation.** Club sports are encouraged to pursue an affiliation with a conference or league.
- 2. Officiating.** For all club contests, it is important that qualified and impartial officials be selected and agreed upon by all teams. Student officials are not recommended for officiating.
- 3. Recruiting.** Clubs may actively recruit players and members from the HWS community. Campus resources such as bulletin boards, student publications, sandwich boards, chalking, or other campus advertising media are available to all registered clubs including club sports.
- 4. Hosting Competition.** Hobart and William Smith Colleges may host club sport competitions. Competition dates should be submitted to the Assistant Director of Club Sports. Availability may be limited due to Varsity Athletics or intramural schedules. Club Sports Captains must have an Emergency Action Plan in place for hosting such events.
- 5. HWS EMS.** (emergency medical service) or other licensed EMS services must be scheduled for all home competition events. Requests can be completed on line via the club sports page at least one week prior to home competition.
- 6. Head Injuries.** Any student sustaining a head injury during club sports activities must, as soon as possible, report the injury to the HWS Hubbs Health Center. Even if the injury seems mild, players/members are still required to make the report. Often head injuries (bumps, concussions, etc.) do not manifest symptoms until much later. Early reporting will help the Hubbs staff assist the student more effectively if symptoms later surface. Additionally, the safety officer must complete an Accident Report Form, which can be found on the club sports page.

# Facility Reservation & Cancellation

All official Club Sports are allowed to use HWS facilities. Facilities will be granted based on availability. The college has established a priority list for all groups that use facilities. It is as follows: 1) Academics; 2) Varsity Sports; 3) Intramural Sports 4) Club Sports. Facility space is also prioritized within clubs. For example, in-season clubs have priority over clubs that are out of season. Clubs that are competitive also have priority over non-competitive clubs.

An Event/Space Request Form is required to initiate all field and facilities requests. Forms should be completed at least 2 weeks prior to practice or home competition events. Clubs using outdoor field space are not permitted to use fields during breaks/closings or during inclement weather. Captains are responsible for checking field conditions and status with athletics.

## VISITING TEAMS

It is up to the HWS club sports teams to advise the Student Activities Office in writing that a team will be visiting. The club should include the name of the visiting college/ university or group, the sport they are playing and a list of all visiting players. The written notice should be sent (e-mailed or mailed) to [payton@hws.edu](mailto:payton@hws.edu)

## TRAVEL

Teams that travel off campus for games/tournaments or any other type of competitive competition, must complete the online Travel Request Form 1 week prior to traveling. Once approval has been granted for travel, an email confirmation will be sent to the team captain or designee. Teams traveling more than 50 miles one way from campus require the presence of an approved faculty or staff chaperone. It is up to the team captain or their designee to secure a faculty or staff chaperone. Students are not eligible to chaperone. It is suggested to seek out chaperones at least 3 weeks in advance to allow for schedule arrangements. It is the teams' responsibility to pay for all expenses of the chaperone.

At the completion of each trip all receipts must be turned in along with a completed reimbursement/request for payment form. These documents should be completed within one week of the trip. HWS may not provide reimbursement for travel that is more than one week old.

Private automobiles are the principal means of transportation for club sports members when going to and from events. HWS does not provide insurance coverage for privately owned vehicles or their drivers. All drivers must submit a copy of their valid driver's license prior to driving other team members for club sanctioned events.

HWS also maintains a fleet van service that can be used by registered club sports for travel. To request a van, please email [payton@hws.edu](mailto:payton@hws.edu).



# Emergency Protocol

## On Campus

Serious injuries (i.e. life threatening, head injuries, serious lacerations) should be reported immediately by contacting Campus Safety at 315-781-3333 or x3333 from an on campus phone. The Campus Safety staff will be able to quickly dispatch on campus student EMS and/or Finger Lakes Ambulance for immediate medical attention. Please be able to provide the students' first and last name and a brief account of the incident to the Campus Safety dispatch person.

## Off Campus

Serious injuries (i.e. life threatening, head injuries, serious lacerations) should be reported immediately by contacting Campus Safety at 315-781-3333 Hobart and William Smith Colleges. After contacting Campus Safety, it is good practice to follow the institution at which you are visiting, emergency protocol. Be sure to review and understand their policies before competition or practice begins. Be able to provide the students' first and last name and a brief account of the incident to the Campus Safety dispatch person.

## ACCIDENT PROTOCOL (NON-EMERGENCY)

In general, any accident should be reported directly to Student Activities within 48 hours using the Club Sports Accident Report form. The form can be located on the Student Activities website on the club sports page. It is important that all players listed on the team roster have an updated medical history, and waiver form, and emergency contact. Players that do not have current forms on file, are not permitted to travel, practice or compete with the team.

It is the policy of Hubbs Health Center that every facial/head injury sustained as a result of a fall, blow or other trauma, to be evaluated in the area hospital emergency room as quickly as possible. It is recommended that, when necessary, a qualified service (i.e. ambulance) be used to transport the injured player. When at away games, refer to the off campus emergency protocol for serious injuries. All expenses incurred for treatment are the responsibility of the injured participant.



# QUICK REMINDERS

## Due prior to first competition/event:

1. Medical Waiver and Release of Liability for each player.

Once all completed forms are submitted and approved by the Student Activities office, an official letter of approval will be sent to the club sport captain.

## EMS AND INJURIES

1. All home games require an EMS presence (HWS EMS or other licensed EMS).
2. Report all non-emergency injuries within 2 class days using the online Injury Report Form .
3. Report all facial, head and other emergency related injuries using the emergency protocol and online injury report form.

## Questions?

Please email [payton@hws.edu](mailto:payton@hws.edu)

Feel free to pass my contact information along to refs & other coaches etc. as needed!

