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** The Club Sport Manual is still in draft form and subject to change. All policies, procedures and expectations should be followed as documented. Any changes will be addressed to all applicable parties ASAP.*

INTRODUCTION

A club sport at Lycoming College is a student organization derived and sustained through student leadership and interest. A club sport is defined as a student organization established to promote and develop the interest and skills in a particular sport.

Club Sport Categories

3 categories: Instructional, Recreational and Competitive

Recreational Club Sport: Members participate for fun and pursue a recreational passion. The purpose is primarily a social outlet and allows members to enjoy a sport in a relaxed setting. Skill levels can range from beginner to intermediate.

Instructional Club Sport: Members will learn rules of the sport, develop skills and enhance sport interest. Skill levels can range from beginner to advanced.

Competitive Club Sport: Members will develop their sport skills and play at a competitive level. These clubs belong to regionally and nationally recognized leagues or associations, competing in contests or tournaments with other colleges or universities. Skill levels tend to be more advanced, but all levels are encouraged.

MISSION

The mission of club sports at Lycoming College is to provide an environment that promotes excellence, inclusion, leadership development, interpersonal and social skills. Club sports originate and remain eligible within the Student Senate guidelines. Win-loss records will not define a club's success, but rather their individual and team activities on and off campus as ambassadors of Lycoming College, will prove their legacy. The club sport philosophy is that club sport funding from Student Senate will follow a model to support basic needs determined by both Student Senate and the Recreation Department, but often membership dues and fundraising efforts are necessary to be successful.

CONSENT TO PARTICIPATE

Lycoming College and the Recreation Department are not responsible for any injury or property loss incurred by a participant, instructor, volunteer or coach in the club sport program. Each

participant is strongly urged to have an annual physical and to carry personal health and accident insurance through the college, their parents, or their own health insurance plan. In addition, all participants are required to sign a release of liability form that notifies them of hazards involved with club sport participation.

HOW TO BECOME A CLUB SPORT

To be recognized by Lycoming College, a club sport must route its request through the Office of Student Involvement then onto Student Senate. The request must be accompanied by a copy of the proposed club's constitution and by-laws, the name of the coach (if applicable), the name of the advisor, a team roster and executive club officers (President, Vice-President, Treasurer and Secretary). In each case, Student Senate must judge that such recognition would promote the mission and principles of Lycoming College. After reviewing a proposed request, Student Senate will forward all Club Sport requests to the Director of Recreation for final approval. Final approval will be granted after all forms are completed and turned in to the Director of Recreation. Recognition enables a Club Sport to use College facilities and receive College funds.

In order to be and continue to be a registered club sport, annual mandatory club sport forms must be completed through the Recreation Department, plus any changes made in the past year to constitution and by-laws through the Office of Student Involvement, Recreation Department and Student Senate.

ANNUAL FORMS REQUIRED BY RECREATION DEPARTMENT

Annual Forms	Recreational Club Sport	Instructional Club Sport	Competitive Club Sport
Registration Form	x	x	x
Roster Form	x	x	x
Player Contract/ Anti-Hazing Form	x	x	x
Annual Budget Request Worksheet	x	x	x
Travel Form			x
Travel Roster			x
Release of Liability	x	x	x
Practice Schedule	x	x	x
Contest Schedule			x
Submission of a coaching profile			x
Club Sport/Coach Agreement			x
Trip Leader Travel Document			x
Club Sport Manual Agreement	x	x	x

*All forms can be found on the Club Sport website or through the Recreation Department.

CLUB SPORT ROLES AND RESPONSIBILITIES

The Student Participant

Club sports are student initiated and student driven organizations that offer unlimited opportunities for student to become directly involved in the leadership and administration of their respective club sport. In addition to being able to continue participation or learn a new sport activity, students are also in charge of supervision of the club and can actively take part in the management of each club. Collectively, they have responsibility for: the writing of their club's constitution and by-laws; the determination of their membership requirements; the establishment of their due requirements (if dues are required); the selection of their club's advisor and coach (if applicable); the establishment of the duties of their officers; the selection of their positions as an officer of their respective club. The effectiveness and success of each club sport depends on the students involved.

The Club President

It is the responsibility of each club sport president to promote and coordinate their club sport on campus and to work with both the Office of Student Involvement and the Recreation Department in accomplishing the mission of the College.

In addition to the duties of the president as outlined in the club constitution, each club sport president is responsible for the delegation (to other members) and completion of the following requirements:

1. Serving as a liaison between the club sport members and the Recreation Department.
2. Constitutions should be reviewed and maintained from year to year. Any modifications of the constitution should be properly executed through the leadership of the president and submitted immediately to Student Senate, Office of Student Involvement and the Recreation Department.
3. Educating club members and complying with the contents of the club sport handbook, the club's constitution, and the Code of Student Conduct (particularly the Hazing Policy).
4. Club President has the responsibility of delegating a trip leader during any competitive traveling. Trip leaders assist each club in maintaining a safe experience for the club and its participants, particularly when traveling to away competitions and

events. Their role will include additional training in safe vehicular transportation, abiding by all laws, group dynamics, and other positive leadership tools. At least one authorized trip leader will be required to accompany all clubs on every away trip. Any individual 18 or older, who is currently enrolled in, and/or employed by Lycoming College, will be eligible for this position. Each club can have multiple individuals trained and authorized to be trip leaders.

4. Obtaining a Club Advisor and Coach (if applicable).
5. Making sure a club officer attends mandatory club sport meetings (monthly or bi-weekly) with the Department of Recreation to give and receive club updates with the Director of Recreation.
6. Keeping all required annual paperwork current in the Recreation Department.
7. Meeting financial obligations incurred by the club.
8. Informing the next club president of the routines and guidelines for club operation prior to the next president's assumption of duties. All paperwork, budgets and correspondence pertaining to the club from the past year should be passed on. A mandatory meeting at the close of the academic year must be scheduled with the Director of Recreation to ensure this is complete.

The club advisor will be notified if the club president that does not fulfill these specific responsibilities. If immediate action is not then taken by the president or advisor, the club may also be sanctioned by Student Senate and may lose its recognition.

The Coach

Club sports are not required to have a coach. Club coaching positions are voluntary and no fees will be paid for their services. Although if a club chooses to provide monetary compensation to a coach they must provide Student Senate and the Department of Recreation with any/all documentation outlining the terms of the agreement, including responsibility for payment to the coach being compensated exclusively by the club monies. Total compensation must not exceed \$500.00. Coaches can be faculty/staff members or community members. Coaches that are not affiliated with Lycoming are considered volunteers and are covered by Lycoming's insurance under limited circumstances, not worker's compensation. It is highly recommended that they purchase travel, medical and liability insurance. A coach of a Lycoming College club sport assumes considerable responsibility and should understand the following:

1. The coach must maintain the philosophy of student-development and allow the student to take on as much responsibility in the administration of the club sport as possible. The coach should aim to develop and improve the skills of club sport

members. The coach should maintain a philosophy which promotes fair play and conduct both in and out of competition among all club sport members.

2. The coach may assist club officers in scheduling practices and games, but paperwork should be completed by the officers of the club.
3. The coach must be experienced and knowledgeable in their sport (training, strategy, etc.). It is the responsibility of each club sport to secure the services of a coach, if so desired. All coaches must be approved by the Director of Recreation, who may also dismiss a coach if necessary. If coaching services are secured, the following is required of said individuals: Completion and submission of both a coaching profile and club sport/coach agreement to the Department of Recreation.
4. The coach must attend all practices and games in order to fulfill his/her commitment to the club sport, and assumes control of club sport activities during those times relating to coaching decisions.
5. The coach must be aware of their actions while serving in an official coaching capacity, as well as in a social setting. Excessive socializing, or even dating team members can be considered inappropriate and destructive to team morale and cohesion. Such behavior is strongly discouraged.
6. The coach must be aware of health and safety requirements of the club sports' activities, including the inspection of sport gear and reporting of hazardous facility conditions to the Department of Recreation when necessary.
7. The coach must be aware of emergency procedures relating to the facility at which the club sport conducts its activities.

The Club Advisor

Each sport club's advisor is chosen by members of the group itself. In all instances the advisor must be accepted by the club sport based on their constitution, and then approved by the Office of Student Involvement and the Department of Recreation. The advisor must be part-time, full-time faculty or staff member. Certain cases will be considered if a non-Lycoming individual wants to become an advisor to a club sport. The Director of Recreation will approve the case.

1. The advisor should attend meetings of the club sport, as this puts him/her in a better position to understand and assist the group in providing direction and helping maintain continuity in club sport programming.
2. Give general approval for the club's annual budget request

3. Give general approval of the practice schedule and competition schedule
4. Serving as a source of information
5. Maintain club sport records

Advisors should participate without domination by facilitating student development opportunities. They should always serve and advise, not sit in judgment. Advisors are most helpful when they use mature judgment and experience to help club sport members refine their programs, plans, and discussions to a point where they are effective and realistic.

The Trip Leader

This position has been created primarily to assist each club in maintaining a safe experience for the club and its participants, particularly when traveling to away competitions and events. Their role will include additional training in safe vehicular transportation, abiding by all laws, and leadership development. At least one authorized Trip Leader will be required to accompany all clubs on every away trip. They will complete and submit a Trip Summary Form. Any individual 18 or older, who is currently enrolled in, and/or employed by Lycoming College, will be eligible for this position. Each club can have multiple individuals trained and authorized to be Trip Leaders.

ELIGIBILITY FOR MEMBERSHIP

Club sports are voluntary driven by student leadership and interest, which have been recognized by Lycoming College, Student Senate, the Recreation Department and the Office of Student Involvement.

1. Any currently full time enrolled Lycoming College student is eligible for club sport membership.
2. Faculty and staff of Lycoming College are eligible, but may be required to pay an extra fee, as they do not pay into the central student fund via student activity fees.
3. Current varsity athletes are not permitted to participate in the same sport they compete in at a varsity level.
4. Alumni and community members are not eligible for membership, participation or funding. However, their role as coaches, supporters and advisors is encouraged.
5. Membership eligibility will not be restricted on the basis of disability, age, ethnicity, gender, national origin, race, religion, sexual orientation or political affiliation.

6. Some club sports, competitive in nature, may host try-outs based on skill level to be able to compete at their best. Clubs that are strictly recreational or instructional may not limit membership.

EXPECTED CONDUCT

Lycoming Code of Conduct

1. Club sport members are expected to function in a mature and responsible manner both on and off campus in all club-related activities in accordance with the Club Sports Handbook, their club constitution, and the Student Code of Conduct. Club sports or individual members of club sports may face disciplinary action for inappropriate behavior (hazing, etc.) while representing Lycoming College club sports. Disciplinary action may result in revocation of recognition as a club sport and additional disciplinary action may be deemed appropriate by the Office of Student Involvement, Department of Recreation and the Vice President and Dean of Student Life. The Student Code of Conduct document describes additional participant behavioral expectations.
2. Spectators are welcome at club-related activities, but do not have facility usage privileges except as spectators.
3. All club members should review the Student Code of Conduct so as not to be subject to disciplinary action.

Lycoming College Student Code of Conduct

<http://www.lycoming.edu/studentLife/studentHandbook/codeOfConduct.aspx>

CLUB SUSPENSION

Suspension may result in loss of financial support and/or facility usage for an appropriate period of time as set by the Office of Student Involvement, Department of Recreation, Vice President of and Dean of Student Life and Student Senate.

1. Failure to file appropriate paperwork as included under president's responsibilities as per listed due dates (generally, financial penalties will be assessed prior to suspension).
2. Use of ineligible players
3. Unauthorized use of facilities
4. Student Code of Conduct violations (hazing, etc.)

Introduction and Philosophy to Hazing

Lycoming College is committed to promoting a campus environment that is just, open, disciplined, and caring. This philosophy supports the educational mission of the institution and our standards for co-curricular programs that facilitate students' development. Lycoming College is opposed to any activity that involves the hazing of any member of the college community.

Definition of Hazing

Hazing is any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student or which willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in, any organization operating under the sanction of or recognized as an organization by an institution of higher education. The term shall include, but not be limited to, any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug or other substance, or any other forced physical activity which could adversely affect the physical health and safety of the individual, and shall include any activity which would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual, or any willful destruction or removal of public or private property. For purposes of this definition, any activity as described in this definition upon which the initiation or admission into or affiliation with or continued membership in an organization is directly or indirectly conditioned shall be resumed to be "forced" activity, the willingness of an individual to participate in such activity notwithstanding.

CLUB MEMBER SUSPENSION

Club sport members are expected to adhere to a high standard of conduct which reflects a positive image of their club sport and Lycoming College. Any club member who fails to adhere to the policies as stated by the Student Code of Conduct (i.e. hazing), or whose behavior damages the club sport (stealing money or equipment from club, physical abuse, violation of policies at other schools, etc.) will be suspended from further participation for a period of time as deemed appropriate by the Office of Student Involvement, Department of Recreation, the Vice President and Dean of Student Life and Student Senate.

SUPPORT SERVICES PROVIDED BY CLUB SPORTS

Recreation Department Resources

1. **Annual Club Sports Forms:** All annual club sport forms must be filled out prior to the start of play during the beginning of the semester. All annual club sport forms can also be accessed from the club sport web site.

Annual Forms	Recreational Club Sport	Instructional Club Sport	Competitive Club Sport
Club Registration Form	X	X	X
Club Roster Form	X	X	X
Club Manual Agreement	X	X	X
Club Advisor Agreement	X	X	(if no coach, then yes)
Club Coach Agreement			X
Anti-Hazing/COC Form	X	X	X
Annual Budget Request Worksheet	X	X	X
Travel Form			X
Travel Roster			X
Release of Liability	X	X	X
Practice Schedule Template	X	X	X
Contest Schedule Template			X
Submission of a coaching profile			X

2. **Facility Scheduling:** Facility scheduling is done through the Director of Recreation and then ultimately finalized through the online reservation system. All clubs are encouraged to discuss upcoming facility/outdoor space availability with the Department of Recreation prior to scheduling practices or home competitions. Please do not assume that space available for your club in the past will automatically be available again. Reservations must be completed through the online reservation system on Webadvisor, <https://mylyco.lycoming.edu/Offices/StudentPrograms/SitePages/Scheduled%20Facilities.aspx> once they are reviewed and confirmed by the Recreation Department.

3. **Practice and Competition Schedules:** A composite schedule will be produced each semester, detailing the practices and competitions of all club sports after the clubs provide the template to the Director of Recreation. The schedule will be available on the club sport webpage and a hard copy will be provided to each club sport president. Club members are expected to provide timely information of practice day/times and competition day/times to the Department of Recreation for semester schedules.

4. **Equipment Storage:** Space is very limited in the Keiper Recreation Center. It is encouraged you seek out alternative locations to store any equipment. The use of general locker rooms in the Keiper Recreation Center for permanent storage is not permitted.
5. **Club Sport Website:** A website is established for Club Sports off of the main Recreation Department website page, with all of the information regarding Club Sports.
6. **Alumni Lists:** For clubs wanting to locate previous members or start mailing lists for fundraising reasons, the Recreation Department has previous years of sport rosters. Clubs can utilize the Office of Alumni Relations to then find current information on the individuals listed.
7. **Competition Assistance:** The Recreation Department has a National Intramural Recreational Sports Association (NIRSA) reference book listing names, addresses, and phone numbers for club sport contacts at most schools across the country.

CLUB SPORT FUNDING

Funding Requirements

1. Recognition as a student organization first is a necessary condition for requesting a budget from Student Senate. Recognition enables an organization to use College facilities and receive College funds, compete, hold events/programs, advertise on campus and fundraise.
2. Club sport funding is based on the Lycoming College Club Sport Funding Model. This tiered model has been created to provide the most equitable means to help fund recognized club sports whether they are competitive or not competitive. It is important to note, clubs will not be provided with 100% of their submitted budget requests. A percentage of funds will be allocated if criterion are met. The more criterion that are met in each tier, the greater the percentage of funds will be allocated. If all criterion are not met in a provided tier, the percentage of funds allocated decreases. Student Senate and the Recreation Department secure the right to adjust percentage allocated. Since club sports are only funded a percentage of their operating budget request, it is mandatory that the club fundraises a percentage of the amount allocated from Student Senate. If the club does not meet the required fundraising percentage by the deadline for the submission of the following year's budget request, the club forfeits their right to request Student Senate funds for the following academic year.

Important to Note Regarding Funding: The percentage of what Student Senate allocates and the percentage of fundraising will not equal 100% of the operating budget request. Other sources of funding will be required to supplement budget expenses

through means of Membership Dues, Alumni Donations, Club Member Donations, Sponsorships, etc. Planned fundraising activities must be presented in detail during the budget request proposal.

It is important to note that the Sport Club must prove that they are sustainable. In order to receive funding, a club must understand that becoming competitive is a long-term goal that requires a lot of work. The most funding will go to club sports that demonstrate consistent value to Lycoming College and all Lycoming represents.

3. Under special circumstances, additional monies may be available to any eligible club sport through special requests to Student Senate. Special circumstances may include making regional or national championships and not planning for that in the previous year budget request.
4. Student Senate funding may reduce percentage of funds allocated for any club sport that fails to remain active in complying with all club sport policies and deadlines through the Department of Recreation, as well as policies of Student Senate.

Requirements	Warrior Tier 1 st Tier (High Competitive Sports)	2 nd Tier (Low Competitive Sports)	3 rd Tier (Recreational or Instructional Sports)	4 th Tier (Recreational or Instructional Sports)	Provisional Tier (Any Club Sport originating in their 1 st year or a rebuilding year)
National Governing Body	Required	Required	Required	Not Required	To Be Determined
Collegiate National Championship	Must offer a National Championship	Must offer a National Championship	Not Required	Not Required	To Be Determined
Local or Regional Governing Body	Required	Required	Not Required	Not Required	To Be Determined
Practice	3x/Week (In-Season)	2x/Week (In-Season)	1x-2x/Week	1x/Week	To Be Determined
Competitions	5x or more per Academic Year	3-4x per Academic Year	0 Required	0 Required	To Be Determined
Operating Budget Request	\$7,000 - \$12,000+	\$3,001 – \$7,000	\$1,501 - \$3,000	\$1 - \$1,500	No Minimum Budget
Coaching	Coach Required to attend Practices & Competitions	Coach Required to attend Practices & Competitions	No Coach Required	No Coach Required	To Be Determined
Active Sport Club Existence	4+ Years	3+ Years	2+ Years	At least 1 full Academic Year	Club Originating or Rebuilding Status
Requires Athletic Trainer	Required (Depending on the Sport)	Not Required, but beneficial (depending on the Sport)	Not Required	Not Required	To Be Determined
First Aid, CPR/AED Certified	Not Required if Athletic Trainer is at Practices & Competitions or unless the facility already provides this service	Required, At least 1 club member certified and present at all Practices & Competitions practices unless the facility already provides this service (if no Athletic Trainer)	At least one club member certified and present at all practices unless the facility already provides this service	Not Required	To Be Determined
If all requirements are met in each above tier, it can be possible to receive the percentage shown from Student Senate. If all requirements are not met, the percentage will be determined by Student Senate, the Recreation Department and the VP of Student Life and Dean of Students					
Eligible for up to \$ from Student Senate	Eligible for up to \$7,200 (up to 60% based on \$12,000)	Eligible for up to \$3,500 (up to 50% based on \$7,000)	Eligible for up to \$1,200 (up to 40% based on \$3,000)	Eligible for up to \$450 (up to 30% based on \$1,500)	To Be Determined by Student Senate, Rec Dept. & VP of Student Life
Expected % of Fundraising	A minimum of 30% of what is allocated to the club sport from Student Senate	A minimum of 30% of what is allocated to the club sport from Student Senate	A minimum of 30% of what is allocated to the club sport from Student Senate	A minimum of 40% of what is allocated to the club sport from Student Senate	To Be Determined by Student Senate, Rec Dept. & VP of Student Life

TIER CATEGORY DEFINITIONS

National Organization: To meet this category, clubs must have the option and be a member of their National Organizing Body. Example: Ultimate Frisbee National Organizing body is USA Ultimate. The Ultimate Frisbee Club would then need to become a member of that organization.

Collegiate National Championship: To meet this category, the club's National Organization must hold a National Championship or National Tournament. This does not mean that the club has to play in or qualify for the championship or tournament.

Regional/Local Organization: To meet this category, clubs must have a regional/local organization acting in compliance with their National Organization and be a member of that organizing body. Example: Men's Rugby's National Organizing Body is USA Rugby and their Local/Regional Organization is the Eastern Pennsylvania Geographic Union (EPGU). Men's Rugby would then need to be a member of that organization

Practice: To meet this category, the club must meet the minimum requirement on practice times per week

Competitions: To meet this category, the club must meet the minimum requirement on competitions per academic year

Operating Budget Request: To meet this category, the expected operating cost to function must be within the tier range. *Inflated budget proposals to gain the maximum % of funding will be looked at carefully. Money spent from previous years will be taken into consideration as well as the next year's budget request. Specifics in the budget proposal must be presented with great detail.

Coaching: To meet this category, clubs must have coaches and their presence at practices and competitions if so specified. Clubs that do not require coaches can still obtain a volunteer coach through their request and granted through the Director of Recreation by submitting Coaching Profiles. *All coaches are on a volunteer basis.

Active Club Existence: To meet this category, clubs must meet the minimum requirement on years of club existence.

Requires Athletic Trainer: To meet this category, clubs must have athletic trainers (to be determined at practice and or competition). Clubs that do not require Athletic Trainers do not need to meet this criterion.

First Aid, CPR/AED Certified: To meet this category, clubs must have the determined number of certified club members (to be determined at practice and or competition). Clubs that do not require certified club members do not need to worry about this criterion.

***Expected % of Fundraising:** Each tier has a minimum percentage of what is expected through fundraising efforts. The percentage is based off of the amount that is allocated to the club from Student Senate. If the percentage of fundraising is not met by the deadline of submission of the following year's budget request, the club is not eligible for funds for that following academic year.

ANNUAL CLUB SPORT BUDGET REQUEST PROCEDURE

The budgets are finalized during spring semester for following academic year. Club sport monies must be requested within a specified time frame set forth by Student Senate to receive consideration for funding based on Student Senate criteria the club sport funding model. The procedure for requesting monies is below:

1. Secure electronic budget request forms from the Student Senate.
2. In accordance with the criteria governing club expenditures, the club sport funding model and based on this year's actual expenditures, develop a budget projection for the coming year. Club advisors/coach and the Director of Recreation should be involved in this process. It is required that the club sport must prepare a narrative and defend it describing in detail why they need the requested monies and the importance of it in order to operate effectively.
3. Get the final approval of the budget request for the following academic year from the Director of Recreation.
4. Club President or representative must then send the budget request form and the detailed narrative to Student Senate for review.
5. Club Sport funding decisions will be made in accordance with a timeline set by Student Senate before the end of the semester and each club will be notified of their next year's allocated funds by the end of the spring semester.

INCOME FOR CLUB SPORTS

Income for club sports is a source of funding to ensure effective operation if the allocated amount of funds from Student Senate does not cover overall cost of the operation of the club sport.

1. **Dues:** Dues can be established by each club individually and are considered income. All dues must be documented and recorded by each club.

2. **Fundraising:** Fundraising for club sports is a mandatory requirement when funds are allocated from Student Senate to a club sport. A specified percentage of fundraising is required within that academic year in order to be eligible to receive Senate funding the following year. Fundraising must be within the guidelines for solicitation set by the Vice President and Dean of Student Life. A variety of fund-raising activities exist, but the success depends on the planning and organization of the fundraiser, and subsequently the consistent dedication and effort of club members working together. Fundraising proposals for the academic year must be submitted during the budget request with the Recreation Department and Student Senate detailing what fundraisers each club has in mind. This shows initiative and is required as part of the budget request submission.

3. **Sponsors:** Any sponsor must be approved by Lycoming College administrators in Long Hall (no drug or alcohol references are allowed).
 - a. Organizations or individuals may sell items that do not compete with similar items sold in the Campus Store. Distinctive clothing items that are printed for single purpose events or that bear an organization's name may be sold on the campus, in designated areas, by its representatives provided a concession authorized by the College has been issued to that organization. Soliciting for sales or services is not permitted on campus by non-students, except for salespersons who have been invited by fraternities, sororities, or other student organizations to sell items identified with their own names or emblems to their own members. The presence of any other salespersons or solicitors should be reported to an RA, Security Officer, or the Residential Life Office. Individual students and student organizations must secure permission in writing from the Vice President and Dean of Student Life to conduct sales or solicitations on campus. Clubs must reserve sale space through the Office of Student Involvement.

 - b. Only chartered student organizations and recognized student publications may use the name and seal of Lycoming College. No student may use the name or seal of Lycoming, nor may (s)he imply a connection with the College in relationship to any advertising, medium, promotional project, unapproved social event, unchartered organization, or unrecognized publication without the permission of Lycoming College.

4. **Donations and Gifts:** Donations and gifts from parents, alumni, and friends of Lycoming College may be a good source of income for any club, but all such campaigns must be approved and coordinated by the Department of Recreation.

FACILITY RESERVATION AND USAGE

It is important to follow the rules of facility scheduling facilities for club sports to ensure a playing field/area to practice and or compete. Club sports that utilize a specified facility must assume responsibility for that area and follow guidelines set forth by the person granting its use.

College facilities are available for use by club sports. Facility scheduling is done through the Director of Recreation or appropriate facility Director and then ultimately finalized through the online reservation system. All clubs are must discuss upcoming facility space availability with the Department of Recreation prior to scheduling practices or home competitions. Please do not assume that space available for your club in the past will automatically be available again. Reservations must be completed through the online reservation system on Webadvisor, <https://mylyco.lycoming.edu/Offices/StudentPrograms/SitePages/Scheduled%20Facilities.aspx> once they are reviewed and confirmed by the Recreation Department.

Club sport scheduling is usually done outside of scheduled Intercollegiate or Intramural Sport hours. Requests for standing reservations must be coordinated between the Director of Recreation and the appropriate facility director by established deadlines in order to accommodate all club requests. No club practice or home game schedule is official until it has been approved by the Director of Recreation. Club players and opponents must park legally for practice and games. Failure to do so may result in penalties and/or fines.

EQUIPMENT

All equipment purchased with Club Sport funds becomes Lycoming College property and must be accounted for during the year and at the end of season. All clubs owned equipment may be used during the club's season and must be securely stored during the rest of the year. The Club President and Recreation Department will take inventory at the beginning of the fall semester and again at the end of spring semester. Copies of this inventory will be kept in the club's file within the Recreation Department and with the club officer(s).

TRAVEL REGULATIONS AND GUIDELINES

Scheduling Considerations

1. All travel must be carefully justified and should take into consideration whether the same competition or quality of program is available nearby.

2. Clubs should attempt to combine matches or programs in one geographical area into a single trip. (i.e. play Susquehanna and Lock Haven on the same weekend).
3. Confirming game details with opponents in the form of a written contract is recommended (see Department of Recreation for contracts). In addition, approximately one week before any home or away contest, contacting the opponent to verify game details is also recommended.

Use of Private and Rented Vehicles

Travel by club sports, the use of private vehicles is governed by the following regulations:

1. Club sport trips must have all required transportation forms to the Director of Recreation and be approved 5 days before a club sport leaves Lycoming College.
2. Club Sports members who do not have Emergency Medical Information forms on file in the Club Sport Office are **NOT** eligible for trips.
3. Personal vehicles may be driven by any authorized, licensed driver whose name, driver's license number, personal identification number, and signature have been checked and approved after completing a Motor Vehicle History Record check with Human Resources at least five days prior to driving. The driver must be a Lycoming student/staff or faculty member 21 years old or older. When using personal/private vehicles, the drivers' personal insurance will be considered primary in the event of accidents and injuries to vehicles or people. Lycoming College does not cover such cases.
4. In their use of vehicles, club sports members are expected to comply with all state and federal rules and regulations governing the use of the vehicle. The number of travelers must not exceed the number of seatbelts. Seatbelts are required for all drivers and passengers.
5. A sufficient number of "approved" drivers should be available for all travel, so as not to require the driver of any vehicle to drive beyond safe limits. The Director of Recreation and HR must have all copies of those driver's licenses of those able to drive as per College policy.
6. Vehicles may be rented for club sport travel through Enterprise. This excludes 12 and 15 passenger vans. All other vehicles may be rented by those 21 years and older. Vehicles are covered by the college insurance should there be an accident. This includes coverage for both physical damage to the vehicle as well as liability coverage. It is important to print out and keep a copy of the auto insurance card (you can get this form from the Recreation Department) in the vehicle while it is being rented. All auto accidents and damage to college rented vehicles must be reported as soon as

possible to the Director of Recreation and Human Resources. Please keep an Auto Accident Form to keep in the vehicle (you can get this form from the Department of Recreation). The information documented on the accident report form is the information needed to process an auto insurance claim. If the accident occurs outside of non-business day hours, please call Security at 570-321-4064 and they will contact the Human Resources Director.

7. Upon returning from an away event, a Travel Summary form must be completed and submitted by an authorized Trip Leader no later than 48 hours following the competition.

HEALTH AND SAFETY

State and Local Laws

All clubs are expected to abide by all Federal, State, and local health and safety regulations and laws. In addition, clubs are expected to be familiar with regulations and laws which might be relevant to their sport and to conduct regular safety training for club members.

Insurance and Physical Exams

Lycoming College and the Department of Recreation are not responsible for any injury or property loss incurred by a participant, instructor, volunteer, or coach in club sports. It is strongly recommended that all club sports participants have an annual physical examination. In addition, each participant is required to have health insurance through their parents, their own or through the College. In particular, participants should make sure their policy covers them during club sport travel, practice, competition, or other club-related activity. Individual sport clubs may actually require medical insurance and/or annual physical exams as part of their criteria for membership. Other clubs may be required to provide insurance coverage on boats, etc. All participants are required to sign a release of liability form before practicing or playing that advises them of possible hazards involved with club sport participation. Each club is also strongly encouraged to join any national organization for their particular sport in order to gain national recognition as well as liability insurance for tournaments and competitions.

Personnel

As part of the club sport funding model, each club may be required to have a member or members of the club to be First Aid, CPR/AED certified. For practices, that individual may be an active participating member of the club. For home competitions though, a **non-participating** individual who is certified must be in attendance or a contracted individual provided at the

expense of each club. The club is required to give this information to the Recreation Department prior to the start of the semester. If necessary, a certified player may fulfill the First Aid CPR/AED requirement on away trips.

Based on practice and competition locations, some club sports may have this criteria met by facility personnel already on duty. All clubs will be expected to meet this requirement on their own, unless facilities provide personnel who are acceptable to the Director of Recreation.

All first aid supplies used will be provided by each club. The list of recommended First Aid supplies can be obtained through the Recreation Department. A first aid kit, copy of these emergency procedures, copies of everyone's Emergency Medical Information form, and the facility emergency action plan should be kept on-site at all practices and events.

Weather and Cancellations

All cancellation decisions should be based on facility playing conditions, weather forecasts, the safety and comfort of players, spectators, and officials and the preservation of facilities for future use. Under most circumstances, the following are recommended safety guidelines to follow during specific weather conditions:

Weather Condition	Action to Take
Tornado or thunderstorm "Watch"	Play with caution or postpone play
Tornado, thunderstorm or Winter Storm "Warning"	Cancel or postpone play
Lightning detected near the playing area	Cancel or postpone play

Clubs should have access to cell phones or other communication equipment or devices, in order to get updated weather information before and during all practices and contests.

EMERGENCY PROCEDURES

Please keep in mind that all facilities utilized by club sports must have some form of emergency action plan. Each club should meet with facility managers prior to beginning practice to obtain a written copy of the plan and discuss their respective responsibilities. When an emergency arises within one of these facilities, facility personnel should be contacted as quickly as possible to put the plan into action. In addition, a copy of this Club Sports Handbook should be on-site for all home and away practices and events.

For club sport activities that take place at off-campus facilities emergency action plans should be followed as per each facility's operating procedures. If no written plan is available, please notify the Recreation Office and follow the steps below.

In case of a serious injury or illness at the Recreation Center, Intramural Fields or Lamade Gym, observe the following procedures:

1. Contact Safety and Security by dialing 4911 or tell someone near to call 4911 or 911 if available
2. Notify facility personnel immediately
3. Give your name; describe the nature and severity of the medical problem and the location of the victim. Provide as much information as possible regarding the nature of the injury or illness, whether or not the victim is conscious, etc.
4. Begin First Aid CPR/AED as needed
5. Secure patient and care for him/her to the best of your ability until professional assistance arrives
6. Do not move the injured except for protection from further injury
7. Stay with the victim until Safety and Security, police or ambulance arrives
8. Fill out the Injury/Accident Report provided by the Department of Recreation. All forms should be kept with the First Aid materials.

The safety of everyone is of paramount importance. All club sports programs involve inherent risks, and must be properly monitored. Club sports participants should be aware that involvement is entirely voluntary and health insurance is the responsibility of the individual. It is the responsibility of each club to minimize the risk of injury during all club sports activities.

Therefore, when an injury occurs, regardless of severity, during any club activity (practice or game) at home or away, an appropriate Injury/Accident Report form must be fully completed and submitted to the Department of Recreation within 48 hours for weekday events, or by Monday morning for weekend events. When the event is hosted by a Lycoming College club sport, a form should be completed for any person injured, not just Lycoming College club members.

