

# **SPORT CLUBS HANDBOOK**

**2006-2007**

# **CREIGHTON UNIVERSITY**

Department of Campus Recreation

## **SPORT CLUBS HANDBOOK**

The Sport Clubs Handbook has been prepared to serve as a reference for Sport Clubs Officers and Moderators in the conduct of club programs within the Department of Campus Recreation and Student Activities. These policies and procedures have been tailored to assist with the safety of all participants as well as securing the support of the University. All club officers are expected to become familiar with this handbook. Any situations not covered in this handbook may be discussed with the Associate Director of Campus Recreation (Sport Clubs Coordinator) or Assistant Director of Student Activities for Programming and Student Organizations.

### **SPORT CLUBS PROGRAM**

#### **A. Description**

A Sport Club, which is recognized as a Registered Student Organization (RSO), is conducted by elected student officers that coordinate the general operations of the club. The basic structure of clubs allows members numerous opportunities for student involvement and leadership through fundraising, public relations, budgeting, administration, and scheduling. The interest, commitment, organization, and participation are the responsibility of each club member. Sport Clubs are for currently enrolled Creighton students.

#### **B. “Current” Sport Clubs**

Visit the Student Activities Office (Skutt Center 110). You can also visit the website [www.creighton.edu/studentactivities](http://www.creighton.edu/studentactivities) and check out the student organization directory.

#### **C. Role of the Sport Clubs Administration**

The Sport Clubs administration serves primarily as advisors available to assist student leaders with club business. The Associate Director of Campus Recreation/Assistant Director of Student Activities are responsible for monitoring Sport Clubs activities.

The Administrators will allow clubs as much autonomy to operate as possible, provided they operate within the framework of the guidelines and regulations herein. Failure to follow such guidelines may result in club probation, suspension, or dismissal from the Sport Clubs Program.

#### **D. Sport Clubs Council (Discontinued Fall 2001)**

Future plans for the Sport Clubs will be centered on the implementation of a Sport Clubs Council. The council serves as an advisory committee representing all Sport Clubs. It exists to promote participation in the Program and had the primary goal to provide a medium for the exchange of information regarding sports club activities, policies, and procedures.

## **E. Registration Process**

### **1. Returning Sport Clubs:**

The Student Activities Office registers clubs for one year only (Sept. - Aug.) It is necessary for each Sport Club to re-submit a Sport Clubs annual Registration Form and an annual Activity Report at the end of each academic year (May) or when new officer elections take place. Officers will also have to attend a mandatory Sport Clubs Student Organization Orientation Session (SOOS) every Fall in order to maintain their registered status for the school year.

### **2. New Sport Clubs:**

A club can be formed and registered when the Student Activities Office determines they are in accordance with the policies and procedures of Creighton University Registered Student Organizations. A group of students who wish to form a club must first meet with the Assistant Director of Student Activities. The student organizers must then complete an application packet and meet with the Student Organization Review Committee (SORC). For more details on this process please visit [www.creighton.edu/student\\_activities](http://www.creighton.edu/student_activities).

## **F. Criteria for Sport Club Acceptance**

To determine if a proposed or existing student organization appropriately belongs in the Sport Club Program, it must meet the following criteria:

1. Sufficient student interest must be demonstrated by an active membership and the club must demonstrate sustainability.
2. Suitable facilities must be available for practice and competition.
3. The funds must be available to meet the financial needs of the club.
4. The club must have the potential to provide additional funding (Dues, Fundraisers, Competitions, Camps, etc.).
5. If “risk management” concerns can be administrated and are at an acceptable level for Creighton Risk Management.
6. The club must meet student interest/needs that are not currently met by another organization or program on campus.

If the application is rejected by SORC and/or Campus Recreation, the student organizer will receive a letter explaining the justification of the decline or application or a meeting may be scheduled with the sport club officers and advisors.

## **G. Inactive Status or Termination of a Sport Club\***

A Sport Club's active status will be reviewed based on the following criteria:

1. If any sport begins to show a steady decrease in participation, leadership, or interest.
2. If it is deemed that a club no longer meets the needs of a reasonable number of students and no longer meets the Student Activities Office criteria for registration as a Sport Club.

If a Sport Club's status is in question, the Administrators will help at the request of a club to investigate the possible causes to determine whether inactive status or termination is warranted.

**\*NOTE:** Sport Clubs must again meet the criteria and go through the SORC process to be allowed back into the Sport Clubs Program.

## **OFFICER AND SUPPORTING STAFF RESPONSIBILITIES**

### **A. Responsibilities of Club Officers**

Since the Sport Clubs are partially self-administered, the daily operation of any club is the responsibility of its officers. The contribution of each officer is vital to the club's success, but it is the president who is ultimately responsible for seeing that the club functions smoothly and properly.

The task of conducting the business of a Sport Club is usually too large for any one individual. Commitment increases with involvement so trust your members to share in the administration of their club. A good president will learn to delegate some of his/her general responsibilities to others.

Since each Sport Club is different, the most effective method of operation will vary among them. Your club's constitution should outline the general responsibilities of each officer as they pertain to your club. The club shall decide which tasks should be assigned to each office.

**Responsibilities** that need to be covered include:

1. Providing a liaison between the club and the Student Activities and Campus Recreation administration (usually the President).
2. Operating the club in compliance with the content of this handbook and all University policies and procedures.
3. Informing the club members of the content of this handbook and all University Policies and procedures.

4. Informing the next club president of the routines and guidelines for club operation prior to the next president's assumption of duties. This includes the transfer of the Sport Clubs Handbook to the new president.
5. Taking appropriate action to obtain and maintain a club Moderator.
6. Keeping the following information current in the Student Activities Office-

**Form to be completed once a year:**

- a. Sports Club Annual Registration Form with President, Moderator, and officer signatures. This form also requires approval by Campus Recreation.
  - b. Annual Activity Report
  - c. A current copy of the club constitution and mission statement as needed.
  - d. Campus Recreation forms include: risk waivers and roster of participant, coach/instructor information, facility requests, equipment inventory (as needed), and travel forms (as needed).
7. Meeting financial obligations incurred as a club.
  8. Fulfilling expectations and responsibilities of the "Safety Officer" such as: First Aid Kits and certified personnel on site at all club\* practices; Submitting 'Travel' forms; Completing the Injury Report form for any injury requiring some form of medical attention that occurs during an on-campus or off-campus Sports Club activity; etc...
  9. Reporting the results of all club competitions to the Administrators.
  10. Furnishing copies of the club's schedule to the Associate Director of Campus Recreation (at the beginning of competitive season).
  11. Waiver/ release forms for each club member.

**B. Faculty/Staff Moderator**

1. Attend meeting and organizational events when possible.
2. Assist in forming policies and programs.
3. Counsel and advise the officers and members of the club as needed particularly with regard to rules and standards established by Creighton University.
4. Attend annual Moderator Information Session (TBA).

**C. Coach's Role**

1. It is considered to be the responsibility of each club to assist in securing the services of their coach/instructor. All coaches selected by the club must be approved by the Sport Club Coordinator and should sign a contract before assuming duties.
2. The duties of the coach are as follow:
  - a. Assist the club's office in scheduling competition for the following season well in advance. Please supply a copy of the finalized schedule to the Sport Club

Coordinator.

- b. The club president or another officer should approve all practices and home competition with the Sport Club Coordinator to insure that there will be no scheduling conflicts in the use of Creighton facilities or equipment.
- c. Be present at all competitions and practices. This is essential for all out of town contests.
- d. Help insure good sportsmanship on and off the field. The coach is to understand the club represents Creighton University.
- e. Ensure that a “safe” environment is provided and proper drills, equipment, and practice/game activities are used. Record all injuries and report all emergencies immediately to the Sport Club Coordinator staff.

## ***SPORTS CLUB GUIDELINES***

### **MEMBERSHIP REQUIREMENTS**

Sport Club membership rules are determined by Student Organization policies.

Clubs may have a designed traveling team, but cannot deny club membership to any student based on his/her skill level. Sport Clubs must be open to all students in order to receive funding from Creighton Students Union. All club participants must have a current ‘Sport Clubs Waiver Release Form’ on file in the Sport Clubs Coordinator’s office.

### **HEALTH AND SAFETY POLICIES & PROCEDURES**

#### **A. RISK MANAGEMENT**

**Because of the inherent risks involved in all recreational and competitive sport programs, participants should be aware that involvement is voluntary.**

Each student and/or coach must sign a Sport Club Waiver Form and have it on file in the Campus Recreation Office. No adult member may participate in a Sport Club related activity unless he/she has a signed waiver release on file. **Those students under of the age of majority (19) must have their parents(s) co-sign the form.**

#### **B. INJURY and ACCIDENT**

- a. At least two (2) members or a Coach and one member of a club must be certified in CPR and Standard First Aid (or equivalent).
- b. One certified member must be at each practice and at all away activities. First Aid kits will be available for club use during practices and games.
- c. In the event of an injury, the coach or club president must fill out an Injury Form completely and return it to the Associate Director of Campus Recreation within 48 hours. This procedure applies to games and practices alike. Injured individuals at on-campus practice/competition sites can be assisted by Public Safety staff 280-2104 (emergency 280-2911). Facility, office and emergency telephones are available to call security.

## C. INSURANCE

The medical insurance plan that is required of all students before they can attend Creighton University is the only required plan to participate in any Sport Clubs. Additional coverage and their respective costs will have to be accrued by the club member - there is no coverage offered through the Creighton Sport Clubs Program. Supplement insurance for participation or instruction is usually available through the National Associations, etc. Also, it is recommended that all Sport Club members participating in vigorous sports have a physical examination. Non-student members must have personal injury/accidental health insurance coverage.

## D. FACILITIES

Clubs must be currently registered student organizations and have approved facility reservation in order to use any University fields or facility. If the Creighton University **Kiewit Fitness Center** is to be utilized all areas must be scheduled through the Director of Campus Recreation. If the Creighton University **Kellom Field** is to be utilized all areas must be scheduled through the Associate Director of Campus Recreation. If the Creighton University **Sports Complex/Morrison Soccer Stadium** is to be utilized all areas must be scheduled through Steve Brace 280-2484.

### INCLEMENT WEATHER

Sound judgment must be used by the coach and/or club advisor when determining whether or not to practice/compete during inclement weather. If, in the opinion of the coach and/or moderator, participation or competition could result in an injury to a participant or damage to playing site, practice/competition must be cancelled or postponed until he/she determines it safe to continue. Outdoor field space will be cancelled if the field is unplayable. The Associate Director of Campus Recreation will determine if outdoor spaces are unplayable.

1. All reservations need to be requested in as far advance as possible. **SPACE IS LIMITED.** As a registered Sport Club, you will be given some priority. All paperwork must be current with the Student Activities.
2. **KFC Facilities** may be reserved in two ways:
  - a. **Semester-** (Practices, meetings, etc. that will take place the same time each week/month and activities/events that are scheduled in advance.) Paperwork should be submitted prior to or immediately at the beginning of the semester being requested (see 'Student Group Recreational Facility' use guide).
  - b. **Daily Court use:** May be made at least 24 hours in advance. These are very limited by availability.

## E. SCHEDULES

Each Sport Club is responsible for establishing its own competition schedule. Each club should devise a tentative schedule as far in advance as possible for budget purposes. Schedule as many home contests as possible. Home games can be excellent avenues for generating student and staff support. Schedule other contests as near to Creighton as possible. Schedules must be specific as to date, time, and location, and submitted to the administrators at the beginning of each season. Thereafter, clubs are responsible for notifying the administrators of any changes in the schedule.

## **F. CONDUCT**

Sport Clubs participants, coaches, moderators and trainers are representatives of Creighton University. As representatives, they are expected to behave and dress in a manner which reflects positively on the University. All representatives will be held to University rules and guidelines while participating in any Sport Club related event. Consumption of alcoholic/illegal substances in conjunction with practices, competition or travel is strictly prohibited. These substances are not allowed in the KFC or on the Sports Complex. Behavior deemed inappropriate may be subject to action which may include, but not be limited to, disbandment of the offending club or suspension of individual club members involved in prohibited activities, and academic disciplinary action or expulsion. If any property damage occurs in a hotel or any of the vehicles while traveling, the individuals involved will be responsible for paying for the damages and may be prohibited from further involvement with the sports club.

## **G. PUBLICITY**

- A. In order to receive the maximum benefits of media coverage, it is imperative that the Administrators be informed of the results of each activity immediately following the activity.
- B. The Campus Recreation Department will provide as much support as possible such as information on website, annual publicity, phone referrals, posting of flyers, etc.
- C. All flyers, posters, etc that are to be posted on campus must be follow Campus Posting guidelines in the Student Handbook. Posters that advertise recruitment or alcohol must be approved through the Student Activities Office.
- D. Developing an event's coverage relationship with the Creightonian is encouraged.

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**Department of Campus Recreation**

**COACH ELIGIBILITY REQUIREMENTS**

Eligibility requirements

1. Coaching and/or playing experience in the Club's sport.
2. Approved "Annual Coaching Application" on file with the Administrators.
3. Interview with the Associate Director of Campus Recreation before assuming coaching role.
4. Issuance of **one** complimentary "Coaching Pass" for the coach whose club practices or plays in the Kiewit Fitness Center for the current semester. This pass is non-transferable and valid only during dates listed.
5. Ineligible to participate in club competition (unless he/she qualifies as a sports club member).
6. In most cases, the coaching position is voluntary and does not receive monetary gain or does not promote private enterprise for personal gain. If a club desires to have a paid coaching position, a contract must be drawn and approved by club officers, moderator and the Administrators.

**Note:** Any coach found in violation of the Sport Clubs Coach's Eligibility and/or does not maintain the same philosophy of student development as Creighton University may be expelled from the Sport Clubs Program.

**SPORT CLUB COACHING APPLICATION**

Name: \_\_\_\_\_ Club: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Work Number: \_\_\_\_\_ Home Number: \_\_\_\_\_

Coaching Philosophy: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**References:**

<u>Name</u>	<u>Address</u>	<u>Phone Number</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

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## COACHING CONTRACT

### Eligibility requirements

1. Coaching and/or playing in th sport.
2. Approved “Annual Coaching Application” on file with the Associate Director of Campus Recreation.
3. Interview with the administrators before assuming coaching role.
4. When a club desires to have a paid coaching position, a contact must be drawn, signed, and approved by club officers, moderators, the administrators and the perspective coach.
5. Issuance of **one** “Coaching Pass” for current semester. This pass is non-transferable and valid only during dates listed.
6. Ineligible to participate in club competition (unless he/she qualifies as a sport club member).

## COACHING CONTRACT

I, \_\_\_\_\_, understand, accept, and within my knowledge meet the eligibility requirements necessary to coach the \_\_\_\_\_ Club at Creighton University. I further agree students are required to take on the administrative requirements of the club, and pledge to concentrate my efforts on only the coaching decisions. I understand that the coaching philosophy must mirror the same philosophy as the \_\_\_\_\_ clubs constitution states. I accept the consequence of termination if I violate the coach’s eligibility code and/or do not maintain the same philosophy as the \_\_\_\_\_ clubs constitution states.

\_\_\_\_\_  
NAME

\_\_\_\_\_  
CLUB PRESIDENT

\_\_\_\_\_  
MODERATOR

\_\_\_\_\_  
SPORT CLUB COORDINATOR

\_\_\_\_\_  
DATE



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## SPORTS CLUB EVENT CONFIRMATION

Sports Club :

\_\_\_\_\_

Host School:

\_\_\_\_\_

Visiting School:

\_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Place:

\_\_\_\_\_

Number of Players :

\_\_\_\_\_

Officials:

\_\_\_\_\_

Additional

Information: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Host Team

Visiting Team

\_\_\_\_\_

Sport Club Director

\_\_\_\_\_

Sport Club Director

\_\_\_\_\_

Coach or Club President

\_\_\_\_\_

Coach or Club President

\_\_\_\_\_

Coach – Home Phone (Work Phone)

\_\_\_\_\_

Coach – Home Phone ((Work Phone)

Please sign and make a copy. Keep the copy and return the original to:

**Associate Director Campus Recreation**  
**Kiewit Fitness Center Creighton University**  
**2500 California Plaza Omaha, NE 68178**

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Department of Campus Recreation

## SPORT CLUB TRAVEL ITINERARY

Club: \_\_\_\_\_

Trip To: \_\_\_\_\_

Purpose: \_\_\_\_\_

Leaving \_\_\_\_\_ Returning : \_\_\_\_\_  
Date Time Date Time

Method of Travel: \_\_\_\_\_  
(Please list drivers)

\_\_\_\_\_

Lodging: \_\_\_\_\_

\_\_\_\_\_

Contact Person at Travel Site: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Please list all traveling club members, coaches, and advisors:

Name	Emergency Contact Person & #	Name	Emergency Contact Person & #
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

(Please use the reverse side if more space is needed)

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## SPORT CLUB EQUIPMENT INVENTORY

Club \_\_\_\_\_

Date: \_\_\_\_\_

President's name: \_\_\_\_\_

ID#: \_\_\_\_\_

Local Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

Home Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

ITEM(S)	QUALITY	CONDITION
1. _____		
2. _____		
3. _____		
4. _____		
5. _____		
6. _____		
7. _____		
8. _____		
9. _____		
10. _____		

# Creighton University Sports Clubs Participant Agreement, Liability Release and Risk Assumption Agreement

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- I. Understandings Affirmed: The undersigned Creighton University Sport Club Participant acknowledges each and all of the following matters to be true and correct:
- A. The undersigned is at least nineteen (19) years old and desires to participate or continue to participate Continue to participate in the activities of the \_\_\_\_\_ (sports club), which will be Organized and coordinated by volunteers. Although Creighton University is not sponsoring or Promoting such activities, the University has been requested to make certain accommodations including limited use of its facilities for such activities. (Creighton University will be hereinafter referred to as “the University.”)
- B. \_\_\_\_\_ (Sports club) engages in potentially dangerous activities. Participation By students in such activities subjects such persons to risk of injury or death. The “Disclosures and Warnings” form attached hereto describes **some** of the many hazards and risks, which are inherent in to which may result from participating in such activities, as well as **some** of the innumerable kinds of injuries, harm, or losses, which may result there from. Such listings are not necessarily complete or exhaustive.
- C. The undersigned’s participation in such activities is not requested by the University but is entirely elective and voluntary on the part of the undersigned student. The University is not obligated to accommodate such activities or allow its facilities to be used for such activities, to incur risks of loss or liability for claims resulting there from. Neither the University nor anyone on the University’s behalf has made any representations to the undersigned as to the safety of undersigned’s ability to participate. Accordingly, the University requires the execution and delivery pf this Agreement by each participant as a condition of allowing any aspect of such activities to occur on the University’s premises or in the University’s name.
- II. Assumptions of All Risks: The undersigned hereby personally assumes all risks to the undersigned in connection with such activities, including any and all risks of injury, death, harm, or damage of every kind of description that may befall the undersigned student while participating therein, regardless of whether such risks are known or known, foreseen or unforeseen, disclosed or undisclosed. The undersigned is solely responsible for personal safety and for proper operating condition of all equipment used. The University has made no representations, statements or warranty as to the condition or suitability of the grounds, facility, or practice fields utilized in the sports club’s activities.

The undersigned certifies that in assuming the risks involved in participating in this sports club’s activities, the undersigned will be required to pay personal medical and emergency expenses in the event of injury or illness. The undersigned agrees to contact his/her personal medical insurance carrier to verify that participation in this sports club’s activity is not excluded in the said policy coverage.

- III. Liability Release: The undersigned completely and conditionally releases each and all of the following names entities, persons, and parties (herein collectively referenced to as the “Releases”) from all claims of liability for each and every injury, harm, damage and loss of every kind or description (including death) to the undersigned’s person or property, directly or indirectly occurring in connection with, resulting from, or arising out of the undersigned’s participation or travel to and from the aforementioned sport club’s activities, whether caused by negligence of any of the Releases, or otherwise.

Name (printed) \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **Sport Club Safety Requirements**

Clubs\* will not be able to practice, nor will its registration process be complete, until the following safety requirements are completed:

1. CPR & 1<sup>st</sup> Aid Certification
  - a. Due before 1<sup>st</sup> day of practice, no later than Sept. 30<sup>th</sup>.
  - b. Clubs must have at least 2 individual members who are certified in both CPR & 1<sup>st</sup> Aid. These certifications must be turned into the Campus Rec. office. Contact the Campus Rec. Director at 280-2848 for certification information.
  - c. Club instructors/coaches must be currently certified and may be one of the two certified individuals at the practice or game.
2. 1<sup>st</sup> Aid Kit
  - a. Due before the first day of practice, no later than Sept. 30<sup>th</sup>.
  - b. Clubs must pick up their 1<sup>st</sup> Aid Kit from the Campus Rec. office, Rm 211, KFC.
  - c. This first aid kit must be at every club activity.
  - d. The kit must be returned to the Campus Rec office at the end of each year of the club will be billed for its replacement cost of \$60. Kit contents will be re-filled each summer.
3. Certified Trainer
  - a. A certified trainer must be at every game/tournament hosted on Creighton's property.
  - b. The club is responsible for making these arrangements. Contact the Campus Rec. office for possible trainer contacts.
4. All club members must have signed the club waiver agreement and have current medical insurance coverage.
5. Clubs that practice outdoors or off-campus should have a working cell phone with them at all times. These cell phone numbers should be documented in the Campus Rec. office
6. 1<sup>st</sup> Day of Practice – Clubs are not authorized to begin practice until they have completed the safety requirements and have written/email approval from the Sport Clubs administrators.

### **Safety Coordinator Responsibilities**

Manage the club 1<sup>st</sup> Aid Kit

Manage club waivers and deliver to Campus Rec. office

Carry, complete, and submit 'Injury/Incident' forms to the Campus Rec. office

Verify that at least one CPR&1<sup>st</sup> Aid certified club member is at practices

Carry 'emergency contact' list at all times

Work with facility personnel to determine best action to take with emergency response planning and/or facility user based on weather or field conditions

\*Clubs required to meet these safety requirements include clubs with physical instruction/competitive activities.

## **SPORT CLUBS MEETING**

August 31, 2006, 7pm, RM. 104, Skutt Center

### **Please sign in all club attendees**

#### **Agenda**

1. Introductions
  - a. Amanda Magnuson, Assistant Director of Student Activities
  - b. Bob Denney, Associate Director of Campus Recreation
  - c. Wayne Morford, Director of Campus Recreation
  - d. Club Attendees
  
2. Review Sport Club Handbook
  
3. Fill out forms
  
4. Questions
  
5. Student Activity Requirements for Student Organizations
  
6. Other:


