

# **CLUB SPORTS HANDBOOK**



Ursinus College



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## **INTRODUCTION AND PURPOSE**

The Club Sports Program at Ursinus College is designed to allow students to compete in various sports at the club level. Members of the club sport are responsible for the operation of the club. Successful club sports have leaders who communicate effectively with their teammates, Coaches, Student Engagement, and Student Government Association (SGA).

Club sports are subject to the rules and regulations in the Student Handbook, the Club Sports Handbook, and other applicable policies. Student Engagement runs the club sports program with SGA, events management, and the Athletic Department.

This handbook has been developed to serve as a resource for club leaders, members, advisors, and coaches in the operation of their clubs. It serves as a guide for the management of club sports at Ursinus. All club sports participants must indicate knowledge of the handbook by signing a receipt. Questions not answered in this handbook should be addressed to the contacts listed in Appendix A.

## **DEFINITION**

A club sport is a registered student organization intended to promote the common interests of a particular sport or activity through participation and competition. Many clubs are organized for the primary purpose of competition, whether it is intercollegiate or between other club members. For more information on the various levels of club sports participation, please refer to Appendix B.

Participation in a club sport is entirely voluntary. Membership is open to all current students, regardless of skill level. The clubs are organized and administered by students, with the officers providing the organizational leadership for their clubs' activities. All clubs practice regularly to promote and develop the skills and interests of their members. To be recognized as a club sport at Ursinus College, each organization must agree to abide by the guidelines and expectations outlined in this handbook.

No student may be discriminated against by any organization for reasons of age, color, ethnic or national origin, disability, marital status, political or social affiliation, race, religion, sex, sexual orientation, or gender identity or expression.

## **ESTABLISHMENT OF A CLUB SPORT**

Competitive Club Sports will only be considered for sports not offered at the NCAA intercollegiate level.

Recreational Club Sports may exist even if the sport is offered at the NCAA intercollegiate level.

Club Sports must follow the Student Engagement Organization Accreditation Process (OAP) in order to be approved. In order to be a recognized club on campus, organizations must provide:

- Names of President and Treasurer for next semester
- Name of Faculty Advisor
- Advisor Contract
- Constitution
- Organization Transition Plan
- Budget Proposal (Optional)
- List of Potential Events and Activities
- List of Membership
  - Must have at least 8 members
  - Half of the Membership Minimum must be Non-Seniors
- Attendance of all executive board members at the Student Club & Organization Training.

## **RENEWAL OF A CLUB SPORT**

Each organization must submit a new OAP form in the spring semester to determine eligibility for the following academic year. Student Engagement and SGA will oversee this process. It will be completed on a timeline conducive to AFAC requests being submitted.

At the beginning of every academic semester, Student Engagement will set up a mandatory meeting for all members of preexisting club sports and their faculty

advisors. Student Engagement staff will review the handbook and other applicable college policies at the meeting. Following the meeting, the team leaders and advisors will plan with the Assistant Director of Student Engagement to ensure all required paperwork is turned in before the start of any activities.

## **THE ROLE OF THE ADVISOR AND COACH**

All competitive and recreational club teams must have an advisor who is a full-time college faculty or staff member. The advisor shall meet regularly with the team they agreed to advise and provide proper guidance concerning all aspects of operations for the team. Club Team members are responsible for obtaining funding through the AFAC process and maintaining an equipment inventory.

The competitive club or recreational club team is responsible for obtaining a coach in the sport or activity each team participates in if so desired. Any external coach who provides services to the college must be vetted by having a background check and present proof that they have coaching experience in the sport or activity that they wish to oversee. If a team has a coach, they are to provide technical assistance and teaching. Students, not coaches, are to coordinate and run the team administratively and act as the liaison between the club, the Student Engagement Office, and the Student Government Association. Coaches must adhere to all standards, policies, and regulations concerning Ursinus College and any governing body associated with the sport or activity. Coaches serve at the discretion of the Student Engagement staff. They must meet with the Student Engagement staff to ensure clear expectations and communications at the beginning of the Fall semester.

Coaches are considered college volunteers and must complete a series of paperwork through Human Resources to serve. Human Resources is responsible for all volunteers of the college. Any questions should be directed to their office via [HR@ursinus.edu](mailto:HR@ursinus.edu). Please see Appendix D for all information regarding coaches as volunteers.

## **BUDGET AND FUNDRAISING**

### **BUDGET**

The college cannot guarantee financial support for the club sports program. Club Sports may obtain funding through the AFAC process, which is funded at the committee's discretion. The practical implication of this is that teams may have to pay out-of-pocket for some expenses Refer to the AFAC Guidelines for specific regulations. =

### **URSINUS COLLEGE FUNDRAISING POLICY**

For information on the Ursinus College Fundraising Policy, please review the Student Engagement Handbook.

## **SCHEDULING AND FACILITY USE**

### **Scheduling**

Clubs should utilize the [event space booking form](#) to book locations for practices and games. The Office of Protocol and Special Events may reach out to Student Engagement for further approval of the reserved spaces, Student Engagement will follow up with Club Leaders if that request is made.

At the start of each season, the following information should be provided:

- Contact information for team captains/secretaries
- Roster of Participants (name, student ID, email)

### **SCHEDULING AND FACILITY USE**

#### **Guidelines for Facility Use**

Student groups wishing to secure classroom space should complete the event-space booking form. Student groups wishing to reserve space on the Hunsberger Woods field should contact Space Requests, [spacerequests@ursinus.edu](mailto:spacerequests@ursinus.edu).

### ***Floy Lewis Bakes Center/Main Lobby/Field House/Outdoor Athletic Facilities:***

Priority for use of the above facilities will be given in the following order:

- Exercise and Sport Science (ESS) Classes
- Athletics – practice, games, athletic teams, clinics, tournaments, etc.
- Intramurals
- Club Sports
- General Student Use (free/open play)
- Fundraiser events (general student body)

### **All scheduled events must adhere to the following guidelines:**

- Each team must work with the Office of Protocol and Special Events to secure practice space and fields for competition.
- Groups should submit requests at the beginning of each semester. All details must be well written up in the event form.
- The building/area must be cleaned up after the event.
- The point person/contact person must be available for questions leading up to and following the event.
- EMS or an Athletic Trainer must attend all on-campus competitive club competitions.
- All equipment must remain on campus.
- The Athletic department cannot set up equipment for club sports. Groups wishing to secure tables and chairs must do so through the Facilities Services.
- If an event is scheduled to last beyond regular building hours, the point person for the event must contact campus safety (ahead of time) for securing the facility after the event.
- Field House curtains must be returned to the stored position after any event.
- Student Engagement will work closely with Athletics and Facilities Services to determine playing conditions of the fields.

The College can cancel/reschedule ANY event if the fields are deemed unplayable or unsafe.

### **Inclement Weather Policy**



To avoid cancelation in inclement weather, club sports should contact The Office of Protocol and Special Events to make indoor backup accommodations ahead of time (at the time of initial space booking).

### **STORAGE AND EQUIPMENT USE**

Club sports should secure storage space for their equipment that does not involve athletic facilities. The athletic department will make every effort to find storage space; however, due to the heavy use of storage space, the athletic department does not guarantee storage areas. Club sports can work with Student Government Association to secure storage space. Club Sports are responsible for the security and maintenance of their equipment.

### **STANDARDS AND CONDUCT**

- Club sports are non-profit, do not provide financial aid or scholarships to participants, and do not emphasize recruitment.
- All club sports members are expected to adhere to the student code of conduct in the [Student Handbook](#).
- Club sports members assume financial responsibilities for participation in a club sport if funding is not approved through AFAC.
- Events and competitions are to be scheduled with universities/colleges within a 100-mile radius of Ursinus College, except regional and end-of-the-season tournaments.
- Any use of alcoholic beverages or illegal substances connected to club sports activities may result in losing recognition of the club sport and withdrawal of college funding. The individual(s) involved will be subject to Ursinus College's conduct process.

*The use of alcohol, tobacco, or other drugs is prohibited on any playing field or venue of Ursinus College. Any athlete (club or intercollegiate) in violation will be subjected to Ursinus College's judicial policy.*



## **Sexual & Discriminatory Harassment**

For more information, please see Ursinus College's [Title IX policy](#) and [Discriminatory Acts policy](#).

Associate Dean of Students/Title IX Coordinator  
Wisner Hall  
610-409-3590  
[titleix@ursinus.edu](mailto:titleix@ursinus.edu)

## **INJURIES**

Any club sport participant who sustains an injury should report to the Wellness Center for diagnosis and treatment. Students must receive treatment promptly. In addition to visiting the Wellness Center, students should report injuries to Campus Safety.

Club sports participants must provide their clubs with ice and coolers for practices and games. Clubs Sport participants will not be provided access to the Athletic Training Room. Current NCAA rules and regulations prohibit athletic trainers (ATCs) from providing diagnosis, treatment, or rehab for club sports participants.

## **INSURANCE AND MEDICAL LIABILITY**

Before a student can participate in any club sport, they must do the following.

All students participating in any club sport at Ursinus College must have individual medical insurance (not through the college) in case of injury or illness associated with participation in a club sport – including but not limited to practices, meetings, games/matches, and travel. Any student who is injured or becomes ill during practices, meetings, games/matches, or travel must make an appointment to see one of the medical providers in the Wellness Center as soon as possible. In case of an emergency – if on campus, please contact Campus Safety at 610-409-3333, if off-campus, dial 9-1-1 and then call Campus Safety to make a report of the incident. Should you have any questions concerning medical services at Ursinus College, please contact the Wellness Center at [wellness@ursinus.edu](mailto:wellness@ursinus.edu) or 610-409-3100

Please note Ursinus College assumes no responsibility for treatment or payment of medical bills concerning any student injured or who becomes ill due to participation in a club sport.

## APPENDIX A: OVERVIEW OF CLUB SPORTS

	Competitive Club	Recreational Club
Key points	<ul style="list-style-type: none"> <li>• student-run</li> <li>• travel and compete on/off campus</li> <li>• may belong to a league</li> <li>• practice throughout the week</li> <li>• may or may not have a coach- if yes, and coach is a non-UC person, must have background check with HR, interview with Student Engagement and review of expectations and responsibilities</li> <li>• constitution/officers/yearly renewal</li> </ul>	<ul style="list-style-type: none"> <li>• student-run</li> <li>• interested in playing a sport year round</li> <li>• practicing throughout the week</li> <li>• no competitions on or off campus against other institutions</li> <li>• may or may not have a coach- if yes, and coach is a non-UC person, must have background check with HR, interview with Student Engagement Director and review of expectations and responsibilities</li> <li>• constitution/officers/yearly renewal</li> </ul>
Game/practice requirements	<ul style="list-style-type: none"> <li>• EMS/ATC present at games</li> <li>• 1st Aid kits - at all practices/games</li> </ul>	<ul style="list-style-type: none"> <li>• First Aid kits at all practices</li> </ul>

## **APPENDIX B: OVERVIEW OF CLUB SPORTS**

### **Funding:** AFAC Budget Committee

The college cannot guarantee financial support for the club sports program. Club Sports obtain funding through the AFAC process, which is funded at the committee's discretion. Teams and individuals may have to pay out-of-pocket for some expenses. Refer to the AFAC Guidelines for specific regulations.

**Record Keeping:** Student Engagement and SGA would keep on file each year all club sports information related to:

### **Yearly renewal of club status**

- Rosters
- Budgets
- Emergency Action Plans for venues (on campus)
- Emergency contact information (Campus Safety holds this information)
- Coaches (if UC or non-UC employee)
- Advisor

## **APPENDIX C: VOLUNTEER PAPERWORK**

Welcome to Ursinus.

We have received notice of your assignment as a new Ursinus College Volunteer. As a new Volunteer of the College, all of us in the Human Resources Department would like to welcome you to the Ursinus College family.

There is some necessary pre-volunteering paperwork that will need to be completed prior to your start date.

Please complete the attached forms and provide the originals to the Human Resources Department prior to your start date. If you should have any questions, please contact Human Resources at [HR@ursinus.edu](mailto:HR@ursinus.edu).

Thank you in advance for your attention to and cooperation with completing the requested information, and again, Welcome to Ursinus College.

Human  
Resources Office  
Ursinus College

List of forms that Human Resources will make available

1. Volunteer PA Criminal Background Check
2. PA Child Abuse History Clearance
3. PA Child Abuse History Clearance Waiver
4. Volunteer Staff Census Sheet
5. Ursinus College Volunteer Waiver form

## APPENDIX D: LIABILITY WAIVER FORM

(COPIES WILL BE PROVIDED BY THE STUDENT ENGAGEMENT OFFICE)

### URSINUS COLLEGE Liability Waiver Form

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**List Club Sport**

To the best of my knowledge, I am in good physical condition and fully able to participate in all **Insert Club Sport Here** related activities (Including but not limited to matches, games, and practice) at Ursinus College. I am fully aware of the risks and hazards connected with the participation in this sport/club, including physical injury or even death, and hereby elect to voluntarily participate in said event, knowing that the associated physical activity may be hazardous to me and my property. I VOLUNTARILY ASSUME FULL RESPONSIBILITY FOR ANY RISKS OR LOSS, PROPERTY DAMAGE, OR PERSONAL INJURY, INCLUDING DEATH, that may be sustained by me, or loss or damage to property owned by me, because of participation in this course.

I hereby RELEASE, WAIVE, DISCHARGE, AND COVENANT NOT TO SUE, Ursinus College, **Insert Club Sport Here**, the staff of Ursinus College, the Coach of Ursinus College **Insert Club Sport Here** or any other parents/athletes also participating with Ursinus College **Insert Club Sport Here**, from any and all liability, claims, demands, actions and causes of action whatsoever arising out of or related to any loss, damage, or injury, including death, that may be sustained by me, or to any property belonging to me, while participating in physical activity, or while on or upon the premises where an event is being conducted.

It is my expressed intent that this release and hold harmless agreement shall bind the members of my family and spouse, if I am alive, and my heirs, assigns and personal representative, if I am deceased, and shall be deemed as a RELEASE, WAIVE, DISCHARGE, and CONVENTION

TO SUE the above named RELEASEES. I hereby further agree that this Waiver of Liability and Hold Harmless Agreement shall be constructed in accordance with the laws of the State of Pennsylvania.

I understand that Ursinus College from time to time produces promotional material relating to its programs. I understand that as a participant and/or a spectator may be included in videos and photographs taken during all games, practices, and Ursinus College events. Therefore, without reservation or limitations, I, in my own, hereby assign, transfer and grant to Ursinus College, its successors, assignees, licensees, sponsors and all other commercial exhibitors the exclusive right to photograph and/or video and to utilize such videos and photographs and name, face, likeness, voice and appearance, in advertising and promoting the program or in advertising future events. I further understand that neither Ursinus College nor any third party is under any obligation to exercise any of the foregoing rights, licenses, and privileges. I, in my own behalf, waive any right to inspect or approve any materials related thereto.

In signing this release, I acknowledge and represent that I HAVE READ THE FORGOING Waiver of Liability and Hold Harmless Agreement, UNDERSTAND IT AND SIGN IT VOLUNTARILY as my own free act and deed; no oral representations, statements, or inducements, apart from the foregoing written agreements have been made; and I EXECUTE THIS RELEASE FOR FULL, ADEQUATE AND COMPLETE CONSIDERATION FULLY INTENDING TO BE BOUND BY SAME.

_____	_____	_____
Participant Name	Participant Signature	Date
_____	_____	_____
Guardian Name (if under 18)	Guardian Signature	Date