

Goucher College Club Sport Manual



Established by:
Department of Athletics
Office of Student Engagement
Student Government Association

Ethics & Conduct Statement

It is the responsibility of each club sport organization to ensure that:

- Participation is conducted in a nondiscriminatory manner that encourages enthusiastic support within the confines of good sportsmanship and fosters a positive attitude among club members and spectators in support of their teams.
- Coaches, advisers, and club members abide by the rules of the college and conduct themselves in an honest, civil, and sportsmanlike fashion at all times.
- Coaches, advisers, and club members recognize that they represent Goucher at all times, and do so in a positive manner.
- Coaches and advisers are in control of their club members at all times, in order to prevent any unsportsmanlike acts towards opponents, officials, or spectators.
- All college rules and regulations regarding conduct, as outlined in the Campus Handbook and other college documents, are followed.

Dear Club Sport Organization Leader:

This handbook outlines the policies and procedures of the Goucher College club sports program. Its purpose is to provide a resource for the students, coaches, and advisers who coordinate the formation, operation, and conduct of a club sport organization. The contents of this handbook will be reviewed periodically and are subject to change.

Club sports are recognized student organizations that serve students' interests in intercollegiate club competition or on-campus recreational activity, include dance related organizations. Sports that already have existing intercollegiate teams will not be represented as club sports without the prior review and approval of Sally Baum. Club members are responsible for writing and implementing their constitutions, recruiting new members, establishing dues (as necessary), and publicizing activities. Financial commitments are the responsibility of the club. Limited funds may be available from the Student Government Association through specific requests.

The Goucher College Club Sports Umbrella Organization exists to address issues pertaining to club sports, including those around scheduling needs. The Club Sports Umbrella Organization consists of a liaison from each club sports team and Sally Baum, who serves as the Club Sports Umbrella adviser, with the SGA Vice President of Clubs as an ex-officio member. The Club Sports Umbrella Organization will meet at least once a semester.

Club sports provide a recreational outlet for students, in a competitive setting that is less formal and involves minimal staff/faculty supervision. They also provide leadership opportunities for students through structuring and running a competitive and safe club sport. As such, club sports are a valuable part of the educational experience at Goucher. The intent of the Club Sports Umbrella Organization is to preserve the atmosphere of these student-run organizations while providing a structure to assist with their viability on a smaller scale than intercollegiate athletics.

We are pleased to have the opportunity to work with you this academic year. Please be aware that we are willing to meet with you to discuss any issues you may have. Congratulations and best of luck with your matches, games, and events! We'll be cheering you on!

Sincerely,

Sally Baum
Associate Director of Athletics

Steps to Becoming a Club Sport

1. To be a recognized Goucher College club sport, the club must meet the following criteria:
 - a. Participation is open to all undergraduate Goucher College students;
 - b. If the club sport depends on team tryouts, they must be advertised and publicized widely for students' awareness.
2. An officer of the proposed club must pick up a Club Charter packet from the Office of Student Engagement or from the Student Government Association Vice President for Clubs. The club charter packet must be completed fully and submitted to the SGA and reviewed by the executive board. At least one representative from the club sports organization must be present to discuss the charter application.
3. Copies of all league rules, handbooks, and agreements must be filed with Sally Baum, if applicable.
4. Practice and competition schedules must be provided to Sally Baum.
5. Each member of the proposed club must have health insurance (Goucher College Student Health Insurance, or proof of personal health insurance and the waiver of participation in the Goucher College Student Health Insurance program). Students must have insurance information with them at all times during practices and competitions.
6. Each member of a proposed club sport, and each club, must meet all insurance requirements. These requirements may include, but are not limited to, individual catastrophic medical insurance, insurance required by leagues or other support groups, and insurance required for the use of off-campus facilities.

Final approval allowing a club to begin activity will occur after all steps to becoming a club sport are completed and verified by the Club Sports Umbrella Organization Adviser and the SGA Vice President for Clubs.

It is important to note that the Athletics Department does not have any designated funds for club sports and will not be able to contribute any financial

support to clubs. The Athletics Department encourages club sport organizations to follow the financial request processes outlined by the Student Government Association.

Another important piece of information is that space on campus is available on a first-come, first-serve basis. New clubs will be able to reserve whatever remaining spaces are available once they have successfully chartered.

Club Sport Rules

1. No club sport may conduct practices or other athletic activities until all requirements for club sport approval have been met and formal approval has been received. Failure to comply with this requirement may result in probation and/or denial of club sport privileges, including restriction from practice and competition facilities.
2. Eligibility to participate in a club sport is restricted to students of Goucher College with a valid Goucher ID card. Individuals not affiliated with Goucher College are not eligible to practice or participate with any club.
3. The adviser and/or coach **must be present** at all competitions.
4. The Associate Dean for Student Engagement must be provided a copy of all contracts and agreements for review and be approved by Legal Counsel. Contracts cannot be signed by students in any case.
5. Transportation: Goucher College assumes **no responsibility** for transportation of club sports teams to or from their competitions.
6. **Funding**: Members of club sports teams assume complete financial responsibility for any expenses incurred by their organization (e.g., uniforms, league dues, insurance, equipment, facilities, damages, etc.). Funding may be available through the Student Government Association financial process.
7. **Supervision**: The Office of Student Engagement reserves the right to require staff, Public Safety, police officers, medical personnel, or other appropriate individuals or organizations to supervise on-campus events at the expense of any club sport organization.
8. **Scheduling**: The use of athletic facilities must be coordinated through the Club Sports Umbrella Organization. A club's officers may request scheduling of athletic facilities. Prioritization of access to athletic facilities is an individual college function. Any cancellation of practice or competition resulting in the non-use of a facility must be reported as soon as possible to Sally Baum.

The Athletics Department has reserved the following hours to be exclusively used by club sports in the Old Gym: Monday – Thursday from 8:30 - 10 p.m. and Friday from 7:30 – 9 p.m. However, the Athletic Department reserves the right, if necessary, to use the Old Gym during these hours for Athletic Department competitions and practices, so club sport organizations may not always have the full use of the space. Scheduling during these hours will be completed by each team's representative to the Club Sport Umbrella Organization during the September meeting (to determine the Fall schedule) and the February meeting (to determine the Spring schedule).

Additionally, the use of the SRC's Multipurpose Room is available through the scheduling process with limited availability for club sports. However, the Athletic Department reserves the right, if necessary, to use the Multipurpose Room during club sport reservations for Athletic Department competitions and practices, so club sport organizations may not always have the full use of the space. Scheduling of the Multipurpose Room will be completed by each team's representative to the Club Sport Organization during the September meeting (to determine the Fall schedule) and the February meeting (to determine the Spring schedule).

To access the current facility hours for the Decker Sports and Recreation Center, please visit their website: <http://www.goucher.edu/athletics>. Click on Athletic Facilities and scroll down to the Hours list.

9. Care of Injuries: Goucher College is **not** responsible for the medical expenses resulting from participation in club sports. Athletic trainers employed by Goucher College and student trainers have no treatment responsibilities for club sports. Training equipment and supplies are the responsibility of the club. If advanced notice is given, ice can be provided by the Athletic Trainer. In the event of serious injury or other medical emergency, contact Public Safety (6111). The Club Sport Council reserves the right to require immediate access to emergency medical personnel at all on-campus practices or games.
10. Conduct: Participation in club sports is a privilege, not a right. The removal of that privilege can occur at any time if college officials determine that behavior is not consistent with Goucher College

regulations and/or the Club Sport Ethics and Conduct statement included in this manual. Complaints regarding conduct will follow procedures established in the Campus Handbook. Complaints regarding conduct of employees of Goucher College will follow procedures established in the Employee Handbook.

11. Club Sport Websites: Each club sport is welcome to maintain a website through Goucher College. Their site would be included on the Office of Student Engagement's Student Clubs and Organizations site.
12. Concerns: Any concerns regarding the Club Sports Program should be communicated to the Club Sports Umbrella Organization Adviser and the Associate Director of Student Engagement. The person raising the concern shall have an opportunity to meet with the Club Sports Umbrella Organization. If he or she is not satisfied, concerns may be described in writing to the Club Sports Umbrella Organization Adviser and/or the Associate Director of Student Engagement, who will send copies of the document to the appropriate College officials for further review. After review, the Club Sports Umbrella Organization Adviser and/or the Associate Director of Student Engagement will report the disposition of the concerns in writing to the appropriate individual(s). Concerns may also be raised through other college policies and procedures, such as the Student Code of Conduct, as appropriate.

Responsibilities of Club Members

1. Club sports members must abide by all conduct rules contained in this manual, the Campus Handbook, and other college publications.
2. Club sports members must abide by the Goucher College Club Sports Ethics and Conduct statement (enclosed).
3. Club sports members must complete all forms and requirements described in this handbook.
4. Club sports members must abide by the rules contained in this handbook.
5. **No alcohol or non-prescription drugs** may be consumed or in the possession of any participant before, during, or in transit to or from any club-related event, including but not limited to practices and competitions.

Goucher College Emergency Plan

Home Contest Procedures

1. Initiate prompt and proper care at the scene. Contact with the Office of Public Safety (6111) is necessary to enact the Emergency Medical System. The Office of Public Safety will put the EMS into action. The Office of Public Safety will meet EMS personnel at the main gate and escort them to the scene of the emergency.
2. **It is the expectation of the department that a college staff member will accompany an injured athlete to the hospital if the athlete is taken by ambulance.**
3. **Do not attempt to move an injured athlete without proper direction.**

Away Contest Procedures

1. Upon arrival at the site of the contest, inquire concerning emergency arrangements and/or procedures of the host athletic training personnel.
2. Initiate prompt and proper care at the scene.
3. As appropriate, have student-athlete transported to the local hospital emergency room. Confer with the host emergency personnel for determination of need.
4. Notify the Office of Public Safety ASAP of any and all injury and emergency treatments. Provide any and all documentation of treatment and diagnosis promptly upon your return to campus.
5. Notify the Club Sports Umbrella Organization Adviser (who will notify the Athletic Director) of any and all injuries and emergency treatments.
6. **Again, it is expected that a Goucher College staff member will accompany an injured athlete to the hospital if an ambulance is needed.**
7. **Do not attempt to move an injured athlete without proper direction.**

Decker Sports and Recreation Center

1. Initiate prompt and proper care at the scene of the injury. Initiate the EMS if directed to do so by the Office of Public Safety, x6111. AED equipment is located in the Training Room and the Von Borries Pool office. Only persons qualified to use this equipment may do so.