

Club Sports Handbook

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Lewis College, who participate in any sports-related contests off (and on) campus. A contest is any game, match, exhibition, or scrimmage with another institution's team/club, in which competition in a sport occurs.

Sport-related activities engage in:

- Field, floor or on court activity
- Setting up offensive or defensive alignment
- Activities using equipment related to the sport
- Competition
- Individual / team timed events

To remain a member in good standing, each Club Sport Organization shall be required to abide by the rules and regulations of Fort Lewis College, the Club Sports Program, and any affiliates with which it may be involved.

All Club Sport Organizations and their constituent members will be expected to promote and uphold the image of Fort Lewis College and the Club Sports Program and act in a sportsmanlike manner on campus and when visiting.

Recognized Clubs are permitted to use the name Fort Lewis College with their respective Club Title. In using the College's name, Clubs speak only for their Club and do not officially represent the College or the Club Sport Program.

The following may result in suspension from the Club Sports Program:

- Lack of participation
- Misuse of funds
- Inappropriate conduct
- Misrepresentation of Fort Lewis College or the Club Sports Program

The Club Sports Council and/or the Club Sports Coordinator will decide suspension and/or disciplinary action.

The following process has been established should an organization or student wish to appeal decisions made by the Club Sports Council or the Coordinator of Club Sports:

A written appeal should be given to the Director of Recreational Services within 10 days of the decision.

An appeal of the decision made by the Director must be made in writing to the Vice President of Student Affairs with

Students participating in activities off campus are expected to adhere to the high standards as defined by the College Student Conduct Code. As citizens of the local community, the State of Colorado, and the United States, it is expected that the laws will be obeyed and that each student will be a productive and good citizen within the greater community.

If students are charged with serious crimes for incidents, which take place off campus, the College Judicial Affairs Office may choose to initiate College disciplinary proceedings against them. Of particular concern are those charges that indicate that the student may be a danger to himself/herself or others. Examples of these charges include violence, drug selling, sexual assault, and major theft, etc.

The Captains Council is composed of all Club Sports. The basic purpose of the Captains Council is to provide a bond between the various individual Clubs. It is hoped that by forming this bond, a club can run more effectively through the help the Captains Council can give in financing, organization, facility reservations, equipment, advertising, fundraising, etc. Although the Captains Council provides encouragement, guidance, and supervision, the Club will survive and grow only through active student involvement and participation.

The Captains Council is also responsible for electing five representatives from five different Club Sports to the Club Sports Council. Any student who is an active member of a returning Club Sport may become a member to the Club Sports Council. The Club Sport teams will be put on a rotation system to determine representatives for the Club Sports Council. If a specific Club elects not to send a representative to the Club Sports Council when their Club is selected in the rotation process, another Club will be selected randomly to send a representative to the Council.

Captains Council meetings are held six times an academic year to review the operations of the Club Sports Program. Meeting Dates will be posted in the Club office in the Student Life Center at the Beginning of the academic year. These meetings are attended by the Club P-3(3(Club)-Club)-5c2(L)-3(i)12(fe)12/(n)-3(cil)-3(u)6(dep)-6(re

The Club Sports Council is composed of five Club Sport student representatives who are elected by the Captains Council, and the Club Sports Coordinator. The Club Sports Council will meet as needed by the Club Sports.

The Club Sports Council will:

- Assist with the allocation of student fee funding
- Monitor activities of each Club Sport
- Facilitate development of new Club Sports
- Review and approve continuing status of current Club Sports
- Help establish final policies and procedures (Club Sports Director will set and monitor interim policies and procedures)
- Provide Club Sports with guidance and support needed to function smoothly
- Encourage participation of Fort Lewis College students in lifetime sports and activities

The Club Sport Coordinator will facilitate all Council meetings. The Council will elect a secretary to keep meeting minutes. Council meeting agendas will be posted via email to all council members and will be posted in the RSO office in the Student Life Center one week prior to the Council meeting. Club Sport Council members or Captains Council members may request additional agenda items by submitting a request via email to the Club Sports Coordinator.

The five Club Sport student representatives will be considered the voting members of the Club Sports Council. The Club Sports Coordinator will be considered a non-voting member.

In order for a Club Sport to be recognized by Fort Lewis College the following steps must occur:

- Three or more students must be interested in forming the Club.
- Must have a competition schedule
- Meet with the Club Sports Coordinator to discuss returning or new Club status
- Must meet regularly for Club practice
- Must attend mandatory Captains Council Meetings (6 per year)
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Club Officers – Yearly elections should be held to choose a president and a treasurer at the minimum. It is wise to also have a vice-president and secretary so the workload is spread over more people.

Responsibilities for all Club Officers:

- Submitting Club Application (Returning or New)
- Submitting Club Game Schedule
- Requesting field / facility for Club Practice
- Submitting the Club Roster
- Facility requests
- Purchase Requests
- Travel Requests
- Budget Requests

The Club Officers should meet regularly with the Club Sport Coordinator for assistance with the above stated duties. All request forms are available in the Club Sports Office.

Coach – Some Club Sports operate with hired coaches, while students or volunteers coach others. It is generally considered the responsibility of each Club to secure the services of a Coach. The Coach is responsible for the safety of the athletes and the club. The Coach is responsible for the safety of the athletes and the club. The Coach is responsible for the safety of the athletes and the club.

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Purchasing and Payments

Once the budget is established and approved, allocated funds may be used for the following purchases or payments:

- Non-personal club supplies and equipment.
- Wages covering: game officials.
- Travel to include gas, lodging, meals and commercial transportation costs.
- Entry fees.
- Dues for state, regional, or national organizational membership.
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Fundraising – All deposit receipts from fundraised dollars will be attached to the fundraising authorization form for verification of funds raised. Fundraised dollars will also be accounted for on the clubs individual budget excel sheet.

See Jon Janis, the IM/Club Sports Intern or Jeff DuPont, the Director of Recreational Services, for all cash handling procedures when the Club Sports Coordinator is out of the office.

In the RSO office, Club Sports will have access to a phone, computer, filing cabinet, printer, copy machine, fax machine, and scanner. For individual Club Sport authorization codes for phone and copies stop by the Club Sports Office. The FLC Information Desk located across from the River Rock Cafe, can also handle most of the in-house photocopying needs for clubs and organizations. For more information concerning the services offered, contact (x7511). It will be the responsibility of the team to promote themselves and participants.

For more on How to Schedule Your Event check out the FLC Student Organization Handbook at www.fortlewis.edu/cub/handbook.html. Scroll down about a quarter of the site and you will find information on advertising and fundraising.

An inventory of equipment checked out to each Club is maintained in the Intramural and Club Sports Office. At the beginning of a Club's regular season, the equipment may be checked out to the president of the organization. Any new equipment purchased by the Club for Club use will be added to the inventory.

All equipment must be checked back in to the Office at the end of the Club's regular season. Normal wear and tear on equipment is acceptable. Reasonable loss or theft of equipment will be accepted and removed from the Club's inventory. Excessive amounts will be charged to a Club's account for replacement.

Facilities coordinated for Club Sport use by the Club Sports Office include Birch and Cedar fields, the Student Life Center Gym, and the Student Life Center Aerobics / Dance Room. Additional facilities are available such as the Football field, Soccer field, Skyhawk Hall, the Ballroom, and the Gym (these facilities are available upon special requests ONLY). Facility Request forms are available at the Club Sports Office.

When planning a fundraising event or program a Fundraising Authorization Form

The club will be held accountable for any damage to the court/field/space used for competition.