

# **Barclay College**

## **Club Sport Organizations Handbook**

### **➤ *Relationship Between Club Sport Organizations and Barclay College***

Club sport organizations at Barclay College are student organizations whose members meet regularly to pursue an interest in sport or physical activity that includes outside competition. All club sport organizations at Barclay College must be recognized by the College in order for the organization to use the name Barclay College. Recognition is a clear indication that the club sport organization supports the mission, identity, and objectives of Barclay College. Club sport organizations and their activities are viewed as sponsored by the College as opposed to being conducted by the College. This distinction has implications for both the tax deductibility of potential donations to club sport organizations and for the College's financial reporting. Finally, club sport organizations are not permitted to maintain off-campus bank accounts; rather they can obtain an account in the Business Office.

### **➤ *Rights and Privileges of Club Sport Organizations***

Recognized club sport organizations have the following rights and privileges:

- The use of the College name, word mark, and letterhead.
- Reservation of facilities and College-owned property (see Athletic Handbook for scheduling policy).
- Safekeeping accounts at the Business Office (student organizations are not permitted to maintain off-campus bank accounts).
- Opportunity to advertise on campus (mass e-mails, College website, etc.).
- Approval for fund raising (see Athletic Director for fundraising policy).
- Official listing in College publications and yearbook.
- Administrative support for programming, event planning and execution.
- There will be no athletic training services for club sports.

## ➤ *Starting a New Club Sport Organization*

All new club sport organizations must apply and submit designated materials to STUCO for recognition. The application must include the following:

1. **An Application for Recognition (This includes the following)**
  - Organization's purpose statement.
  - Statement that demonstrates how the proposed organization supports the mission and objectives of Barclay College.
  - Names and roles of officers/leaders.
  - Example of organization's events and activities.
  - Financial plan.
2. **A signed letter from a Barclay College employee who is willing to serve as the organization's advisor.**
3. **A letter of recommendation from the Athletic Department.** This recommendation will be based on a meeting with the Athletic Director. The student leaders must adequately address the following:
  - There must be significant student interest;
  - The club must compete against outside competition;
  - The club must have a coach (non-student adult) and advisor (employee). Ultimately, the advisor and coach could be the same individual.
  - The club must demonstrate they are ready to follow the criteria used to approve new organizations;
  - The club must demonstrate they are ready and willing to represent Barclay College in a positive manner;
  - The club must have a club logo to be approved by the Athletic Director. Teams will **not** be allowed to use the official Athletics logos and word marks. All club sports must have the word "club" on their uniforms – all uniform logos must be approved on their official uniforms, and any public attire, websites, etc. (i.e. Barclay Club Soccer) by the Athletic Director.
  - There must also be adequate facilities available. (Please see our Athletic Handbook scheduling policies and facility usage policy).

The Application for Recognition, the Advisor Letter and the Athletic Department's Letter of Recommendation are presented to STUCO. These items will be reviewed by STUCO and they will either approve or disapprove the organization. Upon approval, all materials are then submitted to the Dean of Student Services by the President of STUCO for official recognition.

## ➤ *Maintaining Recognition Status*

By April 15 of each year, each club sport organization will submit an application for recognition renewal, an annual written report summarizing the prior year's programming, names of the new members and the advisor for the next year, any changes to the organization's structure or bylaws, and future plans and initiatives. If an application for recognition renewal has not been received by the posted deadline, it will be presumed that the organization is terminated, and the organization will be removed from the roster of recognized organizations. The student leaders of the organization are required to meet with the Athletic Director for a yearly review. The Athletic Department will submit a letter of recommendation to the Dean of Student Services regarding the future of the organization.

## ➤ *Revoking of Recognition Status and Sanctions*

If a club sport organization does not adhere to established College guidelines regarding fundraising, programming, and event planning, it may be removed from the list of recognized organizations. In addition, if an organization's practices are counterproductive to the College's mission and objectives, it may face sanctions or disciplinary action, and its status as a recognized organization may be revoked. In cases where responsibility needs to be determined, the organization's officers and advisor of the organization will have a hearing with the Dean of Student Services to determine responsibility and appropriate sanctions. Appeals can be made through the Discipline Appeals Committee.

## ➤ *The Role of Club Sport Organization Advisors*

- To have a thorough knowledge of the nature and objectives of the organization.
- To be enthusiastic about the organization and its purpose.
- To mentor the organization's student leaders.
- To attend important meetings of the organization and/or its committees.
- To foster teamwork.
- To serve as a liaison between the college and organization. To interpret Barclay College policy and procedure as needed.
- To serve as a general resource for the group.
- To communicate with the Dean of Student Services or the Athletic Director about any problems of the group.
- To encourage participation of the entire group membership in activities and services of the organization.
- To encourage the organization to identify itself as part of the whole campus community.
- To encourage the organization to evaluate its objectives periodically, to determine how well they are achieving their goals, and how/if they should revise their goals for improvement of the organization.
- To encourage good record keeping, professionalism, and sound financial and business practices.

## • *The Role of Club Sport Organization Coaches*

- To have a thorough knowledge of sport and to teach, coach and mentor students.
- To attend all games, practices, contests and events.
- To encourage sportsmanship and Christian Character on and off the site of competition.
- To communicate with organization offices and the advisor regarding long and short team goals and programming efforts.

## • *Club Organization Fundraising Procedures/Policies*

- In effort to respect all those people that help support Barclay College financially, the fundraising procedure will go as follows:
  1. Before anyone or any organization is asked by the club organization member to give financially to help support the club organization, prior approval must be obtained through the Institutional Advancement Department.
  2. Once approval is obtained, club organization advisors must guide organization members in the proper way to ask for financial support.
  3. Club organization members may extend invitations for financial support.
  4. All financial support will be viewed as a contribution to Barclay College and are eligible for tax deductions. Financial support will be organized by the Business Office and club organization advisors, coaches, and select club organization personnel will have access to the account.
  5. Purchase Requisitions must be completed by club organization advisors or coaches and signed off by the Dean of Student Services in order to be accessed.

## ➤ *Travel and Transportation Policy for Club Sport Organizations*

- Barclay College encourages all club sport organizations to use college vehicles when traveling.
- Rental Fees for school vehicles are available in the business office.
- If a club sport organization rents vehicles it must be done in the name of Barclay College and with a Barclay College approved form of payment. Vehicles should be rented from airport or full-service rental agencies. Never rent vehicles from remote pick-up or drop-off satellite sites, i.e., hotel lobbies, malls, etc. Report any damage or accidents to the rental agency as well as to the Barclay College vehicle coordinator and Business Office.
- Organization Advisors and/or Coaches should be responsible for scheduling the use of college vehicles. Reservations are made through the vehicle coordinator (Ryan Haase). A minimum of two weeks prior to use of the vehicles is required.

## ➤ *Personal Injuries and Insurance Information*

- **Liability Insurance**
  - Students need to provide their own health insurance and are responsible for any and all medical costs incurred as a result of participating in a club sport organization.
- **Medical Insurance**
  - All Barclay College students are encouraged to maintain adequate medical insurance coverage. Many students are covered through a family insurance plan. For those students that are not covered by a family insurance plan, Barclay College has information available for individuals to research insurance plans.

## ➤ *Emergency/Injury Care Guidelines*

- No practice or event shall commence unless the coach is present.
- The coach is responsible to assess any injury occurring during a practice or event and to begin emergency treatment. If the injury occurs during an on-campus practice or event or an off-campus practice or event, the coach is to contact emergency medical assistance or transportation as necessary.
- The coach should document all injuries requiring professional medical attention.

## ➤ *Club Sport Organizations Missed Class Policy*

Barclay College recognizes that club sport organizations often have a significant positive effect on those students who choose to participate in them; however, missing academic programming (classes, labs, lectures, tests, etc.) in order to participate in club sport organizations is not good practice and should be avoided. Student leaders, advisors and coaches are encouraged to schedule all club sport organization activities so that academic responsibilities will not conflict with club sport organization activities. Students are reminded that when conflicts do occur, individual course regulations about class attendance are left to the discretion of the instructor. It is the prerogative of the individual instructor to decide whether students who miss academic programming will be granted make-up privileges. Students are always responsible to communicate with faculty members prior to the date and are always responsible for missed content, etc. Any arrangements are to be made between the student and the instructor. Faculty members are encouraged to contact the club sport advisor if there are questions or concerns regarding this policy. For additional information regarding the class attendance policy, refer to the Barclay College Student Handbook.

## ➤ *Facility Scheduling Policy for Club Sport Organizations*

- **Practices**
  - All club sport organizations must seek approval for and schedule all practices through the Athletic Director. There are facility constraints and limitations that prevent practice time and space for club sports; therefore, practice times and locations on campus will NOT be guaranteed.
- **Games, Tournaments, Meets and Competitions**
  - Home events are not guaranteed and must also be scheduled through the Athletic Director. Facility constraints and competing priorities may limit the number and frequency of home events. Decisions regarding home events will be determined on a case by case basis and made by the Athletic Director based on the Facility Scheduling Priorities.
- **Facility Scheduling Priorities**
  - Indoor and outdoor club sports: Indoor and outdoor athletic facilities are scheduled through the Athletic Director. The Athletic Department also reserves the right to move intercollegiate practices onto facilities previously scheduled for club practices due to poor weather and/or field conditions.
- **Priority of Scheduling**
  - The priorities listed below outline the general hierarchy of event scheduling. The scheduling of facilities may be adjusted as needs and opportunities change, and it is inevitable that groups may be confronted with modifications that are less than desirable from their viewpoint. There may also be times when an event within a particular priority group is moved ahead or gets dropped below another priority group's event. Finally, an event that has been previously scheduled is not automatically cancelled or rescheduled simply because another higher priority group wishes to use the facility, although there are times when that may occur.
  - Finally, indoor facilities will generally not be reserved for outdoor club sports.
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**Priority A** Barclay Academic Activities

**Priority B** Barclay-Sponsored Events

**Priority C** Intercollegiate Activities

1. Athletic Contests
2. Intercollegiate Practices
3. Athletic Team-Sponsored Fundraisers
4. Outside Athletic Teams

**Priority D** Recreational Sports

**Priority E** Student Programs Sponsored Events

**Priority F** General Public/External Events

The Athletic Department reserves the right to reject any request if there is a potential for damage or harm to the facilities. The Department also reserves the right to cancel events, limit play, or adjust times of facility/field usage due to facility conditions, renovation, or restoration.