Club Sports Handbook
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Eligibility:

Participation in a Club Sport Program is limited to currently-enrolled students. It is recognized that the Club may enter individuals or teams in competitions both on and off campus whereby specific eligibility rules must be met. It is the Club’s responsibility to be aware of and abide by such regulations.

ALL Club Sports participants must fill out the Release waiver of liability form before actively practicing in Club sports. Complete the form and return to the Coordinator of Student Events and Education in the Student Life Office (AL 107).

New Club Sports:

It is important for a Club to demonstrate support amongst the University community. As such, students who want to form a recognized Club sport must first complete a series of procedures:

a) Create a written document including a statement of purpose, defining the level to which your team will operate and addressing the goals for which the group will strive to fulfill.

b) Compile a list of signatures of at least ten eligible students who intend to become active members of the Club.


After completing the preceding steps and gaining approval from Student Life Council, the newly-registered Club Sport may request facilities bookings from the Intramural Sports Office (AL 107) or Athletics as appropriate.

However, prior to official recognition, facilities may be made available to prospective clubs for organizational purposes (e.g. classroom meetings).

Membership Roster: A complete membership roster must be kept for each Club Sport and be filed with the Coordinator of Student Events and Education by the end of the academic year.

Inactive Club Status: Due to low participation, a Club team may be placed on inactive status. The Club Advisor, Dean of Students and Coordinator of Student Events and Education will meet to determine the condition of the Club team’s standing for the next academic year.

Club Responsibilities/Procedures:

Students within each Club are responsible for the internal administration of their Club to include decision making in such areas as equipment, facilities, finances, game schedules, membership, practices and safety. An understanding of the basic principles of organization management and the ability to delegate responsibilities to other club members will ensure the Club’s smooth operation and stability over time. At the
beginning of the Academic school year will be a mandatory meeting with the faculty/staff advisor and captain to discuss logistics.

A Club sport is also subject to the guidelines set forth in the University Rights and Responsibilities found in the Code of Student Conduct.

Annual Reports:

Once a Club sport is a recognized Club, it is required to submit a roster of individuals who participate in the Club at the beginning of the year as well at the end of the academic year. A detailed list of the Club activities/games will suffice as the yearly annual club report. Additionally, a budget outlook for the year must be submitted by May 15th.

Mandatory Club Meetings: Each Club sport must send a team representative, preferably the captain, to attend the Club sport orientation in the beginning of the academic year and near the end of the academic year.

Unexcused Absence:

The university views class attendance as an individual student responsibility. Students participating in a Club Sport are expected to attend class and are NOT excused absence for any competitions/practices.

Captain/President Responsibilities:

- Serving as a liaison between the club and the Coordinator of Student Events and Education.
- Informing club officers and members, of activities and events.
- Complying with the content of the Club Sports Handbook.
- The captain will sign a form stating that he/she has read the Club Sports Handbook and will comply with all the rules and regulations stated within.
- Submitting reports at the end of the term/year summarizing club activities. Near the end of the academic year will be a required meeting with the Coordinator of Student Events and Education individually to discuss the year.
- Meeting financial obligations incurred as a club.
- Completing the Accident/Incident Report form for any accidents/incidents requiring some form of medical attention that occurs during on-campus or off-campus practice, competition, informal recreation or instruction. These reports should be submitted to Intramural Sports Office within 24 hours of the occurrence. Incidents should be called into Campus Safety immediately. Failure to do so may result in sanctions.
- Reporting the results of all club associated competitions to the Coordinator of Student Events and Education.
- The president and captain shall not be on academic or student conduct probation. Exceptions to this rule may be granted by the Coordinator of Students Events and Education.

Advisor Responsibilities:

Club Sport advisors must be Concordia staff or faculty.
The selection of advisor is the responsibility of the club, but is subject to the approval of the Coordinator of Student Events and Education through the Dean of Students.

Advisors are fully responsible for enforcing the local, state and federal laws as well as the University regulations in all Club Sport activities. Additionally, Advisors must abide and put in force the rules within the Club Sports Handbook.

It is the responsibility of the Advisor to oversee and manage the budget of the Club Sports team. The Coordinator of Student Events and Education will approve budget requests.

**Purchasing Procedures:**

ALL PURCHASES INVOLVING SELF-GENERATED CLUB FUNDS MUST HAVE PRIOR APPROVAL THE CLUB’S ADVISOR AND SUBMIT TO THE Coordinator of Student Events and Education. IF THE CLUB SEEKS REIMBURSEMENT please use the University requisition process, including tax exempt form.

**Purchasing CLUB SPORT Uniforms:** (Tee-shirts, tops, jackets, pants, etc.) Club Sports who purchase uniforms using club funds must consider these as club equipment/University property and not the personal property of the club member(s). University funds may be used to purchase items or equipment that STAYS within the club for the next academic year. Exceptions may be requested to the Coordinator of Student Events and Education regarding this policy. Strict adherence to University colors and proper use of logos is required.

**Equipment Use:**

All equipment, which is purchased for club use as an approved budgetary item, is and remains the property of the University.

Equipment purchased for a specified club may only be used by members of that particular club unless special permission is granted by the Coordinator of Student Events and Education.

**Facility Use:**

Facility space is limited (when space use is at a premium) and scheduled times are subject to change at any time. The Club Sport must submit requests through the Coordinator of Student Events and Education for facility use to support the following club related activities:

- Recreation
- Practice
- Competition (visiting teams, tournaments, etc.)

Spectators are welcome at club-related activities but do not have facility use privileges. Spectators are restricted to the area to which competition takes place. Club sport participants are required to follow all rules and regulations regarding facility use. Adherence to policy is expected and part of club responsibility as a
recognized Club sport. Annual review will include facility use and spectator action/behavior.

Hosting Events:

Due to limited availability with our University facilities, it is not a guarantee that clubs will be able to host home events. All home events will be arranged through the Coordinator of Student Events and Education. It will be the Club’s responsibility to coordinate with Campus Safety, maintenance and others with the details of the event. All events will need to be coordinated with Campus Safety in matters regarding parking and other issues of crowd control or guest access.

Accidents/Incidents:

All accidents must be reported to Campus Safety immediately with an incident report within 24 hours. If an incident is life threatening, call the Police. If the accident/incident is non life threatening, such as sprained ankle, pulled hamstring, etc have the Athletic Trainer attend to the injury. Each Club Sports team will be provided with a First Aid kit but it is the Club’s responsibility to keep track of the kit.

Students must have their own personal liability insurance as the University is NOT to be held responsible.

ATHLETIC TRAINING:

It is the responsibility of the Club team to obtain a licensed Athletic Trainer for ALL competition hosted by Concordia University Wisconsin. This should be part of the budget submitted and will require coordination with Concordia University Athletic Training program.

Travel Policy: A student must successfully fill out an application for CUW vehicle driver’s license testing and pass the University designated driver’s examination in order to drive a University vehicle. The form to be filled out is located in the Student Life Office AL 107. When driving officially-recognized University vehicles, the student is covered by Concordia University’s insurance policy. University students may choose to rent a vehicle from the University identified rental agency Mayfair Rent-A-Car (Contact: Ron Scasny at 414 354 8600). Use of personally-owned vehicles cannot be insured under the school’s auto insurance policy. The only way we can provide coverage is if the vehicle is owned by the school or is rented in the name of the school. A student may choose to drive his/her personal vehicle but must understand the student is then choosing to be liable under his/her personal insurance. (Groups organizers/sponsors must comply with the policy as delineated; see full “Student Non-Academic Travel Policy” for complete information on vehicle drivers, use, administration and regulations.)
Finances:

Budget:
Depending on the annual budget each sports Club will receive a portion of funds and the Coordinator of Student Events and Education will allocate funds to the sports. The Coordinator of Student Events and Education will notify Club presidents/coaches about the team’s allocation during the fall semester. Each Club team will be responsible for it’s funds and held responsible for the appropriate spending. Students will be allowed to petition the Coordinator of Student Events and Education explaining reasons for a small amount of money in addition to the funds allocated. We will assist in arranging for a University agency account through the Coordinator of Student Events and Education.

Fundraising:
Funding of club activities has become primarily the responsibility of the Club Sport. For a club to develop and thrive, the members must be active and willing to work. Clubs are encouraged to take advantage of every available option and avenue for assistance.

Fundraising does require some degree of planning and coordination to ensure positive results. To begin all fundraising activities complete the University fundraising form, which you can locate in the Dean of Students Office or on the portal. Members may be directed to work with the Office of Advancement to coordinate external fundraisers. Clubs are strongly encouraged to develop an agency account to keep fundraising money.

The policy is that a Club cannot use any official money for alcohol see Code of Student Conduct

Rules regarding relevant misconduct: (Code of Student Conduct)

Alcohol & Drugs: Alcohol and drugs are prohibited as a part of any team activity or event. If alcohol is served at a tournament, University money and club participation is restricted and the Club could be sanctioned.

Harassment: Harassment (and Bias-related Incidents): Conduct that creates or attempts to create an intimidating, hostile, or offensive environment for another person is prohibited. Such conduct includes, but is not limited to, action(s) or statement(s) that threaten, harm or intimidate a person, stalking, voyeurism (or peeping), or any other form of unwanted contact.

Hazing: Clubs are prohibited from any form of hazing. Club officers are responsible for ensuring that all club members are made aware of and adhere to this policy.

Title IX: Concordia University Wisconsin (CUW) fully subscribes to all federal and state civil rights laws banning discrimination for private, church affiliated institutions of higher education. CUW will not discriminate against any employee, applicant for employment, student or applicant on the basis of race, color, sex, pregnancy, national origin (including ancestry), citizenship status, physical or mental disability, age, marital status, gender, veteran or military status, predisposing genetic characteristics, domestic violence victim
status, or any other protected category under applicable local, state or federal law. However, Concordia University Wisconsin is a Christian educational institution operated by The Lutheran Church-Missouri Synod and, in compliance with Title VII of the Civil Rights Act of 1964, reserves the right to give preference in employment based on religion.

II. The Law

Gender discrimination and sexual harassment are prohibited by Title VII of the Civil Rights Act of 1964 as amended and Title IX of the Education Amendments of 1972.

III. Sexual Misconduct

It is the philosophy of Concordia University Wisconsin that every student, staff, and faculty has the right to study, work, and live in an environment which is not hostile, offensive, or threatening. Violation of the policy on sexual harassment or sexual misconduct will result in disciplinary actions, which could include, but is not limited to, probation, academic/resident hall suspension or expulsion, or employment suspension or termination.

**Physical Altercations:** Clubs are expected to behave in an appropriate manner. Any physical altercations are forbidden and consequences will be given to an individual who acts in such a manner.