

**PROVIDENCE COLLEGE**  
**THE DEPARTMENT of RECREATIONAL SPORTS**  
**CLUB SPORTS PROGRAM PROCEDURE MANUAL**

**Important Contact Information**

		Cell (emergencies only)	Campus ext.
Ed Laprey	Executive Director of Recreational Sports	(401) 749-2130	2338
Chris Schmidt	Associate Director, Facilities/Club Sports	(203) 506-1689	2340
Courtney Lambrese	Assistant Director, Intramurals		2348
Sue Gibree	Assistant Director, Fitness		2350
Security (Non-Emergency)		(401) 865-2391	2391
Emergency			2222
EMT			2888
Emergency Clean-Up			2073

This manual shall outline all policies and procedures of the Providence College Club Sports Program. All head coaches, assistant coaches, moderators, advisors, and student leaders are responsible for knowing the contents of this manual and ensuring all club business is conducted in accordance thereof.

**TABLE OF CONTENTS**

**TOPIC** **Related Page #**

I. INTRODUCTION.....	1
II. MISSION STATEMENTS.....	1
III. HOW TO FORM A CLUB.....	1-2
IV. ELIGIBILITY.....	2
V. LEADERSHIP ROLES.....	2-5
VI. CLUB REQUIREMENTS/RESPONSIBILITIES.....	5-6
VII. OPERATING STANDARDS.....	6-10
VIII. CONDUCT & DISCIPLINARY ACTION.....	10-11
IX. RISK MANAGEMENT.....	11-14
X. APPENDIX.....	16

## **I. INTRODUCTION**

The club sports program at Providence College provides undergraduate and graduate students with an athletic experience unlike that of varsity or intramural sports. Club members are afforded the opportunity to compete on and off campus, to learn new skills while enhancing current ones, and to develop a sense of fair play and team camaraderie all while obtaining the health benefits of active participation. Our students are the driving force behind the success of the program, which not only invites, but challenges them to take on active leadership roles. Students are expected to ensure that club members understand and abide by all Department and College policies. Furthermore, they motivate teammates on and off the field, and communicate effectively with coaches and administrators in order to achieve the best possible experience for everyone involved.

## **II. MISSION STATEMENTS**

### **Department of Recreational Sports**

The Providence College Department of Recreational Sports, as part of a college with roots in the Dominican tradition, strives to contribute to the complete realization of the student as an intellectual, social, emotional, physical, and spiritual being. The department provides for such realization through intentional, safe, and well-managed intramural competitive sports programming, structured recreational events, physical fitness and conditioning activities, support for casual recreational use of fields and facilities, and administrative oversight of recognized sport clubs. The Recreational Sports programming inspires the virtues of discipline, teamwork, sportsmanship, fairness, and honesty among participants of its programs. Leadership abilities are cultivated and recognized, and where possible, developed as part of the program of team competition and sports club activity, as well as through working at our Recreation and Fitness Centers. The results of the efforts of the program significantly and positively impact all three dimensions: mind, body, and spirit, which are at the heart of the Dominican collegiate experience.

### **Club Sports**

The Providence College Club Sports Program seeks to promote, conduct and administer a variety of organized sport clubs for our student body. These clubs, in keeping with the mission of the College, will focus on developing our students in mind, body and spirit. They will provide opportunities for students to become leaders as well as serve as an inspirational platform for students to learn, lead and serve in a diverse and changing world. The club sports program is committed to maintaining a cooperative administrative support system, while being guided by proper risk management strategies to emphasize safe participation. We will continually assess our programs and strive to meet the needs of our students.

## **III. HOW TO FORM A CLUB**

The Department of Recreational Sports strongly encourages our students to maintain an active lifestyle. We understand that education is not confined to the classroom. In keeping with that ideal, we are open to expanding our programs to address the ever changing needs and interests of our student population. We encourage the proposal of new clubs, provided they do not conflict with the goals of the College or the Dominican mission.

The process for gaining club sport status is as follows:

1. A student representative (or representatives) must set up a meeting with the Assistant Director of Club Sports to discuss the possibility of establishing a new club program. Topics of discussion will include: The need / benefit of adding the proposed club, the level of interest of the student population, and the potential challenges associated with implementing the proposed club.
2. If a legitimate opportunity for expansion exists, the potential club must research the following:
  - a. Competition

- Are there other club teams in the area to compete against?
- Is there a league or conference that our club could join?
- When does the season typically begin / end?

b. Facilities

- Does Providence College have adequate on campus facilities to host practices and/or competitions?
- Are these facilities available for club use?

c. Equipment

- What equipment is required for participation in the sport?
- Where can this equipment be obtained / purchased?

d. Budget

- Financial analysis of equipment costs, coaching salaries, transportation, game expenses, membership fees, rental fees and any other start-up costs associated with the team.

e. Membership

- Specifically which members of the campus population intend to join / trying out for the team?

f. Leadership

- Which student members would make up the executive board?

#### **IV. ELIGIBILITY**

All full-time undergraduate students and full-time graduate students are eligible to join a club sport team as a regular member. Club presidents must submit complete roster lists for eligibility verification. Division I student athletes may not participate in any club level sport during the regular academic terms of fall and spring. These prohibitions are grounded in NCAA Bylaws.

#### **V. LEADERSHIP ROLES**

Club Sports at Providence College operate under the Department of Recreational Sports. The management of each club shall be a collaborative effort among the Assistant Director of Club Sports, elected student officers, coaches, and moderators/advisors. General guidelines for each member of the management team are outlined below.

##### **Full-time Administration**

###### **Assistant Director for Club Sports**

All clubs shall report to the Assistant Director for Club Sports. This full time position is designed to ensure all clubs are operating under the standards set forth by Providence College, while fostering the development of each student member. Responsibilities include, but are not limited to:

- a. Work within the guidelines of the Providence College Mission, as well as that of the Recreational Sports Department.
- b. Conduct a Club Officers' Training Program at the beginning of each academic year.
- c. Establish a meeting schedule with club leaders throughout the year.
- d. Develop and enforce all club sport policies and risk management strategies.
- e. Assist with the administrative requirements of the College for each club.
- f. Provide general support for each club as a recognized student organization.
- g. Oversee all financial aspects of the club sports program.
- h. Approve all travel, fundraising, and financial decisions of the clubs.

## **Student Leadership**

Each club sport shall elect a board of officers. At a minimum, the offices of President & Treasurer shall be voted on by the club's current membership. The offices of Vice President & Secretary are strongly encouraged for each club as well. Other positions may be voted on in accordance with the approved constitution of each individual club. All officers must be full time students (12 credits or more), and must satisfy the following conditions:

- a. The student has and maintains a cumulative grade point average of 2.0.
- b. The student is not on disciplinary probation.
- c. The student is not engaged in any activity deemed to be contrary to the best interests of the College or the club.

The management of club business is the responsibility of the officers. Each club should identify the responsibilities of its officers. The following is a list of duties to serve as guidelines.

### **Club President**

The club president is a key member of a club's leadership team. The effectiveness of a president directly affects a club's level of success. The Assistant Director for Club Sports, as well as Coaches, Advisors, or Moderators are available to advise and assist the club president as needed. Some of the presidential responsibilities include, but are not limited to:

- a. Represent the club appropriately at all times.
- b. Serve as the liaison between the club and Assistant Director for Club Sports.
- c. Arrange competitions, practices, and travels accommodations, as well as any other club management duties.
- d. Conduct officer elections as outlined by the club's constitution (before the end of each academic year).
- e. Inform club members of the contents of the Club Sport Manual
- f. Attend club officers' training at the beginning of each academic year.
- g. Communicate with the Assistant Director and Moderator regularly regarding updates, issues, or any other pertinent club business.
- h. Participate in the selection process for new coaches as the club representative.
- i. Hire officials for home competitions.
- j. Provide an update of all match details to the Assistant Director for Club Sports no later than the first business day following the match.
- k. Report any injuries or incidents to the Assistant Director for Club Sports within twenty-four hours.
- l. Ensure team members attend all mandatory meetings. Team members are required to communicate any absences to the Assistant Director for Club Sports a minimum of 24 hours prior to the meeting.
- m. Reserve facilities, equipment or other necessary materials (such as trash barrels, extra seating, etc.) using the proper channels, mainly 25Live.
- n. Submit an End of Season Report to the Assistant Director for Club Sports no later than two weeks after the season has ended. The report should include:
  - Official Membership List
  - Outline of club goals and progress of each one.
  - List of all club events / activities
  - Budget report - itemized expenditures and revenues
  - Fundraising synopsis
  - Equipment inventory (with itemized prices).
- o. Assist in the training and transition of the newly elected president at the end of their term.

### **Vice President**

The vice president shall assist the president with their duties listed above. If for any reason, the office of president becomes vacated during the course of the year, the vice president shall take over all presidential responsibilities. In addition, the vice president's responsibilities include, but are not limited to:

- a. Maintain an accurate list of all club members.
- b. Manage practice times and game schedules, and inform the Assistant Director for Club Sports of any changes.
- c. Ensure approved drivers have all of the proper paperwork on file.
- d. Submit all waivers relating to participation, travel, etc., to the Assistant Director for Club Sports within the necessary timeframe.
- e. Assist in the training and transition of the newly elected Vice President at the end of their term.

### **Treasurer**

The treasurer shall work with the other members of the board to support the best interests of the club.

Their specific responsibilities include but are not limited to:

- a. Attend all training sessions relating to managing club's finances.
- b. Collect and record payment of all membership dues.
- c. Maintain an accurate record of all fundraising activities.
- d. Document all club expenditures with receipts and/or other required financial forms.
- e. Collaborate with the President and Assistant Director for Club Sports on budget request proposals.
- f. Submit monthly statements of all club allocations, Agency Accounts funds, or any other monetary sources accessible to the club to the Assistant Director for Club Sports.
- g. Obtain pricing quotes for all anticipated purchases.
- h. Complete and/or submit purchase requisitions, vouchers, invoices, reimbursement requests, and any other forms relating to club finances, in accordance with College policy.
- i. Assist in the training and transition of the newly elected treasurer at the end their term.

### **Secretary**

The secretary shall work with the other members of the board to support the best interests of the club.

Their specific responsibilities include but are not limited to:

- a. Submit official travel rosters no later than 72 hours prior to each competition.
- b. Maintain detailed attendance records/sheets.
- c. Create a detailed travel itinerary for road trips that will be submitted to the Assistant Director for Club Sports no later than 72 hours prior to departure.
- d. Record minutes of each club meeting. These minutes should be accessible for all club members via Sakai, email, or other designated club communication system within 24 hours.
- e. Make sure that everyone on the team has signed all necessary waivers for participation and travel.
- f. Maintain an accurate record of all injuries sustained by club members during practice or competition. Related injury report forms are to be completed and submitted to the Assistant Director for Club Sports no later than the first business day following the injury. NOTE: the same procedure should be followed for injuries involving opponents during home competitions.
- g. Assist in the training and transition of the newly elected secretary at the end of their term.

## **Part-Time Administration**

### **Coaches**

Coaches are expected to be outstanding role models. Coaches are responsible for establishing an expectation that all team members will uphold the Providence College Code of Conduct. Any violations of this Code are to be reported to the Assistant Director for Club Sports immediately following the incident. The coach will be under the supervision of the Assistant Director of Club Sports and will be paid by semester according to their established stipend. The coach should be an experienced individual who possesses technical knowledge of the sport and understands safe conditioning and training methods. If the coach is an Alumnus, he/she should be at least one year removed from the College. It is the responsibility of the coach to know and enforce the College's policies on community standards.

All club sports must have a coach (Exceptions may be made for clubs designated as non-competitive because they do not compete against other institutions of higher learning or travel off campus).

Coaches are responsible for the development and implementation of all on-field (on-court, on-ice, etc) training methods, strategies and game plans. Coaches may assist with the off-field administration of the club, but that responsibility mainly falls on the student leadership team.

Prior to being hired:

- a. Club members will assist in identifying possible candidates whenever possible, as well as have input during the hiring process (current Providence College students will not be considered for coaching positions).
- b. Candidate must submit a resume, including all certifications, qualifications, and relevant experience, as well as references.
- c. Candidates will meet with the Director of Recreational Sports as well as the Assistant Director for Club Sports.
- d. The Director of Recreational Sports has final approval of all hires.

After being hired the coach(es) must adhere to the following policies:

- e. Must be present for all practices, scrimmages, exhibitions, and competitions, unless prior approval is granted by the Assistant Director of Club Sports.
- f. May not actively participate in any competitions, exhibitions, or scrimmages. Coaches may participate in intra-squad activities during practice in order to help demonstrate skills, assess performance and/or enhance the quality of drills.
- g. Demonstrate an understanding of all policies and procedures set forth by the Department of Recreational Sports and Providence College, including but not limited to, use of alcohol or illegal drugs, hazing, sexual harassment, verbal / physical abuse, gambling, and property loss / damage (as outlined in the Student Handbook).
- h. Maintain a sense of decorum and positive behavior within the team. Work with the student officers to instill the qualities of fair play and respect for all teammates, opponents, coaches, fans, and officials.
- i. Follow proper risk management guidelines to ensure safety of all team members, including but not limited to, purchasing / use of proper equipment, regular equipment / facility inspection, and the implementation of appropriate training techniques.
- j. Conduct oneself in a manner that constitutes moral turpitude, or which would tend to bring public disrespect, contempt, or ridicule upon the College or the participating club, or failure to follow the high moral and ethical standards commonly expected of a coach as a representative to the club will not be tolerated.
- k. Social fraternization with students or players that involves violation of College policies or state/local laws will result in immediate disciplinary action.

**Failure to uphold these standards may result in immediate suspension or loss of position.**

**Advisors/Moderators**

Each student organization officially recognized by the College may have a full-time faculty member or administrator as its advisor/moderator. Advisors/moderators must be approved by the Assistant Director for Club Sports. These positions are voluntary and will not receive any form of compensation from the Department of Recreational Sports.

Advisors/moderators may serve a variety of roles for their club. They can help mediate communication between the club leadership team and the coach and/or Assistant Director for Club Sports, serve as a liaison for off-field administration, keep the club organized and task oriented, and/or assist with club fund raising efforts.

**VI. CLUB REQUIREMENTS & RESPONSIBILITIES**

All students must understand that being a member of a Sport Club is a **privilege, not a right**. The Assistant Director for Club Sports and the Office of Student Affairs reserve the right to restrict an individual's and/or entire club's ability to participant in any and all club activities at any time. The following is to serve as a guide in maintaining active membership.

### **General Requirements:**

- a. Club policies and procedures must be consistent with those outlined in this manual, as well as those of the College.
- b. Must act in accordance with club mission statement, and implement/work towards established goals and objectives for each year.
- c. The organization must actively participate in meetings, practices, competitions, and/or other programs throughout the year.
- d. Maintain an up-to-date file in Club Sports Office with all required paperwork (including officer and member information, rosters, constitution, assumption of risk forms, approved driver information, etc.)
- e. Each club is required to make a proposal request for funding, as well as maintain a budget report (record of all transactions from the current year) in order to access funding from designated student activity fees.
- f. **No off-campus organizational bank accounts will be permitted under any circumstances.**
- g. Each organization is expected to supplement its budget allocation by collecting team dues and conducting fundraisers approved by the Assistant Director for Club Sports.
- h. Dues will be assessed and collected by the Treasurer of the club.
- i. Any Club Sport that gains official recognition for the Department of Recreational Sports during the course of an academic year shall be prepared to operate with no allocated funds being provided, since all money has already been allocated for the year.
- j. Adhere to all guidelines related to risk management and participant safety.
- k. Develop and implement a transition strategy for new officers so that necessary information is passed along, expectations are understood, and standard operating procedures are consistent from year to year.

### **Privileges:**

- a. Recruit members from the student population on campus.
- b. Host regularly scheduled meetings, competitions and/or other club activities on campus, following the proper facility reservation guidelines.
- c. Travel to other colleges/universities or tournament sites to participate in competitions or events.
- d. Utilize campus media outlets (The Cowl, Access TV, web page, etc) for publicity needs (such as promoting upcoming events).
- e. Include organizational information in the student handbook and other special College publications.
- f. Disseminate information and literature on campus, pending approval.
- g. Use designated office areas and/or equipment (such as telephones, computers, copy machine, etc) of the Department of Recreation Sports, as permitted.
- h. Manage a budget made up of allocated funds, fundraising money, dues, and/or other monetary sources, if approved.
- i. Use approved Providence College logos for team uniforms, apparel, publications, and/or fund raising items.

## **VII. OPERATING STANDARDS**

The following are guidelines for the day-to-day operations of each club.

### **Facility Usage**

The Department of Recreational Sports oversees both indoor and outdoor facilities intended to serve the needs of our students. In addition, clubs may gain access to facilities managed by other entities, such as Athletics, to fulfill their operating need. In the interest of maintaining facilities in proper and safe conditions, the following guidelines are to be followed:

- a. Understand and follow all emergency protocols for each site (outlined in the risk management section of this manual).

- b. Utilize 25Live for meeting, practice, or other program requests when applicable. Since not all facilities are available through 25Live, clubs must also submit their requests directly to the Assistant Director for Club Sports.
- c. Do not use any facilities without receiving approval/confirmation (which will be sent via email to the party making the request). We recommend any and all confirmation correspondence is printed out and kept on-hand in case of a facility conflict.
- d. Sport Clubs will not receive any preferential treatment for late requests, so all requests must be made in a timely manner.
- e. If the facility becomes unsafe for any reason, all activities must be postponed.
- f. Facility conditions should be noted at the beginning of usage. Any concerns upon arrival (such as excess trash, burnt out light bulbs, leaks, debris, etc.) must be reported to the Assistant Director for Club Sports by the following business day, so that the issues can be addressed and the club is not unfairly held responsible for pre-existing conditions or circumstances.
- g. Facilities are to be left in the same condition (if not better) than they were found.
- h. If maintenance services are required, directly related to the activity of a particular club, the responsible parties will be billed.
- i. Willful destruction or abuse of College property will not be tolerated.

NOTE: Failure to comply with the guidelines above will result in forfeiture of facility privileges, as well as other disciplinary actions if needed.

#### **Schedules & Calendar:**

- a. Club officers are responsible for creating all game and practice schedules. Member class schedules should be taken into consideration when setting dates and times. Conflicts with class schedules should be avoided when possible.
- b. Since some conflicts are unavoidable, please note that all faculty members are free to implement their own policy on excused absences at their discretion. The Assistant Director for Club Sports may provide a letter confirming the date/time of a sanctioned practice, competition, or related travel accommodations, but this in no way guarantees an absence will be excused.
- c. Scheduling of any club activities prior to the first day of classes, or proceeding the last day of classes, for each semester is prohibited, unless approval is granted by the Assistant Director for Club Sports. The same policy applies to all exam and break periods.
- d. Game officials are to be scheduled for each competition. Clubs are to follow the protocol specific to their sport/league/conference when scheduling officials.
- e. All members should have direct access to practice and game schedules. A system for relaying any changes to the schedule is to be developed to ensure efficient communication and minimize confusion.

#### **Equipment & Uniforms:**

- a. At the beginning and end of each season, clubs must perform a complete inventory of all equipment. All equipment and uniforms purchased using allocated funds is property of Providence College, and must be checked out at the beginning of each season, and turned in at the end of each season.
- b. Any missing or damaged equipment will be billed to the club responsible. Repeated loss or damage of equipment may result in loss of allocated funds.
- c. Any personal team-related clothing purchased by individual team members is considered their personal property and may be kept by that individual.
- d. Each sport club participant is responsible for all equipment issued to him/her.
- e. Clubs may store equipment (i.e., balls, cones, pads, etc.) with the Rec Sports Department over the course of the season. Please note however that the Department of Recreational Sports will not be responsible for any lost, stolen, or damaged equipment stored in their facilities.
- f. Care should be taken not to damage the uniforms.
- g. Teams may return their uniforms to the Department of Recreational Sports after each game/match/competition, and they will be washed and re-inventoried.
- h. Uniforms taken for the season should be returned clean at the end of the season.

- i. If equipment or uniforms are not returned, or are returned in unacceptable condition the individual participant will be charged for the purchase price of the uniform.
- j. If not paid, sanctions will be issued on the individual participant. Sanctions may include but are not limited to: loss of registration/graduation privileges, withholding of transcripts. The bursar's office will be notified of any such incident.

### **Team Web Pages**

All teams are encouraged to use the Club Sports section of the Providence College website as their main webpage whenever possible. The Assistant Director for Club Sports is responsible for updating all team webpages on the Providence College site. Teams must provide the information they would like updated to the Assistant Director.

Teams may also maintain a website that is not hosted by the Providence College website if they choose. Teams shall designate a Web Editor that will be responsible for updating this site. Site access must be granted to the Assistant Director for Club Sports, who will have final approval of all site content.

### **Promotional Materials**

- a. Clubs may utilize the following campus media outlets in order to advertise team meetings, tryouts, games, and other team events: The Cowl, Access TV, web page, the Copy Center.
- b. In addition, teams may create and post marketing materials in designated campus areas.
- c. All marketing materials must be approved by the Assistant Director for Club Sports
- d. Materials may be displayed on designated kiosks (located outside Moore Hall, Raymond Hall, Davis Hall, and the Library) and windowed bulletin boards in the Slavin Center, Concannon Fitness Center, and Peterson Recreation Center. All materials must receive a stamp of approval from the SAIL office prior to being displayed.
- e. Each advertisement must have an original stamp (cannot be photo copied after receive stamp from the SAIL Office)
- f. Advertisements are limited to two per kiosk.
- g. Clearly print the sponsoring club as well as Department of Recreational Sports on all advertisements.
- h. Remove all advertisements within 24 hours after the events completion.
- i. Advertisements shall not obstruct the view in or out of any windows.
- j. Permission must be obtained prior to placing any items in student mailboxes or advertising in any residence halls.

**If these guidelines are not followed, advertisements may be removed and privileges suspended.**

### **Travel**

The Recreational Sports Department at Providence College permits certain club teams to travel off campus for practices and competitions, using the following guidelines:

- a. The club is expected to uphold the image of the College at all times. Even when you are not on campus, you are still a representative of the College when participating in, or traveling to/from, competitions or events.
- b. Submit a travel itinerary to the Assistant Director for Club Sports no less than 72 hours prior to the date of departure (more advanced notice may be required in certain situations).

A variety of travel options are available, including:

- c. Campus Vans – teams may reserve a van through the Transportation Services. 7 passenger and 12 passenger vans may be available based on need / availability. Please see Appendix for detailed van check-out policies. Please refer to their website for specific instructions at <http://www.providence.edu/transportation>.
- d. Rental Vehicles – clubs may use their allocated funds to rent passenger cars, vans, or busses, as needed. Teams may contact Lori Post, Recreational Sports Senior Office Assistant, to assist with rental arrangements (see contact information at the beginning of this manual)

- e. Personal Vehicles – club members and/or coaches may transport team members in their personal vehicle. This should be viewed as a last resort, and approval must be given by the Assistant Director for Club Sports.
- f. Regardless of type of transportation, any coach or team member that will be driving themselves and/or others to a practice/competition/event must adhere to the College's approved driver policies, and must submit all related paperwork and receive confirmation of approval prior to departure.
- g. A travel roster and updated itinerary form must be submitted to the Assistant Director for Club Sports no later than 72 hours prior to departure.
- h. All violations will be the responsibility of the driver to whom the vehicle has been assigned.
- i. Only official Club Sport members, moderators / advisors, and coaches may travel in team vehicles.
- j. Any accident or serious incident on a club-related trip must be immediately reported to the Assistant Director for Club Sports and protocol set forth by the Transportation Services / Safety & Security must be followed. Please refer to the Transportation Binder for specific instructions when using a campus vehicle.
- k. Teams are permitted to book overnight travel arrangements as needed. Coaches and/or advisors/moderators must be present for all overnight trips, unless the Assistant Director for Club Sports grants special permission.
- l. When booking hotel rooms, male and female team members **must** reside in separate rooms.
- m. Coaches should be designated their own room, and are required to stay on the same premises as all club members.
- n. Travel expenditures may be reimbursed through allocated funds as long as proof of purchase is provided.
- o. To avoid the reimbursement process, teams may make a check request (provided the vendor accepts checks upon arrival) as long as the paperwork is submitted 2 weeks prior to departure. Alternately, teams may request the use of our Department credit card to reserve / pay for approved travel arrangements.

**Failure to follow these policies may result in loss of certain travel privileges.**

### **Budget / Funding**

Clubs have access to two different types of accounts for their yearly expenditures. The following are guidelines that outline the specific details of each type of account:

#### **Allocated Funds:**

- a. Each year, the Department of Recreational Sports allocates funds to club sport teams. Allocations are distributed based on anticipated club membership, projected needs, and traditional patterns, among other criteria.
- b. Allocation proposals typically take place during the second week of the fall semester.
- c. Each club presents a proposed budget for the upcoming academic year.
- d. Allocated funds may be used for the following:
  - Equipment / Supplies
  - Transportation / Travel Expenses
  - Registration / Entry / Membership Fees
  - Rental Fees
  - Game Officials
  - Ambulance and/or Athletic Trainers for home games
- e. All purchases must be approved by the Assistant Director for Club Sports and must be requested using the College's purchase procedures and guidelines. The office of Recreational Sports will provide support and assistance.
- f. Reimbursement requests and purchase orders will only be accepted from the named individual.
- g. Unused allocated funds do not carry over from academic year to academic year.

**Please note that allocated funds cannot be used to purchase items for team members to keep (such as T-shirts, warm-ups, sweats, food, etc). Everything purchased with allocated funds must be returned to the Department of Recreational Sports and inventoried.**

**Agency Account:**

- a. This account acts as a club checking account.
- b. Money in this account is a combination of membership dues, donations, and other fund raising efforts. The money may accumulate over time without penalty.
- c. These funds may be used to purchase items that belong to individual team members (warm-ups, t-shirts, food, etc) or to supplement team expenditure once allocated fund have been exhausted.
- d. When possible, a team vote should be conducted prior to spending agency money.
- e. The Assistant Director for Club Sports has final approval for the use of these funds.
- f. Agency funds must be accessed through the Office of the Vice President of Student Affairs.
- g. Clubs may not hold any outside savings accounts.

**Fundraising**

- a. All fundraising ideas must be discussed with and approved by the Assistant Director for Club Sports.
- b. All collected funds are to be handled by the treasurer and deposited in the club's agency account.
- c. Fundraising efforts may include solicitation to the on campus community (students, faculty, staff, etc) as well as the off campus community (alumni, parents, fans, etc).
- d. Clubs may negotiate sponsorship agreements with local / regional business, provided they receive approval from the Assistant Director for Club Sports.
- e. Clubs are encouraged to consult with Institutional Advancement for any large scale Fundraisers.
- f. When possible, clubs should encourage donors to send checks to Institutional Advanced with the name of the club in the memo, so that donors receive full tax relief benefits.

**Dues**

- a. Membership dues are self-imposed fees that all members must pay in order to be in good standing with the club.
- b. All clubs must have a dues structure.
- c. Dues may be paid annually or per semester
- d. Dues will be collected by the treasurer and deposited into the club agency account.
- e. Club treasurers must keep an accurate record of all dues paying members.

**VIII.****CONDUCT & DISCIPLINARY ACTION**

The following outlines the expected behaviors of club members and the disciplinary actions that may be taken if those expectations are not met.

**Alcohol Policy**

Providence College's Alcohol Policy is in accordance with Rhode Island State Laws. Clubs and/or individuals found in violation of these laws regarding alcohol will be subjected to disciplinary action. Guidelines involving alcohol include:

- a. Alcohol is not permitted at any club sport event including practice, contests, meetings, etc.
- b. Fundraising activities may not include selling or serving alcoholic beverages at any function on or off campus without prior permission from the Department of Recreational Sports Assistant Director for Club Sports.
- c. Clubs are not permitted to solicit sponsors (such as bars or alcohol distributors) that would cause conflict with the College's Alcohol Policy.
- d. Any club or individual found in violation of this policy will be subject to disciplinary action set forth by the Office of Community Standards and the Department of Recreational Sports. In addition, the club's standing as a recognized student organization may be in danger.

**Hazing**

Hazing will not be tolerated in any shape or form. Please refer to the policy found in the Providence College Student Handbook.

### **Discipline Procedure**

Club Sport members have an obligation to conduct themselves, and their team, in concert with Providence College's philosophy and mission as an educational institution. Members of sport clubs are expected to act in a mature and responsible manner, both on and off campus, especially while participating in club activities. They are responsible for complying with all policies set forth by The Department of Recreational Sports (this manual), the Office of Community Standards (Student Handbook, Code of Conduct), as well as Federal, State, and Local Law. Failure to comply will result in disciplinary action being taken. Behaviors subject to disciplinary actions include, but are not limited to:

- a. Inappropriate conduct/actions and/or reckless disregard (including misuse of equipment or facilities) while participating in any club related activity.
- b. The use and/or presence of alcohol or drugs at any club activity (practice, competition, programs, travel, etc).
- c. Hazing (see above).
- d. Failure to comply with regulations of this handbook.

If violations or misconduct are reported, the parties involved must meet with the Assistant Director for Club Sports. After obtaining all of the necessary information, the appropriate disciplinary action will be enacted, with consideration given to the following factors:

- a. Cooperation of the parties involved (with our department as well as any other investigatory bodies).
- b. Disciplinary record of said parties, as well as the club in general.
- c. The severity of the damage / injury / harm that resulted.
- d. Whether the violation involved an action directed at another because of his/her race, religion, ethnicity, or gender.

### **Disciplinary Actions**

The following actions may be imposed as a result of member conduct:

- a. Verbal warning.
- b. Probation (committing any violations while on probation will result in suspension and possible expulsion).
- c. Mandatory participation in specified class, program, or workshop.
- d. Loss of certain club privileges, such as driving club vehicles.
- e. Permanent expulsion from the club.
- f. Referral to the Providence College judicial system.
- g. Expulsion of the club from the club sports program.

### **Appeals**

Club members have the right to appeal any disciplinary sanctions imposed by the Assistant Director for Club Sports, within the following guidelines:

- a. Appeals will be heard by either the Director of Recreational Sports or the Associate Vice President of Student Affairs, depending on appropriateness and availability.
- b. Written requests for appeal must be submitted to the Assistant Director for Club Sports within one week of the ruling in question.
- c. Upon appeal, sanctions may be dismissed, lightened, maintained, or made more severe at the discretion of the one handling the appeal.
- d. Once an appeal is heard, no further appeals may be requested.

## **IX.**

### **RISK MANAGEMENT**

The safety of our participants and coaches is of paramount importance. Unfortunately, emergency situations do arise. The following guideline will assist our students and coaches in handling these situations efficiently, while minimizing the risk of our participants.

## **Waivers**

- a. All club participants must sign various waivers to participate in certain club activities. Any participant under the age of 18 must have waivers signed by a parent or guardian.
- b. Participation Waiver - must be signed by all club members prior to participating in any club activity (including meetings, practices, programs, competitions, travel, etc). This waiver is a written assumption of risk and indemnity states club participation may be inherently dangerous and the club sport participant is voluntarily signing that he/she assumes all risks associated with the club sport.
- c. Passenger Waiver - must be signed by any club sport participant that travels to a club sport sanctioned event in any type of vehicle.
- d. Driver Waiver - must be signed by any club sport participant that drives to a club sport sanctioned event in any type of vehicle.

## **Medical (Non-Emergencies)**

The risk of injury is always present when participating in physical activities such as sports. Clubs should adhere to the following standards related to injuries:

- a. All coaches, as well as a minimum of two student club members, must be certified in Adult AED/CPR. First Aid administration certifications are highly encouraged as well
  - The Department of Recreational Sports will offer training certification classes, free of charge, as needed.
- b. Any club that does not meet the above requirement will not be permitted to hold practices or participate in physical competitions.
- c. A basic medical supplies kit must be onsite for all practices and competitions.
- d. All coaches and club members must know the location of the nearest AED unit in case of a heart related emergency.
- e. An ambulance should be onsite for all home competitions.
- f. An on-site, certified Athletic Trainer is highly recommended for all home competitions.
- g. If a participant sustains a minor injury, a certified club member or coach can provide basic care.
- h. Clubs may contact the fitness center front desk, athletic training room, or campus EMT if additional assistance is required.

## **Medical Emergencies**

If advanced medical care is required, and is not already onsite, the following steps should be taken:

- a. Stop all nearby activity.
- b. Do not move the injured person unless absolutely necessary.
- c. Identify the injured person and assess the situation.
- d. Call for assistance. It is recommended to call the campus security dispatcher (401-865-2222 or x2222 from an on campus phone). Security will notify the EMT and call for an ambulance, if needed. If the activity is taking place off campus, call 9-1-1 directly.
- e. Allow certified individuals to give required care until advanced medical care arrives.
- f. Keep the immediate area clear.
- g. Send someone to meet the medical responders and direct them to the location of the emergency.
- h. Once advanced medical care arrives, let them take control of the situation, but be prepared to offer assistance as needed.
- i. An injury report form must be completed for all injuries sustain during club activities, regardless of severity.
- j. All reports must be turned in to the Assistant Director for Club Sports no later than the business day following the injury.
- k. If a player loses consciousness or needs to be transported to a hospital (whether by ambulance or personal vehicle) for any reason, the Assistant Director for Club Sports is to be contacted immediately. If there is no answer, leave a detailed message.
- l. Any player suspected of having a possible concussion shall be removed from practice / play immediately (when in doubt, error on the side of caution). That player will not be eligible to participate in any physical team activities until cleared by Providence College Health Services.

Players may consult outside medical professionals, but Providence College will give final clearance.

- m. The Assistant Director for Club Sports will perform all necessary follow-up requirements.

When making an emergency call for assistance, ensure the following information is provided to the dispatcher:

- Speak in a calm, clear voice.
- Identify yourself and report the type of emergency
- Give the location of the emergency (be as specific as possible).
- Describe the nature of the injury.
- Provide any other details the dispatcher may request.
- Provide a contact number you can be reached at in case more information is needed.
- Do not hang up until you have relayed all of the necessary information and the dispatcher tells you to hang up.

During an emergency, club members will need to take on certain roles. The following are some common roles that will need to be filled in an emergency:

- “Person in Charge” – this individual will assume the role of decision maker. They have received training on how to act in emergency situations and should have proper first responder certifications. The person in charge will assess the situation, decide the steps that should be taken, and will assign roles to other club members to assist the situation.
- “Person Giving Care” – this person may also be the “person in charge”. His/Her main focus is providing the best possible care to the individual in need. This person has received all required certification and is prepared to act.
- “Call Person” – this individual is responsible for obtaining advanced medical care. He/she will follow the guidelines above for making the call.
- “Medical Escort” – this individual will meet medical personnel at the designated access point, and guide them to the location of the emergency.
- “Report Person” – he/she is responsible for completing a Department of Recreational Sports Injury Report Form (see Appendix). This is a legal document, so make sure all of the necessary information is provided (be specific), names and contact information of witnesses have been obtained, and information is written in a legible manner.
- “Crowd Control” – individual(s) will occupy the coaches, teammates, fans, etc surrounding the situation so that the “person giving care”, as well as any medical care providers, is not distracted. Crowd controllers will direct individuals to an unoccupied area, engage them in conversation to obtain details relating to the injury that may have gone unnoticed, and keep everyone’s emotions calm.

NOTE: The roles above may vary or have to be combined depending on the circumstances.

## **Weather Emergencies**

When weather conditions (such as lightning or severe storms) create an unsafe playing environment, clubs should adhere to the following guidelines:

### **Chain of Command**

- a. It is recommended that each team have an authorized supervisor/site administrator for each event.
- b. Authorized supervisor/site administrator in conjunction with the Head Official of the contest, will have authority to delay start of, suspend play or postpone contest due to lightning or imminent threat of lightning.
- c. Authorized supervisor or designated person will act as “weather watcher”, actively looking for signs of thunderstorms.
- d. Authorized supervisor will be responsible for obtaining weather reports when inclement weather is predicted. Also, the ATC should be aware of National Weather Service (NWS) thunderstorm “watches” and “warnings”.

- e. "Watch" means conditions are favorable for severe weather.
- f. "Warning" means severe weather has been reported in the area and to take proper precautions.
- g. Safe Structure Location is defined as any building normally or frequently used by people. Below is a list of safe structure locations on campus in close proximity to outdoor athletic facilities:
  - Alumni Hall
  - Schneider Arena
  - Concannon Fitness Center / Peterson Recreation Center
  - Slavin Center
  - On Campus Resident / Dining Halls
  - Smith Center for Arts

NOTE: In the absence of a frequently inhabited building, any vehicle with a hard metal roof (not a golf cart) and rolled up windows can provide a measure of safety. It is not the rubber tires that make a vehicle a safe shelter, but the hard metal roof. **DO NOT TOUCH THE SIDES OF THE VEHICLE.**

### **Suspension/Resumption of Activities**

- a. After lightning has been detected (either by direct sight or sound of thunder), all activities will cease and coaches, participants and fans shall be directed to the nearest safe structure location.
- b. Activities shall not resume on the field until 30 minutes following the last sign of lightning (sight or sound).
- c. Since thunder is the sound made by lightning, they shall be treated one in the same.
- d. Each time lightning is detected, the 30 minute clock shall be reset.
- e. Blue skies in the local area or a lack of rainfall are not adequate reasons to breach the 30 minute return to play rule.
- f. Follow the adage: "If you see it, flee it, if you hear it, clear it."
- g. Obligation to Warn Others (spectators, invited guests and participants)
- h. Read lightning safety message, with safe locations over public address system, if available.
- i. The above policy is primarily for game situations.
- j. All coaches and student leaders must be aware of this policy for practice or other team programs.

### **Travel Emergencies**

Club members must observe all traffic laws pertaining to speed limits, seatbelts, cell phone usage, etc. This applies to passengers as well as drivers. Since some state laws vary, club leaders are responsible for knowing all regulations of the states to which they will be traveling. In addition, club members must follow all travel standards set forth by the Department of Recreational Sports. Some of these standards include, but are not limited to:

- a. Alcohol or illegal drugs are not to be transported in any way shape or form by College, rental, or personal vehicles during club travel.
- b. A maximum number of passengers per vehicle will be enforced based on anticipated distance traveled (this number may be less than the number of seatbelts within the vehicle).
- c. Clubs will be provided with a GPS navigation system with all College vehicles. If using a rental or personal vehicle, it is strongly recommended a GPS system be obtained. Normally, GPS units will be included with a rental vehicle. If you are using a personal vehicle, GPS units can be loaned from the Transportation Department.
- d. All drivers must be approved prior to transporting any club members.
- e. A minimum of two approved drivers per vehicle may be required, depending on the distance/duration of the trip.
- f. Roadside assistance (1-800-521-2779) for any travel related emergencies will be provided by the Transportation Services. Please refer to the Transportation website at: <http://www.providence.edu/transportation> for details.
- g. Direct all club members to a safe location while waiting for assistance.