

# HILLSDALE COLLEGE



DEPARTMENT OF CLUB  
SPORTS AND  
INTERCOLLECIATE  
ATHLETICS

# CLUB HANDBOOK

## **Starting a New Club**

If your student group is interested in joining the Hillsdale College Club Sport Program, you must complete the following application process.

1. Complete the New Club Sport Application. (Appendix A)
2. Provide a list of interested students
3. Arrange a meeting with the Club Sport Director
4. Provide brief, organizational by-laws in the following format. Attach the by-laws to the Club Application.
  - A. Purpose and goals of the club and how it relates to the Mission and Honor Code of Hillsdale College.
  - B. Officers and Duties
    1. Selection/Election process
    2. Officer Duties
5. Meeting with Club Officers, Advisor and Club Sport Director

If the Club Sport Director approves the above material, the following additional information must be provided to complete the application process.

6. Registration materials
  - A. Club Roster
  - B. Competition schedule
  - C. Travel schedule
  - D. Statement of facility needs
  - E. Signed waiver for every club member (Appendix C)
  - F. Club contact name, address, phone number, and email address.
7. A second meeting with the Club Sport Director, Club Officers and the Advisor is then required to review the registration materials.

Please submit the completed Application Materials for a New Club Sport to the Club Sport Director in the Athletic Department. When a Club Sport is approved it becomes a part of the Hillsdale College Club Sport Program.

## **CLUB SPORT GUIDELINES**

### **Club Sport Renewal**

Each club must submit the following information each fall in order to retain club status

1. Club Sport Renewal Form (Appendix B)
2. Registration materials (described in No. 5 above)
3. Meet with the Club Sport Director

## **Officer Responsibilities**

Club Sport officers are an extremely vital part of the success of the club. Club Sports must have a minimum of three officers including a President, Vice-President, and Director of Facilities and Equipment. Additional officers may be appointed, including Treasurer or Secretary etc. Though policies and procedures are set by the Athletic Department Club Sports are student directed. The specific responsibilities of each club officer are determined by the clubs.

All officers have the responsibility to see that the club abides by all College policies and procedures. These include, but are not limited to: scheduling, financing, advertising, Hillsdale College Honor Code, and the Club Sport Code of Conduct.

## **Code of Conduct**

Students in the Sport Club Program assume an obligation to conduct themselves in a manner compatible with the College's function as an educational institution. When members participate in an event they accept the responsibility of representing the College in a way that will not detract from the reputation of the Institution, will demonstrate ethical conduct, and will display sportsmanship before, during, and after the event.

### **Participants shall not:**

1. Consume alcohol while traveling, competing, or viewing the event.
2. Strike, attempt to strike, or abuse an official, opposing player, spectator, or coach.
3. Intentionally engage in or incite participants and/or spectators to engage in abusive and/or violent behavior.
4. Use obscene gestures, profanity, or disrespectful language.
5. Violate any tournament, Hillsdale College, host institution, or Club Sport Program rules or policies.

Violations of these standards will result in disciplinary action by the Club Sport Director and/or Director of Athletics.

## **Club Sport Eligibility Policy**

The Hillsdale College Club sport program is open to all registered students, faculty or staff. Dual enrolled students, however, are not eligible to participate unless special consideration is granted by the Club Sport Director.

## **Fundraising/Sponsorship/Donations**

Club sports are responsible for generating resources through dues and or fundraising. Fundraising activities must follow the guidelines in the Criteria for Student Organizations to receive Tax Deductible Gifts (Appendix D). That document is available in the Club Director's office. If a Club engages in fund raising activities without full approval as described in Appendix D, the Club activities may be suspended, or Club status may be revoked and all gifts moved to the general student activities account.

## **Facility Use**

All use of college facilities for club activities must be requested through the Athletic Department Building and Facility Coordinator. Requests for practice and game areas must be emailed to the building and facility coordinator at [agordon@hillsdale.edu](mailto:agordon@hillsdale.edu). The Hillsdale College maintenance staff will lay out all field and court areas, but the club will be responsible to prepare those areas for practice and events. Furthermore, the club is responsible to return all areas used to their original condition after use.

There is no guarantee that the college will be able to provide your club with all the facility time you request. Facilities are shared with other club sports, intramural programs, the physical education department and intercollegiate athletics. It may not be possible to practice at the time you request. Facility use is a privilege of affiliation with the Club Sport program. Failure to comply with policies will result in a reduction of facility time for your Club.

## **Club Travel**

The Club will make their own arrangements for travel for events away from the Hillsdale College campus. The use of college owned vehicles for Club team travel is not allowed. The faculty/staff advisor must accompany the Club for all away events.

## **Health and Injury Management**

Each individual participating in a club sport must take responsibility for his or her own health and safety. All individuals who intend to participate in vigorous sports should, for their own protection, have a physical examination by a qualified medical professional before participating in any club activities.

As part of the responsibilities of club officers, all steps possible to ensure the safety and health of club members must be taken. Each clubs' officers are responsible to be certain that a current liability waiver is signed by each club member and is on file with the Club Sport Office, that all appropriate safety and risk management policies are adhered to, that there are adequately qualified officials present, and that coaches or other responsible individuals are adequately trained for their assigned duties including CPR and First Aid.

In order to provide immediate medical attention to an injured member, it is recommended that all Club Sport coaches be required to be certified in Standard First Aid and Cardiopulmonary Resuscitation (CPR). If a club does not have a certified coach, it is recommended that two people from the club be certified.

A medical professional, a certified athletic trainer, registered nurse, or medical doctor must be present at all home events. It is the responsibility of the Club to secure the medical professional and provide payment for their services as necessary.

## **Risk Management**

Risk management is the process of managing your club's potential exposure to loss (either bodily injury or property damage.) It is best to prevent accidents and injuries before they happen; therefore, it is strongly recommended that each Sport Club implement the following safety practices:

- Cancel practices or move indoors if there are dangerous weather conditions, including but not limited to lightening, hail, flooding, snow, tornadoes, and ice.
- Make sure all club participants use appropriate protective gear during contact practice and competition.
- Have a first aid kit onsite during practice and competition.
- Make pre-game/practice field and facility checks for hazards, debris, and any unsafe conditions
- Club officers, coaches, and instructors should review the risks inherent in their sport with the membership and emphasize safety at all times.
- Review the club's emergency procedures with the Club Sport Director.
- Inspect facilities and equipment prior to each practice, game, or special event. Report unsafe conditions to the Athletic Department immediately, or if at an off-campus venue, report the condition to the proper managing authority.
- Verify that all club members participating in an aquatic activity are able to swim (i.e., Crew, Water Polo and Water Ski).

## **Class Attendance**

Club members are not allowed to miss class for club practices or events. Any alteration of that policy must be approved by the Director of Athletics and the Provost, or their designees.

## **Guidelines Specific to Individual Clubs**

Additional guidelines for the operation of an individual Club may be added at the discretion of the Club Sport Director or Director of Athletics.