
The Claremont Colleges Club Sports

Ethics and Conduct Statement

It is the responsibility of each club sport organization to ensure that:

**Participation is conducted in a nondiscriminatory manner that encourages enthusiastic support within the confines of good sportsmanship and fosters a positive attitude among club members and spectators in support of their teams.*

** Coaches, advisors, and club members abide by the rules of the colleges and are responsible for conducting themselves in an honest and sportsmanlike fashion at all times.*

** Coaches are in control of their club members at all times in order to prevent any unsportsmanlike acts toward opponents, officials, or spectators.*

** All rules and regulations regarding conduct, as outlined in the student/faculty/staff handbooks of the Claremont Colleges and their affiliates, are followed.*

INTRODUCTION

This handbook outlines the policies and procedures of The Claremont Colleges Club Sports Program. Its purpose is to provide a resource for the students, coaches, and advisors who coordinate the formation, operation, and conduct of a club sport organization. The contents of this handbook will be reviewed periodically and are subject to change.

Club sports are recognized student organizations that serve students' interest in intercollegiate club competition. Sports that have existing intercollegiate teams will not be represented as a club sport without the review of the Club Sports Director, and/or the Club Sports Council. Club members are responsible for writing and implementing their constitutions, recruiting new members, establishing dues (as necessary), and publicizing activities. Financial commitments are the responsibility of the club. Limited funds may be available through the associated student governments.

The Claremont Colleges Club Sports Council exists to address issues pertaining to club sports. The Club Sports Council is chaired by a representative from the CUC Executive Vice President's Office and consists of the Club Sports Program Administrator, a Pomona-Pitzer Athletic Program representative, a Claremont McKenna-Harvey Mudd-Scripps (CMS) Athletic Program representative, a Student Deans' committee representative, a student government representative from each of the five undergraduate colleges, and a representative from the Graduate School Student Council.

Club sports provide a recreational outlet for students in a competitive setting that is less formal and with a minimum of staff/faculty supervision. They also provide leadership opportunities for students through structuring and running a competitive and safe club sport. As such, club sports are a valuable part of the educational experience at The Colleges. The intent of the Club Sports Council is to preserve the atmosphere of these student-run organizations while providing a structure to assist with their viability on a smaller scale than intercollegiate athletics.

Steps to Becoming a Club Sport

1. To be a recognized as a Claremont Colleges Club Sport, the club must meet the following criteria:
 - a. Participation is open to all the Claremont Colleges members and their affiliates;
 - b. The club consists of participants from more than one institution;
 - c. The club engages in competition with clubs from other institutions.

2. An officer of the proposed club must pick up a club sport application packet from the Club Sports Office and schedule an eligibility meeting with the Club Sports Program Administrator. The following materials must be received and approved by the Club Sports Council before any proposed club can practice or be granted recognition as an official club organization:

- a. Application for Recognition as an official Claremont Colleges Organization. This document includes the following:
 - 1) Advisor Agreement Form (Note: a proposed club must receive institutional support in the form of an advisor. The advisor must be an employee of The Claremont Colleges and should be familiar with the club activity.)
 - 2) Coach Agreement Form (Note: A proposed club must have a qualified coach. The coach and advisor can be the same person if all qualifications are met.)
 - b. Team Roster (Note: This must be in an Excel document. The template can be obtained from the Club Sports Administrator.)
 - c. Club Sport Waiver Form
 - d. Emergency and Indemnity Cards
3. Copies of all league rules, handbooks, agreements, and any other documents must be filed with the Club Sports Program Administrator.
 4. The Club Sports Program Administrator must receive practice and competition schedules.
 5. Each member of the proposed club must pass an annual physical examination administered by a certified medical doctor, or have their medical files checked and cleared by Baxter Student Health Service, prior to practicing or competing. The Program Administrator must receive proof of this medical clearance.
 6. Each member of the proposed club must have health insurance (Claremont Colleges Student Health Insurance or proof of personal health insurance along with the waiver of participation in The Claremont Colleges Student Health Insurance Program). Anyone under the age of eighteen (18) must have waiver of participation signed by parent or legal guardian.
 7. Each member of a proposed club sport must meet all insurance requirements as determined by the Risk Manager. These requirements may include, but are not limited to, catastrophic medical insurance, insurance required by leagues or other support groups, and insurance required for the use of off-campus facilities
 8. Verification that the coach and one other member of the team are certified in basic first aid and CPR, and at least one of these two is present at all practices and games.
 9. The Claremont Colleges and/or the club sports council reserve the right to require additional application materials or deny club sports recognition.

Final approval allowing a club to begin activity will occur after all steps to becoming a club sport are completed and verified by the Club Sports Program Administrator. Recognition as a club sport is valid for one academic year.

Application forms and requirements must be updated as individuals are added to the club's roster subsequent to the recognition of club sports status.

Guidelines

1. There shall be no practice until all club sport requirements have been met. Failure to comply may result in probation and denial of club sport privileges. This may include restriction from practice and competition facilities.
2. Eligibility to participate in a club sport is restricted to students, faculty, staff or employees of The Claremont Colleges with a valid Claremont Colleges--or affiliated institutions--ID card. Individuals not affiliated with the Claremont Colleges are not eligible to practice or participate with the club.
3. The advisor and/or coach **must be present** at all practices and competitions.
4. The Club Sports Program Administrator must be provided a copy of all contracts and agreements.
5. Transportation: The Claremont Colleges assume **no responsibility** for transportation of club sports teams to or from their competitions.
6. Funding: Members of club sport teams assume complete financial responsibility for any expenses incurred by their organization (e.g., uniforms, league dues, insurance, equipment, facilities, damages, etc.)
7. Supervision: The Club Sports Council and/or The Claremont Colleges reserves the right to require staff, Campus Security, police officers, medical personal, etc. to supervise on-campus events at the expense of any club sport organization.
8. Scheduling: The use of athletic facilities must be coordinated through the Club Sports Program Administrator. A club's officers may request scheduling of athletic facilities. Prioritization of access to athletic facilities is an individual college function. Any cancellation of practice or competition resulting in the non-use of a facility must be reported as soon as possible to the Club Sports Program Administrator. Failure to do may result in the denial of future facility use.
9. Care of Injuries: The Claremont Colleges are *not* responsible for the medical expenses resulting from participation in club sports. Any medical and/or dental services associated with the care of injuries must be arranged through the Student Health Center. Athletic trainers employed by The Claremont Colleges and student trainers have no treatment responsibilities for club sports. Training equipment and supplies are the responsibility of the club. In the event of serious injury or other medical emergency contact Campus Safety (72000 or 18170). The Club Sport Council reserves the right to require immediate access to emergency medical personnel at all on-campus practices or games.
10. Conduct: Participation in club sports is a privilege, not a right. The removal of that privilege can occur at any time if College officials determine that behavior is not consistent with The Claremont Colleges regulations and/or the Club Sports Ethics and Conduct statement enclosed in this handbook. Complaints regarding conduct will follow procedures established in the Student Handbook of the college of the student concerned. Complaints regarding conduct of employees of The Claremont Colleges will follow procedures established in the Employee Handbook of the college of the employee concerned.
11. Grievances: Any concerns regarding the Club Sports Program should be communicated to the Club Sports Program Administrator and the Club Sports Council. If the student, coach, or advisor is not satisfied after meeting with the Club Sports Council, concerns may be addressed in writing. The Club Sports Program Administrator will send copies of the written grievance to the appropriate College officials for further review. After review, the Club Sports Program Administrator will report the disposition of the grievance to the appropriate individual(s).

Responsibilities of Club Members

1. Club sports members must abide by all conduct rules contained in the Student Handbook.
2. Club sports members must abide by The Claremont Colleges Club Sports Ethics and Conduct statement (enclosed).
3. Club sports members must complete all forms and requirements described in this handbook.
4. Club sports members must abide by the guidelines contained in this handbook.
5. *No non-prescription drugs or alcohol* may be consumed nor in the possession of any participant before, during, or in transit to or from any event.

Role of the Club Sports Council

1. Oversee and manage the Club Sports Program.
2. Review and approve all club sports applications.
3. Publish a list of approved club sports.
4. Act as an advisory board for the Club Sports Program Administrator.

Role of the Club Sports Program Administrator

1. Oversee and assist club sports in the application process.
2. Identify the needs of each club sport.
3. Coordinate scheduling and use of athletic facilities for club sports.
4. Oversee the conduct of club sports and evaluate as needed.
5. Staff Club Sports Council meetings and club sport eligibility meetings as needed. Establish agenda and notify all participants of date, time, and place for meeting.
6. Serve as a liaison between club sport organizations and the Club Sports Council.
7. Keep all relative records and eligibility forms.
8. Decide authority on all participation and field issues.

Role of the Advisor and Coach

1. The coach/advisor will assume responsibility for members' conduct in all matters associated with club activities.
2. The coach or advisor will attend all practices and competitions.
3. The coach/advisor will teach skills, rules, citizenship, sportsmanship, and represent The Claremont Colleges in a manner that will promote respect for the club program.
4. The coach/advisor will have immediate access to current emergency cards for all club members and support personnel.

5. The coach/advisor will report all incidents (i.e. injuries, fights, misconduct, etc.) to the Club Sports Program Administrator within 24 hours of the incident. In the event of an injury follow the procedures of the Emergency Medical Plan outlined in this handbook and notify Campus Safety immediately.

Emergency Medical Plan

1. The coach of the proposed sport and one other member must have Basic First Aid and CPR training. This will be provided by the Club Sports Office

The following steps should be taken in the event of a medical emergency:

2. Survey the scene.
 - Determine what happened
 - Is the scene safe?
 - How many victims are there?
 - Can bystanders help?
3. Send someone to call Campus Safety (607-2000) and meet the emergency response vehicles. Provide specific information as to the exact location of the injured victim(s). Inform Campus Safety to open any gates or doors to provide easy access to the injured victim(s).
4. Administer first aid and CPR as appropriate. (At least one person involved with the sport at the practice or game site must be First Aid and CPR Certified.)
5. Identify victim(s).
6. Find out where the victims are transported for emergency care.
7. Immediately after the incident, take written reports from witnesses.
8. Inform the Club Sport Office of all injuries within 24 hrs of the occurrence of the injury.

Always call Campus Safety for emergency medical assistance in any of the following situations:

1. The victim is bleeding severely.
2. The victim is or becomes unconscious.
3. The victim has trouble breathing.
4. The victim has chest pain or pressure.
5. The victim has injuries to the head, neck, or back.
6. The victim has seizures or slurred speech.
7. The victim is vomiting or passing blood.
8. The victim has possible broken bones.

All Campus Safety officers are trained in first aid and CPR

Club Sport Guidelines for the Athletic Training Rooms

In all emergency situations (ie. Head injury, fractures, dislocations, etc.) call campus safety or the Student Health Center. Do not transport to the athletic training room.

Claremont-Mudd-Scripps

Services Offered: * Basic First Aid

* Injury Evaluations

* Treatment Recommendations with Home Program Education

Hours: The training room is open from 10:00am- 6:00pm Monday-Friday.

Club sport athletes may come in for injury evaluations between 10:00 and 11:00 am and 1:00 and 2:00 pm **only**. Services are offered on a first-come first-served basis according to availability of athletic trainers. Intercollegiate athletes have priority. Club sport athletes may be asked to wait or to come back at another time.

Pomona-Pitzer

Services Offered: * Basic First Aid

* Injury Evaluations

* Treatment Recommendations with Home Program Education

Hours: The training room is open from 12 noon- 6:00pm Monday-Friday.

Club sport athletes may come in for injury evaluations between 1:00 and 3:00 pm or by appointment **only**. Services are offered on a first-come first-served basis according to availability of athletic trainers. Intercollegiate athletes have priority. Club sport athletes may be asked to wait or to come back at another time.