2009 – 2011

Club Sports Handbook
For Coaches/Instructors
And
Team Captains/Presidents

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I. WPI CLUB SPORTS PROGRAM

Philosophy of WPI Club Sports

The WPI Club Sports Program offers competitive, instructional and recreational sports opportunities for WPI students during the traditional academic year (August – May). Designed to improve and compliment the quality of campus life, these programs also promote and develop common sports related interest. The program relies heavily on active student involvement, management, and decision making, providing opportunities for students to develop and refine their own leadership and organizational skills.

Key tenets of the program include:

• Recreational involvement and participation is the main focus of the Club Sports Program.
• The opportunity to participate in recreational, instructional or competitive activity for any interested WPI student who has a desire to develop their skills.
• Opportunities to foster the development and growth of participant leadership skills.
• Provides a basis for fellowship among students based upon common interest.
• Participants supply much of their own equipment.

Sportsmanship is an important part of the WPI Club Sports experience. All participants are expected to maintain the highest levels of sportsmanship both on and off the playing surface.

As a coach or team leader, you should:

• Let the officials call the game/match without interference or harassment.
• Abide by the decisions made by the officials (irregardless of how poor you think they are).
• Be gracious in defeat, and respectful in victory.

Remember, lead by example, and compete hard and within the bounds of the spirit of competition. Be a gracious host to visiting teams and a gracious guest when traveling. Above all, be a proud and spirited representative of WPI and the WPI Club Sports Program.

Student Organizations recently recognized as Club Sports @ WPI:

<table>
<thead>
<tr>
<th>Alpine/Nordic Ski &amp; Snowboard Team</th>
<th>Martial Arts Club (SOMA)</th>
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<tbody>
<tr>
<td>Cheerleading Team</td>
<td>Outing Club</td>
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<tr>
<td>Cycling Team</td>
<td>Rugby (Men) Team</td>
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<td>Dance Team</td>
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<td>Fall Soccer Team</td>
<td>Sailing Team</td>
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<tr>
<td>Fencing Team</td>
<td>Scuba Club</td>
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<tr>
<td>Golf Team</td>
<td>Tennis Club (M &amp; W)</td>
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<tr>
<td>Ice Hockey Team</td>
<td>Ultimate Frisbee Team</td>
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<tr>
<td>Badminton Club</td>
<td>Volleyball Team</td>
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<tr>
<td>Karate Club</td>
<td>Water Polo Team</td>
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<tr>
<td>Lacrosse (Men) Team</td>
<td>Wrestling Club (Freestyle)</td>
</tr>
<tr>
<td>Lacrosse (Women) Team</td>
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</tbody>
</table>
Club Sports Classifications:

The Club Sports Program at WPI is overseen by the Director of Club Sports, whose role is to provide professional guidance and support to clubs and coaches. The rules and regulations governing Club Sports are created and enforced by the Department of Physical Education, Recreation and Athletics, Student Activities, and the Student Government Association. On an annual basis, all Club Sports groups must be Recognized Student Organizations.

Club Sports Teams/Organizations at WPI are organized into three classifications, all reporting to the Director of Club Sports:

a. *Competitive Sports Teams*

These clubs typically compete in scheduled contests, games, or matches against outside institutions or organizations. They are generally associated with a recognized collegiate league or organization. All competitive sports clubs must have a Coach approved by the Director of Club Sports. These Club Sports Teams may engage in competition only when WPI does not already have a varsity athletics team representing the institution in the respective sport.

b. *Instructional Club Groups*

These clubs offer their members a basic level of participation and skill instruction, with an opportunity to strive for the “next level” of expertise as recognized by that activity’s specific certification process. Instructional clubs must have an instructor approved by the Director of Club Sports.

c. *Recreational Sports Clubs*

These clubs are generally not affiliated with a collegiate league or conference. They offer their members participation in a scheduled activity solely for the participant’s enjoyment, with no competition against outside institutions or organizations. All recreational sports clubs must have a club advisor.

*Please Note:* Any member of an instructional or recreational club team wishing to participate in a tournament or other organized activity must do so as an “independent” contestant and not as a representative of WPI. In addition, the WPI Club Sports Program functions only during the traditional academic year i.e. – A – D Terms.

Club Sports Membership

As a member of the National Intramural-Recreational Sports Association (NIRSA), WPI abides by the general guidelines underlying participation in Club Sports. NIRSA guidelines state that “A predominant underlying concept for all eligibility on a national level is the basic premise that all students who are fully admitted and a part of the university and making progress toward their degree are eligible”.

Membership eligibility for WPI Club Sports involvement is restricted to students who have been admitted and are enrolled as full-time students at WPI. Worcester Consortium students are not
eligible to participate in any WPI club sport activity. Further restrictions may be imposed by the respective governing bodies of each sport or by WPI. All participants must comply with the views of each entity, including the WPI Athletic Department. Please Note: Per Academic Policy, students placed on Academic Probation lose their eligibility to participate in team sports, including the Club Sports Program.

Based upon the philosophy of involvement and trying new activities, as Student Government Association (SGA) funded organizations, Club Sports Teams may not deny membership to any WPI student based upon his or her skill level. However, clubs may designate “A Teams” and “B Teams” for the purpose of competition and travel. Coaches and Team Captains are responsible for determining the make-up of the traveling/competitive team, focusing on involvement and participant safety.

Individuals are not considered part of a Club Sports Team or Organization, and may not participate in any activity associated with the group (such as practice or competitive events) until all required forms (Liability Release Form, Hazing Form, etc) have been completed and submitted to the Director of Club Sports.

Coach/Instructor/Advisor Roles & Responsibilities

The WPI Club is responsible for finding and securing their coach or instructor. Once a possible coach/instructor has been identified, the Director of Club Sports will develop a coaching contract for each team or organization that outlines specific roles. Included within the contract are detailed expectations, guidelines, duties and responsibilities, as well as specific information with regard to compensation, safety and risk management. All coaches, instructors and advisors are expected to adhere to and enforce the established policies and procedures outlined in this handbook.

Although each Club Sports Team/Organization has different expectations and responsibilities of their Coach, Instructor or Advisor, some basic guidelines are inherent for the WPI Club Sports Program. These include the development of skills, the coordination of team practices, physically being present at all practices and games, providing assistance in the planning, coordination and evaluation of fundraising activities, following and enforcing safety guidelines (including limiting competitive participation to those students who have the skills and physical conditioning to adequately compete), and the promotion of good sportsmanship. The Director of Club Sports is responsible for making final decisions regarding the hiring of Club Sports Coaches, Instructors or Advisors; however, the respective club will be involved in the decision making process if possible. Generally, these individuals have the following qualifications:

1. Have significant coaching or playing experience in the respective sport, including relevant coaching certification(s).
2. Be at least 2 years removed from college graduation age.
3. Schedule and attend every practice, tryout, and contest.
4. Organize all on-campus and off-campus games and practices, including itineraries and transportation (with student leadership).
5. Maintain an accurate and current team roster and statistics.
7. Provide quality instructional training and fundamentals inherent to the particular activity of the club sport.
8. Provide recommendations for earned PE Credit and Grades based upon regular attendance and participation.
9. Monitor club’s purpose, principles, filing procedures, budget, and all other administrative duties as necessary.

**Student Leadership Roles & Responsibilities**

All Club Sports Officers and members must be full-time WPI students. To assure the continuity of the Club’s leadership, it is recommended that different classes (freshman, sophomores, etc) be represented in the leadership of the group. Officers are expected to be mature, energetic, and honest, to serve as role models, and be attentive and responsible to the whole team.

Since the Club Sports Program is focused on student leadership and involvement, the daily operation of any club becomes the responsibility of it’s officers. Each officer is integral to the overall success of the club, but the President/Captain is ultimately responsible for seeing that the club functions properly and in a timely manner.

**President and Vice President**

- Implement the main points associated with this Club Sports Handbook.
- Assure that club officers meet with the Director of Club Sports as needed.
- Working with the club coach, instructor, or advisor, assure the following:
  1. All paperwork is filed on time.
  2. Accident/Injury Reports are filed within 48 hours of an injury.
  3. Attend periodic meetings as scheduled by the Club Sports Director.
  4. Assure compliance with SGA Class II Organizational policies and procedures.
  5. Check the team mailbox in Alumni Gymnasium on a weekly basis.
  6. Ensure that each student-athlete has completed the Club Sports Waiver of Liability Form prior to participation in any Club Sports event.
  7. Arrange for scheduling of all practices and events for your team.
  8. Arrange for all travel and lodging for away games/events.
  9. Work with the Coach/Instructor/Advisor to provide assistance and leadership for the Team/Organization.

**Treasurer**

1. Keep accurate records of club expenditures and fundraised monies.
2. Work with the President to develop the annual budget request.
3. Assure the club budget is balanced at all times.
4. Assume responsibility for the following:
   a. Check Requests
   b. Expense Reimbursement Forms
   c. Officials Payment Forms
   d. Purchase Orders or Equipment Purchases
Annual University Recognition Process

All Student Organizations at WPI, including Club Sports Teams/Groups must submit the following materials on a yearly basis (usually by mid-September) to the Club Sports Office. Originals will be submitted to the Student Activities Office by the Director of Club Sports, and copies kept in the Club Sports Office.

- Officers Up-Date Form
- Anti-Hazing Form & Signatures
- Liability Forms for each member/participant
- Reviewed/Revised Constitution with current date

II. FACILITIES

Teams are responsible for reserving appropriate facilities and areas for all club practices, meetings, and competition held at WPI.

Field or gymnasium space is very limited, and therefore requires flexibility on behalf of each sport, so that every team in season can get as much time as possible. Request should be made early, with the expectation that the Club Sports staff will make every attempt to accommodate a club’s request. However, due to excessive demand, there are no guarantees of prime space nor prime time.

WPI Recreational Facilities are reserved through the Department of Physical Education, Recreation and Athletics. Priority is given to the intercollegiate athletic program, followed by Physical Education Classes. The Intramural Sports and Club Sports Programs come next.

Request to use WPI facilities must be made through the Director of Club Sports. For any off-campus facility usage, the coach, instructor, advisor or designated individual will be responsible for securing facilities and obtaining required permits.

Club Sports Teams or Organizations are responsible for cleaning up any trash as a result of their practice or event, as well as moving any equipment from the playing area after each practice or game. Goals (LAX, Rugby, Soccer, etc) need to be moved to the side of the field.

Athletic Equipment

To cut down on the amount of equipment and uniforms lost due to theft or misplacement, and thereby reduce club expenses to purchase new equipment, Club Sports has an equipment storage room for the summer and off-season. Space in this limited-access area is available on a first-come, first-served basis. An inventory is required to store equipment in this area. Club Sports equipment should not be kept from year to year by students or members of the club.

Each Team’s Coach or Captain/President is permitted to check-out equipment for issuance to club members (Equipment Sign-out Form). Ideally a specific time will be identified to hand-out and return equipment. Each individual must sign-out any equipment/uniform they take, and any
individual whom does not return their equipment will have their grades and registration “HELD” by the Registrar’s Office.

### III. **FINANCIAL PROCESSES & PROCEDURES**

Financial support for the WPI Club Sports Program comes from the Student Government Association (SGA), with professional staff management and support coming from the WPI Department of Physical Education, Recreation & Athletics. Each Club Sports Team who wishes to apply for SGA funding for the upcoming fiscal year (July 1 – June 30) must submit an SGA Budget Packet in B-Term (December). This packet is submitted to the Director of Club Sports, who will sign it and forward to the SGA Treasurer.

SGA bases their budget allocation decisions on several criteria, which should be included in each request. They include:

- Number of student-athletes on the team
- Previous successes
- The club’s actual needs (operating, transportation & equipment, etc)
- Compliance with Institute Policies
- Fundraising efforts and expectations

*Coaches’ salaries are not included in the individual sports club budget requests,* as this is a separate budget submitted by the Director of Club Sports. Both the Treasurer and the Club Sports staff are responsible for assuring that budgets are not overextended. This is done on a monthly basis to determine budget balances, and when considering the approval of purchases or expenditures from a club account.

For exceptional, one-time events or special needs of up to $5000, a Club Sports Team may apply for an **SGA Special Funding Request.** This is a request over and above the allocated budget, and will be reviewed by the SGA Senate. This process generally requires several weeks before a decision is made, so plan ahead.

Before any commitments are made to purchase equipment, approval must be obtained by the Director of Club Sports; any equipment or supplies purchased through SGA funds becomes the property of the Club Sports Team and Program.

**Financial Responsibilities**

Each Club Sport Team has an account at the university that is used for all their financial transactions. SGA policy precludes any student organization at WPI, including Club Sport Teams, from having a bank account at any external financial institution. All Club Sports Teams are reminded that their budgets may limit the extent of their schedule for home and away games. Travel funds, as well as funds for EMT and Officials are included in each budget. Treasurers are responsible for completing all financial paperwork (check request, expense reimbursements, etc) and will need to keep apprised of their budgets, so that spending is within limitations. Current budgets are available at any time from the Director of Club Sports.
The following guidelines are important for club sports financial transactions:

1. Clubs must be financially self-sustaining and are solely liable for all debts incurred beyond its approved budget.
2. The Director of Club Sports must approve all fund raising efforts.
3. Clubs are not permitted to enter into any ventures that may jeopardize the tax-exempt status of WPI.
4. Clubs may not charge admission fees to any contest/meeting or functions.
5. WPI will not be held liable for any non-approved debts incurred by the club team members, coach, instructor or advisor.
6. All financial transactions must be made through the Director of Club Sports and must have the signature of the club’s Treasurer and the Director.
7. Any fundraised dollars will be deposited into the Club account, extension line 7649, which rolls over from one fiscal year to the next.

Purchases may be reimbursed with an Expense Reimbursement Form; receipts must be attached. To pay a bill, the invoice must be attached to a completed Check Request Form. Both forms are located in Club Sports Central. Travel expenses need to be prepaid – plan ahead to eliminate the need for a cash advance attached to your personal WPI account!

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<tr>
<th>Generally Authorized Expenses</th>
<th>Unauthorized Expenses</th>
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<tbody>
<tr>
<td>Transportation to Competition</td>
<td>Personal Items used Exclusively by One Person</td>
</tr>
<tr>
<td>Lodging</td>
<td>Clothing Items that will not be Returned</td>
</tr>
<tr>
<td>Registration Fees &amp; Dues</td>
<td>Consultants not Approved by Club Sports</td>
</tr>
<tr>
<td>Contracted Services (Officials &amp; EMT’s)</td>
<td>Expenses with no Relevance to the Club</td>
</tr>
<tr>
<td>Equipment or Supplies</td>
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<tr>
<td>Repairs or Maintenance of Equipment</td>
<td></td>
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<tr>
<td>Food for Trips</td>
<td></td>
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<tr>
<td>Misc. Expenses Related to Club Activity</td>
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### IV. TRAVELING TO COMPETITION

All Club Sports transportation cost are covered by individual team budgets; SGA has allocated financial resources into most team budgets for transportation based upon budget request. Competition schedules will need to be arranged that allow for away competition, but do not overextend the teams’ budget.

**GUIDELINES FOR TRAVEL FOR STUDENT ORGANIZATIONS**

- Only WPI students are permitted to be members in WPI organizations. Mass Academy students are not permitted to attend WPI sponsored trips without a parent or MA Academy faculty chaperone.

**GENERAL GUIDELINES FOR ACTIVITIES:**

- All meetings, trips and activities must be pre-planned and carefully organized by the organization’s officers or other designated members. Activities that involve inherent risk or have caused undo risk of injury to participants in the past must be reported to and cleared by the Director of the Campus Center and Student Activities or his/her designee.
☐ An activity is considered sponsored or endorsed by a club, organization or department if:
  o University funds are used or intended to be used for reimbursement;
  o The event is advertised as a club, organization, or department event;
  o Plans for the activity are made by the club, organization, or department;
  o Transportation is coordinated by the club, organization, or department;
  o Travel is undertaken in university leased vehicles.

☐ All activities of the organization must be consistent with the mission of the group. All activities will adhere to WPI polices and practices. WPI does not permit, endorse or recognize any activities, communications or publications that are illicit or illegal in nature. Further, WPI does not permit hazing, sexual harassment or any other form of physical or mental abuse. All students are bound by the WPI Code of Student Conduct when participating in organization or university sponsored activities.

☐ All organizations are expected to enlist a member of the WPI faculty, staff or administration as an advisor. It is strongly suggested and encouraged that an advisor be in attendance at all meetings and activities unless deemed unnecessary by the Director of the Campus Center and Student Activities or his/her designee. For any activities that are a) outside a 120 mile radius of Worcester; and/or b) extend overnight, an advisor is required to be in attendance unless prior written approval is given by the Director of the Campus Center and Student Activities, or his/her designee, in advance of the activity.

**GENERAL TRAVEL GUIDELINES:**

**Registration:** Trips that require payment from University funds must be registered through the Student Activities Office. Failure to register the event will result in the inability to access funds for the event or personal reimbursement.

Any event that includes travel must be registered at least three weeks prior to the scheduled event if the event meets the following criteria: 1) travel extends outside of a 120 mile radius; 2) the activity is overnight; 3) hired or rented transportation is used in the travel to and from the activity; 4) a contract is required; or the trip exceeds 20 participants. An event that involves travel that does not meet this criteria must be registered one week in advance.

**Driver Eligibility:** Drivers for student organization travel must be members of the organization who are currently enrolled as WPI students, or WPI staff or faculty. Organizations requesting permission for other drivers (e.g., volunteer coaches) must receive approval from the Director of PERA Student Programs for a club sport organization or a professional staff member in the Campus Center and Student Activities Department for any other organization. All drivers must have a valid driver’s license.
Personal Autos: The use of personal autos for travel to and from activities or meetings is discouraged by WPI due to the inherent dangers of general automobile travel and the additional risks represented by transporting others in a personally owned auto. However, WPI realizes that it is unrealistic in many cases for small groups of students to rent or lease an auto, or charter commercial transportation. As such, personal autos are often the only reasonable and affordable mode of transportation.

When individuals use their own vehicle to transport themselves and/or others, they do so at their own risk. WPI is in no manner responsible or liable for any injury to the driver or passengers in the driver’s automobile. The individual’s personal auto policy must respond to any bodily injury claims and expenses to the driver and passengers in the auto, as well as any third party that is injured. As such, it is important for the driver to verify that they have insurance and that the limits of liability protection against such potential claims are adequate. WPI is not responsible for the verification of valid driver licenses and insurance. The owner’s auto policy must also respond to any property damage caused by or to the owner’s auto. Damage to the owner’s auto is covered only if the owner carries “collision” insurance and theft of or glass damage to the individual’s auto is covered only if “comprehensive” coverage is purchased. WPI is not responsible or liable for any property damage to the owner’s auto, any other auto or any “personal” property.

Group Transportation: When a group needing transportation to and from an activity exceeds five persons, WPI recommends that the group consider rental of a seven or eight passenger van. A WPI faculty or staff member or individual designated by the respective departmental administrator is the preferred driver; however, the van must be driven by a person at least 21 years of age. The driver is encouraged to obtain training specific to the use of the van and to purchase adequate insurance to protect against bodily injury, property damage and collision/theft claims. If a group is traveling outside of a 120 mile radius of WPI, or the trip extends overnight, the group, regardless of size, will be responsible for renting a vehicle.

When a group exceeds twenty persons, the group must charter a bus or other commercial, professionally driven mode of transportation. Note: 12 and 15 passenger vans may not be rented, leased or driven by WPI students, faculty or staff.

Driving Rules: Driver(s) information must be included in the event registration form at time of submission. The number of drivers required may vary depending on the distance and duration of the trip. Each driver is allowed to drive a maximum of 4 continuous hours followed by a minimum 2-hour break. Each driver is permitted to drive a maximum of 10 hours over a 24-hour period. One person must be in the front passenger seat and awake at all times to assist with navigation and trip safety such as making sure the driver remains alert. Drivers must obey all state motor vehicle laws and regulations, including posted speed limits.

Alcohol: No alcoholic beverages or beverage containers (open or closed) are allowed in vehicles. Consumption of alcohol by drivers is prohibited at least 8 hours before driving for student organization activities.
Travel Times: Travel is not permitted between 2:00 a.m. and 5:00 a.m. if personal or rented automobiles are being used. Contracted or hired professionally driven transportation may be used for travel during these times.

Weather: In the event of adverse weather or other factors that affect the ability to drive safely, drivers are expected to use good judgment and take appropriate safety measures in observance of travel warnings as issued by the highway safety authorities or weather advisory services.

Overnight Accommodations: When overnight accommodations are necessary, every effort should be made to respect the rights of privacy and adequate space needs of participants by ensuring that the number of occupants and genders of those lodged in hotel rooms or other accommodations are agreed upon by all occupants.

ACKNOWLEDGEMENT:

All participants taking part in a sponsored event off campus must complete a liability release form. The advisor and/or student leader for any designated trip is responsible for obtaining enough copies of the release form and ensuring that everyone signs this form before departure. These forms are to be kept with the trip advisor and kept on record for at least one academic year.

Additionally, any student, faculty or staff member intending to drive must sign the event registration form acknowledging their agreement of this policy, the trip agenda and their individual responsibility to adhere to all WPI rules and regulations. This form must be submitted to the Student Activities Office in accordance with the timeline outlined in this policy. These forms are necessary to ensure that all policies are being adhered to and the safety of all involved is considered.

NON-COMPLIANCE:

Any organization that does not comply with the WPI Student Code of Conduct, Travel Guidelines, or other WPI Policies are subject to disciplinary action as stated in the Campus Planner.

Reimbursement of travel expenses from a student organization account is contingent on compliance with student travel organization policy and procedures. If these policies and procedures are not met, no individual, club or organization will be eligible to seek reimbursement from WPI for any costs incurred during the trip in question. Failure to comply with any student organization travel policies and procedures may result in disciplinary action up to and including loss of recognition and/or funding.

In extenuating circumstances, exceptions to this policy may be made in writing by the Director of Club Sports before the event takes place.

V. SAFETY & RISK MANAGEMENT

The safety of participants involved in the Club Sports Program is of utmost importance. Due to the nature of Club Sports, inherent risk is involved; participants need to be aware that taking part in any Club Sports activity is totally voluntary. Our program counts on responsible student behavior, team leadership, and the Coach to minimize the risk of injury at all Club Sports events.
All teams have been issued a fully stocked First Aid Kit for practices and competition (at no cost). As supplies are used, the Trainers Room (5733) should be contacted to arrange for replacement supplies. Captains and Coaches are responsible to make sure the first aid kit is available at all times, and is passed onto next years’ team leadership.

For all home contest, EMT coverage is required for student-athlete safety. The cost of this coverage is approximately $75 per contest. Each club is responsible for making arrangements to have an EMT at their home contest. This is done by contacting EMS at 508-831-5997 or ems@wpi.edu. Please place the EMT’s name on the Official Payment Form that is also used to pay officials. It is expected that an EMT or similar trained person will be in attendance at any away contest; home teams are responsible for providing this coverage.

a. **Physical Conditioning of Athletes**

Club members are expected to report to each tryout, practice, and game in appropriate physical condition to participate in that activity safely and without personal endangerment. It is the responsibility of each member to properly train and prepare for the activities required for participation in the club’s scheduled events.

b. **Emergency Procedures & Accident/Injury Reports**

For any Accident or Injury that occurs during practice or competition, Accident/Injury Report must be filed by the Coach. This form must be turned into the Club Sports Office no later than 48 hours after the accident/injury. If an accident or injury should occur, the following system is to be followed:

1. **First**: seek medical attention if necessary. In the event the accident/injury requires transport to the hospital, a coach must accompany the student-athlete. (Generally, contact sports teams have an Asst. Coach for this purpose).
2. **Second**: contact the Director of Club Sports at 508-831-6541 and leave a voice message.
3. **Next**: follow-up via e-mail to clubsports@wpi.edu regarding the accident.
4. Lastly, complete an Accident/Injury Report Form and submit to the Club Sports office within 48 hours of the accident.

Injuries that require a physician’s consultation and/or hospital stay fall under the coverage of the student’s state-mandated primary insurance carrier. (All students must have this prior to enrollment at WPI.) *Do not send any medical bills to WPI and/or the Department of Physical Education, Recreation and Athletics.*

**Note:** The injured student must be cleared for participation by the Campus Health Center before they can take part in any future sports club activities.

**Scheduling of Officials**

Each Club Sports Team is responsible for securing qualified officials for their home contest. Depending upon the sport, there is generally a standard fee for officials (which is drawn from individual teams’ budgets). Officials must complete an Officials Payment Form on the day of the event, with name, address, amount and SSN. Generally the teams match secretary takes care of the completion of these forms.
VI. PARTICIPANT CONDUCT EXPECTATIONS

Admission to the University brings with it the expectation that students will abide by the Student Code of Conduct, and be responsible and respectful members of the campus and greater community. It is important that Club Sports participants and teams represent the University in a positive manner, including behavior in game situations that reflect true sportsmanship. Inappropriate conduct by a team member or a team while participating in a Club Sports related event may jeopardize the club’s continued status as an active Team or Organization.

a. Alcohol or Other Drug Use Policy

For the safety of our student-athletes, absolutely no alcoholic beverages or glass containers of any kind are permitted at any Club Sports event by participants, coaches, instructors, and advisors. This includes during the transportation to and from a game or practice, at any club sport contest, practice, meeting, and at any club sponsored social event. Any infractions of this policy will be investigated and will be processed through the campus judicial system.

It’s important to note that Club Socials are not sponsored by the University, Student Activities, nor the Club Sports Office. Any use of alcohol at these functions are expected to comply with the laws of the State of Massachusetts, as well as any and all University Policies and Regulations.

Accordingly, no participants, coaches, instructors, or advisors will be allowed to compete if they arrive at the contest/practice/meeting under the influence of alcohol/drugs.

b. Hazing

Hazing is prohibited. At the start of the academic year, each Club Sport Team/Organization must read the sections of the anti-hazing law (M.G.L. Chapter 269, Section 17, 18 & 19) to their team/organization, and all members must sign a statement declaring that they understand and agree to comply with this state law.

c. Physical Education Credit

Physical Education Credit may be granted for participation in a recognized Club Sport, but is not automatic. Credit may only be earned during the term/year in which the club is active. There is no retro-active credit for participation. The following is required:

1. The club must be in good standing and a recognized student organization.
2. Students must register for PE credit.
3. Grades must be submitted by the club’s coach or instructor, based upon guidelines developed by the Department of Physical Education, Recreation and Athletics.
4. No student may be involved directly or indirectly with grade decisions.
d. **Evaluation and Performance Assessment**

The Director of Club Sports will evaluate all Club Sports Coaches, Instructors, and Advisors following the completion of their contract year and during the term following their competitive season. This evaluation will form the basis for decisions regarding continued involvement with the WPI Club Sports Program.