COMPETITIVE CLUB SPORTS
OPERATING MANUAL

Dressage
Fencing
Ice Hockey
Rugby
Ultimate
Frisbee
Western
Riding
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I. HISTORY OF CLUB SPORTS AT MHC

In the spring of 1998, the Student Government Association (SGA) collaborated with the College’s Club Sport Task Force to re-define the administration of certain Club Sports. Based on the recommendation of the Club Sport Task Force, a new distinction was made regarding club sports.

All club sports were to remain as recognized student organizations through the Office of Student Programs, and the members were to remain actively involved in decisions effecting the organization. The club sport programs were to continue receiving funding through the S.G.A., however a designee from the department of Physical Education and Athletics would play an administrative and advising role with the club sports that competed on an intercollegiate basis. In addition, a club sport council, comprised of club sport leaders, was formed to oversee the daily operations of these student-run club sports.

The outcome of this collaborative approach has been successful, and has assisted in improving the quality of participation for all students involved in club sports. With this new framework, it was recognized that there was a shared responsibility for the administration of club sports:

1. **Office of Student Programs** – oversee recognition as an official student organization
2. **Student Government Association** – budget and funding purposes
3. **Club Sport Council** – to run daily operations
4. **Director of Club Sports/Advisor** – supervise the club sports in regards to administrative and liability issues, and to serve as Advisor to the Club Sport Council

During the 1999-2000 academic year, further discussion took place to refine the club sport area and to increase communication and efficiency. The club sport definition was agreed upon and the group further divided into two sub-groups: “emerging” and “established.”

The Club Sport Manual has been developed to provide students with the information relevant to participation in a club sport at Mount Holyoke College. Students are expected to read and become familiar with the information in this manual. Questions or clarifications should be directed to the Director of Club Sports/Advisor (Associate Director of Athletics, Communications) located in 103 Kendall Hall.

On behalf of the SGA., Student Programs, Department of Physical Education & Athletics and the Club Sport Council, we wish you a successful year in your involvement in club sports at Mount Holyoke College.
II. OFFICE OF STUDENT PROGRAMS

Location: 327 Blanchard Campus Center
Phone: (413) 538-2478
Web site: http://www.mtholyoke.edu/go/students
Office Hours: Mon-Fri, 9 am – 5 pm

Director: Alicia Erwin
Assistant Director: Ivonne G. Ramirez
Senior Administrative Assistant: Jamie DeCaro Birk
Technical Director: Timothy Dietrick
Event Coordinator: Riley Fickett
SGA Business Office Coordinator: Kimberly Lavoie

The Office of Student Programs provides and supports varied student services and programs (including club sports), and advocates for student concerns on relevant college committees in support of quality co-curricular campus life at Mount Holyoke College.

Mission Statement
As part of the Student Life Division, the Office of Student Programs exists to support students with opportunities for leadership, service, and engagement -- creating a vibrant and inclusive co-curricular campus life that sustains MHC students as scholars, and offers them skills for leading a balanced life.

All club sports must be recognized with the Office of Student Programs each year.

Annual Recognition Process:

1. **Registration Form** (required)
   To be completed at the end of the spring semester for the next academic year.

2. **Massachusetts Commonwealth Law/MHC Anti-Hazing & 5-College Waiver Form** (required)
   All members must sign this two-part form online. The number of members signing the form should match the membership count submitted on the Registration Form.

3. **Org Orientation** (required)
   At least two Officers of each club sport must complete a yearly online training and quiz.

4. **Financial Training** and **SGA Campus Account Authorization Form** (required, steps 1-3 should be completed first)
   Two Officers must complete a yearly online training (three parts) and quizzes. Once training is completed, submit the online **SGA Campus Account Authorization Form**.

5. **Funding Allocation Training and Budget Submission** (required)
   Authorized signers and a member of your e-board (who is not an authorized
6. **Coaching Salary Form (required)**
   To be completed and turned into Athletics department in the beginning of the fall semester prior to club sport activities resuming.

7. **Event Planning Training** (required for RSOs who will register events)
   Two members must complete this in-person training, for all orgs that anticipate registering an event with the Office of Student Programs.

8. **Update Org Constitution** (required)
   The Constitution of an organization contains the fundamental principles which govern its operation. The by-laws establish the specific rules of guidance by which the group is to function. The process of writing a constitution will serve to clarify your purpose, create your basic structure and provide the cornerstone for building an effective group. Ask for assistance/advising from the [Office of Student Programs](https://www.mtholyoke.edu/studentprograms) if you need support.

9. **Submit Org Constitution to Office of Student Programs** (Required for New Orgs & renewal of defunct orgs; Strongly Recommended for Established Orgs)

10. **Petition for Org Senator Form** (Recommended)
   All registered organizations are encouraged to have a senator. They serve as a representative for their organization within SGA and act as a voting member of Senate.

11. ** Reserve Your Club Sport Meeting Space** (Recommended)

12. **MHC Fleet Authorization Form** (Optional)
   Organizations can authorize Fleet licensed members to schedule and drive a college vehicle for organization business. The Fleet Vehicle Office can advise about liability.

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**III. STUDENT GOVERNMENT ASSOCIATION (SGA)**

[https://www.mtholyoke.edu/sga](https://www.mtholyoke.edu/sga)

**Statement of Purpose**

We, the students of Mount Holyoke College have organized ourselves into a student government in order to:

I. Provide a productive tool for students in governing their non-academic lives and academic interests at the College.

II. Articulate and represent matters pertinent to the students and other constituencies of the College.

III. Establish and maintain communication channels among students, faculty, administrators, and trustees.
Membership

The students of Mount Holyoke College who have paid their Student Activities Fee shall be ipso facto members of the SGA, and be entitled to all privileges therein involved.

SGA Governing Body

The Mount Holyoke College Student Government Association (SGA) was founded in 1898. Comprised of the Executive Board, Senate, and Committees. SGA strives to work toward the common goal of a positive, empowering, and transformative experience for each Mount Holyoke student by bringing student voices to administrators, faculty, and staff to create cohesion and address all issues pertaining to student life on campus.

SGA/Club Sports

- The Ways and Means Committee reviews funding applications for student organizations (including club sports).
  - Club Sports Treasurers are expected to fully read and be aware of all Ways and Means funding guidelines.
  - Club Sports Treasurers are required to submit their funding applications to the Athletics department for review prior to submission to Ways and Means.
  - The SGA Business Office serves as a student bank (located in 308 Blanchard Hall) to process monetary transactions for student organizations.
  - SGA provides workshops on Authorized Signer/Treasurer training and an Annual Leadership Retreat open to all Mount Holyoke Students
  - Club sport teams are encouraged to attend SGA Senate meetings on Tuesdays from 7:30-9pm in the Blanchard Campus Center Great Room

IV. CLUB SPORTS

Definition

An athletic-based activity, club/student organization which engages in physical activity on a seasonal, scheduled basis. Competitiveness can and will vary in degree but must include at least one intercollegiate event per year. Club sports are then divided into two sub-groups

1. Emerging Club Sports – teams in early to mid-development stages
2. Established Club Sports – fully developed teams whose primary focus is outside competition

Membership & Eligibility

All students of Mount Holyoke College are eligible to become members of a sanctioned club sport after completing the required paperwork and completing a medical clearance form and examination. Undergraduate students of other Five College Institutions may participate on Mount Holyoke College club sport teams provided that at least 2/3 of the team is comprised of Mount Holyoke College students. Five College students must also have signed the Release of Liability and Risk Forms, Hazing Documentation and been medically cleared by their institution and have a signed Medical Clearance Form on file with the club organization.
Benefits

- Club Sport Council Membership
- Medical clearances through the MHC Health Center
- Catastrophic Insurance Coverage
- Guidance and supervision from the Director/Advisor of Club Sports
- Inclusion on the Web site

IV. CLUB SPORT COUNCIL

By-laws Club Sport Council (CSC)

- While the umbrella groups may meet more frequently, the entire Club Sport Council will meet a minimum of four times per academic year (early fall, winter, early spring, and the end of the academic year).

- Each recognized club sport will be allowed one vote. The Director/Advisor will not have a vote. The two Chair’s will not have a vote. Each of the Chair’s will have another designated representative from her sport who will sit on the council as a voting member. The Chair’s will be elected for one academic year and will be voted on at the last meeting of the academic year. One member must volunteer to fulfill the responsibilities of Secretary.

- At least one meeting per year will be open to all members of club sports. Any CSC member not in attendance at the council meetings will be forfeiting her vote on the issues discussed at the meeting. Further action may be taken against any Officer or CSC representative who misses scheduled meetings, unless prior approval for absence is obtained from the Chair or Advisor. Further action may be taken against any Officer or
CSC representative who misses scheduled meetings, unless prior approval for absence is obtained from the Chair or Advisor.

- The Established Chair of the CSC will call all regular and special meetings and preside over those meetings so that she may intelligently and effectively represent club sports in all aspects to the CSC, Mount Holyoke College, Student Programs and the SGA.

- The Officers of the CSC (with regard to the specific club sport affiliation with MHC) are any of the following: Captain, President, Chair, Vice President, Vice-Chair or Treasurer of each club sport in good standing.

Responsibilities of the Club Sport Council
➢ Oversee the daily operations of club sport organizations
➢ Hold meetings a minimum of four times a year
➢ Vote on the new membership or expulsion of an emerging or established club sport
➢ Be responsible for distributing/collecting necessary forms to/from members of the club sport teams
➢ To maintain an accurate permanent record of all proceedings at Club Sport Council meetings that pertains to their sport and its affiliation with the CSC and the SGA

Role of the Director/Advisor of Club Sports
➢ Supervise and advise club sport teams
➢ Supervise selected club sport coaches
➢ Work in conjunction with the following MHC departments to improve the club sport “experience”:
  - Office of Student Programs (SGA)
  - Health Center
  - 5 College Risk Management
  - Department of Physical Education & Athletics
  - Office of Public Safety
  - Fleet Office
  - Office of Admissions
➢ Serve as a consistent contact person for club sports throughout the year
➢ Act as the Advisor to the Club Sport Council
➢ Authorize spending from “Club’s Charitable Donation Account.”
➢ Update/maintain the Club Sport Handbook

VI. HOW TO START A CLUB SPORT

1. Students considering establishing a new Club Sport should determine first that the proposed activity can meet Mount Holyoke’s definition of a student organization. By this definition, the following criteria need to be met:
   • Schedule an appointment with the Assistant Director of Student Programs
     - mission and objective of proposed group
     - number of students interested in starting a new organization (must be at least 10)
     - resources available to these students
- determination that the needs and interests of the proposed group are not already being met by an existing campus organization
- Must have a minimum of 10 people interested in joining the new club before registering
- All applications materials, as well as risk management factors, will be reviewed prior to authorization to being the student org recognition process
- Note: There is no guarantee that a new club sport will be approved.

2. Once established as a student organization with the Office of Student Programs, the following criteria must be met to be considered a Club Sport
   - Physical Activity and Intercollegiate Competition
   - Bylaws and Constitution on file with the SGA and the CSC within the first month of the academic semester
   - A current list of officers, advisor(s), and coach
   - Established rules or guidelines governing sport competition
   - Current roster
   - Membership on the CSC

3. Consult with the Director/Advisor of Club Sports (Associate Director of Athletics) concerning plans for becoming a Club Sport.
   - Develop Bylaws
   - Develop a Constitution
   - Propose an intercollegiate schedule
   - Facility needs
   - Equipment needs
   - Coaching needs
   - Sport Governing Body requirements
   - Seasons of participation (fall, winter, spring)

4. Complete any remaining paperwork with the Office of Student Programs

5. Become knowledgeable with the procedures in the Club Sport Handbook.

6. Complete all necessary information and club requests forms with the Club Sport Director/Advisor (103 Kendall Hall)

7. After completing the preceding steps, the President of the proposing sport club will meet with the Chair(s) of the CSC and Director/Advisor of Club Sports to develop a proposal. The proposal will all items mentioned in #3 in addition to a list of goals and objectives, and all appropriately completed forms, both online and hard copy.

8. The Sport Club President will then present the proposal to the CSC for approval, which will in turn, be forwarded on to the Office of Student Programs and the SGA.

VII. REQUIREMENTS OF CLUB SPORTS

In order for a Club Sport to be recognized as such by Mount Holyoke College, it must meet the following requirements and have necessary paperwork on file with the Office of Student Programs and the Club Sport Council. These requirements must be completed prior to the beginning (or within the first two weeks) of each academic term/semester.
1. A recognized student organization
2. A set listing of the club’s officers, membership and active roster (only those students who are actively playing and who have gone through the health center medical clearance)
3. A set competition schedule against other college clubs or JV programs
4. A copy of the club’s constitution and Bylaws
5. A completed coach salary form
6. The following completed SGA paperwork
   - Copy of student activities registration form
   - Copy of SGA budget request form
   - Copy of SGA approved budget
   - Copy of SGA hazing form
   - Copy of SGA organization van form
   - Equipment inventory list
   - List of Fleet licensed drivers
   - Emergency action plan
7. Individual forms required for each roster member include:
   - MHC Informed Consent and Assumption of Risk Form (online)
   - Emergency Information Form
   - Medical Clearance Form
   - Transportation Policy Form
   - Hazing Form (online)
8. Timely adherence to all practices involved in medical clearances
9. Responsible use/care/storage of all SGA funded equipment
10. Responsible use/care of all Mount Holyoke College athletic facilities
11. Authorization of all “donated funds” from the Director/Advisor of Club Sports

VIII. NEW CLUB SPORTS

The Club Sport Council will vote on the membership of any new club sport who petitions the CSC. A simple majority vote is required by the voting members. If the CSC approves the new membership, the following rules will apply:

- During a new club’s first year, they will sit as a non-voting member of the CSC.
- Any new club sport will be required to join the emerging sport club groups initially.
- Although a new club sport has no vote in their first year, they will have a “voice.”
- A new club sport will spend at least 3 years as a member of the emerging sport group prior to petitioning to move to the established group.
- The CSC will vote to determine if a club can move from emerging to established. A simple majority of voting members is required.
- A new club sport CANNOT compete versus outside competition in its first semester of existence as a club sport. An organization can petition the CSC to make an exception to this rule if prior to becoming a club sport they existed as a sport organization which was already competing off campus.

IX. THE CLUB SPORT ATHLETE
The mission of the Department of Physical Education and Athletics at Mount Holyoke College is to support and enhance the commitment of Mount Holyoke College to the education of women. Education through the physical involving skill development in sports, exercise and dance is an integral part of the total educational experience at a liberal arts college. We are pleased to work with the Office of Student Programs to support their mission of educating women beyond the classroom by providing opportunities for involvement, service and leadership.

Club sport participants are students first and are attending Mount Holyoke College for the primary purpose of achieving a quality education. Club sport participation should not interfere with this purpose. However, club sport participation can be demanding requiring a great deal of commitment. The college expects club sport participants to organize and discipline themselves so that their educational endeavors and athletic pursuits do not suffer.

As a club sport athlete it is important that the responsibility of being a student is fully accepted. In order to have a well functioned and successful club sport program, strict adherence to the following is imperative:

1. Club sport participants must be fully enrolled in at least a minimum full-time program of studies (12 credits), be in good academic standing and maintain satisfactory progress toward a degree. A waiver of the minimum full-time enrollment requirement may be granted for students enrolled in the final term of the baccalaureate program. A student may also participate in the club sport program as an FP.

2. Attendance at all academic classes and club sport practices and contests is expected. Failure to attend these events invariably reflects back on the team and its purpose. Class time should never be missed to attend a club sport practice or a game.

3. If your academic progress becomes deterred, please notify your coach (if the team has one) or your team President. Time away from the sport may be necessary so that you can seek individual attention or help from your professors.

4. Club sport programs are an integral part of our campus life and require participants who are dedicated and committed to the organization. Attendance at all practice and contests are expected. Coaches and club sport Presidents have the right to dismiss a participant from the organization if the participant misses a number of practices and contest deemed excessive by the club sport board and coach.

5. Practice and competition will not be permitted during reading or exam periods

6. The coach or club sport board may not mandate that any club sport participant participate in championship competition

7. Students should not feel pressured to participate by fellow teammates or captains at any time during the season. Such actions will not be tolerated
X. ALCOHOL POLICY

In accordance with the Massachusetts State law and the Mount Holyoke College Alcohol and Other Drug Policy, Mount Holyoke College, the Department of Athletics, the Office of Student Programs and the Club Sport Council prohibits the consumption of alcohol by persons under 21 years of age as well as the possession, distribution, sale or use of illicit drugs by any person. In addition, the use of alcohol and other drugs may be in violation of the campus alcohol and drug policy and may result in additional disciplinary action.

The following policy on alcohol exists for club sport participants:

- No alcohol at team events and activities (practice, games, away contests)
- No alcohol on overnight trips from the time of departure until the time you return
- No alcohol allowed in or around campus athletic facilities at any time
- No player is allowed to practice, compete, or travel while under the influence of alcohol

A violation of any of these policies may result in dismissal from the team and/or probation for the team. Each violation will be reviewed by the Director/Advisor of Club Sports in conjunction with other appropriate departments and the CSC.

Please read through the Rules and Tools manual for further explanations regarding the use of alcohol by student organizations.

XI. HAZING

All Massachusetts colleges are required to distribute copies of the Massachusetts legislation to each student and student organization and to report annually to the Board of Regents that disciplinary policy has been established. Student organizations must have all members sign the online Anti-Hazing form by the set deadline, set by Student Programs, prior to be considered recognized for the year.

In compliance with the state law, hazing is strictly prohibited. On November 26, 1985, legislation prohibiting hazing took effect in the Commonwealth of Massachusetts. Although hazing is most commonly associated with induction into college Fraternities and Sororities, the practice can also occur in a number of other circumstances including student organizations – especially athletic clubs.

Failure to comply with the anti-hazing regulations will result in disciplinary action by the College. Individuals may also be punished with a fine and/or imprisonment according to Massachusetts law.

The Legislation States:

“The term ‘hazing’...shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, beating, branding, forced calisthenics, exposure to weather, forced consumption of any food, liquor or beverage, or other substance, or any brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subject such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.”
Federal Hazing Law States:

269:17. Hazing Prohibited; Definition; Penalties

Section 17. Whoever is a principal organizer or participant in the crime of hazing as defined herein, shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or both such fine and imprisonment.

The term “hazing” as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep, or rest or extended isolation.

Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action.

269:18. Failure to Report Hazing; Penalty

Section 18. Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonable practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars.

269:19 Notification by Schools of Hazing Law; Report by Schools; Disciplinary Policy.

Section 19. Each institution of secondary education and each public and private institution of post secondary education shall issue to every student group, student team or student organization which is part of such institution or is recognized by the institution or permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team or student organization, a copy of this section and sections seventeen and eighteen; provided however, that an institution’s compliance with this section’s requirements that an institution issue copies of this section and sections seventeen and eighteen to unaffiliated student groups, teams or organizations shall not constitute evidence of the institution’s recognition or endorsement of said unaffiliated student groups, teams or organizations.
Each such group, team or organization shall distribute a copy of this section and sections seventeen and eighteen to each of its members, plebes, pledges or applicants for membership. It shall be the duty of each such group, team or organization, acting through its designated officer, to deliver annually, to the institution an attested acknowledgement stating that such group, team or organization has received a copy of this section and said section seventeen and eighteen, that each of its members, plebes, pledges or applicants has received a copy of sections seventeen and eighteen, and that such group, team or organization understands and agrees to comply with the provisions of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post secondary education shall file, at least annually, a report with the regents of higher education and in the case of secondary institutions, the board of education, certifying that such institution has complied with its responsibility to inform student groups, teams or organizations and to notify each full time student enrolled by it of the provisions of this section and sections seventeen and eighteen and also certifying that said institution has adopted a disciplinary policy with regard to the organizers and participants of hazing, and that such a policy has been set forth with the appropriate emphasis in the student handbook or similar means of communicating the institution’s policies to its students. The board of regents and, in the case of secondary institutions, the board of education shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution which fails to make such a report.

XII. PUNITIVE ACTION

In the event that a club sport once recognized/sanctioned by Mount Holyoke College is found to have knowingly or unknowingly violated any of the rules/regulations set forth by the Office of Student Programs, Club Sport Council, or SGA, the club sport can be put on probation. The length of the probation period will depend on the severity of the infraction and will be determined by the CSC in conjunction with pertinent departments on campus (Athletics, Student Programs, SGA, Public Safety, Dean’s Office etc). Clubs can be put on probation in the event that the club sport:

- Participates in any form of hazing
- Allows athletes to compete without proper medical clearance
- Allows athletes to practice, scrimmage, compete in contests who have not signed the Assumption of Risk and Release of Liability Forms
- Allows the consumption of alcohol during practice, games, or while on the road for away contests (including the consumption of alcohol on overnight trips)
- Allows the consumption of alcohol on or around the MHC athletic facilities – even by opposing teams
- Disregards the rules and regulations set forth in the Fleet Manual
- Allows and athlete to participate who is not on the roster
- Does not compete in at least one intercollegiate contest each year
- Does not have practice all year
- Misses a number of CSC meetings deemed excessive by the Council and the Advisor

During any probation period, the club sport will not receive funding, may not hold practices or competitions, and will not have a vote on council matters. The probation will be reviewed at the end of the probationary period. Once a club is reinstated, it will be automatically recognized as a
club sport in good standing unless a violation occurs during the probationary period. The occurrence of a violation during the probationary period severely diminishes the club’s chances to regain recognition from Mount Holyoke College, the Club Sports Council, and the SGA.

XIII. TRAVEL

As a recognized MHC student organization, all Fleet driving rules and regulations apply if you are driving a Fleet van, college vehicle or your own personal vehicle on behalf of the college (i.e. practices, games, scrimmages etc.). All club sport participants (both members and support personnel) must read and abide by the College Fleet Manual. Drivers of Fleet vans or personal vehicles must have gone through the Fleet Driver Instruction Class and be certified to use Fleet vehicles. A list of these drivers must be on file with the sport club and Director/Advisor of club sports. Each club sport organization will be required to have a copy of the College Fleet Manual in their possession.

All drivers and all riders from the time of departure until the time of return from a club sponsored practice scrimmage or contest (including overnight trips) may not be, under any circumstances or situation, in possession of, consume or otherwise use alcohol/illegal substances. Drivers may not have consumed alcohol up to 24 hours prior to driving and will not drive if using prescription medication that has any warning of impairment, including without limitation, a warning for drowsiness or not to use when operating heavy machinery. Alcoholic beverages and/or drugs may not be transported in college vehicles, or personal vehicles used to transport team members to a team event. The driver is responsible and must refuse to take any passenger who refuses to cooperate and adhere to this policy. The team could potentially be disbanded for violation of this policy.

Any driver found operating a vehicle under the influence of alcohol or drugs (including medications that would impair the driver) during the course of their driving or at any time from the time of departure to the time of return, may be criminally prosecuted and are subject to College disciplinary proceedings which may result in sanctions up to and including expulsion from the college.

The driver is responsible for the proper use and operation of the vehicle and expected to obey all responsible to see that this is done. There cannot be more passengers in a vehicle than there are seat belts. The driver must refuse to take any passenger who refuses to cooperate and may not operate the vehicle if passengers do not have seat belts on. Violation of this policy may lead to the driver losing club sport driving privileges for up to one year.

A Driver Agreement to Terms, Conditions, Rules and Regulations is located in the appendix of this manual. All club sport participants will be expected to read it and sign it before participating. Any individual found in violation of these rules and regulations may be considered ineligible for one calendar year and thus would not participate in any fashion on any club sport team. If, in the opinion of the Club Sport Advisor, the CSC, the Office of Student Programs, and the Office of Public Safety, there is general disregard for these rules and regulations, the club may be immediately disbanded for a minimum of one calendar year.

Speeding will not be tolerated – especially in College vehicles.
First Offense: Driver will lose privileges for up to one year
Second Offense: Team will not be able to use College vehicles for one year

In order for a student to travel to an away contest/scrimmage/or off-campus practice, she must have signed the club specific Assumption of Risk and Release of Liability Form.

XIV. EQUIPMENT & FACILITIES

Requests for athletic facilities (indoors and out) must be submitted to the Assistant Director of Athletics for Facilities: Bardee Sadlier x2849 bsadlier@mtholyoke.edu

It will be very important that you provide her with a list of desired practice days and times, as well as your home competition schedule. Practice times will be limited to 2 hours, 5 days a week depending on facility availability. Bardee will do her best to accommodate your team’s needs, however the priority use of the College athletic facilities are as follows:

1. Physical Education & Dance (classes, rehearsals, etc.)
2. Intercollegiate Athletics (practices and games)
3. Club Sports/Intramurals/Open Recreation/College Community Groups/Student Orgs. (when two groups are vying for the same space/time, priority will be given to the club who put in their request first)
4. Faculty/Staff use
5. Outside Groups

The following regulations governing the use of the College facilities must be adhered to:

- NO smoking in athletic facility buildings or out on athletic fields
- NO alcoholic beverages in college athletic facilities or on the athletic playing fields
- Appropriate footwear must be worn in/on all college athletic facilities and playing fields
- Home contests may only be played in pre-assigned areas and facilities during designated times
- Appropriate safety devices/measures (i.e. nets in cage areas, lifeguards in pools, EMT’s at home games) will be used and adhered to at all times
- Athletic facilities and equipment will be in exactly the same condition after use as before
- All damage to facilities or equipment must be reported to the Assistant Director of Athletics for Facilities within 24 hours or facility/equipment privileges will be revoked
- Please notify the Assistant Athletic Director of Facilities with any cancellations or changes to your facility reservations as soon as you are aware of them.
- In the event that a club sport does not make use of the reserved space for practice, scrimmage or competition more than 3x a semester, that club will forfeit its ability to reserve that space for the remainder of the semester.

It is mandatory that all Club Sport teams provide medical coverage (college EMT’s, Lifeguards) for each home contest or you will not be able to play your contest.

XV. FUNDING

Every MHC student pays a Student Activities fee, which the Student Government Association (SGA) distributes to approximately 120 student organizations. All recognized student
organizations may apply to SGA for funding, either for standard operating costs, special events, or specific needs such as conferences, equipment, etc.

Each organization will be required to elect two members (Chair/President & Treasurer) who are authorized to sign for organization banking matters and keep accurate records and receipts of account activity. These Authorized Signers must complete the online financial training and quizzes provided by Student Programs and SGA, as well as fill out the online SGA Campus Account Authorization Form, by the set deadline in order to have access to Ways & Means funding and the team’s org account.

For detailed information on SGA Ways & Means funding, please review the Funding Guidelines from the Ways & Means committee and ensure that all steps listed in Section II of this manual are met. For additional questions contact the SGA Treasurer, Chair of Ways & Means, or the SGA Student Business Office Coordinator. The SGA office is located in Blanchard Campus Center, Room 302.

XVI. END OF YEAR REPORT GUIDELINES

Each Club is responsible for submitting an End of Year Report. This report is due in the Advisor’s Office (Kendall 103) no later than two weeks following the last competition. All reports must be turned in before you leave campus. The following is expected to be part of your report:

I. Current Roster (names, year’s)
II. Competition Schedule and Results
III. Season Highlights
IV. Current Officer & Elected Officers (with contact information)
V. Constitution & Bylaws
VI. Emergency Action Plan
VII. Equipment Inventory
VIII. Concerns that Need to be Addresses
IX. Any Additional Items to be Mentioned