

Club Sports Handbook

A. INTRODUCTION

Calvin College club sport's governance, activities, and programs are considered an integral part of the college's educational program. We wish to provide an environment in which each student can develop intellectually, socially, emotionally, physically, and spiritually for a life of service in Christ's kingdom on earth. As part of an academic community, we want to encourage all members of the community to develop their gifts and learn to celebrate life together through meaningful experiences. We recognize that although play and recreation opportunities are often stimulating and useful to the educational experience, they can become distorted and, at times, may interfere with the goals and purposes of Calvin College. Therefore, in our efforts to maintain the integrity of club sports within the college experience, this handbook has been developed to serve as a guide for all participants. Each club sport captain and advisor/coach are expected to be familiar with the policies and operating procedures and see that they are circulated and followed by all club sport members.

The Student Life Division and Department of Health, Physical Education, Recreation, Dance and Sport (HPERDS) collaborate in the approval and administration of club sports. Club sport members are responsible for establishing their goals and designing programs to carry out the goals. An advisor or college employed coach guides and facilitates the club members in meeting their goals and objectives.

B. PURPOSE

To provide Calvin College students who have a common sport or competitive physical activity interest an opportunity to participate even when that sport is not offered as a varsity or junior varsity level.

To provide Calvin College students with co-curricular leadership opportunities through the formation, governance, and participation in club sport activities.

To provide Calvin College students an opportunity to further their skills, experience competitive events, and enjoy social interactions.

C. CLUB SPORT STATUS **

There are presently three sponsored club sports. These include: (1) Ice Hockey, (2) Men's Lacrosse, and (3) Women's Lacrosse

D. CLUB SPORT RESPONSIBILITIES AND STANDARDS

Each club sport will be reviewed yearly to assess renewal of full recognition within the HPERDS Department. Club sport status is retained upon meeting the following requirements:

1. The club sport has the necessary coach, team captain, or certified instructor (where appropriate) for ongoing skill development (signed agreement form).
2. Student interest in the club sport is demonstrated by student leadership, such as student officers and students providing the impetus for program, events, and/or competition.
3. The club sport's purpose, goals, and activities continue to be consistent with the purpose and goals of Calvin College, the Department of HPERDS and Student Life.
4. Suitable facilities/fields continue to be available for the club sport to meet, practice, and compete. The coach/captain must meet with the HPERDS facility coordinator to arrange facility contracts.
5. Compatible league competition is available within three hours travel time. All schedules must be approved by the club sport mentor. Scheduling should reflect league games. Tournaments must be specifically approved by the Club Sport Mentor. Club sports may participate in a maximum of 26 contests, no more than 15 contests per semester. The schedule of contests should be made in such a

way as to minimize absence from classes. Consistent with Athletic policy no competition or practice may take place on Sunday.

6. Club sport members must observe all Calvin College policies and procedures established for all student organizations. In addition, the behavioral guidelines and eligibility expectations established by their organization, Calvin College, and the HPERDS Department must be met (Student Handbook and HPERDS Conduct Expectations for Student-Athletes).
7. Any use of alcoholic beverages or illegal substances connected to club sport activities may result in loss of recognition of the club sport and withdrawal of college funding. The individual(s) involved will be subject to Calvin College judicial process.
8. The club sport is not permitted to make a profit, or travel extensively, unless cleared through the Club Sport Mentor. Club sport members assume financial responsibilities for participation in a club sport (above what is allocated by HPERDS). Club sport members must pay club sport dues.
9. Any type of solicitation on campus must obtain prior permission from the appropriate college office. All posters and notices must be displayed on designated bulletin boards and receive written approval where required.
10. A club sport captain or team representative must attend monthly Student Athlete Advisory Council (SAAC) meetings.
11. Once the team has been selected, club sport members must participate in a training session(s) with the Student Life Athletic Liaison person for Team Building exercises.
12. At the completion of each season club sport members will complete coaching evaluations on the head coach.

E. ELIGIBILITY

1. Club sport membership is open to all currently enrolled full-time Calvin College students.
2. Calvin College requires non-discrimination on the basis of race, color, national origin, religion, age, and persons with disabilities.

F. FINANCIAL SUPPORT

1. Funding may be generated through:
 - a. Institutional support as allocated by the HPERDS Department and Student Life
 - b. Club sport generated fund-raising (required compliance with Calvin College policies and procedures). **Fundraising events cannot be conducted before prior approval is received from Club Sport Mentor and Development Office**
2. Cash advances for such things as entry fees and officials must be submitted at least one week prior to the date needed (copy of the entry fee form is needed).
3. Items for which reimbursement is requested must be accompanied with an actual receipt or official substantiation of expenditures.

G. COACH/ADVISOR ROLES AND RESPONSIBILITIES

A coach/advisor must be secured by the club membership with the approval of the HPERDS Club Sport Mentor. The coach/advisor roles and responsibilities include:

1. Demonstrated knowledge of the sport through participation, certification, and/or recommendations.
2. Serve as an information link for the club sport relative to Calvin College policies and procedures and a communication link between the club sport and the Club Sport Mentor.
3. Attend monthly coaches meetings.
4. Develop a vision for Christian mentoring of the athletes on the club sport.
5. Submit a self-evaluation and goal worksheet by October 15 of each year.
6. Once the club sport team has been selected, participate with the team in a training session with the Student Life Athletic Liaison person for Team Building exercises.

7. Complete CPR/First Aid training and Blood Borne Pathogen training annually (training for both is provided free of charge each year at Calvin).
8. Select an athlete each year to attend the Gainey Leadership training and then work with the Gainey Leadership athletes to enhance/improve the culture on the club sport team.
9. Provide students with support and assistance in decision-making processes, both short and long-term.
10. Assist the club sport and HPERDS Club Sport Mentor with transitions between academic school years and the change of club officers.
11. Actively maintain the college's standard of conduct and HPERDS "Conduct Expectations for Student-Athletes" among all members of the team.
12. Carry the first aid kit and medical information forms.

Absent of a willful and wanton act of omission or malfeasance, the faculty/staff advisor is not liable for club activities, club members' behavior, injuries, or financial deficits while acting within the scope of the advisor's position.

H. TRAVEL

1. Each club sport arranges for its transportation via the HPERDS office manager. Each club sport arranges housing for off-campus events.
2. Travel roster/itineraries for off-campus trips must be on file with the Club Sport Mentor one-week prior to the event.
3. Club sport members assume expenses for room and board (above what is allocated from HPERDS).
4. Club sport members assume all liability and responsibility for themselves and their actions on and off campus.
5. Consistent with Athletic policy no competition or practice may take place on Sunday. Teams may travel on Sunday but must attend a worship service as part of that day.

I. INSURANCE/LIABILITY WAIVERS/MEDICAL AUTHORIZATION

The HPERDS Department provides supplemental insurance for club members, but will not assume primary responsibility for injuries incurred through participation in club sports. All club sport members must join their league organization to obtain catastrophic injury insurance. All medical referrals must occur via Calvin's athletic trainer and team physician.

Each individual club sport member must read, complete, and sign a liability waiver and medical insurance information forms prior to participating in club activities. These completed forms must accompany the club sport to all club sport activities, practices, and contests.

J. PROBATION

1. Violation of or non-compliance with policies and procedures of HPERDS or Calvin College may lead to probationary status and/or revocation of recognition, and withdrawal of funding.
2. Once a club sport is on probationary status, it may reapply for full recognition after one calendar year has lapsed and the club has complied with applicable rules.

K. FACILITY/FIELD RESERVATIONS

1. Each team must work with HPERDS facility coordinator to secure practice space and fields for competition.
2. Reservation requests will be reviewed each week by the HPERDS staff member in charge of facility scheduling.

3. Priority of facility allocation is: HPERDS classes, varsity and junior varsity athletic teams, intramurals, and club sports that are “in-season”.

** If you don't see a sport in which you are interested, listed here, please investigate opportunities for participation through the intramural program.

H. STANDARDS AND CONDUCT

1. Club sports are non-profit, do not provide financial aid or scholarships to participants, and do not emphasize recruitment.
2. Club sport members must maintain eligibility standards set by the college, HPERDS, and their own association.
3. All club sport members are expected to adhere to the athletic conduct code as found in the Student Handbook and the HPERDS Conduct Expectations for Student-Athletes.
4. Club sport members assume financial responsibilities for participation in a club sport (above what is allocated by HPERDS).
5. Club sport members must pay club sport dues.
6. Generally, events and competition are scheduled with universities/colleges within a 250-mile radius of Calvin College, with the exception of regional and end-of-the-season tournaments.
7. Coach/captain must meet with the HPERDS facility coordinator to arrange facility contracts.
8. A club sport captain or team representative must attend monthly Student Athlete Advisory Council (SAAC) meetings.
9. Once the team has been selected, club sport members must participate in a training session(s) with the Student Life Athletic Liaison person regarding the “Five Dysfunctions of a Team”.
10. At the completion of each season club sport members will complete coaching evaluations on the head coach.
11. Any type of solicitation on campus must obtain prior permission from the appropriate college office.
12. All posters and notices must be displayed on designated bulletin boards and receive written approval where required.
13. Any use of alcoholic beverages or illegal substances connected to club sport activities may result in loss of recognition of the club sport and withdrawal of college funding. The individual(s) involved will be subject to Calvin College judicial process.