

# Lake Superior State University Recreation Club Handbook

## Purpose

The purpose of Club Sports at Lake Superior State University is to provide members of the campus community with an opportunity to participate in sports and activities that promote socialization, physical activity, and lifetime fitness and wellness practices.

## Definition

A Club Sport is a student organization that provides a medium for people who share a common interest in a particular sport or activity. Club Sports are classified into three tiers: Tier 1, Tier 2 and Tier 3. Competitive clubs regularly compete in various state, regional, national and international contests and tournaments against clubs from various other colleges and universities. These clubs are usually members of a nationally recognized league or association for their respective sport or activity. Club Sports are not considered Lake Superior State University varsity athletic teams. Please note that all Club Sports must be approved by the Club Sports Coordinator at the Office of Campus Life to be considered active by Lake Superior State University. All 3 Tiers must Follow Club Sports rule/guidelines and submit all paper on time and meet all requirements set forth by Lake Superior State University and the Competitive Sports Coordinator.

### Competitive:

Tier 1: Club Sports must follow the proceeding guidelines, they must have a National Sports Affiliate, be competing for a National Championship on the Club Sports level, have at least 10 active members who are full time students, must be competing in a local or regional league or organizational competition, must have 6 organized schedule games or competitions.

Tier 2: Club Sports must have a minimum of 10 active competing members and must have 4 organized scheduled games or competitions.

### Non-competitive:

Tier 3: Club Sports are instructional and recreational; they must have a minimum of 5 active competing members, are non-competitive, and must have an academic affiliation to the school of Kinesiology. These clubs enhance or teach a particular sport or activity and provide its members with a chance for socialization and practicing of their skills.

### Who Can Join?

Club Sports are open to all current admitted and enrolled students with a minimum of three credits at Lake Superior State University students. Participation in club sports is completely voluntary.

- All clubs must maintain a minimum number of members according to their tier specifications.
- A club may not restrict membership on the basis of race, color, sex, religion, national or ethnic origin, or ability.

### How to Register:

All clubs must abide by all rules, policies and guidelines set forth by the Competitive Sports Coordinator and University Recreation as well as any rules, policies and guidelines set by the Offices of Purchasing and Risk Management that are designed to govern student organizations.

### **New Clubs**

- Existing club sports may not be duplicated.
- Individuals or groups that wish to form a new club sport must first meet with the Competitive Sports Coordinator to discuss the purpose and mission of the proposed new club as well as the process for the individual club sport.
- Formally register with the Office of Campus Life (Associate Director of Campus Life), upon approval by the Competitive Sports Coordinator.
- Register and Log In to Orgsync
- Turn in all required forms via Orgsync:
  1. Club registration
  2. Club constitution (must be every year)
  3. Name and contact information for club faculty/staff advisor
  4. Club rosters and waivers
  5. Contact information for club officers
  6. Any financial information requested
- Under no circumstances should an individual who is not listed on an official club roster, or has signed a waiver of responsibility, be allowed to participate in a club game or a practice session.

### **Current Clubs**

- All existing clubs must renew their registration and obtain approval from the coordinator of competitive sports on or before the **second** Friday of the fall semester.
- After approval by the coordinator of competitive sports, each club must submit an updated copy of the following forms to the coordinator of competitive sports and the Office of Campus Life:
  1. Club Roster
  2. Updated contact information
  3. All ratifications or amendments to the club's constitution
  4. Any financial information requested
- Clubs will not be permitted to meet or function as a sport club, receive funding from university sources until all forms have been properly completed and submitted to the coordinator of competitive sports and approved.

### **Recognition and Privileges**

In accordance with university policies and procedures, all student organizations that are properly registered and formally recognized by President's Council and University Recreation as a group in good

standing with good standing with Lake Superior State University are entitled to certain privileges. These privileges include:

1. Eligibility to apply for funding through Student Government/SRC
2. Reservation of university facilities for official organized activities
3. Participation in campus leadership development programs
4. Use of the university's name following the organization name
5. Other benefits consistent with those afforded to similar student groups at Lake Superior State University

### **Constitution**

Each club is required to have a constitution that will serve as the basic framework of the organization. The constitution should reflect the practical operation of the club. The content of the constitution must contain:

1. Club name
2. Statement of purpose that addresses the goals and direction of the group
3. Membership requirements
4. Dues structure
5. List of officer positions including, qualification requirements, duties, and duration of terms for each position
6. Election or selection process for officers
7. Meeting provisions and quorum required to conduct and transact club businesses

### **Duties & Responsibilities**

Present a great opportunity for students to develop leadership, organizational and administrative skills. Club sports are completely student organized and their success or failure is directly related to the effectiveness of the officers selected to oversee the club's operations

#### *President*

- Serves as the liaison between the club and the coordinator of competitive sports
- Administers club meetings, practices and games
- Enforces and adheres to policies and regulations as outlined in the Club Sports Handbook, and the club constitution
- Completes and maintains appropriate university and Office of Campus Life (i.e. waivers, incident/accident reports, club rosters, travel requests, budget proposals, ect.)
- Secures facility space for meetings, practices and games
- Submits annual reports summarizing club activities for the previous year
- Reports club competition results to the coordinator of competitive sports
- Inventories all club equipment purchased with Lake Superior State University funds (Inventory reports must be submitted to the coordinator of competitive sports at the start and conclusion of each club's respective active season)
- Promotes and practices good sportsmanship on and off the field

### *Vice President*

- Presides over club business in the absence of President
- Assists the President with his/her duties

### *Secretary*

- Records and circulates meeting minutes
- Develops and circulates publicity for club activities (all publicity matters must be approved by the coordinator of competitive sports)
- Maintains and updates membership lists

### *Treasurer*

- Assists club president in preparing an annual budget request
- Maintains detailed records of all financial activities and transactions

### *Advisor*

- Assists club sports members in the development of leadership and administrative skills
- Provides direction and promotes goal setting to maintain programming continuity
- Monitors and encourages fiscal responsibility
- Assists in the yearly transition of club officers

## **Schedules**

Each club must submit a game and practice schedule to the coordinator of competitive sports for approval three months prior to the first game or practice. Schedules not submitted in advance will be approved at the discretion of the coordinator of competitive sports

Clubs should schedule home games whenever possible. Clubs are encouraged to schedule away games within a 200-mile radius and should combine matches in geographical area into a single trip.

## **Travel Guidelines**

All transportation requests will be submitted along with the clubs practice and game schedule. University Recreation adheres to Lake Superior State University motor pool policies and procedures. These policies and procedures as well as any policies and procedures set by University Recreation will govern all club travel.

### Travel Considerations

- The Competitive Sports Coordinator will assist clubs with travel arrangements as able.
- The Competitive Sports Coordinator must approve all club travel. This includes travel that is funded with or without Lake Superior State University funds or using a Lake Superior State University owned vehicle. Out of state must be approved by coordinator of competitive sports and with the Office of Campus Life.
- Unapproved travel will not be eligible for reimbursement from Lake Superior State University
- Clubs must have sufficient funds to cover all travel expenses prior to the trip
- All travel forms including travel roster and trip itinerary must be completed two weeks prior to the club's departure

- Only approved club members may travel with a club. Coaches and faculty/staff advisors are considered club members for travel purposes
- If a club must cancel a trip the coordinator of competitive sports must be notified immediately
- Upon return from a trip, the club presidents must submit to the coordinator of club sports a summary of trip events including any receipts for reimbursement.

*Inclement Weather:*

- Safety must govern all decisions regarding travel to and from a club-related event during inclement weather

*Personal Vehicles:*

State law requires that vehicle owners have automobile insurance. When a personal vehicle is being used for club travel, it is the responsibility of the owner of the vehicle to have the recommended insurance protection. All clubs must notify the coordinator of competitive sports if a personal vehicle is to be taken on a club trip. Lake Superior State University is not responsible for any damages or charges that may be incurred by using personal vehicles in relation to club sport events.

**Club Conduct**

Club Sports members are expected to behave in a mature and responsible manner, both on and off campus, in all club-related activities in accordance with the club constitution conduct the Club Sports Handbook, student handbook and Navigator. Club conduct must be consistent with the function of the university as an educational institution.

Club sports and/or the individual members of the club may face disciplinary action for the inappropriate conduct while participating in any club activity on or off campus. Alcoholic beverages are not permitted at any club activity. It is the individual member's responsibility to monitor the consumption and possession of alcoholic beverages. The Lake Superior State University Alcohol Policy will be strictly enforced at all times.

**Failure to comply or abide by Lake Superior State University, University Recreation, and/or Department of Campus Life policies and procedures may result in loss of funding, loss of facility use, the postponement and/or cancellation of all current and future club activities, as well as the loss of student organization.**

**Hazing Policy**

Since the time of its founding, Lake Superior State University's primary goal has been to provide excellent instruction and an educational environment which will produce broadly educated responsible citizens who are prepared to serve and to lead in society. Academic instruction and co-curricular activities couple to meet the goals of Lake Superior State University. All members of the University community must be provided the opportunity to function to the best of their individual abilities. One activity that has been an inhibiting factor in achieving the above stated purpose is the practice of hazing. Although hazing has concentrated itself in the social Greek community, other recognized student organizations are not untouched by this unacceptable practice. Therefore, this policy shall apply to all organizations and clubs at Lake Superior State University.

*Hazing is defined as* - committing any intentional, knowing or reckless act, occurring on or off the Lake Superior State University campus, by one person alone or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in or maintaining membership in any organization or athletic team whose members are or include students at an educational institution. A person commits an offense if the person engages in hazing, encourages another to engage in hazing, knowingly permits hazing to occur or has knowledge of hazing and fails to report said knowledge to an appropriate official of the university. It should be noted that it is not a defense to prosecution of an offense that the person against whom the hazing was directed consented to or acquiesced in the hazing activity.

Lake Superior State University will not condone or tolerate any acts of hazing, harassment or humiliation. Any such acts which interfere with scholastic activities, which are not consistent with fraternal law, state or federal law, or the University regulations and policies are expressly forbidden. Students or organizations found responsible for any infractions are subject to disciplinary action.

*Hazing Policy Enforcement* - Should hazing activities come to the attention of any member of the University, the activity should be reported to Campus Life and the Associate Director of Campus Life and Housing. The Campus Life Office and the Student Organization Review Board will investigate all allegations of hazing. The judicial process, as outlined in the Lake Superior State University Student Handbook, serves as the guideline for handling allegations of hazing.

In special circumstances, a student organization may be placed on interim suspension pending an investigation. This action will be taken only in those situations where there is reasonable cause to believe a student organization's actions are of such a nature as to pose a clear and present threat of harm or injury to persons and/or damage to property. During the interim suspension, the organization is required to cease all organizational operations and activities.

Should the student organization have national affiliation or incorporation, the national office shall be notified of the alleged incident and the results in writing within one (1) week. The Associate Director of Campus Life and Housing will make notification.

Should the judicial investigation substantiate an occurrence of hazing, the Associate Director of Campus Life and Housing will assign the appropriate sanction that may include, but not limited to:

- *CENSURE*- Censure may include the required completion of a program designed with the intent of eliminating hazing. The Associate Director of Campus Life and Housing, and the organization's officers and advisors will devise the program. Campus Life will monitor the program.
- *PROBATION*- The organization will be placed on probation for a specified period of time. Conditions of probation will be determined by Campus Life and outlined in writing for the organization. Campus Life will monitor the probationary term. The probation period may also include community service obligations.
- *SUSPENSION*- The organization will be suspended. The terms of the suspension shall be defined in the sanction, including criteria that the organization must meet within a specified period of time to be considered for re-registration status. The suspension period may also include community service obligations.

- *REVOCAION*- The organization will have its status as a registered student organization revoked, with loss of all University registration and privileges. If applicable, the national office of an organization so affiliated will be requested to revoke the charter of the organization.

In addition to enforcement of this Hazing Policy regarding student organizations, the University may initiate appropriate disciplinary action against individual students for violations of the Student Conduct Code, Campus Life Handbook and/or Student Handbook policies arising from the incident.

### **Risk Management**

It is strongly recommended that each club member have an annual physical exam before participating in any club sport activity. There are certain risks inherent to participating in any type of physical activity and individuals that participate in club sports voluntarily assume these risks.

It is strongly recommended that club presidents and members be certified in CPR and First Aid. University Recreation recommends that at least two members of each club currently trained and certified in CPR and First Aid.

### **Emergency Action Procedures**

#### **On-Campus:**

Once an emergency situation has been recognized, calmly enact the University Reaction Emergency Action Steps

1. Check the scene, check the victim
2. Call to inform a building supervisor and/ Guest Information Desk
3. Care for victim(s) only if you are properly trained and currently certified to provide care
4. Complete all reports immediately and thoroughly (incident, accident, ect.)
5. Contact the coordinator of competitive sports

#### **Off-Campus**

1. Call 911 or local emergency number if life threatening
2. Check the scene, check the victim
3. Care for victim(s) only if you are properly trained and currently certified to provide care
4. Complete all reports immediately and thoroughly (incident, accident, ect.)
5. Contact coordinator of competitive sports

Accident Reports: An accident report must be filed when a participant is injured.

Incident Reports: An incident report must be filed when there are facility problems. (i.e. lights not working), when a fight occurs, violation of alcohol policy, or for any situation that is outside the normal for the activities of the club.

\*\*\*All reports must be turned in to the coordinator of competitive sports within 24 hours of their occurrence or as soon as possible.