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# **Club Sports Policy and Procedures at Moravian College**

This document was endorsed by the United Student Government on October 21, 2008

Adapted with permission from the East Stroudsburg University Club Sport Manual

# **Club Sports Policy and Procedures at Moravian College**

## **Introduction**

Club sports operate under the direction of the United Student Government (with consultation from Student Affairs and Athletics). Club sports at Moravian College include those club sports that participate in competitions with other colleges/universities and those club sports that are recreational/instructional and non-competitive.

Club sports are organized by students and each club is student initiated and sustained. Therefore, the clubs and their members determine the range, effectiveness and longevity of their existence. The United Student Government, Student Affairs, Athletics Department and Club Advisors (faculty and staff members) provide support, guidance and supervision, but the club exists by means of active student involvement.

Club Sports do not function as part of the College until the beginning of the academic year, and all club sport activities must cease at the end of the academic year. As noted in the nondiscrimination policy of Moravian College, the institution is a welcoming community that embraces and values the diversity of all members of the campus community. The College acknowledges the uniqueness of all individuals, and seeks to cultivate an environment that respects, affirms, and defends the dignity of each member of the community. Moravian College complies with all federal and state laws regarding nondiscrimination in recruitment, admission, and employment of students, faculty, and staff. Thus, club sports should align their activities, policies, and procedures with the College's nondiscrimination policy.

## **Purpose**

The purpose of club sports is:

- To develop student leadership, administrative, and organizational skills.
- To facilitate social interaction among students, faculty, and staff with a common interest.
- To provide a diverse offering of leisure opportunities for the college community.
- To provide opportunities for athletic competition not offered in the varsity sport program.
- To develop skills in specialized sport activities.

## **Authorization**

1. Club sports are recognized once they have completed the process of recognition as outlined by the United Student Government. All forms can be obtained from USG.
2. All sport clubs must meet all of the requirements outlined by USG guidelines for clubs and organizations. Additionally, club sports that compete must have enough members to participate in a normal sporting activity as outlined by the governing body of the sport and/or the league rules in which the club competes.
3. Failure of any club sport team or club member to abide by federal and state laws; and/or the rules set forth by the United Student Government and/or Moravian College; or partaking in any conduct detrimental to Moravian College may result in the immediate suspension of all financial support and, at the discretion of USG and Moravian College, in the club's ability to exist.

## **Membership**

1. Only currently enrolled College (day division) students may participate in club sports
2. Individuals are not recognized as club sport members by USG or Moravian College until the club sports participation waiver (Appendix A-1), Statement of Informed Risks form (Appendix A-2), and the transportation waiver (Appendix A-3) is signed, completed and on file in the USG Advisor's Office. All waiver and release of liability forms must be submitted during the first two weeks of each semester. Any new members added after the first two weeks of each semester must complete and submit waiver and release of liability forms prior to participation in any club sport activities.
3. All clubs must submit a roster (Appendix B-1) of active members to the USG Advisor during the first two weeks of each semester. Updated rosters must be sent to the USG Advisor if new members are added and/or current members quit after the first two weeks of each semester.

### **Advisors**

1. It is required that each club sport have at least one active advisor who is a full-time member of the faculty or administration; or who has been hired by the College (with the appropriate Vice President's approval) for the specific purpose of serving in this advising capacity. Club sports are strongly encouraged to seek an advisor that has expertise in their respective sport.
2. Individuals without formal Moravian affiliation seeking to serve as secondary, off-campus advisors to student organizations are required to complete an application process with the relevant department of Student Affairs prior to beginning service. Service in such capacity is a privilege which shall be re-evaluated annually or, should there be any circumstances of potential concern or conflict, at the most appropriate time.
3. Club sports *that compete* must have an individual with demonstrated expertise in that sport serve as coach, in a capacity that is not necessarily compensated, and that any coach without formal Moravian affiliation complete the process required for all off-campus advisors. The coach can also be the advisor provided that person meets all the requirements of an advisor and coach.
4. Each club sport must have an advisor, coach, or trainer present during most practices and during all games and competitions.
5. Advisors inform organizations of all matters pertaining to the group's operation and function, but they do not have unilateral control over policy, nor are they responsible for actions or omissions of the organization or its members.
6. All campus organization advisors are asked to meet with the USG Advisor or his designee for individual or group training within the first term of their acceptance of this responsibility and periodically as deemed necessary thereafter.

### **Officers**

1. Every club sport must have officers as outlined by USG guidelines for clubs and organizations.

2. Each club is required to submit a list of officers with their budget request in the Spring Semester. Any changes that occur during the academic year must be forwarded to the USG Advisor and the USG President.
3. It is suggested that the election of officers take place near the end of the spring semester of the year prior to appointment.

### **Schedules**

1. Each Club must submit a schedule of planned activities (Appendix B-2), including location, date and time, during the first two weeks of each semester. This should include a regular practice schedule and any matches, games or trips for the club. When an activity involves competing against another team, the team's institution should be included in the schedule. Any activities added and/or changed after the first two weeks of each semester must be submitted to the USG Advisor at least two weeks prior to the planned activity.
2. Club sports shall not schedule their first competition until after the second week of the semester. This gives ample time for the officers to collect and submit all necessary paperwork.
3. Clubs may request to use campus athletic facilities via the Director of Athletics (or his designee).

### **Medical Care and Insurance**

1. Moravian College and USG do not assume any risk for participation in Club Sport activities. Each participant assumes full responsibility for injuries or subsequent results of injuries sustained during club activity or travel in connection with the sport.
2. All club members must have adequate insurance protection for injuries before participating in club activities.
3. All club members can purchase insurance coverage for the Student Injury and Sickness Insurance Plan. Additional catastrophic coverage can be purchase only at the same time the student purchases the Student Injury and Sickness Insurance Plan. The Student Injury and Sickness Insurance Plan is not comprehensive coverage and should not be considered a substitute for medical insurance. Please refer to the information that is sent to students on a yearly basis.
4. Moravian College and USG strongly recommends that all members participating in club sports have an annual physical examination. It is the responsibility of the participants to evaluate their health in relation to the demands of the sport.
5. It is strongly recommended that the presidents and advisors of club sports make an appointment with a trainer or medical personnel to discuss first aid and prevention of injuries in that sport.
6. All Club Sports are required to have each member sign a club sport participation waiver, statement of informed risks form, and transportation waiver prior to participating in any club activity, including practices. It is the responsibility of the club president to have these forms signed and submitted to the USG Advisor. All waivers and liability forms must be turned in each semester as outlined in the Membership section of this document.

7. Each club must have a properly stocked first aid kit at each practice and game.
8. Each club must have at least two student members, and preferably the advisor, be certified in CPR, first aid, and AED use.
9. Each club sport president must ensure that there is a cell phone at all events including practices. This cell phone is to be used in case of an emergency to contact campus police, local police, and/or medical assistance (i.e. hospital).
10. An Accident Report (Appendix C) must be submitted to the USG Advisor within 48 hours of an accident to a club member who is injured at practice, competition, or other club related activities. This form should be used if the individual has to be administered first aid including; ice, ace wraps, stoppage of severe bleeding, loss of conscience, hospital visits of any kind, or any other significant injury. When in doubt, fill out an accident form.

### **Nomenclature**

1. Clubs using the College's name represent and speak only on behalf of their own members, and not the College or student body as a whole.
2. The use of the word Varsity to identify a club is prohibited.

### **Equipment**

1. Each club must designate someone to be responsible for the management of equipment. In the event that the club does not designate someone, the responsibility is assumed by the club president.
2. Each club must submit (with their budget request in the Spring Semester) an inventory list (Appendix D-1). If the inventory list is not submitted with the club budget request, the club will not be considered in the normal budget process which may result in the club not receiving a budget. Additionally, failure to submit an inventory list may result in the suspension of the club and all of its activities.
3. Each club must complete, sign and submit the Equipment Responsibility form (Appendix D-2) to the USG Advisor within the first two weeks of the fall semester. Failure to do so will result in the club's budget being frozen until the paperwork is completed. No club activities can be held until the form is completed and submitted.
4. Each club is responsible for the maintenance and storage of equipment.
5. Storage in College-owned facilities is not guaranteed. Request to store equipment in Moravian College Athletics facilities can be made via the Athletics Office in Johnston Hall. Request to store equipment in other Moravian College facilities must be directed to the appropriate office (i.e. Facilities Management, Planning and Construction Department).
6. All equipment, purchased with institutional monies (including monies from fundraising) is the property of the College and USG.
7. Equipment cannot be used over the summer unless approved by the USG Advisor.

8. Equipment cannot be used for non-Moravian related activities unless approved by the USG Advisor.
9. The club officers will be held responsible for any team equipment that cannot be accounted for and the club's budget will be frozen until the situation has been rectified. USG allocated monies cannot be used to replace lost/stolen equipment unless authorized by the USG Advisor.
10. If an accurate record of equipment utilization is retained, responsible individuals can be held accountable for equipment entrusted to their care. The College may take the appropriate measures to ensure that the money is recuperated. Charges for lost or stolen equipment are based on the replacement cost (not purchase price).

### **Transportation**

1. Each club is responsible for procuring its own mode of transportation.
2. Each club member must sign the transportation waiver (Appendix A-3).
3. The owners of vehicles being use for club activities should have adequate insurance coverage. It is up to the officers of the club to ensure that all private transportation is in adequate, safe condition for travel and that each individual operator has insurance.
4. Reimbursement for mileage, maintenance, and other costs associated with the use of a private vehicle is not permitted unless approved by USG during the Budget Allocation process.
5. The use of College-owned transportation is prohibited unless authorized by Facilities Management, Planning and Construction Department.

### **Finances**

1. The amount of funding each club receives is determined by the Finance Committee and Treasurer of USG; and approved by the USG Legislature.
2. Funding is based on many factors including but not limited to; history of club, program activity, membership, role or scope of the club, USG regulations, and budget proposal presentation.
3. It is strongly suggested that all club sports establish dues for club members.
4. Clubs should seek to generate revenue through fundraisers whenever possible to make the club financially independent. This will also help to ensure that there is money to fall back on in case of emergency or if inadequate funding is received from USG. Please note that all fundraisers must be approved by The Director of the HUB and Event Management (Ann Claussen), and the Development Office's Director of Corporate Relations (Sylvia Doyle).
5. Should a club sport go defunct and/or inactive, all monies in its Club Account will be turned over to USG. The money will be rolled into the discretionary fund.

6. Any club that does not abide by the rules/laws set forth by USG, the College, the Commonwealth of PA, and/or the Federal Government may have their monies frozen or rescinded if deemed appropriate by USG and/or the College.
7. Club officers should make sure they understand the budget line expenditure and voucher process for proper usage of club funds. All vouchers must be signed by the club's advisor and treasurer prior to submission to the USG Treasurer.
8. All requests for funding must be submitted in budget form, as outlined by USG at the appropriate time (usually late February/early March).
9. Clubs should be as specific as possible when preparing their budgets for approval.

**The use of alcoholic beverages and/or drugs is strictly prohibited, not only during club activities, but before and after participation occurs.**

THE POLICIES AND PROCEDURES CONTAINED ABOVE APPLY TO ALL CLUB SPORTS. QUESTIONS CONCERNING THESE POLICIES AND PROCEDURES OR INQUIRIES REGARDING AREAS NOT SPECIFICALLY DELINEATED IN THIS DOCUMENT SHOULD BE DIRECTED TO THE USG ADVISOR (X1509) OR THE USG TREASURER (X7780).

As of 6/2008 the following clubs were included under club sports: Ice Hockey, Equestrian, Boxing, Women's Golf, Karate (not requesting funds for 2008-2009), Rugby, Cycling (not requesting funds for 2008-2009), and Wrestling (In-active)

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**Appendices**

Appendix A-1	Club Sport Participation Waiver
Appendix A-2	Statement of Informed Risks Form
Appendix A-3	Club Sport Transportation Waiver
Appendix B-1	Club Sport Roster
Appendix B-2	Club Sport Schedule
Appendix C	Accident Reporting Form
Appendix D-1	Equipment Inventory Form
Appendix D-2	Equipment Responsibility Form

**Moravian College  
Club Sports  
Participation Waiver**

I am aware that playing or practicing to play/participate in any club sport can be a dangerous activity involving MANY RISKS OF INJURY. I understand that the dangers and risks of playing or practicing to play/participate in a club sport include, but are not limited to, death, serious neck and spinal injuries which may result in complete or partial paralysis, brain damage, serious injury to virtually all internal organs, serious injury to virtually all bones, joints, ligaments, muscles, tendons, and other aspects of the muscular skeletal system, and serious injury or impairment to other aspects of my body, general health and well-being. I understand that the dangers and risks of playing or practicing to play/participate in a club sport may result not only in serious injury, but also in a serious impairment of my future abilities to earn a living, to engage in other business, social and recreational activities, and generally to enjoy life.

Because of the dangers of participating in a club sport, I recognize the importance of following the instructions and rules and agree to obey such instructions and rules while acting in the safest possible manner while involved in Moravian College club sport activity.

I represent that my true age is \_\_\_\_\_ and if I am under the age of 18 years, I represent that I have the permission of my parents and/or guardians to participate in club sports programs and related activities at Moravian College and that they have full knowledge thereof including the risks as witnessed by their signature below.

I certify that my attendance and participation in club sports activities is voluntary and that I am not an employee, servant or agent of Moravian College or its sponsors as they relate to my specific participation.

All students are urged to obtain a physical examination before participating in club sports.

I certify that to the best of my knowledge, I do not have any potentially fatal contagious disease. Furthermore, I agree that should I become ill with a potentially fatal disease, I will cease from participation immediately.

Moravian College does not carry insurance that covers a student that participates in club sports. The College is not responsible for any injury incurred before, during or after any club sport contest. The club sport participant is solely responsible for his or her own medical insurance.

In consideration of Moravian College permitting me to participate in a club sport and to engage in all activities related to that sport, including, but not limited to, practicing or playing/participating in that sport, *I hereby and do assume all the risks of injury* to my person and property that may be sustained in connection with participation in club sports or individual sporting activity and agree to hold Moravian College, its employees, officers, agents, representatives, coaches, and volunteers harmless from any and all liability, actions, causes of action, debts, claims, or demands of any kind and nature whatsoever which may arise by or in connection with my participation in club sports programs at Moravian College. The terms hereof shall serve as a release and assumption of risk for my heirs, estate, executor, administrator, assignees, and for all members of my family.

I HAVE READ AND UNDERSTAND THE FOREGOING RELEASE AND, BY AFFIXING MY SIGNATURE TO IT, SIGNIFY MY CLEAR INTENTION TO BE LEGALLY BOUND TO IT.

Print Name of Student

Signature of Student

Date

Parent or Guardian

\_\_\_\_\_  
Signature of Parent or Guardian

Date

Please list the sports that you will be participating in below:

**MORAVIAN COLLEGE  
STUDENT ACTIVITY  
STATEMENT OF INFORMED RISKS**

Student \_\_\_\_\_ Birth date \_\_\_\_\_ Age \_\_\_\_\_

Parent/Guardian Name \_\_\_\_\_ Home Phone \_\_\_\_\_

Home Address \_\_\_\_\_

Street

City

State

Zip

I wish to participate in the following MORAVIAN COLLEGE activity \_\_\_\_\_ (Club Sports) \_\_\_\_\_ and acknowledge that the particular program in which I desire to participate is not required for graduation. My participation is wholly voluntary.

I hereby acknowledge that I am participating in these activities with the full realization that they may involve a significant risk of bodily injury. I understand that the injury may range in the severity from minor to long term catastrophic up to and including death, or damage to property of myself and others. Such injuries may require me to incur significant medical expenses. I am aware that it is not possible to delineate specifically each and every individual injury risk however knowing the material risk and appreciating and reasonably anticipating that injuries and even death are a possibility. I hereby expressly assume all of the risks which could occur as a result of my participation including the cost of medical care and assistance.

I agree that in exchange for and in consideration of the College's permitting me to participate in this program and all activities related to it including, but not limited to travel, and intending to be legally bound hereby, I hereby assume all the risks associated with the program and agree to release and hold harmless MORAVIAN COLLEGE, its officers, agents, coaches and employees from any and all liability, actions, causes of actions, negligence, debts, claims or demands of any kind and nature whatsoever which may arise by or in connection with my participation in any activities related to the program.

Additionally, I understand that any previous injury or condition I have may predispose me to an increased risk of re-injury or increased risk of other injuries or conditions. Furthermore, I understand that in the event of any new injury, there may be short term and/or long term health related risks involved with continued participation in this program even after proper treatment or rehabilitation.

I certify that Health Insurance and/or additional coverage by a medical insurance provider has been secured.

Name of Policy Holder \_\_\_\_\_ Name of Company \_\_\_\_\_

Policy Number \_\_\_\_\_ Group Number \_\_\_\_\_ ID Number \_\_\_\_\_

Insurance Company Mailing Address \_\_\_\_\_

Insurance Company Telephone Number \_\_\_\_\_

I further certify that I am not an officer, employee, servant or agent of the MORAVIAN COLLEGE. Lastly, I certify that I have no health related reasons or problems which preclude or should restrict my participation in this program.

The undersigned, herewith,

A. Recognizes and acknowledges that neither MORAVIAN COLLEGE nor any of its departments and/or divisions carries special health and/or hospital insurance other than such medical and hospital services as are normally provided for students by the Student Health Center, that would provide such special insurance coverage for me in the event I should sustain an injury while participating in **the above stated activity**.

B. Agrees if the undersigned is married and/or a minor, the signature of spouse, parent or guardian appearing in the space indicated below signifies acceptance of said spouse, parent or guardian that the terms and conditions hereof shall be binding upon them and shall constitute a release by them of any and all claims, demands and causes of action whatsoever which they or any of them might have against MORAVIAN COLLEGE, its successors, assigns, trustees, officers, agents and employees as a result of the undersigned's participation in **above stated activity**.

I have been advised that my signature on this Statement involves the voluntary relinquishment of certain legal rights and if I have any questions or concerns about this statement of Informed Risks that I should consult with counsel or an advisor of my own choice prior to signing it.

Date \_\_\_\_\_ Signed \_\_\_\_\_  
Student

Date \_\_\_\_\_ Signed \_\_\_\_\_  
Signature of Parent/Guardian (if under 18 years of age) or Spouse

Date \_\_\_\_\_ Signed \_\_\_\_\_  
Witness

# Moravian College Club Sport Transportation Waiver

I am aware that traveling to and from club sport activities can be a dangerous activity involving MANY RISKS OF INJURY. I understand that the dangers and risks of traveling to and from club sport activities include, but are not limited to, death, serious neck and spinal injuries which may result in complete or partial paralysis, brain damage, serious injury to virtually all internal organs, serious injury to virtually all bones, joints, ligaments, muscles, tendons, and other aspects of the muscular skeletal system, and serious injury or impairment to other aspects of my body, general health and well-being. I understand that the dangers and risks of traveling to and from club sport activities may result not only in serious injury, but also in a serious impairment of my future abilities to earn a living, to engage in other business, social and recreational activities, and generally to enjoy life.

I represent that my true age is \_\_\_\_\_ and if I am under the age of 18 years, I represent that I have the permission of my parents and/or guardians to travel to and from club sport activities and that they have full knowledge thereof including the risks as witnessed by their signature below.

I certify that my participation in club sport activities for the Fall/Spring (circle one) Semester of 20\_\_ is voluntary, not covered by the Moravian College insurance policy, and that I am not an employee, servant or agent of Moravian College or its sponsors as they relate to my specific participation.

I certify that to the best of my knowledge, I do not have any potentially fatal contagious disease. Furthermore, I agree that should I become ill with a potentially fatal disease, I would cease from participation immediately.

In consideration of Moravian College permitting me to participate in travel to and from club sporting activities *I hereby and do assume all the risks of injury* to my person and property that may be sustained in connection with participation in traveling to and from club sporting activities and agree to hold Moravian College, its employees, officers, agents, representatives, coaches, and volunteers harmless from any and all liability, actions, causes of action, debts, claims, or demands of any kind and nature whatsoever which may arise by or in connection with my participation in this event. The terms hereof shall serve as a release and assumption of risk for my heirs, estate, executor, administrator, assignees, and for all members of my family.

I HAVE READ AND UNDERSTAND THE FOREGOING RELEASE AND, BY AFFIXING MY SIGNATURE TO IT, SIGNIFY MY CLEAR INTENTION TO BE LEGALLY BOUND TO IT.

Print Name of Student

Signature of Student

Date

Parent or Guardian

\_\_\_\_\_  
Signature of Parent or Guardian

Date

Please list the sports that you will be participating in below:





# Club Sport Accident Reporting Form

**\* Complete and submit to the USG Advisor within 48 hours of the incident.**

**\* Report all accidents associated with the club sport including but not limited to accidents that occur during travel, practices, and competitions.**

**Name of Student:** \_\_\_\_\_

**Date of Accident:** \_\_\_\_\_

**Time of Accident:    Hour:** \_\_\_\_\_ **AM** \_\_\_\_\_ **PM** \_\_\_\_\_

**Location of Accident:** \_\_\_\_\_

**Nature of the Accident**

How did the accident happen?

Where was the student?

What was the student doing?

Was there any equipment involved?

Were there any unsafe acts and/or conditions that contributed to the accident?

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**Nature of the Injury**

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**Immediate Action Taken**

First Aid Treatment: \_\_\_\_\_

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Performed By (Name): \_\_\_\_\_

Was the student taken to a medical facility (circle one)? Yes No If yes, list the facility

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Name of the Person Completed the Report: \_\_\_\_\_

Signature of the Person Completed the Report: \_\_\_\_\_ Date: \_\_\_\_\_



## Club Sport Equipment Responsibility Form

I \_\_\_\_\_ understand that as the \_\_\_\_\_  
(Print your name) (Print name of club)  
club representative, I am responsible for all the equipment of the club. I am responsible for storing the equipment and paying for lost or stolen equipment, before the end of the semester. I acknowledge that I have received an updated copy of the inventory list. I also acknowledge that disciplinary action may be taken against me and/or the club I represent if equipment is lost or stolen.

I represent that my true age is \_\_\_\_\_ and if I am under the age of 18 years, I represent that I have the permission of my parents and/or guardians to be responsible for the club's equipment and that they have full knowledge thereof including the risks as witnessed by their signature below.

I HAVE READ AND UNDERSTAND THE FOREGOING RESPONSIBILITY FORM AND, BY AFFIXING MY SIGNATURE TO IT, SIGNIFY MY CLEAR INTENTION TO BE LEGALLY BOUND TO IT.

Print Name of Student

Signature of Student

Date

Parent or Guardian

\_\_\_\_\_  
Signature of Parent or Guardian

Date

### Revisions and Amendments

Revisions and Amendments to the Club Sports Manual can be submitted to the USG Administrator. The administrator will then begin a dialogue with the appropriate campus members.