



MORAVIAN COLLEGE

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Moravian College

Club Sports Policy and Procedures

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 division of student affairs in the office of leadership development, and typically with financial support from the United Student Government (USG). USG is advised by the director of leadership development. 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.

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 (USG), Student Affairs, Athletics Department and club advisors (faculty and staff members) provide support and guidance, 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 and by Moravian College. All necessary forms can be obtained from USG and the USG Advisor. The College requires that all club sports register with the office of leadership development in September of each year.
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. A recommended minimum roster of playing participants for club sports is 1.5 times the number of players to field a full starting lineup.
3. Failure of any club sport team or club member to abide by federal and state laws; the rules set forth by the United Student Government and 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 dissolution.

Membership

1. Only currently enrolled College (day division) students may participate in club sport's activities.
2. Individuals are not recognized as club sport members by USG or Moravian College until the Statement of Informed Risks and Waiver of Certain Rights form (Appendix A), and Student Personal Vehicle Travel waiver are signed, completed, and on file in the USG Advisor's office. The Student Personal Vehicle Travel waiver should be completed by all members who may use a personal vehicle to transport themselves or others to club sport related activities. All forms must be submitted no later than September 30, but at least two weeks prior to the first activity of the club sport. Any new members added after this time must complete and submit appropriate forms prior to participation in any club sport activities.
3. All clubs must submit a roster (Appendix B) of active members to the USG Advisor no later than September 30, but at least two weeks prior to the first activity of the club sport. Updated rosters must be sent to the USG Advisor if new members are added and/or current members quit after this time.
4. Any student that is under the age of 18 at any time during club sport activities must have their parent or guardian sign all applicable waivers and forms required for participation. These forms include the Moravian College Statement of Informed Risks and Waiver of Certain Rights and Moravian College Student Personal Vehicle Travel Waiver. Members of club sports may also be required to complete waivers for forms for other organizations, e.g. off-campus field facilities, and students under the age of 18 may need parent or guardian signatures on such forms.

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. Any coach without formal Moravian affiliation must 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 or coach/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 must meet the USG Advisor or his designee annually (may take place individually or a group training). All new advisors will meet with the USG Advisor within two weeks of acceptance of this responsibility.
7. All club sports advisors must complete an Advisor Agreement annually and submit this document to the USG Advisor (Appendix G).

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 USG 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 (or his designee).
3. It is suggested that the election of officers take place at an appropriate time that allows for appropriate communication between incoming and outgoing officers.

Schedules

1. Each club must submit to the USG Advisor a schedule of planned activities (Appendix C), including location, date and time, no later than September 30, but at least two weeks prior to the first activity of the club sport. 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 this time 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. All club sports activities must end on or before the last day of classes of the spring semester. Exceptions may be requested to the USG Advisor for post-regular season competition, e.g. playoffs.
3. Clubs may request to use campus athletic facilities via the Director of Athletics (or his designee). Coordination may need to take place with the club sport team, the Athletics Department and the College's Facilities Management Planning and Construction (FMPC) department. It is recommended that club sports communicate with the Director of Athletics early to allow for adequate planning.

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 participants are required to have appropriate medical insurance and should have proof of insurance with them at all practices and competitions. It is recommended that a copy of medical insurance information for all participants be kept in a team binder that is available at all practices and competitions.
3. All club members can purchase insurance coverage through the Student Injury and Sickness Insurance Plan. Additional catastrophic coverage can be purchased 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 encourage 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 licensed athletic trainer or medical professional to discuss first aid and prevention of injuries in that sport.
6. All club sports are required to have each member sign a Statement of Informed Risks and Waiver of Certain Rights form (Appendix A) and a Student Personal Vehicle Travel waiver (if necessary) (Appendix A) 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 forms must be turned in prior to September 30, but at least two weeks prior to club activity commencing, as outlined in the Membership section.
7. Each club must have a properly stocked first aid kit at each practice and game. At least one member of the club sport must be certified in CPR, first aid, and AED use. It is recommended that all advisors and coaches obtain these certifications.
8. 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).
9. An Accident Report (Appendix D) 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.
10. A certified athletic trainer (licensed in Pennsylvania) is required to be present at all competitions considered “home” game for Moravian club sports. This includes competitions that may take place at off-campus locations.

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 sport 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 USG budget request in the spring semester an Equipment Inventory Form (Appendix E). 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.
3. Each club must complete, sign, and submit the Equipment Responsibility form (Appendix E) to the USG Advisor no later than September 30, but at least two weeks prior to the first activity of the club sport. 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 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. USG may take the appropriate measures to ensure that the value of lost or misplaced equipment is recorded. 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 transportation for activities.
2. Each club member who may use a personal vehicle for club related activities must sign the Student Personal Vehicle Travel form (Appendix A).

3. The owners of vehicles being used for club activities shall have adequate insurance coverage and vehicles used shall be in adequate and safe condition for the planned travel.
4. It is up to the officers of the club to ensure that all private transportation, e.g. charter bus rental, is in adequate, safe condition for travel and that each individual operator has insurance.
5. 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.
6. The use of College-owned transportation is prohibited unless authorized by Facilities Management, Planning and Construction Department.

Finances

Club sports are often funded with support from the Moravian College United Student Government. USG financial rules are guided by accounting principles at Moravian College. Outlined below are key areas that may pertain to club sports. Additional information may be found through the USG web page at www.moravian.edu/usg.

1. The amount of funding each club receives is determined by the Finance Committee and Treasurer of USG; and approved by the USG Legislature each year.
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, and the development office's director of corporate and foundation relations.
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 USG discretionary fund.
6. 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.
7. All requests for funding must be submitted in budget form, as outlined by USG at the appropriate time (usually late February/early March).
8. Clubs should be as specific as possible when preparing their budgets for approval.
9. USG funds will remain frozen until all necessary paperwork is completed and submitted to the USG Advisor.

The use of alcoholic beverages and/or drugs is strictly prohibited, not only during club activities, but immediately preceding and following club activities.

All members of club sports are expected to abide by all policies set forth in the Moravian College Student Handbook and are subject to appropriate disciplinary action.

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 at (610) 861-1498 or the USG Treasurer at (610) 625-7780 or usg@moravian.edu.

Appendices

Appendix A	Statement of Informed Risks and Waiver of Certain Rights and Student Personal Vehicle Travel Forms
Appendix B	Club Sport Participant Roster
Appendix C	Club Sport Schedule
Appendix D	Accident Reporting Form
Appendix E	Equipment Inventory Form
Appendix F	Equipment Responsibility Form
Appendix G	Advisor Agreement Form



MORAVIAN COLLEGE STATEMENT OF INFORMED RISKS AND
WAIVER OF CERTAIN RIGHTS

Student Name _____ Date of Birth _____

Emergency Contact Name _____

Phone Number (s) _____

I wish to participate in the following Moravian College activity _____
on the following date(s) _____

I acknowledge that the particular program in which I desire to participate in 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 successors, assigns, trustees, officers, employees, and coaches 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.

Lastly, I certify that I have no health related reasons or problems which preclude or should restrict my participation in this program and that I have secured medical insurance and/or additional coverage.

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 insurance benefits 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, employees, and coaches, 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 that my signature indicates my intent to be legally bound by the terms of this agreement. If I have any questions or concerns about this Statement of Informed Risks and Waiver of Certain Rights, I should consult with counsel or an advisor of my own choice prior to signing it.

Signature _____ Date _____

Signature of Parent or Legal Guardian (if Student is under 18) _____ Date _____

Please complete the additional information below, if you are driving your personal vehicle for the activity.

MORAVIAN COLLEGE STUDENT PERSONAL VEHICLE TRAVEL WAIVER

Student Name _____ Date of Birth _____
(print name)

Description of Activity/Trip _____

Date(s) of Activity/Trip _____
(month/day/year)

I will be using my personal vehicle as transportation to and from the above activity and confirm that the vehicle carries minimum insurance required by law. I currently hold a valid driver's license in the state of _____ . The license number is as follows: _____ . I understand that in using my own vehicle I am traveling at my own risk. In the event of an accident, my own auto insurance will be the primary policy which will cover physical damage to my vehicle, as well as bodily injury and property damage to others. I hereby release and forever discharge Moravian College, its successors, assigns, trustees, officers, employees, and coaches, of and from any and all manner of actions, causes of action, suites, damages, claims, and demands, on account of personal injury, death, or any cause whatsoever, which I may have against them by reason of or arising out of my participation in the above listed program. I have signed this waiver intending to be legally bound by its terms.

Signature _____ Date _____

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?

Nature of the Incident or Injury

Immediate Action Taken

First Aid Treatment: _____

Performed By (Name): _____

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

Name of the Person Completing this Report: _____

Signature of the Person Completing this Report: _____ Date: _____

**Club Sport
Equipment Responsibility Form**

I _____ understand that as the _____
(Print your name) (Print name of club sport)

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 BY ITS TERMS.

Print Name of Student

Signature of Student

Date

Print Name of Parent or Guardian

Signature of Parent or Guardian

Date

Moravian College
Club Sport Advisor Agreement

Club Sport:

Advisor Name:

As an advisor to a Club Sport at Moravian College, I agree to the following statements.

- I have read the Club Sports Manual for Moravian College. After reading the Club Sports Manual, I have discussed all questions and concerns that I may have had with USG Advisor.
- I agree to be present at most practices and at all competitions. If I am unavailable for practices or competitions, I will identify a designee to serve as the advisor in my place.
- I agree to keep emergency contact information for all participants with me at all practices and competitions.
- I agree to assist students with various tasks related to the coordination of this club sport, which may include scheduling practices and contests; roster preparation; completing paperwork; budget matters; equipment maintenance; and leadership transition.
- I understand that an advisor does not have unilateral control over club policy, rather informs the club on matters pertaining to the group's operation and function.
- I agree to attend the annual meeting of Club Sport Advisors held by the USG Advisor.
- I agree to limit participation in the club sport to only those Moravian College students that have completed all necessary forms participate in games and practices.
- I understand this is a voluntary role and responsibilities are above and beyond the position that I currently hold at Moravian College.
- I will promote good sportsmanship among all participants at all times.

Signature

Typed/Printed Name

Date

Cell Phone Number