

Messiah College Club Sport Organizations Handbook

Relationship Between Club Sport Organizations and Messiah College

Club sport organizations at Messiah College are student organizations whose members meet regularly to pursue an interest in sport or physical activity that includes outside competition. All Club Sport Organizations at Messiah College must be recognized by the College in order for the organization to use the name Messiah College. Recognition is a clear indication that the organization supports the mission, identity, and objectives of Messiah College. Student organizations and their activities are viewed as sponsored by the College as opposed to being conducted by the College. This distinction has implications for both the tax deductibility of potential donations to student organizations and for the College's financial reporting. Finally, student organizations are not permitted to maintain off-campus bank accounts; rather they can obtain an account in the Business Office.

Rights and Privileges of Club Sport Organizations

Recognized Club Sport Organizations have the following rights and privileges:

- The use of the College name, word mark, and letterhead.
- Reservation of facilities and College-owned property (see Facility Scheduling Policy for Club Sport Organizations).
- Safekeeping accounts at the Business Office (student organizations are not permitted to maintain off-campus bank accounts).
- Opportunity to advertise on campus (Channel 6, *Community News*, mass e-mails, College website, etc.).
- Approval for fund raising.
- Invitation to Information Opportunity Fairs and Admissions Open Houses.
- Official listing in College publications and yearbook.
- Administrative support for programming, event planning and execution.
- There will be no athletic training services for club sports.

Starting a New Club Sport Organization

All new Club Sport Organizations must apply to the Cocurricular Education Committee for recognition. Materials are submitted to the Director of Student Programs. The application must include the following:

- 1. An Application for Recognition (This includes the following)**
 1. Organization's purpose statement.
 2. Statement that demonstrates how the proposed organization supports the mission

and objectives of Messiah College.

3. Names and roles of officers/leaders.
4. Example of organization's events and activities.
5. Financial plan.

2. A signed letter from a full-time employee who is willing to serve as the organization's advisor.

3. A letter of recommendation from the Athletic Department. This recommendation will be based on a meeting with the Associate Director of Athletics for Operations. The student leaders must adequately address the following:

1. There must be significant student interest;
2. The club must compete against outside competition;
3. The club must have a coach (non-student adult) and advisor (employee);
4. The club must demonstrate they are ready to follow the criteria used to approve new organizations by the student programs office;
5. The club must demonstrate they are ready and willing to represent Messiah College in a positive manner;
6. The club must use an appropriate club logo. Teams will **not** be allowed to use the official Athletics logos and word marks. All club sports must have the word "club" on their uniforms – all uniform logos must be approved on their official uniforms, and any public attire, websites, etc. (i.e. Messiah Club Soccer)
7. There must also be adequate facilities available. (Please see our facility scheduling policies and our facility usage policy attached).

The Director of Student Programs will present the Application for Recognition, the Advisor Letter and the Athletic Department's Letter of Recommendation to the Cocurricular Education Committee. These items will be reviewed by the committee and the organization may be recognized based upon the review of the submitted materials. After receiving official recognition, student organizations may then apply for SGA Chartership. This is a separate and distinct process that is governed by the Student Government Association.

Maintaining Recognition Status

By April 15 of each year, each Club Sport Organization will submit an application for recognition renewal, an annual written report summarizing the prior year's programming, names of the new officers and the advisor for the next year, any changes to the organization's structure or bylaws, and future plans and initiatives. If an application for recognition renewal has not been received by the posted deadline, it will be presumed that the organization is terminated, and the organization will be removed from the roster of recognized organizations.

The student leaders of the organization are required to meet with the Associate Athletic Director for Operations for a yearly review. The Athletic Department will submit a letter of recommendation to the Cocurricular Education Council regarding the future of the organization.

Revoking of Recognition Status and Sanctions

If a Club Sport Organization does not adhere to established College guidelines regarding fundraising, programming, and event planning, it may be removed from the list of recognized organizations. In addition, if an organization's practices are counterproductive to the College's mission and objectives, it may face sanctions or disciplinary action, and its status as a recognized organization may be revoked. In cases where responsibility needs to be determined, the organization's officers and advisor of the organization will have a hearing with the Director of Student Programs to determine responsibility and appropriate sanctions. Appeals can be made to the Cocurricular Education Council.

The Role of Club Sport Organization Advisors

1. To have a thorough knowledge of the nature and objectives of the organization.
2. To be enthusiastic about the organization and its purpose.
3. To mentor the organization's student leaders.
4. To attend important meetings of the organization and/or its committees.
5. To foster teamwork.
6. To serve as a liaison between the college and organization. To interpret Messiah College policy and procedure as needed.
7. To serve as a general resource for the group.
8. To communicate with the Director of Student Programs about any problems of the group.
9. To encourage participation of the entire group membership in activities and services of the organization.
10. To encourage the organization to identify itself as part of the whole campus community.
11. To encourage the organization to evaluate its objectives periodically, to determine how well they are achieving their goals, and how/if they should revise their goals for improvement of the organization.
12. To encourage good record keeping, professionalism, and sound financial and business practices.

The Role of Club Sport Organization Coaches

1. To have a thorough knowledge of sport and to teach, coach and mentor students.
2. To attend all games, practices, contests and events.
3. To maintain CPR and First Aid Certification and to respond to injuries according to the Emergency/Injury Care Guidelines.
4. To encourage sportsmanship and Christian Character on and off the site of competition.
5. To communicate with organization offices and the advisor regarding long and short team goals and programming efforts.

Travel and Transportation Policy for Club Sport Organizations

1. Messiah College encourages all Club Sport Organizations to use the Messiah College Fleet when traveling. The Fleet Policy must be followed at all times.
2. If a Club Sport Organization rents vehicles it must be done in the name of Messiah College and payment must be with the Messiah College Purchasing Card. Vehicles should be rented from airport or full-service rental agencies. Never rent vehicles from remote pick-up or drop-off satellite sites, i.e., hotel lobbies, malls, etc. Report any damage or accidents to the rental agency as well as to the Department of Safety.
 - a) Employee Renting a Vehicle to Transport Students
 - i. Medical expenses of the driver-employee are covered under the college's worker compensation policy.
 - ii. Medical expenses of passengers are covered under their own or parents' automobile policy.
 - iii. Medical expenses of uninsured passengers are covered by the college's automobile insurance.
 - iv. Liability claims are the responsibility of the owner or lessee of the vehicle that caused the accident. If the vehicle that has been leased in the name of Messiah College causes the accident, the liability claim will be covered under the college's insurance.
 - b) Student (non-employee) Renting a Vehicle to Transport Students
 - i. Medical expenses of the driver-employee are covered under the college's worker compensation policy.

- ii. Medical expenses of passengers are covered under their own or parents' automobile policy.
 - iii. Medical expenses of uninsured passengers are covered by the college's automobile insurance.
 - iv. Liability claims are the responsibility of the owner or lessee of the vehicle that caused the accident. If the vehicle that has been leased in the name of Messiah College causes the accident, the liability claim will be covered under the college's insurance.
3. If a Club Sport Organization chooses to travel using personal vehicles the following policies should be followed.
- a) Employee Using a Personal Vehicle to Transport Students
 - i. Medical expenses of the driver-employee are covered under the college's workers compensation policy.
 - ii. Medical expenses of passengers are covered under their own or parents' automobile insurance.
 - iii. Medical expenses of uninsured passengers are covered by the driver's automobile insurance.
 - iv. Liability claims are the responsibility of the owner of the vehicle that caused the accident.
 - b) Student (or non-employee coach) Using a Personal Vehicle to Transport Students
 - i. Medical expenses of the driver are covered under his/her own or parents' automobile insurance.
 - ii. Medical expenses of passengers are covered under their own or parents' automobile insurance.
 - iii. Medical expenses of uninsured passengers are covered by the driver's automobile insurance.
 - iv. Liability claims are the responsibility of the owner of the vehicle that caused the accident.

Personal Injuries and Insurance Information

Liability Insurance

The College maintains liability insurance for all recognized Club Sport Organizations. Students need to provide their own health insurance and are responsible for any and all medical costs incurred as a result of participating in a Club Sport Organization (see Medical Insurance information below).

Medical Insurance

All Messiah College students are expected to maintain adequate medical insurance coverage. Many students are covered through a family insurance plan. For those students that are not covered by a family insurance plan, Messiah provides a voluntary student health insurance plan. The plan covers sickness, accidents, and major medical expenses for a 12-month period beginning August 1, 2007 and ending August 1, 2008. This 24 hour-a-day coverage includes all vacation periods and incidents related to club sports. In addition, basic services in the College Health Center are provided without charge whether you have this or another insurance plan. The Athletic Training Staff does not provide services, consultation and treatment for Club Sport Organizations.

Emergency/Injury Care Guidelines

1. No practice or event shall commence unless the coach is present.
2. The coach will be equipped with a 2-way communication device and first aid kit prior to the commencement of any practice or event.
3. Every coach must be First Aid/CPR-certified.
4. The coach is responsible to assess any injury occurring during a practice or event and to begin emergency treatment. If the injury occurs during an on-campus practice or event, the coach is to contact Dispatch immediately to report the injury. Dispatch will contact Department of Safety and/or emergency medical transportation. If the injury occurs during an off-campus practice or event, the coach is to contact emergency medical assistance or transportation as necessary.
5. No person who has sustained more than a minor injury will be allowed to return to his/her residence or be privately transported to a medical facility without the approval of Department of Safety.
6. The coach will report all injuries occurring during an off-campus practice or event to Dispatch.

Club Sport Organizations Missed Class Policy

Messiah College recognizes that club sport organizations often have a significant positive effect on those students who choose to participate in them; however, missing academic programming (classes, labs, lectures, tests, etc.) in order to participate in club sport organizations is not good practice and should be avoided. Student leaders, advisors and coaches are encouraged to schedule all club sport organization activities so that academic responsibilities will not conflict with club sport organization activities. Students are reminded that when conflicts do occur, individual course regulations about class attendance are left to the discretion of the instructor. It is the prerogative of the individual instructor to decide whether students who miss academic programming will be granted make-up privileges. Students are always responsible to communicate with faculty members prior to the date and are always responsible for missed content, etc. Any arrangements are to be made between the student and the instructor. Faculty members are encouraged to contact the Club Sport Advisor if there are questions or concerns regarding this policy. For additional information regarding the class attendance policy, refer to the Messiah College Student Handbook.

Facility Scheduling Policy for Club Sport Organizations

Practices

All Club Sport Organizations must seek approval for and schedule all practices through the Assistant Athletic Director of Facilities. There are facility constraints and limitations that prevent practice time and space for club sports; therefore, practice times and locations on campus will NOT be guaranteed.

Games, Tournaments, Meets and Competitions

Home events are not guaranteed and must also be scheduled through the Assistant Athletic Director of Facilities. Facility constraints and competing priorities may limit the number and frequency of home events. Decisions regarding home events will be determined on a case by case basis and made by the Assistant Athletic Director of Facilities based on the Facility Scheduling Priorities.

Facility Scheduling Priorities

Indoor Club Sports: Indoor athletic facilities are scheduled through the Conference Services Department in conjunction with the Athletic Department (Assistant AD for Facilities and Equipment). Indoor athletic facilities accessible to indoor club sports are limited to Brubaker Auditorium, Hitchcock Arena, and Fredricksen Natatorium.

Outdoor Club Sports: Outdoor athletic facilities are scheduled through the Athletic Department (Assistant AD for Facilities and Equipment) in conjunction with the Conference Services Department. Outdoor athletic facilities accessible to outdoor club sports are limited to the Rec Sports Field, Horseshoe Field, Upper Baseball Field, and Anderson Field. The lights on Anderson Field must be turned off daily by 10:00 p.m. The Athletic Department also reserves the right to move intercollegiate practices onto

Anderson Field during previously scheduled club practices due to poor weather and/or field conditions. Finally, indoor facilities will generally not be reserved for outdoor club sports.

Priority of Scheduling

The priorities listed below outline the general hierarchy of event scheduling. The scheduling of facilities may be adjusted as needs and opportunities change, and it is inevitable that groups may be confronted with modifications that are less than desirable from their viewpoint. There may also be times when an event within a particular priority group is moved ahead or gets dropped below another priority group's event. Finally, an event that has been previously scheduled is not automatically cancelled or rescheduled simply because another higher priority group wishes to use the facility, although there are times when that may occur.

- Priority A** Messiah Academic Activities
- Priority B** Messiah-Sponsored Events
- Priority C** Intercollegiate Activities
 - 1. Athletic Contests
 - 2. Intercollegiate Practices
 - 3. Athletic Team-Sponsored Fundraisers
 - 4. Outside Athletic Teams
- Priority D** Recreational Sports
- Priority E** Student Programs Sponsored Events (includes club sports, SAB, etc)
- Priority F** General Public/External Events

The Athletic Department reserves the right to reject any request if there is a potential for damage or harm to the facilities. The Department also reserves the right to cancel events, limit play, or adjust times of facility/field usage due to facility conditions, renovation, or restoration.