

Reach within. Shape the future.

Club Sports Handbook

Table of contents

Introduction	3
Club Sport Philosophy	3
Definition of Club Sport	3
Organization of Club Sport	4
Tiering System	4
Forming a New Club	5
Constitution	6
Club Sport Organization	6
Officers and Responsibilities	6
Rights and Expectations	7
Standards of Conduct	8
Alcohol Policy	8
Disciplinary Process	8
Club Sports Board	11
Officers	11
Election of Officers	11
Financial Procedures	12
Eligibility and Team Roster	13
Facility Reservation Procedures	13
Travel Policies	14
Safety and Risk Management	14
Appendices	15
Salem Club Sport Registration Form	17
Club Sport Waiver Form	18
New Club Request Form.	19
Sample Constitution	20

INTRODUCTION

The Club Sports Program at Salem College is designed to provide opportunities for students to participate and compete in a variety of sports activities not offered on the varsity level at the college. These activities are competitive in nature.

A club sport is student initiated, organized and run by Salem students who share a common interest in a specific sports activity. In addition to sport skill development, Club Sports also provide students with learning experiences and leadership opportunities through involvement in organization, administration, budgeting, scheduling and fundraising. Student leaders work with the Athletics Administration who provides overall institutional administrative support and oversight. The Club Sports program is under the guidance of the Athletics Department.

CLUB SPORT PHILOSOPHY

Club sports give the student an opportunity to participate in competitive sport activities, learn new skills, improve skill levels and enjoy the recreational and social fellowship derived from sports involvement. The club sport program is administered by the Club Sports Board with oversight from the Athletic Department. All club sport matters are channeled through the Board. The goal of the club sport program is to give students the opportunity to participate in a variety of activities and provide students with opportunities to gain/develop leadership skills by managing club affairs. Clubs are not varsity sports and they are not sponsored as championship events by Salem College.

Every student should be given the opportunity to actively participate in club activity. Membership and participation in a club must be free from discrimination based on race, religion, sexual orientation, ethnic group, disability, or national origin. Each club constitution should carry a statement to this effect in the Membership section. The success of the club sport program depends upon the student leaders of the individual clubs. It is they who must have the initiative and drive to handle club administrative matters and motivate club members to take part in various club activities. Without student interest there would be no club sport program.

DEFINITION OF A CLUB SPORT

A club sport is a group of students organized for the purpose of furthering their common interests in a sports activity through participation and competition. Club sports compete against outside clubs in scheduled games, leagues and/or tournaments. A club sport must have a **minimum number of active participants** per team as detailed by the Constitution and defined by the rules of each sport to be eligible to be recognized as an active club sport. A club becomes ineligible for returning status if they are unable to fill the required club officer positions or field enough players to compete in regular competition.

As a student run organization, members are responsible for the administration and organization of their club activities. Sports clubs are meant to be a learning experience for the members through their involvement in fundraising, public relations, organization, administration, budgeting, and scheduling, as well as, through the development of skills in their particular sport. The success and strength of a club is dependent on effective leadership of its officers and the degree of involvement of all club members.

ORGANIZATION OF CLUB SPORTS

REQUIREMENTS OF ALL CLUBS

Recognition as a club sport is granted for one year only. It is necessary for each club to register their intent to return as a club sport the following year. The Salem Club Sport Registration Form is due to the Club Sports Board no later than September 15 or one week before the first practice. Any club sports participating in only the second semester will be required to submit the form by February 15 or one week before the first practice.

Each student is required to submit the Salem College Club Sport Membership Waiver Form each year. These forms shall be attached to the Club Sport Registration Form.

TIERING SYSTEM

The club sports program is divided into two categories: **Conditional** and **Returning**. This two tier system gives emerging clubs an opportunity to demonstrate sustainable support for such a club among the college community. In addition, this policy provides a transition period so that the club sports program can better prepare to allocate its limited resources.

1. Conditional - All new clubs

- A. All new clubs are assigned conditional status for the first 2 years of operation.
- B. Each club has 2 years to demonstrate viability in terms of club administration, student interest, and support in terms of membership.
- C. Conditional clubs have lowest priority for facilities reservations.
- D. Financial assistance is *not* available for conditional clubs. A club assigned conditional status must be a completely self-supporting organization. Petitioning the Club Sports Board and SGA for limited funding are options.
- E. Upon successful completion of conditional status, and the yearly renewal registration procedure is completed, a club will be elevated to **Returning** status and as such be eligible for limited continual funding.
- F. Conditional clubs found to be in violation of the rules and regulations governing the conduct of a club sport at Salem College may be terminated.

- **2. Returning** Regular operating status for returning clubs in good standing.
 - A.
 - B. Each club will be allocated the financial, promotional, administrative, and resource support deemed appropriate for each clubs needs. College allocated funding is reserved for administrative costs, equipment, and limited travel expenses. The club is to be primarily self-supporting, with most of the funding raised by the club or through dues.
 - C. Returning clubs have normal priority for facilities reservations. At Salem, the club sports would have access to facilities after the College Varsity athletics, Academy athletics, and Physical Education courses.
 - D. Returning clubs that have been found to be in violation of the rules and regulations governing the conduct of a club sport at Salem College may be reduced to Conditional status or terminated.
- **3. Probationary** A club sport which has violated Salem College or club sport policies
 - A. May be placed on probation for a designated period of time.
 - B. May include, but is not limited to, the following conditions:
 - i. Frozen funds
 - ii. Loss of practice
 - iii. Loss of contests
 - iv. Loss of institutional vehicles

4. Termination –

- A. Begins to show a steady decrease in participation, student leadership and/or general interest will be investigated to ascertain the possible causes and whether the problem is temporary or long term.
- B. If the Athletic Administration determines that the club is no longer meeting its obligations, the club sport may be terminated.
- C. Once terminated, a club sport must re-enter the program by following the procedures outlined for Conditional.
- D. Termination may result from disciplinary action.

FORMING A NEW CLUB

- 1. Consult with a Club Sports Board member or the Athletic Administration concerning plans for the establishment of a new club.
- 2. Complete the **New Club Request Form** (See Appendix for copy of the form)
- 3. Become familiar with the information contained in this Handbook.
- 4. Write a **club constitution**, which must be filed with and ratified by the Club Sports Board before conditional club status, can be granted.

- * Must follow the SGA outline for club constitutions (See example in the Appendix).
- 5. Submit Form of Intent and Constitution to the Club Sports Board Chair or Athletics Administration.
- 6. Attend the Club Sports Board meeting to answer questions.
- 7. Club Sports Board will notify the liaison in writing within one week of the meeting.

PETITION FOR VARSITY STATUS

A request by a club sport for varsity status can only come after two years of successful operation as a recognized Returning club.

When determining the possibility of adding a varsity sport to the Salem College athletic department, the first consideration will be to look at how it will fit with the mission and philosophy of the College and athletic department. The second consideration will be to examine how the addition of the sport will fit in with the ability to build a competitive varsity schedule other institutions within the region.

Once there has been a determination that both considerations have been met or that there is a great benefit to the college if the second consideration is not met, then specific research can start. This research will be utilized to produce a proposal for the addition a varsity sport program. If a request for varsity status comes from a club then the club's records from it's previous existence will be used a basis for generating the proposal.

The research and proposal may be generated by either the Director of Athletics or his/her appointed representative(s). The proposal should contain: a start up budget for equipment, transportation, fees, meals & lodging, a realistic schedule, etc.; how many coaches will be needed; an examination of facilities and a determination of where practices and competitions will be held; an estimate of the number of students the new program will help bring to the college from initiation to a point of stability; and how the athletic training area and personnel are affected.

Once the proposal is completed it will be reviewed by the Dean of the College. If the proposal is granted approval by the Dean of the College, it will be submitted to the President for approval. If the sport is approved it must operate under all institutional and NCAA rules and regulations.

CONSTITUTION

In order to be successful, any organization must have a set of operational guidelines or rules by which the members govern themselves. Each club sport should develop a constitution (see example in appendix) suited to the practical operation of that particular club. General provisions (club name, purpose, dues, meetings, officer elections and duties, qualifying regulations) should provide for the internal needs of the club. Specific

provisions (membership eligibility and qualifications, officer qualifications, voting quorum and amendments) should insure fulfillment of the Club Sport Handbook guidelines.

CLUB SPORT ORGANIZATION

The administration of club sport teams rests primarily with student leaders. Therefore, the key to success lies in the degree of student leadership and participation. Students within each club are responsible for the internal administration of their club which includes decision making in areas such as finances, competition, schedules, equipment, facilities, membership, practices, and safety. The ability of a club to communicate with its members and to delegate and follow through with responsibilities will ensure the club sport's smooth operation and stability over time.

OFFICERS AND RESPONSIBILITIES

President/Captain

- 1. Serve as the liaison between the club and the Athletics Administration.
- 2. Be aware of and comply with all club sport rules and regulations as stated in the Club Sports Handbook.
- 3. Work with the Coach (if applicable) in developing a practice and competition schedule.
- 4. Assist the next club president of routine club procedures and guidelines prior to the next president assuming office.
- 5. Meet financial obligations incurred as a club.
- 6. Serve on the Club Sports Board.
- 7. Shall have been part of the team prior to being the Captain.

Vice President/Equipment Manager

- 1. Preside over business in the Captain/President's absence
- 2. Assist the Captain/President with her duties
- 3. Organize and oversee the current inventory of the club's equipment
- 4. Work with the Athletics Administration and Club Sports Board in regard to the purchase of any new equipment.
- 5. Assist the team in organizing fund raising activities.

Secretary/Treasurer

- 1. Prepare the annual budget request
- 2. Maintain all appropriate records of club financial activity

- 3. Submit to the Club Sports Board an updated team roster and the intent form by September 15. Submit any and all roster changes to the Club Sports Board as needed.
- 4. Make sure an updated roster is on file with the Club Sports Board at all times.
- 5. Develop and circulate publicity regarding club activities as approved by the Club Sports Board and Athletic Administration.
- 6. Assist the team in organizing fund raising activities.

Safety Officer

- 1. Have current certification in Basic First Aid and CPR/AED.
- 2. Maintain and provide a first aid kit onsite for each practice and competition.
- 3. Assist the team in maintaining safe facilities and equipment.
- 4. Complete the Accident/Incident report form within 24 hours for any accident/incidents requiring medical attention that occurs during on-campus or off-campus practice or competition.

Club Coach/Manager (not all club sports will have a coach)

A club sport seeking to hire a coach must be a Returning club and state their reasons for having a coach to the Club Sports Board. How funds will be secured to pay the coach must be addressed. The Board will take it under advisement but understand that not all clubs will be granted a coach.

- 1. Provide instruction and coaching for team practice and competition.
- 2. Discuss and teach appropriate rules, regulation and safety measures.
- 3. Attend all contests, home and away. Transport the team by driving.
- 4. Abide by the rules and regulations of the College and applicable leagues or association

RIGHTS AND EXPECTATIONS

Each club sport is obligated to obtain the approval of the Club Sports Board and/or Athletics Administration prior to acting on items, issues or ideas that are not covered in this handbook. If a club sport chooses to act independently, that club will risk losing its status, and all the rights and privileges associated with that status.

STANDARDS OF CONDUCT

Students assume an obligation to conduct themselves and their organization in a manner consistent with the function of the College as an educational institution. Individuals must act in a manner that does not detract from the reputation of Salem College. This includes behavior in game situations. When involved in off-campus events or when traveling, be aware that you still represent Salem College.

Clubs are expected to function in a mature and responsible manner both on and off campus in all club related activity and in accordance with this Handbook. Club sports and/or the individual members of a club sport may face disciplinary action for inappropriate on-campus and/or off-campus actions while participating in club related activity. Disciplinary action may result in the revocation of club support. Club members are expected to abide by the Salem College Honor Code.

ALCOHOL POLICY

Club sports will follow the alcohol policy as outlined in the Student Handbook. There will be no consumption of alcoholic beverages by members of any club sport while traveling to and/or from a College sponsored event or at the site of home or away events. This also includes anytime the team is gathered as part of a College sponsored event. Any violation will be labeled a major infraction and handled through the disciplinary process.

DISCIPLINARY PROCESS

Violation of, or non-compliance with Salem policies, campus regulations, club sport procedures or club sport standard of conduct as determined by the Athletics Administration, may result in the loss of club sport status or other disciplinary action to the club sport involved.

Minor Infractions:

- 1. Examples of minor infractions include but are not limited to the following situations:
 - a. Failure to submit required forms and documentation by the deadlines (e.g., Current list of club officers, membership waivers, etc...).
 - b. Failure to reserve practice or game facilities.
 - c. Allowing ineligible individuals to participate in club activities
- 2. If the violation is the club's first during the current academic year and the club is not under probation from violations committed the preceding year, the following steps are taken:
 - a. The club is placed on probation
 - i. First offense Written warning
 - ii. Second offense placed on probation (see list of possible sanctions under Organization of Clubs
 - iii. Third offense moved to major infraction
- 3. Minor infractions are determined by the Athletic Director, or designee, with input from the Club Sports Board Chair. If the Chair is a member of the team the Vice-Chair will provide input.
- 4. The Athletic Director will notify the club representatives in writing of the following:
 - a. The reason for the probation.
 - b. The result of the probation.

Major Infractions:

- 1. Examples of major infractions include, but are not limited to the following:
 - a. Displaying conduct that is incompatible with the College's function as an educational institution and the stated purpose of the club sport program.
 - b. Misusing club funds.
 - c. More than two minor infractions within one academic year
 - d. Alcohol violations
- 2. For all major infractions:
 - a. A meeting with the Athletic Director, or designee and Club Sports Board Chair (if the Board Chair is a member of the team the Vice-Chair will participate) and the club representatives will be scheduled.
 - b. Input from appropriate administrators, staff members, and other parties may be solicited when deemed appropriate.
 - c. The Athletic Director and Board Chair (or Vice-Chair) will determine the appropriate sanction.
 - e. The club is notified in writing of the decision by the Athletic Director.
- 3. Disciplinary actions may include, but are not limited to:
 - a. Probation.
 - b. Funds frozen.
 - c. Loss of facility reservations.
 - d. Loss of funding.
 - e. Loss of club sport status.
 - f. Loss of institutional transportation privileges
 - g. Payment of restitution for damages

Appeal Process

The appeal process exists to ensure that all disciplinary actions taken against club sport teams are fair and equitable. The person to which a disciplinary decision is appealed will review the previous decision and rule on its appropriateness. Club sports initiating an appeal are advised that the person(s) hearing the appeal, may at his/her discretion, levy a stiffer penalty than the disciplinary penalty being appealed.

1. If the club would like to further appeal a decision it may do so by appealing to the Dean of Students.

- 2. Written notification from the club's representative must be submitted, within three working days, to the Dean of Students and include the reason for the appeal and any circumstances related to the situation that caused the infraction.
- 2. The three working day notification period begins one business day after the sanction letter is dated and delivered.
- 3. The club's officers will be notified in writing as to when and where they may present evidence supporting their appeal.
- 4. When a decision has been reached, the club's officers will be notified in writing of the decision.

CLUB SPORTS BOARD

- Shall consist of team captain and one representative from the team.
- One member of the Athletic Administration shall be in attendance.
- Shall meet once a month
- Shall discuss progress and problems any team is having.
- Shall abide by the rules and regulations set by the club sports constitution
- Maintain good academic standing.

OFFICERS

1. Chair

- Preside over club sports meetings
- Check attendance
- Mentor new club sports
- Be the main link between the Athletic Administration and the club sports
- Maintain good academic standing
- Abide by rules and regulations set by the club sports constitution
- Shall have served on the board for at least one year prior to being chair
- Shall be a junior/senior

2. Vice Chair

- Preside over the club sports board in Chairs absence
- Should be a member of a different team than the Chair
- Maintain good academic standing
- Abide by rules and regulations set by the club sports constitution
- Assist the Chair as needed
- Shall be a sophomore/junior/senior

3. Secretary/Treasurer

• Take minutes during meetings

- Distribute minutes to members of the board and athletic administration in a timely manner.
- Shall deal with any questions concerning funding
- Work with Athletics Administration with possible funds allocation
- Shall deal with keeping track of financial statements from respective club sports.
- Maintain good academic standing
- Abide by rules and regulations set by club sports constitution
- Shall be a sophomore/junior/senior

ELECTION OF OFFICERS

Positions will be appointed by the entire Club Sports Board and will be held at the end of the year meeting for the next academic year. Officers will serve from June 1 - May 31.

OVERSIGHT

The oversight for the Club Sports Board is part of the Athletic Department. The Director of Athletics has direct responsibility for the entire Club Sports program. Input from the Club Sports Board is important but the Director of Athletics reserves the right to make any final decision.

FINANCIAL PROCEDURES

Club sports may receive funding from a variety of sources: an annual institutional allocation, participant membership dues, donations, and fundraising activities. Self-support is an essential principle of any club sport program. Requiring clubs to earn a percentage of its budget assures that members take an active and serious interest in the continued existence of the club.

Salem club sports budgets operate on an annual fiscal cycle (July 1- June 30) Therefore, preliminary budget requests are reviewed during the spring semester prior to the start of the next budget cycle and are finalized at the beginning of each fall semester. **Prior approval from the Athletic Administration must first be received before any club sport funds may be spent.**

1) Guidelines for Use of Institutional Allocated Funds

In general, the following club sport expenses **may** be absorbed by the College's allocated funds:

- 1. Tournament and League Entry Fees
- 2. Sport Membership or Affiliation Fees
- 3. Officiating Fees
- 4. Van Transportation
- 5. Some limited equipment repair and/or purchases. Note: Requirements for equipment purchases and/or repair will vary among club sports. Prior approval for equipment purchases or repairs is mandatory.

Using institutional funds to purchase alcohol will be considered a major infraction.

2) Accessing Club Funds

All club funds whether institutional or received from outside sources must be maintained through the Athletic Department. No funds will be accessed without prior knowledge by the Athletics Administration. This process may take up to two weeks to complete.

Therefore, requests for club funds must be made at least two weeks in advance. Make an appointment with the athletics administration to receive funds.

3) Donations

In order for a club to accept donations, the club must insure that the gift is used in accordance with the donor's specification. In order for the donor to receive a tax receipt the club must have the donor's name, address and a note indicating what the donation is specifically to be used for. The donation must be made to Salem College and submitted to the Athletic Director for processing.

4) Fundraising / Membership dues

Self support is an essential principle of any club sport program. Clubs are expected to earn a percentage of their budget through fundraising activities, membership dues and/or

donations. Any fundraising activities must follow procedures as outlined in the Student Handbook.

5) Purchasing Procedures

Purchase requests must reflect the best interest of all club members. All purchase requests must be made in writing to the Athletic Director. Purchases may be made using a billing invoice or through a reimbursement to a club member. A clearly detailed receipt must accompany all reimbursement requests. All purchases involving College funds must have prior approval from the Athletic Administration and/or Club Sports Board. No Approval – No receipt - No reimbursements!

ELIGIBILITY AND TEAM ROSTERS

Each club sport must have an accurate and complete roster on file with the Club Sports Board. The fall roster must be submitted by September 15 or one week before the first scheduled practice date, whichever comes first. Spring sport rosters must be submitted by March 1 or one week before the first scheduled practice date, whichever comes first. The roster must be updated as members are added or deleted. In order to practice or compete, all members on the roster must have the following on file:

- 1) proof of valid medical insurance on file with Health Services
- 2) doctors signature on the first-year medical form approving participation in physical activities
- 3) a signed Club Sport Waiver Form
- 4) any additional forms which may be required by the individual sports organization

FACILITY RESERVATIONS PROCEDURES

It is the policy of the Department of Athletics to maximize space utilization to meet the multitude of needs of the campus community. All clubs interested in reserving athletics facilities must make an appointment with the Athletics Administration at least 7 days prior to the requested start date. Without official reservations, facilities are open for general recreational use. All facilities reservation requests and scheduling will be considered using the following priority order in-season varsity sports, physical education classes, non-traditional practice for varsity sports, active club sports, conditional club sports, outside rentals.

TRAVEL POLICIES

Travel policies apply to all Salem sponsored trips, whether the trip occurs locally or out of town.

- 1. All van drivers must follow the Salem College institutional vehicle policy.
- 2. Reservations for Salem vehicles must be done through the Dean of Students office at least two weeks in advance (the earlier the better chance of securing a vehicle). Club sport participants who travel in college vehicles do so at their own risk and expense. Clubs must be prepared to utilize own vehicles.
- 3. All trips must be pre approved by the Athletics Administration.
- 4. For trips that involve traveling outside the Winston-Salem/Greensboro area, travel rosters with passenger names, cell phone contact number and travel itineraries must be submitted to the Athletics Administration.
- 5. A receipt must accompany any request for travel reimbursement. Club sports should be prepared that travel expenses (gas) may not be reimbursed.
- 6. Contact Public Safety if you are having difficulty deciding if inclement weather should change your travel plans.
- 7. In the event of an accident, contact the Public Safety Office at 336-917-5555.
- 8. There will be a "zero tolerance" policy for alcohol use both at the site of home and away events and in vehicles traveling to and from events.

SAFETY AND RISK MANAGEMENT

Each club is required to designate at least one Safety Officer who works with the coach/manager (if applicable) to maintain a safe environment for the team. Sports clubs are expected to abide by all State, Local and College safety regulations. In addition, the following safety procedures are to be followed:

- 1. Medical Insurance/Waiver Form: In order to practice or compete all club sport participants must have completed and signed a Club Sports Waiver Form and must have proof of current medical insurance on file with Health Services.
- 2. Safety Officer: Each club is required to have at least one member certified in basic first aid and CPR/AED
- 3. First Aid Kit: At the beginning of each club season a club first aid kit will be provided at no cost to each club. The Club Safety Officer is responsible for

- maintaining the first aid kit and insuring that it is onsite at all practices and competitions.
- 4. Injury prevention: The Salem Athletics trainer will offer a basic first aid clinic and taping session each fall. Emergency procedures will also be reviewed. It is required that each club send at least one representative to this session.
- 5. Injuries: It is the responsibility of the team to conduct safe practice sessions and to use and maintain safe equipment. In the case of a minor injury contact Health Services. Ice is available in the Athletics Training room when open, however, please note: the Athletics Training Room staff is not available to club sports.
- 6. Accidents Report: In the event of an athletic injury, contact Health Services within 24 hours. The Safety Officer must complete an incident report within 24 hours.
- 7. Emergencies: On campus, contact Campus Safety (x5555) and/or 911. Off campus, contact 911 and/or work with safety officials if on another campus.
- 8. Inclement Weather: If lightening is detected in the area (flash to bang of less than 25 seconds) all practices or games must be suspended until the storm has safely passed.
- 9. Pool Usage: Any club using pool facilities must have a qualified lifeguard on deck at all times.
- 10. Emergencies: In the case of a major injury, immediately contact the Public Safety Office (917-6555) and/or 911.

APPENDICES

- A. Club Sport Registration Form
- B. Club Sport Membership Waiver Form
- C. Sample Constitution
- D. Incident Report



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(Must be completed and on file with the Club Sports Board every year by September 15 for first semester or February 15 for second semester.)

Club Sport:	Academic Year:	
Student Organization Contacts:		
President/Coach:	Email:	
V.P./Equipment Manager:		
Secretary/Treasurer:	Email:	
Safety Officer:	Email:	
Total Number of Members:		
Names of Members:		

Attach each Club Sports Membership Waiver Form as signed by each member.

Return this form to the Club Sports Board, located in the Athletic Department. If there are any questions, please contact the athletic department at extension 540s or via e-mail at athletics@salem.edu.

DUE: SEPTEMBER 15 and/or FEBRUARY 15

Salem College Club Sport Membership Waiver Form

Name	Club Sport		
Student ID #	Year (Class)	Age	
Local Address			
Local Phone #	Home Phone #		
In Emergency, Notify: (Na	me)Phon	e #	
("the Program"). I am aware the personnel, or student player/corparticipants often must travel a operated vehicles. In consider and the Club Sport identified a representatives, my heirs and and discharge Salem College (collectively the "Released Parinjuries to me or my property a Activity. This release include weight-training, conditioning	nat coaching instruction is handled by part- paches involved in the Program. I am also nat their own risk and expense to events in nation of Salem College permitting me to pa nbove (collectively the "Activity"), I, on beh nmy next-of-kin (collectively the "Releasing and its trustees, officers, agents, employe rities") from any and all claims, actions, dan nrising out of resulting from, in whole or pa ns, but is not limited to: (a) injuries susta ns, travel and participation in actual gam ns, or death; and (c) injuries caused in we parties, or any of them.	time personnel, non-paid aware that Program privately owned and articipate in the Program alf of myself, my personal Parties") hereby release es, and contractors mages and liabilities for rt, my participation in the ained during practice, tes; (b) injuries which	
assume the risk of these injurion participation, I represent to Salicensed provider of health car Health Services. Also, I represent	of risk of injury inherent in the Activity, I known is regardless of severity. Further, as a collem College that I have medical insurance insurance and that a copy of the insurance sent that on file in Health Services is a docing participation in physical activities	ondition of my e coverage from a duly nce card is on file with	
	(Check applicable box below.) ed Parties that I am at least eighteen (18 erstand and agree to all of its terms.	s) years of age and have	
	nteen (18) years therefore, in addition to	o my signature, my	
Date	Signature of Participant		
	g		
participation by the Participant from any and all claims, action	al guardian of the above named Participal in the Activity, (b) releases and discharge in damages and liabilities to the Releasing resents to the Released Parties that she hees to all of its terms.	es the Released Parties Parties as provided in the	
	Signature of Parent/Guardian		

SALEM COLLEGE CLUB SPORTS NEW CLUB REQUEST FORM

Groups interested in forming a new club sport team must complete this form prior to approval from the Athletics Administration and the Club Sports Board to receive recognition as a Conditional Club Sport. Conditional recognition does not allow the club eligibility for funding, but does permit the use of facilities and services. Conditional clubs may petition the Club Sports Board for funding, but there is no guarantee.

Return completed form to the Club Sports Board President or Athletics Administration.

Date: _____ Name of Club: Name of Student Leader(s): Email: Phone: Statement of Purpose of the Club: (how is this group unique and/or different from what is offered on campus; what needs this group would meet that are not currently being met by other campus programs) List of committed members (number must correspond with what is written in the Constitution): Enclose copy of Constitution:

Date

Signature of Club Contact Person



Club Sports Sample Constitution

Note: This is just a sample; tailor the constitution of your Club Sport to fit your needs. If you need further help, contact the athletics department at extension 5402.

ARTICLE I Name

The name of this organization shall be...

ARTICLE II Motto/Mission

The mission of this club sport is to...

ARTICLE III
Purpose

The purpose of this organization is to...

ARTICLE IV Membership

This organization is an open to anyone on Salem College's campus who...

Must include a minimum and/or maximum number of students needed to be viable.

ARTICLE V Officers

The officers of this organization shall be President/Captain, Vice-President/Equipment Manager, Secretary/Treasurer and Safety Officer.

See the Club Sports Handbook to include expected responsibilities as well as any additional responsibilities that may be sport specific.

ARTICLE VI

Practice, Attendance, and Dues

Section 1. Practice

Explain how often and when practice will occur.

Section 2. Attendance

All officers must be in attendance at the Club Sports Board meetings.

Section 3. Dues

Explain if your club sport will have dues. If so, how much and when it needs to be paid.

ARTICLE VII Coach

If needed, state the qualifications, functions and duties of the Club Sport coach. The coach shall be a responsible adult and preferably a member of the faculty or staff at Salem College (or an alumnus). The coach shall share an interest in the sport and be responsible for attending all contests and as many practices as possible. If the coach will be paid, explain how that will be accomplished.

ARTICLE VIII Funds

State the procedures for the management of Club funds. Example:

"The Club funds shall be obtained in keeping with the established institutional procedures as outlined in the Club Sports Handbook. The club shall be required to stay within annual budgetary guidelines.

ARTICLE IX Amendments

State how an amendment will be presented, to whom it will be presented, and how it will be ratified. Example: "Any amendments to this constitution shall be initiated by written proposal and submitted to the officers. If approved by a majority of the officers, the amendment shall be submitted to the club as a whole, and passed by a majority vote. The approved amendment or any other constitutional changes will be submitted in writing to the Club Sports Board."