

Club Sports Manual

2009-2010



UPDATED: August 10, 2009

By Sydney Rhind Westrate
Club Sport & Intramurals Director

Captains,

Please make sure you read the entirety of this manual, noting all policies and procedures for the 2009-10 school year. To those of you who are new captains - *you are expected to follow this manual – regardless of how prior captains managed your club*. Contents of the manual are not suggestions, they are mandates. I will help you with compliance, but you will ultimately be responsible for adherence to this manual and the policies therein. For a reminder on your job description as Captain, please refer to page 5.

A few highlights: Liability Waivers and Medical Information forms are now available on the Club Sports page of the SRC Website – www.wheaton.edu/src/clubs.html. All clubs are expected to come to me for administrative functions (vehicle reservation, budgets, etc) and have either a Staff/faculty Advisor or Coach to fulfill Supervisor functions (traveling with the club, attending practices, etc). All account numbers are listed on page 10 – including numbers specific to your sport and the revenue/expense numbers.

On **Thursday, August 27** we will have a **MANDATORY Club Sport Captain's Meeting** at 3:15pm in the SRC. We will be discussing not only fundraising, but also transportation, Space Scheduling, and CPR/First Aid Updates.

I'm looking forward to a great year of working with you and your teams. Compliance to this manual is the key to your club's existence and continuance. Please let me know how I can be of service to you.

Sincerely,

Sydney Rhind Westrate
Club Sports & Intramurals Director
Wheaton College

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I. DEFINITION OF A CLUB SPORT

A Club Sport is a recognized group of students voluntarily organized for the purpose of furthering their common interests in a particular sport activity through participation and/or competition at an intercollegiate level. Recognized Club Sports have use of Wheaton College facilities (including SRC and fields), vehicles, and credit. In turn, Club Sports are expected to comply with the Club Sports Manual. Club Sports are a division of the Athletics Department as opposed to general student interest clubs which are managed by the Student Activities Office.

II. PURPOSE OF CLUB SPORTS

The purpose of Wheaton College Club Sports is to provide student initiated and managed sport opportunities at an intercollegiate level of competition to Wheaton College students.

The Wheaton College Club Sport purpose supports (and is supported by) the vision of the Athletics Department, Student Development and the overall mission of Wheaton College. Wheaton College Administration believes that Club Sports can provide the opportunity for students to develop Christian virtue and sportsmanship through the teamwork and discipline of athletic competition. They offer extra-curricular learning experiences for participants through involvement in fund raising, public relations, organization, administration, budgeting, scheduling, and skill development. Student involvement in group and team situations helps enhance their overall learning experience while living in the college setting.

The contents of this Club Sport Manual are designed to ensure that each club operates safely, effectively and efficiently. Therefore, the following policies, procedures and guidelines articulate expectations of adequate supervision, safe transportation and balanced budgeting among other issues.

III. CLUB SPORT INITIATION

Prior to full Club Sport status and space reservation rights, Proposed Clubs must complete the following:

- **New Clubs** must submit a proposal for Club Sport Initiation with a Constitution, Leadership Listing, preliminary Roster, Budget and Schedule.
- All contact-sport Clubs must have a **Coach** (responsible adult who supervises club activity). This person must have verbal commitment to Club Captain and Club Sports before the club has space reservation capabilities. All non-contact sport clubs must have a **Faculty/Staff Advisor**.
- Proposed clubs are encouraged to have at least **eight** full-time Wheaton College **students** who have expressed interest in forming the club and are committed to participating in club activities.

IV. CLUB SPORT PERSONNEL AND RESPONSIBILITIES

- 1. Captain & Cabinet.** All officers are selected via means outlined in the team Constitution. The Captain is expected to meet regularly with the Club Sport & Intramurals Director (CSID) and attend Club Sports informational meetings. The Captain is ultimately responsible for the administration of the club, but he or she may delegate any responsibilities that he or she sees fit.

Responsibilities:

- Know and follow the regulations in the Club Sports Manual and Wheaton College Student Handbook. Inform all members of policies and procedures and insure that codes of conduct and policies are followed.
- Communicate between the Club and the CSID concerning club activities, problems, questions or concerns.
- Submit all required forms on time.
- Prepare and submit a yearly budget.
- Ensure the CSID signs all purchase orders, check requests and any other required budgetary forms.
- Deposit funds and retain records (receipts and invoices) for reimbursement.
- Inform newly elected officers of operating procedures and pass along financial logs from year to year.
- Keep current membership lists and inform the CSID of any changes.
- Make all travel arrangements; ensure transportation policies are followed.
- Reserve Facilities & Schedule games and practices.
- Initiate and supervise fund raising efforts.
- Enforcing probationary status of certain club members when applicable.

- 2. Members.** The members of a Club Sport have an unlimited number of opportunities to become directly involved in the administration of their club.

Individual Responsibilities:

- Maintaining grade standards above Academic Probation status.
 - Keeping Chapel attendance above Chapel Probation status.
 - Acting in accordance with the Community Covenant and Student Handbook
- Members not maintaining these standards may not practice or compete, as enforced by the club's officers and the CSID.*

Collective Responsibilities:

- Governance including writing club's constitution & electing officers
- Selecting a Coach/Advisor
- Raising funds
- Submitting proper forms to the CSID
- Adhering to Club Sports policy

- 3. Coach/Advisor.** The Coach/Advisor of a given club shall serve as the responsible adult supervisor(s) for that club. Contact sports are required to have a coach that has knowledge in the particular sport. The Coach/Advisor may be any full-time faculty/staff member or non-college personnel. They must agree to uphold the standards listed in

this manual and be an acceptable role model for those in the club sport. All Coaches/Advisors must be approved by the CSID.

Payment. He/she is typically a volunteer but may be paid a small stipend or hourly wage by the club if so budgeted. In conjunction with the FLSA guidelines, Club Sports coaches may be paid a stipend not to exceed \$1000. *Paperwork to pay coaches will not be submitted until the CSID has approved the annual club budget.*

If he/she is a college employee, any injuries will not be covered by Workers Compensation.

Coaches and Advisors must sign the Coach/Advisor Information and Agreement Form (Form E in the Club Sport Manual).

Responsibilities:

- Attend all games or provide an approved substitute. This includes traveling with the team to away competition (coach or advisor).
- Help develop and improve skills of the club members (coach).
- Assist in scheduling and running safe practices and matches/games (coach).
- Aid the club President/Captain in inspecting and maintaining sport equipment and reporting any unsatisfactory facility conditions to the club sport director (coach or advisor).
- Promote sportsmanship on and off the field (coach or advisor).
- Know the policies and procedures for Club Sports as defined by the Club Sports Manual, and ensure that the student leaders of the club are also informed of these policies (coach or advisor).
- Allow the club to be self-organized and self-governed, but guide and counsel members where appropriate (advisor).
- Serve as an information source and provide general guidance and leadership (coach or advisor).
- Assist in the development of club goals and objectives (coach or advisor).
- Current certification in CPR and First Aid is preferred (coach or advisor).

4. Club Sports & Intramurals Director (CSID). All club sports are under the supervision of the CSID. The primary responsibility of the CSID is to provide guidance and accountability for the Club Sport program and to each of the Club Sport Captains.

Responsibilities:

- Advising Club leaders on policies included in and implied by the Club Sports Manual.
- Assisting Club leaders in administrative functions requiring on-campus contact such as vehicle reservation (Transportation Office), purchasing of equipment and uniforms (Purchasing Department) and monetary transactions (Student Accounts).
- Enforcing Club Sports policies and applying disciplinary actions against clubs that violate these policies.
- Representing Club Sports' interests to the administration.
- Calling regular informational meetings for Club leaders.
- Ensure that the Club leaders maintain certification in CPR and First Aid.

IV. CLUB SPORT RECOGNITION

To be officially recognized as a Wheaton College Club Sport the following requirements must be fulfilled:

1. Each club must draft a **Club Sport Constitution** approved by the CSID (Form J). Current copy should be on file in Club Sports Office – but all Captains should review and update during Fall, A Quad.
 - A constitution is the framework of the club and expresses the fundamentals of the club's existence. It should include club name, purpose statement, an indication of the number of officers, method for their selection, requirements for club membership, fiscal agent and general operating procedures.
 - "Membership and participation within a club sport must be free from discrimination based on race, color, sex, national or ethnic origin or non-disqualifying handicap." Each club constitution must carry a statement to this effect.
 - The Constitution should be reviewed on an annual basis. Revised Constitutions should be given to the CSID to be kept on file. The president and/or captain of each club is responsible for notifying the CSID, in writing, when there are any changes to the club's constitution.

2. Each club must keep a current **Leadership Listing** (form B) on file with the CSID. Leadership Listing should be submitted by the team's third official practice. The following positions constitute a minimum leadership requirement:
 - Each club must choose a **Captain** according to the club's constitution.
 - Each club must choose an **Advisor** to serve as a responsible adult supervisor for the club. The Advisor must be approved by the CSID.
 - Contact sports are required to have a **Coach**. This person must be a responsible adult who is knowledgeable in the particular sport and may supervise club activities. The coach may also serve as the club Advisor. The coach is appointed by the club and approved by the CSID.
 - See Section **III. - CLUB SPORT PERSONNEL AND RESPONSIBILITIES'** for more information.

3. **Membership** to a Club Sport is open to students of Wheaton College.
 - All clubs must submit an accurate and complete **Roster Form** (Form A) of all participating club members no later than the third day of official practice. It is the responsibility of the Club President/Captain to ensure that the **Roster Form** on file in the Club Sports office is updated with any additions/deletions.
 - Each member registers by:
 - Signing the team Roster Form.
 - Submitting a signed **Waiver and Release of Liability Form**. (Form G)
 - Submitting completed **Medical Information and Release Form**. (Form H)
 - Participants in *non-contact* sports (Crew, Poms, Men's Volleyball) must submit copies of their Student Physical Form on file at the Health Center. Past club participants should already have this form on file in the Club Sports office.
 - Participants in *contact* sports (Ice Hockey, Lacrosse, Tae Kwon Do, Men's

Soccer) and Cheerleading where stunting is involved must have an Athletic Physical EVERY YEAR.

- *Club Members without the proper paperwork on file in the Club Sports Office may not participate in competition.*
- If driving, submitting a completed **Personal Automobile Insurance Acknowledgement Statement** (Form E). The Club Captain is responsible to ensure that each member is registered before the season begins.

4. Each club is required to submit a **Club Sport Budget** and adhere to the policies specified in section **'VII. BUDGETARY GUIDELINES'**. Budget template spreadsheet on file with the CSID.
5. Each club is required to hold a **Catastrophic Health Insurance Policy**. This policy may be purchased through the Risk Management Office at Wheaton College, the national governing body for your particular sport, or a third-party insurance carrier subject to approval by the Risk Management Office. Costs incurred to the Risk Management office for the purchase of policies for particular teams will be passed along to the club sport. All policies must offer a minimum of \$1,000,000 coverage.

2009-10 Risk Management Policy Premiums	
Cheerleading	\$22/participant
Crew	\$7.75/participant
Soccer	\$7.75/participant
Poms	\$7.75/participant
Tae Kwon Do	\$97/participant
Volleyball	\$7.75/participant

**Men's & Women's Lacrosse and Ice Hockey participants must be registered with US Lacrosse and ACHA, respectively*

6. Each club must submit a current **Competition Schedule** (Form C) on file with the CSID.
 - It is important to finalize scheduling as early as possible and to submit facility reservation. Facility space is limited. A schedule of home competition must be submitted to the CSID as soon as the schedule is finalized.
 - Be sure to indicate all travel plans on the Competition Schedule.
 - The CSID reserves the right to approve or restrict scheduling.
 - Club Captains should schedule games and practices that do not interfere with class attendance. *Club Sport participants should not miss more than four sessions of any particular class in a given semester due to club related scheduling.*
7. Any club using **water** (Crew) as a medium for competition must have all members pass a swim test before the club can have any official practices.
 - Swim tests include: Treading water fully clothed for 2 minutes, remove clothing and tread water for another 4 minutes, then swim 4 lengths using 4 different strokes.
 - The names of all members who pass the swim test must be submitted in a Club Sport Roster (Form A), which must be signed by an attending lifeguard and submitted to the CSID.
 - Members may take only one swim test for every four years.

V. CLUB SPORT CONTINUATION

It is both a responsibility and privilege to represent Wheaton College through participation in a Club Sport. Therefore:

1. Recognition as a Club Sport is for one academic year. Continued approval for the existence of a club from year to year is not guaranteed.
2. The CSID, in conjunction with the Athletic Director, reserve the right to grant and revoke recognition status of any club based on the policies included in and implied by this Club Sports Manual. Probationary status may also be prescribed to clubs not complying with the Club Sport Manual policies. The CSID will assign such status with customized instructions and limitations.
3. Clubs failing to comply with the standards and criteria established in the Club Sports Manual jeopardize their standing as a recognized club. Specifically, the following manners of conduct are expected:
 - Regular and clear communication with the CSID.
 - Sportsman-like conduct or responsible behavior of all members of the club.
 - Behavior in accordance with Student Handbook and the Community Covenant.
 - Compliance with transportation policies and other safety concerns – this includes traveling with coach/advisor to competition.
 - Responsible budgeting whereby the club maintains a positive account balance.

In accordance with the Student Handbook, hazing is not permitted. Hazing is defined as any willful act on or off Wheaton College property by one student acting alone or with others, directed against any other student(s), whether voluntary or involuntary, to subject that student or students to abusive or humiliating pranks (e.g., initiations, “kidnappings”, etc.). The following may be some (but not all) forms of hazing:

- All forms of physical activity deemed dangerous or harmful
- The application of foreign substances to the body
- Forcing, coercing, or requiring students to eat or drink foreign or unusual substances
- Nudity or forcing students to dress in a degrading manner
- Any act which is likely to compromise the dignity of a student; cause embarrassment or shame to a student; cause a student to be the object of ridicule or malicious amusement; or inflict psychological or emotional harm.
- Any mischievous activity that threatens and intimidates or endangers the health, physical, or emotional well-being of a student or that results in damage, malicious vandalism, or general disregard for College or private property.

Organizers or, or participants in, hazing will be subject to disciplinary action.

A Club Sport or individual members of a club may face disciplinary action for inappropriate on or off campus actions while engaging in any Club Sport related activity. Please reference Student Handbook for general guidelines. Disciplinary action may result in revocation of recognition as a Club Sport by the CSID in conjunction with the AD and referral to the office of the Dean of Students for additional appropriate action.

VII. BUDGETARY GUIDELINES

It is the responsibility of each club to manage its own finances. Account numbers for current clubs are listed below. The following guidelines and policies detail responsible budget management.

Each club must submit, and adhere to, a Club Sport Budget.

- A **Club Sport Budget** must be submitted for each school year. This budget must be approved by the CSID before any withdrawals or purchases will be approved. Spreadsheet template on file with CSID.
- Budgets should include ALL projected needs and expenses for equipment, court/field/ice rental, officials, league fees, travel, tournament registrations, coach's pay, etc. In addition, the budget should also project anticipated income, such as; fundraisers, ticket sales, team dues and assistance from other student organizations.
- A current positive account balance must exist before any expense or purchase will be approved.
- Per Diem Transportation Costs for 09-10:

MV<40:\$37.50	MV>40:\$49.50	11<40:\$68.00	11>40:\$90.10	Minibus:\$140.50
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Forms submitted for the CSID’s signature must first be completed. Such forms include:

- **Check Request** (used for league dues, referee payment, etc)
- **Expense Report** (allows individuals to be reimbursed for club expenses from club account) including receipts for items paid out-of-pocket. RECEIPTS MUST BE TAPED TO 8 ½” X 11” WHITE PAPER FOR SCANNING PURPOSES.
- **Purchase Requisition** (to purchase equipment or uniforms from club account)

All funds from any source - dues, ticket sales, fund raising events, etc. - must be deposited in the club's account of Wheaton College after which they may be withdrawn to make payment for club activities. *Funds from private donors requesting tax-deductible receipts must be deposited through the Accounting Department and designated as “gifts”.*

Clubs may not maintain an account off campus.

Any Club posting a negative balance at the end of a school year will be considered under 'Probationary Status' until such debt is paid in full.

Club	Account #			
Cheerleading	81930	Revenue: Acct#-6260-59001-303	Gift Revenue (mark as "Gifts") Acct#-6260-52001-301	Expenses: Acct#-6260-76010-140
Crew	82040			
Ice Hockey	81970			
Men’s Lacrosse	81980			
Women’s Lacrosse	81990			
Poms	81940			
Men’s Soccer	82075			
Tae Kwon Do	82020			
Men’s Volleyball	82000			

Fundraising Procedures for Club Sports

(from **Gift Processing Guidelines for Student Groups** issued by Constituent Records)

We value our relationships with our donors and are anxious to convey our gratitude for their generosity in supporting our projects. The following guidelines for student groups doing College-approved fundraising help us to expedite gift-processing procedures so that all our donors are thanked appropriately and promptly.

General guidelines:

- 1) All fundraising must be coordinated with the CSID who will communicate with the CR Office. All letters must be approved by the CSID prior to mailing. Alumni mailing lists may be obtained by printing and completing an **Alumni Address Request** Form. Form is online at http://www.wheaton.edu/alumni/forms/address_request.pdf
- 2) Checks should be delivered in a timely manner to the CSID for routing to the CR office. Please do not hold any checks for an extended period, especially those that arrive during an academic break.
- 3) To be considered tax-deductible, gifts must be intended for a group project and may not be directed to help a particular student. Donors should not write a student's name anywhere on their checks. Groups must not require students to "bring in" a minimum amount in order to be eligible for participation in the planned event or trip, or refund money to the student if s/he cancels his/her participation; this amounts to charging a participation fee and no funds will be tax-deductible to the donors.
- 4) According to IRS guidelines, all donors' checks must be made payable to Wheaton College (NOT to the student soliciting the funds) to be issued a tax-deductible receipt. If someone makes their check payable to a student, that student may cash the check and submit the cash with the donor's name and address. If we receive a check made out to and endorsed by the student, the receipt will be issued to the student as the donor. If we receive a check made out to a student but not endorsed, it will be returned to the student for endorsement. Cash gifts will be handled the same as checks, as long as the donor's name and address are provided.
- 5) Receipts/letters are generally ready within a week after CR receives your checks. CR will send prepared receipts to the CSID who will, in turn, route them to the Club Sport mailbox to be sent with a thank-you letter to the donor.

Acknowledgment of gifts through timely receipting and thanking is an important way of communicating our gratitude to donors. Thank you for helping to expedite the process, and happy fundraising!

VIII. COMPETITION

As a Club Sport, teams may compete with other colleges, universities and viable clubs provided that the club meets all the necessary requirements for existence and all the proper paper work is completed and on file at the Club Sport office.

Conference or League Affiliation. Club Sports are encouraged to pursue an affiliate with a conference or league.

Officiating. For all club contests, it is important that qualified and impartial officials be selected and agreed upon by all teams.

Recruiting. Recruiting is not necessarily a role of Wheaton College Club Sports. Clubs may actively recruit players and members from the Wheaton College community.

Hosting Competition. Wheaton College will host Club Sport competition. Competition dates should be submitted to the CSID as soon as they are available. Availability may be limited due to Varsity Athletics schedule. While Wheaton College Athletic Trainers are not available to Club Sports, *teams wishing to host competition must work with the CSID to hire an Athletic Trainer to cover events hosted at Wheaton College.*

In addition to use of space for competition, Club Sports may also have access to scoring systems, press box, and lights in order to facilitate hosting competition. Wheaton College Athletics will require approved personnel to open and operate these areas and equipment. Costs incurred in hiring personnel (at a rate to be determined) will be charged to the club.

Varsity equipment stored in the Press Box is not for club sport use unless authorized by a Varsity coach.

Teams should not schedule more home games than away games.

IX. FACILITY RESERVATION & CANCELLATION

All official Club Sports are allowed usage of Wheaton College facilities. Facility use will be granted on "availability" basis. The college has established a priority list for all user groups as follows: 1) Academic/Classes; 2) In-Season Varsity Sports; 3) Recreation (Club Sports & Intramurals, Group Reservations); 4) Non-College use. Facility space is also prioritized within clubs. For example, in-season clubs have priority over clubs that are out of season. Clubs that are competitive also have priority over non-competitive clubs.

All facility requests must be submitted to the Club Sports office and approved by the CSID. Please notify the CSID if there is any cancellation of facility space prior to the event.

Clubs using outdoor field space are not permitted to use fields during closings due to inclement weather or grass field conditions. Captains are responsible for checking field status at the SRC Front Desk.

X. EQUIPMENT

Club members are expected to have their own equipment. All equipment must meet National Standards for care, use, type of protection required, etc. It is the Club Captain and coach's responsibility to ensure that the proper equipment is being used and in suitable condition.

Wheaton College assumes no responsibility for any injury caused by faulty equipment, improper use, or the lack of required equipment for a particular sport.

XI. LIGHTNING PROTECTION POLICY

Because of the dangers of lightning and the potential for fatal injury, Wheaton College has purchased and installed a ThorGuard lightning prediction system to minimize the risk of this environmental hazard. **The system is set to operate during the following hours: 7:30 a.m.–10:00 p.m. Monday–Saturday and 9:00 a.m.–9:00 p.m. on Sunday, and at a range of two (2) miles.** The following policy is in place in case of lightning:

1. A *lightning warning* occurs when the lightning prediction system sounds a 15-second horn accompanied by a flashing strobe light. When the lightning warnings activate, all organized outdoor activity must cease and outdoor areas should be cleared. This includes but is not limited to the following groups:

- a. Athletic Teams
- b. Intramural and Club Sports
- c. Student Activities Groups
- d. Physical Plant Workers
- e. Conference Services Groups and Camps

2. It is the responsibility of the supervisor of each area to ensure proper procedures are in place so that participants in outdoor activities are notified of how the warning systems work, what they mean, and, in the event of the activation of the detectors, what course of action is to be followed. Such notification might take the form of posted signage, public address announcements, and/or pre-event acknowledgements from immediate area supervisors (coaches, foremen, conference leaders, referees/officials, etc.) of what is expected of them. Notification of spectators through advance signage and/or public address messages is also recommended as appropriate, although supervisors are not expected to physically force spectators to clear an area.

3. The *all clear* signal is three short horn blasts and the flashing strobe turning off. No activity may resume outdoors until the all clear signal is sounded.

Approved by Health and Safety Committee. 10/12/2005; revised 12/14/2005

Approved by the President and Senior Administrative Cabinet, 10/31/2005

XII. TRANSPORTATION

In 1993, a Wheaton College Ice Hockey player was killed in a van accident while traveling home from competition. In order to prevent further tragedy and because travel to and from athletic events is a major safety concern for the college, the following rules and regulations apply and will be strictly enforced:

1. Travel to scheduled events is only permitted in school vehicles with a Coach/Advisor present unless other arrangements are made and approved by the Club Sport Director.
2. It is the responsibility of the club Captain to submit all transportation requests to the CSID. Vehicle requests must be submitted no later than two weeks ahead of the scheduled event. Late requests may not be honored by the Transportation Coordinator. Request should include: date of travel including departure and returning times, # of people, vehicle drivers, destination, and specific vehicle requests
3. Groups under 34 persons (including drivers) may take up to three full-size vans. Groups of 34 persons or more must take a bus with a driver. A 'Group' is considered all Wheaton College students traveling to the same location near or at the same time.
4. The team is a unit. Entire teams are required to travel together, unless other arrangements are made and approved by the CSID and Advisor.
5. Drivers must be college approved. Driving permits can be obtained (at no cost) through the Transportation Department in the Physical Plant.
6. No athlete shall drive a College fleet vehicle or a personal vehicle to or from an athletic event; whether competition or a practice.
 - a. However, athletes of a team whose total time of competition does not exceed fifteen (15) minutes, and who have rested for a minimum of five (5) hours since the end of their competition may drive on the same day.
 - b. Additionally, team members who did not compete may drive if they are College permitted drivers.
 - c. An exception is granted for events within fifteen (15) miles of the main Wheaton College campus. Prior to a club member driving his/her own vehicle, a Personal Vehicle Insurance Acknowledgement Statement must be signed (Form F) and submitted to the Club Sport Director.
7. Driving time per shift is limited to three daytime hours or two nighttime hours, with minimum 15-minute breaks between shifts. No driver may exceed eight hours' total driving time in a 24-hour period. No trip segments with multiple drivers are to be longer than 18 hours without a seven hour break.
8. No trips hauling passengers farther than 20 miles from campus may start after 11:00pm or before 5:00am.
9. It is strongly recommended that owners of private automobiles used to transport Club Sports members have their automobiles personally insured for: property damage, \$100,000; bodily injury, \$250,000 each person, \$500,000 each occurrence. This recommendation is made since the owner of the private vehicle must look to his/her personal automobile insurance for coverage.
10. These Transportation policies may be amended according to all current Wheaton College Transportation Policies.

For further information on the Wheaton College Transportation guidelines, please visit intra.wheaton.edu/departments/physplant/transportation.html

XIII. ACCIDENT PROCEDURES

For accidents occurring inside the Sports & Recreation Complex, Clubs must notify the SRC Supervisor immediately. When an accident occurs on Wheaton College fields, Public Safety must be called immediately (ext. 5911). When necessary, Public Safety will normally provide transportation for the injured player to the Health Center if it is open. Transportation to an area hospital may be provided via ambulance or is the responsibility of the injured player. *All accidents require captains to fill out an Unusual Occurrence Form (Form H) to insure proper documentation of the injury.* Please submit completed Unusual Occurrence Forms to the CSID within 48 hours of incident. All expenses incurred for treatment at the hospital are the responsibility of the injured participant.

Situations when an ambulance SHOULD be called include, but are not limited to:

- Head, neck or spinal injuries
- Unconsciousness
- Chest pain
- Trouble breathing
- Diabetic reactions
- Seizures

Wheaton College Athletic Training services are not available to Club Sport participants.

When it is deemed necessary to have an injured participant seen and/or treated by a physician, have him/her transported to the emergency room of the local hospital. It is recommended that, when necessary, a qualified service (e.g., ambulance service) be used to transport the injured participant. Rely upon the recommendation of the attending physician as to whether the injured Wheaton team member can be transported back to campus and what accommodations to use (e.g. private vehicle).

When at an away contest, it will be necessary to determine your own procedures to follow if the host school/club does not have an emergency plan (i.e. number of ambulance services and hospitals, location of an area hospital, etc.).

Each club practicing/competing outside of the Sports & Recreation Complex must have ready access to a Medical Kit. If you are unsure of the hosting sites resources, you must bring a Medical Kit owned by the Club.

XIV. CHECKLIST & FORMS

The following forms must be completed by each club sport according to the dates listed below. Failure to submit these forms on time may result in penalties prescribed by the CSID. This short table of contents may also serve as a checklist.

A. Team Roster.....	17
<input type="checkbox"/> Due by third practice	
B. Leaders List	18
<input type="checkbox"/> Due by third practice	
C. Competition Schedule.....	19
<input type="checkbox"/> Due by first practice	
D. Coach’s Information Form	20
<input type="checkbox"/> Due before first competition	
E. Coach/Advisor Agreement Form.....	21
<input type="checkbox"/> Due before first competition	
F. Personal Automobile Insurance Acknowledgement Statement	22
<input type="checkbox"/> Due (for each member as applicable) by second practice	
G. Club Sports Medical Information and Release Form	23
<input type="checkbox"/> Due (for each member) by second practice	
H. Club Sports Waiver and Release of Liability Form	24
<input type="checkbox"/> Due (for each member) by second practice	
I. Unusual Occurrence Form.....	25
J. End of Season Summary	26
Due by May 1	
K. Sample Constitution	27
<input type="checkbox"/> Current Copy Remains on File at the Club Sport Office	

Form A: Team Roster

Club Name _____

By signing this form I am stating that I agree to abide by the rules, regulations and policies of the Club Sports program at Wheaton College. I know that if I ever have questions about what those rules, regulations and policies are or how they apply to a certain situation, I am to consult with my club captain or the Club Sports Director before proceeding. I realize that if I do not adhere to these responsibilities as a club sport member, I could lose my opportunity to compete, and possibly jeopardize the right of the club to continue to exist as well.

Name (Please Print)	Signature	ID #	Year
1 _____ (Captain/President)	_____	_____	_____
2 _____	_____	_____	_____
3 _____	_____	_____	_____
4 _____	_____	_____	_____
5 _____	_____	_____	_____
6 _____	_____	_____	_____
7 _____	_____	_____	_____
8 _____	_____	_____	_____
9 _____	_____	_____	_____
10 _____	_____	_____	_____
11 _____	_____	_____	_____
12 _____	_____	_____	_____
13 _____	_____	_____	_____
14 _____	_____	_____	_____
15 _____	_____	_____	_____
16 _____	_____	_____	_____
17 _____	_____	_____	_____
18 _____	_____	_____	_____
19 _____	_____	_____	_____
20 _____	_____	_____	_____
21 _____	_____	_____	_____
22 _____	_____	_____	_____
23 _____	_____	_____	_____
24 _____	_____	_____	_____
25 _____	_____	_____	_____
26 _____	_____	_____	_____

Form B: Leaders List

Club Name _____

Captain: _____

Phone: _____

:

Cabinet Role: Name

Phone: _____

:

Cabinet Role : Name

Phone: _____

:

Cabinet Role : Name

Phone: _____

:

Cabinet Role : Name

Phone: _____

Coach/Advisor: _____

Phone: _____

Campus Dept: _____ (if applicable)

Email: _____

Coach/Advisor: _____

Phone: _____

Email: _____

Form C: Competition Schedule

Club Name _____

Official Start Date of Season (practice included): _____

Official Finish Date of Season: _____

Practice Schedule

*Captains should work with Club Sport Director to facilitate space scheduling for practices.

Competition Schedule

Date	Time	Opponent(s)	Location	Coach/Advisor

Approved: _____
(Club Sports & Intramurals Director)

Date: _____

Form D: Coach/Advisor Information Form

Club Name _____

Coach/Advisor Name: _____ Telephone number: (____) _____

Address: _____ Email: _____

Age: _____

Are you currently employed at Wheaton College? Yes No

If so, what is your position at the college? _____

Are you being paid to coach at Wheaton College? Yes No

Previous Coaching Experience (if applicable): _____

The Coach & Advisor's collective responsibilities include:

- Attend all games or provide an approved substitute. This includes traveling with the team to away competition
- Help develop and improve skills of the club members.
- Assist in scheduling and running safe practices and matches/games.
- Aid the club Captain in inspecting and maintaining sport equipment and reporting any unsatisfactory facility conditions to the club sport director.
- Promote sportsmanship on and off the field.
- Know the policies and procedures for Club Sports as defined by the Club Sports Manual, and ensure that the student leaders of the club are also informed of these policies.
- Allow the club to be self-organized and self-governed, but guide and counsel members where appropriate.
- Serve as an information source and provide general guidance and leadership.
- Assist in the development of club goals and objectives.
- Current certification in CPR and First Aid is preferred.

As coach/advisor of the Wheaton College _____ Club, I agree to respect and uphold the standards of conduct of club sports stated in this manual and be an acceptable role model for those in the club sport. I have also read and understand the college's Statement of Faith and the Statement of Responsibility.

(Signature of Coach/Advisor)

Date Signed

Approved: _____
(Club Sports & Intramurals Director)

Date: _____

FORM E: COACH/ADVISOR VOLUNTEER AGREEMENT

PARTIES

This AGREEMENT is made between Wheaton College, Wheaton, Illinois (“College”) and _____ (“Volunteer”).

EMPLOYMENT

The College hereby allows the above to volunteer at Wheaton College for the period beginning **8/20/2009** and ending **5/15/2010** and agrees that the Volunteer has offered to serve in this capacity with no compensation whatsoever. The responsibilities of the Volunteer are listed in the Coach/Advisor Information and Agreement Form.

TERMS

The Volunteer agrees to the following terms and conditions:

- a) The responsibilities and duties of the Volunteer shall be determined by the Department Head and shall be performed under the general supervision of the Department Head.
- b) The Volunteer will perform his/her duties in accordance with the existing policies and guidelines of the College (see the Employee Handbook), as amended from time to time, and such other policies and guidelines as may be enacted hereafter by the College. By his/her signature the volunteer acknowledges reading the applicable areas of the Employee Handbook and agrees to abide by them.
- c) By signing this agreement, the Volunteer indicates they have read carefully the *Statement of Faith* and *Community Covenant*. Wheaton College seeks volunteers who fully subscribe to evangelical theology as expressed in the College’s *Statement of Faith*, and who fully affirm the moral vision and accept the lifestyle obligations indicated in the *Community Covenant* for the duration of this agreement.
- d) By signing this agreement, the volunteer is affirming that there is no anticipation/presumption of future employment at Wheaton College or compensation from Wheaton College based on his/her volunteer service

TERMINATION

The AGREEMENT may be terminated by the College at any time before the end of the aforementioned period if the Volunteer is unwilling or unable to fulfill the responsibilities of his/her volunteer services or violates any of the aforementioned terms and conditions.

Department Head

Date Accepted _____, 2009

Volunteer

(Please send original to Human Resources and retain a copy for your files)

Form F: Personal Automobile Insurance Acknowledgement Statement

Club Name _____

Driver's Name: _____ Telephone number: (____) _____

The College Risk Manager recommends that owners of private vehicles used to transport club sports members carry insurance coverage in the amounts not less than the following:

Bodily Injury

Each Person.....\$250,000

Each Occurrence.....\$500,000

Property Damage

Each Occurrence.....\$100,000

I, the undersigned, hereby acknowledge that I have read and understand the above recommendation. I further acknowledge my understanding that, in the event of an accident involving my private vehicle during the transportation of club sports members, I must look to the carrier of my personal automobile insurance for coverage.

(Signature of Driver)

Date Signed

Driver's License Number/State/Expiration Date: _____

Insurance Company: _____

Policy Number: _____

Form G: Club Sports Medical Information and Release Form

Club Name _____

Participant's Name: _____

Date of Birth: _____

Current Status: Student Graduate Student Faculty/Staff

CPO: _____ Telephone number: (____) _____ Student ID #: _____

Permanent Address: _____

I. Emergency Contact Information

Contact Name: _____ Relationship to participant: _____

Telephone-Daytime: (____) _____ Nighttime: (____) _____

II. Medical/Hospitalization Insurance Coverage Information

Relevant emergency medical information (asthma, allergies to medication, previous history of seizures, heart or kidney disease, etc.):

Please check all that apply:

- I am subscribed to the Wheaton College Student Health Insurance Policy.
- I have coverage through my parents' health insurance or a personal health insurance policy. If so, please answer the following:

Name of Agency providing coverage: _____

Policy number: _____

Dates for which coverage is provided: From _____ to _____

Are you sure it covers you out of your home state and/or out of Illinois?

Yes No

By signing below, I verify that: a) I have no physical impairments that might put myself or others in danger by my participation in club sports activities; b) I will abide by all College and applicable club sports regulations regarding my participation; and c) if I become injured in the course of my participation, and am unable to seek treatment for myself, I hereby give permission for emergency medical treatment to be sought for me by representatives of Wheaton College.

(Signature of Participant)

Date Signed

(Signature of Parent/Guardian if Participant is a minor)

Date Signed

Form H: Club Sports Waiver and Release of Liability

Club Name _____

Participant's Name: _____

In consideration of my participation in Wheaton College Club Sports, **I hereby forever release and covenant not-to-sue** Wheaton College, the Wheaton College Board of Trustees, and any of their employees, instructors, volunteers, agents, coaches, and all others who are involved, **from any and all present and future claims resulting from ordinary negligence on the part of Wheaton College or others listed** for property damage, personal injury, or wrongful death, arising as a result of my engaging in or receiving instruction in club sports activities or any activities incidental thereto, wherever, whenever, or however the same may occur. **I hereby voluntarily waive any and all claims both present and future, resulting from ordinary negligence, that may be made by me, my family, estate, heirs, or assigns, and I relinquish on behalf of myself, spouse, heirs, estate and assigns the right to recover for injury or death.**

I am aware that club sports at Wheaton College are vigorous team activities that can involve severe cardiovascular stress and violent physical contact. I understand that participation in club sports can involve certain risks, including, but not limited to, death, serious neck and spinal injuries resulting in complete or partial paralysis, brain damage, and serious injury to virtually all bones, joints, muscles, and internal organs, and that equipment provided for my protection may be inadequate to prevent serious injury. In addition, I understand that participation in club sports involves activities incidental thereto, including, but not limited to, travel to and from the site of the activity, participation at sites that may be remote from available medical assistance, and the possible reckless conduct of other participants. **I am voluntarily participating in this activity with knowledge of the danger involved and hereby agree to accept any and all risks of property damage, personal injury, or death.**

I further agree to indemnify and hold harmless Wheaton College and others listed for any and all claims arising as a result of my participation in club sports activities or any activities incidental thereto, wherever, whenever, or however the same may occur.

I understand that this waiver is intended to be as broad and inclusive as permitted by the laws of the State of Illinois, and I agree that if any portion is held invalid, the remainder of the waiver will continue in full legal force and effect. I further agree that the venue for any legal proceedings shall be in the state of Illinois.

I affirm that I am of legal age and am freely signing this agreement. **I have read this form and fully understand that, by signing this form, I am giving up legal rights** and/or remedies which may be available to me for the ordinary negligence of Wheaton College or any of the parties listed above.

CAUTION: READ THIS DOCUMENT CAREFULLY BEFORE SIGNING!

(Signature of Participant)

Date Signed

(Signature of Parent/Guardian if Participant is a minor)

Date Signed

Form I: Unusual Occurrence Form

WHEATON COLLEGE UNUSUAL OCCURRENCE REPORT FORM

(Rev. 2004/10/25)

Name of Person Involved: _____ INCIDENT DATE: _____

Name of Person filling out form: _____ INCIDENT TIME: _____

Phone # of Person filling out form: _____ Date form is filled out: ____/____/____

Status of Person Involved (check all that apply): ()Student ()Faculty ()Staff ()Other

Visitor ()Other (describe) ()Athletic Injury ()Minor (under 18)

Address (if known): _____

Phone #: _____ Date of Birth (if known): ____/____/____ E-mail: _____

Describe as precisely as possible the location *where* the event occurred: _____

If injury occurred at an off-campus location, was the activity College-sponsored? ()Yes ()No

What happened and *how*? (include sequence of events, extent of damage, nature of illness or injuries, device or machine used, activity involved, etc. as applicable): _____

Name of witness: _____ Phone #: _____

Name of witness: _____ Phone #: _____

Was Public Safety notified? ()No ()Yes; Responding officer: _____

Was First Aid given? (If yes, describe): ()No ()Yes: _____

Did victim refuse further treatment? ()No ()Yes

Was Student Health Services notified? ()No ()Yes

Was victim treated at the Health Center? ()No ()Yes If so, treated by: ()Nurse ()Physician

Was ambulance called? ()No ()Yes

Did victim go to hospital/clinic off site? ()No ()Yes If so, Mode of Transport:

Were photographs taken of the scene? ()No ()Yes; taken by:

Signature of Person involved (if available): _____ Date: ____/____/____

Signature of Person filling out form: _____ Date: ____/____/____

Original to be sent to Risk Management: _____ Date sent: ____/____/____

Risk Mgmt Date Recorded: ____/____/____

Form J: End of Season Summary

Club Name _____

Semester/Year _____

Total Number of Participants _____ Men _____ Women _____

Number of Practices _____

Number of Matches _____ Home _____ Away _____

Win / Loss Record _____

Conference or League _____

Approximate Amount of Expenditures \$ _____

Expected Year-end Balance \$ _____

Key Players and Stats:

Season Highs and Lows:

Outlook on Next Year:

Comments, Evaluations and Recommendations:

Next Year's Captain: _____

Summer Phone: _____

Summer Address: _____

Summer Email: _____

Approved: _____
(Club Sports & Intramurals Director)

Date: _____

Form K: Sample Constitution

CLUB SPORT CONSTITUTION: THE RUGBY CLUB

ARTICLE I
NAME

The name of this club shall be the Rugby Football Club at Wheaton College.

ARTICLE II
PURPOSE

The purpose of this club shall be to stimulate interest in rugby football and to have friendly matches with surrounding clubs.

ARTICLE III
COACH/ADVISOR

The coach for the club shall be a responsible adult and preferably a member of the faculty or staff at Wheaton College (or an alumnus). He/She shall share a common interest in rugby with the members. He/She shall attend as all matches and as many practices as possible and will provide appropriate accompaniment for away matches. The coach will be notified of all club happenings.

ARTICLE IV
OFFICERS

The cabinet shall consist of a president, vice-president, secretary, treasurer, and the coach.

- a. The president shall administer all business affairs of the club and shall preside over all meetings. He shall have the power to appoint committee chairmen if needed. He shall be responsible for the administration of the club's activities and the club's compliance to the Club Sports Manual.
- b. The vice-president shall be second in command by carrying out the president's delegations of duties.
- c. The secretary shall keep a record of minutes of all meetings of the officers. He shall send notices to members when deemed necessary.
- d. The treasurer shall be responsible for keeping accurate records of all financial happenings in the club.
- e. The duties of the coach are in congruence with the Club Sport Manual.

Form J : Sample Constitution (Cont.)

ARTICLE V
ELECTIONS

To hold an office one must be in good standing with the club membership and be elected by the majority, all elections shall be conducted by the cabinet and held in the spring of each year, vacancies occurring in office shall be filled by majority vote.

ARTICLE VI
MATCHES

1. Matches are to be arranged by the officers
2. No student shall be excused from academic obligations to play a rugby match.
3. During the first year matches are restricted to intra-school.

ARTICLE VII
FUNDS

All funds shall be obtained in keeping with the established institutional procedures. They will be obtained through club dues, fund-raisers (at least 2 per semester), and Student Government.

The rugby club shall be required to stay within budget. The president will submit a mid-season report and an end of the season budgetary summary.

ARTICLE VIII
MEMBERSHIP

Club membership shall be open to any Wheaton College student, faculty or staff member in good standing.

ARTICLE IX
AMENDMENTS

Any amendments to this constitution shall be initiated by a proposal submitted to the officers. If approved, the amendment shall be proposed to the club as a whole, and passed by a majority vote. The said amendment or any other constitutional changes will be submitted to the Club Sport Director in writing.

Approved: _____
(Club Sports Director)

Date: _____

Wheaton College Regulations For Men's Club Soccer

February 3, 2006

Recommendation for approval of club status for men's soccer rests on the club's adhering to the Club Sports Manual. In addition to the guidelines in the Club Sport Manual, the following guidelines have been identified with respect to the Men's Soccer Club as it relates to a current varsity sport:

1. **Identification.** Wheaton College Club Soccer may wear uniforms that clearly identify Wheaton College, but the club may not represent the College as a varsity team.
2. **Fundraising.** Fundraising activities must be approved by the Club Sports Director.
3. **Competition.** The team can play organized club teams on or off campus. They may not compete against NCAA-sanctioned teams.
4. **NCAA Compliance.** As per NCAA rules, the sport club must follow regulations similar to the varsity team. This includes maintaining a formal roster submitted to the Compliance Coordinator of varsity athletics. This permanent record would be kept on file for seven years.
5. **Varsity Team Interaction.** According to NCAA eligibility guidelines, club soccer team members can transfer to the varsity team. Nevertheless, an individual cannot transfer from varsity to club and back to varsity.

Sport-Specific Addendum: Cheerleading

Caitie & Kristianna,

Big turnover this year! Some reminders for you:

1. **Stunting Policy.** Before any feet leave the ground we've got to get a coach! Till then, **ABSOLUTELY NO STUNTING!** Once a coach signs-on, that coach (with AACCA certification) must be present at ALL practices. The team is expected to comply with all aspects of AACCA guidelines including but not limited to practice and performance with appropriate flooring, coaching presence where stunts are practiced or performed, and use of spotters. Failure to comply with AACCA guidelines will result in a temporary no-stunting policy.
2. **Training Room.** As with other club sports, club sport athletes do not have access to the Training Room. All participants must sign an information release allowing coaches to review information in Athletic Physical. Coaches are responsible for directing injured athletes to the college Health Center or the appropriate local physician. At the same time, athletes must disclose injuries so coaches may alter routines and direct students to appropriate care.
3. **Half-time Performances.** Dates for Halftime performances are TBD (work through Jay Martin & Brett Marhanka for changes)
4. **Basketball.** In an effort to achieve greater equality between men's and women's sports at Wheaton College, the Athletics department has requested cheerleaders be present at Women's basketball in addition to the traditional showing at Men's basketball. As in past years, a few games deemed important by the women's basketball coach. I will work with the women's basketball coach and promotions director to set dates - also, will make sure pep band is also scheduled!
5. **Football Playoffs / Pfund Tournament Weekend.** November 20-21 has the potential for two men's basketball game and a post-season football game. Athletics Department has requested that the Cheerleading squad be at the Friday night basketball game; if Football has a playoff game, Cheerleaders should prioritize the football playoff game over the Saturday men's basketball game.

Thank you, gals, for your attention to detail - Have a GREAT year!

Sydney

Sport-Specific Addendum: Crew

Andrew & Charlotte,

Crew is going to have a GREAT year in 2009-10! With Bob and Katie as Advisor and Coach, problems of the past are long gone! I hope this is THE YEAR I can come to a regatta - or at least out to Riverwoods to watch! ☺

Some things you need to be thinking of as you plan for the year:

1. **Waivers.** A reminder to **get this done** before everyone heads out to the river!
2. **Ergs.** Great addition to your equipment - but some reminders:
 - SRC 208 may be reserved via David Walford, SRC Program Manager. Reservations will be made for groups of five or more people.
 - When the space is not reserved, SRC 208 is available on a first-come, first-served basis.
 - In addition to SRC 208, ergs may be used in the back pool hallway (leaving sufficient walkway to access locker rooms or exits) or the mondo surface in the King Arena lobby (not carpeted area).
 - When using space outside of SRC 208, music or other A/V usage is not allowed.
 - Please do not post signs in SRC 208 regarding Erg usage by non-Crew people. If you wish to implement a security system, I'm happy to work with you on it.

Go Wheaton Crew!
sydney

Sport-Specific Addendum: Ice Hockey

Train, Coach and Captains,

Late summer - we've got less than \$4,000 in the red to get worked out before the team comes back. Reminder to stick to the budget, keep extra spending down, and really utilize Homecoming & Parents Weekend for fundraising!

Erik/Train: thanks for your leadership! Have a GREAT year!
Sydney

Sport-Specific Addendum: M/W Lacrosse

Guys, All RETURNING captains - You did a GREAT job last year - keep it up...and don't forget to register with US Lacrosse for Catastrophic Health Insurance!!!

Gals, Erin & Katie, you've inherited a GREAT program: keep the machine running smoothly!

Both teams have extremely long seasons as you play both in the fall and in the spring. Take time off mid-year so players are ready for the Spring Competition Season. Some other issues to be aware of:

1. **Practice Space.** As in past years, practice spaces changes nearly quad-by-quad given the Varsity Athletic and IM schedule. Also, inside space during January & February is extremely tight. We'll have a round-robin scheduling meeting post-Thanksgiving.
2. **Hosting Competition.**
 - a. **Field lining.** Plan on spending around \$1,000 for field paint/lining. Consider passing this expense along to the teams that you will be hosting in the form of tournament fees.
 - b. **Press Box.** As noted in the main portion of the manual, the Athletics Department will require approved personnel to be around if/when the Press Box is in use for competition. While I may be able to help for some games, please include these personnel costs when configuring your budget.
 - c. **Athletic Trainers** cost around \$28/hr. I'll schedule them through OAD.

I'm looking forward to working with each of you!

sydney

Sport-Specific Addendum: Poms

Lea, Taylor, Kirsten and Kristen,

Your organization and enthusiasm brought this team from nothing to something VERY quickly last year - Great job! A reminder to keep Jess involved as your coach/advisor - she can provide the ever-important continuity for this team.

A few reminders:

1. **Tryouts.** Your try-outs are after cheerleading. A reminder to encourage all interested folks to find where they fit best (cheerleading or poms) - I want good relations between these two teams going forward.
2. **Performances.** Make sure to do a few run-throughs with the sound system!!! ☺
Schedule is forthcoming!

Hope this is a GREAT year for POMS!

sydney ☺

Sport-Specific Addendum: Soccer

Noah, Jacob and JJ,

Great year last year, keep those great coaches around ~ Cory and Richard can provide the ever-important continuity for this team.

A few reminders:

3. **Competition Season.** Plan on ALL competition (home and away) occurring during the Spring.
4. **Hosting Competition.** You have the opportunity to host at a fantastic facility. Lights and Press Box access are available to you - however, the Athletics Department will require an approved staff person to be around if/when the Press Box is being used by your team. Please include personnel costs when configuring your budget.

Please continue the great tradition of this team - it's been a classy, well-run operation - don't let the Soule brothers down!!! ☺

sydney

Sport-Specific Addendum: Tae Kwon Do

Elizabeth & Eric,

Hope you guys are ready for another great year of Tae Kwon Do! Some things for your consideration this year:

1. **Coach.** Traditionally, the coach for a club sport comes from outside of the student body. A reminder to continue keeping upper-belts who have graduated around to instruct. I will continue to expect that Andrew Kay, or another coach keep a regular presence with this team.
2. **Catastrophic Health Insurance.** We have currently listed you with the College Insurance at the cost of \$97/participant. The per-participant charge is a different structure than previous years, so be sure the roster of participants is accurate!
3. **Budget.** The last two years, your income has barely met your expenditures of insurance and payment of a coach. Please be mindful of the tight budget, particularly when considering recruitment and dues.

I hope this is a great year for TKD! Please let me know when you are having a belt test - I'd love to drop by!

Sydney

Sport-Specific Addendum: Men's Volleyball

Jonathan and Jan,

AMAZING job last year: going from nothing to competing at a high level and hosting conference! Job

1. **Coach.** You guys have a GREAT resource in Kevin - try to keep him involved in the club as he can provide some great continuity for this team!
2. **Hosting Competition.** A friendly reminder to make sure the guys are involved in all aspects of hosting: set-up, tear-down and (probably most importantly) clean-up! You did a great job last year - we just want to keep your reputation good with the varsity Athletics side!
4. **Budget.** Don't forget to talk to Coach Soderquist about line-judging for the women's game - that has traditionally been a great fundraiser for your team!

I hope this is a great year for volleyball!

sydney