

# Club Sports Manual

2024-2025



**Letter to Club Sport Captains****UPDATED: July 1, 2024****By Anna Nussbaum  
Club Sports Director**

Captains,

Please make sure you read the entirety of this manual, noting all policies and procedures for the 2024-2025 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.

A few highlights: All forms are available electronically on the Club Sports page of the Chrouser Website – <https://www.wheaton.edu/life-at-wheaton/athletics/club-sports/>. All clubs are expected to come to me for administrative functions (vehicle reservation, budgets, etc.) and have either a Coach or Advisor fulfill supervisor functions (traveling with the club, attending practices, etc). All concerns relative to fundraising, team management, marketing, etc. should be directed to Kimberly Fair, Program Development Coordinator, in the Student Development Office.

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,

Anna Nussbaum  
Wheaton College  
Club Sports Director & Project Administrator

**Table of Contents**

<b>Letter to Club Sport Captains.....</b>	<b>2</b>
<b>I. DEFINITION OF A CLUB SPORT .....</b>	<b>5</b>
<b>II. PURPOSE OF CLUB SPORTS .....</b>	<b>5</b>
<b>III. CLUB SPORT INITIATION.....</b>	<b>5</b>
<b>IV. CLUB SPORT PERSONNEL AND RESPONSIBILITIES .....</b>	<b>5</b>
1. Captain & Cabinet.....	5
2. Members.....	6
3. Coach/Advisor.....	6
4. Club Sports & Intramurals Director (CSID).....	7
<b>V. CLUB SPORT RECOGNITION .....</b>	<b>7</b>
<b>VI. CLUB SPORT CONTINUATION .....</b>	<b>9</b>
<b>VII. BUDGETARY GUIDELINES .....</b>	<b>10</b>
<b>Fundraising Procedures for Club Sports .....</b>	<b>11</b>
<b>VIII. COMPETITION .....</b>	<b>12</b>
<b>IX. FACILITY RESERVATION &amp; CANCELLATION.....</b>	<b>13</b>
<b>X. EQUIPMENT.....</b>	<b>13</b>
<b>XI. LIGHTNING PROTECTION POLICY .....</b>	<b>13</b>
<b>XII. TRANSPORTATION .....</b>	<b>15</b>
<b>XIII. ACCIDENT PROCEDURES.....</b>	<b>16</b>
<b>XIV. WEBSITE DESIGN AND RULES .....</b>	<b>17</b>
<b>XV. CHECKLIST &amp; FORMS.....</b>	<b>18</b>
Form A: Team Roster .....	19
Form B: Leaders List .....	20
Form C: Competition Schedule .....	21
Form D: Coach/Advisor Information Form.....	22
FORM E: COACH/ADVISOR VOLUNTEER AGREEMENT PARTIES .....	23
Form F: Personal Automobile Insurance Acknowledgement Statement for Drivers .....	24
Personal Automobile Use Driver Acknowledgement Form .....	25
Personal Automobile Use Passenger Acknowledgement Form.....	26
Form G: Club Sports Physical Information Form.....	27
Form H: Club Sports Medical Information and Release Form.....	29
I. Emergency Contact Information .....	29
Form I: Club Sports Waiver and Release of Liability .....	30
Form J: Unusual Occurrence Form.....	31
Form K: End of Season Summary .....	32
Form L: Sample Constitution.....	33
Form L : Sample Constitution (Cont.) .....	34
<b>Wheaton College's Athletic Hazing Policy.....</b>	<b>35</b>
<b>XVI. Men's Soccer Eligibility .....</b>	<b>36</b>
<b>XVII. Sport-Specific Addendums .....</b>	<b>36</b>
1. Cheerleading .....	36
2. Crew .....	37

---

Wheaton College Athletics Department	Page 4
3. M/W Lacrosse.....	37
4. Tae Kwon Do.....	37

## **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. Coaches and Advisors** need to be present at all competitions at minimum.
- 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. Should there be lacking eight members, it is up to the discretion of the Club Sports Director to terminate the Club.

## **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.
- Request all travel arrangements; ensure transportation policies are followed.
- Request reservations of Facilities & Schedule games and practices.
- Initiate and supervise fund raising efforts with the assistance of the Student Development Office.
- Enforcing probationary status of certain club members when applicable.
- Must maintain a 2.5 GPA or above [based on honor system].

**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. Should you seek to pay your coach more, it will need to be approved by the CSID and Athletic Director. *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 Forms.*

**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 and monetary transactions.
- 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.

### **V. 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 L). 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. The following positions constitute a minimum leadership requirement:
  - Each club must choose a **Captain** according to the club's constitution.
  - Non-contact sports 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 **Team Roster** (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 **Team Roster** 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 **Club Sports Waiver and Release of Liability** form. (Form I)
  - Submitting completed **Medical Information and Release Form**. (Form H)
  - Signing the Wheaton College Athletics’ Hazing Policy Form
  - Participants in ***all club sports*** must have an Athletic Physical EVERY YEAR. (Form G)
  - *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 and Driver Acknowledgement Statement** (Form F). 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 must annually report to the Director of Club Sports, the name of their sport and the number of participants, in order to receive free, but mandatory, coverage under the College’s Club & Intramural Sports Catastrophic Accident Insurance policy. This policy provides Club Sports participants with Medical, Dental, Rehabilitative & Custodial Care Expense Benefits, and other benefits including AD&D. The policy is subject to a \$25,000 deductible and certain other sublimits and exclusions. The policy is secondary insurance which means that the participant is personally responsible to satisfy the policy deductible. Medical payments made by the participant’s personal health insurance, or by any other insurance that the participant may have purchased, may additionally be used to satisfy this deductible. For certain high risk sports the Office of Legal Affairs & Risk Management strongly recommends an additional layer of insurance, whether purchased through a 3<sup>rd</sup> party insurance carrier, or provided as a membership benefit of a national governing body such as: USA Hockey, US Lacrosse, or other specific sport. Where such additional insurance and/or memberships are purchased, participants are solely responsible for this additional expense. 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. **Games on Sunday are absolutely not allowed.***
6. 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 signed by Coach Ayers, Aquatics Director, and submitted to the CSID.
  - Members may take the swim test at the beginning of every season.

## **VI. 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. Should a club end the fiscal year (June 30<sup>th</sup>) with a negative account balance, it is up to the discretion of the CSID to cancel partial or entire seasons until a positive account balance has been achieved AND approval of CSID and Athletics Director.

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 of, or participants in, hazing will be subject to disciplinary action. All Club Sport members must read and sign The Hazing Form [page 33] every year.

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. 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. The CSID is happy to provide advice and set up a time to assist in budgeting.
- 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.

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.

Credit		Debit	
Beginning Balance		Facilities Fees	
Member Dues		Tournament Fees	
Fundraising		Transportation Fees	
Donations		Athletic Training Fees	
		Official Fees	
		Equipment	
		Fees	
		Apparel	
		Coach's Stipend	
TOTAL			

### 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 Student Development 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**.
- 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.

## **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 and Intramurals. Wheaton College Athletic Trainers are **not** available to Club Sports.

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. Requests for scheduling gym/field space must be put in a month prior to beginning of each quad. Once all requests are in, space will be allotted in a round-robin fashion. If you put in your request after this date, no priority will be given.

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. To receive a Wheaton College Vehicle Permit, contact the Transportation Department in the Physical Plant and follow the student instructions. Keep the following regulations in mind:
  - a. 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. 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.
  - d. No trips hauling passengers farther than 20 miles from campus may start after 11:00pm or before 5:00am.
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. ONLY if and when arrangements are made by the CSID, athletes may drive their personal vehicles to or from an athletic event. An exception can be granted for events within fifteen (15) miles of the main Wheaton College campus.
  - a. Prior to a club member driving his/her own vehicle, a Personal Vehicle Insurance Acknowledgement Statement and Driver Acknowledgement must be signed (Form F) and submitted to the Club Sport Director. All passengers must also sign the Passenger Form as well.
  - b. 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.
6. These Transportation policies may be amended according to all current Wheaton College Transportation Policies.

For further information on the Wheaton College Transportation guidelines, please view the Transportation Safety Policy document.

**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 J) 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. WEBSITE DESIGN AND RULES**

Les Barker, CMS User Training and Supp Spec, has reached out about the Club Sport website and he wanted to pass along the below information to you with the vision/mission of the Wheaton.edu website, which the main club sport page falls under. Please read below and try to comply to his desires for the Club Sport page. If you are seeing your section want to add or take something away, please let me know. Thanks.

Here is Les's email:

-----  
The Wheaton website is one of the primary means by which prospective students and their families find out about what Wheaton College offers. So it stands to reason that the prospective student is the primary audience for our public website.

In terms of the athletic club pages, our hope is that the site would provide basic information on the clubs at Wheaton and why each of them exists. This is particularly critical for Wheaton, where our faith is integrated into every aspect of our lives together, including athletics. It is vital for people that are trying to decide whether Wheaton College is a good fit for them.

We have a good example of this:

Crew: <https://www.wheaton.edu/life-at-wheaton/athletics/club-sports/crew/>

This site has an action photo and a description of the goal and purpose of the club. This is fantastic. It is pertinent and not tied to a specific season or event. The only thing that could make it better would be contact information for someone who shows interest. Another possibility would be to have a slideshow of representative photos from the clubs activities, not to report on a particular event, but to help illustrate what it would be like for someone who is interested in coming to Wheaton.

If the club wants to announce upcoming events or report on recent competitions or accomplishments, that is great, but then the burden is to maintain this information, or delete it when it is no longer applicable. Out of date information is particularly problematic, as it suggests that nothing is going on and no one cares enough to maintain the information. A visitor is likely to make a value judgment about the program and even the school in general. If you want to post news, just make sure you are committed to maintaining it.

If you have a FaceBook page, blog or a separate website, you can make a link to it from your club page. However, the same implications apply to these efforts, as well. If you aren't committed to maintaining the information on your FaceBook page, it will hurt you more than it will help. It would be better to not have a blog at all than to have one with a few entries that are months or even years old.

If information on your club page changes, or if you want to post a different photo to the page, please contact David Walford at x5145.

If you have any questions about the website, about what is possible and how to best tell the story of your club, please don't hesitate to contact the Web Team at [The.Web@wheaton.edu](mailto:The.Web@wheaton.edu).

Les Barker  
Marketing Communications - Web Team  
x5510

**XV. 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.

<b>A. Team Roster .....</b>	<b>18</b>
<b>B. Leaders List.....</b>	<b>19</b>
<b>C. Competition Schedule .....</b>	<b>20</b>
<b>D. Coach/Advisor Information Form .....</b>	<b>21</b>
<b>E. Coach/Advisor Volunteer Agreement.....</b>	<b>22</b>
<b>F. Personal Automobile Insurance Acknowledgement Statement/Forms .....</b>	<b>23</b>
<b>G. Club Sport Physical Information Form .....</b>	<b>26</b>
<b>H. Club Sports Medical Information and Release Form.....</b>	<b>27</b>
<b>I. Club Sports Waiver and Release of Liability .....</b>	<b>28</b>
<b>J. Unusual Occurrence Form.....</b>	<b>29</b>
<b>K. End of Season Summary .....</b>	<b>30</b>
<b>L. Sample Constitution .....</b>	<b>31</b>
<b>M. Wheaton College's Athletic Hazing Policy.....</b>	<b>33</b>

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 _____	_____	_____	_____

**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 (contact sports):** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Campus Dept:** \_\_\_\_\_ (if applicable)

**Email:** \_\_\_\_\_

**Advisor (non-contact sports):** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Campus Dept:** \_\_\_\_\_ (if applicable)

**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. Requests for scheduling gym/field space must be put in a month prior to beginning of each quad. Once all requests are in, space will be allotted in a round-robin fashion. 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.

**Competition Schedule**

Date	Time	Opponent(s)	Location	Coach/Advisor Approval

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 &amp; 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 Community Covenant.**

\_\_\_\_\_  
(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 academic **2023-2024 school year** 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 \_\_\_\_\_, 2023

\_\_\_\_\_  
Volunteer

**Form F: Personal Automobile Insurance Acknowledgement Statement for Drivers**

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: \_\_\_\_\_

Name of Vehicle Owner (please print): \_\_\_\_\_

Vehicle Description (year, make, model): \_\_\_\_\_

Vehicle License Plate Number and State of Issue: \_\_\_\_\_

Insurance Policy Number: \_\_\_\_\_ Issuing Company: \_\_\_\_\_

Signature of Vehicle Owner: \_\_\_\_\_ Date Signed: \_\_\_\_\_

Parent's Signature if Vehicle Owner is a Minor: \_\_\_\_\_ Date Signed: \_\_\_\_\_



**Personal Automobile Use Driver Acknowledgement Form**

***Please Note: Employees of Wheaton College, who use a personally owned or rented vehicle on official college business, are not required to complete this form.***

This form must be completed by students or volunteers who want to use a personally owned, rented, or borrowed vehicle to transport passengers to or from any Wheaton College sponsored event.

Prior to signing and submitting this form, students and volunteers must:

1. Obtain permission from the vehicle's owner to use the vehicle to carry passengers to or from the Wheaton College sponsored event listed below.
2. Obtain a signature from a Wheaton College employee who has the authority to authorize group travel in a personally owned or rented vehicle.
3. Require each passenger of the vehicle to complete and sign a "Wheaton College Transportation Safety Policy; Appendix B - Personal Automobile Use Passenger Acknowledgement Form".
4. Submit all completed forms, as a packet, to the Wheaton College Office of Legal Affairs & Risk Management.

Wheaton College strongly recommends the following insurance limits for any personal vehicle that is used to provide transportation: \$100,000 per person / \$300,000 per accident for bodily injury liability, \$100,000 for property damage liability, \$5,000 for med pay, and additional coverage for Uninsured / Underinsured Motorists.

Name of Event: \_\_\_\_\_ Date(s): \_\_\_\_\_

Destination Location: \_\_\_\_\_

Name of Authorizing Wheaton College Employee (please print): \_\_\_\_\_

Signature of Authorizing Employee: \_\_\_\_\_ Date Signed: \_\_\_\_\_

**The following understandings and agreements apply to the vehicle driver and owner listed below.**

**Caution: Read this document carefully before signing.**

**By signing this agreement, you are giving up certain legal rights.**

I understand and agree that driving in a personally owned, rented, or borrowed vehicle, involves certain risks, including but not limited to death, personal injury, theft, and/or property damage.

I understand and agree that if I should be involved in an accident, be injured or die because of an accident, or experience a loss of any kind, I will not hold Wheaton College responsible.

I attest that I have read and understand the Wheaton College Transportation Safety Policy, and agree to abide thereby.

Name of Vehicle Driver (please print): \_\_\_\_\_

Vehicle Driver's License Number and State of Issue: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Signature of Vehicle Driver: \_\_\_\_\_ Date Signed: \_\_\_\_\_

Parent's Signature if Driver is a Minor: \_\_\_\_\_ Date Signed: \_\_\_\_\_

**Personal Automobile Use Passenger Acknowledgement Form**

***Please Note: Employees of Wheaton College, who ride as a passenger in a personally owned or rented vehicle, are not required to complete this form if they are traveling on official college business.***

This form must be completed by all persons riding as a passenger in any personally owned, rented, or borrowed vehicle that is used to provide transportation to or from a Wheaton College Sponsored event.

Name of Vehicle Driver (please print): \_\_\_\_\_

Name of Event: \_\_\_\_\_ Date(s): \_\_\_\_\_

Destination Location: \_\_\_\_\_

I understand and agree that riding in a personally owned, rented, or borrowed vehicle, involves certain risks, including but not limited to death, personal injury, theft, and/or property damage.

I understand and agree that if I should be involved in an accident, be injured or die because of an accident, or experience a loss of any kind, I will not hold Wheaton College responsible.

I attest that I have read and understand the Wheaton College Transportation Safety Policy, and agree to abide thereby.

**Caution: Read this document carefully before signing.  
By signing this agreement, you are giving up certain legal rights.**

Name of Vehicle Passenger (please print): \_\_\_\_\_

Signature of Vehicle Passenger: \_\_\_\_\_ Date Signed: \_\_\_\_\_

Parent's Signature if Vehicle Passenger is a Minor: \_\_\_\_\_ Date Signed: \_\_\_\_\_

Name of Vehicle Passenger (please print): \_\_\_\_\_

Signature of Vehicle Passenger: \_\_\_\_\_ Date Signed: \_\_\_\_\_

Parent's Signature if Vehicle Passenger is a Minor: \_\_\_\_\_ Date Signed: \_\_\_\_\_

Name of Vehicle Passenger (please print): \_\_\_\_\_

Signature of Vehicle Passenger: \_\_\_\_\_ Date Signed: \_\_\_\_\_

Parent's Signature if Vehicle Passenger is a Minor: \_\_\_\_\_ Date Signed: \_\_\_\_\_

Name of Vehicle Passenger (please print): \_\_\_\_\_

Signature of Vehicle Passenger: \_\_\_\_\_ Date Signed: \_\_\_\_\_

Parent's Signature if Vehicle Passenger is a Minor: \_\_\_\_\_ Date Signed: \_\_\_\_\_

Name of Vehicle Passenger (please print): \_\_\_\_\_

Signature of Vehicle Passenger: \_\_\_\_\_ Date Signed: \_\_\_\_\_

Parent's Signature if Vehicle Passenger is a Minor: \_\_\_\_\_ Date Signed: \_\_\_\_\_

**Form G: Club Sports Physical Information Form**

**Wheaton College  
Student Health Services  
Club and Intramural Sports**

**Purpose:** To coordinate the care of club and intramural sport participants between Student Health Services (SHS) and the Club Sports Program Director. **A CLUB SPORT CLEARANCE FORM IS REQUIRED PRIOR TO PARTICIPATING IN ANY PRACTICE OR COMPETITION.**

**A. CLUB SPORTS:**

All club sports are played for one year. There are 6-10 sports and approximately 160-170 athletes. They can further be sub-divided into two categories: contact/non-contact.

- i) An athletic physical will be REQUIRED of all participants that clearly states that the student is “cleared.” The physical must be completed by a sports medicine, internal medicine, or family practice physician. New and returning participants can complete an annual sports physical with Wheaton College’s SHS (Student Health Services)
- ii) The CSID will provide block times to captains for each sport at the beginning of the school year to schedule times for physicals with SHS. It will be the responsibility for captains to communicate to their teammates to get their physicals before practices begins. To schedule a physical with SHS:
  - 1. Call (630) 752-5072
  - 2. Request a Club Sports Physical with a Nurse
  - 3. Provide the Club Sport Clearance Form
- iii) If injuries occur during the academic school year following the original physical clearance, the student needs to reschedule a visit with the SHS or other physician providing secondary clearance.

<b>Last Name</b>	<b>First Name</b>	<b>Student ID</b>	<b>Club Sport(s)</b>

Student Health Services saw the student listed above on the date specified below for a club sport clearance appointment. This medical review supplements the student's entrance physical and its purpose is to clear the student for ongoing participation in the club sport(s) listed.

The attending nurse reviewed the student's medical history, medications, allergies, and vital signs, and screened the student for new injuries, new illnesses, or changes in health status. If needed for participation, Student Health Services has obtained letter(s) of clearance, and has scanned these document(s) into the student's EPIC chart. This student is cleared to participate in the designated club sport without restrictions.

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**Form H: 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 I: 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, athletic trainers, and all others involved, from any and all present and future claims demands, losses, liabilities, obligations, damages, causes of action, and costs (including attorney's fees), 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 or any activities incidental thereto, including travel, 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 represent and warrant that I am in good health and in good physical condition, and able to participate in the club sport that I have chosen. I agree that I will not undertake any activity that is not within my physical capabilities.

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 this activity may involve certain risks. Full disclosure has been made to me of the risks and dangers connected with this activity. I understand that participation in club sports can result in death; coma, paralysis, drowning, stopped breathing, heart attack, stroke, cancer, and infectious disease; head injury, concussion, traumatic brain injury, neck or spinal cord injury, nerve damage, blood clots, complete or partial paralysis, including the loss or impairment of movement, strength, feeling, or use or function of body parts; injury to joints, ligaments, tendons, muscles, internal organs, eyes and skin, including but not limited to cuts, puncture wounds, burns, bruises, sprains, and broken bones; injury that may result in trauma, illness, disease, disfigurement, loss of mobility, speech impairment, vision impairment, blindness, and hearing loss; injury related to falls or collisions with persons or objects; injury that may cause choking, difficulty breathing, hyperventilation, seizure and unconsciousness; injury related to temperature or weather conditions, including dehydration, heat exhaustion, sunburn, heat stroke, frostbite, hypothermia, lightning strike, hail, and strong winds; injury from the use or non-use of sports equipment; injury related to travel; injury due to the inaccessibility of emergency medical care or negligent medical care in the treatment of an injury; injury due to the negligent acts or omissions of College personnel; injury due to the negligent or intentional acts or omissions of teammates, participants, officials, spectators, or others; property loss caused by theft, vandalism, or damage, including property owned by me or property owned by others for which I am responsible, and other injury or loss not listed regardless of cause.

I understand that such injuries may result in a significant impairment of my future abilities to earn a living, to engage in social and recreational activities, to produce a family, and to enjoy life. I further acknowledge that such injuries can be serious or severe and could last my entire life.

I am aware of the risks, dangers, and hazards associated with club sports and the activities incidental thereto, including those listed above as well as those not specified or anticipated. I personally and completely accept these risks including those which may result in my death, injury, illness, and damage to my property, or the property for which I am responsible. I will not hold Wheaton College or those listed liable for any injury or damage associated with my participation in these activities.

I understand and agree that it is my responsibility to provide and use clothing and equipment necessary or required to provide for my own protection and that if equipment is provided to me I am responsible for the safety and good operating condition of this equipment. Regardless of its source, I understand and agree that I will not alter or modify any protective equipment, and that I will read and comply with all warnings provided with any protective equipment.

I understand and agree that I am responsible for my personal safety, and the safety of others, to the extent that my actions or inactions may contribute to an injury or loss. I acknowledge that safety overrides all other concerns. Should I become aware of a danger or risk I agree to take appropriate actions, and to communicate these actions to my team captain and to the Director of Club Sports at Wheaton College.

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

I understand and agree that this agreement, entered into in the State of Illinois, is intended to be as broad and inclusive as permitted by Illinois law, and shall be interpreted, enforced under, and governed by the laws of Illinois. Should any provision of this agreement be held to be illegal, void, or unenforceable, or otherwise 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 represent and warrant that I have carefully read and understand the terms of this agreement, have been given the opportunity to discuss with a Wheaton College representative of my choosing, the risks and dangers connected with this activity, and have entered into this agreement knowingly, voluntarily, and of my own free will; and intend to abide by its provisions without exception. 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 J: 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 ☐ NoWhat 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 ☐ YesWas Student Health Services notified? ☐ No ☐ YesWas victim treated at the Health Center? ☐ No ☐ Yes If so, treated by: ☐ Nurse ☐ PhysicianWas ambulance called? ☐ No ☐ YesDid 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 K: 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:

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Season Highs and Lows:

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Outlook on Next Year:

Comments, Evaluations and Recommendations:

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Next Year's Captain: \_\_\_\_\_

Summer Phone: \_\_\_\_\_

Summer Address: \_\_\_\_\_

Summer Email: \_\_\_\_\_

Approved: \_\_\_\_\_  
(Club Sports & Intramurals Director)

Date: \_\_\_\_\_



**Form L: 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 L : 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.

**Wheaton College's Athletic Hazing Policy**

Wheaton College Athletics exists to develop Christian faith, character and leadership through competitive sports programs by "running the race to win."

As a Christian community, we want to honor Jesus Christ in our relationships with one another and on our teams. Each member of the College community, who acts in a covenant bond with others, should consciously strive to maintain relationships which support, encourage and help others. Wheaton College has a zero tolerance policy on hazing, and the consequences can be severe. Participation in hazing activities may lead to individual disciplinary action, team disciplinary action and/or termination of the team or student organization.

Hazing is defined as any 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 or other activities (e.g., initiations, responses to engagements, "kidnappings", etc.) The following may be some (but certainly 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 drink alcohol or imbibe any illegal or controlled substance, or to eat or drink any foreign or unusual substances.
- Forcing or coercing students to dress in embarrassing attire
- Nudity or forcing students to dress in a degrading or inappropriate 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.
- Any act undertaken in connection with an initiation to membership for any athletic team, club sport, living unit, or student organization.

The College defines hazing as any action or activity that recklessly endangers the physical or mental health of a person, or that violates the dignity of another person. Hazing is further defined as any activity that is expected of someone to join a group or team that humiliates, degrades, abuses or endangers them, regardless of intention or willingness to participate. Initiation activities and initiation parties fall into this category.

**Hazing and Initiations**

I have read Wheaton's hazing policy and understand that Wheaton College has a zero tolerance policy regarding hazing. I understand that there are severe penalties for all parties involved in hazing (including suspension/expulsion from the team or school and cancellation of the season). I certify I will not engage in hazing or initiation activities. I further agree to provide an environment that is free from harassment of any kind.

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Student-Athlete Signature

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Date

**XVI. Men's Soccer Eligibility**

Updated: Fall 2022

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. Each season of club play will use a season of NCAA eligibility.
6. **Competition Season.** Starting this year, you are allowed to have home and away games in the fall. During the spring you can host games at Bean when available, though varsity soccer always has priority even for last minute changes.
7. **Hosting Competition.** You have the opportunity to host at a fantastic facility. Lights and Press Box access are available too. Please include personnel costs when configuring your budget. **Athletic Trainers** cost around \$28/hr. I'll schedule them through NW.

**XVII. Sport-Specific Addendums****1. Cheerleading**

Some reminders for you:

1. **Stunting Policy.** ABSOLUTELY NO STUNTING unless you have a coach (with AACCA certification)! 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 with Rusty Lindsay).
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.

5. **Football Playoffs / Pfund Tournament Weekend.** Not sure what the athletic department is looking for regarding this weekend. Stay tuned.

## 2. Crew

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:
  - Please do not take Ergs from weight room.
  - If you want to use a gym, contact Ellen to reserve gyms.

## 3. M/W Lacrosse

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. Please include these personnel costs when configuring your budget.
  - c. **Athletic Trainers** cost around \$45/hr.
  - d. I'm looking forward to working with each of you!

## 4. Tae Kwon Do

Captains,

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. **Budget.** The last two years, your income has barely met your expenditures (payment of Coach). Please be mindful of the tight budget, particularly when considering recruitment and dues.

I hope this is a great year for TKD!