

# CLUB SPORTS MANUAL

2024-2025

## **Student Engagement Center**

*Office of Student Activities*

(315) 781-3880 | [Activities@hws.edu](mailto:Activities@hws.edu)

2nd Floor, Scandling Center



HOBART AND WILLIAM SMITH  
COLLEGES

Student Engagement

# TABLE OF CONTENTS

- 01** Definition & Purpose of Club Sports
- 04** Recognition & Renewal
- 07** Club Sport Personnel & Responsibilities
- 08** Membership Responsibilities
- 09** Budgetary Guidelines
- 11** Competition
- 12** Facility Reservations & Cancellations
- 13** Equipment & Storage
- 14** Emergency Protocol



# DEFINITION/PURPOSE OF CLUB SPORTS

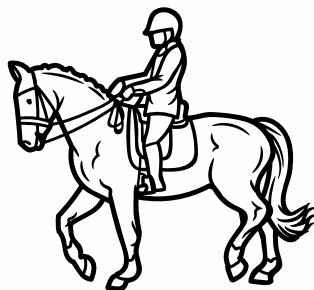
## DEFINITION OF A CLUB SPORT

A Club Sport is a recognized group of students voluntarily organized for the purpose of furthering their common interest in a particular sport through participation and competition with other college and/or university teams. Recognized Club Sports may use HWS facilities (including Bristol Field House and outdoor fields). In turn, Club Sports are expected to observe and abide by the policies of this manual and the HWS Community Standards Handbook.

## PURPOSE OF CLUB SPORTS

The purpose of the HWS Club Sports Program is to provide student-initiated and managed sport opportunities to HWS students. Club Sports can provide the opportunity for students to develop sportsmanship through teamwork and discipline via athletic competition. They offer co-curricular learning experiences through leadership, communication, conflict resolution, public relations, organization, administration, fundraising, and budgeting.

The contents of this 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.



# DEFINITION/PURPOSE OF CLUB SPORTS

## **Status and Definitions:**

Club Sports, along with all clubs and organizations, must receive official recognition through the Hobart and William Smith Student Government and the Student Engagement Center. Recognition is defined in the Club & Organizations Manual.

There are two statuses a club sport will fall under. Those statuses are Active and Dormant.

*Active – To be defined as an active club sport and have official recognition, a club sport must meet the following standards:*

1. Submit all necessary and required paperwork to the Office of Student Activities. Club sports have additional paperwork that must be submitted before players can attend practices including waivers, coach agreements (if applicable), and medical releases for each player.
2. Attend all meetings deemed mandatory by the Student Activities Advisor and Hobart and William Smith Student Government.
3. Maintain a roster size that meets the minimal amount to play said sport. All rosters must be kept current through HWS Engage.
4. If starting a new club sport: Submit all necessary and required paperwork to Hobart and William Smith Student Government to become a recognized student organization.
5. All requirements listed for all clubs and organizations as listed in the Club and Organization Manual

## *Dormant*

A club sport that does not meet the standards above, they become dormant. This status will impact their ability to practice, travel and/or receive funding. Club sports can move out of dormant status at any point with the approval of their Student Activities Advisor and meeting the standards described above.

# DEFINITION/PURPOSE OF CLUB SPORTS

## Club Sport Standings:

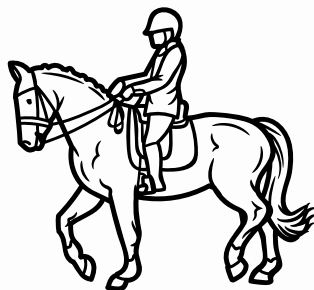
### *Probationary Standing*

The club sport may be missing items or have a disruption between their organization and the Colleges. Teams in this standing may lose their ability to meet, compete, travel and receive funding.

- Missing multiple paperwork submissions or more important ones.
- Sanctions placing them under probationary standing through the Student Conduct process listed in the HWS Community Standards,
- Have not met standards set forth by Hobart and William Smith Student Government.
- Have 3 or less people on their active roster (unless the sport requires 3 or less members).

### *Conditional Standing*

Typically reserved for a team that is just starting out and has received approval to exist as a club sport on campus. Can be used for teams in probationary status solely for a lack of numbers. Teams in this standing may meet, compete and travel, but will not receive more than \$250 from BAC as this is a trial basis to see how the sport will operate and evaluate its potential longevity on campus. Teams can be moved to good standing at the discretion of the Office of Student Activities if they meet all the standards under good standing.



# CLUB SPORT RECOGNITION AND RENEWAL

To be officially recognized or renewed as an HWS Club Sport, the following requirements must be fulfilled before the first competition or practice:

Each club must draft a Club Sport Constitution to be approved by the Student Activities Club Sport Advisor in the Office of Student Activities. A copy should be emailed to the club sports advisor. All captains should review and update the club's constitution as needed.

- A constitution is the framework of the club and expresses the fundamentals of the club's existence. It should include a purpose statement, number of officers, method for their selection, requirements for club memberships, fiscal agent, and general operating procedures.
- No club shall deny membership due to race, nationality, ethnicity, sexual orientation, ability/disability or any requirement. Each club's constitution must contain a statement to this effect.
- The president and/or captain of each club is responsible for notifying the Student Activities Club Sports Advisor in writing when there are any changes to the club's constitution.

Club sports must keep a current and complete HWS Engage profile. The Engage profile serves as official registration with the Office of Student Activities. This must be done before a club can begin practice and/or use BAC funds.

## **Club Sport Registration information will include the following:**

The team's Captain according to the club's constitution.

All Club Sports are encouraged but not required to have a coach. This person must be an HWS faculty or staff member who is experienced in the particular sport and will supervise club activities. The coach may also serve as the club advisor if he or she is a full-time HWS employee. The coach will be appointed by the club and approved by the Student Activities Advisor. Any club sports involving physical contact are required to have a coach.

Contact sports: Ice Hockey, Soccer, Basketball, Lacrosse & Rugby

# CLUB SPORT RECOGNITION AND RENEWAL CONTINUED

In order to practice and compete each member of a club sport must submit a signed Waiver and Release of Liability Form.

Each club is required to submit an annual Club Sport Budget through the BAC (Budget Allocation Committee) and adhere to the policies specified in the section 'BUDGETARY GUIDELINES'.

Each club must keep a current competition and practice schedule on their Engage profile.

It is the Captain's responsibility to ensure that the Engage profile is regularly updated with any team roster changes and upcoming scheduled competitions.

- It is important to finalize scheduling for home games/ practices as early as possible and to submit a request to Sean Cunningham: Assistant Athletic Director for Scheduling and Event Management (Cunningham@hws.edu).
- Club Captains should schedule games and practices that do not interfere with class attendance.
- Once the club sport is established, the club sport must renew registration annually with the Office of Student Activities.
- Any travel for games, scrimmages, etc. must be arranged at least 3 weeks prior by communicating with Student Activities Club Sports Advisor.



# CONDITIONS FOR CONTINUED RECOGNITION

All recognized Club Sports:

1. Are recognized for one academic year. Continued approval from year to year is not guaranteed. Once approved by Student Government, the constitution and all documentation should be stored in their Engage profile and updated as necessary. Re-registration will take place via HWS Engage at the beginning of each Fall semester.

2. Student Government reserves the right to grant and revoke recognition status of any club sport based on the policies of this manual, HWS departmental and college-wide policies. Probationary status may be prescribed to clubs not complying with the Club Sport policies.

**3. Hazing of any form is strictly prohibited. Hazing is defined in the Hobart and William Smith College's Community Standards.**

4. 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 conduct standards are expected:

- Respectful, sportsman-like conduct of all members of the club on and off the field.
- Behavior in accordance with the HWS Community Standards Handbook.
- Compliance with HWS transportation policies and other safety concerns. This includes completing travel requests, traveling with a coach/advisor or approved chaperone to off campus competition.
- Clubs not complying with the above-mentioned requirements may forfeit the use of facilities and/or budgeted funds.
- Responsible budgeting whereby the club maintains a positive account balance.

5. Captains must ensure that each participant, prior to participating in the Club's activities, has signed a risk waiver form. Only members that have completed this form are allowed to practice and compete in competitions.

6. Captains must ensure that all accidents and injuries (particularly head injuries) are appropriately documented by completing the Club Sport Accident Report Form.

# CLUB SPORT PERSONNEL AND RESPONSIBILITIES

1. Coach/Advisor: club sports are not required to have an advisor. The Student Activities Club Sports Advisor will serve as the official advisor to all club sport teams. Contact-based club sports are required to have a coach. Coaches must have a thorough knowledge of the sport, fully understand the risks, rules and procedures associated with play, and understand the fundamentals of healthy and safe practice and game play. Coaches are required to sign a coaching agreement form, which should be submitted to the Student Activities Club Sport Advisor before practice can begin.

## Coach Responsibilities:

- Assist in scheduling and running safe practices and competition events. Attend all games or provide an approved substitute. This includes traveling with the team to away competitions.
- Help develop and improve skills of the club members. Including the promotion of sportsmanship on and off the field.
- Aid the club captain in inspection and maintenance of sports equipment and facility. Report any unsatisfactory facility conditions to the Office of Student Activities and Buildings and Grounds (B&G) personnel.
- Know the policies and procedures for club sports as defined by this manual, relevant league rules, and ensure that the student leaders of the club are informed of these policies.
- Allow the club to be self-organized and self-governed, but guide and counsel members when appropriate.
- Serve as a resource and provide general guidance and leadership. Assist in the development of club goals and objectives.
- Current certification in CPR and first aid is highly encouraged.



# MEMBERSHIP RESPONSIBILITIES

Captains are expected to attend all required Student Activities sponsored Captain's meetings or send a representative, with notification to the SA Advisor, if unable to attend. The captain is ultimately responsible for the administration of the club but may delegate responsibilities as necessary.

## **Captains:**

- Know and follow the regulations in the Club Sports manual and the HWS Community Standards. Inform all members of policies and procedures and ensure that codes of conduct and policies are followed.
- Communicate between the club and the Student Activities Club Sports Advisor concerning club activities, scheduling, problems, questions, or concerns.
- Submit all required forms annually and on time.
- Prepare and submit an annual BAC budget.
- Ensure that the SA Club Sports Advisor signs all purchase orders (POs), check requests, advances, and any other required budgetary forms.
- Deposit funds and retain records (receipts and invoices) for reimbursement.
- Keep current membership lists and inform the Student Activities Office of any changes.
- Make all team travel arrangements and ensure transportation policies are followed.
- Reserve facilities & schedule games and practices.
- Initiate and supervise fundraising efforts.
- Enforce probationary status of certain club members when applicable.

## **Advisors:**

Club sport teams are not required to have an advisor. The Student Activities Office serves as the official advisor for all club sports.

## **Members:**

The members of a club sport have opportunities to become directly involved in the administration of their club.

- Governance including writing club's constitution & electing officers
- Selecting a coach and/or secondary advisor
- Raising funds
- Submitting proper forms to the Student Activities Office
- Adhering to club sports policy



# BUDGETARY GUIDELINES

## BUDGET ALLOCATION

- A budget must be reviewed with the Student Activities Club Advisor each semester and submitted to the Budget Allocation Committee (BAC). Once funds are approved, work with the Student Activities Advisor to process payments, purchases, etc.
- The budget request should include ALL projected expenses for equipment, rentals, officials, league fees, travel, tournament registrations, etc.

## BUDGETING RULES/ POLICIES

- Club sports may charge dues to club members as a source of income.
- All funds from any source - dues, ticket sales, fund raising events, etc. - must be deposited in the club's HWS account via the Student Activities Office. Only after funds are deposited may they be withdrawn to make payments for club operations.
- Clubs may not open or maintain off-campus bank accounts.
- Clubs should submit an end of season summary, including their competition record.
- Any club posting a negative balance at the end of an academic year will be required to pay the deficit in full before accessing their BAC accounts. The balance may be deducted from the following semester's BAC allocated funds.
- Club sports funding is distributed to individual clubs according to each club's demonstrated need. Each club's needs will be calculated based on both the budget proposals created by the club and available funding from the BAC. Elements such as fundraising attempts and the collection of significant dues will be considered as positive signs of a club's level of commitment and will be taken into consideration in the assessment of a club's need.

**All purchases should be made through the Student Activities Advisor in the Student Engagement Center. Utilizing a method of payment through the Student Activities office is preferred, but recognizing extenuating circumstances, reimbursements can be approved. Reimbursements will come in the form of a physical check mailed to the student's Scandling address.**

# BUDGET CONTINUED

Budget proposals may include, but are not limited to, the following expenditures (in priority order):

- League dues and membership fees
- Facilities Rental and Use Fees for Games/Competition
- Travel (Hotel, transportation, league fees)
- Officiating Costs
- Supplies
- Equipment
- Club Uniforms
- Coaches

Procedure for receiving funding as a club sport:

- Proposed budgets not submitted on time may not be considered.
- Funds are awarded per semester.
- Before funds can be allocated, all club sports must have completed and submitted all required registration forms.
- Club accounts can be frozen at any time due to failure to comply with any Club Sport regulations or procedures.

## Payments to Officials

Any money paid to officials through Hobart and William Smith Colleges is considered taxable and therefore HWS must receive a completed W-9 form from the individual in question before payment can be made. Hobart and William Smith Colleges will not reimburse the club sport for their payment to an official but will ONLY pay the official directly upon receipt of a W-9 form. W-9 forms are available from the Student Engagement Office.

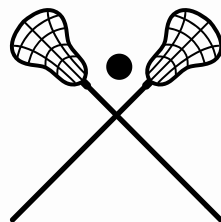
## Coach and Officials Fees/Process:

- Have the coach/official complete the W-9 form.
- Complete a check request with the W-9 attached.
- Return check request and W-9 to Student Engagement for processing by Friday at 12noon.
  - Forms must be submitted 2 weeks in advance to ensure a check is ready for your event.
- HWS will mail a check to the coach/official or to you (as requested).

# COMPETITION

As a club sport, teams may compete with other colleges, universities, and community teams. Before a club may compete, they must meet all the necessary requirements stated herein. All of the required forms must be completed and approved through the Student Engagement Office.

1. Conference or League Affiliation. Club sports are encouraged to pursue an affiliation with a conference or league.
2. Officiating. For all club contests, it is important that qualified and impartial officials be selected and agreed upon by all teams. Student officials are not recommended for officiating.
3. Recruiting. Clubs may actively recruit players and members from the HWS community. Campus resources such as bulletin boards, student publications, sandwich boards, chalking, or other campus advertising media are available to all registered club sports.
4. Hosting Competition. Hobart and William Smith Colleges may host club sport competitions. Competition dates should be submitted to the of Club Sports Advisor. Availability may be limited due to Varsity Athletics or intramural schedules. Club Sports Captains must have an Emergency Action Plan in place for hosting such events.
5. HWS EMS. (emergency medical service) or other licensed EMS services must be scheduled for all home competition events. Requests must be completed online via the club sports page at least one week prior to home competition.
6. Head Injuries. Any student sustaining a head injury during club sports activities must, as soon as possible, report the injury to the HWS Hubbs Health Center. Even if the injury seems mild, players/members are still required to make the report. Often head injuries (bumps, concussions, etc.) do not manifest symptoms until much later. Early reporting will help the Hubbs staff assist the student more effectively if symptoms later surface. Additionally, the safety officer must complete an Accident Report Form, which can be found on the club sports page



# FACILITY RESERVATIONS & CANCELLATIONS

All official Club Sports are allowed to use HWS facilities. Facilities will be granted based on availability. The Colleges has established a priority list for all groups that use facilities. It is as follows: 1) Academics; 2) Varsity Sports; 3) Intramural Sports; 4) Club Sports. 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.

An Event/Space Request Form is required to initiate all field and facilities requests. Forms should be completed at least two weeks prior to practice or home competition. Clubs using outdoor field space are not permitted to use fields during breaks/ closings or during inclement weather. Captains are responsible for checking field conditions and status with athletics, should a concern arise please discuss with the club sport advisor.

## **VISITING TEAMS**

It is up to the HWS club sports teams to advise the Student Engagement Office in writing that a team will be visiting. The notice should include the name of the visiting college/ university or group, the sport they are playing, and a list of all visiting players. The written notice should be sent (e-mailed or mailed) to [engagement@hws.edu](mailto:engagement@hws.edu).

## **TRAVEL**

Teams that travel off campus for games/tournaments or any other type of competitive competition, must complete the online Travel Request Form one week prior to traveling. Once approval has been granted for travel, an email confirmation will be sent to the team captain or designee. Teams traveling more than 50 miles one way from campus require the presence of an approved faculty or staff chaperone. It is up to the team captain or their designee to secure a faculty or staff chaperone. It is suggested to seek out chaperones at least three weeks in advance to allow for schedule arrangements. It is the team's responsibility to pay for all expenses of the chaperone.

At the completion of each trip all receipts must be turned in along with a completed reimbursement/request for payment form. Reimbursements are subject to the club sport advisors discretion. These documents should be completed within one week of the trip.

Use of HWS vans is preferred but exceptions to drive personal cars can be made. HWS does not provide insurance coverage for privately owned vehicles or their drivers. All drivers must submit a copy of their valid driver's license prior to driving other team members for club sanctioned events.

HWS also maintains a fleet van service that can be used by registered club sports for travel. To request a van, please email . Van Rental is preferred over teams carpooling to competition.

# EQUIPMENT

## **Ordering Equipment/Apparel:**

Any equipment purchase and/or apparel purchase should be approved by their Student Activities Advisor. There is potential for Campus Recreation to share equipment with certain clubs. Apparel must be approved by the Student Activities Advisor before ordered.

## **Equipment Storage:**

If your team wishes to store its equipment speak with their Student Activities Advisor. There is the potential for equipment storage. However, storage is very limited. Club sports are welcome to seek storage elsewhere but will not receive funding from the Colleges to compensate for and expenditures associated with that process.

## **Equipment:**

Clubs are in charge of their own equipment and must keep an inventory of their items. They are also responsible for replacing old and/or broken equipment. Equipment storage can be requested through your Student Activities Advisor and may be approved or denied on space availability for equipment. All\* equipment purchased through the BAC process is the property of the Colleges and must be returned at the end of the academic year. The club must inform their Student Activities Advisor of the location of stored equipment.

# EMERGENCY PROTOCOL

## **ON CAMPUS**

Serious injuries (i.e. life threatening, head injuries, serious lacerations) should be reported immediately by contacting Campus Safety at 315-781-3333 or x3333 from an on campus phone. The Campus Safety staff will be able to quickly dispatch on campus student EMS and/or Finger Lakes Ambulance for immediate medical attention. Please be able to provide the students' first and last name and a brief account of the incident to the Campus Safety dispatch person.

## **OFF CAMPUS**

Serious injuries (i.e. life threatening, head injuries, serious lacerations) should be reported immediately by contacting Campus Safety at 315-781-3333. After contacting Campus Safety, it is good practice to notify the institution at which you are visiting. Be sure to review and understand their policies before competition or practice begins. Be able to provide the students' first and last name and a brief account of the incident to the Campus Safety dispatch person.

## **ACCIDENT PROTOCOL (NON-EMERGENCY)**

All accidents and injuries must be reported to Campus Safety. In non-emergency situations dial (315)-781-3656. Inform them of the students' first and last name, club sport affiliation, and provide brief account of the incident.

In addition, any accident must be reported directly to the Office of Student Activities within 48 hours using the Club Sports Accident Report form. The form can be located on the Student Activities website on the club sports page. It is important that all players listed on the team roster have an updated medical history, waiver form, and emergency contact. Players that do not have current forms on file, are not permitted to travel, practice, or compete with the team.

It is the policy of Hubbs Health Center that every facial/head injury sustained as a result of a fall, blow or other trauma, be evaluated in the area hospital emergency room as quickly as possible. It is recommended that, when necessary, a qualified service (i.e. ambulance) be used to transport the injured player. When at away games, refer to the off campus emergency protocol for serious injuries. All expenses incurred for treatment are the responsibility of the injured participant.



# QUESTIONS?

Due prior to first competition/event complete the Medical Waiver and Release of Liability for each player.

Once all completed forms are submitted and approved by the Office of Student Activities, an official letter of approval will be sent to the club sport captain.

## EMS AND INJURIES

1. All home games require EMS presence (HWS EMS or other licensed EMS).
2. Report all non-emergency injuries within two class days using the online Injury Report Form.
3. Report all facial, head, and other emergency related injuries using the emergency protocol and online injury report form.

Questions?

Please email [activities@hws.edu](mailto:activities@hws.edu)