

A Division of *Campus Recreation* at Columbus State University

THE CLUB SPORT PROGRAM HANDBOOK

2009 – 2010



<http://campusrec.colstate.edu/clubsports.asp>

(706) 568-2033

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CHAPTER 1: THE CLUB SPORT PROGRAM

An Introduction

The Department of Campus Recreation recognizes sport-related clubs chartered through the Department of Campus Recreation at Columbus State University. These Club Sports provide an opportunity for students to get involved with sports at Columbus State University and compete against other colleges and universities in the region. This club sport handbook is designed to assist club sport team members, club sport advisors, coaches and anyone in the community interested in learning more about the Club Sport Program at Columbus State University. Each club sport should be familiar with this handbook and keep a copy for their records.

The Club Sport Program at Columbus State University is a Division of Campus Recreation. It is currently comprised of 8 club sports and students may petition to add more. Presently, the club sports are:

- Bass Fishing
- Co-ed Tennis
- Men's Soccer
- Tackle Football
- Ultimate Frisbee
- Women's Soccer
- Women's Volleyball
- Wrestling

The Club Sport program serves participants' interest in different sports and recreational activities that may be instructional or competitive in nature. Club Sports may represent the university in intercollegiate competition or conduct intra-club activities such as practices, social engagements and tournament play.

What are Club Sports?

According to the *NIRSA Club Sport Resource Guide*¹, club sports are:

- A group of students, faculty and staff voluntarily organized for the purpose of furthering their common interest in an activity through participation and competition. Membership is strictly voluntary.
- Designed to service individual interest in different sports and recreational activities. These interests can be competitive, recreational and/or instructional in nature.
- Meant to be a learning experience for the member through their involvement in fundraising, public relations, organization, administration, budgeting and scheduling, as

¹ *National Intramural-Recreational Sports Association Club Sport Resource Guide, 2003 edition*

well as, the development of skills in their particular sport or activity. Involvement in a group and team situation helps enhance the student's overall education while in the university setting.

Club Sports are registered and chartered organizations founded by students through the Department of Campus Recreation. Club Sports are different from its cousin Intramural Sports which are also offered at Columbus State University. Intramural sports allow students to compete against other teams from the same institution while club sports give students the opportunity to compete on a state and national level against other universities and colleges.

Club sports are intended to be recreational and educational in teaching participants to have mind-body control while learning to play on a team and sometimes lead a team. These important benefits of physical exercise and social skills can improve the life of participants by sharing a common interest with others.

Mission

The mission of Campus Recreation at Columbus State University is, "To develop and inspire healthy lifestyle choices through quality recreation activities and facilities that enrich the life-long learning process of our students."

Club Sports support the mission statement and specifically the first goal supplementing their mission statement, "To develop, promote and implement recreation activities for the university community and provide program recreation activities that are desired by our students. The benefits from participating in Campus Recreation activities include health and wellness that promotes social and cultural interaction, leadership and conflict management."

Club Sports can help reach that goal by offering students a chance to form a team (social skills), compete (experience winning and losing with dignity) and feel as if they are more connected with campus and their university. Club Sports are encouraged to compete against other universities and colleges.

Purpose

The purpose of the Club Sport Program is to provide growth opportunities and educational experiences, which hope to enrich the life-long learning process through Club Sport participation. Through the Club Sport programs and facilities, Campus Recreation attempts to promote and develop healthy life-style choices. The benefits to individuals who participate in club sport activities include: leadership development, decision-making, problem solving, conflict management, communication and social skills. Club Sports provide an opportunity for participants to become and remain active through a variety of Club Sports.

In addition, the creation and active participation of club sports supports the Strategic Plan at Columbus State University. Its mission aims:

- To achieve academic excellence through teaching, research, creative inquiry and student engagement.
- To achieve excellence in the student experience and prepare individuals for a life of success, leadership and responsibility through community awareness, engagement and service to others.
- To achieve recognition as a leader in community development, regional economic development and public-private partnerships.

New Recreation Center

Construction has begun for the new Student Recreation Center as of July 2009 with an estimated completion date of October 2010. It will be located between the Lumpkin Center and Woodruff Gym by the Health and Fitness Center.

The facility will feature two movement rooms, a ballroom, 2 basketball courts (3 volleyball), a lapped swimming pool with hot tub on the side, a weight lifting area, a quiet fitness area, a cardio area and a large “lobby” with sitting chairs that flows through the middle of the building. For more information on the Columbus State University’s new Student Recreation Center, visit <http://campusrec.colstate.edu/recbuilding/index.asp>.

Administration

The Director of Campus Recreation will act as a club sport’s main contact and its secondary contact is the Coordinator of Intramural Sports. Following Campus Recreation, Student Life should be considered a resource. The Director of Campus Recreation is a full-time staff member and serves as the primary advisor to the Club Sport Program. The Director of Campus Recreation will assist club sports in reserving facilities/fields and finding equipment. This person will help ensure that clubs are practicing and competing in a safe environment and that said clubs are obeying this handbook’s regulations.

However, the Director is not the president of each club sport and each sport will be student lead. Each club sport should be able to maintain itself and view the Director as a resource. Club Sport Programs allow leaders to take shape in the form of officers and expects these officers to have sound judgment concerning their team. The Club Sport members are responsible for all aspects of operating their club sport. This opportunity allows student leadership to grow as well as athletic abilities.

Should students need Columbus State University letterhead or stationary for writing to other universities concerning competitions, contact the Director of Campus Recreation.

Up-to-Date Information

Columbus State University's Club Sport website hosts information on current club sports, proposed club sports, interest meeting times, required forms to participate, contact information and other important items.

Please check the website frequently for updates at <http://campusrec.colstate.edu/clubsports.asp>.

In the near future, each club sport will have its own website hosted through Columbus State University website. This website is a privilege, not entitlement, of a club sport. To create or update your club sport web-page, have the Club Sport president contact the current graduate assistant in Campus Recreation. For contact information, visit the Club Sport web-page mentioned above and go to "Contact Information."

In an attempt to make a complete and user-friendly handbook for club sports at Columbus State University, please feel free to contact the Director of Campus Recreation if you feel an important issue has been missed or if you were not able to answer a question about club sports. This handbook is updated annually and it will be included in the next year's edition. **This handbook is subject to change without notice.**

CHAPTER 2: CLUB SPORT MANAGEMENT

Eligibility and Membership

Any currently enrolled undergraduate or graduate student along with currently employed faculty/staff are allowed to participate in Club Sports at Columbus State University. There is no required GPA except for students wishing to hold office in a club sport (a 2.0 grade point average). There are absolutely **no** exceptions in allowing past students or employees of Columbus State University (as well as no students from other colleges or universities). Students must present their Columbus State University Identification Card and **every participant must sign a waiver of liability prior to participating.**

All participants of Club Sports at Columbus State University are subject to the rules, regulations and policies of the *Columbus State University 2009 – 2010 Student Handbook.*

These are not limited to, but include:

- Columbus State University Policy & Programs to Prevent Drug & Alcohol Abuse Program (p. 28) Abuse Policy: To prevent the use of illicit drugs and abuse of alcohol, the policy of Columbus State University prohibits the unlawful manufacture, distribution, sale, possession, or use of illicit drugs and alcohol by students on its property or as part of any of its activities.
- Student Rights and Responsibilities (p. 63) With topics including but not limited to: behavior misconduct (alcoholic beverages, drugs/narcotics, property, disorderly assembly, disorderly conduct, falsification of University records, fire safety, use of University facilities, weapons). Please see the student handbook for specific information concerning, appeals, grievances, punishments, judicial procedures, fines/fees, etc.
- Smoking (p. 36) is prohibited in all University facilities, athletic stadiums and vehicles. Smoking is prohibited within 20 feet of any facility or stadium entrance or exit.

Club Sport members are not allowed to have drugs or alcohol with their belongings on campus nor to be under the influence while participating. Violations will be subject to disciplinary action.

Please become familiar with all information within the *Columbus State University 2009 – 2010 Student Handbook* as these rules apply to participants of the Club Sport Program.

Finances

The Club Sport Program is administered through the Department of Campus Recreation; however, **the members of each club sport have the primary responsibility for the financial support of their club.** Self-support is an essential principle of the Club Sport program and club

funds must be used to benefit the entire group. Funds for club activities normally come from the following sources:

- Membership dues
- Fundraising
- Sponsorships
- Budgeting allocation from Campus Recreation Club Sport Program

Fundraising is an important part of maintaining a club sport. All fundraising activities should be approved with the Director of Campus Recreation prior to the fundraiser. When planning, look at the dates critically as to not plan a fundraiser when other circumstances conflict that would negatively affect the outcome. Take weather in to consideration as well as if tables, chairs or booths will need to be reserved. Strategically plan where the best place to sell your items/service based on flow of people who are potentially interested.

Treasurers should remember to keep track of expenses and profits so that the club sport president can accurately fill out the **End-of-Semester Report**. If the organization is compensated in any way, the club sport is responsible for all tax compliance (especially when concerning competition winnings).

Student Management

It is the responsibility of the students to manage said Club Sport. Decisions concerning membership, its constitution, finances, fundraisers, travel, facility reservations and competition schedule should be discussed with club sport members, officers, club sport advisor and if needed the Director of Campus Recreation. Each club's constitution along with this handbook should be used as a guide for all matters concerning club sports and should not contradict one another.

Typically, individual members of the club sport would volunteer to be elected to offices, e.g., president, vice president, secretary, treasurer, etc. Other offices may be added as need in accordance with each club sports' constitution. Officers **must** maintain a 2.0 GPA.

The following are a suggestion of duties for the officers of a Club Sport:

- **ensure all club participants have signed a waiver of liability prior to participating**
- maintain the Club Sport roster at each meeting, practices and competition
- coordinate facility reservations
- find competition
- provide overall direction for the Club Sport
- act as a liaison between the Club Sport and Director of Campus Recreation
- submit all required forms including: Membership Roster, Start-up form and Semester Report in a timely manner as well as update forms
- raise funds as needed
- schedule and lead team meetings

- gain publicity (articles for The Saber, posters, flyers, etc.)
- report all injuries and accidents immediately to the necessary authority (EMS, Director of Campus Recreation, campus police, the hosting institution, etc.) and fill out the **Accident Report**
- be familiar with the policies, procedures, rules and regulations within this handbook and keep a current copy for reference
- Presidents are responsible for informing their team members of rules, policies and procedures

Typically the president provides the overall leadership, turns in forms and leads the Club Sport meetings. The vice president acts in his/her absence and may head committees within the club (such as fundraising) and assist other officers. In general, the secretary should schedule the competitions and maintain club records. The treasurer should keep up with the financial transactions. These are just basic guidelines whereas the constitution for each club sport should specify each officer's duties.

Reserving Facilities and Fields

Practice time and space should be scheduled each semester by the club sport president or other officer. As there are other clubs and organizations, not all requests can be granted. Please submit requests as soon as they are known as last minute requests may not be honored. There is no charge to students using campus fields or facilities. To schedule practice or competition times and spaces, please contact the Director of Campus Recreation in Woodruff Gym, Room 106.

Active Club Sports

Through-out the academic semester, each Club Sport should keep track of student participation information such as meeting times, topics discussed, minutes, roster, competition statistics, accomplishments, etc. There is a statement of goals section for the upcoming semester so please discuss this in your club meetings. This information will need to be compiled into an **End-of-Semester Report** that can be found online at the Club Sport Program website. Remember, these reports are important for providing justification for funding, if available, and should be turned in before the last week of the semester. Also, please provide an updated version of your Club Sport's constitution if applicable.

If a Club Sport does not provide the previously mentioned information in a timely fashion, it will be considered in-active. Please speak with the Director of Campus Recreation to reactive a club sport.

The following is a listing of the current Club Sports available at Columbus State University. If you would like to contact a specific club president, please see the webpage for up-to-date information.

Current Club Sports

- Club Sport **Bass Fishing** provides an opportunity for angler camaraderie and competition through National Guard FLW College Fishing. The primary purpose of the Bass Fishing Club Sport is to inform the campus about the sport of bass fishing, to provide opportunities for students to engage in a bass fishing Club Sport, to provide an opportunity for participating in competitive bass fishing at a collegiate level and to promote bass fishing and cooperation with other organizations on campus.
- The Club Sport Co-ed **Tennis** formed Fall 2008 as the first Club Sport at Columbus State University. There are currently 20 members and its membership continues to grow. It is an active member of USTA Tennis on Campus. The club was formed to create a social and competitive atmosphere through the game of tennis. The club meets twice a week for practice and has matches for beginners on Saturday. The team travels to compete against other universities in the southeast region. For more information, visit <http://campusrec.colstate.edu/ClubSportTennis.asp>.
- The Club Sport **Men's Soccer** is currently under formation.
- Club Sport **Tackle Football** is in its first season. They compete against other club teams as well as junior varsity. For more information, visit <http://campusrec.colstate.edu/tacklefootball.asp>.
- Club Sport **Ultimate Frisbee** is currently under formation.
- Club Sport **Women's Soccer** strives to provide an environment that will compliment the overall quality of all students' educational experiences. The purpose of the program is to provide opportunities for University student athletes to achieve academically and compete athletically and to encourage the pursuit of teamwork and commitment while helping to develop personal character.

This club became active Fall 2009. Each participant needs shin guards, cleats and socks. Other equipment will be provided. Dues are \$20 and cover jerseys, soccer balls and travel expenses. There are 15 women on the traveling team roster and 20 members total. The team competes as often as they can schedule and attend games. The games are played in two thirty-five minute halves with the traditional eleven players per team. The club will compete against NIRSA registered schools in the southeast region.

Practice is every Tuesday and Thursday at 8 p.m. on the intramural field. Players are asked to attend at least one practice a week.

- Club Sport **Wrestling** is designed to aid in the advancement and enjoyment of wrestling on a collegiate level. It is a great chance to experience, have fun and make new friends.

Club Sport Wrestling is open to any gender or age and no prior wrestling or athletic experience is required.

To Create a new Club Sport

The creation of a new club sport should be a student initiative. The success of club sports and their activities **strongly** depends on the commitment and involvement of the students in the Club Sport. Club members and officers should work in collaboration to achieve goals of running the organization and competing.

Go through the following steps to begin a new Club Sport at Columbus State University:

- Step 1: Be a student leader who is interested in creating, promoting and participating in the said Club Sport (by the way, it is a great résumé builder). Print out a copy of the Official Club Sport Handbook for reference.
- Step 2: Meet with the Director of Campus Recreation to discuss the proposed Club Sport considering equipment, interest from the student body and potential competitive/tournament play against other universities/colleges.
- Step 3: Hold a general interest meeting to find students interested in participating in the Club Sport (bring a sign-up sheet to keep in contact with interested players).
- Step 4: Submit an application to the Director of Campus Recreation (see the forms listed on this page).
- Step 5: Create a constitution with by-laws (including purpose, name of organization, dues/fees, officers and advisor. (See p. 53 of the *Columbus State University Student Handbook* for constitution guidelines.)

Note: In the past, Club Sports were chartered through Student Life. As of Fall 2009, Club Sports are petitioned to the Department of Campus Recreation for approval.

Publicity

The use of publicity for your Club Sport can be very important in finding new members, having successful fundraisers and informing non-participating students when they can watch competitions or tournaments. The Department of Campus Recreation will assist you in your efforts whenever possible.

If you would like an article to be written about your Club Sport (often times in relation to competitions or other achievements) email the current Graduate Assistant or *The Saber*, Columbus State University's student run newspaper. Contact information can be found on-line.

All flyers, posters, pamphlets, informational brochures, etc. must be approved by the Director of Campus Recreation prior to posting or distribution.

Additionally, the use of a Columbus State University logo must be approved through the Department of Public Relations prior to printing, usage or distribution. The logos may be found at http://csu.colstate.edu/csu_logos/.

Club Sports may use the Columbus State University name when referencing their organization (with the exception of referring to bank accounts). **When referencing a Club Sport, it should be written as “The Club Sport (your team here) at Columbus State University” not with Columbus State University leading the statement.** This prevents confusion with Intramural Sports as well as teams affiliated with the Athletic Department.

Organizational Forms

The following printer-friendly forms can be found on-line in association with this handbook:

- Membership Roster
- Semester Information
- End-of-Semester Report
- Accident Report
- Waiver of Liability

These forms should be submitted to the Director of Campus Recreation in a timely manner.

CHAPTER 3: PARTICIPANT WELLBEING

Health and Insurance

Participation in the Club Sport Program is voluntary. At times, some recreational sport activities can be strenuous while others may only be moderately arduous. The health of individuals participating in recreational sports is their own responsibility. Physical examinations or physician's approval is not required by the University in order to participate but it is strongly suggested that each participant be aware of his/her own physical limitations.

Columbus State University and the Department of Campus Recreation will not be held liable for injuries sustained by individuals participating in the Club Sports Program. All participants are advised to have proper medical coverage and accident insurance before participating. Accidents and injuries that occur during Club Sport competitions are documented and kept on file in the Campus Recreation office located in Woodruff Gym, room 106. The **Accident Report Form** may be found on-line at the Club Sport website and should be completed within 48 hours. All medical bills are the responsibility of the participant.

Accidents

It is highly recommended that Club Sport members, officers and coaches become familiar with basic first aid and have someone that is certified in First Aid and CPR/Automated External Defibrillators available at all times.

If an accident occurs, stop the activity right away. Do not move the participant as movement may cause further injury. **Contact the Club Sport coach immediately** along with any other necessary authorities, which may include dialing 911(EMS). If inside a facility, whether at 'home' or 'away,' notify the appropriate authorities at the host institution as well as Columbus State University's Director of Campus Recreation.

Following an accident, the Club Sport president **must** fill out a Club Sport **Accident Report**. This can be found with the other forms on the Club Sport website. It is recommended that this form be turned in within 48 of the accident or as soon as possible.

Safety

In terms of safety, teams should make every effort to be dressed appropriately for their Club Sport. This especially includes proper footwear that is appropriate for the activity. In dressing appropriately, outfits or uniforms should not be distasteful or offending.

Additionally, if the university is closed to due to inclement weather, all Club Sport games, practices and competitions will be cancelled and rescheduled.

Hazing

Columbus State University and the Department of Campus Recreation firmly look negatively upon hazing. It is defined as, “Any action taken or situation created, intentionally, whether on or off fraternity premises, to produce mental or physical discomfort, embarrassment, harassment or ridicule.”

Sanctions for such acts may be severe as administration will endorse the Student Rights and Responsibilities in accordance with University policy and the law respectively. Please see the *Columbus State University 2009 – 2010 Student Handbook* pp. 33 – 34 for more information.

Travel

Campus Recreation encourages competition in the Club Sports Program and will make every effort in assisting by hosting competitions or by helping students travel to a competition. Students of Columbus State University have an obligation to conduct themselves and their organization in a manner which upholds the University’s reputation. As most club sports will find traveling to be a necessity, this chapter will explain proper rules and safety regulations prior to, during and after traveling.

Before traveling to a destination, the Club Sport president must consult the Director of Campus Recreation. All matters of the trip should be considered including, but not limited to: meals, housing, chaperones, registration requirements and forms for traveling. The vehicle and driver used should be considered also (rental, university or personal vehicle).

If a van is needed for traveling to and from a competition (**not** practices) then you must find someone with the authority to drive Columbus State University vehicles. It is illegal to drive a state vehicle without completing the mandatory Driving Safety Training Course. Only Columbus State University employees are allowed this training so please speak with your coach and the Director of Campus Recreation.

While traveling and competing, please remember that your Club Sport is representing Columbus State University. Poor actions reflect negatively on your Club Sport team and on the institution as a whole. Campus Recreation encourages you to take pride in your Club Sport activities and Columbus State University and expects you to act appropriately.

Inappropriate conduct while participating in a Club Sport can jeopardize the club’s active and recognized status. Club Sport members who violate University policies will be subject to

disciplinary action. Any player who is removed for unsportsmanlike conduct will automatically be suspended from the game.

Travel Forms

The following forms can be found on-line in association with this handbook specifically for travel. All forms, with the exception of the Travel Expenditure form, should be completed prior to traveling and the aforementioned afterwards.

- Student Travel Application
- Student Activities Fund
- Release and Waiver of Liability
- Travel Expense