



# SAINT MARY'S COLLEGE CLUB SPORTS

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Policy and Procedures Manual  
Updated 09/02/2021

## MISSION STATEMENT

The Saint Mary's Club Sports program provides students with a unique opportunity to build, develop, and enhance their leadership, organizational, and management skills in a fun, safe, and supportive learning environment. Participants in Club Sports at Saint Mary's College involve themselves in competition, community, and building connections that enhance the Club Sports student-athlete experience at Saint Mary's College through the Department of Campus Recreation and the Saint Mary's College community.

## LEARNING OUTCOMES

1. Club Sport student-athletes will be able to develop life skills such as organization, work ethic, and communication", "all within a club/team environment.
2. Club Sport student-athletes will be able to build a community with those who have the same interest while maintaining a healthy and active lifestyle.
3. "Club Sport" Team leaders will "be able to" gain experience in serving others and representing the team/sport as a whole to the Campus Recreation", Saint Mary's College, Regionally, and Nationally."

## CONTACT INFORMATION

- Rebecca Harper, Senior Director of Campus Recreation  
[rebecca.harper@stmarys-ca.edu](mailto:rebecca.harper@stmarys-ca.edu)  
(925) 631-6296 - office
- Marty Storti, Executive Director of Recreation and Engagement  
[mstorti@stmarys-ca.edu](mailto:mstorti@stmarys-ca.edu)  
(925) 631-4781 - office
- Social Media  
Twitter- @SMCClubsports  
Instagram- @smccclubsports  
Facebook- SMC Club Sports  
YouTube- SMC Campus Rec  
Flickr- SMC Campus Recreation

# CLUB SPORTS LEADERSHIP TEAM

Important aspects of team leadership are outlined below.

- Communication
- Behavioral Standards
- Operations
- Travel
- Business
- Marketing

\*In the event that one leader is more knowledgeable in the areas listed below he/she can be assigned the task.

## **President:** *Communication, Behavior Standards & Business*

The President is the chief officer of each Club Sport. S/he is the primary contact and coordinator of all Club Sport activities.

1. Promote good sportsmanship on and off the field or court.
2. Check team emails and respond to inquiries.
3. Maintain a current list of emails and phone numbers for the club officers and members.
4. Remain aware of the club's financial status - income and expenses.
5. See that all club members have registered with IMLeagues and the Athletic Training office (if applicable).
6. Work with the Club Sports Leaders to prepare an annual budget.
7. Communicate with the National Governing Body(NGB)/League and attend required meetings and /or calls.
8. Order equipment and apparel with the Campus Recreation Office.
9. Maintain inventory control of club uniforms, equipment, etc.
10. Attend or send a representative to monthly/semester Club Sports meetings.
11. Ensure all required forms are completed by each member.
12. Implement proper disciplinary action procedures when necessary.
13. Hold monthly meetings with the Club Sport officers and Campus Recreation Staff, as well as semesterly meetings with the participants.
14. Notify the office of Campus Recreation of travel, fundraising, and program plans.
15. Submit semester facility requests by the designated deadline.
16. Supervise fundraising projects that are Campus Recreation approved.
17. Possess valid CPR/AED, First Aid certifications, and know emergency procedures.
18. Report alcohol, non-prescribed controlled substances, and hazing issues or concerns.
19. Notify the Club Sports office of changes in leadership.

## **Vice President: *Behavior Standards, Operations & Marketing***

- Promote good sportsmanship on and off the field or court.
- Determine the location of all Club Sports equipment and submit the inventory to the Campus Recreation Office.
- Communicate with Campus Recreation Marketing team about game schedules, results, flyers, social media, etc.
- Assist with scheduling games and special events.
- Assist with travel, transportation, lodging, and food.
- Assist Club Sports coaches/instructors.
- Arrange for officials, supervisors, and field lining when necessary.
- Develop criteria for Club Sport recognition/awards for membership approval.
- Possess valid CPR/AED, First Aid certifications, and know emergency procedures.
- Report facility/equipment issues to the attention of the Campus Recreation office.
- Report alcohol, non-prescribed controlled substances, and hazing issues or concerns
- Report incidents and accidents that occur at practice and/or games.

## **Treasurer: *Behavior Standards, Business & Travel***

- Promote good sportsmanship on and off the field or court.
- Prepare and monitor the annual budget.
- Submit bills, receipts, invoices, and any other financial reports to the Campus Recreation office.
- Ensure that all club members have paid their membership dues if required.
- Deposit funds (dues, fundraising income, etc.) to the Campus Recreation Office.
- Possess valid CPR/AED, First Aid certifications, and know emergency procedures.

## **Team Leader Election Process:**

- Each team is required to have these positions filled at the start of the school year and it is recommended that an election process is administered.
- Each team member on the roster needs the opportunity to cast a vote for the team leader positions.
- If leadership changes throughout the year, elections need to take place again.
- The Campus Recreation office will assist teams in the election process if necessary.
- It is recommended that all votes are anonymous.

Those leaders placed in positions prior to elections or by coaches need approval from the Campus Recreation office to be considered for the President, Vice President, and/Treasurer positions. Documentation of this may be requested at any time by the Department.

# COMMUNICATION

## Email

- Each Team has their own email. This email is the official communication for the team.
- Email and passwords are maintained by the Campus Recreation office.

mensclubsoccer@stmarys-ca.edu
womensclubsoccer@stmarys-ca.edu
womensrugby@stmarys-ca.edu
mensvolleyball@stmarys-ca.edu
womensclubvolleyball@stmarys-ca.edu
menlacrosse@stmarys-ca.edu
womenslacrosse@stmarys-ca.edu
mensclubbaseball@stmarys-ca.edu
coedclubtennis@stmarys-ca.edu
menswaterpolo@stmarys-ca.edu
womenswaterpolo@stmarys-ca.edu
mens-crew@stmarys-ca.edu
stunt@stmarys-ca.edu
cycling@stmarys-ca.edu
rodeo@stmarys-ca.edu

## Google Calendar and Docs

- Club Sport student-athletes are to use Google Calendars and Docs for business purposes.
- Shared access with the office of Campus Recreation is required.
  - o Example of forms: Budget, rosters, contact info, etc...

## Voicemail and Texting

- Club Sport student-athletes must provide a working phone number where messages and texts can be left.
- Text and voicemail will be used frequently to disseminate information to teams and groups. Student leaders are expected to pass along information to team members as necessary.

## NATIONAL GOVERNING BODY | LEAGUE CORRESPONDENCE

Each team is responsible for communicating with its National Governing Body (NGB) or League. It is the responsibility of the team leaders to update contact information regarding the Campus Recreation office, phone number, and email.

League Dues/Invoices need to be submitted to Campus Recreation at least 14 days prior to their due date, or immediately upon receiving. Campus Recreation staff will make all payments. Receipts need to be submitted to Campus Recreation immediately upon receiving.

Team Leaders are responsible for the following with the League or National Governing Body.

- Communication through email or phone (cc Phil and appropriate coaching staff)
- Attending Meetings or Conference Calls
- Send Updates to Games, Members, and Office information.
- Checking the League website for info and updates.

The Department mailing address must be used for any correspondence that is mailed.

Department mailing address:

Campus Recreation  
c/o "Club Sports Team"  
P.O. Box 3012  
Moraga, California 94575-3012

Department shipping address:

Attn: Rebecca Harper  
Campus Recreation  
c/o "Club Sports Team"  
1928 Saint Mary's Road  
Moraga, California 94556

# BEHAVIORAL STANDARDS

Club Sports student-athletes, club coaches, and volunteers are expected to uphold the highest standards of conduct at all times including travel. Club Sports Student-Athletes are expected to encourage responsible behavior, respect opponents/officials/fans, and promote good sportsmanship. Club Sports Student-Athletes are to function in a responsible manner. Club Sports Student-Athletes are to dress appropriately while representing the College/Team/Campus Rec. during any officially sponsored activity or during travel. All students, including Club Sports participants, are expected to follow the policies and procedures as outlined in the Saint Mary's College of California Undergraduate Student Handbook.

## **Club Sports policies and conduct expectations.**

- Club Sports Student-Athletes are not allowed to consume drugs or alcohol at any Club Sports sponsored activity or event.
- Club Sports Student-Athletes are not allowed to consume drugs or alcohol at any point in time while traveling.
- Alcohol is not permitted at any Club Sports activity or event. Exceptions may be applied for.
- Club Sports Student-Athletes are to abide by all state and local laws, and College policies and procedures, while both on and off-campus.
- Profanity, racial or sexist comments, or any other intimidating actions directed at officials, players, coaches or staff will not be tolerated. Concentrate on supporting your team and refrain from being negative to the opponent.
- The College strictly forbids the possession, use, or sale of illegal drugs and the use or possession of drug paraphernalia. Violation of this policy will result in disciplinary action based on the guidelines established in the Student Handbook.
- Enforcement will follow the guidelines established by the Student Handbook for violation of the College alcohol policy and/or an internal process overseen by Student Life and Campus Recreation Staff.

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***Saint Mary's College, the Division of Student Life, and Campus Recreation will not tolerate any form of hazing. Sanctions will reflect the serious stance the College is taking on hazing.***

**Education Code 32050** – As used in this article, hazing includes any method of initiation or pre initiation into a student organization or any pastime or amusement engaged in with respect to such an organization which causes, or is likely to cause, bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm, to any student or other person attending any school, community college, university, or other educational institution in this state; but the term "hazing" does not include customary athletic events or other similar contests or competitions.

**Education Code 32051** – No student or other person in attendance at any public, private, parochial, or military school, community college, or other educational institution, shall conspire to engage in hazing, participate in hazing, or commit any act that causes or is likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to any fellow student or person attending the institution.

**Education Code 32052** – Any person who participates in the hazing of another, or any corporation or association which knowingly permits hazing to be conducted by its members or by others subject to its direction or control, shall forfeit any entitlement to State funds, scholarships, or awards which are enjoyed by him, by her, or by it, and shall be deprived of any sanction or approval granted by any public educational institution or agency.

- Individuals involved in any action related to hazing may be immediately suspended from their Club Sports team. Additional sanctions may be instituted.
- The Club Sports team's operations may be suspended. Additional sanctions may be instituted.

### **Team Policies**

Each team may have their own policies and procedures developed by the coach and/or student leaders in addition to the previously stated resources. ***All policies or constitutions must be submitted to the Campus Recreation office prior to every school year for approval.***

Coaches and/or student leaders may not institute policies or procedures which contradict the spirit or literal meaning of those outlined in this manual.

### **Drug and Alcohol Statement**

Club Sports Student-Athletes, staff, and coaches are prohibited from consuming drugs or alcohol at any of their official team activities including competitions, trainings/practices, and travel.

### **Appeal Process**

For institutional sanctions, Club Sports student-athletes may follow the appeal process within the Undergraduate Student Handbook. For Club Sports team/department/coach sanctions, Club Sports Student-Athletes may submit a written appeal to the Executive Director of Recreation and Engagement within 7 days of the sanction.

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# OPERATIONS

These responsibilities encompass team rosters and waivers, practice and game schedules, game-day operations including setup and breakdown of facilities and equipment, and risk management.

## Eligibility

- Club Sports teams are open to any and all currently-enrolled Saint Mary's College students. However, due to various league or association affiliations, some Club Sports teams may have specific eligibility rules. If so, each team member must also be in good standing with that league or association in order to participate on a Saint Mary's Club Sports team.
- To be eligible, participant names must appear on the department's official roster on FusionIM. Participants must also be in good standing with Campus Recreation and Saint Mary's College. It is also the responsibility of the president of the club, or other members of the leadership executive team, to make sure all rosters are updated and submitted to appropriate leagues and governing bodies.

## Fusion IM

- All students participating on a Club Sports team must register their team through Fusion IMs.
- Information such as personal information and contact information must be thoroughly filled in order to be officially on the roster.
- The office of Campus Recreation will maintain the official roster.
- Students who decide not to continue to participate in a particular sport will be classified as inactive. Team Leaders are responsible to inform Campus Recreation of participants no longer on the team.

## Practice Schedules

- All practice schedule requests are to be emailed to the Club Sports Office prior to the start of each semester/term.
- Schedules will be approved, adjusted, or denied by Campus Recreation.
- Facility usage decisions will be prioritized by in-season sports, out-of-season sports, good standing status, and facility availability.

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## **Competition Schedules & Changes**

- Team Leaders or coaches are responsible to coordinate and communicate games schedules.
- League Scheduling must be prepared with a campus calendar in hand to avoid dead periods and Varsity Athletic conflicts.
- Scheduling changes must be approved by the League and Campus Recreation with a minimum of four weeks advance notice. Schedule changes less than 4 weeks notice require Campus Recreation approval. Factors in approval may include but are not limited to:
  - Field usage concerns
  - Ability to secure adequate staff
  - Other campus events on that date
  - Conflict with players class schedule
  - Conflict with Varsity Sports
- If a team participates in an unauthorized game, tournament or event, that team will be held responsible for costs and/or fees. Additional sanctions may be instituted against the coach and/or team.
- Blackout dates are as follows: Men's Basketball vs. Gonzaga TBD, Men's Home Rugby Games from 9am-5pm (subject to change), and any others deemed necessary by the department. The Department of Campus Recreation may lift any blackout dates due to special circumstances.

## **MISSED CLASS POLICY**

- Club Sports Student-Athletes are not allowed to miss class for Club Sports activities including practice and competitions. Exceptions may be requested to Campus Recreation.
- League scheduled competitions are not an exception to this policy. Communication with the league to change the date/time need to be made immediately to avoid any league penalties.

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## Facility Requests and Appropriate Usage

- Club Sports teams may request the use of College and Recreational facilities including fields, gymnasiums, pool, Club Sports Lounge, Briones Reservoir, classrooms, Soda Center, and/or any other athletic, recreational, or academic facility. In some cases, exclusive use may not be guaranteed. All recreation center facilities outside or normally scheduled practices and competitions can be reserved on the following link or contacting Jay Callis at [jwc8@stmarys-ca.edu](mailto:jwc8@stmarys-ca.edu):  
[Campus Recreation Facility Reservation Request](#)
- All requests for facilities outside the recreation center must be coordinated through the Campus Recreation Office.
- Field use may be canceled if the facility is unsafe or otherwise not playable.
- A Club Sports team must cancel an event if the weather and/or field conditions are poor, or if the facility or participants are at risk.
- Report any field hazards immediately to the office of Campus Recreation.

## Van and Golf Cart Requests

Club Sports teams may request use of school vans and golf carts through the Department of Campus Recreation. In order to drive vans, submit the student driver form and your valid driver's license to Facilities. Approval to drive may take up to two weeks, or longer. All requests must be made with the office of Campus Recreation. Students that are not cleared to drive with facility services and the college may NOT drive to a school or club sport sanctioned event of any type.

## Work Orders

- Club Sports teams are responsible for requesting Work Orders to the office of Campus Recreation.
- All work orders must be submitted a minimum of two weeks advance notice.
- All Work Orders submitted to the campus facilities department can only be completed by the Department of Campus Recreation. Work Orders for lining fields must be accompanied by a detailed drawing, with all measurements and orientations clearly marked. If possible, use an official diagram provided by your sport's governing body.
- Work Orders for equipment such as tables and chairs should have exact locations clearly marked.
- Please allow 10-14 business days for the Facilities or Conference Services department to schedule and complete the Work Order request.
- Unauthorized, inappropriate, or excessive Work Orders may be canceled without notice.

## Competition Set-Up and Clean-Up

As the host of home competitions, Club Sports teams are responsible for the set-up and breakdown of the facilities used.

- Campus Recreation Operations Staff may be present at home games to help with the setup and breakdown process.

- All equipment must be picked up, put away properly and locked up if necessary.
- All garbage must be picked up by the team after the competition.
- Equipment that Facilities will pick up can be left in an orderly manner at the facility.

**Injury Management Plan**

- Team Leaders are required to know and follow the emergency procedures established for Club Sports as outlined in the Club Sports Manual.
- Campus Recreation strongly encourages each participant to receive a medical or orthopedic physical exam prior to the season.
- Club Sports Athletes who sustain an injury will contact the Health and Wellness Center (631-4254) and Campus Recreation Administration.
- Club Leaders are responsible for reporting Club Sports Athletes injuries, using the incident report form, to the Campus Recreation Administration. Club Leaders are also responsible for communicating updates on the injury.
- Off-campus injuries during competitions should be treated by medical services provided at the site or referred to the nearest emergency room. An Incident Report must be filled out and submitted to Campus Recreation Administration.
- Club Leaders are responsible to text or email Campus Recreation Administration immediately following any serious injury.

**Emergency Procedures (Life Threatening)**

Public Safety is the first line of care for all Club Sport injuries.

<b>Step 1</b>	<b>Call P-Safe at 925-631-4282 and notify them if EMS, Fire, or Police is needed</b>
<b>Step 2</b>	<b>Provide Emergency Care (if trained)</b>
<b>Step 3</b>	<b>Contact Campus Recreation Staff: Phillip DeTonnancourt Club Sport Supervisor on Duty</b>
<b>Step 4</b>	<b>Fill out an Incident Report and submit it to Campus Recreation Administration</b>
<b>Step 5</b>	<b>Follow-Up with participant(s), coach, team, and Campus Recreation Administration</b>

# EMERGENCY ACTION PLAN

## In case of a Medical Emergency...

- Call Public Safety: Campus Phone: x 4282 Cell Phone 925-631-4282
- Speak slowly and calmly
- State your name/position (i.e. "My name is \_\_\_\_\_ , I am a Men's Club Soccer Player)
- State your location (i.e. "I'm at the Turf Field")
- State the nature of the accident/incident
- Dispatcher will give you information or put you on hold
- **Don't hang up** until after the dispatcher hangs up

## EMERGENCY STEPS (Trained Rescuer)

- Survey the Scene
- Tap and Shout "Are you OK?"
- No response call 911(P-Safe)
- Look, Listen and feel for breathing
- Look for severe bleeding
- Begin CPR
- Have teammates control bystanders and look out for p-safe and emergency personnel.

## Providing Appropriate Care:

Follow basic precautions:

- Avoid contact with blood and other body fluids.
- Use protective equipment, such as disposable gloves and breathing barriers.
- Wash your hands before and after giving care.

## **WHEN DO I CALL 911? (P-Safe 925-631-4282)**

1. When the victim is unconscious.
2. When emergency care is given:
  - a. CPR
  - b. AED
3. Sudden Illness:
  - a. Diabetic Emergency
  - b. Seizure
  - c. Stroke
  - d. Allergic reaction
  - e. Poisoning
4. Wounds:
  - a. Internal Bleeding
  - b. Heavy external bleeding
  - c. Injuries to the eye, mouth or teeth
  - d. Severed Body Parts
  - e. Emergency Childbirth
5. Burns:
  - a. Victim is having difficulty breathing.
  - b. Burn covers more than one body part.
  - c. Burn on the head, neck, hands, feet or genitals.
  - d. Burn on a victim with a serious medical condition.
  - e. Burns from chemicals, explosions or electricity.

### **Continue giving care until:**

- EMS arrives.
- Another trained rescuer takes over.
- You are too exhausted to continue.

### **Documentation**

- Fill out accident/incident form ([Club Sport Website](#))
- Write down any factual information you remember
- Do not give patron information to media, direct to manager

### **After the Emergency**

- Notify Campus Recreation staff about the incident.
- All equipment must be properly put back (if applies)
- Post Traumatic Incident stress

### **Off Campus Emergency Action Plan**

- Call 911
- Communicate to Beckie or Marty ASAP

## **Property Damage**

- If on campus property damage occurs, file a report with Public Safety (x4282).
- Leave a note on the damaged property including your full name and phone number.
- Inform the office of Campus Recreation sending an email description and photos. Completed incident report form as an email attachment.

## **Insurance**

- While participating in Club Sports at Saint Mary's College of California, your personal Health Insurance Carrier is the principal insurance used. This will also be submitted and documented on FusionIM.
- All full-time students are covered by a secondary insurance policy that protects you while on campus and when you attend college-sponsored activities. Any loss or injury resulting from drug or alcohol use is not covered.
- Any Club Sports team-related insurance claims should be directed to the Health & Wellness Center.

## **Athletic Training Services**

- Usage of the Training room will be determined by a case by case basis, league requirements, and with Campus Recreation making final approval.
- Any club sport may have training services should they decide to pay out of the team budget for the cost of the services.
- Men's and Women's Rugby, Men's and Women's Lacrosse, and Stunt are to do baseline concussion testing. Dates and times will be coordinated with team leaders and Phillip DeTonnancourt.

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**PART B: EMERGENCY RESPONSE**

Public Safety Contacted: Yes No      Emergency Medical Services Contacted: Yes No  
Responding Officers Name: \_\_\_\_\_  
First Aid Performed: Yes No      If YES, By Whom: \_\_\_\_\_  
What Type of Care Was Provided: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

After Accident/Incident, Member... (select option below)

- Was transported by EMS       Left by themself
- Left facility with Emergency Contact or Friend       Stayed in the facility
- Was escorted out by P-Safe or Campus Rec Staff       Warned & stayed in facility

**PART C: WITNESSES**

Witness: \_\_\_\_\_ Phone Number: (\_\_\_\_) \_\_\_\_-\_\_\_\_  
Comments: \_\_\_\_\_  
Witness: \_\_\_\_\_ Phone Number: (\_\_\_\_) \_\_\_\_-\_\_\_\_  
Comments: \_\_\_\_\_  
Witness: \_\_\_\_\_ Phone Number: (\_\_\_\_) \_\_\_\_-\_\_\_\_  
Comments: \_\_\_\_\_

**PART D: REPORT COMPLETED BY**

Name (First & Last): \_\_\_\_\_  
STU: \_\_\_ FAC/STA: \_\_\_ Campus Rec Staff: \_\_\_ Phone Number: (\_\_\_\_) \_\_\_\_-\_\_\_\_  
Facility Supervisor on Duty: \_\_\_\_\_ Signature: \_\_\_\_\_

**PART E: MANAGEMENT USE**

Report Received By: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_  
Follow-up with Incident: YES NO  
Notes From Follow-up: \_\_\_\_\_  
\_\_\_\_\_  
Follow-up with P-Safe (Include Report Number): \_\_\_\_\_  
\_\_\_\_\_

# LOGOS & APPAREL

## SMC Logo and Gael Font Use

- Only approved Club Sports can use the SMC Athletic Logo. This logo may not be altered in any way, shape or form.
- Campus Recreation Office must review any and all use of the logo prior to any use and has a list of approved vendors to purchase items.

## Apparel

- It is recommended that apparel purchases are Under Armour, but it is not required.
- All funds need to be collected prior to any orders being placed.
- Allow 8 - 12 weeks for delivery. This is subject to change due to inventory of equipment and sizes of orders.
- Team Leaders will need to meet with staff to order apparel. All information needs to be collected prior to meeting with the Campus Recreation office (Funds, Size, Type, Color, Style #, Embroidery, Screen-print, & design).

# TRAVEL & TRANSPORTATION

The primary concern of the Department of Campus Recreation regarding travel is the safe transportation of team members to official off campus college events.

## Travel Planning Procedures

- Submit proposed away games and travel dates at the beginning of the semester via the google form provided on the Campus Recreation website.
- Work with the Campus Recreation office to make any travel arrangements (flights, buses, vehicle rentals, and lodging approved by the department). Allow appropriate time to arrange accommodations.
- All Club Sport student-athletes must travel to and from the contest together.
- Any Club Sport student-athletes wishing to stay after a game to spend time with their family may do so, with written permission/communication from player, coach, or family member to Campus Recreation. This should include dates, times, places, and who the player is staying with.
- A coach or an approved SMC staff member must accompany the team during travel.
- All travel-related expenditures must be pre-approved by Campus Recreation.
- Any expenditure that is not pre-approved and without proper receipt documentation will not be reimbursed.
- Club Sports teams are financially responsible for their own meals and incidental expenses when traveling.

- Any unauthorized travel may result in suspension from practice and/or future competitions.

## **Elective (Non-League) Travel**

- All non-league, elective traveling needs approval.
- Participants must each pay (dues) to go on an elective trip.
- The amount per player is determined by calculating the total cost of the trip, including entry fees, lodging, transportation and then divided equally among traveling players.
- No travel arrangements, reservations, purchases or bookings of any kind will be made for elective trips until all money has been received, or a proposal of payment is submitted to the department.
- Submit any necessary purchase requests with at least two weeks to process.
- If airplane flights are involved, arrangements must be made 30 days in advance.

## **Transportation Policies**

- Club Sport student-athletes may carpool using their personal vehicles:
  - All Drivers must submit a drivers form to Campus Recreation every year in an appropriate time manner. All drivers must be cleared by SMC in order to drive to and from a Club Sport event, practice or competition
  - Preferred Driving Time: After 6:00am and Before 12:00am.
  - Gas reimbursements need to be collected through dues.
- Trips such as Humboldt, Santa Cruz, and any other designation determined by Campus Recreation are required to have a bus (professional driver), and will be determined on a case by case basis.
- Drive safely and obey all state and local laws or ordinances, including the wearing of seat belts.

## **Lodging/Hotel**

Hotel arrangement and overnight lodging will be determined by the following factors.

- Location and distance it takes to arrive at an opponent's site.
- Time of game with adequate warm-up time.
- Funding resources not acquired through Campus Recreation.
- Safety and environment of lodging facility (needs approval from Camps Recreation).

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## **Travel Conduct**

Each head coach is responsible for the conduct and the image projected by Club Sport student-athletes (including curfew and dress code) from the time they meet on campus to the time they return to campus.

- All Club Sports participants and all members of the traveling party must be knowledgeable of their responsibilities while traveling. They must abide by all laws and College regulations, and conduct themselves in a manner reflecting the high standards of the Club and Saint Mary's College.
- Athletes will not be permitted to travel if they do not meet the eligibility requirements (academic, social and/or medical) of the College and/or the sport's governing body.

# **BUSINESS**

## **Finance Overview**

- All expenditures must go through the process outlined in Business Office External Purchasing policies.
- All Club purchases must be done by Campus Recreation.
- Any expenditure that is not pre-approved and without receipts may not be reimbursed.
- Gift Cards for volunteers and Coaches are not approved by the College.

## **Payment for Outside Staff/Contracted Services**

- The office of Campus Recreation is responsible to handle any persons who provide services to the college (coaches, referees, and other personnel).
- Team Leaders or coaches are not authorized to hire any person or to enter into any contracts/agreements.
- All contracts must go through the office of Campus Recreation. This includes, but is not limited to, facilities, buses, specialized training, and so forth.

## **Reimbursements**

- Reimbursement approvals will be determined by the Department of Campus Recreation. Any expenditure that is not pre-approved may not be reimbursed. Reimbursements will come from team dues collected throughout the school year.
- Reimbursements that are approved, original receipts must be turned into the office of Campus Recreation. If no receipts are turned in, no reimbursement may be granted.
- Expense Report that is properly filled out and signed is required. Available on Club Sports Website [Club Sports Website](#)
- Allow 4- 6 weeks for processing.

## Team Expenses

- Staffing (coaches salaries, officials, judges, & trainers)
- League Dues & Fees (local, regional, national dues and league required tournaments and entrance fees).
- Team owned Equipment and Uniforms
- Reimbursements (with receipts)

\*A portion of dues collected is allocated to team expenses to provide sustainability.

## Individual Expenses

Expenses that benefit participants must be paid for through dues or fundraising.

- Non-League Travel, Transportation & Lodging
- Participant-owned apparel, equipment and uniforms
- Awards and Banquets
- Unexpected costs.

## Budget

A budget plan for the year allows each team to plan and organize effectively.

A team budget should include:

### Expenses

- Staffing (officials and trainers for any proposed home games and/or tournaments)
- League Dues & Fees (local, regional, national dues and tournament and entrance fees)
- Equipment (club or participant owned)
- Travel (league and non-league)
- Player Reimbursements
- Playoff Costs
- Uniforms (club or participant owned)
- Apparel (club or participant owned)
- Operations
- Awards
- Banquet/Special Events
- Team BBQ, snacks and/or drinks

### Revenue

- Fundraising
- Dues
- Donations

***Visit your team email for your budget template:***

1. Log on to team email (*ex: mensclubbaseball@stmarys-ca.edu*)
2. Click on the square icon in the top right corner (3rd from the right)
3. Once you are in Drive, click on “Shared with me” located in the left column of the page
4. Open your team’s budget template (*ex: Men’s Baseball google sheet*)

## **Club Dues**

Club Dues are non refundable and are determined by the budget expenses that are not covered by the Campus Recreation Department. It is required that club dues cover any projected purchases of participant owned apparel, uniforms or equipment, as well as any projected elective travel expenses. Team leaders are responsible to input and review information about dues collected.

In the case of financial hardship, dues can be paid through a payment plan or other arrangement, as agreed upon by the office of Campus Recreation.

## **Inventory Procedures**

All items purchased through team expenses are property of Saint Mary’s College. All such club-owned items are to be stored at the Joseph L. Alioto Recreation Center. Each team President, or executive team, is required to maintain accurate inventory. Club Sport student-athletes will be charged and a hold on their account may take place, if items checked out are not returned. Please see Club Sport Uniform Agreement, and make sure that all active roster participants sign and submit the agreement. All agreements need to be turned in to the Director of Recreation Programs, prior to the first competition of the season.



# Club Sport Uniform Agreement

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I understand I am being issued an SMC Campus Recreation Club Sport uniform to wear while competing in club sport competition and that this uniform is being provided to me free of charge. The uniform must be returned in an acceptable and clean manner at the end of my club sport participation (seasonally) with either my club sport leadership or Campus Recreation. Damage or lost uniforms are my responsibility to replace.

If I resign or I am terminated from my position(s) and I do not return the uniform, my signature below authorizes SMC Campus Recreation **to bill my student account for the cost of my uniform:**

- **\$50-\$150 (depending on the sport and uniform costs)**
- 

Name: \_\_\_\_\_

Club Sport: \_\_\_\_\_

**Item(s) I have been issued:**

- Uniform (Jersey Top) XS \_\_\_\_\_ S \_\_\_\_\_ M \_\_\_\_\_ L \_\_\_\_\_ XL \_\_\_\_\_ XXL \_\_\_\_\_
- Uniform (Bottom) S \_\_\_\_\_ M \_\_\_\_\_ L \_\_\_\_\_ XL \_\_\_\_\_ XXL \_\_\_\_\_

Issue Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Signature: \_\_\_\_\_

# MARKETING

## Overview

All information about team events, players, schedule, etc. must be turned in to Campus Recreation Administration, Phil Detonnancourt and Erin Davis.

## Advertising

All flyers and posters need to be approved by the office of Campus Recreation and must be appropriately stamped.

- Only post fliers in designated areas, as shown on the College's "Posting Locations" map.
- Use only blue painters' tape when hanging posters.
- All requests will require a Marketing Request Form to be turned into Campus Recreation Administration.
- Please allow approximately 2-4 weeks for any poster or flyers to be created.

Campus Recreation Marketing team is available to facilitate design and delivery. Please contact Assistant Director of Rec Marketing Erin Davis. Email: [ed12@stmarys-ca.edu](mailto:ed12@stmarys-ca.edu) Office Ext: 925.631.6297

Any posts about specific team information/events must be approved prior to posting to keep with the overall theme of other Campus Recreation pages. This template will be provided to all designated social media chairs for each team.

## Website

All website content is done by the office of Campus Recreation, but it is the responsibility of the team leaders to provide the Marketing team with accurate information.

The following information is welcomed and requested from students, parents and alumni:

- News stories: game previews, event previews and reviews, game stories
- Photographs: digital format
- Game photographs/ "action" shots
- Team events or alumni gatherings

## Social Media

Each club is approved and encouraged to use social media as long as these standards are being met. Representation of a team, department or college is in good taste and presents no danger to others. In the event that a social media post/picture presents a negative context of the club, department or College, the team or individuals will be dismissed and the club will fall into an inactive status. Any personal post/picture demonstrating acts that are not following the Club Sport Code of Conduct while representing the team (function, event, game, wearing uniforms, etc), will be cause for dismissal of the team.



\*If the team does not have designated social media page/is run by appointed individual, team page will be run by Erin Davis

## **Competition Reports**

Team leaders are responsible to report competition summaries to the Marketing team representative, Club Sport Coordinator, Phil DeTonnancourt, or any appropriate Club Sport personnel. This report must be done at least 2 hours after the game. Please include the following information:

- Date & Time of Game
- Opponent & Place of competition/competitions
- Win or Lose
- Score
- Details on points, possession, penalties and infractions.
  - Who, What, When and how it impacted the outcome.

## **Public Relations**

Attendance to campus events is highly recommended. Attending these events increases the recruitment efforts for prospective participants.

- Leadership Training Week
- WOW Pool Party
- WOW Movie Night
- First Year Olympics
- Fall Involvement Fair
- Spring Involvement Fair
- NIRSA DAY
- Fall Frenzy
- NIRSA DAY
- JARC Birthday Celebration
- NCAA Athletic Events
- Club Sport home games

Team Leaders should respond to student inquiries in a timely manner. Every effort should be made to educate the entire campus about the opportunities that your team can provide.

Club Sport student-athletes are also expected to be active and visible on campus, and will be asked to represent their Club Sports teams and Campus Recreation at official College events. These events may include the Mass of the Holy Spirit, College Convocation, De La Salle Week events, Fall Preview Day and/or other events as deemed appropriate.

## **Alumni Correspondence**

It is of the utmost importance to maintain communication with alumni, year after year.

- Each Club Sports team should have a database with alumni contact information.
- Club Sport Student Leaders should make every effort to ensure that alumni are personally notified of the team's current schedule, fundraisers, and special events each year.
- Your team may choose to communicate with alumni through the website, email, snail mail, and/or personal phone calls.

Continued on the next page...

# HOW TO START A NEW CLUB SPORTS TEAM

Campus Recreation will support any effort to form a new Club Team that fits within the Mission of the College.

## Criteria

- Student Interest.
- Meets the minimum number of players needed for competition, or a number deemed appropriate by the department of Campus Recreation.
- A League or National Governing Body and competition against other colleges and universities for local, regional and national championships.
- A non-student supervisor who is appropriately trained and/or certified in the sport.
- A business plan, including all projected expenses.
- A facility usage plan.
- The ability to operate within the boundaries of sound risk management as determined by the Department of Athletics and Recreation.

## Process

- Meet with the Office of Campus Recreation
- Provide a list of interested participants - signed document.
- Provide an annual budget plan that includes expenses and revenue.
- Provide a fundraising plan.
- Practice schedule.
- Provide information on the league, including current contact information.
- Participants may need to participate in the activity as an intramural event to ensure interest numbers are consistent with participant numbers.
- Become familiar with the information in both the Student Handbook and the Club Sports Program Manual.
- After receiving approval by the office of Campus Recreation, the club is eligible for probationary membership in the Saint Mary's Club Sports Program.
- Based on the financial status
  - Founding club members will be asked to fully financially support their new team during its probationary membership in the Program.
  - During probationary membership, the new team will be expected to demonstrate an understanding of all policies pertaining to the Club Sports Program.
  - This probationary period is determined by the office of Campus Recreation and may take up to approximately 3 years.
- Regular meetings with the office of Campus Recreation are required.
- A new club must demonstrate sustainability in participants, funding sources, commitment, leaders, communication, interested students at all times.