Mission Statement
The Saint Mary’s Club Sport program provides students with a unique opportunity to develop leadership, organizational and management skills in a fun, safe and supportive learning environment. Club Sports at Saint Mary’s College encourages participation, socialization, and competition that enhances experiences in aspects of health and fitness.

Learning Outcomes
1. By participating in Club Sports, students will be able to develop life skills such as organization, work ethic, and communication all within a club/team environment.
2. Club Sport participants will be able to build a community with those who have the same interest while maintaining a healthy and active lifestyle.
3. Team leaders will gain experience in serving others and represent the team/sport as a whole to the Campus Recreation Department.

Contact Information
● Rebecca Harper, Assistant Athletic Director for Campus Recreation
  rebecca.harper@stmarys-ca.edu
  (925) 631-6296 - office
  (925)-548-8027 - cell

● Scott Ohlendorf, Director of Recreation Programs
  sco3@stmarys-ca.edu
  (925) 631-4894 - office
  (858) 442-4477 - cell

● Marty Storti, Associate Director of Athletics for Admin and Recreation
  mstorti@stmarys-ca.edu
  (925) 631-4781 - office
**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 given that task.

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

The President is the chief officer of each Club Sport. She/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 email 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 Sport Leaders to prepare an annual budget.
7. Communicate with National Governing Body/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 Sport 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 semesterly meetings with the participants.
14. Notify the office of Campus Recreation of travel, fund raising and program plans.
15. Submit semester facility requests by the designated deadline.
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 Sport 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 Sport equipment and submit 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 Sport coach/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 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, fund raising 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 position 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 you in the election process if necessary.
- It is recommended that all votes are anonymous.

Those leaders placed in positions previous to elections or by coaches need approval from the Campus Recreation office to be considered for the President, Vice President and/Treasurer. positions.
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.

<table>
<thead>
<tr>
<th>Email Address</th>
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<tr>
<td><a href="mailto:mensclubsoccer@stmarys-ca.edu">mensclubsoccer@stmarys-ca.edu</a></td>
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Google Calendar and Docs

- Student leaders are encouraged to use Google Calendars and Docs for business purposes.
- Shared access with the office of Campus Recreation is required.
  - Example of forms: Budget, rosters, contact info, etc...

Voicemail and Texting

- Student leaders 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.
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.

Payments, Invoices and/or League Dues need to be emailed/delivered to the Campus Recreation office within 14 days of payment being made. Credit Card payments are preferred over check requests.

Team Leaders are responsible for the following with the League or NGB.

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

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

Department mailing address:
Recreational Sports
c/o “Club Sports Team”
P.O. Box 3012
Moraga, California 94575-3012

Department shipping address:
Attn: Scott Ohlendorf
Recreational Sports
c/o “Club Sports Team”
1928 Saint Mary’s Road
Moraga, California 94556
Behavioral Standards

Participants are expected to uphold the highest standards of conduct at all times. 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.

All Club Sports participants are required to follow the policies listed below.

Club Sports Code of Conduct

- Function in a mature and responsible manner, both on and off campus, in all club-related activities in accordance with the Club Sports Program Manual and the student handbook and consistent with living in a respectful community.
- Meet acceptable standards of dress and decorum when participating in an event, contest or function, or traveling to an away contest.
- Represent himself/herself and the College in a manner that exemplifies the highest qualities and standards of conduct.
- Abide by all state and local laws, and College policies and procedures.
- Observe all state and local traffic laws and regulations while in transit to and away from official team or College events held off-campus.
- Promote good sportsmanship
- Support all participants in a positive manner
- Encourage responsible behavior
- 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.
- Alcoholic beverages, illegal drugs and tobacco products are not permitted on or around intramural, athletic, and recreational facilities (fields, gyms, boathouse, and pools).
- Consumption of alcohol, use of tobacco products or any illegal substance in connection with any officially sponsored activity, contest, or trip is prohibited. Recreational Sports must approve exceptions related to alcohol in conjunction with the Saint Mary's College Alcohol Policy.
- 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 Athletics and Recreation Staff.

Saint Mary's College and the Department of Athletics and 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 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.

Alcohol Statement
Club Sports coaches and participants must understand that consumption of alcohol or illegal substances in connection with any officially sponsored activity, contest, or trip is prohibited. When traveling, the coach or chaperone is responsible for enforcing this policy to the traveling party.

Failure to follow the Club Sport Code of Conduct will affect “good standing” of the team and/or participant.

Appeal Process
For institutional sanctions, Club Sports participants may follow the appeal process within the Undergraduate Student Handbook. For Club Sports team sanctions, participants may submit a written appeal to the Associate Director of Athletics for Administration in a reasonable amount of time.
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 official roster, in the Club Sports Office as well as be registered in IMleagues.com. Participants must also be in good standing with Campus Recreation and Saint Mary’s College.

IMleague.com: Waivers & Rosters
- All students participating on a Club Sports team must register their team through IMleagues.com.
- 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 schedules are to be submitted as soon as possible at the beginning of each semester through email.
- Schedules will be approved, adjusted, or denied by the office of Campus Recreation.
- Facility usage decisions will be made according to in-season sports, out-of-season sports, and facility availability.
**Competition Schedules & Changes**
- Team Leaders or coach is responsible to coordinate and communicate games schedules.
- League Scheduling must be prepared with a campus calendar in hand to avoid dead periods.
- 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
- If a team participates in an unauthorized game, tournament or other event, that team will be held responsible for any and all costs or fees. Additional sanctions may be instituted against the coach and/or team.

**MISSED CLASS POLICY**
- No Club Sports participants will be excused from a class or class activity in order to participate in a competition, nor to travel to a competition that is scheduled by the team.
- League Scheduled competition dates that conflict with class schedules need to be adjusted if fines are not included.

**Facility Requests and Appropriate Usage**
- Club Sports teams may request the use of College facilities including fields, gymnasiums, the pool, Briones Reservoir, classrooms, Soda Center, and/or any other athletic, recreational, or academic facility. In some cases, exclusive use may not be guaranteed.
- All requests for facilities must be coordinated through the Campus Recreation Office.
- Field use may be cancelled 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 Facilities. In order to drive vans, submit the employee form and your valid driver’s license to Facilities. Approval to drive may take up to two weeks. All requests must be made with the office of Campus Recreation.
Work Orders
- Club Sports teams are responsible for submitting work orders to the office 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 ample time for Buildings and Grounds 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 their home competitions, Club Sports teams are responsible for the set-up and breakdown of the facilities they use.
- 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 Responsibility & Reports
Campus Recreation strongly encourages each participant to receive an orthopedic physical exam prior to the season.

Off-campus injuries during competitions should be treated by medical services provided at the site or referred to the nearest emergency room. An Injury Report must be filled out and submitted as outlined below.

Team Leaders are required to know and follow the emergency procedures established for Club Sports as outlined on the following page.

In the case of injury, the team representative for Operations is responsible for submitting a completed Injury Report form to the office of Campus Recreation. Form can be found online:
https://docs.google.com/forms/d/1sfqydtmGcb9Wc-Ydk8P3cb5pdXnVCpFcYpq0EUP4SyA/viewform
**Emergency Procedures (Life Threatening)**
The Athletic Trainer (Office) is the first line of care for all Club Sport injuries.

| STEP 1 | Call 911/ 631-4282 (p-safe)  
Contact Emergency Services: Athletic Training, Public Safety, EMS, Fire, or Police |
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<tr>
<td>STEP 2</td>
<td>Provide Emergency Care (if trained)</td>
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</table>
| STEP 3 | Contact Campus Recreation Staff:  
Rebecca Harper  
Scott Ohlendorf |
| STEP 4 | Submit Documentation                                                            |
| STEP 5 | Follow-up with Participant, Coach and Team                                       |

For minor injuries while on-campus, contact the Athletic Training Office or Health and Wellness Center (631-4254).
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 Lifeguard”)
- 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

**Victim Rescue:**

1. Passive: Maintain open airway, start CPR & use AED
2. Spinal: Provide in-line stabilization, monitor victims breathing.
3. Prepare victim’s chest for AED use.
4. Call Public Safety
5. Grab Emergency Equipment: AED, Backboard & First Aid
6. Control Bystanders.
7. Look for P-Safe and Emergency personnel.
Providing Appropriate Care:
A. Follow basic precautions:
   · Avoid contact with blood and other body fluids.
   · Use protective equipment, such as disposal gloves and breathing barriers.
   · Wash your hands before and after giving care.

Calling 911 (P-Safe 925-631-4282)
A. When the victim is unconscious.
B. When emergency care is given:
   · Rescue Breathing (Child or Infant Only)
   · CPR
   · AED
C. Sudden Illness:
   · Diabetic Emergency
   · Seizure
   · Stroke
   · Allergic reaction
   · Poisoning
D. Wounds:
   · Internal Bleeding
   · Heavy external bleeding
   · Injuries to the eye, mouth or teeth
   · Severed Body Parts
   · Emergency Childbirth
E. Burns:
   · Victim is having difficulty breathing.
   · Burn covers more than one body part.
   · Burn on the head, neck, hands, feet or genitals.
   · Burn on a victim with a serious medical condition.
   · Burns from chemicals, explosions or electricity.

Continue giving care until:
· EMS arrives.
· Another trained rescuer takes over.
· You are too exhausted to continue.
· You see signs of life.

Documentation
· Fill out accident/incident form
· Write down any factual information you remember
· Do not give patron information to media, direct to manager

After the Emergency
· Notify manager about incident and confirm re-opening of pool
· All equipment must be properly put back (if applies)
Operations Continued...

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. 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.
- 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
- The Athletic Training Room and staff access is available for all club sport participants.
- Proper registration and necessary concussion testing must be done prior to any participation.
- Men’s Lacrosse, Men’s Rugby and Women’s Rugby are required to do concussion testing and have an athletic trainer (certified and/or student) at all contests.
- Expectation is that appropriate coverage will be provided by the home team.
- Games or events requiring an athletic trainer must be clearly marked on the proposed game schedule.

Logos & Apparel

Logo 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 use of the logo prior to any use.

Apparel
- It is recommended that apparel purchases are Adidas, but it is not required.
- All funds need to be collected prior to any orders being placed.
- Allow 8 - 12 weeks for delivery.
- 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 Athletics and 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.
- Work with the Campus Recreation office to make any travel arrangements (flights, buses, vehicle rentals, and lodging).
- All Club Sports participants must travel to and from the contest together.
- Any Club Sports participant wishing to stay after a game to spend time with their family may do so, with written permission from the Head Coach and Campus Recreation.
- 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 will not be reimbursed.
- Fuel expenditures may 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 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.
- Submit any necessary purchase requests with at least two weeks to process.
- If airplane flights are involved, arrangements must be made 30 days in advanced.

Transportation Policies

- Club Sports participants may carpool using their personal vehicles:
  - All Drivers must be cleared with the campus.
  - Preferred Driving Time: After 6:00am and Before 12:00am.
  - Gas reimbursements need to be collected through dues.
- Buses, with professional drivers, must be used for trips determined by the Campus Recreation office (Typically, more than 2 hours away or Santa Cruz).
- Trips to Humboldt are required to have a bus (professional driver).
- 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 opponents site.
- Time of game with adequate warm-up time.
- Funding resources not acquired through Campus Recreation.

Travel Conduct
Each head coach is responsible for the conduct and the image projected by Club Sports participants (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.
- The use of alcoholic beverages, illegal substances or tobacco products by team members, coaches and other members of the traveling party at any time during travel is prohibited.
- 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 the office of Campus Recreation.
- Any expenditure that is not pre-approved may not be reimbursed.

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 personnel 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
- Any expenditure that is not pre-approved may not be reimbursed.
- Original receipts must be turned into the office of Campus Recreation.
- Expense Report that is properly filled out and signed is required.
- 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

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

Individual Expenses
These are expenses that will benefit current participants. Teams must raise money through fundraisers or club dues to cover these costs.
- Non-League Travel, Transportation & Lodging
- Participant-owned apparel, equipment and uniforms
- Awards and Banquets
- Unexpected costs the department is unable to cover.
**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)
- 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:* (Shared with Me > “Name” Team Budget)
Team Leaders are required to keep this template up to date with accurate information.

**Club Dues**
Dues 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 in Madigan Gym. Each team President is required to maintain accurate inventory. Participants will be charged if items checked out are not returned.
Marketing

Advertising
All flyers and posters need to be approved by the office of Campus Recreation and stamped by Student Involvement and Leadership (SIL).

- Only post fliers in designated areas, as shown on the College’s “Posting Locations” map.
- Use only blue painters’ tape when hanging posters.

*Campus Recreation Marketing team is available to facilitate design and delivery.

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 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 the 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 uniform, etc), will be cause for dismissal of the team.


**Competition Reports**

Team leaders are responsible to report competition summaries to the Marketing team representative. This report must be done as least 2 hours after game. Please include the following information.

- Date & Time of Game
- Opponent & Place of competition
- 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.

- WOW Pool Party
- First Year Olympics
- Fall Involvement Fair
- Spring Involvement Fair
- Health & Wellness Fair
- Love is Louder; Dodgeball Tournament
- Fit, Fun & Fresh week
- 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.

Team members 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.

- CS 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.
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.
  - Double the number of players needed for competition.
- 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.
  - Founding club members will be asked to financially support their new team during its probationary membership in the Program.
  - During probationary membership, the new team will be expected to demonstrate 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 2 -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.