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Introduction

The Club Sports/Athletic Orgs program at St. Olaf College is designed to provide opportunities for students to participate in a variety of sports and recreational activities that are not a part of the program of NCAA intercollegiate sports administered by the St. Olaf Athletics Department.

A Club Sport/Athletic Org is student initiated and organized by members of the St. Olaf community who share an interest in a specific sports activity. The emphasis of the club/org can be recreational, instructional or competitive. Each club/org structure is created by students who work closely with the Director of Intramurals and Club Sports/Athletic Orgs. Student members take on leadership and decision making roles for basic activities. Students are responsible for each club’s activities, organization, and recruiting. The Director of Intramurals and Club Sports/Athletic Orgs administers the program overseeing recognition, budget, scheduling, discipline, fundraising, etc.

Club Sport/Athletic Org officers are responsible for seeing that practices and contests are conducted in a manner that assures the safety of participants. Grounds and courts should be inspected to assure that there are no hazards to participants. It is the club’s responsibility to see to it that any protective equipment is in proper condition. The club/org officers must assure that participants are prepared to play, accounting for injury and illness as well as appropriate conditioning and training. Outdoors, club/org officers must pay attention to weather conditions and how they affect the field of play, including potential dangers of lightning and severe weather. If any person or condition puts members of your club/org at unnecessary risk of injury, the practice or contest should be terminated until the conditions are eliminated.

Coaches of Club Sports/Athletic Orgs are responsible for making sure that the teams abide by the St. Olaf College Code of Student Conduct both on and off the court/field. Coaches are also required to be enthusiastic about the team and its purpose while encouraging sportsmanship. Coaches should help mentor the student leadership of the team in financial, scheduling, and travel decisions without controlling every aspect of the team themselves.

At all practices and games club/org officers are encouraged to have insurance information on hand for all participants. This could expedite the providing of emergency care as quickly as possible if needed.
Contact Information

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Club Sport Officer Responsibilities

The following list should be considered a guideline for club sports, not an inclusive list. For questions, club sport officers should contact the Director of Club Sports. Each club sport must have at least 1 officer to enforce these policies. It is strongly encouraged to have multiple officers.

- Attend all required club sport representative meetings.
- Attend all required student organization meetings and trainings.
- Inform club sport members of all pertinent information found in the St. Olaf College Sport Club Manual.
- Submit required forms on time.
- Maintain updated and accurate roster of club members.
- Arrange facility reservations with necessary departments.
- Ensure all club sport financial obligations are met.
- Report any injury within a 24 hour period.
- Train future leadership of the club sport team.
- Participate in recruitment and departmental events as needed.

Membership

Membership to a sport club is open to all current students paying the dedicated fee for that club.
BEFORE anyone may participate in a tryout, practice, or competition with a club team the individual must fill out a Participation Agreement. These forms, as well as all other club sport paperwork can be found @ [http://wp.stolaf.edu/clubsports/paperwork/](http://wp.stolaf.edu/clubsports/paperwork/)

A new Participation Agreement must be filled out yearly by each member of the club.

**Sport Club Status Overview**

Club Sports maintain one of three recognized statuses.

**Competitive**

Competitive status is reserved for club sports that compete regionally and nationally against other colleges and universities as their primary function.

**Criteria**

- Have a national/regional/approved governing body.
- At least 3 opportunities to compete within 300 miles of St. Olaf.
- Show sustainability. At least 1 successful full year in “conditional” status before eligible to apply.
  - Ample practices, games, recruitment, fundraising, etc. must be done. At the discretion of the Club Sports Director.
  - Meet roster minimums as described below.
- Maintain good standing within the national/regional/approved governing body and St. Olaf administration.
  - Compete in 3/4 of scheduled games or contests every year.
  - Meet league requirements when hosting an event or game.
  - In compliance with the college code of conduct.
- Maintain roster minimums.
  - Individual sports must have at least 8 students on their roster.
  - Team sports must have $1.5X$ the players on the field at a time on their roster.
    - (Volleyball- 6 X 1.5= 9 players on roster)

**Benefits**

- Eligible to request funding from the SOC club sport budget.
- First priority for facility reservation among club sports.
Recreational

Recreational status is for club sports that are primarily recreational or instructional in nature.

Criteria

- Primarily instructional or recreational activities with limited travel to competitions or testing sites.
- Primarily self-supporting with minimal financial needs throughout the year.
- Show sustainability. At least 1 successful full year in “conditional” status before eligible to apply.

Benefits

- Eligible to request funding from the SOC general org budget.
- Second priority for facility reservation among club sports.

Conditional

Conditional status is reserved for club sports entering their first full year as a recognized club sport at St. Olaf College. Clubs will have one year to demonstrate sustainability as a reliable club sport.

After one year in conditional status, clubs will be automatically elevated to recreational status. At this time they may apply for competitive status.

Conditional clubs must maintain the following during their first year:

- Effective club leadership
  - Attend scheduled meetings, complete paperwork on time, no major disciplinary action taken, and all other club sport policies are followed.
- Operate as the third priority for facility reservation among club sports.
Coaches/Instructors

The sport club program does not require club coaches. Knowledgeable coaches are appreciated to help clubs compete and learn sport skills. Coaches should remember that all clubs exist for supporting student growth and leadership. Coaches should also understand their role on the team as sport experts and mentors to students; they have no voting privileges within the club.

Facility Space

Each sport club in good standing may request RESA facility space for a club contests or practice. Priority of scheduling RESA facility space:

- Varsity athletics contest
- Varsity athletic practice
- JV athletic contest
- Intramural sports
- Club sports
  - Competitive
  - Recreational
  - Conditional

All requests must be made in a timely manner.

Contests/Games

Sport clubs should submit a complete Club Sport Competition Schedule at the beginning of each season. This should be done online @ http://wp.stolaf.edu/clubsports/club-sportathletic-orgs-competition-schedule/

For each home contest, game, scrimmage, or any other time hosting visitors on campus the Visiting Club Team Assumption of Risk Form needs to be filled out. This form may be found online and printed @ http://wp.stolaf.edu/clubsports/paperwork/
Travel

The sport club program encourages clubs to travel to participate in tournaments and other competitions. Clubs traveling away from campus for competitions, events, tournaments, etc. must follow these guidelines.

- A club officer should submit a completed travel form a minimum of 3 days prior to travel.
  - Online Travel Form: http://wp.stolaf.edu/clubsports/travel-form/

Travel Expectations

Students are representatives of St. Olaf College and must adhere to the student code of conduct. The code applies to the on-campus conduct of all students as well as the off campus conduct of students and registered student organizations. Students’ behavior at off-campus activities regardless of scope or distance from campus is reflective of the college and students are therefore expected to:

- Maintain the safety and well-being of students as well as other individuals contacted in any capacity during the travel.
- Respect the security and protection of property belonging to individuals, or to other institutions and establishments.
- Create an environment and maintain practices that sustain the educational goals of the students during travel.
- Pledge obedience to all laws, all St. Olaf policies, and policies of any facility or otherwise where students may be at all times. Students traveling are personally responsible for their behavior and the consequences for that behavior.
- Follow the St. Olaf College Student Code of Conduct. Anyone violating the Student Code of Conduct while traveling is subject to the sanctions outlined in the code.

Participants in activities involving travel are responsible for their own behavior and any resulting consequences. The college shall not be liable for any loss, damage, injury or other consequence resulting from a participant’s failure to comply with college rules and regulations, the direction of college employees, or applicable law. Individuals detained by proper authority or incarcerated during travel should not expect assistance from the college. Individuals evicted from their place of lodging are personally responsible for obtaining and paying for their own alternative lodging. Any damages incurred at any lodging establishment are the complete and direct responsibility of the student(s) assigned to the damaged room(s).
When traveling on sport club related activities, clubs should adhere to the following people to vehicle ratio:

- One car maximum of five people
- One SUV/mini-van maximum of seven people

Twelve passenger vans are not permitted for club travel.

**Club Misconduct**

The sport club program is committed to maintaining high standards through rules set forth by all sport clubs via their constitution. If any member of a sport club feels their club is not living up to their respective clubs constitution or standards, the sport club program will investigate the situation and take all action necessary to rectify the situation. If an outside source (non-club member) feels a club is not living up to their constitution or standards set forth, the sport club program will investigate the matter.

Acts of misconduct shall subject the coach, participant, and/or the entire club to disciplinary action. Allegations of misconduct against any sport club coach, participant, and/or entire club should be addressed with the sport club program. As appropriate, referrals may be made and sanctions may be imposed by one or more of these offices: the Dean of Students Office, the Office of Human Resources, the Office of Student Activities, and/or the Sport Club Program. Acts of misconduct may be defined as conduct or behavior that may compromise the integrity of the Sport Club Program, or St. Olaf College, and are prohibited.

Such misconduct includes but is not limited to:

- Violation of any local, state, or federal law, violation of the Student Code of Conduct, or any other college policy, rule, or regulation
- Consumption of alcohol by any coach, participant, officer, or affiliate of the club at any club event, competition, trip, or function
- Harassment or sexual harassment
- Hazing in any form
- Sexual assault or misconduct
- Striking, attempting to strike, or otherwise physically abusing an official, opposing coach, spectator, or athlete
- Inciting participants or spectators to violent or abusive action intentionally, or with careless disregard for one’s conduct
- Using obscene gestures or profane provocative language or action toward an official, student, coach, or spectator
- Publicly criticizing a game official, conference personnel, another college member, or a student-athlete or personnel of another college
Committing any act of misconduct not specifically described above shall subject violators to any of the described penalties which the Director of Club Sports determines most suitably addresses the conduct involved.

In addition to any assessed penalty, the Director of Club Sports may take any remedial action believed to be proper to deter any future misconduct. Students concerned about inappropriate club activity by another member, coach, advisor, or team should contact the Sport Club Program for assistance. The Sport Club Program will work with clubs to mediate or take action against any issues or concerns.

Hazing

St. Olaf College is an institution of higher education devoted to excellence in the liberal arts and to the people of the state and nation. A part of that mission is fulfilled by the College’s commitment to the development of students through academic, co-curricular and extracurricular activities. In keeping with its commitment to a positive academic and social environment, St. Olaf College unconditionally prohibits all hazing by students, student organizations, athletic teams, and employees. Our goal is that every student on this campus will be free from the humiliation and danger of hazing.

St. Olaf College interprets hazing as any willful act done by one or more individuals whether physical, mental, emotional or psychological, which subjects another person, voluntarily or involuntarily to anything that may abuse, mistreat, degrade, humiliate, harass, ridicule, intimidate, or endanger him or her, or which may in any fashion compromise his or her dignity as a person. Such activities and situations include, but are not limited to:

- Physical punishment, contact, exercise, or sleep deprivation which causes excessive fatigue and/or physical and psychological shock
- Coerced or forced consumption of food, drink, alcohol, tobacco, illegal drugs
- Coerced or forced transporting of individuals
- Public humiliation, ridicule, indecent exposure, nudity or ordeal
- Coercing or forcing illegal acts
- Coercing or forcing acts that are immoral, unethical
- Blocking an individual’s academic, athletic, health or personal success
- Personal servitude
- Mental harassment
- Sexual harassment
- Deception
- Threat of social exclusion
- Any activity that involves the use of alcohol or any controlled substance in violation of the College’s Alcohol and Other Drug Policy (wp.stolaf.edu/thebook/general/alcohol)
- Any activity that is not in accordance with the College’s established policies
Typically hazing has occurred in connection with initiation activities. Even if an initiation activity is optional, an individual may not feel empowered to refuse participation. Each organization or activity may determine its own orientation and/or initiation procedures provided they are approved by the advisor/director/coach and are in accord with this policy. One of the stated purposes of initiation activities has been to bond people together. The College firmly believes that people do not have to be subjected to hazing in order for bonding to occur. Common experiences that are positive in nature can have the same bonding effect. Good common sense and judgment should always guide initiation activities.

Any instance of hazing should be reported to the Dean of Students Office 507-786-3615. If deemed appropriate, charges will be filed and established disciplinary procedures followed. Disciplinary action may be taken against individuals and/or groups.

It is possible that a student may initially voluntarily agree to participate in an initiation activity that he/she may later decide was an unacceptable hazing activity, and, therefore, that student still has the right to file a complaint within a reasonable period of time.

**Sexual Assault**

A sexual assault is any form of non-consensual sexual activity. Sexual assault includes all unwanted sexual acts from intimidation to touching to various forms of penetration and rape. Penetration (however slight) of the vaginal or anal cavities with any body part or object, or oral to genital contact when consent is not present constitutes sexual assault.

Examples of sexual assault:
- Any sexual activity performed in the absence of consent or through coercion
- Forced oral, anal, or vaginal sex with any body part or object
- Unwanted rough or violent sexual activity
- Rape or attempted rape
- Keeping someone from protecting themselves from unwanted pregnancies or STIs
- Sexual contact with someone who is very drunk, drugged, unconscious or unable to give a clear informed yes
- Threatening or pressuring someone into sexual activity

**Sexual Misconduct**

The entirety of St. Olaf College’s Sexual Misconduct Policy as laid out in the Code of Student Conduct can be found at [http://wp.stolaf.edu/thebook/code-of-conductarticle9/](http://wp.stolaf.edu/thebook/code-of-conductarticle9/)

All sport clubs are to abide by the college Code of Student Conduct both on and off campus.
Sexual Harassment

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other physical or verbal conduct of a sexual nature when it meets any of the following:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment or academic status.
- Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individual.
- Such conduct has the purpose or effect of unreasonably interfering with an individual’s work or academic performance or creating an intimidating, hostile, or offensive environment for working, learning, or living on campus.

Disciplinary Action

All sport club members must maintain and uphold the Sport Club Program values in addition to following all Code of Student Conduct policies. Any infractions may result in repercussions to the entire club. These infractions may include violations of the alcohol policy, hazing, drug policy, sexual harassment, unsportsmanlike conduct, club fund mismanagement, and any other college or legal issue. Each sport club member represents his or her team while at the college and therefore the actions of one may affect others. Please keep in mind that any team event or activity must be appropriate and not draw negative attention to the college.

If violations occur, club officers or members should contact the Sport Club Program immediately to discuss the infraction. The program will work with the other college or law officials as necessary to help determine appropriate action. Possible sport club actions may include:
- Loss of club funding, facility space, and other benefits
- Removal of club officers, coaches, and/or members
- Required additional training and/or meetings with the Director of Club Sports
- Loss of club standing or status

Sport Club Funding

While fundraising and player dues should provide clubs the bulk of their operating funds, the Student Organization Committee (SOC) can aid with additional funding for certain expenses. To receive an allocation, clubs must follow the procedures outlined on the student organization funding website.
Club activities eligible to receive SOC funding:

- **Tournament or Event Fees**: Fees include any registration fee or cost for admittance or participation in club competition or event.
- **Travel Costs**: Travel costs for tournaments may include gas, lodging, or tickets (plane or train) to attend club competition or event. Travel costs DO NOT include food, drink, or social functions.
- **Officials or Staff Costs**: These costs may include any officials or staff necessary to run club competition or event. This may also include a fee paid to coaches for their time and materials.
- **Equipment**: The club may use allocation funds to purchase sporting equipment necessary to participate in the sport.
- **Uniforms**: Uniforms and team jerseys, shorts, warm-ups, or other team apparel that remains property of the team and is used year after year. If participants will keep any of these articles as their own after their time with the team, they should be paid for by those individuals.
- **Facility Rental**: The club may put funds toward the renting of facility space for either regular practice times (e.g. ice rink) or special events/competitions.
- **Event Awards or Special Gifts**: The club may purchase trophies, plaques, or other gifts for teams and/or club member recognition.
- **Other**: If clubs need to use allocation money for costs not specified above, the president or treasurer must obtain approval from the Director of Club Sports.

**National Competitions**: To help offset the cost of clubs attending nationals or a national event, clubs may apply for additional funds. The SOC will allocate funds to deserving clubs depending on departmental budget. To receive these funds clubs must:
  - Attend a national event hosted by a sport governing body
  - Submit a proposal at least two weeks prior to competition
  - Provide a proposal that includes an event summary, hosting organization, budget, fundraising efforts, number of club member attending, and any additional details
    - The SOC will review each application and notify presidents of the amount received. Clubs are not guaranteed additional funds, but the SOC will attempt to provide any qualifying clubs additional funds.

**Fundraising**

The Sport Club Program encourages all clubs to fundraise. There are numerous ways that this can be done. However, clubs may not use or receive money for alcohol related activities when fundraising. Ex. Clubs may not have all you can drink specials to raise funds. Clubs should not make reference to or include pictures of alcoholic beverages or the name of alcohol distributors in regards to fundraising or anything club related.
The college does not encourage organizations to solicit donations, in particular from parents and alumni. Contact the Annual Giving Office, 507-786-3354, for more information on projects your group can do that would earn funds for your organization.

Any questions regarding fundraising should be directed the Director of Club Sports before that fundraiser is implemented.

Marketing and Trademarks

As an official Student Organization of St. Olaf College you are required to follow St. Olaf College guidelines concerning the use of college trademarks and marketing requests. Complete guidelines can be found @ http://wp.stolaf.edu/communications/the-st-olaf-style/

A registered student organization or club team may make use of the college name in its title, publications, or letterhead, but may not use the name in a manner that in any way would constitute an endorsement, approval, or underwriting of any organization, product, activity, service, or contract by St. Olaf College. And may not create confusion or blur the line between St. Olaf College NCAA intercollegiate athletic teams and club sports.

Permissible: St. Olaf Rugby Club, St. Olaf Club Lacrosse, Ole Rowing Club,
Not Permissible: St. Olaf Rugby, St. Olaf Lacrosse, Ole Rowing Team

Storage Space

At this time we do not have space available for club sports to store their equipment in Skoglund Athletic Center or Tostrud Center for Recreation. Clubs need to arrange their own storage outside of these buildings for their equipment.

Health and Safety

Safety Officers

- The St. Olaf College club sport program requires that at least two club officers or members be trained and certified in CPR and First Aid for all “competitive” classification club sports. At least one for “recreational” and “Conditional” classifications.
- The SOC will cover the cost of the class for those teams that need to certify additional members to meet this requirement. Classes will be offered once in the fall and once in the spring. Teams will be responsible for the cost and setting up their own certification course if the requirement is not met at these once per semester certification classes.
Duties of the Safety Officer

- At least one Safety Officer must be present at all club practices and games.
- Make sure to report any injury sustained during club activity within a 24 hour period.
  - This can be done online at http://wp.stolaf.edu/clubsports/injury-report/

EMT’s

- At least one EMT must be present at home games and events for club sports. Any games or events hosted on campus may utilize EMT’s through the St. Olaf EMT’s organization. If your team is hosting a home game or event at an off campus location, an Athletic Trainer or EMT must be found to work the event through another avenue as the St. Olaf EMT’s organization does not have authority to work off campus.

Medical Exams and Concussion Protocol

- It is strongly recommended that all club members have an annual physical examination and seek their own baseline concussion testing from their primary care provider. St. Olaf College’s club sport program does not test or monitor club members individual health. It is up to the individual to seek advice from their primary care provider when necessary and to decide when they are ready to return to play after an injury.