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Introduction

The Club Sports 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 can be recreational, instructional or competitive. Each Club structure is created by students who work closely with the Director of Intramurals and Club Sports. 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 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 present prior to beginning each practice or competition. It is the club’s responsibility to verify any protective equipment is in proper condition. The Club officers must assure that participants are prepared to play, accounting for injury and illness as well as appropriate conditioning and training. Additionally, Club officers must be aware of weather conditions that may affect the field of play, including dangers associated with severe weather. If any person or condition puts members of your Club at unnecessary risk of injury, the practice or contest should be terminated until the conditions are eliminated.

Coaches of Club Sports are responsible for making sure that the teams abide by the St. Olaf College Code of Student Conduct, during any organized team function. Coaches are also required to be enthusiastic about the team and its purpose while encouraging good 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.

Remember, Club Sports should be student focused, student initiated, and student led.
Organizational Structure

CLUB SPORTS STAFF

Ryan Townzen
Director of Intramural and Club Sports
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Judy Tegtmeyer
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Buntrock 108

Jessie Hollister
SOC Coordinator
hollis2@stolaf.edu
https://oleville.com/soc/

ACTIVE CLUB SPORT ORGANIZATIONS

- Badminton
- Ballroom Perf. Team
- Ballroom Social Club
- Boxing
- Cycling
- Dance Team
- Equestrian
- Figure Skating
- Gymnastics
- Martial Arts
- Men’s Hockey
- Men’s Rugby
- Men’s Soccer
- Men’s Ultimate
- Men’s Volleyball
- Nordic Ski
- Ping Pong
- Powerlifting
- Rowing
- Running
- Ski and Snowboard
- Swimming
- Tennis
- Water Polo
- Winter Guard
- Women’s Lacrosse
- Women’s Rugby
- Women’s Ultimate
Club Status

Club Sports teams will be categorized as competitive, recreational, or conditional based on the operation of the organization during each academic year. There are numerous benefits with being considered a competitive club. These include preferential facility times, funding from the SOC Club Sport Budget, and exposure in College publications.

COMPETITIVE CLUB

Competitive Club status is reserved for Clubs whose primary function is to compete regionally and nationally against other colleges and universities. In order to be recognized as a Competitive Club Sport, the Club must:

- Maintain good standing with approved national or regional governing body, if applicable
- Maintain roster minimums
  - Individual sports must have at least 7 members on their roster
  - Team sports must have at least 12 members on the roster
- Facilitate member dues or fundraising of at least $50 per active member annually
- Compete or perform in at least three events during the academic year
- Complete weekly participation check-ins on IMLeagues
- Practice at least twice per week, on average, while in-season

The Director of Club Sports has the authority to waive certain requirements based on the needs of the program or the specific club. Additionally, clubs that have demonstrated sustainability through leadership changes may be given more leniency when thresholds above are not met.

RECREATIONAL CLUB

Recreational status is for Clubs that are primarily recreational or instructional in nature. All Clubs that are not competitive, in good standing, and have been active for at least one year are considered Recreational Club Sports. Specific requirements of a Recreational Club Sport include:

- Maintain at least 7 rostered members annually
- Not compete or perform in three or more events in one academic year
- Complete weekly participation check-ins on IMLeagues

Recreational Club Sports are permitted to request funding for the General SOC Budget for events and equipment.
CONDITIONAL CLUB

Conditional status is for Clubs entering their first full year as a recognized Club Sport. Additionally, Clubs who have been inactive for two or more years will be considered conditional for their first year back on campus.

After one year in conditional status, clubs will be automatically elevated to recreational or competitive status, based on the nature of the Club. Clubs must maintain the following during their conditional year:

- Attend regularly scheduled individual meetings and trainings
- Complete all paperwork in a timely manner
- No disciplinary issues that violated the Code of Conduct, the Club Sports Handbook, or local, state, or federal law.
- No major issues regarding facility use, equipment use, or risk management policies.

New Clubs can request a mailbox and department card through the Student Activities Office.
COVID-19 Policies and Procedures for 2020-2021

TRAVEL/COMPETITION
Until further notice, no travel or competition related to club sports is permitted. This includes travel for the purposes of practicing and/or fundraising.

PRACTICE
All clubs who wish to meet in-person for practice or instruction must adhere to the following guidelines:

- Clubs must submit their Practice Plan for approval at least one week before their first intended practice.
- Clubs must split their members into Pods of no more than 10 members each. Pods may not interact with each other before, during, or after practice.
- Club officers are required to disinfect all shared equipment at the end of each meeting/practice.
- Off-campus coaches are not permitted.
- Practice attendance must be taken in real time to provide the College up-to-date attendance records that can be used for contact tracing.
- Practices cannot be relocated due to inclement weather – they are just cancelled.

Clubs will regularly be spot checked by Club Sport staff to ensure adherence to the above guidelines.

PRACTICE PLANNING STEPS

- Clubs must submit their Practice Plan for approval at least one week before their first intended practice.
- Club Sports will categorize each activity according to risk level (1-lowest risk, 3-highest risk)
- The first two weeks of practice will be only risk level 1 activities, and clubs may advance after that with approval from the Club Sports Director.

PODS

A Pod is a subset of the club, which can only have 10 members in it. Pods must be kept separate; they may not interact before, during, or after meetings. However, multiple Pods can practice simultaneously as long as the Pods can stay completely separate.

- Two Pods cannot share equipment until the equipment has been disinfected.
Two Pods cannot be performing the same activities in the same space at the same time. One field can be broken into multiple spaces so more than one pod can practice simultaneously; however, they cannot interact in anyway. This includes captains and officers.

Each Pod should have their own belongings storage area that other Pods will not be using.

Each Pod should have their own entry and exit that other Pods will not be using.

Each Pod should have their own leader, who is part of that Pod and cannot switch to lead another group.

While the pods need to stay constant, there are situations when they could change.

- If a member has not attended a meeting for 14 days, they can move Pods.
- Clubs may drop a person completely from a Pod, but they cannot add to a new Pod until 14 days after their last practice in the previous Pod.
- Clubs may add new students to a Pod, assuming there are spaces in that Pod.

Pod changes cannot be made without prior approval from the Club Sports Director, even if they meet the criteria above.

All Pod change requests must be emailed to the Club Sport Director at least two business days before the change is to be implemented. Please be as specific as possible regarding the reason for the change.
Member and Officer Responsibilities

MEMBERS
General membership in a club sport is open to all current students, faculty, staff, and spouse members who have a current recreation membership. However, at least 90% of a club’s membership must be current students. Regardless of affiliation with the college, all members must:
- Complete a participation agreement annually, prior to participating in club events
- Abide by all policies and procedures of the college or the facility being utilized

OFFICERS
All officers must be knowledgeable about the Club Sports policies and procedures set forth in the Club Sport Handbook, the Student Org Handbook, and their Club constitution. Each Club’s leadership structure is different and dictated by their constitution. However, it is recommended that clubs have several officers to split Club responsibilities, ensure sustainability when leadership leaves the college, and create a system of checks and balances.

There are various forms and resources for officers to utilize on the Club Sports Webpage. These include financial, facility, marketing, and travel forms and policies. Officers should contact the Club Sports Director should they have questions about policies or forms available.

Below is a split of responsibilities for Clubs to use as a model. This is only an example – each Club should determine the best leadership structure for their organization.

PRESIDENT
- Serve as the liaison between the club and the Director of Intramural and Club Sports
- Ensure club officers and members comply with the content of this Club Sports Handbook
- Operate the club in compliance with all college policies and procedures
- Ensure Club coaches and/or instructors have completed necessary forms and training
- Hold elections as stipulated by the Club’s respective constitution
- Attend regular meetings with the Director of Intramural and Club Sports

VICE PRESIDENT – RECOMMENDED
- Monitor roster on IMLeagues to ensure all members have completed the necessary forms
- Complete travel itineraries and ensure travel waivers are submitted in a timely manner
Complete competition recap after each club competition or performance
Update Club constitution and Student Orgs list annually
Assist the president in carrying out their responsibilities to the club

TREASURER
Prepare and present annual budget to the Student Organizations Committee
Understand and adhere to college’s financial policies and procedures
Complete forms for check requests, deposits, travel reimbursements, and transfer requests
Collect and track member dues and fundraising income
Foster fundraising within the Club to approach fiscal sustainability

SAFETY OFFICERS
While Clubs are permitted to structure their Club leadership in any manner, they are required to have at least one (1) safety officer at all practices, competitions, or performances, in which a medical professional (EMT or Athletic Trainer) is not present. (Exceptions: Practices are exempt if the practice takes place inside of a staffed Tostrud/Skoglund). Safety Officers are permitted to be participating in activity.

Safety officers must:
- Maintain valid CPR/AED and First Aid certifications
- Complete Concussion Management Education training annually
- Ensure compliance with safe practice/game procedures, including weather and playing surfaces
- Ensure compliance with safe travel procedures, as defined by the office of Student Activities
- Submit injury reports to the Director of Club Sports within 24 hours of any suspected injury

ADVISORS
Every student organization must have an advisor who is a current St. Olaf faculty or staff member. This includes all Club Sports teams. The Director of Club Sports will serve as an advisor for all Club Sports teams, but teams can choose to have a second advisor, if they wish. Advisors have the following responsibilities:
- Attend meetings of the organization, as able
- Know the leaders and active members
- Know the financial status of the organization
- Be familiar with the events and activities of the group and be certain they adhere to College guidelines
Serve as a resource person/trainer for the group
Teach leadership and team building techniques
Provide continuity of tradition and history for the group
Represent St. Olaf College to their best ability when dealing with, or on behalf of, the organization
Pay close attention to instances when the club seeks to engage in events or activities involving risk; in particular, working with minors

Clubs are permitted to choose a second advisor who is not a currently faculty or staff member. If they choose to do so, the advisor must adhere to the following:
- They must complete the Volunteer Form and necessary training sessions
- Advisors must become familiar with all student organization policies, including (but not limited to) hazing, event planning, room reservations, and financial procedures
- Organizations or activities led by non-St. Olaf employees, or employees acting in a capacity not related to their work, must make it clear in all promotional materials that the activities are student-sponsored and not official College events

MEDICAL PROFESSIONALS
Clubs are required to provide at least one medical professional for all home events in which non-club members are participating. This includes scrimmages with opposing universities, youth camps, and/or alumni games. For the purpose of this policy, an Athletic Trainer or Emergency Medical Technician (EMT) is considered a medical professional.

The St. Olaf EMT organization provides student EMTs for club sports home games, so long as the contest is played on campus. SOEMT charges a nominal fee to Clubs to provide this service. In addition, they require advanced notice, as specified on their coverage request form. If coverage is secured through SOEMT, Clubs need to forward the confirmation email to the Director of Club Sports at least two business days before the scheduled competition.

For home contests being played off-campus, Clubs must find a medical professional, through means other than SOEMT. Once a medical professional is secured, Club leadership must email a confirmation, along with the contracted individual’s certification to the Director of Club Sports.
IMLeagues Instructions

**ADDING PLAYERS TO YOUR ROSTER**
- Go to your Club Team’s page
- Select “Captain” → “Invite Members”
- If you teammates have an account, you can find them by name
- If your teammates do not have an account, type in their email

**CHECKING ROSTER/FORMS**
- Go to your Club Team’s page
- Select “Roster”
Members who have not completed their forms will be crossed off – they cannot participate

**TAKING ATTENDANCE**
- Go to your Club Team’s page
- Scroll down and select the arrow next to the desired practice
- Select a result in the dropdown box
- Indicate which members played in the practice
- Remember to select “Save” at the bottom

**SIGNING FORMS**
- Go to your Club Team’s page
- Select the desired form at the top of the page
- Complete the required information and submit the form

Note: If you need to complete the same form for a second club team, please select “Make a New Copy” from the top of the form. Then, scroll down and submit to the second club team.
Coaches/Instructors

Coaches/instructors must be students, faculty, or staff for at least fall 2020, due to COVID restrictions.

Coaches/Instructors are not required for any Club Sport or Athletic Org. However, knowledgeable coaches are appreciated as they may aid student-athlete learning and team performance. Coaches must 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. Nor should coaches be leading the off filed operations of the club.

Each club is responsible for securing the services of their coach/instructor. Additionally, the club leadership should determine Guidelines for coaches and instructors include:

- Awareness of all College, Club Sports, and Student Activities policies
- Promote good sportsmanship on and off the field
- Develop and improve skills of club members
- Attend practices and games, as determined by club leaders
- Complete Concussion Management Education training annually

PROCESS FOR BRINGING IN A COACH

- Work with Director of Club Sports to establish a job description for coaches/instructors, including whether this person should be paid or unpaid – Student coaches may not be paid
- Find a coach who meets the specific requirements set forth in the established job description
- If paid, complete the Independent Contractor form and have the coach complete a W-9 form
- If unpaid, complete the Volunteer form
- Submit either the Independent Contactor form (and W-9) or the Volunteer form to the Director of Club Sports prior to the anticipated start date of the coach
- Ensure the coach completes the necessary training sessions and participation agreement

All coaching contracts are valid for one academic year. Any team wishing to rehire or retain their coach for the following year must submit a new Independent Contractor (and W-9) or Volunteer form at the beginning of the new academic year.
Marketing

As an official Student Organization of St. Olaf College, Clubs are required to follow St. Olaf College guidelines concerning the use of college trademarks and marketing requests. Complete guidelines can be found in the Brand Manual.

Clubs 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.

Clubs may not create confusion or blur the line between St. Olaf College NCAA intercollegiate athletic teams and club sports. For this reason, Clubs should always use the word “Club” printed on all jerseys, promotional materials, and websites.

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

**APPARREL**

It is recommended when ordering shirts for either organization unity or fundraising that “St. Olaf College” be listed on the shirt in some way. That noted, please use discretion when choosing logo and or designing any printed shirts. Shirts should reflect your org spirit and enthusiasm and be appropriate for the college.

**TEAM NICKNAMES AND LOGOS**

Club teams are permitted to use the St. Olaf College nickname, wordmark, or logo. However, please remember that Clubs must adhere to the branding guidelines associated with those assets.

In addition, Clubs may create their own nickname and logo to go along with their Club. If this is done, Clubs must clear these assets with the Director of Club Sports before using them. It is recommended that Clubs clear the nickname and logo concepts before a final product is available. This will ensure that work done has a high likelihood of approval.
KSTO RADIO STATION
KSTO offers free advertising to Clubs for general awareness about and/or special event notices. To submit an advertising request, contact kstomanagers@stolaf.edu with the following information:
- Organization Name
- Contact Name(s) and Email(s)
- What does your org do?
- What do you want people to know about your org?
- How should an interested party contact your org?

TIGHTROPE
The Tightrope Media System is a network-based digital signage system that provides the campus community with an effective, fast, and paperless means of communicating with the campus. Tightrope allows the user to create and preview an electronic message to market particular programs and services that are available to students and guests.

To get started, email tightrope@stolaf.edu to request a user account and password.

MANITOU MESSENGER
The student run newspaper are always looking for content. Clubs should contact the newspaper’s editor with public interest stories related to the College and the Club. Additionally, the newspaper offers advertising discounts for Clubs.

MEDIA SERVICES
Clubs are permitted to request and organize events to be live streamed. Officers should contact Broadcast/Media Services at least two weeks in advance of your event to ensure enough notice for the Media Services department.

Clubs can reserve streaming services by completing the Media Services Request online. Clubs will be contacted shortly after to clarify details, confirm availability, and estimate the cost of services requested. Clubs can call (507-786-2601) to discuss typical cost of services ahead of time.
ROLL PAPER SIGNS
For all Club teams, roll paper and supplies are available in the Poster Room. The Poster Room key is available for checkout in the Office of Student Activities, Buntrock Commons 107 between 8am and 5pm. Student organizations can also make posters in the poster room for tabling. These signs will be a maximum 30” by 30”, which is marked on the poster making tables. Posters are permitted to hand for a maximum of 7 days. All roll paper signs created for the Buntrock Commons are to be date stamped by the Office of Student Activities (hours 8:00 am to 5:00 pm).

TALL ROLLING BULLETIN BOARDS
Buntrock Commons has a few tall rolling bulletin boards for organizations and departments to reserve for use. Clubs can reserve a tall bulletin board on R25, filtering by “Buntrock Display & Tabling Spaces” in the right menu and reserve one of the Tall Board options.

POSTERS
Clubs can create a work order with the Print Center to print posters, as necessary. The Print Center staff can provide cost estimates to Club Officers interested in creating posters. Additionally, Clubs can created and process orders from their Online Portal.

Posters can be posted in residence halls and honor houses. Clubs can deliver no more than 60 copies of their poster to the Residence Life office (in Tomson Hall). Residence Life staff will post two posters in each residence hall and honor house.

SIDEWALK CHALKING
Clubs should not write over or interfere with any other chalking. Chalking should only be done in areas where the elements can wash it away. Notices placed under awnings, on steps, or places that custodial staff must clean subject the organization to being charged for removal. Clubs must use good judgment for content and list an event sponsor.
Social Media Policy

We recognize that social media can be extremely positive marketing tools for teams and players to promote their accomplishments. Club teams may use social media to engage and connect with fans, alumni, prospective players, parents, the St. Olaf community, and the greater Northfield area. Social media provide powerful opportunities to grow relationships through personal, regular, and honest communication. Clubs should comply with the college’s posted Social Media Policies.

BEST PRACTICES

- **Think twice before posting** – If you would not want your parents or future employer to see your post, do not post it. Comments about drug or alcohol use, profanity, off-color or sexual humor, ethnic slurs, and personal insults are unacceptable and may be subject to review under the Student Code of Conduct.
- **Be accurate** – If you make a mistake, own up and correct it quickly. Proofread your posts for grammatical and spelling errors
- **Be professional and polite** – Be positive and respectful. Do not post when you are angry, upset, or your judgment is impaired in any way. Remember, the internet is permanent.
- **Be honest** – Be transparent and tell the truth
- **Remember ALL of your audiences** – Fans, kids, students, parents, staff, and faculty will see your posts. With great opportunity comes great responsibility!
- **Share the love!** – Link back to the University, other Club Sports, or Campus Recreation. It widens your reach and makes everyone look good.
- **Be authentic and real** – Do not sound like you are selling something. The expected tone is conversational and personal
- **Moderate your content** – Respond promptly to comments where a response is expected or required. Social media can be time consuming. Have a plan for your activity to make sure it adds value so there is a return on your time investment.
Facility Usage

Each club sport may request facility space through RESA for weekly practices and home contests. All requests for must be submitted via the Facility Space Request form on the Club Sports website in advance of the indicated deadline below.

<table>
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<th>Timeframe</th>
<th>Deadline</th>
<th>Notes</th>
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<tr>
<td>Fall</td>
<td>Sept, Oct, Nov</td>
<td>September 1st</td>
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<tr>
<td>Interim</td>
<td>January</td>
<td>December 1st</td>
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<tr>
<td>Block 3</td>
<td>February and March</td>
<td>January 1st</td>
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<tr>
<td>Block 4</td>
<td>April and May</td>
<td>March 1st</td>
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**RESA SPACES – INDOOR**
- Skoglund Classroom 112
- Skoglund Gym
- Skoglund Pool
- Skoglund Racquetball Court
- Skoglund Wrestling Room
- St. Olaf Ice Arena
- Tostrud Fieldhouse
- Tostrud Lower Track

**RESA SPACES – OUTDOOR**
- Carlson Tennis Courts
- I-Lot Fields
- Football Practice Fields
- Melby Soccer Field
- Old Main Fields
- Outdoor Rink
- Soccer Practice Fields
- Ytterboe Sand Volleyball Courts

Once practice and home contest space is determined, the Director of Club Sports will input each club’s practice schedule into IMLeagues for public viewing. When practices or contests are cancelled for any reason, Club officers are responsible for promptly notifying the Director of Club Sports. Additionally Clubs may be held responsible for costs associated with cancelled games, such as EMT coverage, referees, and league issues. Therefore, it is vital that Club officers take necessary steps to inform these individuals of changes as well to mitigate fallout with these organizations.

All official Club activities must be registered at least one week in advance with the Director of Club Sports. This includes games, scrimmages, trips, fundraisers, community service events, etc.
TOURNAMENTS
Requests to host tournaments must be submitted further in advance than typical practice or home game schedules. For the purpose of this policy, a tournament is an event in which the St. Olaf Club Team will not participate in all games played.

For Fall tournaments, requests must be made by April 30th of the previous academic year. For Interim or Spring tournaments, the request must be made by October 31st of that academic year. All such requests should be made via email to the Director of Club Sports.

USE OF FACILITY
Club Sports organizations are responsible for proper use of facilities. This includes utilization of facilities as intended, cleanup and teardown after events, reporting of facility issues, and respect of facility schedules. Failure to adhere to facility policies may result in disciplinary action.

NON-RESA FACILITIES
Club Sports organizations are permitted and encouraged to utilize non-RESA facilities, as needed. Clubs that practice in non-RESA facilities must notify the Director of Club Sports of their practice schedule at least five business days before their first practice of the term. Remember, that Clubs must utilize R25 to request any non-RESA facility.

STORAGE
Club sports teams are permitted to use the storage container on the north end of Skoglund for storage. Each Club’s officers will be granted access to the storage container should they need to utilize that space. Similar to facility space, Competitive Clubs will be given priority access to storage.

Since the space is shared by numerous teams, officers need to be respectful of other Clubs’ equipment by securing the container when leaving. Clubs who are not diligent may be removed from the shared storage space.

Storage needs in RESA facilities should be arranged with the Director of Club Sports and will be based on the team’s typical practice space. Clubs may arrange storage elsewhere on campus or in the Northfield community, provided it has been approved ahead of time by the Club Sports Director.
Financial Policies

All Clubs will be provided with a Lawson account number by SOC. Each Club Officer will have access to the account to deposit funds, purchase equipment, request trip reimbursements, and pay referees and coaches. Lawson Accounts can be accessed online. Off-campus bank accounts are not allowed.

All financial forms can be found on the Club Sports or Student Activities website. Additionally, paper copies are available at the Business office in Tomson Hall.

TRAINING

Financial training sessions will be held annually. These sessions will highlight any changes in procedure and give basic how-to instructions for successful financial management. Clubs wishing to use credit cards on behalf of organization business are required to attend at least one of these annual training sessions prior to credit card use.

Sessions will be offered in early fall, mid-fall semester, and in spring. Individual training by appointment with the SGA Financial Officer can also be arranged for special circumstances. New Clubs can arrange for training once a unit number has been established.

LAWSON ACCOUNT

Club Lawson accounts do not function like a bank. Clubs cannot stop by the Business Office and pick up cash immediately – rather, planning is vital. Clubs have two options for paying for things needed. They can check out the credit card from Buntrock 108 (if training has been completed), or they can pay for it up front, keep the receipt, and then complete the reimbursement paperwork.

Department cards must be used on campus, including the campus bookstore and The Pause. Department Cards are held in a binder at the Buntrock Information Desk. Club officers must provide their Ole Card to check out the department card.

When using Lawson accounts, Club officers should provide both a unit number and an account number. The unit number is specific to each Club. The account number categorizes the type of revenue or expense indicated. Contact the Director of Club Sports or the Office of Student Activities for assistance on coding transactions.
REIMBURSEMENT
Clubs should complete the Travel Expense Report form and attachments to the Office of Student Activities. The documents will be examined and the Club Lawson balance will be checked. Reimbursement requests must be approved by the Director of Student Activities, Assistant Director of Student Activities, or the SGA Financial Officer before they can be submitted to the Business Office.

Other things to note include:
- Clubs must list the proper unit number and account number
- Detailed, itemized receipts must be attached
- Clubs can reimburse up to $0.25 per mile – Google map should be attached
- Sales tax cannot be reimbursed – see tax exempt status below

If the reimbursement is less than $100, cash can be received at the Business Office. If more than $100, the reimbursement will be deposited into the student’s bank account.

Reimbursements can only be made to students or employees. Coaches cannot be reimbursed.

TAX EXEMPT STATUS
St. Olaf College is a tax-exempt entity in the state of Minnesota. The college’s tax-exempt id is 20133 and Clubs may need the Exemption Certificate for purchases. Officers who do not apply for tax exemption will not be reimbursed for any tax paid from which the college would otherwise be exempt.

Tax exemption applies to goods, not services. Clubs should expect to pay tax on services such as prepared food and lodging.

CHECK REQUEST FORM
The check request form is used to issue a check to a non-affiliated person, such as a coach or referee. When submitting a check request, Clubs must ensure the payee has a W-9 on file with the college. Additionally, Clubs must submit an invoice along with the check request. Check requests should be submitted by Monday at noon, in order for the check to go out that Friday. Requests, and supporting documents, should be submitted to the Student Activities office for approval.
Point System

The point system has been designed to ensure that Club Sports are equitably funded based on the value they provide to Club Sports program and the College. In addition, the point system provides an objective, organized method to compare individual Clubs with regard to SOC allocation.

As of May 2019, this point system as a tool to determine the Student Organizations Committee funding allocation for Club Sports has not been approved by Student Government Association. However, SOC has given the system its full support for approval in Fall 2019. At this time, tracking will begin under the assumption that the point system will be approved.

The point system emphasizes three main areas: Income, Competition, and Travel.

INCOME – 1 POINT PER $10 RAISED PER MEMBERS
Clubs will be awarded points based on the income brought in by the Club by means of dues, fundraising, donor gifts, and other sources of revenue. Income will be tracked directly from Lawson, so it is vital that Clubs run all income through that system. However, money used to pay for personal gear for individuals cannot be run through the Club’s Lawson account to earn additional points. For the purpose of this calculation, the number of members used will be the average number of students who compete for the club during the specified academic year.

COMPETITION – 1/5 POINT PER DAY OF COMPETITION PER MEMBER
Clubs will be awarded points based how many members compete and how often. Competitions will be tracked from IMLeagues and Travel Itineraries, so it is important that Clubs complete all necessary paperwork required when competing. Performance-based clubs, such as Dance Team will earn points per performance. For the purpose of this calculation, the Club Sports office will use that actual number of students competing in each competition.

In order to get credit for the team’s competitions, club officers must complete the Competition Recap Form within three business days of the end of the competition or performance.

TRAVEL – 1 POINT PER 500 MILES (ONE-WAY) PER MEMBER
Clubs will be awarded points based how many miles clubs need to travel to compete. Travel mileage will be tracked Travel Itineraries submitted to the Office of Student Activities, so it is important that
Clubs complete all necessary paperwork required when traveling. For the purpose of this calculation, the Club Sports office will use that actual number of students traveling in each competition.

**LEAGUE/TOURNAMENT FEES – 1 POINT PER $500 SPENT**

Clubs will be awarded points based how much it costs them to participate in their league and/or tournaments, up to a maximum of 5 points per year. This included both team dues as well as individual player fees that are paid directly to the National or Regional governing body.

**SUBTRACTIONS**

- 1 point for each student leader not in attendance for fall officer training (up to -5)
- 1 point for each weekly participation count not reported (up to -10)
- 1 point for each day required paperwork is late (up to -5 per instance)
- 1 point for each individual club meeting not scheduled or missed (up to -5)
- 3 points for each practice that occurs without a safety officer
- 3 points for each member who participates without a participation agreement on file
- 10 points for each trip that occurs without completing necessary forms
- 10 points for each home competition without EMT coverage

*If a club team violates the College Code of Conduct or represents the College in a negative manner, the Director of Club Sports has the right to subtract points deemed appropriate.*

**FUNDING ALLOCATION**

Points earned, as above, will be used to determine each Club’s status for the following academic year (e.g., points earned in 2019-2020 will set the budget allocation for 2020-2021). For the purpose of this point system, each academic year will begin on August 1st and end on July 31st.

In order to be allocated funding from the point system, a club must be competitive and in good standing and must submit a budget to the Director of Club Sports by September 15th. The Student Organizations Committee (SOC) will allocate 80% of Club Sports Budget to qualifying clubs based on the above point system. The other 20% will be determined by SOC based on each club’s budget and presentation. However, no one club can be allotted more than 25% of the Club Sports budget, regardless of the points earned.

The point system will only determine funding allocations for Clubs that are considered competitive, and therefore, receive money from the dedicated Club Sports budget. Recreational Clubs should request funding through the general student organizations process.
Fundraising

Fundraising is a vital part of many Club Sports teams. In most instances, dues and SOC allocation cannot cover the costs of a Clubs budget, so fundraising is necessary. However, fundraising by student organizations cannot detract from other fundraising campaigns that occur on behalf of the College.

APPROVAL

All fundraising activities (cash, goods, or services) for registered student organizations need to be approved by the Office of Student Activities by completing the Fundraiser Request Form. Clubs must complete this form at least two weeks in advance of the activity to ensure it will be approved on time.

The Fundraising Checklist can assist Clubs in meeting all necessary guidelines.

FINANCIAL PROCESS

Accurate financial records must be kept for all fundraising activities. If an organization receives financial donations, or gifts in-kind, they must be deposited the Business Office within three business days of the conclusion of the campaign. A Business Office Deposit Form should accompany each deposit. All donors making an individual gift of $250 or greater should be separately identified in order for them to receive a gift receipt from the College. The Business Office is responsible for sending this information to Advancement Services.

All financial activity should be done through a College bank account. If an organization wishes to receive funds electronically, the Office of Student Activities will provide instructions after the Fundraiser Request Form has been completed. A personal bank account, including Venmo, should not be used for any student organization fundraising activities.

MEMBER DUES

Competitive Clubs are expected to charge member dues to support the organization. All member dues collected should be deposited within three business days to the Business Office. Members should make checks out the “St. Olaf College”. Checks should not be made out to the Club or the officer.

NOTE: The “Membership & Dues” category in Lawson is for expenses only (money going out, such as paying to a National Governing Body. Clubs should deposit their Member Dues into “E&G Misc Revenue Sources” (46500) for proper accounting.
COMPLIANCE
Organizations who conduct fundraising activities must comply with all College policies and applicable governmental regulations. Failure to obtain approval or to follow the guidelines listed above will result in the loss of an organization’s fundraising privileges for the remainder of the academic year.

IGNITE
Ignite is an online platform that is permitted to use for fundraisers. Ignite works similar to GoFundMe – it allows Clubs to set up specific campaigns, online stores for selling team gear, and accept donations. Once a Fundraising Request Form has been submitted, Clubs can use the St. Olaf Ignite site to get started. Questions or concerns can be directed to Student Activities or the Club Sports Director.

DO’S AND DON’TS
Fundraising by selling items is permitted in the Commons. Tables must be reserved through R25. Fundraising tables cannot be set up during Homecoming and Family Weekend, Commencement Weekend. Tabling at Christmas Fest is subject to approval.

Fundraising can be as simple as membership dues. There will also be opportunities for Clubs to fundraise on-campus occasionally throughout the year — emails are sent to Club leaders listed in the Student Org Database.

Alcohol as part of any fundraising is strictly prohibited.

NOTE: The College does not encourage organizations to solicit donations, in particular from parents and alumni. Contact the Annual Giving Office, 507-786-3354, for information on projects your group can do that would earn funds for your organization.

RESIDENCE HALLS
Deliveries to residence halls can only be left at the hall’s front desk. Clubs are not permitted to deliver directly to students’ rooms.

To solicit donations in the residence halls, Clubs should complete the Request for Soliciting Donations in the Residence Halls Form, in addition to our fundraising request.
Travel

Clubs are encouraged to travel on behalf of the college for club purposes, as their budget allows. Students are expected to behave in a manner befitting of a St. Olaf student and represent the College favorably.

DOMESTIC TRAVEL
Clubs traveling domestically must complete the [Student Organization Trip Itinerary Form](#) at least one week prior to departure on the trip.

Once the form is complete, Club officers must submit a [Travel Waiver](#) for every member travelling, including athletes, coaches, and other personnel (such as photographers or athletic trainers). These forms must be printed and hard signed by each individual.

Travel Waivers should be turned in as a packet to the Club Sports Director by 5pm on the day before departure or by 5pm on Thursday for weekend events. Waivers can be deposited into the drop box outside the Skoglund 012 office.

FLEET VEHICLES
St. Olaf has a fleet of vehicles available for use by Club Sports, in addition to other groups on campus.

- Minivans (7-seats) – $0.50 a mile
- Chevy Traverse (AWD) with 5,200 pound towing capacity (8-seats) – $0.65 a mile

The mileage rates include gas, insurance and maintenance. A cancellation charge of $25 will be assessed if your request is not cancelled within 24 hours of reservation.

To reserve a vehicle, email the Buntrock Commons Scheduling Office and include:

- Destination
- Date and Time of Departure
- Date and Time of Return
- Unit name and number for the charge
- Preferred size of vehicle (Minivan or Traverse)
- Number of people traveling
- Driver’s name and cell phone number
Key packets can be picked up at the Buntrock Information Desk. Trips leaving before 9:00am on Saturday or Sunday must pick up keys the day before. All college vehicles are parked in the lot on the west side of Tostrud.

**DRIVER AUTHORIZATION**

In order to drive a college vehicle, students must be at least 18 years old and be on the approved drivers list. This includes passing a motor-vehicle background check and maintaining the online Alert Driver safety training program certification. This certification is good for two years. To be on the approved drivers list, students must:

- Complete the MVR REQUEST FORM and return it to Rose Brown (brownro@stolaf.edu) in Tomson Hall.
- The student’s driving record will be checked. Due to privacy laws, students with a driver’s license from California, Delaware, Georgia, Maryland, Michigan, Missouri, New Hampshire, New Jersey, North Dakota, Ohio, Pennsylvania, or Washington must submit their own DMV record.
- Students will receive an email from SafeColleges containing information necessary to begin the Defensive Driving online course.
- Upon successful completion of the course, students must email a copy of their certificate to the Director of Club Sports.

**ENTERPRISE**

If a College vehicle is not available, or your group as specific needs, students may rent vehicles from Enterprise Rent-A-Car. However, there are a few stipulations to remember:

- 12-Passenger Vans (or larger) are not permitted to be used by Clubs.
- With enterprise, remember that your club will need to pay for gas above the rental car price.
- Cancellation of rental vehicles must be made at least 48 hours in advance to avoid a fee.

**CHARTER BUS**

The college encourages groups of 15 or more to utilize a chartered bus, as an alternative to driving. Northfield Lines is a trusted, local, transportation vendor. To learn more about this option, call Northfield Lines at 651-203-8888.
LODGING (LUCID TRAVEL)

Lodging requests should be made through our new partner, Lucid Travel. To access Lucid Travel Club Officers are to use the following web address: https://stolaf.lucidhotels.us/. All lodging requests must be made at least two weeks prior to the desired travel.

Club Officers will select the desired hotel, number of rooms, and enter a primary contact for each room. When selecting rooms, Officers should ensure the correct number of guests in each room and select rooms that specify 2 double/Queen beds (only), so up to four students can stay in each room.

Once submitted for review, The Director of Club Sports will review and approve the transaction within three business days. Club officers will be notified via email once the lodging request has been approved. The Club Sports Office will complete payment and submit receipts to Accounts Payable.

When a trip is cancelled or changed, Clubs must notify the Director of Club Sports as soon as possible to ensure lodging and other reservations can be cancelled with maximum refund.

ALTERNATIVE LODGING OPTIONS

While Airbnb is not available through Lucid Travel, HomeAway and VRBO homes are available. This is the preferred method of booking home share rentals for club events. However, clubs who have a standing relationship with a rental home as of June 2019 may continue to book through Airbnb or another home rental broker. To be considered a standing relationship, the Club have booked the same home or from the same owner at least twice between 2014 and 2019. All pertinent supporting documents should be emailed to Club Sports Director prior to booking the reservation.

Clubs may book a hotel or home share from another source, provided it is more cost effective than all options on Lucid Travel for a similar reservation. Clubs must screenshot all pertinent information and email it to the Club Sports Director prior to booking the reservation.

Clubs may stay at a student’s personal residence during Club travel. However, Officers must email it to the Club Sports Director at least one week prior to departure:

- Homeowner’s or Renter’s Insurance Policy, including insured party and address
- Names of students being hosted in the residence
- Anticipated dates of stay

Clubs are exempt from using Lucid Travel when choice of lodging is mandated by the league or event.
Risk Management

There are inherent risks associated with participating in a club sport due to the nature of the activities. The purpose of risk management procedures is to reduce the amount of unnecessary and avoidable risk. A good risk management plan will assist clubs in coordinating events and travel that will increase the safety of participants and spectators alike.

PARTICIPATION AGREEMENTS
All participants must complete a participation agreement before attending their first practice or participating in a club sport event. These agreements must be completed annually on IMLeagues.

MEDICAL EXAMS
It is strongly recommended that all club members have an annual physical examination from their primary care provider. The Club Sports program does require any sports physicals, nor does it test or monitor any members’ individual health. It is up to each 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.

EMERGENCY CONTACT PROTOCOL
In case of an emergency, clubs should contact the Director of Club Sports to ensure proper university procedures are followed. Clubs should err on the side of caution when determining whether to call on a specific situation. Clubs can contact the Director via cell or office phone, depending the severity and urgency of the situation. Officers should us their best judgment in determining whether a situation should warrant a call to the Director’s cell phone, rather than the Club office phone.

Ryan Townzen
Director of Intramural and Club Sports
O: 507-786-3563  |  C: 408-506-2071
townze1@stolaf.edu | Skoglund 012
Club Misconduct

The Club Sports program is committed to maintaining high standards of conduct by all involved, including officers, members, coaches, advisors, and alumni. Each Club member represents their team while participating in Club events, whether sponsored or not. Individuals should keep in mind that any team event or activity must be appropriate and align with the mission and values of the college.

Should a Club be reported for failing to maintain high standards of conduct, the Director of Club Sports will work with the Dean’s office to investigate the allegations. All Club coaches, members, officers, and alumni are to disciplinary action from the Dean’s Office, as appropriate. Additionally, sanctions may be imposed by the Office of Human Resources, the Office of Student Activities, and/or the Director of Club Sports.

Some examples of misconduct include:

- 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
- 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

In addition to any assessed sanction, the Director of Club Sports may take remedial action believed to be proper to deter 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 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 that person, or which may in any fashion compromise their dignity as a person.

In addition to the foregoing, it is a violation of this policy for any student or employee of St. Olaf to participate in or fail to report any known or suspected incidents of hazing.

Hazing often occurs for the purpose of being initiated into, affiliating with, holding office in or maintaining membership in a given organization. An individual subjected to hazing may not be aware that what is occurring constitutes hazing or may not feel empowered to refuse participation. Perceived, implied or expressed consent to hazing does not make it acceptable under this policy.

To read the complete hazing policy, as well as learn about steps to report hazing, please see the college’s Hazing Policy.

SEXUAL MISCONDUCT
St. Olaf College is committed to a respectful, safe, and healthy environment and does not tolerate sex discrimination, sexual harassment, or sexual misconduct in any form. Prohibited behaviors include, but are not limited to, unwelcome sexual conduct or communication, rape and other forms of sexual assault, domestic violence, dating violence, and stalking. These behaviors are not only violations of an individual’s rights and dignity, but are also attacks on our college community and violations of college policy. In addition, some forms of these behaviors are crimes.

St. Olaf is also committed to promptly, impartially, and equitably addressing and resolving all reports of sex discrimination, sexual harassment, and sexual misconduct. When the college finds that such behavior has occurred it will take steps to stop the behavior, to prevent its recurrence, and to remedy its effects.

To read the complete hazing policy, as well as learn about steps to report hazing, please see the college’s Sexual Harassment, Misconduct, and Assault Policy.