

ST. OLAF RECREATION



CLUB SPORTS HANDBOOK

CLUB SPORTS HANDBOOK

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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 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 Assistant Director of Recreation and the Office of Student Activities. Student members take on leadership and decision making roles for basic activities. Students are responsible for each club's activities, organization, and recruiting. The Assistant Director of Recreation administers the program overseeing recognition, budget, scheduling, discipline, fundraising, etc.

Club Sport 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.

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Organizational Structure

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ACTIVE CLUB SPORT ORGANIZATIONS

- 🏸 Badminton
- 🏳️ Ballroom
- 🥊 Boxing
- 👏 Cheerleading
- 🏳️ Curling
- 🚴 Cycling
- 💃 Dance Team
- 🏌️ Disc Golf
- 🐎 Equestrian
- 🛷 Figure Skating
- 💪 Fitness and Bodybuilding
- 🏌️ Golf
- 🥋 Martial Arts
- 🏒 Men's Hockey
- ⚽ Men's Soccer
- 🏹 Men's Ultimate
- 🏐 Men's Volleyball
- 🏋️ Powerlifting
- 🚣 Rowing
- 🏃 Running
- 🎿 Ski and Snowboard
- 🏊 Swimming
- 🎾 Tennis
- 🏊 Water Polo
- 🛡️ Winter Guard
- 🏒 Women's Hockey
- 🏑 Women's Lacrosse
- 🏉 Women's Rugby
- ⚽ Women's Soccer
- 🏹 Women's Ultimate
- 🏐 Women's Volleyball

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 \$100 per active member annually
- 🏆 Compete or perform in at least five (5) events during the academic year
- 🏆 Complete monthly participation check-ins on IMLeagues
- 🏆 While in-season, practice at least twice per week, assuming facility availability

The Assistant Director of Recreation has the authority to waive certain requirements based on the needs of the program or the specific club. Additionally, clubs that have remained competitive for four or more consecutive academic years, 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.

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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.

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 [Presence](#). These include financial, facility, marketing, and travel forms and policies. Officers should contact the Assistant Director of Recreation 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 Assistant Director of Recreation

VICE PRESIDENT – RECOMMENDED

- ✔ Monitor IMLeagues to ensure all members are listed on the roster prior to participating
- ✔ Complete travel itineraries and ensure travel waivers are submitted in a timely manner

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- ✔ 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/Porter). 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 Assistant Director of Recreation 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 Assistant Director of Recreation 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

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- 🏆 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 be paid and complete the Independent Contractor Form
- 🏆 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-St. Olaf Students 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 no longer charges a per event fee to Clubs to provide this service. However, 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 Assistant Director of Recreation at least two business days before the scheduled competition.

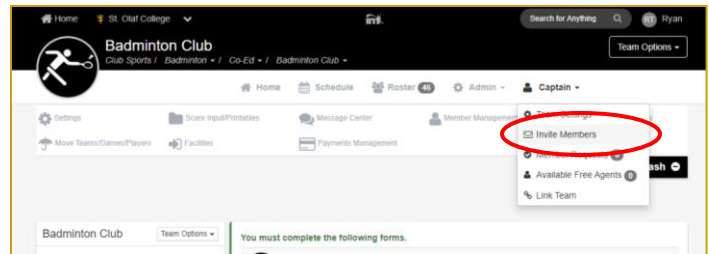
For home contests being played off-campus, Clubs must find a medical professional, through means other than SOEMT. Once a medical professional is secured, Club leadership must email a confirmation, along with the contracted individual's certification to the Assistant Director of Recreation.

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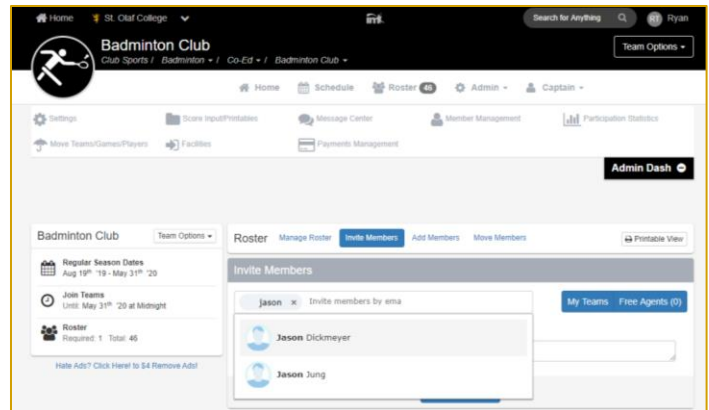
IMLeagues Instructions (Web-Based App)

ADDING PLAYERS TO YOUR ROSTER

- Go to your Club Team's page
- Select "Captain" → "Invite Members"

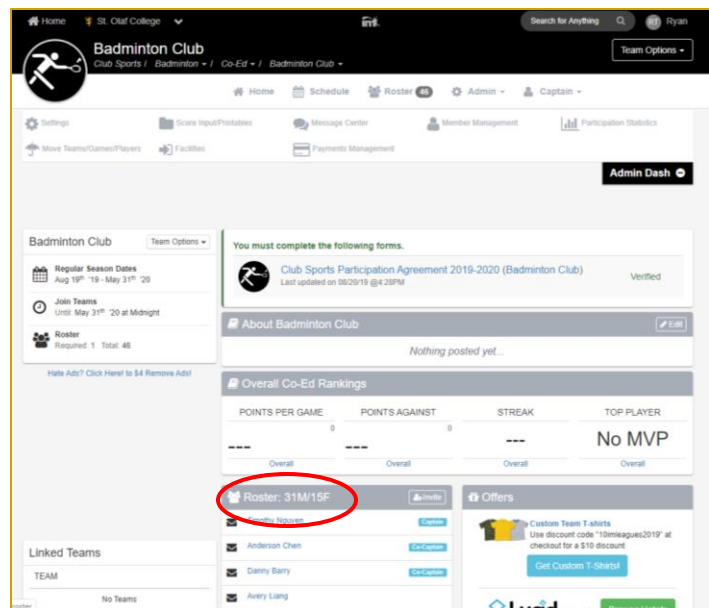


- If your teammates have an account, you can find them by name
- If your teammates do not have an account, type in their email



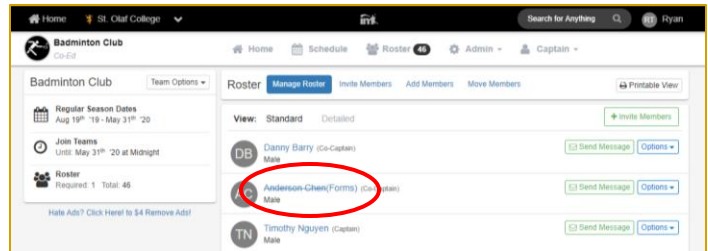
CHECKING ROSTER/FORMS

- Go to your Club Team's page
- Select "Roster"



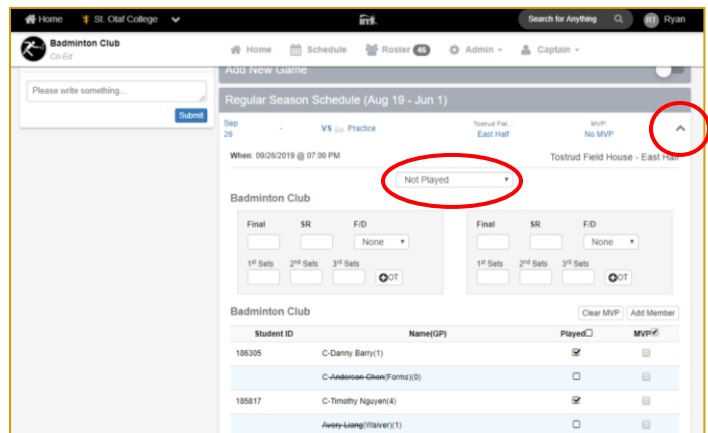
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- Members who have not completed their forms will be crossed off – they cannot participate



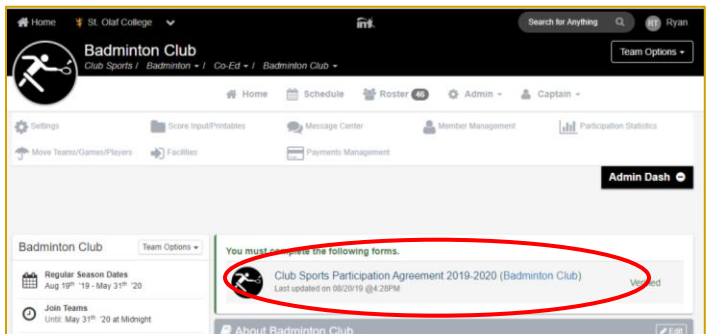
TAKING ATTENDANCE

- 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
- Attendance must be completed by the last day of month at 11:59pm



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



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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.

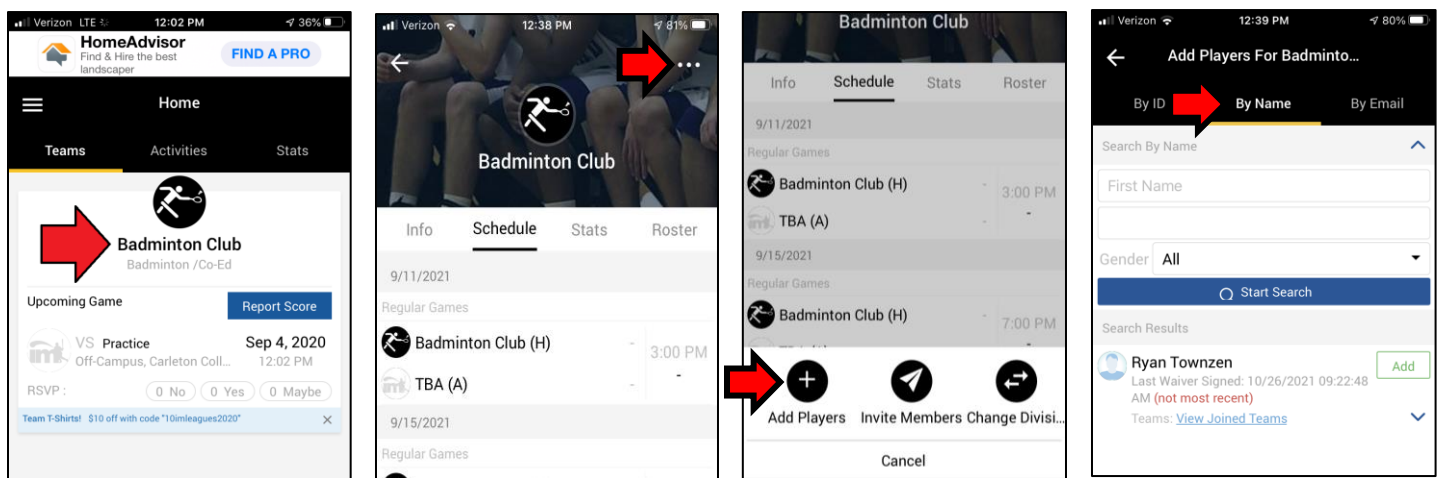
The screenshot shows a web browser interface for a form titled "Club Sports Participation Agreement 2019-2020". The form is marked as "Form (Verified)". At the top right of the form area, there are buttons for "Print", "Export", "New Blank Form", and "Make a New Copy". The "Make a New Copy" button is circled in red. Below the title, there is a note: "This form must be completed by all members and coaches prior to participating in any team activities." The form content includes sections for "Guidelines" and "Assumption of Risk". The "Assumption of Risk" section contains the following text: "I understand that the risks of my participation in club sports activities include a full range of injuries, from minor to severe, and including the possibility that I might die, become paralyzed, or suffer brain damage or other serious, permanent injuries. I realize that neither the protective equipment and padding used in the sport, the safety rules and procedures of the sport, the coaching instruction I receive, nor the sports medicine care I am provided will guarantee my safety or prevent all injuries I might sustain."

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IMLeagues Instructions (Mobile App)

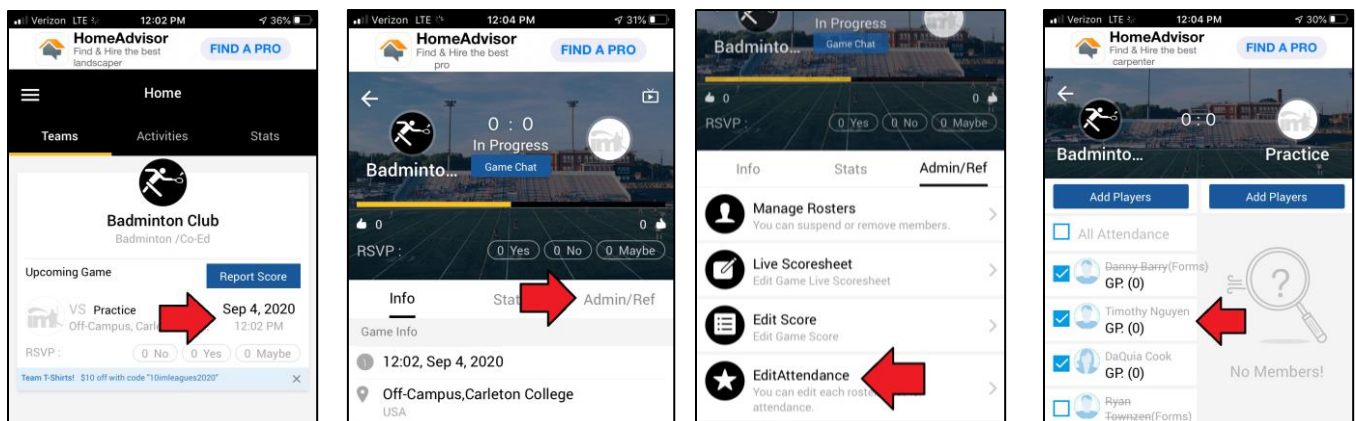
ADDING PLAYERS TO YOUR ROSTER

- From your Team page, select the three dots at the top right of the page
- Select Add Players
- Search for players by Name or STO Email



TAKING ATTENDANCE

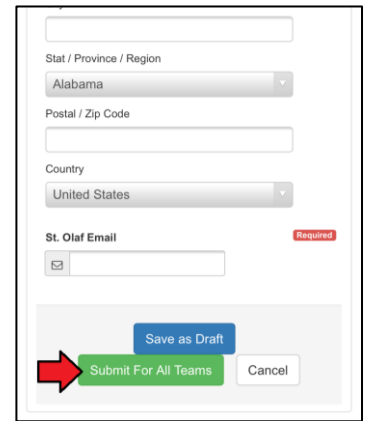
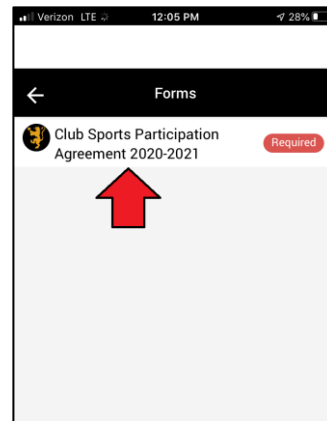
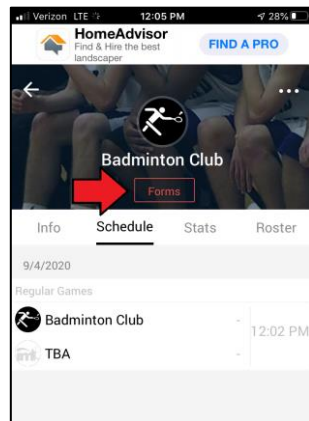
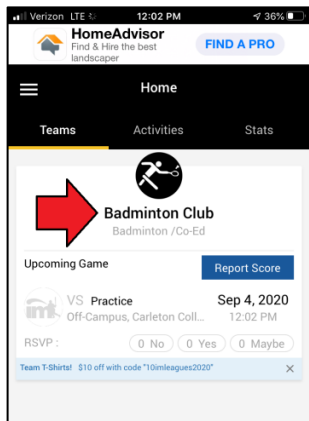
- Go to your Club Team's Schedule and Select the desired practice
- Select Admin/Ref. Then, select Edit Attendance
- Indicate which members played in the practice
- Players who are crossed off (i.e. Ryan Townzen in image #4) cannot participate



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SIGNING FORMS

- Go to your Club Team's page
- Select Forms from the top of your Club Team's page
- Select the desired form
- Complete the required information and submit the form



Coaches/Instructors

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-field 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 HIRING A COACH

- 🏆 Work with Assistant Director of Recreation to establish a job description and pay for each coach or instructor (St. Olaf Student coaches may not be paid)
- 🏆 Find a coach who meets the specific requirements set forth in the established job description
- 🏆 Complete the Coach Form on Moodle
- 🏆 The Assistant Director of Recreation will draft the appropriate agreement and Assumption of Risk for the coach's signature
- 🏆 The Coach completes College required training and other paperwork (Not required if the coach is a St. Olaf Student)
- 🏆 Club officers will be informed via email once their coach has been approved. Coaches cannot participate in any club activity until they have been approved

Club Sport coaches are independent contractors. As such, their pay cannot be altered once their contract has been signed. Additionally, club coaches cannot be reimbursed for any business-related expenses. Club officers should consider these factors when determining their coach's pay.

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 coach form for the next 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 must use “Club” printed on all jerseys, promotional materials, and websites if their sport is a Varsity sport at the College.

Must Use “Club”: Golf, Men’s Hockey, Men’s Soccer, Swimming, Tennis, Women’s Hockey, Women’s Soccer, Women’s Volleyball

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

APPAREL

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 Assistant Director of Recreation 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.

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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.

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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 create 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 Consistent** – Create content regularly. At least one post per week is the recommendation during the academic year. However, teams are encouraged to post more during busy times, such as during their season or leading up to major fundraisers.
- 🏆 **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.

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Facility Usage

Each club sport will be allocated appropriate Recreational facility space for weekly practices by the Assistant Director of Recreation. This allocation takes into consideration the following: historical schedules for varsity athletics, kinesiology classes, intramural sports, and other club sports teams. Once practice space is allocated, Assistant Director of Recreation will publish each club’s practice schedule into IMLeagues for public viewing based on the following dates.

| | Timeframe | Schedule Published by | Notes |
|---------|-----------------------|-----------------------|-------------|
| Block 1 | September and October | September 1st | Indoor Only |
| Block 2 | November and December | October 15th | |
| Interim | January | December 15th | |
| Block 3 | February and March | January 15th | |
| Block 4 | April and May | March 15th | |

RECREATION SPACES – INDOOR

- 🏸 Skoglund Classroom 112
- 🏸 Skoglund Gym
- 🏸 Skoglund Pool
- 🏸 Skoglund Racquetball Court
- 🏸 Skoglund Wrestling Room
- 🏸 St. Olaf Ice Arena
- 🏸 Tostrud Fieldhouse
- 🏸 Tostrud Lower Track

RECREATION SPACES – OUTDOOR

- 🏸 Carlson Tennis Courts
- 🏸 I-Lot Fields
- 🏸 Football Practice Fields
- 🏸 Melby Soccer Field
- 🏸 Old Main Field
- 🏸 Outdoor Rink
- 🏸 Soccer Practice Fields
- 🏸 Ytterboe Sand Volleyball Courts

When teams need to cancel practices or contests, Club officers are responsible for promptly notifying the Assistant Director of Recreation.

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 with the Club Sports Office. This includes practices, competitions, travel, fundraisers, social events and community service events. The amount of notice required depends on various factors, such as size, location, duration, or risk associated with the event.

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TOURNAMENTS

Requests to host tournaments must be submitted at least 30 days in advance. 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.

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-SKOGLUND/TOSTRUD 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 Assistant Director of Recreation of their practice schedule at least five business days before their first practice in the facility. 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 Assistant Director of Recreation 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 Assistant Director of Recreation.

Financial Policies

Lawson serves as a definitive record for organization budget management. Presence Finance is an added tool that helps centralize finance forms and processes to improve organization financial management.

Students listed as “President” or “Treasurer” and staff/faculty listed as “Advisor” within the organization in Presence are automatically granted access to their Lawson account. More information about how to access and utilize Lawson can be found on the OSA website.

In order to have access to Presence Finance, student leaders must complete the OrgEssentials Training on Presence once per academic year. For more information on Presence Finance, please visit the Office of [Student Activities webpage](#).

SPENDING CLUB FUNDS

Three-step process:

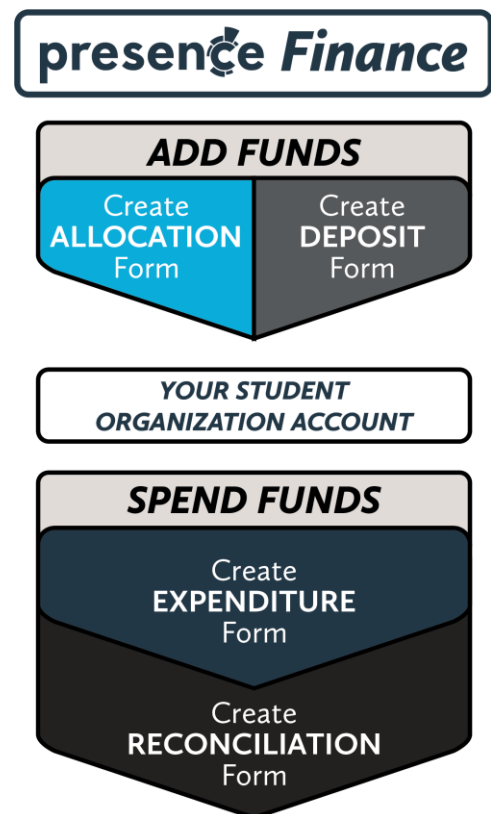
- 👉 Create Expenditure on Presence
- 👉 Make the Payment via Credit Card, Check, etc.
- 👉 Create Reconciliation on Presence

CREATE EXPENDITURE FORM

Any leader of a club who has completed OrgEssentials Training can submit an expenditure. However, expenditures will not be processed until they have been approved by the Club’s Treasurer.

After the Treasurer approves, the expenditure must be approved by the Assistant Director of Recreation and the Office of Student Activities. To ensure prompt approval, Club Leaders should utilize the 5 W’s on the expenditure form.

- 👉 What is the expense?
- 👉 Who is benefiting from this expense?
- 👉 Why is this expense being purchased?
- 👉 When is this expense being put into use?
- 👉 Where is this expense being put into use?



CLUB SPORTS HANDBOOK

Examples of the 5 W's

"New soccer balls to replace worn balls for Women's Club Soccer Team to be used in Spring 2022 and beyond at various practice and competition locations."

"Flights to Denver, Colorado to compete in Men's Volleyball Club Nationals to be held 4/13/22 to 4/16/22."

"Registration fee for Vortex to compete in Midwest Throwdown (3/5/22 and 3/6/22 in Columbia, MO)."

AMAZON ORDER

Organizations can purchase items directly from Amazon by using the Presence Create Expenditure Form. Students will need all necessary details of the requested items, including the item name, color, size, material, quantity, and a link to the item. Once approved, OSA will order the items and email the receipt to the requesting student to be used on the Reconciliation.

CREDIT CARD REQUEST

Organizations use a College Credit Card to pay for club expenses by using the Presence Create Expenditure Form. When creating the expenditure, students have the option of using the Assistant Director of Recreation's card (Ryan Townzen) or checking out a credit card from the Office of Student Activities.

If using the Recreation credit card, students should indicate that on the expenditure request and then set a meeting with the Assistant Director of Recreation. The payment will be made during the meeting. To check out a credit card, students can pick up the card in the Office of Student Activities. Then, students will make the purchase on their own and return the card with all necessary receipts to OSA. In either case, the student should complete a Reconciliation after the payment has been made.

CHECK REQUESTS

Organizations are able to request a check from organization funds through the Presence Create Expenditure Form. Requesting a check is typically used to pay non-affiliated individuals, such as a coaches or referees. When requesting a check, officers must remember to upload a completed [W-9 Form](#) for each individual receiving a check. Once approved, OSA will complete the check request form and email a signed copy to the requesting student to be used on the Reconciliation.

CLUB SPORTS HANDBOOK

INVOICE PAYMENT

Organizations can pay invoices by using the Presence Create Expenditure Form. Invoice payments are typically used for facility rentals or payment of league dues. Once approved, OSA will email a signed copy of the approved Invoice to the requesting student to be used on the Reconciliation.

MILEAGE REIMBURSEMENTS

Organizations should request a mileage reimbursement from organization funds through the Presence Create Expenditure Form. Mileage reimbursements are the only type of reimbursement permitted for clubs. Students can only be reimbursed for miles that are driven in their vehicle. The mileage reimbursement rate is \$0.25 per mile and can be reimbursed for miles driven during any/all club related business. This could include travel to competitions, fundraisers, off-campus practices, or to purchase club equipment.

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.

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.

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.

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 via Presence events 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.

CLUB SPORTS HANDBOOK

SUBTRACTIONS

- 🏆 1 point for each student leader not in attendance for fall officer training (up to -5)
- 🏆 1 point for each missing practice attendance (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 person who participates while not eligible
- 🏆 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 Assistant Director of Recreation 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 budget year (e.g., points earned in 2023-2024 will set the budget allocation for 2024-2025). For the purpose of this point system, each budget year will begin on May 1st and end on April 30th.

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 Assistant Director of Recreation 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 allocated 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. Competitive clubs are not permitted to request additional funding from SOC.

Recreational Clubs may 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.

OSA provides overviews to both in-person and online fundraising through [their website](#).

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 [Presence Event Form](#). Clubs must complete this form at least two weeks in advance of the activity to ensure it will be approved on time.

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. Dues can be made via Cash, Check, or Ole Dollars. Club Teams can set up Dues Collection via Ole Dollars by setting up a meeting with the Club Sports Office.

DEPOSITS

Club Officers should use the [Presence Create Deposit Form](#) to deposit all money earned from dues, fundraising and gifts. This should be completed within three business days.

CLUB SPORTS HANDBOOK

Travel

Clubs are encouraged to travel on behalf of the college for club purposes, as their budget allows. Travel can offer unique opportunities for students to live out the mission of their organizations while away from the Hill.

Students are expected to act in ways that align with St. Olaf's Code of Conduct and represent the College in its best light. Student conduct policies found in the Student Handbook still apply while students are traveling away from campus with a student organization. Failure to adhere to this travel policy may result in consequences such as the denial of reimbursement, inability to use college funding, or other appropriate actions as determined by the college administration.

EVENT FORM (TRAVEL)

In order to travel, Club teams must submit a [Presence Event Form](#) at least two weeks in advance. This includes away contests, home contests hosted off-campus, and travel for fundraising purposes.

While Club Leaders may not know all details of a trip two weeks in advance, events should be created anyway. Club leaders can then edit the event to add necessary details as they are solidified.

When creating the event, remember to use the following options:

- 🚩 Event Name? Should follow this structure: Club Team at Destination (Identifying Date)
 - i.e. **Badminton Club at Carleton (November 2023)**
- 🚩 Start Date/Time: The Departure Date/Time of the trip
- 🚩 End Date/Time: Return Date/Time of the trip
- 🚩 Destination Address: Include the address of the destination
- 🚩 Options: Trips should be "Hidden from Non-Members"

Upon return from any travel, Club leaders must submit the winner, score, and attendance of the event on IMLeagues. Additionally, students who drove their personal vehicle will be sent a reimbursement form to complete and sign.

LODGING (LUCID TRAVEL)

Lodging requests cannot be made until the Event Registration and Create Expenditure forms have been approved in Presence.

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All lodging arrangements must be made at least two weeks in advance through the College's official travel booking platform, [Lucid Travel](#). This platform has been selected to ensure cost-effective and efficient travel planning while adhering to the college's travel policies. Reservations requests are sent through the website to Recreation staff for final approval. Student organizations may not make arrangements outside of the booking website. Reservations through Airbnb, VRBO, and other rental platforms are not allowed.

Student Organizations must request lodging that is appropriate for the number of students traveling and adhere to the room capacity limits specified by the hotel.

COLLEGE FLEET VEHICLES

St. Olaf has a fleet of vehicles that registered student organizations can reserve for official organization business. The cost is \$0.50 per mile and include gasoline, insurance, and maintenance. Local trips are charged a \$25 minimum fee. The full policy and process for reserving college vehicles can be found on the [transportation website](#).

ENTERPRISE RENT-A-CAR

Enterprise Rent-A-Car is the preferred rental car vendor for the College. All Club Teams must reach out to Ryan to make arrangements for rental cars.

STUDENT PERSONAL VEHICLES

Students may drive personal vehicles for student organization trips. Student Organization drivers must be reimbursed from organization funds for mileage through the Create Expenditure form process in Presence. A student organization leader should complete the Mileage Reimbursement form on behalf of the student driver. Once the Expenditure is approved in Presence, the Mileage Reimbursement Form and printed map of the route driven must be submitted to the Office of Student Activities within two weeks of the approved trip.

CHARTER BUSES

When traveling with more than 30 students, a bus is recommended over individual vehicles. Groups may choose to charter a bus through Northfield Lines. Please contact the Office of Student Activities to obtain a quote.

CLUB SPORTS HANDBOOK

AIRLINES

Student organizations who choose to use air travel must work with Student Activities/Recreation staff to determine the best method of securing flights. Student organizations may not make arrangements without consulting with staff.

LODGING (LUCID TRAVEL)

Lodging requests must be made through our 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. Please note, Lucid requests cannot be made until the event and expenditure have both been approved in Presence.

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 two double/Queen beds (only), so no more than four students can stay in each room.

Once submitted for review, The Assistant Director of Recreation 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 Assistant Director of Recreation as soon as possible to ensure lodging and other reservations can be cancelled with maximum refund.

STUDENT PERSONAL RESIDENCES

Clubs may stay at a student's personal residence during Club travel. However, Officers must submit the following documents to the Assistant Director of Recreation at least two weeks prior to departure:

- 🏠 Homeowner's or Renter's Insurance Policy, including insured party and address
- 🏠 Contact information of the homeowner or tenant
- 🏠 Written confirmation from the homeowner or tenant acknowledging they are aware of the number of students and dates of stay

The Assistant Director of Recreation will review all necessary information and approve club use of a personal residence within three (3) business days of receipt.

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.

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 not 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 Assistant Director of Recreation 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 on the severity and urgency of the situation. Officers should use 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

Assistant Director of Recreation

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 Assistant Director of Recreation 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 Assistant Director of Recreation.

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 Assistant Director of Recreation 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.