

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 sport related activity. The emphasis of the Club can be recreational, instructional or competitive. Each Club structure is created by students who work closely with the Club Sports Office 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 Club Sports Office 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
- 🧗 Climbing
- 🏊 Curling
- 🚴 Cycling
- 💃 Dance Team
- 🐎 Equestrian
- 🛼 Figure Skating
- 🥋 Mixed Martial Arts
- 🏒 Men's Hockey
- ⚽ Men's Soccer
- 🏈 Men's Ultimate
- 🏐 Men's Volleyball
- 🏋️ Powerlifting
- 🚣 Rowing
- 🏃 Running
- 🏊 Swimming
- 🎾 Tennis
- 🏐 Water Polo
- ❄️ Winter Guard
- 🏒 Women's Hockey
- 🏑 Women's Lacrosse
- 🏉 Women's Rugby
- ⚽ Women's Soccer
- 🏈 Women's Ultimate (Tempest)
- 🏈 Women's Ultimate (Vortex)
- 🏐 Women's Volleyball

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Club Status

Club Sports teams will be categorized as competitive or recreational. All new clubs will begin as recreational (and conditional) for their first full year. Recreational clubs who meet all the standards of a competitive club will be elevated for the following academic year. There are numerous benefits with being considered a competitive club. These include preferential facility times, funding from the Involvement Board's Club Sport Budget, inclusion in additional fundraising opportunities and exposure in College publications.

COMPETITIVE CLUB

Competitive Club status is reserved for Clubs whose primary function is to compete 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 a roster size of at least 15 members on IMLeagues
- 🏆 Require membership dues that comply with Office of Student Activities policies
- 🏆 Require participation agreement on IMLeagues (Appendix A Template)
- 🏆 Compete or perform in at least five (5) events during the academic year
- 🏆 Complete weekly participation check-ins on IMLeagues

The Recreation office 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 more than three 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 10 rostered members annually
- 🏆 Not compete or perform in five or more events in one academic year
- 🏆 Complete weekly participation check-ins on IMLeagues

Recreational Club Sports are permitted to request funding for the Involvement Board for events and equipment. Any allocation from the Involvement Board will draw from their student organization budget, not the Club Sports budget.

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Risk Categories

In addition to being competitive or recreational, all clubs fall into a risk category. Categorizing club sports by risk level allows the College to better anticipate and manage the unique safety considerations of each activity. Different sports involve varying degrees of physical contact, environmental exposure, and injury potential. By defining categories, we can:

- Identify the relative risk level of each sport.
- Align resources (supervision, training, medical coverage) to areas of higher need.
- Standardize waivers, policies, and emergency planning across groups of similar risk.
- Support student safety while enabling diverse sport participation opportunities.

This framework ensures consistent, transparent decision-making and provides club leaders and participants with clear expectations.

Category	Definition	Examples	Risk Profile
Collision	Athletes intentionally use their bodies to hit or collide with others/objects.	Football, rugby, ice hockey, lacrosse	Highest – concussions, fractures, high-energy trauma.
Combative	Objective is to physically engage an opponent through strikes, holds, or submissions.	Wrestling, martial arts, boxing, judo	High – head/joint injuries, concussions, musculoskeletal trauma.
Adventure	Takes place in uncontrolled or high-risk natural environments.	Rock climbing, skiing, whitewater kayaking	High (variable) – environmental risks, equipment failure, weather hazards.
Contact	Routine physical contact occurs but is not the primary objective of the sport.	Basketball, soccer, water polo, field hockey	Moderate – sprains, strains, contact-related injuries.
Limited Contact	Contact is rare and typically incidental to play.	Volleyball, softball, baseball, fencing	Lower – overuse injuries, equipment-related impacts, accidental collisions.
Non-Contact	No physical contact with opponents in normal play.	Tennis, track & field, swimming, golf	Minimal – mostly overuse injuries.

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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 Club Sports Office 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 their governing body
- 🏆 Serve as a liaison between the club and College administrators
- 🏆 Ensure club officers and members comply with the content of this Club Sports Handbook
- 🏆 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 Club Sports Office

VICE PRESIDENT – RECOMMENDED

- 🏆 Monitor IMLeagues to ensure all members are listed on the roster prior to participating
- 🏆 Complete travel itineraries and ensure travel forms 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
- 🏆 Foster fundraising within the Club to approach fiscal sustainability

SAFETY OFFICERS

While Clubs are permitted to structure their leadership in any manner, they are required to have at least two (2) safety officers at all sport related activities if either of the following apply to the activity:

- 🏆 The activity does not take place in the Tostrud Fieldhouse, Skoglund Gym, Skoglund Pool, St. Olaf Ice Arena, or Porter Hall during staffed, building hours

OR

- 🏆 The sport is considered combative, collision, adventure, or contact as defined on page 4.

Safety officers are not required for fundraising activities unless there is a physical component to the activity, such as a camp or a clinic.

Safety Officers' main role is to understand and implement the Emergency Action Plan contained in this document as well as any other safety policies that pertain to their club. They must maintain a valid CPR/AED/FA certification and complete the NFHS Concussion Management Education training annually.

Safety officers are not required if the activity takes place in Tostrud Fieldhouse, Skoglund Gym, Skoglund Pool, the Ice Arena, or Porter Hall during staffed, building hours. Additionally, they are not required if the activity is being supervised by certified athletic trainers or EMTs.

MENTAL HEALTH RESPONDERS

Teams that travel outside of Northfield more than three times per academic year must have three (3) Mental Health Responders (MHR) on their competitive roster. MHRs must maintain a Mental Health First Aid certification through the College's wellness center. These students are expected to know best practices and intervene in critical mental health related events during team travel.

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ADVISORS

Every student organization must have a staff or faculty advisor to maintain active status. Advisors serve an important role within student organizations and as such, the Office of Student Activities has developed guidelines and responsibilities for advisors. More information about resources and training for advisors can be found on the [OSA website](#).

Some student organizations connected to an external organization (often a religious organization) may have an advisor who is not affiliated with St. Olaf. Non-St. Olaf staff/faculty advisors are expected to follow all campus policies and maintain an active relationship with the OSA and/or related campus offices. Organizations that wish to have a non-St. Olaf affiliated advisor must receive approval from the Office of Student Activities.

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. The Recreation Department will request SOEMT coverage all home contests so long as those contests are added to Presence in a timely manner. For the purpose of EMT requests, home contests must be scheduled by the 15th of the month prior.

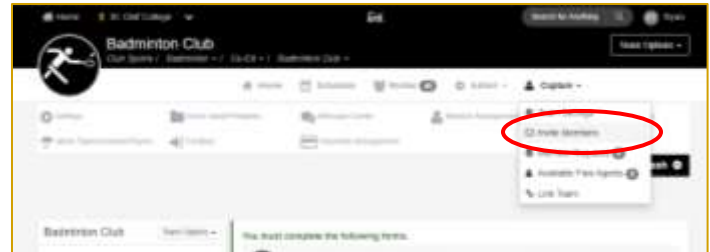
For home contests being played off-campus, Clubs must find a medical professional, through means other than SOEMT. Once a medical professional is secured, Club leadership must email a confirmation, along with the contracted individual's certification to the Club Sports Office.

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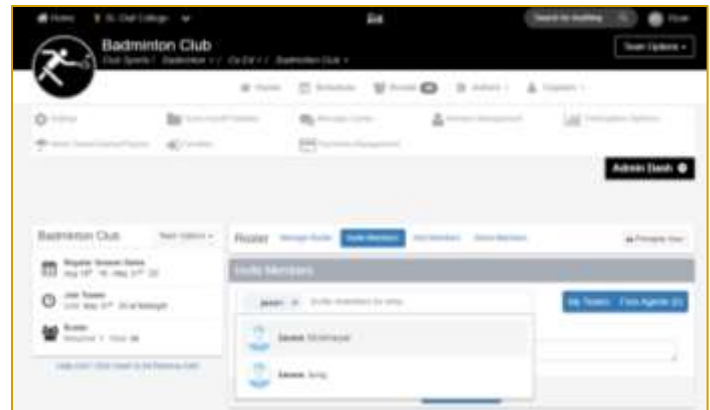
IMLeagues Instructions (Web-Based App)

ADDING PLAYERS TO YOUR ROSTER

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

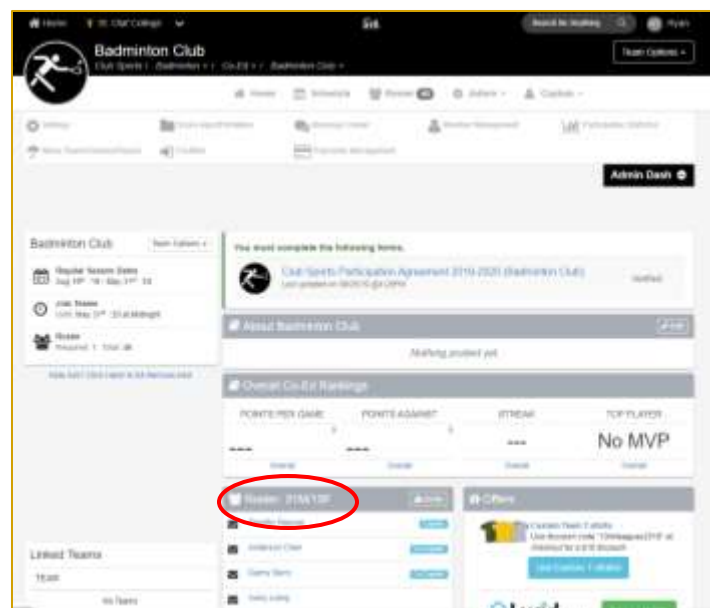


- If your teammates have an account, you can find them by name
- If your teammates do not have an account, type in their email



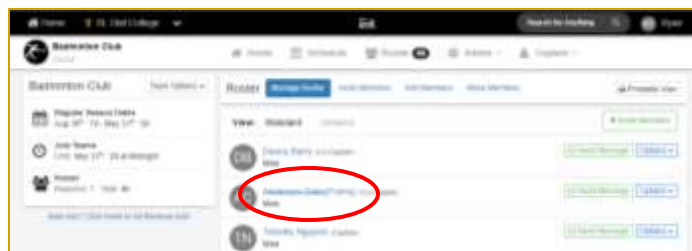
CHECKING ROSTER/FORMS

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



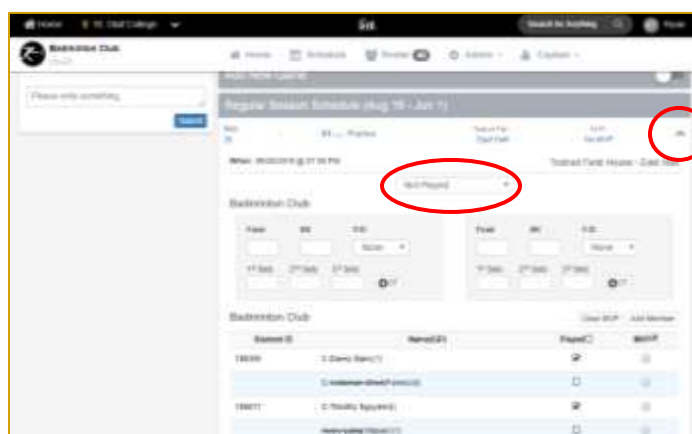
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- Members who have not completed their forms will be crossed off – they cannot participate



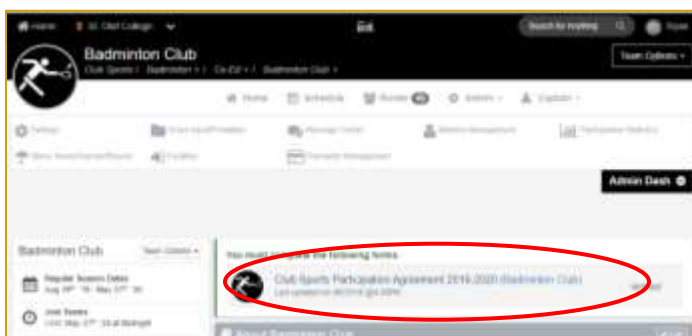
TAKING ATTENDANCE

- 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.

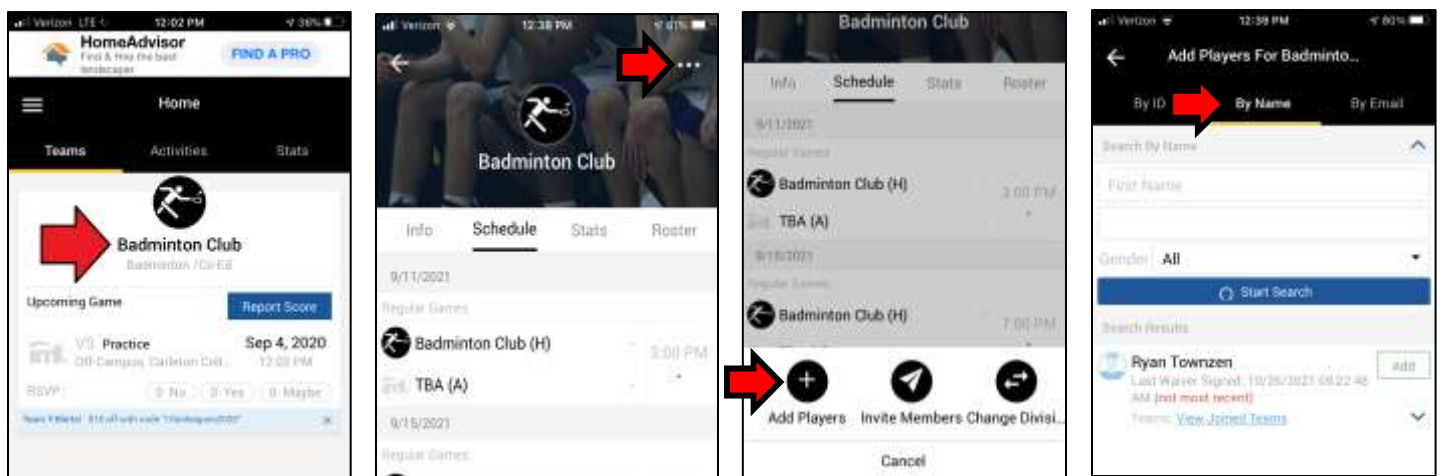
A screenshot of a web browser displaying a form titled "Club Sports Participation Agreement 2019-2020". The form is part of a Google Docs interface. At the top right of the form, there is a button labeled "Make a New Copy" which is circled in red. Below the title, there is a section for "Agreement" and a "Relevant Topics in Forum" section on the left side of the page.

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IMLeagues Instructions (Mobile App)

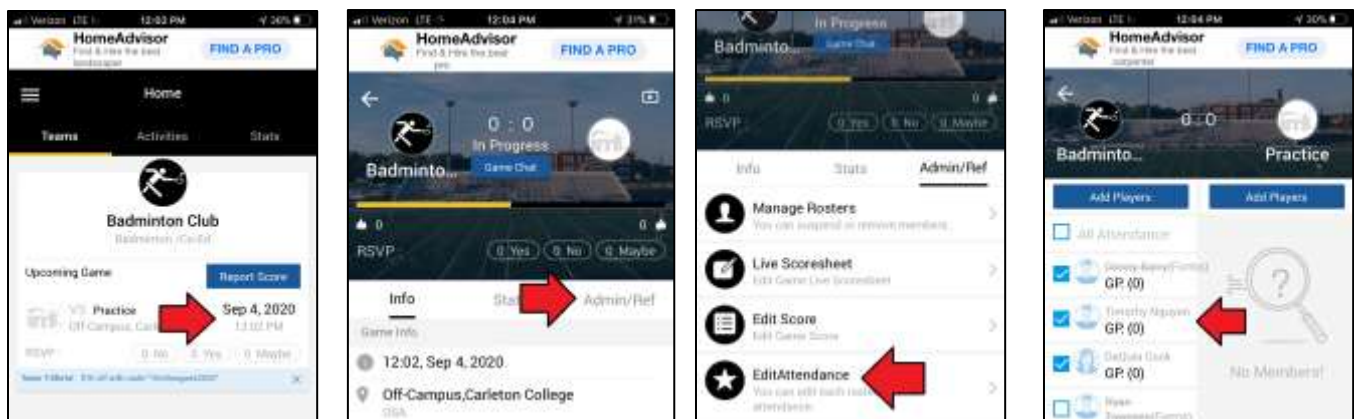
ADDING PLAYERS TO YOUR ROSTER

- 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

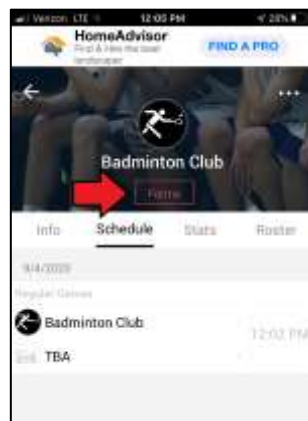
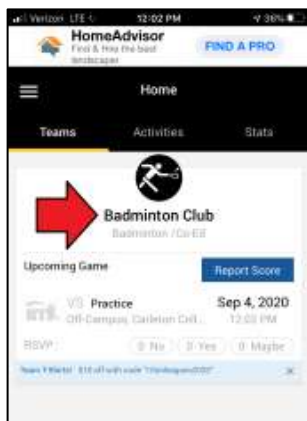
- Go to your Club Team's Schedule and Select the desired practice
- Select Admin/Ref. Then, select Edit Attendance
- Indicate which members played in the practice
- Players who are crossed off (i.e. Ryan Townzen in image #4) cannot participate



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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

This screenshot shows the 'Club Sports Participation Agreement 2020-2021' form. It contains fields for 'State / Province / Region' (Alabama), 'Postal / Zip Code', 'Country' (United States), and 'St. Olaf Email'. At the bottom, there are three buttons: 'Save as Draft', 'Submit For All Teams' (highlighted with a red arrow), and 'Cancel'.

Coaches/Instructors

Coaches/Instructors are not required for any Club Sport. 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. Nor should coaches be leading the off-field operations of the club, such as fundraising or recruiting.

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

- 🏆 Establish a job description and pay for each coach or instructor – all coaches must be paid
- 🏆 Find a coach who meets the specific requirements set forth in the established job description
- 🏆 Complete the Coach Form on Moodle
- 🏆 The Club Sports Office will draft the appropriate independent contractor agreement and Assumption of Risk for the coach's signature
- 🏆 Once signed, the contract will be sent to the business office and Human Resources will assign required modules to the coach
- 🏆 The Coach completes College required training and other paperwork
- 🏆 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 should not 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 up to 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.

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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

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 Club Sports Office 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 hang 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 Club Sports Office. 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, Club Sports Office will send a 25Live confirmation of all practices. Club officers are expected to review the confirmation thoroughly and email any concerns to the Club Sports Office within 5 business days of receipt.

	Timeframe	Schedule Published by	Notes
Block 1	September and October	August 27th	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
- 🏠 Skoglund Gym
- 🏠 Skoglund Pool
- 🏠 Skoglund Multipurpose 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
- 🏠 New Hall Sand Court
- 🏠 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 Club Sports Office.

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.

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All 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. Students are not permitted to use club equipment for non-registered club events.

TOURNAMENTS

Requests to host tournaments must be submitted at least 60 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 facilities not managed by Recreation, as needed. Clubs that practice in other facilities must notify the Club Sports Office of their practice schedule at least five business days before their first practice or meeting in the facility. Remember, that Clubs must utilize R25 to request any St. Olaf facility that is not managed by Recreation.

STORAGE

Recreation has four secure storage areas for use by Club Sports teams. Each Club team's officers will be granted access to storage space, based on the needs of the team and space available. Since spaces are shared by numerous teams, officers must 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.

Additionally, there are a number of non-secure storage spaces that are available to Club teams. These spaces are usually for larger items that cannot be stored in secure spaces. Recreation strongly suggests that Club teams find alternative methods of securing equipment if they need to utilize non-secure space.

Storage needs in RESA facilities must be arranged with the Club Sports Office 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 Office.

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Financial Policies

Oracle serves as a definitive record for organization budget management. However, only professional staff have access to review Oracle transactions and records. As such, Presence Finance is the unofficial balance of the student organization that is viewable and usable for students. This tool centralizes finance forms and processes to improve organization financial management.

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:

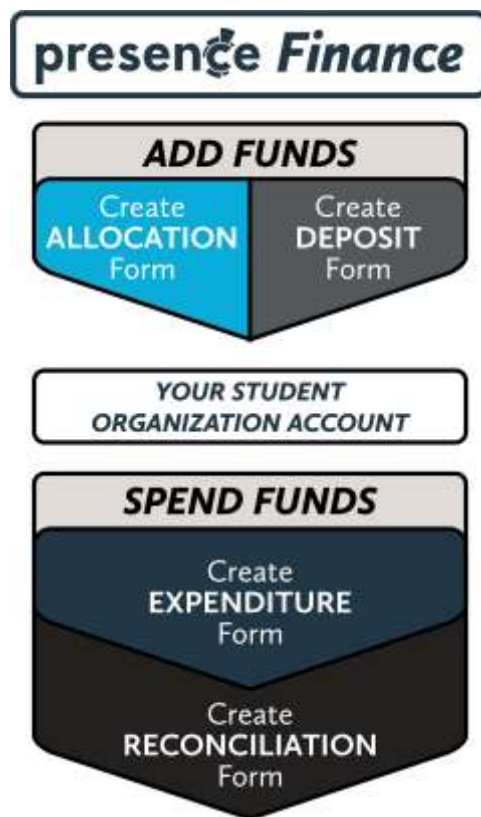
- 🏷️ Create Expenditure on Presence
- 🏷️ Make the Payment via Credit Card, Check, etc.
- 🏷️ Create Reconciliation on Presence

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 Club Sports Office 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?
- 🏷️ When is this expense being put into use?
- 🏷️ Where is this expense being put into use?
- 🏷️ Why is this expense being purchased?



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 2026 and beyond at various practice and competition locations."

"Flights to Denver, Colorado to compete in Men's Volleyball Club Nationals to be held 4/13/26 to 4/16/26."

"Registration fee for Vortex to compete in Midwest Throwdown (3/5/26 and 3/6/26 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 Club Sports Office'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 Club Sports Office. 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 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, the Club Sports Office 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, uniform and specialty equipment purchases or payment of registration fees. Once approved, the Club Sports Office 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 \$0.50 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.

CLUB SPORTS HANDBOOK

Hosting a Home Competition

PURPOSE

To ensure the safety of participants, the integrity of competition, and effective event operations, St. Olaf College Club Sports requires appropriate referees/officials, emergency medical personnel, and designated site managers for all home competitions hosted or sponsored by club sport teams.

APPLICABILITY

This policy applies to all club sport competitions hosted by St. Olaf College teams against outside opponents (other colleges, universities, or clubs), whether on-campus or off-campus. For an off-campus contest, it is considered hosted by St. Olaf College if the St. Olaf club team is coordinating and/or paying for the use of the facility.

REFEREES AND OFFICIALS

Certified referees/officials are required for all contact sports and above (as defined on page 4 of this document). The number of officials must match the standard for a typical contest sanctioned by the relevant conference or national governing body.

Officials must be scheduled through a local assigner or officials' association recognized in the sport. Officials associations can be found on the [Minnesota State High School League's](#) website.

Referees are not required for Alumni games. They are not necessarily required for youth clinics – those will be evaluated on a case-by-case basis by Club Sports staff.

MEDICAL PERSONNEL COVERAGE

St. Olaf EMT coverage is required for all competitions that are hosted on campus, including Alumni games and youth clinics. Two EMTs are required for each facility in which events are occurring. So, when hosting tournaments that utilize multiple locations, additional EMT crews may be required.

SOEMT can only work contests that are on campus. In cases when a St. Olaf club is hosting an off-campus contest, the club team is responsible for securing coverage for EMTs or athletic trainers.

Medical personnel is not required for competitive teams who are performing.

CLUB SPORTS HANDBOOK

SITE MANAGEMENT

All home competitions must have a designated site manager provided by the hosting club. The site manager must be on site for setup, warmups, the contest, and teardown. They can be a member of the team, but they cannot play in the contest.

Responsibilities of the Site Manager include:

- 🏆 Coordinating with SOEMT upon arrival and during emergencies
- 🏆 Ensuring W9 forms are signed by referees when they arrive to the site
- 🏆 Securing waivers from the visiting team(s) upon arrival to the game site
- 🏆 Monitoring weather conditions and initiating delays or cancellations if necessary
- 🏆 Overseeing set-up and tear-down of the game site
- 🏆 Assisting with the team's Emergency Action Plan
- 🏆 Managing spectators and maintaining a safe environment
- 🏆 Supervising any/all other staff needed for a competition

Some sports or contests may need additional staffing to assist with ticket sales, concessions, timing, scoring, and security.

Teams that cannot find staffing may request one from the Recreation department. The cost for a site manager is \$15 per hour. Requests should be made approximately two weeks in advance.

RESPONSIBILITIES

With respect to hosting, club leadership is responsible for:

- 🏆 Coordinating with Recreation to secure the facility and other space for a competition
- 🏆 Adding home competitions to Presence by the 15th of the month before the event
- 🏆 Working with local assigners/officials' associations to secure referees/officials
- 🏆 Securing a site manager and other staff for all home competitions
- 🏆 Working with the OSA to set up ticket and concession sales, as needed
- 🏆 Creating deposits for funds raised during home competitions within three business days

The Club Sports Office is responsible for:

- 🏆 Requesting SOEMTs once the Presence Event is approved
- 🏆 Sending confirmation emails to SOEMTs, referees, site management, and other staff.
- 🏆 Processing expenditures for referees, site managers, and other staff

CLUB SPORTS HANDBOOK

Competitive Club Sports Allocation

PURPOSE

This policy establishes a standardized and transparent framework for allocating annual Involvement Board funds to Competitive Club Sports, with fundraising efforts as the primary criterion for distribution.

ACADEMIC YEAR & ALLOCATION PROCESS

The fundraising year runs from **May 1st to April 30th**. The Club Sports Meeting will happen on the first Wednesday of May. At the end of each year, fundraising totals for each Competitive Club Sport will be calculated before the funding allocation meeting in the spring semester.

- **85% of available funds** will be distributed based on each club's fundraising credit from the previous academic year.
- Each club will receive a percentage of the allocation proportional to its fundraising credit relative to all clubs. (see breakdown of fundraising credit below)
- **15% of available funds** will be reserved as discretionary funding.

ELIGIBLE FUNDRAISING ACTIVITIES

The following fundraising efforts will be considered:

- **Membership Dues**
- **Donation Fundraisers** (e.g., *Here for the Hill*, *Cub Bagging*)
- **Tabling Sales** (e.g., bake sales, merchandise sales)
- **In-Kind Donations**

REPORTING REQUIREMENTS

Competitive Club Sports must maintain accurate records of all fundraising activities, including dates, amounts, and sources. Documentation must be submitted to the Involvement Board in a timely manner before the funding meeting. Submissions approved in accordance with the Office of Student Activities' policies and procedures will be recognized as officially submitted to the Involvement Board.

Fundraising Credit

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Club sports will receive fundraising credit based on a tiered system designed to promote equity among both new and well-established clubs. This structure ensures that all clubs, regardless of their history or fundraising capacity, have a fair opportunity to benefit from their efforts. By offering full credit for initial funds raised and gradually reducing the percentage for higher amounts, newer clubs can build financial stability while storied clubs are still incentivized to continue their fundraising efforts. The breakdown of fundraising credit is in the table below. This system helps create a balanced financial environment where newer clubs can grow while long-standing programs continue to thrive.

Amount Raised	Credit Earned
First \$4,000	100%
\$4,001 to \$8,000	90%
\$8,001 to \$12,000	75%
\$12,001 to \$16,000	55%
\$16,000 to \$25,000	30%
More than \$25,000	0%

SAMPLE ALLOCATION

In the sample allocation below, assume a total of \$40,000 is available for distribution. Since 85% is allocated based on fundraising efforts, the amount distributed through Fundraising Credit will be \$34,000.

Club Team	Amount Fundraised	Fundraising Credit	% of Fundraising Credit	Minimum Allocation*
Team 1	\$5,633.30	\$5,306.64	8.67%	\$2,946.36
Team 2	\$1,883.00	\$1,883.00	3.07%	\$1,045.48
Team 3	\$1,743.00	\$1,743.00	2.85%	\$967.75
Team 4	\$16,464.99	\$11,293.00	18.44%	\$6,270.11
Team 5	\$8,506.00	\$7,503.60	12.25%	\$4,166.15
Team 6	\$3,640.00	\$3,640.00	5.94%	\$2,021.00
Team 7	\$1,995.00	\$1,995.00	3.26%	\$1,107.67
Team 8	\$2,035.98	\$2,035.98	3.32%	\$1,130.42
Team 9	\$9,119.57	\$7,871.74	12.85%	\$4,370.55
Team 10	\$6,631.57	\$6,105.26	9.97%	\$3,389.76
Team 11	\$17,948.45	\$11,589.69	18.93%	\$6,434.84

***Note:** In this sample, the Involvement Board would allocate an additional \$6,000 based on club teams' presentations.

CLUB SPORTS HANDBOOK

Membership Dues Policy

Competitive teams are required to have members pay dues to cover the costs of participating in their season. This is only required during the team's competitive season. However, teams may opt to have out of season dues as well.

For the purpose of this policy, the competitive season is the season that has a conference, league, or national championship. If the club team does not compete for a championship, the competitive season is the term in which the club travels and competes more often.

ORGANIZATION DUES STRUCTURE

Dues set by clubs that partially or completely cover organizational costs (not solely for membership fees) must fall within a standardized semester scale:

	SEMESTER	SPRING SEMESTER
TIER 3	\$200 per member	\$200 per member
TIER 2	\$100 per member	\$100 per member
TIER 1	\$50 per member	\$50 per member

Each year, club leadership must identify a dues tier for their organization for both the fall and spring semesters. Fall dues must be decided by move-in day. Spring dues must be determined by January 1st. Winter sports (e.g. hockey) may determine to do a winter due in lieu of the fall and spring option. This allows them to have one dues payment to cover their entire competitive season.

PAYMENT OF ORGANIZATION DUES

The Office of Student Activities will manage an online portal powered by Square to collect digital dues payments. As the online platform does collect a transaction fee (2.9% and \$0.30 per transaction), the net revenue to the organization will be less than the amount paid by the student. Cash and check payments for dues will be collected in the OSA and acknowledged within the online platform.

Income from dues will be deposited in the club team's account by the 10th of the month after the dues have been paid.

CLUB SPORTS HANDBOOK

FINANCIAL SUPPORT FOR ORGANIZATION DUES

Recognizing the positive impact of co-curricular engagement and remaining conscious of financial barriers to participation, the OSA oversees the distribution of funds from the [Co-Curricular Opportunity Fund](#) to increase access to student organization activities. Partial payment of organization dues is an approved usage of the Co-Curricular Opportunity Fund.

The table below outlines the cost to the student based on their level of need and the dues tier of their organization. The table also shows the anticipated revenue from dues after fees (per person).

	No Need	Low Need	Medium Need	High Need	Club Revenue
TIER 3	\$200	\$100	\$60	\$25	\$193.90
TIER 2	\$100	\$60	\$40	\$25	\$96.80
TIER 1	\$50	\$35	\$30	\$25	\$48.25

The remaining revenue from dues beyond the student contribution will be covered by the Co-Curricular Opportunity Fund. Students are eligible to receive an annual maximum of \$350 from the Co-Curricular Opportunity Fund.

The level of need is determined by Financial Aid. If a student believes their determined level of need does not accurately encompass their situation, they are encouraged to connect with the Office of Student Activities.

TIMELINE OF DUES

Below is the timeline of dues. Please note students will owe an additional \$25 if they missed the payment due date. Any revenue for late fees will not go to the club and will instead be deposited in the Co-Curricular Opportunity Fund.

	Roster on IMLeagues	Members Invoiced	Payment Due
Fall Term	Friday, October 3rd	Monday, October 6th	Friday, October 24th
Club Hockey	Friday, October 24th	Monday, October 27th	Friday, November 14th
Spring Term	Friday, February 26th	Monday, March 1st	Friday, March 19th

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Fundraising

Fundraising is a vital part of many Club Sports teams. In most instances, dues and involvement board allocation cannot cover the costs of a Club's 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 2025)**
- 🏆 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"

Any changes to the original request, such as departure times or members participating, must be updated via the form before departure. Once the trip is approved by the appropriate staff member(s), student organization members may proceed with travel arrangements.

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.

Transportation Options

All St. Olaf student organization members driving a college fleet vehicle, rental car, or personal vehicle must be at least 18 years old and listed on the St. Olaf approved drivers list. Drivers must pass a motor vehicle background check and maintain the online Alert Driver safety training program certification (which must be renewed every two years). Students must complete the background check and register for the training before travel.

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 \$15 minimum fee. The full policy and process for reserving college vehicles can be found on the [transportation website](#).

When using College vehicles, students are only permitted to drive 200 miles in a given day. Trips longer than that will require two authorized drivers per vehicle. Additionally, College vehicles may only be driven 400 miles one way. For trips more than 400 miles, clubs are strongly encouraged to use rental vehicles through Enterprise.

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.

The College strongly discourages employees and students from using personal vehicles for College business (including transporting students) because employees and students assume liability in their own personal vehicle. Employees and students using their own cars for college business are obligated

CLUB SPORTS HANDBOOK

for damage to their car and liability for injury/damage sustained by third parties. The College's insurance is secondary to the vehicle owner's insurance.

- ☛ The College is not responsible for any physical damage to an employee's or student's vehicle.
- ☛ The driver/vehicle's personal auto insurance provides primary insurance with minimum liability coverage of \$100,000 per person/\$300,000 per incident.
- ☛ Employees/students should have their own collision and comprehensive physical damage coverage.
- ☛ The employee/student bears the expense of any personal auto policy deductibles.
- ☛ A College accident report must be filed if there are personal injuries to anyone involved in an accident or if non-College property is damaged, other than the driver's vehicle.
- ☛ The College does not reimburse employees or students for insurance or auto club memberships.
- ☛ Accident deductibles, tickets, violations, etc. incurred by faculty, staff or students while using a personal vehicle for College business are the responsibility of the driver.

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.

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.

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General Travel Guidelines

The following general travel policies apply to all Club members during approved travel off campus. This applies to non-registered trips within Northfield as well.

VEHICLE OCCUPANCY

- 🚗 Vehicle occupancy should not exceed the manufacturer's recommended capacity. All passengers must have a designated seat, and no one may sit in non-seating areas.
- 🚗 Passenger limits should be determined based on the vehicle type, and all passengers must wear seatbelts.

SMOKING

Smoking is not permitted at any time while traveling on College business.

TRAFFIC OFFENSES

Per College Policy, drivers of vehicles traveling on approved College business are personally responsible for all traffic offense fines, violations, etc. incurred. This includes but may not be limited to unpaid toll fees, parking tickets, speeding tickets, and traffic tickets. Expenses related to these items cannot be charged to your organization's College account.

Tolls must be paid while traveling in personal, Fleet Services, and outside rental vehicles. Drivers should be aware of toll roads and plan to pay all applicable fees promptly.

NON-DRIVING HOURS

Clubs are not permitted to drive between midnight and 5am. If a trip requires driving during this time, lodging should be used.

Additionally, clubs must provide an 8-hour rest period during each 24-hour day, where no driving or competition is occurring.

For example, a club team is traveling to Sioux Falls for a tournament. The total travel time is 8 hours. The tournament is scheduled to be from 9am-7pm (10 hours). This event would have 18 sequential hours of driving/competition. As such, a hotel would be required.

MANDATORY DRIVING BREAKS

Drivers must take 10-minute break every 2 hours of continuous driving to rest.

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For trips lasting more than one day, at least one rest day should be included for every four consecutive days of driving.

INCLEMENT WEATHER

Safety officers should monitor weather conditions before and during the trip. If severe weather is forecast, travel may need to be postponed or canceled.

In cases of inclement weather during the trip, safety should always be the top priority. Drivers should pull over and wait for safe driving conditions if necessary.

SPEED LIMITS

- Drivers must adhere to posted speed limits and adjust their speed according to road and weather conditions.
- No Alcohol or Drug Use: The consumption of alcohol or non-prescription drugs is strictly prohibited while driving. Organizations should establish a zero-tolerance policy for any substance abuse during travel.
- Distraction-Free Driving: Drivers must avoid distractions such as texting, phone use, and excessive use of in-car entertainment systems.

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 Club Sports Office 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 Club Sports Office as soon as possible to ensure lodging and other reservations can be cancelled with maximum refund.

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STUDENT PERSONAL RESIDENCES

Clubs may stay at a student's personal residence during Club travel. However, Officers must submit the following documents to the Club Sports Office 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 Club Sports Office will review all necessary information and approve club use of a personal residence within three (3) business days of receipt.

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Emergency Action Plan - Weather

Club officers are responsible for initiating safety protocols during hosted competitions and practices. At away games or tournaments, club officers do not have decision-making authority, but they should advocate for St. Olaf's safety standards and ensure hosts are aware of our expectations for student-participant care.

LIGHTNING/STORMS

Applies to Practices & St. Olaf-Hosted Competitions

- ☛ If lightning is detected within 8 miles (or thunder is heard), activity must be suspended immediately.
- ☛ All players, officials, and spectators must seek safe shelter:
 - Fully enclosed buildings or hard-topped vehicles
 - Do NOT shelter under trees, tents, or dugouts
- ☛ Resume activity only after 30 minutes have passed with no lightning within 8 miles.

Club Officer Responsibilities:

- ☛ Monitor weather using radar or lightning detection apps.
- ☛ Announce stoppage and relocation.
- ☛ Ensure shelter is accessible and safe.
- ☛ Resume only when 30-minute rule is met.

EXTREME HEAT

Applies to Practices & St. Olaf-Hosted Competitions

Heat Index	Action
≥ 90°F	Mandatory hydration breaks every 30 minutes
≥ 100°F	Modify play: shorter halves, extended breaks
≥ 104°F	Suspend or cancel activity

Club Officer Responsibilities:

- Check Heat Index or WBGT before practices/games.

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- Provide water, ice, shaded rest areas.
- Build in breaks for cooling and hydration.
- Postpone or cancel if heat reaches dangerous levels.

EXTREME COLD POLICY

Applies to Practices & St. Olaf-Hosted Competitions

Wind Chill	Action
< 32°F	Encourage layers, shorten exposure, warm breaks
< 18°F	Modify format or duration, longer warm-ups
< 0°F	Cancel or postpone activity

Club Officer Responsibilities:

- Check **wind chill** before events.
- Require proper clothing: base layers, gloves, hats.
- Provide access to warming space.
- Cancel or adjust practice if weather is too severe.

Emergency Action Plan - Injuries

MINOR INJURY (E.G., ROLLED ANKLE, MUSCLE STRAIN, MINOR BLEEDING)

When to Use:

- 🛡 Athlete remains conscious and coherent
- 🛡 No suspected broken bones or head injury
- 🛡 Athlete is able to walk or be assisted safely

ACTION PLAN:

- 🛡 Safety Officer provides basic first aid (ice, compression, cleaning wounds, etc.)
 - 🛡 Move patient to a safe, comfortable area
 - 🛡 Monitor for signs of worsening (swelling, dizziness, fainting)
 - 🛡 Call public safety for assistance if on campus
 - If off campus, get host school's EMTs or ATs involved
 - 🛡 Complete the injury report form if care is beyond a bandage or ice
 - 🛡 Encourage follow-up with health services if pain persists
-

SEVERE INJURY (E.G., BROKEN BONE, DISLOCATION, INABILITY TO WALK)

When to Use:

- 🛡 Visible deformity or suspected fracture
- 🛡 Major bleeding or inability to bear weight
- 🛡 Athlete reports severe pain

ACTION PLAN:

- 🛡 Do NOT move the athlete unless in immediate danger
- 🛡 Call 911 if the injury appears serious or if you're unsure
 - Notify Club Sports staff if 911 is called: 408-506-2071
- 🛡 Safety Officer monitors and ensures athlete remains still and safe

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- 🛡️ Notify Public Safety (if on campus): 507-786-3666
 - 🛡️ Assign teammate to meet EMS or direct responders
 - 🛡️ Stay with the patient until professional care arrives
 - 🛡️ Complete a detailed injury report
-

HEAD INJURY / CONCUSSION / LOSS OF CONSCIOUSNESS

When to Use:

- 🛡️ Head impact or fall - Treat all head injuries as serious
- 🛡️ Athlete complains of headache, confusion, dizziness, or blurred vision
- 🛡️ Athlete loses consciousness, even briefly

ACTION PLAN:

- 🛡️ Call 911 if athlete is unconscious, seizing, vomiting, or worsening
 - Assign teammate to meet EMS or direct responders
 - Notify Club Sports staff if 911 is called: 408-506-2071
 - 🛡️ Do NOT allow return to play that day
 - 🛡️ Safety Officer monitors and ensures athlete remains still and safe
 - 🛡️ Notify Public Safety (if on campus), as needed: 507-786-3666
 - 🛡️ Ensure athlete is seen by a medical professional before returning to activity.
 - 🛡️ Complete a detailed injury report
-

BREATHING OR CARDIAC EMERGENCY (E.G., ASTHMA ATTACK, CARDIAC ARREST)

When to Use:

- 🛡️ Athlete has difficulty breathing, is gasping, turns pale or blue
- 🛡️ No pulse, not breathing, collapsed suddenly

ACTION PLAN:

If breathing issue (e.g., asthma), assist with inhaler and help them sit upright.

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If cardiac arrest is suspected:

- 🛡 Check the scene
 - 🛡 Assign team member to call 911 immediately
 - 🛡 Send another team member to retrieve AED and first aid kit
 - Tostrud Upper Track, Tostrud Lower Hallway, or Skoglund Lobby
 - 🛡 Safety Officer begins CPR and applies AED if unresponsive and not breathing
 - Continue care until EMS arrives
 - 🛡 Assign team members to Direct EMS to exact location
 - 🛡 Call Public Safety when able: 507-786-3666
 - 🛡 Complete an injury report form
-

MENTAL HEALTH EMERGENCY

When to Use:

- 🛡 Athlete expresses suicidal thoughts or intent to self-harm
- 🛡 Athlete is panicked, disoriented, or has a sudden emotional crisis
- 🛡 Athlete is a danger to themselves or others

ACTION PLAN:

1. Mental Health Responder (MHR) should calmly assess and stay with the student
 2. If immediate risk is present, call 911
 1. If on campus, call Public Safety too – 507-786-3666
 3. Mental Health Responder uses de-escalation techniques as trained until help arrives
 4. Remove student from crowd and provide quiet space
 5. Notify Club Sports professional staff immediately
 6. If 911 or Public Safety is not called, Mental Health Responder should document the concern on the [Community Concern form](#)
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ROLES & RESPONSIBILITIES SUMMARY

Role	Responsibility
Safety Officer	Primary first responder for physical injuries.

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	Must be CPR/AED/FA certified.
Mental Health Responder	Primary support for emotional and mental health crises. Trained in Mental Health First Aid.
Club Officer	Oversees overall scene control, communication with Public Safety, 911, and Club Sports staff.
Teammates	Assist with directions, crowd control, retrieval of equipment, or meeting responders.

REPORTING & FOLLOW-UP

- 🛡️ Mental health concerns should be reported using the [Community Concern Form](#)
- 🛡️ All injuries must be reported within 24 hours to the Club Sports office by completing an injury/incident report form
- 🛡️ For serious injuries, Club Sports staff may request additional documentation or post-incident debrief

Emergency Action Plan – Vehicle Incidents

Applies to travel in personal, rental, or college fleet vehicles while representing St. Olaf College.

Always prioritize the safety of passengers first. Club leaders must be prepared to manage emergency response steps, coordinate with Public Safety, and ensure proper documentation.

CAR CRASH – INVOLVING ANOTHER VEHICLE

Includes personal, fleet, or rental vehicles

ACTION STEPS:

- 🚩 Check for injuries. If anyone is injured, call 911 immediately.
 - Move to a safe location, turn on hazard lights.
- 🚩 Call local police or highway patrol to report the accident.
- 🚩 Remain at the scene until authorities arrive. Do not leave.
- 🚩 For Enterprise vehicles, call for Roadside assistance (800-307-6666)
- 🚩 Exchange information with all involved drivers:
 - Full name, phone number
 - Driver's license number
 - Insurance information
 - License plate and vehicle details
- 🚩 Obtain a police report number and request a copy (get the officer's name and badge number).
- 🚩 Take photos of:
 - Vehicle damage
 - Road conditions
 - Insurance cards and license plates
- 🚩 Notify Club Sports staff as soon as practical: 408-506-2071
- 🚩 File a written incident report with Club Sports within 24 hours

KEY REMINDERS FOR VEHICLE ACCIDENTS

- 🚩 Do not admit fault at the scene — simply share factual information
- 🚩 Always wait for police to arrive and request an official report
- 🚩 Maintain calm and respectful communication with all parties
- 🚩 Save all receipts if any costs are incurred due to the accident (towing, lodging, meals)
- 🚩 Club Sports staff can assist with follow-up, insurance, or administrative steps as needed

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CAR CRASH – RENTAL VEHICLE

(College-rented but not fleet-owned)

ACTION STEPS:

- 🚨 Check all individuals for injuries
- 🚨 Move to a safe area, turn on hazard lights
- 🚨 Call 911 and wait till first responder arrives on scene
- 🚨 Follow rental company crash procedure in glove box or contract.
- 🚨 Exchange information with involved driver(s):
 - Name, contact, insurance, license plate
- 🚨 Take photos of damage and scene
 - Obtain incident report from first responder
- 🚨 File
- 🚨 Notify Club Sports Staff
- 🚨 File an insurance claim through personal auto policy, as needed.
- 🚨
- 🚨 Follow rental company crash procedure in glove box or contract.
- 🚨 Call rental company's emergency line.
- 🚨 Contact Public Safety and Club Sports Staff.
- 🚨 Document scene and submit incident report.

CAR CRASH – COLLEGE FLEET VEHICLE

(St. Olaf owned/managed vehicles)

ACTION STEPS:

- 🚨 Call 911 immediately
- 🚨 Check all individuals for injuries
- 🚨 Follow College Fleet vehicle protocol:
 - Contact **Public Safety**: 507-786-3666

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- Provide vehicle ID (usually in glove box)
- 🏆 Call Club Sports Staff
- 🏆 Document the scene thoroughly.
- 🏆 Do not leave vehicle unattended.
- 🏆 Complete incident report within 24 hours.

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 Director of Recreation to ensure proper College 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

Director of Recreation

O: 507-786-3989 | C: 408-506-2071

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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 Club Sports Office 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 Club Sports Office.

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 Club Sports Office 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.

Appendix A – Participation Agreement

This is a template only – All agreements will be signed on IMLeagues

Purpose

Participation in Club Sports at St. Olaf College is a privilege and a commitment. As a member of a club team, each athlete contributes not only to individual growth but also to the success, culture, and sustainability of the team. This contract outlines the expectations for all players to ensure a positive, collaborative, and accountable experience.

Financial Commitment

I understand that I am responsible for paying club dues in the amount of \$_____ by [due date].

I acknowledge that these dues support travel, equipment, uniforms, tournament fees, and other essential expenses.

I understand that failure to pay dues by the due date will result in a late fee of \$25 and the total amount (dues plus late fee) will be billed to my student account.

I will actively participate in all team-organized fundraising efforts, recognizing that these efforts help offset costs and sustain the club for future seasons.

Practice and Event Attendance

I agree to maintain a minimum attendance rate of ____% at team practices unless excused by a coach or team leadership for academic, health, or personal reasons.

I will make a reasonable effort to attend all scheduled games, tournaments, and team events.

I understand that poor attendance or lack of communication about absences may result in reduced playing time or other consequences, up to and including removal from the team without a refund.

Communication and Accountability

I agree to regularly check and respond to team communications (email, GroupMe, etc.) and to notify team leaders in advance of any conflicts.

I understand that being part of a club team is a collective commitment—my reliability directly affects my teammates and the team's ability to succeed. I recognize that holding myself and others accountable in a respectful and constructive manner is essential to building a strong, inclusive, and successful team culture.

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Club Sports Participation Agreement (cont.)

Community, Culture, and Conduct

I will make a reasonable effort to attend team-organized social events and volunteer activities throughout the academic year, recognizing that both are important for building team unity, fostering community, and upholding the club's values.

I understand that as a representative of St. Olaf College, I am expected to exhibit sportsmanship, inclusivity, and respectful behavior at all times.

I will comply with all St. Olaf College policies, including those related to alcohol, drugs, hazing, and student conduct.

Agreement

By signing this agreement, I acknowledge that:

I understand and accept the expectations outlined above.

I am committed to upholding the values and responsibilities of being a club sports athlete at St. Olaf College.

I recognize that my participation and engagement are essential to the success, growth, and integrity of this team.

I understand that in certain unforeseen circumstances—including, but not limited to, major injury, significant financial hardship, or withdrawal from St. Olaf College—I may request to cancel this agreement and/or be released from full financial responsibility for club dues. Such requests will be reviewed by team leadership, the Office of Student Activities, and the Club Sports Office on a case-by-case basis.

Participant Signature: _____ **Date:** _____

Signature of Club President or Coach: _____ **Date:** _____