

LEWIS & CLARK COLLEGE



CLUB SPORTS **HANDBOOK** 2019-2020

Important Contact Information

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Introduction

This handbook was prepared to assist Club Sports Officials in the conduct of their sport clubs. Club Sports is an athletic program at Lewis & Clark College, supporting many non-NCAA affiliated Club Sports. Clubs are initiated and run by students, with support from staff in Student Activities, volunteer faculty/staff advisors, and coaches from the community. Club Sports is a program sponsored by the Office of Student Activities, which serves as a resource for club leaders in:

- Purchasing
- Travel arrangements
- Event scheduling
- Club development
- Special event planning
- Facilitating required paperwork and clearances

This handbook will help you answer questions regarding general information, specific policies and procedures that will allow the success of your club. It also aims to communicate to you what is expected of you and your club membership and what your Club Sport can expect from the Office of Student Activities. In case that you do not find an answer to your question, please communicate with the Director of Student Activities, Jason Feiner at jfeiner@lclark.edu or activities@lclark.edu or with Club Sports Coordinators, Cate McGlynn-Mandel, '22 and Ellie Miller, '20 at clubsports@lclark.edu





Recognized Club Sports

A list of recognized clubs with contact information as well as all information concerning the Club Sports Program can be obtained in the Student Activities Office, 258 of the second floor of Templeton Campus Center on the Undergraduate Campus, call 503-768-7122 or visit the [Club Sports page](#).

- Artemis Women's Ultimate Frisbee
- Bacchus Men's Ultimate Frisbee
- Club Sailing
- Men's Club Soccer
- Women's Club Lacrosse
- Women's Club Rugby

Benefits of joining a Club Sports

Club Sports program provides sports and experiential leadership opportunities for Lewis & Clark students. Through this program, some clubs are associated with local leagues, regional and national governing bodies.


Clubs are initiated and run by students, with support from staff in Student Activities, volunteer faculty/staff advisors, and coaches from the community. Through involvement, club athletes have the opportunity to:

- Develop a lifelong passion for an active lifestyle
- Develop friendship and community
- Develop professional skills

How to Start a Club Sport?

Membership to Club Sports is available to all student body fee-paying students in the College of Arts and Sciences. Club Sports program is sponsored by Student Activities Office and requires the Club Sport to be a recognized organization through the Student Activities office.

If you would like to join an existing Club Sport the first step is to contact the club leaders directly for more information about membership and practice time. The best way is to visit Student Activities' Student Organizations website where you can find contact information for all recognized Club Sports. The Student Activities staff can also assist you with getting in contact with the club officials. If there are no Club Sports that meet your interests and want to start your own follow these steps:



Identify student contacts

President - Team Captain - Student leader contact #1

The Team Captain is the primary contact and coordinator of all club sports club activities. The Team Captain's duties are:

- Serve as the liaison between the club and the Student Activities Office.
- Respond to communications from Student Activities and the ALSC Student Organizations Committee within 48 hrs.
- Attend mandatory student organization/ orientation/ training meetings
- Notify Student Activities when changes are made to the organization primary leaders, treasurer, advisor and/or coach.
- Meet with the ASLC Student Organizations Coordinator and/or ALSC Treasurer when requested to discuss funding allocations.

Safety Officer- Student leader contact #2

The Safety Officer is the secondary contact of all club sports activities. The Safety Office duties are:

- Attend mandatory safety workshop
- Check the safety of facilities and equipment before allowing members to participate
- Calling emergency service and activating Emergency Action Plan when necessary and maintaining club's first aid kit.

Treasurer - Finance Contact- Student leader contact #3

The Treasurer is responsible for

- Tacking expenditures, signing-off on check/reimbursement requests, etc.to promoting financial accountability and transparency.

Find an advisor

- Who is an employee of Lewis & Clark College
- No one planning a sabbatical or leave for the current year.
- Familiar with Lewis & Clark's culture, policies, and resources.
- Interested in and willing to support your Club Sport's mission, members, leaders, meetings, and activities.
- Don't forget to ask your perspective advisor before you list them on your form and have them complete the **Advisor Volunteer Service Agreement** and submit it to Student Activities.

Find a coach/instructor

Student Activities does not recruit, fund, or hire coaches. Therefore, coaching and instruction services vary from club to club. Most coaches either volunteer their time or receive a stipend from the club for their work.

Review

Complete and submit the **Student Organization Recognition Packet** and your club sports constitution. Please make sure to only submit the required pages to Student Activities and retain the other pages for your organization's records.

Upon request...

Complete and submit the supplemental **Risk Management Information packet**.



Applying for Funds

Club Sports must submit the Committee Allocations Application to the Student Organizations Committee in order to receive funding for the upcoming new year. The Allocations process begins in the spring semester of each academic year.

Club Sports that did not submit a budget for the current school year during the previous school year's allocation process need to fill out the New Club Grant Application. Why? This would usually be because the Club Sports in question are new this year, though it could also be due to a change in leadership or any number of other factors. New Club Grant Applications provides a relatively quick, but small allocation of funds for the remainder of the current school year

Club Sports Access to Funds

On campus

Copy Center/Resource Lab:

To place an order with the Copy Center, email copyit@lclark.edu with the number of copies, the account number to charge it to (XXXX) and the image/document you wish to be printed. It is the same process to place an order with the Resource Lab but they have a \$25 min.

Organization's Credit Card:

To access your club credit card for a club related expense, make an appointment with the Jason Feiner, Director of Student Activities, at jfeiner@lclark.edu with your organization's name, account number, and desired purchase.

Off campus

Note: Have on hand your club account number
(300-XXXX-2190)



Reimbursable Expense Policy

What are reimbursable expenses?

- Expenses incurred on behalf of the College to facilitate a recognized student organization or activity.
- Any reusable supplies, equipment or other assets purchased on behalf of the recognized student organization are considered property of the College and the recognized student organization. Any personal use or misappropriation will be addressed in accordance with College policies.

Submission Process

Submit the Expense Reimbursement Form. Note: A request reimbursement must be submitted to Accounts Payable (via the ASLC Treasurer) within sixty (60) days of the date of the expense incurred.

- Approved forms over \$50.00 submitted to Accounts Payable (via the ASLC Treasurer) by noon on Friday will be paid by noon on the next Friday. Payments are made by check or electronically by direct deposit.
- Approved forms under \$50.00 along with supporting documents must be submitted to the ASLC Treasurer for approval. Once approved, forms should be taken directly to Student and Departmental Accounts on the lower level of the Templeton Campus Center and will be reimbursed in cash.

Supporting Documentation

All reimbursable expenses greater than \$10.00 must be accompanied by an original, itemized receipt detailing what was purchased. If the receipt does not show that the amount was paid in full, proof of payment must also be attached (such as a credit card slip or statement). Please note that proof of payment alone is not sufficient. In addition to a receipt, a complete description of why the expenditure was incurred on behalf of the College is required. A complete description is expected to include the following as relevant:

- Purchase type and full description
- Date and purpose of related event/meeting
- Number of attendees and names of attendees (attendees may be listed or evidenced by a sign-in sheet)



Applying for Finance Committee Grants

To apply for funds to Finance Committee Grants, follow these steps:

Fill out the application linked for funds: The application can be found [here](#).

- Meet with the ASLC Treasurer: After your application is received, you will meet with the ASLC Treasurer for 5-10 min to talk about your application and receive recommendations for your presentation.
- Deliver Presentation to the Finance Committee: You will give a 5 min presentation about your grant and the committee will ask you questions.



Travel Arrangements

If your organization needs help planning travel to a conference, Student Activities can put you in contact with a travel agency to help you coordinate your entire travel itinerary. Contact the Director of Student Activities Jason Feiner at jfeiner@lclark.edu to know more about this process. Please note that travel agencies charge a fee per traveler.



Use of Personal Vehicles

All drivers who are traveling in personal, College, or rented vehicles must have a current Driver's Training and Clearances through the Risk Manager. Use of personal vehicles is not recommended when transporting College students or employees, because it exposes the owner to serious financial loss in the event of an accident.

If a personal vehicle is used for College business the driver's personal automobile insurance is primary in the event of an accident (i.e. claims filed are first the responsibility of the driver's policy). In the event of an accident involving passengers who are students or employees, a copy of the accident report (or other notification) should be submitted to the Risk Manager and Director of Student Activities immediately upon return to the College. d from the Office of Student Activities via email at activities@lclark.edu.

Milage Reimbursement:

Mileage incurred in personal vehicles on College business may be reimbursed at the rate set by the Office of Business and Finance. The Office of Business and Finance rate (54 cents per mile) is based upon the IRS published mileage rate (53.5 cents per mile). Mileage is to be based on the most direct route. The College does not reimburse for commuting between home and campus. If traveling in personal vehicles is required, College representatives are expected to carpool when traveling to offsite events to reduce incurred expenses.

Mileage reimbursement descriptions should include:

1. Location of origination
2. Destination
3. Calculated mileage distance
4. Date and purpose of related event/meeting

NOTE:
Gas, auto insurance, or
other personal vehicle-
related expenses are
not
reimbursable

A Student Organization [Driver Expense Reimbursement Worksheet](#) is available online and from the Office of Student Activities via email at activities@lclark.edu.



Fundraising Guide

Student Organization Fundraising Request:

If your Club Sports wants to organize a fundraising, your club sports must fill out the [Student Organization Fundraising Request](#). All proposals, budgets and evaluations of fundraising activities must be submitted and approved by the Director of Student Activities Jason Feiner.

What are fundraisers?

Fundraisers include on and off campus events where admission is charged, the sale of goods or services, or direct solicitation for worthy causes. This form and all required notifications must be submitted to Student Activities at least two weeks prior to your fundraising event.

Please note that the Templeton Campus Center is central hub on campus connecting students, faculty, and staff as well as various departments and offices. Because Templeton is an ideal location to hold your fundraiser, please remember that others use these shared spaces and it is important that you are respectful of and do not disrupt others.

What are fundraisers?

Recognized Club Sports selling products need to adhere to the following guidelines:

1. If items directly compete with other campus services, the approval of the Director of Student Activities is required.
2. Items must be reasonably priced and represent a fair deal for purchase – Items must be quality products in good taste.
3. Items must not be messy, loud, offensive, or disturbing..

Locations for fundraisers may be in the Templeton Campus Center and the south patio/lobby of JR Howard Hall. Any advertising associated with fundraising, including signage at or during the fundraiser, must be in accordance with the Posting Procedures for Templeton Campus Center. Please contact Conferences and Events at events@lclark.edu to reserve a space for your fundraiser and request the tables, chairs, garbage cans, and recycling bins you need for your fundraiser.

Sponsorship/Donation Guidelines

Donations can be made to a specific recognized club and may be tax-deductible. Checks must be made out to: Lewis and Clark College. All donations go through the For further information, contact the office of Institutional Advancement at update@lclark.edu or via telephone 503-768-7925.



Facility Reservations & Scheduling

Club Sports Scheduling Timeline and Process

Scheduling is done by the first week of classes via email and one in-person meeting. Please contact the Club Sports Coordinators at clubsports@lclark.edu to schedule your meeting.

Hours Allocation/ Scheduling

1. The Department of Physical Education and Athletics relays Griswold Stadium field availability to the Office of Student Activities by the first day of classes for both the fall and spring semesters.
2. The Director of Student Activities and the Club Sports Coordinator meet with the Club Sports Team Captains during the first week of classes to work through practice and game time requests.
3. Once Student Activities has all of the requested times, they are relayed back to Physical Education and Athletics by sport.
4. Within five (5) business days of receiving the requests from Student Activities, Physical Education and Athletics will respond with any issues or confirmation of the requests.
 - a. Five (5) business days will allow time to address any questions/conflicts, enter the requests into the scheduling database (EMS), update field logistics (e.g. scheduling field lights), updating field access through Campus Safety and Pamplin Sports Center staff, and posting venue schedules.
5. Once schedules have been confirmed, no changes/adjustments can be made without requesting them through Student Activities and receiving approval from Physical Education and Athletics.
6. Any questions relative to scheduling for any Club Sports are to be directed to the Office of Student Activities and not the Department of Physical Education and Athletics.

7. In the event of inclement weather or a College closure the athletic facilities (i.e. Griswold Stadium field) will not be accessible. Access to the field will only be made available by the Department of Physical Education and Athletics after they deem it appropriate. After a weather incident, Club Sports will be notified by either the Department of Physical Education and Athletics or the Office of Student Activities that facilities are open and available.

8. Club Sports that violate any rule with regards to athletic facility use will be referred to the Office of Student Rights and Responsibilities and will have the potential of losing all privileges associated with the use of all athletic facilities for a period of time determined through adjudication.



Before accessing the Field....

Students must complete and sign the Liability Waiver Form

General Priority Use of Athletic Facilities

1. Lewis & Clark Academic Classes*
2. Riverdale High School per the College's Conditional Use Master Plan Agreement with the City of Portland (2008)
3. Lewis & Clark Varsity Athletics Practices and Competition
4. Lewis & Clark Recreation (including Club Sports and Intramurals)
5. Other College Events Non-College Groups and Events (*)

(*) College and Non-College groups can use facilities through established reservation procedures. Additionally, it is understood that the Department of Physical Education and Athletics is expected to produce revenue through rental of its facilities which may require an exception to the priority guidelines. Any exceptions to the priority guidelines must be approved by the Director of Physical Education and Athletics.

All Athletics facilities, indoor and outdoor, are categorized as multi-use to maximize program usage to all groups. Additionally, institutional events (e.g., NSO, graduation, guest speakers) are not accounted for in priority guide and may alter the priority order.



Risk Management & Emergency Action Plan

For the safety of both your Club Sport and your organization's members, your organization must complete the Risk Management Questionnaire. If you need any assistance completing this form, please do not hesitate to contact Student Activities at activities@lclark.edu.

Who needs to fill out the Risk Management Questionnaire?

1. Club Sports with a high probability of exposure to risk are requested to report to Student Activities what training they have organized for themselves and how they manage exposure to risk as an Club Sport. These training sessions are to be facilitated by external coaches, faculty/staff advisors, or on peer basis. Some organizations only conduct off-campus activities with third parties who are bonded, insured, and licensed (these organizations must provide Student Activities with the contact information for these third parties).
2. Club Sports with the high probability of exposure to risk are required to have all members complete and sign the [Liability Waiver Form](#). All completed forms are to be submitted to Student Activities in Templeton 258.
 - Please have all of your members complete and sign this form.
 - Forms only need to be completed and signed for participation in an Club Sport, not for each activity.
 - If your club members are members of multiple organizations, they must complete a form for each organization.
 - Please collect all of the forms from your members and submit them all at once.
 - All forms must be submitted to Student Activities in Templeton 258..



Medical and Safety Guidelines

Services Available On-campus

Due to liability and insurance limitations, club sports participants cannot utilize the sports medicine staff or facilities. The staff however, may use their discretion to render assistance, offer suggestions, or assist in other ways. Ice can be found in the equipment cage area in the lower level of Pamplin when needed. Physical Education/Athletics will provide the door combination.

Health Center

The Student Health Service is open to all students and is located in Templeton Campus Center. The entrance is on the north side of the building, lower level, beneath the Trailroom. Team members need to call 911 and the Director of Student Activities (503-367-6401) immediately. After hours, or if no answer, please call Campus Safety x7777. Student can access a free after-hours nurse consultation service by calling 1-800-607-5501

Services Available Off-campus

If you are off-campus, call 911. If you need to go to a medical facility, see the following referral list of clinics:

- OHSU- Gabriel Park
Family Medicine/General Practitioners
(Sports Medicine GP Available)
4411 SW Vermont Street
Portland, OR 97219503-494-9992



Disclaimer: The following list is only provided as a suggestion if long-term treatment is necessary. However, students should utilize the Student Health Service first.

- The Portland Clinic- Tigard Orthopedic
Surgeon/Sports Medicine GP/Urgent Care Services
Dr. Robert Sandmeier (Orthopedic Surgeon)
Jonathan Crist (Sports Medicine GP)
9250 SW Hall Blvd
Portland, OR 97223503-293-0161

- Northlake Physical Therapy
Physical Therapy Services
101 S State St. #200g
Lake Oswego, OR 97034503-636-3028



Marketing & Publicity

Approval Process for Using L&C Trademark

Visit the Public Affairs and Communications website [here](#) to know more about the Lewis and Clark College's primary visual components on the use of logos, signatures, seals, typography and color.

Pio Fair

Kick off the academic year with some Pioneer Pride at Annual Pio Fair. At Pio Fair you can:



- Meet some Newfoundlands – L&C's mascot!
- Reconnect with and meet members of the Lewis & Clark community! Meet student leaders from the Campus Activities Board (CAB), the Associated Students of Lewis & Clark (ASLC), the International Students of Lewis & Clark (ISLC), and L&C's 100+ recognized student organizations as well as many L&C departments and learn about what they have planned for the year and how you can get involved!
- Connect with a variety of Lewis & Clark's community partners and learn how you can actively engage with the Portland community!
- Don't forget to tag your pictures at Pio Fair with #PioFair!

Posting Procedures

Requirements for print publicity materials:

- Name of Lewis & Clark sponsor which can be a department, office, or recognized student organization. All others (i.e. area businesses, classified ads, etc.) who are interested in posting in the Templeton Campus Center must have an L&C sponsor. Contact Student Activities at activities@lclark.edu to inquire about sponsorship.
- The date of the event being promoted or the date the posting will expire.
- The contact information for the posting's sponsor.
- Postings will be tabloid size (11" x 17") or smaller. Exceptions to the posting size requirement may be given at the discretion of the Student Activities staff. Postings will have a white or light color area clear of any text or graphics of no less than 1-1/8" x 2" on the front of the print publicity material for the approval stamp.



Approved posting locations:

Print publicity materials are only permitted on designated bulletin board surfaces.

Postings on any other surface will be removed by the Student Activities staff without notice.



Prohibited posting locations:

Print publicity materials are prohibited on the following surfaces: doors, walls, glass doors and windows (postings cannot block line of sight under any circumstances as per Portland fire code), finished or unfinished wood surfaces, building exteriors, floors, banisters, fixtures, railings, stairs, traffic and directional signs, light poles, or in restrooms.

Sponsors that fail to post their print publicity materials on designated bulletin board surfaces may lose posting privileges. Posting removal: All print publicity materials will be removed by the sponsor no more than two (2) days after the event has passed, or the posting has expired. Sponsors that fail to remove their own posts may lose posting privileges.



Club Sports Policies

Club sports are subject to Student Organizations policies. Please see Lewis & Clark Student Rights & Responsibilities page for the most up to date College Policies. The following is drawn from the Student Code of Conduct: IX. STUDENT ORGANIZATIONS:

1. Student organizations may be charged with violations of this Code or College Policy.
2. The officers, leaders, and members of a student organization, as well as the organization as a whole, may be subject to discipline under the Code when its members, officers, or leaders commit violations with sponsorship from the organization.
3. The officers, leaders, or any identifiable spokespersons for a student organization may be directed by the Dean of Students or designee to take action to prevent or end violations by members, officers, or leaders acting with sponsorship from the organization.
4. Outcomes for organizations may include loss of all privileges, including College recognition, for a specified period of time, revocation of funding, dissolution, as well as other appropriate outcomes.
5. Individuals involved in violations with sponsorship from an organization may also be assigned personal outcomes, regardless of those assigned to the organization.



Travel Policy

All student organizations must submit the following information no less than two weeks (14 days) before they intend to travel.

Transportation Rules:

- No driving between Midnight and 5am.
- The consumption of alcohol, drug, or other intoxicating substance is prohibited while traveling and within one full day (24 hours) of travel.
- Seat belts must be worn by all vehicle occupants at all times.
- Carrying alcohol, drugs, or other intoxicating substances in opened or unopened containers is prohibited.
- Drivers are not allowed to carry any unauthorized passengers. This includes, but is not limited to, hitchhikers, friends, family members, pets, etc).
- The vehicle driver may not use their cell phone unless the vehicle is pulled over to a safe location and placed in park.

If a personal vehicle is driven, a Vehicle Owner/Driver Acceptance of Responsibility Form must be on file with Student Activities and all information is current. All drivers must be cleared drivers by Facilities Services before driving. Once Driver Clearance Forms are completed, please bring them to Student Activities for approval, and submission to Facilities Services. Please note that drivers who are not cleared are not eligible for any reimbursements for mileage or gasoline.