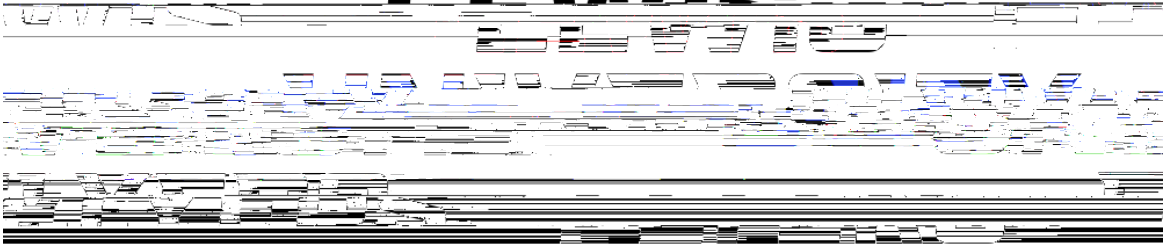


1 LEWIS

2000



OPERATIONS

Mission Statement	3
Learning Outcomes	3
Club Responsibilities	3
Eligibility Requirements	4
The Role of Coaches	4
New Club Sport Formation	4
Event Management	4
Finance	5
Club Sport Travel Program	6
Communications Program	7

RISK MANAGAEMENT

Clubs are responsible for charging and collecting yearly dues from each student participating in the sport. Dues

All approved van drivers must have current valid insurance information on file with Campus Police and Human Resources. They are also required to have completed the Christian Brothers driver safety course and follow all aspects of the University Travel Policy. The following guidelines should be adhered to in the event of an accident:

- Summon aid for the injured party and report the accident to the police.

- Record the other driver's name, address, telephone number, license and registration numbers and insurance information (include agent, company name, and policy number)

- Get a copy of the accident report and number.

- Get names and addresses of the witness (es).

- Notify the Director of SRFW (815)836-5277 regarding the accident as soon as possible.

- Email a detailed report to the Director of SRFW as soon as possible.

All overnight accommodations must be arranged in conjunction with SRFW staff.

- Faculty and/or staff are prohibited from sharing a room with a student. This includes advisors and coaches.

- Managers are prohibited from sharing a room with their subordinates.

- Club Members that are in a relationship are prohibited from sharing a room.

- Men and women club members are prohibited from sharing a room.

The Director of SRFW will have supervisory responsibility for the Club Sports Communications program. Club Sports will have operational responsibility for the establishment and maintenance of sports information tools, including but not limited to: club websites, publications, media coverage, publicity and promotion.

- Inform SRFW of any changes in schedules/cancellations for contests.

- Inform SRFW of any changes to rosters as soon as they occur.

- Maintain and update websites accordingly. The Director of SRFW holds the right to request any changes of inappropriate material on club websites.

- Advise immediately of any problems that may lead to adverse publicity.

Club Sport organizations may purchase merchandise to sell and/or provide to the club's members. This merchandise may include t-shirts, hats, sport items, etc. Please adhere to the "Logo Guidelines" and have all artwork approved by the Lewis University Marketing and Communications Office.

It is important that club officers and members understand how these publications can have possible ramifications that can impact a club and/or Lewis University. Any club that has a "club page," or Club Sports members that associate themselves and the University on their personal pages with a particular club, must do so in accordance with the Student Handbook of Lewis University. Also, the club members should ensure that their pages do not negatively impact the image of the club or Lewis University.

Club Sports wishing to post information on the campus of Lewis University must secure authorization from the Office for Student Engagement and Multicultural Student Enrichment (SEMSE). Postings, in any form, may not be sexist, racist, or vulgar in content or in substantial opposition to the values and beliefs commonly held by the Catholic tradition. Content must comply with all applicable University policies.

If the sponsoring group does not follow the policies stated below, the group may lose their right to post information on the campus of Lewis University in the future or be charged judicially with failure to comply with the direction of University officials.

Flyers/Posters Policies

Approved flyers/posters may be posted on the main campus and in the student residence halls.

Approved f

The injured party is responsible for all financial obligations incurred in any treatment necessitated by an injury.

Students are responsible for reporting all injuries to their coach and the Director of SRFW. See for more information.

All club sport student athletes must be in good academic and disciplinary standing with the University. A minimum cumulative GPA of 2.0 is required. Any student on academic or disciplinary probation will not be allowed to participate in Club Sports. This includes any participation in games, practices or team functions.

Class Absence Due to Travel: Class absence is discouraged. SRFW will not facilitate any formal communication with University faculty in matters related to team travel. This is expected to be worked out exclusively between the student and faculty member.

Club Sport participants must have the following documentation on file with the University. Participants must complete this documentation in [DSE](#):

- Emergency Contact Info
- Medical Insurance Verification
- Signed Code of Conduct
- Signed Risk, Waiver and Release

Club Sport participants do not have access to the Athletic Training Room. Club Sports events must have an athletic trainer on site for all home competitions and be requested through the SRFW staff. Any game time or schedule changes must be reported to the Director of SRFW.

Students are also required to obtain clearance following injury. Students who do not receive clearance following an injury will not be able to participate.

Club Sport student-athletes are to abide by all state and local laws, and Lewis University policies and procedures, while both on and off-campus.

Profanity, racial, or sexist comments, or any other intimidating actions directed at officials, players, coaches, fans, and/or staff will not be tolerated. Concentrate on supporting your team and refrain from being negative to your opponent.

Lewis University strictly forbids the possession, use, or sale of illegal drugs and the use or possession of drug paraphernalia. Violation of this policy will result in disciplinary action based on the guidelines established in the Student Handbook.

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (a.k.a. the "Clery Act"), Lewis University

I understand that my actions are representative of Lewis University and the Department of Student Recreation, Fitness and Wellness. I will practice good sportsmanship at all practices, scrimmages, and games. I will conduct myself to maintain the highest principles, integrity, and dignity of Lewis University, Sport Clubs, and my sport in general.

I accept that participation in Sport Clubs is an opportunity and a privilege, not a right. I will adhere to the rules established by Lewis University and the Department of Student Recreation, Fitness and Wellness.

I will not physically, mentally, or psychologically haze anyone as I respect the dignity of all persons.

I understand that all practices, games, and travel are considered . The presence and consumption of alcohol or illegal substances is strictly prohibited. I will neither use nor support the use of illegal drugs or alcohol while participating in club activities.

I will see that practice, scrimmage, and game sites are clear of trash after use and equipment is returned to original set-up.

I accept the notion that an athlete's strong desire to compete and succeed will not compromise the respect for the rules and opposing teams.

Neither my actions nor those of the team will ever deliberate



This agreement is between the Student Recreation Fitness & Wellness (SRFW) department at Lewis University and the undersigned student.

By signing this agreement, I agree to uphold the following statements as a club sport student leader:

- Develop an inclusive and supportive environment within your team
- Serve as a leader and mentor to other students on the team
- Understand SRFW policies and procedures and ensure the team is adhering to them
- Attend any required training sessions or meetings with SRFW staff
- Model the University Mission through leader responsibilities, service excellence to community, respectful collaboration, and active support of the University's Mission in Catholic and Lasallian education.
- Ensure at least one member of your club participates in emergency response skills classes and obtains CPR/First Aid/AED certification(s)
- Report any concerns related to any student that may need the attention of counsel of a professional staff member
- Contact SRFW staff to intervene in disciplinary or highly confrontational situations

Name Date

Club Sport



Name: _____ Student ID: _____

LewisU Email: _____ Club: _____

Destination: _____

Departure Date and Time: _____

Return Date and Time: _____

Student Travel Contact: _____ Cell: _____

Discussed with SRFW staff Travel Plan (destination & date(s), cost of tournament/event, transportation method and costs, lodging needs and cost, provided list of who is travelling {on back of sheet})

- o SRFW Staff signature: _____
- o Date: _____

Discussed with SRFW what to do in case of emergency

- o SRFW Staff signature: _____
- o Date: _____

Travelling by:

- o Personal vehicles
- o Van rental
- o Travelling by other: _____

Approved Drivers

- o Name and LewisU ID: _____
- o Name and LewisU ID: _____



IF REQUIRED: Submitted payment for tournament/event

- o Location: _____
- o Amount: _____

IF REQUESTING RENTALS

- o Number of Vans: _____
- o Amount: _____

IF REQUESTING LODGING

- o Hotel location: _____
- o Confirmation Code: _____
- o Amount: _____



Club Sport Name: _____

Your Name: _____

New President Name: _____

New President Email: _____

Injury Date: _____ / _____ / _____ Time: _____ am/pm

Name: _____ Phone: () _____

Address: _____

City: _____ State: _____ Zip: _____ Gender: _____ Age: _____

Birthdate: _____ / _____ / _____ ID#: _____

Sport: _____ Team Captain: _____

Phone: () _____ Email: _____@lewisu.edu

Location of injury: _____

Description of accident and action taken (i.e. explain how it occurred and how it was resolved):

Check all that apply: Applied Ice Applied Band-Aid/Bandage Applied Pressure CPR

Kept Immobile Elevated Injured Area Taken in Ambulance

Taken Home by Friend/Family Remained with Team Injured Drove Self Home

Did the Injured Participant Return to Play? Yes No

Name: _____ Phone: () _____

Name: _____ Phone: () _____

Witness is to contact the Director of SRFW (siegfrji@lewisu.edu) with the following information: date, time, injured participant name, brief explanation of what happened, and steps taken. Email subject line should be _____ Form must be submitted upon returning to campus.