

# Swarthmore College Club Sports Handbook

## Introduction

Swarthmore College offers many opportunities for students to participate in a variety of sports at a competitive level. A club sport is a chartered student organization that is run by students who have a common interest in a particular activity for competitive, recreational or instructional purposes. There are currently six groups recognized as a club sport at Swarthmore: Men's Rugby, Women's Rugby, Men's Ultimate Frisbee, Women's Ultimate Frisbee, Men's Volleyball, Men's Badminton, Men's Fencing, and Women's Fencing. Club sports compete against other college clubs in both leagues and tournaments and may also be eligible for post-season play.

As a student run organization, members are responsible for the administration and organization of their club activities. The success and strength of a club is dependent on effective leadership of its officers and the degree of involvement of all club members. All club activities must be conducted in compliance with the Student Code of Conduct and Swarthmore College policies. The conduct of third parties (i.e., coaches, officials, etc.), whose services are employed by the club, must also conform to Swarthmore College Policies as explained in this handbook.

Club sports are supported by Student Council, the Athletics Department and the Deans' Office. Funding comes from student activity fees through the Student Budget Committee (SBC) and the Athletics Department, with additional support from the President's Office for the post season. Although the Student Budget Committee (SBC) approves all funding, it is the Department of Athletics that facilitates the distribution of equipment, schedules the usage of facilities and aids the coordination of all transportation.

This handbook contains policies and procedures that should be followed by all club leaders and should serve as a guide for overall management of club sport teams at Swarthmore College.

## Applicable Swarthmore College Policies

*Excerpted and adapted from the Swarthmore College Staff Handbook at [http://www.swarthmore.edu/Admin/human\\_resources/handbook.htm](http://www.swarthmore.edu/Admin/human_resources/handbook.htm)*

Swarthmore has a strong commitment to excellence in all we do, and we depend on the members of the Swarthmore community to uphold the highest professional standards. We strive for an environment of trust, unquestioned integrity, and a genuine concern for the welfare of the organization and of others in our community.

Issues of misconduct, however, compromise both the individual and the organization. For this reason, Swarthmore expects professional conduct to meet high standards at all times.

### MISCONDUCT THAT WARRANTS IMMEDIATE TERMINATION OF THE SWARTHMORE COLLEGE/THIRD PARTY RELATIONSHIP

Actions that involve dishonesty, violation of the law, or material risks to College operations or to the safety or well being of oneself or others are grounds for immediate termination of the relationship. Examples include, but are not limited to:

1. Unauthorized removal or destruction of property belonging to others, including the College, employees, or students and including discarded, excess, or found property
2. Unauthorized use of College resources for personal gain
3. Possessing an unauthorized weapon on College time or premises
4. Threatening or hitting another person on College time or premises
5. Conviction of a crime involving controlled substances, dishonesty, violence, or other behavior that impairs suitability for performance of services hired to do
6. Illicit use, possession, or distribution of drugs or alcohol on College time or premises
7. Gross negligence that may result in significant injury or loss
8. Violation of the College's non-discrimination or harassment policies
9. Disclosing information the College considers confidential
10. Unauthorized use of College phones for long-distance calls

## SEXUAL AND DISCRIMINATORY HARASSMENT

It is the policy of Swarthmore College to provide an academic and employment environment free from any form of sexual or discriminatory harassment, including harassment by speech or other expression, by action, or by combination thereof. All who work in any capacity at the College are responsible for ensuring that the work and academic environment is free from discriminatory practices, including sexual harassment.

Specifically, the College expressly prohibits any form of harassment of its employees or students based on sex, race, color, age, religion, national origin, marital status, sexual orientation, veteran status, medical condition, pregnancy, disability, or any other legally protected status. Sexual and other forms of discriminatory harassment are unacceptable conduct, whether on the College premises or in other academic or employment related settings, and will not be tolerated by the College. Sexual and discriminatory harassment in the workplace is also prohibited by law.

For complete definitions of Sexual and Discriminatory Harassment, see [Chapter 10](#) of the Swarthmore College Staff Handbook.

Club Organization and Membership
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### What is a Club Sport?

A club sport is a registered and chartered student organization by Student Council that is intended to promote the common interests of a particular sport or activity. Membership is open to all current students regardless of skill level. Eligibility for some clubs may depend on various league or divisional rules by outside organizations. Practices and schedules vary from club to club since all activities are organized and administered by students.

### Forming a new club sport

People interested in forming a new club sport must follow the following guidelines:

- 1.) Become a recognized chartered student organization by Student Council. The process of becoming a chartered student organization can be found on the Student Council website ([http://council.swarthmore.edu/start\\_group.htm](http://council.swarthmore.edu/start_group.htm)), or contact the Student Groups Advisor on Student Council for assistance.

- 2.) Once a charter is formed and approved, this group must be active for a minimum of 2 years before applying for club sport status with the Athletics Department.
- 3.) After 2 years of active participation, a written proposal should be submitted to the Athletics Department, Student Council and the Dean's Office. More information about applying for club sport status may be obtained when the initial proposal is submitted.

### Guidelines and requirements

Participation in a club sport is completely voluntary. Club members must recognize and acknowledge that there are inherent risks to participating in a club sport. Each current team member must read and sign a Hold Harmless Release form each year before participating in a club sport.

Team captains/club leaders are required to submit the following documentation to the Athletics Department within 2 weeks of the start of each season.

- Team Rosters
- Contact information (email, phone) for Team captains
- Hold Harmless Forms for each team member
- Contest and practice schedules
- Insurance Information Sheets for each team member
- Requests for transportation as early as possible. (see transportation section of handbook for further guidance)

\*\* End of the season reports are due to the Athletics Department at the conclusion of each season

### Budgets

Student Budget Office, x8348 (sbc@swarthmore.edu)

Club Sports are chartered student organizations that receive funding from student activity fees administered through the Student Budget Committee (SBC). All budgets are monitored by SBC.

The SBC Office is located in Clothier 213, behind Tarble All-Campus Space. Office hours change from semester to semester, but current office hours can be found on the SBC Office door or on their website <http://www.sccs.swarthmore.edu/org/sbc/index.html>

Please note: SBC does NOT fund retroactively, so if any expenditures are not included in the club's budget, they must be approved in advance. All expenditures require filling out the appropriate forms, which can be obtained in the Budget Office during normal office hours and must be signed by your club's treasurer in order to be processed. All goods and services purchased for the club must be done in accordance with all student activities fund guidelines and regulations. Any questions regarding budgets, getting reimbursements, or cash advances should be directed to SBC and its managers.

Club leaders must attend Spring Budgeting each year to present their budget and request funds for the following academic year. If clubs fail to show up for Spring Budgeting, club budgets risk major cuts. Additional funds may be allocated by the President's Office for any post season tournaments, but is done on a case by case basis.

## Athletics Field and Facilities Use

### General Policy for Facility Use

Use of the indoor/outdoor athletics facilities including the field house meeting rooms are to be pre-approved and scheduled through the Athletics Department Facilities Coordinator.

**Practices and contests may only take place in the space designated.** Communication with the Athletics Department club sports coordinator and the Athletics Department facilities coordinator should be regular and consistent. Season contest and practice schedules must be submitted at the start of each semester to the Athletics Department. In the event of cancellations, all parties involved should be notified as soon as possible via phone, email or written correspondence. Facilities can only be used during scheduled hours of operation.

At the conclusion of each practice session and/or contest, the club is expected to leave the facility ready for the next group, including the return of all sport specific equipment on loan from the equipment room and training room. Club equipment should be removed from the site to assigned storage areas.

### Inclement Weather Policy

In the event of inclement weather, contact the Athletics Department Facilities Coordinator to make indoor accommodations. Please note that the Athletics Department will explore all available options before having to cancel.

### Scheduling

At the start of each season, the following information should be provided to the Athletics Department Facilities Coordinator:

- Contact information for team captains/secretaries
- Practice Schedule Requests
- Game Schedule Requests

Facilities are reserved based on the following priorities:

- 1) Required PE classes
- 2) Intercollegiate sports (in season)
- 3) Intercollegiate sports (non-traditional)
- 4) Intramurals
- 5) Clubs Sports
- 6) Non-traditional clubs
- 7) Recreation
- 8) Outside Use

## Athletics Equipment Use

### General Policy for Equipment Usage and Lockers

The Athletics Department equipment room is available to provide a range of services to all students.

The equipment room provides locks for a deposit of \$4.00 per lock, (\$3 will be refunded when the lock is returned by May 15). All empty half-lockers in the general locker rooms are available. Daily towel service is included with this fee, and the fee covers use through the academic year. Locker clean out date is May 15.

A variety of equipment is available (balls, racquets, jump ropes, etc.) for use on a daily basis upon presentation of a Swarthmore College ID card. Arrangements may be made for extended use.

Cleaning and storage recommendations for personal athletic equipment are furnished upon request. Some additional pre-approved services may be possible.

Equipment room hours of operation are posted weekly on the equipment room door. Special needs should be requested in advance. Contact the equipment managers directly with questions, x8221/8546.

## Program Safety

### Sports Medicine

As participants in a club sport activity, members are entitled to access the sports medicine office for injury care and assistance. Emergency and follow up care is provided, along with referrals for orthopaedic consultations or the appropriate medical facility. If you are injured during a club sport activity and you need medical attention off campus you **must** follow up with the sports medicine staff as directed by the attending athletic trainer and Worth Health Center. You must have medical clearance before resuming participation.

### Insurance

Swarthmore College provides special athletic accident insurance for students participating in intercollegiate and club sports. The coverage is in excess of a student's family and College health and accident insurance, so claims resulting from the practice or play of club sports must first be submitted against the family's coverage. In the event that a student is injured while participating in a covered sport, it is important for the Athletics department to know about any medical coverage a student has to avoid delays in processing claims.

## Travel

### Van Regulations

- All drivers of College-owned or rented vans must be van certified by the College before operating a vehicle.
- All drivers must carry the driver's card (issued at the successful completion of the van certification process) and their driver's license whenever they are driving the

vans. These cards are non-transferable and drivers may not allow unauthorized students to drive.

- 15-passenger vans may not be rented from outside vendors.
- Do not overcrowd the van. There can be no more than 10 passengers in **any** vehicle at any time.
- A driver can operate the van for up to 5 hours but is then required to rest for at least 5 hours. No driver can operate a van for longer than 10 hours in any 24-hour period. Drivers are not to operate vehicles if they are tired or fatigued.
- It is strictly prohibited to drive the vans under the influence of alcohol or any impairing drugs. Violators will not be covered under the College's insurance.
- There is no smoking allowed in the vans.
- Avoid speeding and be aware of changing road and weather conditions.
- **Avoid backing up the van. It is difficult and dangerous. The VAST majority of all van accidents happen while backing up.** A car can easily be behind the van and not be seen in any of the three rear-view mirrors! If you back up, have someone go to the very back seat and look out the window to help you back up the van. If no one else is in the van, you must get out of the van and look behind it yourself. This may not help you avoid hitting moving people or cars, but it will prevent your from running into stationary objects.
- If you violate these rules and an accident results, you will be held responsible for damages.
- All students must abide to the code of conduct outlined in the Swarthmore Student Handbook.
- College owned 15-passenger vans are limited to trips covering a maximum of 300 miles round trip and a maximum of two nights.
- For trips that are greater than 300 miles round trip or that exceed two nights, minivans or 12-passenger vans must be rented by the student group. In these situations, the following rules apply:
  - *Drivers*: For each vehicle there must be at least two College-certified drivers. A given driver may drive no more than five hours per shift, with at least five hours between shifts. A driver may drive no more than two shifts in a 24 hour period.
  - *Advisors*: The student group must be accompanied for the duration of the trip by advisors at least 24 years of age and approved by the College. There should be no greater than a 1 to 20 advisor to students ratio. For example, if you are traveling with 44 students, there must be 3 advisors. The advisor is

required to report to the College immediately any encounters with law enforcement officials, e.g. speeding tickets, accidents.

- *Itineraries:* Trip itineraries must be approved by the College before vans will be reserved.

- All drivers and passengers must read and sign the Van Use Agreement available from the Athletics Department prior to departure.

**If there are any problems during travel, contact Swarthmore Public Safety, 610-328-8281.**

### Student Council Vans

Student Council has vans available for student groups to reserve on a first come, first served basis. Reservations must be made in writing, through the van request form or by emailing the Van Coordinator at [vanreq@swarthmore.edu](mailto:vanreq@swarthmore.edu) at least 5 days before the van is needed. No reservations will be accepted over the phone.

If a van is available, an email will be sent to the driver confirming the reservation. Once a reservation is confirmed, all drivers **MUST** read the Van Rules/Regulations form (posted outside of 213 Clothier), sign a Liability Form and return it to the Van Coordinator at least 24 hours in advance of when the van is needed. Please be sure to follow all stated rules and regulations or fines will be imposed to the student organization. **The maximum mileage allowed for Student Council vans is 300 miles for a round trip.** A total billing statement will be sent to the student organization every half semester. Fees are based on mileage driven and any damages reported or found.

### Athletics Department Vans

Athletics Department vans may also be available for use by club sports depending on availability. All requests must be made in writing by email or through the van request form (available in the Athletics Equipment Room and on the club sports web page, [www.swarthmore.edu/athletics/clubsports.html](http://www.swarthmore.edu/athletics/clubsports.html)) to the Athletics Equipment Room ([lyannell@swarthmore.edu](mailto:lyannell@swarthmore.edu) and/or [rscott2@swarthmore.edu](mailto:rscott2@swarthmore.edu)) at least 5 days in advance of when the van is needed. No reservations will be accepted over the phone. When requesting vans, club teams must provide the following:

- Departure date/time
- Return date/time
- Destination and Purpose
- Van Certified driver(s) name and contact information (email and phone)
- Travel Roster
- Emergency contact phone number

If a van is available, an email will be sent to the driver confirming the reservation. Once a reservation is confirmed, all drivers **MUST** read the Athletics Van Rules/Regulations list (located on the club sports web page, [www.swarthmore.edu/athletics/clubsports.html](http://www.swarthmore.edu/athletics/clubsports.html)), sign a Liability Form and return it to the Athletics Equipment Room at least 24 hours in advance of when the van is needed. Please be sure to follow all stated rules and regulations or fines

will be imposed to the student organization. **The maximum mileage allowed for Athletics Department vans is 300 miles for a round trip.** A total billing statement will be sent to the student organization every half semester. Fees are based on mileage driven and any damages reported or found. Keys must be picked up and returned to the Athletics Equipment Room during scheduled business hours.

**All vans must be returned clean and at the same gas level at the time of check out. Gas money can be reimbursed by SBC out of your club's transportation budget.**

### Van Rentals

Student organizations must go through the appropriate administrative office, e.g., Student Activities Coordinator, Athletics Department, etc., in order to secure a rental van. Rental agencies will not rent to students without authorization from the authorized College official.

When requesting a van rental, please follow these guidelines:

- 1.) Requests must be made at least 5 business days before the rental is needed
- 2.) Indicate the *date* and *time* of van pick up and return
- 3.) The destination
- 4.) Provide the names of the van certified drivers and a complete travel roster

#### ***BARGAIN:***

12-passenger available for \$89.99/day (300 miles/day, 35 cents/mile over that)

7-passenger mini-vans available for \$79.99/day (200 miles/day, 20 cents/mile over that)

**All vehicles must be returned cleaned and filled with the appropriate amount of gas or student groups will be billed accordingly.**

### Bus Rentals

Student organizations first must go through the appropriate administrative office (Athletics Department) in order to secure a bus rental. **Refer to the Bus Price List in the appendix for price information of companies with whom Swarthmore College works.** Contact Marian Fahy (x8213) for bus reservations.

When requesting a bus rental, these guidelines must be followed:

1. Requests must be made at least 5 business days in advance of when needed
2. Indicate the *date* and *time* of departure and return
3. The destination
4. Names of coaches/captains/advisors and a complete travel roster

### Reporting an accident

- **If a student driver is involved in an accident, s/he must obtain a police report immediately!** Obtain the name, address, and license number of the other driver involved in the accident, along with the name and address of their insurance company.
- The accident should be reported to Public Safety immediately (610-328-8281). The vendor from whom the van was rented must also be informed by telephone as soon as possible. It will not be necessary to complete any separate paperwork for the vendor, but you need to make sure they receive a copy of the Public Safety report.
- Upon returning to campus the driver must file an accident report with Public Safety (Benjamin West Building) and contact the Athletics Department (Adam Hertz, ahertz1@swarthmore.edu). In the event of an accident involving a Swarthmore student driver, the student driver or student group is legally responsible for the first \$500 in damages.
- If the accident is due to driver negligence, such as alcohol or drug use or if the damage is due to illegal use of the vehicle the driver and/or student group renting the vehicle will be held responsible for up to the full cost of repairs and will be subject to adjudication by the College.

#### Personal vehicle usage

If students travel to sanctioned competitions using their personal vehicles, they must sign a liability release form in the Athletics Department before leaving for the contest.

Post Season/Tournaments
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Any team eligible for post season play or tournaments outside of the regular season, should contact the Dean's Office or President's Office for funding and support. Requests must be made as far in advance as possible to get approval.

Fundraising
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Tighter budgets and increasing costs may warrant additional efforts to raise funds for club sports. Before initiating any fundraising activities or events, approval should be granted by the Dean's Office, the Athletics Department and the Office of Development. Any major solicitation of donations or campaign should be coordinated through the Office of Development to ensure a centralized effort and minimize any duplication of services.

PE Credit
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#### CONSIDERATION FOR PHYSICAL EDUCATION CREDIT

The Physical Education program of the Department of Physical Education and Athletics seeks to introduce students to sports and sports activities, which will be beneficial to the students in terms of mental and physical fitness. Diversity of learning is encouraged through the requirement of four quarters of P.E. credit, and emphasis is placed on sports, which can be played over a lifetime. It is the belief of the Department and the College, that sports and physical education are a valuable and necessary complement to the academic pursuits of students.

The decision of a club sport to apply for Physical Education credit should be taken only after members fully understand the implications of applying for credit. The granting of credit implies that the club formally comes under the indirect supervision of the Athletics Department, and activities which the club has as a student-run group, may now be limited in their scope and freedom.

The criteria, which a club sport must meet in order to be considered for Physical Education credit, are the following:

1. The group applying for Physical Education credit must be an official club sport recognized by the College, with an active roster and full participation by its members.
2. The club must conduct at least 3 regular practices a week during their season.
3. The club must have a committed coach or supervisor who is present for all practices and games, and who could assume the responsibilities of keeping records of attendance for Physical Education credit purposes.
4. The club must show an understanding that in the event Physical Education credit is granted, it will have to obtain approval for all aspects of their activities as a club, including schedule and travel.
5. Application for Physical Education credit must be made to the Athletics Director and the Club Sports Coordinator, and should include a detailed explanation of how the club meets the above criteria.

While the above criteria are the conditions, which a club must meet in order to be considered for Physical Education credit, fulfilling of the criteria does not necessarily guarantee the awarding of credit.

Please note that P.E. credit will be granted to a club on a yearly basis only, and the club will be responsible for applying for credit each year.

Contact Information
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Important phone numbers

Athletics Department Director of Athletics	Adam Hertz, ext. 8325 (ahertz1)
Athletics Department Administrative Assistant	Marian Fahy, ext. 8213 (mfahy1)
Athletics Department Club Sports Coordinator	Pat Gress, ext. 8208 (pgress1)
Athletics Department Facilities Coordinator	Christyn Chambers, ext. 8222 (cchambe1)
Athletics Department Equipment Managers	Ray Scott, ext. 8221 (rscott2)
	Larry Yannelli, ext. 8546 (lyannell)
Public Safety	ext. 8281
Sports Medicine	Marie Mancini, ext. 8223 (mmancin1)
Student Activities Coordinator (Dean's Office)	Kelly Wiklcox, ext. 8469 (kwilcox1)
Worth Health Center	ext. 8058

Appendix of forms

Club Sports Schedule  
Club Sports Team Roster  
Hold Harmless Form\*  
Insurance Letter/Sports Medicine Form\*  
Van Rental Request Form  
Van Rental Rules and Regulations  
Personal Vehicle Use Release Form  
Van Rental Authorization Form  
Van Rental Liability Form  
Rental Bus Price Information

\*Not available online, please see the Sports Medicine Office.  
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