Welcome to Sport Clubs!
Items to cover

• Guest: Stephen Salmon/ Eligibility
• Introductions
• Expectations
• Concussions
• Policies and Procedures
• Upcoming Deadlines
Meet the Competitive Sports Staff

Raquel Kraemer

Jordan Collinsworth

Tanner Stephens

Noella Hock

Whitney Batchelor

Morgan Fradley
CoSpo Managers

Raquel Kraemer

Clubs that report to Raquel:

- Women’s Rugby
- Soccer
- Tennis
- Weightlifting
CoSpo Managers

Raquel Kraemer

Contact Information
• raquelkraemer@weber.edu
• 801-626-8544
• Office hours
  – Monday 12:30-2:30 pm
  – Tuesday 2:30-4:30pm
  – Wednesday 12:30-2:30 pm
  – Friday 8-10 am
  – Or by appointment
CoSpo Managers

Jordan Collinsworth

Clubs that report to Jordan

• Baseball
• Bowling
• Men’s Lacrosse
• Racquetball
Jordan Collinsworth

Contact Information

- jcollinsworth@weber.edu
- 801-626-8544
- Office hours
  - Monday 9-11am
  - Wednesday’s 3-4pm
  - Thursdays 2-4pm
  - Friday’s 11-1pm
  - Or by appointment
CoSpo Managers

Clubs that report to Tanner:
• Snowboarding
• Swim
• Wrestling

Tanner Stephens
CoSpo Managers

Contact Information

- tannerstephens1@weber.edu
- 801-626-8544
- Office Hours:
  - Or by appointment
  - Monday 2:30-4:30 pm
  - Tuesday 2:30-4:30 pm
  - Wednesday 2:30-3:30 pm
  - Thursday 11-1 pm
CoSpo Managers

Noella Hock

Clubs that report to Noella:

• Archery
• Cycling
• Women’s Lacrosse
• Men’s Rugby
CoSpo Managers

Noella Hock

Contact Information

• noellaalder@weber.edu
• 801-626-8544
• Office hours
  – Or by appointment
  – Monday 10-11:30 am
  – Tuesday 12:30-1:30 pm
  – Wednesday 9:30-11:30 am
  – Friday 10-11:30
CoSpo Coordinator

Clubs that report to Whitney:

• Hockey

Whitney Batchelor, ATC
CoSpo Coordinator

Contact Information
• whitneybatchelor@weber.edu
• 801-626-6592
• Office hours
  – MTW 12-5
  – Just make an appointment

Whitney Batchelor, ATC
Campus Rec Associate Director

Morgan Fradley

Clubs that report to Morgan:
• Rodeo
Campus Rec Associate Director

Morgan Fradley

Contact Information

• morganfradley@weber.edu
• 801-626-6746
• Office hours:
  – In theory… 9a-5p MTWTF
  – Just make an appointment
The Sport Club Website

www.weber.edu/sportclubs Has all the information

- Calendar
- Forms
- Important Dates
- Resources & Guidelines
Important Dates

Important Sport Club Program Dates

**Deadlines and leadership meetings are mandatory.** A $300 fine may be taken from a club account if the club fails to have a representative from the club present at each Sport Clubs Leadership Meeting.

<table>
<thead>
<tr>
<th>Student Leadership Trainings</th>
<th>Date</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Welcome Training</td>
<td>August 28, 2019</td>
<td>4:30 p.m. SU 316</td>
</tr>
<tr>
<td>Fall Training</td>
<td>October 16, 2019</td>
<td>4:30 p.m. SU 316</td>
</tr>
<tr>
<td>Winter Training</td>
<td>November 20, 2019</td>
<td>4:30 p.m. SU 316</td>
</tr>
<tr>
<td>SFA Planning Training</td>
<td>January 8, 2020</td>
<td>4:30 p.m. SU 316</td>
</tr>
<tr>
<td>Spring Training</td>
<td>February 19, 2020</td>
<td>4:30 p.m. SU 316</td>
</tr>
<tr>
<td>Transition Training</td>
<td>April 1, 2020</td>
<td>4:30 p.m. SU 316</td>
</tr>
</tbody>
</table>
# Important Dates

| Fall Semester Deadlines                          |  
|-------------------------------------------------|---|
| Facility Request for Fall Semester              | August 1, 2019 |
| WSU Block Party                                 | August 30, 2019 |
| Constitution (including dues schedule and costs)| September 13, 2019  
If first function is before above date then due 2 weeks Prior to first club function (including practice or meeting) |
| Leadership Form                                 | September 13, 2019  
If first function is before above date then due 2 weeks Prior to first club function |
| Competition Schedule                            | September 13, 2019  
If game is before the above date then 2 weeks prior to date |
| Membership & Consent Forms                      | September 13, 2019 |
| Dues                                            | Determined by club  
All members must have dues paid for prior to any functions with the club |
| Canvas Training                                 | September 27, 2019 |
| Facility Request for Spring Semester            | December 6, 2019  
Last day of fall classes |
## Important Dates

<table>
<thead>
<tr>
<th>Spring Semester Deadlines</th>
<th>Date(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Facility Request for Spring Semester</td>
<td>December 6, 2019</td>
</tr>
<tr>
<td>Student Fee and Tuition Waiver Allocations Requests</td>
<td>Last day of fall classes</td>
</tr>
<tr>
<td>Request Form, Points Form, &amp; Schedule Requests due</td>
<td>January 31, 2020 by 5 p.m.</td>
</tr>
<tr>
<td>Student Fee and Tuition Waiver Allocations Presentations to Sport Club Council</td>
<td>February 10, 2020 - February 14, 2020</td>
</tr>
<tr>
<td>Sport Club Council Allocation Deliberations*</td>
<td>February 17, 2020 - February 26, 2020</td>
</tr>
<tr>
<td>Clubs informed of Student Fee and Tuition Waiver Allocation*</td>
<td>February 26, 2020</td>
</tr>
<tr>
<td>Accept or Appeal Student Fee and Tuition Waiver Allocation Amount*</td>
<td>February 28, 2020</td>
</tr>
<tr>
<td>Student Fee and Tuition Waiver Allocation Appeal Hearings*</td>
<td>March 9, 2020 - March 13, 2020</td>
</tr>
<tr>
<td>Final Allocations for 2020-2021 given based on hearings and points*</td>
<td>April 3, 2020</td>
</tr>
<tr>
<td>Facility Request for Summer Semester</td>
<td>April 17, 2020</td>
</tr>
</tbody>
</table>

*Note: SCC reserves the right to change dates if more or less time is needed. Clubs will be informed by email to any changes to Student Fee and Tuition Waiver Allocation deadline changes.
Forms

Sport Clubs Forms

Membership
- Membership Form
- Informed Consent Form for members
- Informed Consent Form for tryouts and open practices

Leadership
- Leadership Form

Facilities
- Facility Request
- Home Event Request

Travel
- Travel Request

Funding
- Purchase Form
- Supplemental Funding Request
- Request to sell items
- Donor Clearance
- Membership Dues Waiving Request

Miscellaneous
- Appeals Form
- Activity Waiver Agreement
- New Club Request Form
- Accident Report Form
- Independent Contractor Form
- Defensive Driver Training (Security Keyword: WSU)

SFA Forms
- Club Self Evaluation Form
- SFA Funding Request
- Presentation sign - up
Resources & Guidelines

Sport Clubs Resources & Guidelines
The Competitive Sports program falls under the direction of Campus Recreation, which is a department of Student Affairs. A handbook has been written for active Sport Clubs and also as a guide for starting new sport clubs.

Handbook (PDF)

Did you know that The Sport Club Council has its own Constitution? If you would like to see changes made to this constitution, contact the SCC.

Safety Officers and Trip Leaders have their own manual too. Be sure to read it before signing and submitting the Safety Officer & Trip Leader Agreement form.

Additional Resources
- Club Divisions
- Constitution Guidelines
- Travel Guidelines
- Purchasing Guidelines
- Fundraising Guidelines
- Additional Leadership Training
Expectations

• Don’t be “that guy"
• Your behavior effects:
  – You and your future (student conduct)
  – Your team
  – All Sport Clubs
  – Weber State University
• Held to a higher standard
Expectations

• Student-Athlete
  – Go to class
    Must keep a 2.0 to be eligible to participate
    Must have a 2.5 to be eligible for activity waiver
  – Eligibility Office – do not contact

• Remember where you came from
  – Give back, volunteer, pay it forward
Activity Waivers

• Following clubs need to finalize activity waivers
  – Morgan...
Concussions
What is a Concussion?

- A concussion is a **serious** brain injury.
- Concussions can occur in any sport or activity and can occur without the loss of consciousness.
- It is important to:
  - Recognize
  - Give proper management of a concussion
- If not taken care of properly the concussion can lead to further injury or death.
What is a concussion?

• An injury that changes how the cells in the brain
• Caused by the brain being forced to move rapidly inside the skull
  ▫ Many times leading to bruising of the brain
Recognizing a Concussion

- A forceful blow to the head or body that results in rapid movement of the head
- Any change in the athlete’s behavior, thinking, or physical functioning
Signs observed

• Appears dazed or stunned
• Is confused about assignment or position
• Forgets sports plays
• Is unsure of game, score, or opponent
• Moves clumsily
• Answers questions slowly
• Loses consciousness (even briefly)
• Shows behaviors or personality changes
• Can’t recall events prior to hit or fall
• Can’t recall events after hit or fall
Symptoms reported by victim

- Headache or “pressure” in head
- Nausea or vomiting
- Balance problems or dizziness
- Double or blurry vision
- Sensitivity to light
- Sensitivity to noise
- Feeling sluggish, hazy, foggy, or groggy
- Concentration or memory problems
- Confusion
- Does not “feel right”
Concussion danger signs

- One pupil larger than other
- Drowsiness or inability to stay awake
- Progressively worsening headaches
- Weakness, numbness, or decreased coordination
- Repeat nausea or vomiting
- Slurred speech
- Convulsion or seizures
- Cannot recognize people or places
- Become increasingly confused, restless or agitated
- Loss of consciousness
Prevention and Preparation

• Education about concussions
• Insist that safety comes first
• Teach athletes and parents that it’s not smart to play with a concussion
• Prevent long-term problems
What should you do when a concussion is suspected?

- Remove the individual from play or the activity
- Ensure that the athlete is evaluated right away by an appropriate health care professional
- Inform the individual’s family or friends about the possible concussion and inform them of some of the signs and symptoms to look to
- Allow the individual to return to play or activity only with permission from a health care professional with experience in evaluating concussions
Return to Play Policy

• Once an athlete has been restricted from Sport Club participation due to injury or illness, as determined by any member of the CoSpo Staff, that athlete may not return to participation until cleared by a qualified healthcare provider.

• The athlete must submit a written statement from the qualified healthcare provider which affirms that (1) the provider has, within three years before the date on which the written statement is made, successfully completed a continuing education course in the evaluation and management of a concussion, and (2) participant is cleared to resume participation in the sporting event. The written statement should also include the name, contact information, and signature of the qualified health care provider.

• Once the athlete has submitted the statement from the qualified healthcare provider to the CoSpo Assistant Coordinator/Coordinator, written clearance will be given to the athlete when allowed to fully return to play. Returning to play without said clearance is a violation of this policy and grounds for suspension.
Policies and Procedures

• Expected to follow the PPM – Student Conduct
• Zero tolerance stance on
  – Hazing
  – Alcohol or drug abuse
  – Sexual Harassment
  – Violence
Hazing

• In short, hazing is any action taken or situation created intentionally:
  – That causes embarrassment, harassment, or ridicule.
  – Which risks emotional and/or physical harm to members of an organization or team.
  – Whether they are new members or not, regardless of the person's willingness to participate.
Is it hazing?

• Ask yourself:
  – Would I feel comfortable participating in this activity if my parents were watching?
  – Would we get in trouble if the Dean of Students walked by?
  – Am I being asked to keep these activities a secret?
  – Am I doing anything illegal?
  – Does participation violate my values or those of my organization?
  – Is it causing emotional distress or stress of any kind to myself or others?

If the answer is yes, it is most likely hazing.
Level 1 Hazing Includes:

• Second class membership such as:
  – Not allowed to wear certain types of letters
  – Forced to wear “gear” or a certain type of “uniform”
  – Can’t use certain entrances or stairways, etc.
  – Activities that subject members or prospective members to public nuisance, spectacle, or buffoonery
  – Not told when initiation will be

• Personal servitude such as:
  – Cleaning
  – Doing errands for members
  – Required interviews and sign-offs with members
Level 2 Hazing Includes:

• Psychological and emotional games and intimidation:
  – Scare tactics or war stories about what they will go through
  – Spotlight quizzes or yelling
  – Forced sharing of embarrassing stories
  – Forced participation in humiliating activities
  – Morally degrading activities that cause extreme embarrassment or which are contrary to the individual’s moral values or religious beliefs.
  – Streaking or other activities requiring various forms of undress
  – Singing embarrassing or sexually explicit songs
  – Forced performance in front of a group
  – Simulation of sexual activities
Level 3 Hazing Includes:

• Physical:
  – Hitting or beating of any kind, including, but not limited to, paddling, slapping, kicking, pushing, yelling, biting, duck-walking, calisthenics, or excessive exercise under pressure
  – Branding or burning
  – Forced tattooing
  – Carrying of heavy objects
  – Tampering with or vandalizing a person’s personal belongings which could cause physical pain or discomfort
  – Being subjected to extreme temperatures or harsh elements
  – Forced or coerced consumption of alcohol, drugs, or other substances, including water
  – Dietary restrictions of any kind that a member is obligated to follow in order to be accepted by the organization
  – Sleep deprivation activities that deprive prospective members of the opportunity for sufficient sleep
Policies and Procedures

• Websites & Social Media
  – Ask for permission first
  – CoSpo must have login information (be admin)
  – Must have Student Affairs Approval
  – You are part of the University, be smart about what you post!
How to exist as a club

• Have at least 6 active members
• Hold regular meetings/practices
• Compete on your level
  – Recreational
  – Competitive-Recreational
  – Competitive
• Meet CoSpo deadlines
What you need to join the club

As members:
• Informed consent form
• Membership form
• Pay team dues

As a coach or other volunteers:
• Informed consent form
• Membership form
• Background check
• Online Application
• Canvas Course Training
• CoSpo Approval
Membership Restrictions

• All WSU students must be allowed to join your club
  – No “cutting” players
  – May limit who makes the traveling or competing team
  – No Minors

• Club must be no more than 20% non-students
  – Includes faculty, staff, and community members
  – Non students members are voted in by student members
Membership Restrictions

• All clubs must set dues
• Minimum dues per member per year
  – Recreational: $10
  – Competitive – Recreational: $60 for comp, $10 for rec
  – Competitive: $130
• Dues can be waived for no more than 4 members*
Club Leadership

• Clubs are run by students for students
• Only students may be club leaders
• Clubs must have at least 2 officers
  – Usually President and Vice President
  – Duties defined in constitution
• Clubs must also have 2 Safety Officers and Trip leaders
  – Safety Officers must be trained in CPR/First Aid/AED and complete Canvas Training
Coaches and other Volunteers

• All volunteers are there to help the club
• Volunteers cannot do the leadership duties
  – Should stay within volunteering duties
• Volunteers can be dismissed at any time for any reason including, but not limited to:
  – Failure to meet responsibilities
  – Acting outside of responsibilities
  – Not representing WSU in the highest degree
Constitution

- Document that explains what your club is about
- This is a tool to help you
- Must be voted in by 60% of members
- Template online to help you get started
Setting up Practices

• Submit a **Facility request** for days/times
  – Be specific in what you want
  – Include requirements (insurance, contracts)
  – Submit a purchase request (if needed)
• Once approved, inform team
  – Be sure membership/consent forms filled out and dues are paid by deadline in constitution
• Inform CoSpo staff of any changes or cancellations ASAP
Setting up Home Games/Events

• Submit a **Home Event** 2 weeks before event requesting for days/times
  – Be specific in what you want and need
  – Include requirements (insurance, contracts)
  – Submit a purchase request (if needed)

• Once approved, inform team
  – Be sure membership/consent forms filled out and dues are paid by deadline in constitution

• Inform CoSpo staff of any changes or cancellations ASAP
Traveling

• Submit a travel request
  – Due at least 1 week in advance
  – Roster finalized 48 hours before the club leaves
  – The earlier the better
  – Travel binder must be returned by 10am the business day after their clubs return
Traveling

• Include all expenses of trip
  – Hotels
    *now can include Airbnb
  – Entry fees
  – Food
  – Gas/Airfare
  – Pcard amount needed
Traveling

- List travelers and ensure they have on file
  - Informed consent forms
  - Membership forms
  - Dues

- List those driving and ensure they have on file
  - Current driver’s license
  - Current car insurance
  - Utah’s Defensive Driver Certification (good for 2 years)
  - Must be a club member or approved volunteer
Buying stuff

• Find the best deal and get quote
• Submit a **purchase request**
• If approved, CoSpo office will help you with next steps. But usually purchases
  – <\$200: you buy and are reimbursed
  – \$200<\$1500: CoSpo office buys with credit card
  – \$1500 or requires a check: Requisition will be place (need an itemized quote)
Buying stuff

• Must be approved first otherwise you are personally responsible for the purchase
• No more after the fact purchases
• No matter what the purchase the CoSpo office must get an itemized receipt for every purchase made.
Student Fee Allotment Process

• There are funding limitations based off of classification:
  – Competitive: Max $20,000
  – Comp-Rec: Max $10,000
  – Recreational: Max $500

• Clubs must raise the amount awarded (match)
• Funding determine by Point Evaluation system and Sport Clubs Council
Emergency Action Plan

• Included in your travel binder
  • Personal injury, concussion management, fire, bomb threat, power failure, lightning, etc.

• Canvas Course training

• Can also be found online >> Handbook
Injury During Play

• Assess the situation for severity of the injury
• Perform appropriate care for the injury on scene
• If appropriate, call 911 or take the player to the hospital
  – Safety Officer/Trip Leader stays with the person until a relative arrives or the victim is discharged from the hospital
• Once hospital transportation arrives inform the CoSpo staff of the situation and victim status.
• Write an Accident Report.
Non-Life Threatening Injury

• Perform appropriate care for the emergency
• Have someone call for transportation to the hospital if needed
  – Safety Officer/Trip Leader stays with the person until a relative arrives or the victim is discharged from the hospital
• If needed, recommend that the victim seeks further medical care.
• Once hospital transportation arrives, inform the CoSpo Staff of the situation and victim status.
• Fill out an Accident Report.
Life Threatening Injury

• Call EMS and give victim status.
  – Say “My name is (your name) and I am calling from (location). I have a victim who (insert symptoms here). Please send an ambulance to (specify entry point location). I will have someone there to meet you.”

• Direct a specific person to find an AED
• Perform appropriate care until EMS arrives and takes over
• Safety Officer/Trip Leader stays with the person until a relative arrives or the victim is discharged from the hospital
• Once hospital transportation arrives, inform the CoSpo Staff of the situation and victim status.
• Fill out an Accident Report
Travel Issues

• Transportation issues
• Lodging issues
• Other non injury related issues
• Regardless, let Morgan, Whitney or your Manager know
• Contact campus departments if necessary
  – Hotel problem? Call Paul
  – Facilities Management (car) problems? Call Ross
Sanctions

• Mistakes happen but you are still held responsible and accountable
• Incident Report forms
  – Warnings
  – Fines
  – Other actions
• Can appeal sanctions to SCC provided it meets the conditions in the Sport Clubs Handbook
• Just ask first!
Sanctions

Rec Clubs Incident Report Form
Weber State Campus Recreation

Date: 8/27/15
Club Team:
Reported by: MF

Incident:
Club did not submit a purchase request and placed an order with the Copy Center without approval.

Additional Notes:
By making unauthorized purchase you run the risk of being financially responsible for the entire amount. This time is just a warning.

Action Strategies:
- Warning
  - Fine: $ per player, $ per team
  - $ 5 for purchase plus additional fee by RCC
- Other:
  - Practices cancelled
  - Tournament cancelled
  - Travel disallowed

Club Acknowledgement:
By signing below, these individuals accept responsibility for the issues outlined in this document and on behalf of the [Club name] at Weber State University. The individuals also understand and acknowledge the action strategies outlined, and will adhere to the policy and expectations that have been set for the student organization by Weber State University's Department of Campus Rec.

President Signature: ___________________________ Date: ____________
Vice President Signature: ______________________ Date: ____________
Treasurer Signature: ___________________________ Date: ____________
Secretary Signature: ___________________________ Date: ____________
<table>
<thead>
<tr>
<th>Violation</th>
<th>Fine</th>
</tr>
</thead>
<tbody>
<tr>
<td>Any Travel Violation (per travel violation)</td>
<td>$600</td>
</tr>
<tr>
<td>Late Required Documents</td>
<td>$15 per day</td>
</tr>
<tr>
<td>Petty cash carbon copy and receipt not returned to office</td>
<td>$5 x number of incidents</td>
</tr>
<tr>
<td>Failure to turn in schedule prior to travel</td>
<td>$600</td>
</tr>
<tr>
<td>Failure to have right amount of participants by deadline set by coordinator</td>
<td>Entire Student Fee Allotment</td>
</tr>
<tr>
<td>Practicing with individuals not having the membership and consent forms and/or has not paid dues</td>
<td>$300 per person</td>
</tr>
<tr>
<td>Practicing without Safety Officer present</td>
<td>$500</td>
</tr>
<tr>
<td>Illegal collection of money (including dues, sales, etc....)</td>
<td>$300 per item</td>
</tr>
<tr>
<td>Allowing a player with a concussion to participate without clearance from the Athletic Trainer or ATC contacted company.</td>
<td>$1000 per person per incident</td>
</tr>
<tr>
<td>Failure to inform coordinator of a canceled practice and/or event.</td>
<td>$50 per hour (rounded up to the hour)</td>
</tr>
<tr>
<td>Failure to attend meetings and/or leadership trainings</td>
<td>$300 and/or present at next leadership training</td>
</tr>
<tr>
<td>Inappropriate use of a campus facility (including but not limited to, hopping fences, damaging field or court, etc....)</td>
<td>$200 per incident and/or aid in maintaining facility</td>
</tr>
<tr>
<td>Any violation of allowing a student on probation or suspension to participate in a removed privilege</td>
<td>$300 per incident</td>
</tr>
</tbody>
</table>
Fines

• Clubs must have at least 40% of members present and/or have a productive practice for a practice to count as not being cancelled. Cancellations must be made at least 24 hours in advance.
Deadlines

• Constitution
• Membership forms
• Informed Consent forms
• Dues
• Competition schedule
• Facility Request (practices)
• Leadership
• All due by September 13th, 2018
Deadlines

• Canvas Course – For Leaders
• Canvas Course – For Safety Officers and Trip Leaders
• Due by September 27th, 2018