

**LEWIS
UNIVERSITY
FLYERS**



Club Sports

**LEWIS UNIVERSITY
RECREATION
CLUB SPORTS
HANDBOOK 2024-25**

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OPERATIONS

Mission Statement

Student Recreation, Fitness and Wellness (SRFW) contributes to the holistic well-being of students, faculty and staff by providing access to recreational and educational experiences, fostering a sense of community and belonging, and empowering individuals to cultivate positive wellness values and behaviors that last throughout their time at Lewis and beyond. The Club Sports program provides students with a unique opportunity to build, develop, and enhance their leadership, organizational, and management skills in a fun, safe, and supportive learning environment. Participants in Club Sports at Lewis University involve themselves in competition, community, and building connections that enhance the Club Sports student-athlete experience at Lewis University through the Department of Student Recreation, Fitness and Wellness and the Lewis University community.

Learning Outcomes

1. Club Sport student-athletes will develop life skills such as organization, work ethic, and communication all within a club/team environment.
2. Club Sport student-athletes will build a community with those who have the same interest while maintaining a healthy and active lifestyle.
3. Club Sport Team Leaders will gain experience in serving others and representing the team/sport at the local, regional and national level.

Club Responsibilities

Club captains are ultimately responsible for making certain that each club participant of their respective club meets the minimum eligibility requirements. In addition, the entire club is responsible for making certain that the following responsibilities as well as the policies and procedures of this manual are met and/or followed by the club as a whole and each club participant. SRFW staff reserve the right to add responsibilities during the course of the academic year.

- In all activities, clubs assume full responsibility for abiding by local, state, and federal laws, and University regulations. In addition to any sanctions levied by others, failure to comply with any of these laws, regulations, or guidelines may result in loss of affiliation with SRFW, loss and/or suspension of club privileges, verbal and/or written warning (depending on the severity of the violation).
- Clubs are responsible for reporting all competitive and non-competitive upcoming events and results to SRFW staff.
- Clubs are responsible for requesting the practice and game fields necessary for practice and competition by the beginning of each semester
- Clubs are responsible for providing one member certified in CPR/First Aid/AED. See the Risk Management section for more information.
- Club Sports events must have an athletic trainer on site for all home competitions. The Athletic Trainer will be contracted through SRFW staff. Any game time or schedule changes must be reported to the Director of SRFW.

Eligibility Requirements

Each Club Sport will determine its own membership guidelines, but they must be free of any restrictions or discrimination based on race, color, national or ethnic origin, religion, disability, age, pregnancy or sexual orientation.

- Instructional Clubs are not allowed to cut members or to limit participation in any way.
- Competitive clubs may have roster limitations set by the governing body or conference for which the club may be governed by. The club governing body rules override the University guidelines related to gender restrictions.
- Current varsity athletes are not allowed to participate in the same sport they are competing in.
- Members may not use Club Sports to promote individual financial gain or private practice.
- Club Sport participants must have the following documentation on file with the University to participate in Club Sports. Participants must complete this documentation in [DSE](#): Emergency Contact Info, Medical Insurance Verification, Signed Code of Conduct, Signed Risk, Waiver and Release.

Presidents of each club sport are responsible for providing a team roster to the Director of SRFW at least two weeks before the first competition and no later than October 1st to verify player eligibility with the Registrar's Office.

The Role of Coaches

Coaches are a major factor in the learning outcomes derived by club sport participants. Coaches are to provide technical assistance and teaching, on-field game management and administrative guidance. The emphasis remains on student leadership, so while it is not the coach's position to make decisions pertaining to the administration, it is important that coaches help students develop leadership skills necessary to make those decisions.

The Coach's Code of Conduct (see forms) outlines the generic responsibilities and duties for club sport coaches. Coaches are to act as ambassadors of the University, assist with Club Sport recruiting efforts and are bound to University Human Resource policies. Club Sport coaches will report to the Director of SRFW and need to have completed paperwork in Human Resources before becoming an official coach.

Club Sport coaches will be paid a stipend to be agreed-upon before the academic year starts. Coaches are encouraged, but not mandatory for Club Sports.

New Sport Club Formation

New Sport Clubs can be created during the academic year. New clubs must complete the "New Club Interest" form (see Forms section) and schedule a meeting to discuss the club with a SRFW staff member. Students must bring the completed form to their meeting.

Event Management

Student leaders must email a SRFW staff member to request space for practices. Students can reserve space at the beginning of each semester for that semester. Students must email a staff member (5) days prior to the event date (meeting/practice/etc.). Space is not guaranteed. Students can check to see what spaces are available [here](#).

Club Sports will be responsible for the set-up, clean-up, logging all activity, etc. for all events. The Director of SRFW will have the functional responsibility to supervise the activity or designate additional SRFW staff to do so. Club Sports will assume any costs associated with the event.

Finance

All financial transactions must be processed through the Business office, via the Director of Student Recreation, Fitness and Wellness. Each Club Sport will be assigned a University account. **No outside** accounts are permitted under any circumstances. All monies collected must filter through assigned university accounts.

- **Checks:** Check should be made payable to “Lewis University”. Checks are to be delivered to the Director of Student Recreation, Fitness and Wellness.
- **Deposit Request:** All funds collected should be turned over to the Director of SRFW in an envelope with the club's name and total amount donated. Students are responsible for keeping a record of all money collected for their organization.
- **Purchasing:** Club Purchasing is handled with the assistance and guidance of SRFW. Clubs should not make any purchases without permission. There is a list of preferred vendors that can be referenced. Any purchases for equipment, supplies, uniforms and travel are coordinated with SRFW staff. It is imperative that financial procedures, including the use of the tax-exempt letter, are followed.
- **Reimbursement:** All receipts for gas and any miscellaneous purchases can be brought to SRFW staff to complete a reimbursement form. Receipts are required and students will not be reimbursed without one. Tax cannot be reimbursed. The process to receive reimbursement takes approximately two weeks.

Funding Approach

SRFW and the Campus Recreation Advisory Council (CRAC) will make all decisions on Club Sports funding. Primary funding sources include; University contributions, student contributions and fundraising dollars. The essential budget will be defined as items that are necessary for the club to compete, including but not limited to: uniforms, equipment, travel, coaching, etc. Non-essentials budget items may include: team apparel, special travel, etc. SRFW has the final decision on which items are and are not considered essential. All groups begin with a \$500 university contribution each academic year.

Team members will purchase and keep their uniforms. The annual budget will not include any provisions for championship travel. Funding for championship travel must come exclusively from the members of each club.

Fundraising

Each club will have a designated fundraising account. The Club President or Treasurer must deliver all funds to the Director of SRFW to deposit them into their club account. All checks should be made to “Lewis University”. The club is responsible for keeping track of all money they deposit and overall balance of club account throughout the academic year.

Clubs are expected to ease the student contribution piece of the budget through fundraising activities. Areas designated for funds raised include: team apparel, discretionary funds and championship travel. All fundraising must be coordinated with the SRFW staff designated to your team.

Dues

Clubs are responsible for charging and collecting yearly dues from each student participating in the sport. Dues will vary by sport but must be paid before participation begins. The dues amount must be approved by the SRFW staff assigned to their club. If students are unable to pay their dues due to financial hardship, they can discuss their options with the Director of SRFW. The Director has final discretion on approving a member to have their dues covered by sponsorship or scholarship from the SRFW Department.

Sponsorship

Club Sports are encouraged to seek outside financial support to meet their programming needs. All sponsorships must adhere to the following guidelines:

- The Director of SRFW must approve all sponsorship proposals prior to finalization.
- No financial support shall be accepted that would associate the Club Sport organization, the Club Sport Program, or Lewis University with performance enhancing drugs, illicit drugs, tobacco products, or alcohol.
- Sponsored product or company names, colors and logos are allowed on printed or promotional materials, subject to Director of Student Recreation, Fitness and Wellness approval.
- Sponsors must not conflict with current University Advancement and Athletics partners who hold exclusivity.

Club Sport Travel Program

The Director of SRFW will maintain supervisory and operational responsibility for the Club Sport Travel Program. Coaches and students are expected to cooperate in all matters related to the Travel Program.

- Travel Policies for University Sponsored Events Involving the Transporting of Students must be followed. The Director of SRFW will monitor adherence to travel guidelines. Clubs are not authorized to deviate from established guidelines.
- Clubs are required to adhere to University travel regulations.
- All travel arrangements must be confirmed with SRFW staff prior to departure.
- Clubs must complete the travel itinerary form with a SRFW staff member 10 business days before the travel date. The travel party roster must be submitted to SRFW staff 48 hours (2 days) prior to leaving campus (see Forms appendix). SRFW must approve any adjustments to the itinerary.

Personal Cars

Travel in personal cars may be permitted for trips within 50 miles of the University. This is subject to the approval of the Dean of Students, Assistant Vice President for Student Life. All travel must be in accordance with the Lewis University Driver and Vehicle Use Policy. All travel must be discussed with the SRFW staff overseeing your club 10 business days prior to your travel date.

Buses/Vans

SRFW staff will assist in coordinating bus travel through University vendors when needed. SRFW staff will work with respective teams to coordinate van rental and approved drivers for vans. Students should start the approved driver process at the beginning of the year.

Insurance

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.

Hotel / Overnight Accommodations

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.

Club Sport Communications Program

General

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.

Club Responsibilities

- 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.

Social Networking

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.

Posting Policy

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 flyers/posters may be placed ONLY on tack strips and bulletin boards in all buildings.
- The placing of flyers/posters on walls, windows, doors, woodwork, and painted or wallpapered surfaces in all buildings is prohibited.
- Approved flyers/posters may not be placed on car windshields in the University parking lots.
- Posters from off-campus organizations are prohibited and club sports cannot advertise off-campus.

To get approved: Email your poster to studentengagement@lewisu.edu to receive a digital stamp to post around campus. To promote events electronically, students must complete [this form](#) by 5 pm on Wednesday for it to be sent out the following week.

RISK MANAGEMENT

Individual Participant Responsibilities

Each Club Sport participant should recognize that they are responsible for their own person, and the well-being of the group of which they are a part of. Each club participant should share with the other participants the responsibility of safety and agree to follow safe procedures, and to avoid unnecessary and hazardous situations. Each Club Sport participant accepts responsibility for the outcome of the situations resulting when their actions are beyond the generally accepted practices for safety in the activity. The club will be held responsible for the individuals' actions too. Likewise, each club participant accepts responsibility for actions outside the bounds of public law.

- Participation in the Club Sport program at Lewis University is limited to current students only. Current students are currently registered, and tuition/student fees paid for at least three (3) credit hours at Lewis University.
- Individual participants are responsible for carrying health insurance. Club Sport athletes do not have access to University athletic trainers. Club participants are responsible for discussing any known physical problems that may limit participation in this program with their family doctor.
- Transportation for all events needs to be in accordance with the University's travel policy. Driving of individual cars must be approved by the Dean of Students, Assistant Vice President for Student Life. Each team needs to have individuals approved to drive vans for team travel.
- All participants should wear proper dress and appropriate protective equipment.

- 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 ***Injury & Incident Reports*** for more information.

Academic Standards

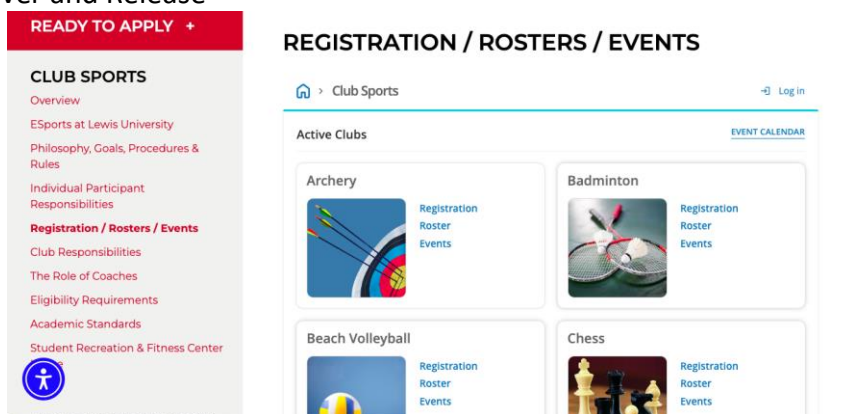
All club sport student athletes must be in good academic and disciplinary standing with the University. A minimum cumulative GPA of 2.0 is required. Any student on academic or disciplinary probation will not be allowed to participate in Club Sports. This includes any participation in games, practices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

Medical Policies

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



Athletic Training

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.

Return After Injury

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

Proper Procedure for Reporting an Injury

Students injured in Club Sports must report injuries to coaches and the Director of SRFW. If a student is injured during club sports, they should:

1. Report the injury to the Head Coach and Director of SRFW [(815)836-5277]
2. Seek medical treatment
3. Receive clearance from medical provider to return to play
 - Students should receive clearance from their original medical provider. For example, if an injured student received treatment from their primary care physician, they should receive clearance to re-engage in activity from their primary care physician.
4. Report any further injury or problems to Head Coach and Director of SRFW.

Injury and Incident Report

Any club-related injury must be reported to SRFW as soon as possible. A Club Sport Injury & Incident Report must be completed and delivered to the office upon returning to campus or the following day when the Student Recreation and Fitness Center is open, whichever is sooner.

Injury and incident reports should be completed in the following instances:

- Physical injury to a Lewis University student
- Physical injury to an opponent when game is played at Lewis
- Behavioral problems from either team and/or spectators
- Car/Van accidents during or after practices and/or contests, including traffic tickets, flat tires, etc.
- Any other issues that are not typical

CPR Requirement

It is required that at least one club member must be certified in Cardiopulmonary Resuscitation (CPR) and in the use of an Automated External Defibrillator (AED). One of the certified members must be at each game, practice or event. Copies of these certifications must be on file with SRFW. Training will be offered in September and February. Specific dates will be shared with the club sports team in advance. If students are unable to attend the chosen dates, students can complete an online training and then be skills tested in person. There is a fee for the online training that students are responsible for paying.

Emergency Plan

Emergency situations may arise at any time during athletic and/or recreational sport events. Expedient action must be taken to provide the best possible care for athletes in emergency and life-threatening conditions. Appropriate health care standards must be available to all sport participants, as injuries may occur at any time and during all activities. All participants and coaches must be prepared.

General Emergency Procedure

- A. Call Lewis University Campus Police (815-836-5911) and provide the following:
 1. Name
 2. Title
 3. Location
 4. Situation (briefly describe what happened and what first aid is being performed)
 5. Assistance required
 6. Don't hang up until they tell you to.

7. Immediately call the Director of SRFW [(815)836-5277]. Make personal contact. If the Director is not available, call the Assistant Director [(815)836-5527]

Roles of the First Responder

- A. Immediately care for the injured or ill participant (stay with the participant)
- B. Emergency equipment retrieval – appoint someone to get the emergency equipment needed.
 - Instruct someone to notify Lewis University Campus Police at 815-836-5911.
- C. Provide name, location, number of individuals injured, condition of participant, request an ambulance if needed. In the case of cardiac arrest and no one on site is certified in CPR w/AED, specify this to the Campus Police. Do not hang up until you are told to do so.
- D. Lewis University Campus Police will provide directions for EMS to the scene.
 - Scene control: limit scene to first aid providers and move bystanders away from the area of the injured participant.

Lightning Safety

- A. Lewis University Club Sports will follow the guidelines of the NCAA regarding lightning safety.
 - The club coach will monitor the weather by using the computer weather reports.
 - When instructions are given by the club coach to suspend a practice or game, teams should go to the nearest shelter for 30 minutes after the last lightning detection. Play may resume if there are no other lightning detections within this time.
- B. Lightning Facts
 - The existence of blue sky and the absence of rain are not protection from lightning. Lightning can strike as far as 10 miles away.
 - Avoid open areas, elevated ground, flagpoles, tall trees, metal fences, golf carts, cell phones.

CODE OF CONDUCT

The following excerpts are from the Lewis University Student Handbook. For the complete version, please click on: <http://www.lewisu.edu/sdl/pdf/StudentHandbook.pdf>

Behavioral Standards

Club Sports student-athletes, club coaches, and volunteers are expected to uphold the highest standards of conduct at all times including travel. Club Sport student-athletes are expected to encourage responsible behavior, respect opponents/officials/fans, and promote good sportsmanship. Club Sport student-athletes are to function in a responsible manner. They are to dress appropriately while representing the College/Team/Campus Recreation during any officially sponsored activity or during travel. All students, including Club Sports participants, are expected to follow the policies and procedures as outlined in Lewis University Student Handbook.

Club Sports Policies and Conduct Expectations

- Club Sport student-athletes are not allowed to consume drugs or alcohol at any Club Sports sponsored activity, event or while travelling.
- Alcohol is not permitted at any Club Sports activity or event. Enforcement will follow the guidelines established by the Student Handbook for violation of the alcohol policy.

- 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.

Clery Act

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (a.k.a. the “Clery Act”), Lewis University must disclose information about crime on and around the campus. Certain categories of crime, arrests and referrals occurring in Clery Act reportable locations are required to be reported by Campus Security Authorities and included in an Annual Security Report.

Misconduct

Misconduct is defined as behavior that is subject to disciplinary action and includes violation of Club Sports, Department of Campus Recreation, Lewis University, State and Federal Law, conduct that threatens the safety or well-being of the campus community, and any other behavior that adversely affects the University or its mission. Clubs may be cited for these behaviors during on campus and off-campus activities. Examples include, but are not limited to:

- Failure to comply with Club Sports and/or Campus Recreation Policies
- Underage Alcohol Violation and/or Alcohol Violation
- Contempt
- Disorderly Conduct
- Failure to submit identification or providing false information
- Harassment
- Hazing
- Infliction or threat of bodily harm
- Misuse of fire safety equipment
- Possession, distribution, or sale of controlled substance
- Receipt and/or possession of stolen property
- Theft
- Failure to pay outstanding bills
- Trespassing
- Vandalism

The Club Sports program and the Campus Recreation office reserve the right to remove a club from operation based on the safety of the club participants and the campus community. Judicial Action will be taken if appropriate.

Hazing Policy

All acts of hazing, including by any individual student, varsity athletic team, club sport team or university registered student club or organization and any of its potential members, members or alumni, are prohibited. All

members of the community are entitled to be treated with consideration and respect, and no individual may perform an act that is intended to cause ridicule or humiliation, physical or psychological harm or social ostracism to any other person within the university community.

Hazing is any action taken or situation created, either intentionally or unintentionally, on or off campus, to produce physical discomfort, embarrassment, ridicule, or possible physical harm or injury as a requirement for belonging to a group.

Individuals will be held accountable for their actions, and neither citing the activity as a “tradition” nor being coerced by current or former students or student leaders of such groups or organizations will suffice as a justifiable reason for participation in such activity.

Varsity athletic teams, club sport teams and university registered student clubs or organizations will be held accountable and could have their recognition suspended or revoked. Examples of prohibited behavior under the hazing category include but are not limited to:

- Physical abuse, including but not limited to paddling, slapping, kicking, choking, scratching and exposure to extreme (i.e. cold or hot) water temperatures, the consumption of disgusting and/or dangerous concoctions or requiring another to engage in any form of forced physical activity or exercise;
- Causing excessive mental stress, including but not limited to placing prospective members of an organization or group in ambiguous situations which lead to confusion and emotional stress, sleep deprivation;
- Verbal abuse, including but not limited to shouting, screaming or use of derogatory, profane or obscene language; or
- Subservience, including but not limited to any activity which promotes a class system within organizations or activities which facilitate inappropriate levels of authority over students. Misuse of authority by virtue of one’s leadership position, preventing an individual from attending class, and failing to report any of the foregoing behavior to the appropriate University officials.

This list is not exhaustive, and any student, team, group, club or organization found to be involved in any hazing activity will face conduct action. Violation of this policy exists irrespective of the voluntary or consensual participation in the hazing activity by the person being hazed.

Any person with knowledge of hazing is expected to report it promptly to the Dean of Students. If the incident requires immediate attention or involves a threat to anyone’s safety, contact LUPD directly at 815-836-5911.



CLUB SPORTS

ASSUMPTION OF RISK, WAIVER, AND RELEASE FROM LIABILITY

FOR PERSONS UNDER EIGHTEEN (18) YEARS OF AGE, A PARENT OR LEGAL GUARDIAN MUST COMPLETE AND SIGN THIS FORM. PLEASE READ CAREFULLY BEFORE SIGNING THIS ACKNOWLEDGEMENT, WAIVER, AND RELEASE FROM LIABILITY:

1. **ASSUMPTION OF THE RISK.** The undersigned assumes all risks which are foreseeable and involved with or may arise out of his or her voluntary participation in Club Sports at Lewis University (CSLU), or his or her child's voluntary participation in CSLU, including, but not limited to, the negligent and or willful and wanton acts of others, the criminal and or intentional acts of others, the omission of an act of another, a defect or condition of the premises, a defect in the vehicles used for transport, or the unavailability of emergency care. The undersigned does not assume the risks of injuries caused by the gross negligence, or willful or wanton misconduct of any officials, officers, employees, or agents of Lewis University.
2. **RELEASE.** The undersigned releases Lewis University and all of its officers, trustees, employees and agents not to initiate litigation on account of or in connection with any claims, causes of action, injuries, illnesses, damages, and/or cost of expenses arising out of the activities involved in CSLU, including, but not limited to, **(practice, competition itself and travel to/from practice and competition)**, including those claims, causes of action, injuries, illnesses, damages, and/or cost of expenses based on death, bodily injury, or property damage whether or not caused by the negligence or other fault of the parties being released.
3. **WAIVER.** The undersigned waives the protection afforded by any statute or law in any jurisdiction whose purpose, substance, cause and/or effect is to provide that a general release shall not extend to claims, material or otherwise, which the person giving the release does not know or suspect to exist at the time of executing this release. This means, in part, that the undersigned is releasing unknown future claims.
4. **INDEMNITY AND DEFEND.** The undersigned agrees to indemnify and defend Lewis University, and all of its officers, trustees, employees and agents (hereinafter jointly referred to as "indemnitee") against, and hold them harmless from, any and all claims, causes of action, damages to or destruction of any property of the indemnitee or any others, injury or death that may result to the undersigned, the undersigned's child, or anyone else.
5. **REPRESENTATIVES.** The undersigned enters into this agreement for him/herself, his/her hers, assigns and legal representatives.
6. **INSURANCE.** The undersigned understands that Lewis University does not carry insurance to cover any possible losses the undersigned and/or the undersigned's child may incur as a result of his or her voluntary participation in CSLU or his or her child's voluntary participation in CSLU. The undersigned, or the undersigned's child, is encouraged to have a medical physical exam and purchase health insurance prior to any and all participation.
7. **MEDICAL CARE:** I understand and agree that Lewis University may not be able to provide medical personnel at all athletic events. I hereby give my consent to have an athletic trainer, a fellow participant, an adult supervisor, emergency medical personnel, and/or a doctor of medicine or dentistry or associated personnel to provide me (or my child) with medical assistance and/or treatment and agree to be financially responsible for the cost of such assistance and/or treatment. I also agree to save and hold harmless and indemnify Lewis University from all liability, loss, cost, claim, lawsuit, or damage, whatsoever, including injury, death, or property damage, which may be imposed upon Lewis University because of any defect in or lack of such capacity to so act or caused or alleged to be caused in whole or in part by the negligence of the released parties.
8. The protections provided by this Assumption of Risk, Waiver, and Release from liability only enhance those protections already provided by the laws of Illinois.

ACKNOWLEDGEMENT. THE UNDERSIGNED HAS READ AND UNDERSTANDS THIS AGREEMENT AND REALIZES IT RELATES TO SURRENDERING AND RELEASING VALUABLE LEGAL RIGHTS AND DOES SO FREELY AND VOLUNTARILY. MOREOVER, THE UNDERSIGNED UNDERSTANDS THAT HIS OR HER PARTICIPATION IN CLUB RUGBY AT LEWIS UNIVERSITY IS VOLUNTARY.

PRINTED NAME: _____

SIGNATURE: _____

DATE: _____

PRINTED NAME OF STUDENT IF SIGNED BY PARENT/GUARDIAN:

Students who participate in the Lewis University Sport Clubs program represent Lewis University and the Department of Student Recreation, Fitness and Wellness. We dedicate ourselves to the tradition of proper conduct and expect the same from our club members.

Club Sport Member Code of Conduct

As a Member of a Sport Club offered by 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 **always** 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 **DRY EVENTS**. 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 deliberately jeopardize the safety and wellbeing of opponents, teammates, officials, or spectators.
- ✓ All members of my team, including me, will follow all policies and procedures described and outlined in the Lewis University Student Handbook, Sport Clubs Manual, and turn in required documents, reports, etc. promptly.

By signing below, I (print name) _____, agree to have fully read and understand the contents of this policy. I understand the expectations set forth by this policy and will uphold them during my role as a member of a Sport Club team. I understand that any breach of this Code of Conduct & Responsibilities document could result in individual and/or team probation or suspension and could possibly lead to conduct

Club Member Signature _____

Club _____ Date _____

Club Sports Medical Insurance Verification

****This form should be kept on file by team officers and brought to every practice and competition.****

Student Contact Information:

Name: _____ Club Sport: _____

Class: First Year Sophomore Junior Senior Graduate

Home Address: _____

Local Address: _____

Cell Phone #: _____

Participant Signature: _____ Date: _____

Emergency Contact Information:

Name: _____ Relationship: _____

Cell Phone #: _____ Home Phone #: _____

Are you covered by a personal medical insurance plan? Yes No

If not, then you are not eligible to participate in CLUB SPORTS.

Primary Insurance

Policy Holder: _____

Insurance Company: _____

Address: _____ City _____ Zip _____

Phone Number of Insurance Plan: _____

Plan Name and Number _____

Policy name and Number _____

Employee ID Number _____ Type of Insurance: HMO PPO Other

Physician Phone Number: _____

Signature of Policy Holder: _____ Date: _____

Signature of Student: _____ Date: _____

Sport Clubs Coach's Code of Conduct and Responsibilities

Please acknowledge the following statements by initialing each.

_____. I accept I am to act as an ambassador of the University, assist with Club Sport recruiting efforts, and am bound to University Human Resource policies

_____. I accept that student's academic responsibilities supersede all athletic responsibilities. (College Degree FIRST, and Sport Club SECOND)

_____. I will ensure all injuries are reported in a timely manner to the Director of Student Recreation, Fitness and Wellness.

_____. I understand that my actions, positive or negative, 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, win or lose. I will conduct myself to maintain the highest principles, integrity, and dignity of Lewis University, Sport clubs and my sport in general. I will expect the same from my team on and off the field.

_____. I understand that my position requires leadership skills that must encourage full participation in meeting the goals of the club and its members. I am responsible for the actions of my team as well as my own and must be especially aware of what is going on at all times when traveling.

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

_____. I understand that all practices, games and travel are considered DRY EVENTS, the presence and consumption of alcohol or illegal substances is strictly prohibited. I will neither use nor support the use of illegal drugs; I will neither abuse nor support the abuse of alcohol.

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

_____. I will do all in my power to see that practice, scrimmage, and game sites are clean after use, both of trash and equipment, and thus maintained for future events.

_____. I respect the authority of all game officials. I shall treat all game officials in a professional and courteous manner at all times. I shall neither exhibit nor tolerate any behavior from others (staff and team) - verbal or otherwise - that is disrespectful to an official or an opposing team/coach.

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

_____. Actions of myself or the team will never deliberately jeopardize the safety and wellbeing of opponents, teammates, officials, or spectators.

_____. I will challenge my team to abide by these obligations and will confront those who violate them.

_____. I shall never interfere with the duties and jurisdiction of other departments of an institution, including but not limited to admissions, compliance, and the various academic disciplines.

_____. I will never place the value of a win above the objective of instilling the highest ideals and character traits in my players. The safety and welfare of the players will always be of the utmost importance and will never be sacrificed for personal prestige or personal gain.

_____. I will never teach my players tactics or skills designed to circumvent the intent of the rulebook and the standards of fair play.

_____. Whenever players exhibit unsportsmanlike behavior on their own, it is my responsibility as the coach to address that behavior and put an end to it. I shall constantly be alert to see that my team is conducting and promoting themselves properly.

_____. I am responsible for myself and my team knowing, understanding, and following all rules of the game as established and directed by the conference in which my team participates.

By signing below, I agree to have fully read and understand the contents of this policy. I understand the expectations set forth by this policy and will uphold them during my enrollment/employment as a Coach of a Sport Club team. Adherence of coaches to a code of conduct is largely a voluntary matter. However, if a coach does not follow this code by engaging in gross misconduct, their relationship with the Lewis University Sport Club program may be terminated. Understand your signature confirms your willingness to work within the guidelines of the Sport Club program.

Coach Signature

Club

Date

Sample Coaching Agreement

DATE

NAME

ADDRESS

CITY, ST ZIP

Dear FIRST:

Thank you for your willingness to serve as a coach for the _____ recreational sport club (the "Club") at Lewis University ("Lewis"). This letter provides information about some important Lewis policies, obtains your agreement to these policies, and outlines your responsibilities as coach for the Club.

You agree to:

- Attend and supervise the Club's competitions and practices;
- Conduct yourself in a manner consistent with the values and mission of Lewis University;
- Comply with all rules and regulations as set forth in Lewis' Club Sports Manual, as well as the policies and procedures of Lewis University, and the Lewis University Student Handbook, all of which are subject to revision from time to time (collectively, "Lewis Policies");
- Provide adequate supervision of students during practices and games to ensure compliance with Lewis Policies;
- Return all keys, Lewis ID cards and Lewis property, if any, at the conclusion of this Agreement or upon request at any time.

The term of this agreement is for the ____/____ academic year. In consideration of your services, you will be paid a total of \$_____, payable within thirty (30) days of the Club's final game of the season. Lewis reserves the right to terminate this Agreement at any time should: (1) the Club lose recognition from Campus Recreation; (2) Coach breaches any term or condition of this Agreement or violates any Lewis Policy, or federal, state or local law; or (3) at Lewis' sole discretion. In the event that Lewis terminates this Agreement pursuant to (1) or (3), above, Lewis agrees to pay Coach for services rendered through the date of termination and to reimburse Coach for any approved expenses that are non-refundable. This Agreement cannot be renewed without written agreement by both parties.

In performing the services described in this Agreement, you shall at all times be acting as an independent contractor and not as an agent, employee or servant of Lewis. You do not have an employment relationship with Lewis, and you are not authorized to act in any way on behalf of Lewis in business matters, or to bind Lewis to any agreement. You are not authorized to speak publicly on behalf of Lewis. You are not eligible for any benefits, including, but not limited to, vacation pay, paid sick leave, retirement benefits, social security, workers compensation, health, disability, professional malpractice or unemployment insurance benefits or other employment benefits of any kind. Lewis will not withhold any sums for income tax, unemployment insurance, social security, or any other pursuant to any law or requirement of any governmental body. You agree to indemnify and hold Lewis harmless from any and

Club Sport Leader Agreement

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

I have reviewed this document and fully understand the responsibilities of becoming a student leader for my club. I understand the importance of these statements and pledge to uphold these principles to the best of my ability.

Name _____ Date _____

Club Sport _____

Travel Itinerary Checklist

Name: _____ Student ID: _____

LewisU Email: _____ Club: _____

Destination: _____

Departure Date and Time: _____

Return Date and Time: _____

Student Travel Contact: _____ Cell: _____

Travel Checklist

- 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})
 - SRFW Staff signature:
 - Date:
- Discussed with SRFW what to do in case of emergency
 - SRFW Staff signature:
 - Date:
- Travelling by:
 - Personal vehicles
 - Van rental
 - Travelling by other: _____
- Approved Drivers
 - Name and LewisU ID: _____
 - Name and LewisU ID: _____

Completed by SRFW Staff

- IF REQUIRED: Submitted payment for tournament/event
 - Location: _____
 - Amount: _____
- IF REQUESTING RENTALS
 - Number of Vans: _____
 - Amount: _____
- IF REQUESTING LODGING
 - Hotel location: _____
 - Confirmation Code: _____
 - Amount: _____

Club Leaders Transition

Club Sport Name: _____

Your Name: _____

New President Name: _____

New President Email: _____

Transition Discussion

We recommend using the following questions when training your new leader. If you do not have a new leader to take over, share your answers with SRFW staff. This will help us make sure to share this information once a student expresses interest in leading.

1. Sharing any past accounts/documents/etc. EXAMPLES: Does your club have its own email account, share the usernames and passwords. Does your club have its own social media account(s), share the usernames and passwords. How much are the dues? Do you have a list of contacts for tournaments/events that you go to every year? What events have been successful or didn't have a great turn-out?
2. What has worked well for your club?
3. What has been an issue for your club?
4. What advice do you have for a new leader?

New Club Interest Form

New Club Sport Name: _____

When meeting with a Student Recreation, Fitness & Wellness (SRFW) staff member, be prepared to share a brief explanation of the club and how this would benefit Lewis University students. **Bring this document with you to your meeting.**

Interested Members

Student Name	LewisU ID

Club Sport Injury & Incident Report

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

Injured Person Information

Name: _____ Phone: () _____

Address: _____

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

Birthdate: ____ / ____ / ____ ID#: _____

Club Sport Information

Sport: _____ Team Captain: _____

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

Location of injury: _____

Injury Information

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

Action Taken

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

Witnesses to Incident:

Name: _____ Phone: () _____

Name: _____ Phone: () _____

ONCE INJURY IS UNDER CONTROL: 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 **Injury Report (Club Sport Name)**. Form must be submitted upon returning to campus.