



**St. Mary's College of Maryland
Department of Athletics
CLUB SPORTS HANDBOOK**

Club officers are held accountable for understanding and adhering to this handbook's policies and procedures and educating their members about its content. Please contact the Club Sports Coordinator Staff with questions.

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What are Club Sports?

Club Sports are SMCM Clubs managed through the SMCM Athletics Department and funded by the Student Government Association (SGA). They are formed and organized by students and coached by students and/or volunteer coaches. They compete with area leagues and other universities or colleges. ClubSports are not regulated by the National Collegiate Athletic Association (NCAA) and do not have varsity status. These Clubs are open to all students. Club Sports are competitive, instructional, recreational, and social. They provide leadership opportunities and skill-building experiences for student leaders. A Club Sport is usually less formal and requires less time than varsity sports, yet it offers students a team experience that is more involved and competitive than intramurals.

Club Sports at SMCM

Club Sports allow students to compete in Sports activities, learn and improve Sport and teambuilding skills, participate in leadership development, and enjoy the recreational and social fellowship derived from Sports involvement. The members of Club Sports elect officers, recruit members, develop Club bylaws, establish their competitive schedule, organize travel, and secure needed funds from allocated funds and fund-raising. The success of the Club Sports program depends upon the student leaders (Executive Boards) of the individual Clubs. Student leaders possess the initiative and drive to handle Club administrative matters and motivate members to participate in Club activities.

Club Sports at SMCM have included (Bolded teams are currently active)

Climbing	Sculling
Equestrian	Soccer
Fencing	Softball
Hawkettes	Ultimate
Lacrosse	Water Polo
Off-Shore Sailing	Windsurfing
Rugby (M&W)	Wrestling

College Support for Club Sports

SMCM Athletics oversees Club Sports, and the Club Sports Coordinator (CSC) provides direct daily support. The Student Government Association funds Club Sports through student activity fees. The Club Sport Coordinator assists the Clubs with many services, which may include but are not limited to the following:

- Program advising and leadership development
- Budget Preparation, management, and fundraising
- Equipment purchases and maintenance
- Facility scheduling for practice and competition
- Team travel logistics and reimbursement
- Team recruitment, marketing, and retention
- Tournament planning
- Team building
- Communication
- Problem-solving

The student officers are responsible for seeking the assistance of the Club Sport Coordinator regarding any Club issues. Club officers will meet weekly with the CSC to help with club questions and team management, or they can schedule additional appointments during CSC office hours.

People you need to know:

Club Sports Coordinator

TBD

Director of Athletics

Crystal Gibson

cgibson@smcm.edu

MPOARC Building Director

Tom Fisher

twfisher@smcm.edu

Who Can Participate in Club Sports

All registered SMCM students are allowed to participate. Those attending other schools or community members are not allowed to play or participate in an SMCM Club Sport. The Club Sport teams value diversity, recognizing that all are welcome and enriched by our differences. Teams encourage all to join, whether they have previously played the Sport. Club Sports can have mixed-gender or gender-specific teams.

Transgender athletes are welcome to participate in a team that aligns with their gender identity. Some Club Sport teams may have specific guidelines on transgender inclusion provided by regional or national governing bodies. These teams should discuss this guidance with the Club Sports Coordinator to ensure compliance with the College's Title IX and non-discrimination policies. The SMCM Club Sports program requires respect for all individuals' gender autonomy and acknowledges that biological sex, gender identity, and gender expression are not binaries. The policy is designed to allow trans-identified athletes to play in single-sex clubs that reflect their gender identity. The St. Mary's Way encourages all members of the community to contribute to a spirit of caring and an ethic of service. With this in mind, we encourage all to create a safe, welcoming, and respectful environment on campus and within the Club Sport community.

Starting a New Club Sport

To start a new Club Sport, the Club will *first* be recognized as an SMCM student organization through SGA.

- Interested students email the SGA student Club coordinator to receive a mock constitution.
- Using the document as a guide, they create a constitution and have three students agree to serve as the executive board members.
- The students will then submit their constitution to SGA for review and approval.
- After their constitution has been approved and they become a Club through the SGA, they contact the CSC to be considered a Club Sport.
- A written proposal should be submitted to the CSC for Club Sport consideration. It should contain the following:
 - Introduction about the club (History of the organization, description of the sport, organization's purpose, uniqueness and sustainability, accomplishments).
 - Short-term and long-term goals and objectives of the club.
 - Needs of the club (Facility space, budget, administration, etc.)
 - List of interested people, including their respective email addresses.
 - List of possible coaches and/or advisors
 - Proof of recognition as an SMCM student organization through SGA.
 - A copy of the constitution and bylaws.
 - List of elected officers (name, title, contact).
- The Club Sports Coordinator will then review the Club to determine their status as a Club Sport.
- Student organizations desiring Club Sports affiliation will apply for affiliation in the spring semester of the upcoming academic year. Decisions are made on a year-by-year basis.

Criteria for Club Sport consideration

- SGA Club status in good standing for a minimum of one semester
- Local competition—compete against area colleges or participate in a local league
- Sufficient student interest- Student interest is demonstrated in the club by membership of 10 active members or the minimum number of members (over 10) needed to participate in the activity.
- Evidence of responsible student leadership and demonstrate leadership transition beyond founding members.
- Degree of potential risk—the ability of Club members to manage that risk in an acceptable manner
- Have a Regional, National, and/or International Governing Body for the sport—recommended but not required

Mandatory Meetings & Important Dates for Club Sports

Meeting	Attendees	Timeline
SGA Fall Involvement Fair	All Club Sport teams	First week of classes- Friday
Fall Bootcamp	All Exec Board members	2nd week of classes
Title IX / Hazing meeting	All Club Sport athletes	September and February (for all athletes not present in September)
SGA Spring Involvement Fair	All Club Sport teams	First week of classes- Friday
Weekly Exec Board Meetings	2-3 board members	All year, set up day/time with CSC
Admitted Student Days	2 or more Club members	X2 Saturdays in the Spring semester

Submission of Club Information- Beginning of Year

At the start of the fall semester, the following items must be completed and/or submitted to the Club Coordinator before using any college facilities or resources. The following requirements are met annually, and forms must be submitted to the Department of Athletics before practice and games may begin.

Follow the instructions provided in the Club Sport [Executive Board Checklists](#). (Appendix A)

- Reserve table for Involvement Fair- First Friday of each semester, contact SGA for information.
- Complete your roster of members— update the online roster
- Space request and venue reservation form for reserving meeting rooms or practice/competition fields—online [program planning form](#)
- Submit competition and practice schedules for fall and spring semesters—email to CSC
- Hold a Club Meeting to discuss paperwork, medical clearances, team goals, expectations, rules, etc. (See [Athlete Checklist](#)- Appendix B)
- Assign two of your members to be Safety Officers- email CSC
- All members complete the Acknowledgement of the Hazing Policy—online hazing form
- All members must complete the Sports Medical Packet through SportsWare- online submission of forms and uploaded documents (See [Athlete Checklist](#)- Appendix B)
- Have all potential drivers get cleared to drive vans- email public safety

Health Clearance and Risk Forms

Students participating in Club Sports are asked to consider their personal health and physical condition before participating. Participation involves physical exertion and may involve high levels of physical contact. Participation in Club Sports is by personal choice. Therefore, St. Mary's College is not responsible for any injury incurred while a student participates in a Club Sport. At the start of each academic year, each Club Sports member will sign an assumption of risk form in the SportsWare online medical packet before participating in practice or play.

Additionally, all Club Sport members must provide a current medical packet (Sports physical, health history, insurance information, and signature pages) each year before participating in practice or competition. All forms are found on the SportsWare online software. Sports physicals and current insurance cards are uploaded to your SportsWare account.

Instructions are found on the SMCM Athletics Sports Medicine website. The Sports physical is valid for one calendar year. (See [Athlete Checklist](#))

Proof of health insurance is required before participating in Club Sports. To do so, fill out the Insurance Tab in your SportsWare account and upload your current insurance card.

Athletic Training and Club Sports

A certified athletic trainer is available to assist Club Sport members with injury prevention, evaluation, treatment, and rehabilitation. The Club Sports Athletic Trainer provides medical supplies to teams and athletes, medical coverage at home competitions, and training room clinic hours. All Club Sport athletes must have a current and complete medical packet on file to receive athletic training services.

Budget Policies

With great (monetary) power (and freedom) comes great responsibility. This is true for Club Sport leaders. Budget allocations represent significant trust in Executive Board leaders to utilize funds to enhance student life. Your organization's maintenance of financial records and responsible spending of allocated funds is CRUCIAL to the continued allocation of funds for this year and in the future.

Always be aware of how much money is in your organization's account by reviewing your accounting sheet often for accuracy.

All Club leaders are responsible for attending the Club Sport Bootcamp for regular updates and training on budget matters. Club Sports that do not have the necessary paperwork (updated roster, trip itineraries, Purchase Requests, program planning forms) completed will not be permitted to spend money allocated until they provide the paperwork. In the spring, all executive board members (new and old) will work together to complete their Budget Allocation Worksheet to receive funding for the next year.

Adding a Coach

To add a coach, consult with the Club Sports Coordinator. All coach positions are volunteer except for bringing in specialized guest coaches for limited-time workshops. Compensated coaches need to have a contract written and complete a W9 form.

Prospective volunteers working directly with students will complete an application form before working with their designated Club. Per college policy, reference and background checks may also be required for all prospective volunteers. The Director of Human Resources, or their designee, in consultation with the CSC, is authorized to use their discretion to decline an application or terminate the services of a volunteer if it is determined to be in the best interests of SMCM.

Any Club Sport Team interested in working with a volunteer needs to work with the Club Sports Coordinator to ensure the potential volunteer fills out the proper paperwork and is fully vetted by the College.

Current Requirements include:

- Interview with the Club Sport Coordinator to review expectations, policies, and compatibility with the SMCM Club Sport program.
- [Club Sport Coach Contact Form and Agreement](#) completed each year
- Completion of SMCM Human Relations paperwork (complete, print, and return in person to HR)
Contact Human Relations for current required paperwork
 - Employee questionnaire
 - Computer usage agreement
 - Software code of ethics
 - SMCM policy against sexual harassment- read in full
 - Sexual Harassment policy acknowledgment
- Title IX online training- look for an email from the Title IX office

Volunteer Coaches will receive:

- SMCM volunteer ID
- SMCM email
- Campus Parking Pass (bring your SMCM volunteer ID to Public Safety to get pass)

All coaches must adhere to the agreement and complete and sign the [Club Sport Coach Contact Form and Agreement](#) each school year.

SMCM Coaches Agreement:

- A good coach can be a valuable asset to a Club Sport in terms of providing mature judgment and advice based on experience and insight into the club's sport, league, and community. The coach should play an active role in on-field decisions and practice management and provide positive guidance in the development of the club sport members' leadership and responsibility.
- Coaches are expected to demonstrate and promote good sportsmanship. They should conduct themselves in a manner that upholds the reputation of SMCM Club Sports and Athletics. This includes behavior during games, interactions with their own player and other teams, and contact with event staff.
- Coaches will provide an organized and safe environment for the instruction and training for participants of various skill levels. The safety and welfare of the participants should always take precedence over the value of a win.
- Coaches will uphold SMCM's no-hazing policy by not allowing a culture of hazing within the club. Please refer to the Club Sport Handbook for more information. Coaches have a responsibility to address any misconduct and/or unsportsmanlike behavior. Coaches are asked to notify the Club Sports Office of any situation that may violate the Club Sports or SMCM Student Code of Conduct.

- All coach positions are volunteer except for bringing in specialized guest coaches for limited-time workshops. Compensated coaches need to have a contract written and complete a W9 form.
- Coaches will acknowledge and respect the leadership positions held by the student officers. Club business matters (hosting tournaments, submitting forms, equipment requests) must be handled by the student members with the coach serving in an advisory capacity. Club activities and events should be a Club effort and not left solely to the coach.
- All coaches are encouraged to maintain a valid American Red Cross First Aid/CPR/AED Certification. SMCM Public Safety offers classes and will be paid for by SMCM Club Sports. Please work with the Club Sport Coordinator to arrange the class. In addition, teams must have a safety officer present, with a first aid kit in stock, at all times while activities occur.
- The Director of Human Resources, or their designee, in consultation with the Club Sport Coordinator, is authorized to use their discretion to decline an application or terminate a volunteer's services if it is determined to be in the best interests of SMCM.

Club Sport Branding and Uniforms

Club Sports may use the SMCM logo and Seahawk logo on their uniforms, branding, fundraising, and promotion, although this is not required. If the team plans to use the logo, they must use the current Official SMCM logos, style, and wording. The Club Sports Coordinator will approve the designs before printing, consulting the SMCM administration as needed. All logo uses adhere to SMCM brand standards in color, font, and dimension. If in doubt, please consult the CSC before printing.

Facility Usage Guidelines and Expectations

The [Program Planning form](#) is used to reserve a space on campus, request resources, initiate planning, and receive approval from the Club Sport Coordinator for events, tournaments, meetings, and practices. Filling out the program planning form will start the approval process for reserving a space. If your Club uses any space on campus (except for private living spaces) for any reason, a Program Planning form is completed and approved before any other plans are made or funding is provided.

Practice times and events are only available to Clubs that meet the beginning-of-year requirements (see above: Submission of Club Information—Beginning of Year). Teams that hold Club-sponsored events or practices without space approval will be subject to Club sanctions.

The CSC will approve reservations on a space-available basis. Priority is given to those teams who complete their Program Planning forms first *and* those who complete their beginning-of-year requirements. Every effort will be made to accommodate each request, although negotiations may be necessary given the many groups using the facilities. Clubs will be asked at times to share space.

If your Club cancels practice or your event, notify the CSC immediately. This practice will allow others to use the location. Repeated absences without notification may jeopardize your Club's ability to use that space.

Club leaders are responsible for setting up and cleaning all sites they occupy and will assist with field marking, if applicable. Leave the space better than you found it. Misuse of space can result in the loss of reservation capability. In the case of locked areas, team captains or Exec Boards will be the only Club members allowed to open/unlock the venue. Please be sure the site is locked and secure before leaving the area.

The MPOARC may be used during open hours and reserved under special circumstances. Teams can use the Rec Courts during open hours on a first-come, first-serve basis. Please be a good community member and share the space if others want to use it. In some cases, Varsity Sports may need the indoor spaces of the MPOARC and have priority usage.

Program Planning Form Submission Timeline

- Practices and Meetings with no media, catering, furniture, or supplies:
 - Forms are submitted 1 Week in Advance.
- Practices and Meetings requiring media, catering, furniture, or supplies
 - Forms submitted 3 Weeks in Advance—no exceptions.
- Major Events:
 - Forms for all major events should be submitted by the beginning of the fall and spring semesters.
 - Each event should have forms submitted at least two months before.

Facilities and Field Space

Indoor Facilities (MPOARC):

Recreational Courts
Group Fitness Room/Movement Room
Aquatic Center

Outdoor Facilities and Fields:

Seahawk Tennis Complex
North Fields- Rugby Pitch, Softball Field, Practice Field
Jamie L. Roberts Stadium- Turf field
Club Sports Field
Admissions Field

Club Travel

The [Trip Request Form](#) is required in advance of any trip where students are:

- traveling in the capacity of a Club or Student Organization,
- traveling in a state vehicle or
- using St. Mary's College equipment.

The form is available online and will instigate the approval and planning from the Club Sports Coordinator. Refer to the [Executive Board Checklist](#) to find the link. Club leaders must complete all sections of this form to receive approval. Clubs and Organizations are responsible for contacting the Club Sports Coordinator for planning support. If a group travels and does not fill out the Trip Registry Form or receive approval, it will be subject to Club sanctions.

State Vehicles Requests

Selecting the need for a state vehicle will not guarantee a vehicle. The Vehicle Request Form is completed and signed to reserve state vehicles. The Vehicle Request is a hard copy form found at the Club Sport Coordinator's office (currently in a pocket on the door). Return the Vehicle Request to the CSC, who will sign it, determine if it needs further approval, and then turn it into the Facilities department. Facilities notify the team driver after the vehicle reservation is made.

Submission Timeline

Out-of-State Trips and Overnight Trips:

1 month in advance- approval and signature is needed from the Dean of Students

In-State Day Trips:

2 weeks in advance

Exceptions: The Dean of Students may approve Out-of-State and Overnight Trips two weeks in advance on a case-by-case basis.

Van usage is often in high demand. Clubs that compete or are highly active throughout the year are recommended to submit their requests at the beginning of the semester.

Hazing Policy Statement

A learning community has distinctive values and qualities to support individual growth and development. At SMCM, we value traditions, rituals, and rites of passage because they remind community members of their connections to one another and to the past and future of the College; they can build important bonds between groups and individuals.

Athletic team or student organization initiations or traditions that attempt to build these bonds between members must do so affirmingly without coercion or intimidation of any kind. We value lasting relationships grounded in mutual respect, not artificial connections created through shared humiliation.

Hazing is a form of victimization comprised of a broad range of activities that demonstrate disregard for another person's dignity or well-being or behaviors that may place another person in danger of physical or psychological discomfort or harm. A level of coercion is often involved; that is, those being hazed feel pressure to participate in order to belong to the group or show commitment to group members. Hazing has the potential to harm individuals, damage organizations and teams, and undermine the college's educational mission and the fundamental values of the SMCM community.

Hazing Defined

"Hazing is any action taken, or situation created, intentionally, whether on or off campus, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities may include but are not limited to the following: use of alcohol; paddling in any form; creation of excessive fatigue; physical and psychological shocks; quests, treasure hunts, scavenger hunts, road trips, or any other such activities carried on outside or inside the borders of the College campus; wearing of public apparel which is conspicuous and not normally in good taste; engaging in public stunts and buffoonery; morally degrading or humiliating games and activities; and any other activities which are not consistent with the laws of the state of Maryland or Code of Student Conduct, or the regulations and policies of St. Mary's College of Maryland."

In the state of Maryland, a person who hazes a student to cause serious bodily injury to the student at any school, college, or university is guilty of a misdemeanor and, on conviction, is subject to a fine of not more than \$500 or imprisonment for not more than six months, or both. The consent of the student is not a defense. If hazing occurs, all Club Sports community members are encouraged to report it promptly to the Club Sports Coordinator, Athletic Director, Dean of Students, or Title IX Office.

Long-standing team or organizational traditions carried over from year to year sometimes constitute hazing. Discontinuing inappropriate traditions can be especially difficult because of pressure from within the group or from alums. Such pressure, however, is not an excuse for hazing.

Violating the hazing policy may subject an individual and/or Club to disciplinary action by the College, either administratively or via the Judicial Board. Penalties may include suspension or dismissal for individuals, revocation of Club recognition and funding, forfeiture of a season(s), or disbandment. Refer to SMCM's policy in the Student Handbook- [To The Point](#).

All Club Sport Athletes must attend yearly hazing prevention training and sign an acknowledgment stating they received and have read a copy of the hazing policy.

Identifying Hazing (Will Keim, Ph.D., "The Power of Caring")

If you have to ask if it's hazing, it is.

If in doubt, call your adviser/coach.

If you haze, you have low self-esteem.

If you allow hazing to occur, you are an enabler.

Failure to stop hazing can result in death.

Examples of Hazing

The following are examples of hazing by category. It is impossible to list all hazing activities, so this list is not intended to be all-inclusive.

Subtle Hazing: Actions against accepted Club or team standards of conduct, behavior, and good taste. An activity or attitude directed toward a member or an act that ridicules, humiliates, or embarrasses. Rookie Nights include forms of hazing if there are any activities in which the expectations for rookies differ from those of the veterans.

Examples:

- Never doing anything with the member (isolation)
- Calling members by any demeaning name
- Imposing periods of silence on members
- Imposing demerits of any kind on members
- Returning member writing progress reports on new members
- Requiring members to call senior team members, Mr., Ms., etc.
- Scavenger hunts for meaningless objects
- Assigned duties only for new members
- Scaring new members with an initiation
- Deprivation of team privileges

Harassment Hazing: Anything that causes mental anguish or physical discomfort to the member, any activity directed toward a member, or any activity that confuses, frustrates, or causes undue stress.

Examples:

- Verbal abuse
- Any form of questioning under pressure or in an uncomfortable position
- Requiring members to wear ridiculous costumes or perform ridiculous activities
- Requiring only members to wait until the end or be last served
- Stunt or skit nights/events with demeaning or crude skits or poems
- Requiring members to perform personal services such as carrying books, running errands, performing maid duties, etc.
- Requiring members to drink alcohol, perhaps to excess, causing illness or other physical problems
- Requiring members to be exposed to weather or foods that could adversely affect physical health

Positive Group Bonding

New-member activities can be positive or educationally valid, build teams, develop unity by connecting students, create a sense of belonging, and bolster self-esteem.

Examples include:

- A scavenger hunt or talent show involving all members of your team in which all participants are treated equally, and the activities are not embarrassing, demeaning, or dangerous
- A themed dress-up party that is inclusive and not embarrassing or demeaning
- Paintballing
- Video game tournaments
- Meals together
- Study sessions
- Community service projects
- Attending other teams' Sporting events
- Movie nights
- Game or trivia nights
- Bowling
- Cooking classes

- Outdoor games—capture the flag, corn-hole, etc.
- Teambuilding session
- Hiking, kayaking, or outdoor trips
- Trips to DC or Balto or Annapolis or Target
- Making and burying a time capsule
- Mentoring relationships between old and new members
- Creating teams to join in all-campus Sports tourneys

Social Media Policy

Sport Clubs are welcome to promote their team and Club activity and recruit new members via social media. All campus policies are still applicable to social networking sites. Club officers are responsible for monitoring the content of their Club's sites, looking to put forth an image that is supportive and promotes a positive community. Avoid:

- Inappropriate, harassing, or derogatory language, curse words
- Inappropriate photos that involve illegal substances or alcohol
- Messaging that brings down other Clubs and organizations from the SMCM community

Club Conduct

As leaders of SMCM Club Sports, you are held to a high standard of conduct. You are responsible for ensuring that the conditions created by your Club's culture, meetings, and events are safe, positive, inclusive, and respectful for all members of the club and the greater SMCM community. Leaders are expected to abide by all College policies, including but not limited to the information in the *To the Point Student Handbook* and the *SMCM Policy Against Sexual Harassment*. Club Exec Board members who do not follow these expectations shall be asked to step down from their position by the Club Sport Coordinator or Athletic Director. Club leaders will also create an environment where Club members follow these policies. Members are expected to uphold these principles maturely and responsibly for both on and off-campus Club events.

Clubs or individuals that violate the code of conduct outlined in the student handbook, *To the Point*, will be handled by the Vice President for Student Affairs (VPSA) or their designee. The VPSA oversees actions of the conduct system and delegates the operations to the Dean of Students. Disciplinary action for teams or individuals may include probation, suspension, team dissolution, or further action, if deemed necessary, by the VPSA and/or the Dean of Students. Individuals who have violated the campus code of conduct will be removed from their Club Sport by the Dean of Students. The VPSA or designee acts as the appeal officer.

Clubs or individuals that violate Club Sport policies outlined in The Club Sport Handbook, Club Sport Bootcamp, or policies discussed in weekly meetings will be handled by the Athletics Department and the Club Sport Coordinator. Each infraction will result in discipline proportional to the severity of the offense. The Athletic Director acts as the appeal officer for Club Sport Policy violations.

Acts that may cause a Club or individual to be sanctioned include but are not limited to the following:

- Failure to submit beginning-of-year requirements or attend mandatory meetings
- Misusing Club equipment or funds
- Delinquency in turning in forms, requests, equipment, and inventories
- Allowing ineligible individuals to participate in team athletic activities
- Compromising the mental or physical safety of Club members while meeting, practicing, or competing
- Unauthorized use of campus fields, spaces, or equipment

Examples of team or individual sanctions include but are not limited to the following:

- Loss of funding, practice, competition, and travel privileges
- Loss of equipment use
- Unable to reserve spaces (fields, rooms, etc.) on campus
- Expulsion of the member from the Club if found to have violated the SMCM campus code of conduct

Every effort will be made to handle member and team disputes through a mediation process. The goal of the Club Sports department is to handle cases with a growth mindset vs. a punitive one. Depending on the severity of the violation, discipline will be handled through the CSC, keeping education and growth for the individual or team at the forefront. For more severe infractions or multiple instances of disregard for policy, discipline will be handled by the Athletic Director and/or receive a more severe sanction from the CSC.

Club Sport participants are expected to display exemplary Sportsmanship and maintain a sense of fair play. Officials and opponents must be treated with respect and courtesy. Club Sport participants must conduct themselves, on and off campus, in socially acceptable ways reflecting the highest standards of the College.

Use or possession of alcohol or drugs is strictly prohibited at the Club Sport's meetings, games, or practice sites and on overnight team trips, regardless of an individual's age.

Club leaders are encouraged to bring team issues to the attention of the CSC or other related SMCM staff/faculty before they become a bigger problem. Schedule an office appointment with the CSC to discuss any of these matters. At times, you may want to involve other staff on campus. Feel free to use the resources and knowledge of the Title IX department, Student Services, the Wellness Center, your coach/advisor, etc.

Safety Officers

The safety officers are responsible for their Club's basic first aid and risk management needs.

Safety Officers:

- Hold Red Cross CPR/AED and First Aid certifications or equivalents (American Heart Association) or advanced certification (EMT or lifeguard).
- Undergo safety officer training- Sports medicine, including a first aid refresher, concussion emergency procedures, accident reports, and emergency action plans.
- The Sports medicine training takes place through an educational slideshow with a test at the end. All potential safety officers must pass the test.

Duties include

- Administering basic first aid
- Reading and understanding the SMCM Sports Medicine Emergency Action Plan
- Taking control in emergencies, including correctly calling 911—if home event, call Public Safety first.
- Contacting the Club Sports Certified Athletic Trainer in the event 911 is called or a participant is transported to a medical facility or sent to a doctor
- Completing the online accident report for injuries **within 48 hours of the incident**
- Ensuring the Club's first aid kit is present at all practices and events
- Inspecting the field or facility for any potential hazards before use

Accident Reports

Safety Officers complete an online accident report for all injuries that occur when the Club Sports Athletic Trainer is not present. This report is required for all home practices and away competitions. The form can be found at <https://goo.gl/forms/NMikVJcCPdU5gmfP2>.

Fields and Facilities

Fields and facilities are inspected for potential hazards before use. If a hazardous situation is found, your Club should refrain from using the facility or provide a warning or awareness of the issue. Please contact the Club Sports Coordinator to repair or fix safety hazards.

Purchasing

All purchasing requests should be submitted via the [Purchase Request](#) Form found on the [Executive Board Checklist](#). Purchasing requests should only be submitted after the Club Sport Coordinator has approved the Program Planning Form and/or the Trip Registry Form. These forms must be completed and approved for the Purchase Request Form to be approved.

Some spending requests (such as equipment or donations) do not warrant the Program Planning or Trip Registry Forms.

Purchase Requests that are not filled out in their entirety can result in delayed spending. Including as much information as possible for all purchasing requests will ensure understanding and timely purchasing. Please see the CSC if there are any problems filling out the form or if you have questions regarding its approval.

Purchasing Card (PCARD) Purchases

The CSC uses their PCARD (credit card) to purchase items through online terminals and some local stores. It is the preferred method of payment for all purchases and expenses.

Please fill out all applicable fields in the Purchase Request with as many details as possible. Provide the following:

- Name of Company
- Link to Credit Card Purchase
- Details necessary to make the purchase

If the requester sends a link to a “shopping cart,” when the CSC uses the link, there will be no items in the cart. If the CSC is not logged into your online account, they will only see an empty cart.

Please be aware that SMCM does not have Amazon Prime; therefore, two-day shipping is unavailable.

If the requester submits a payment request for a registration, please provide all the information required to submit the registration. (for tournaments, memberships, etc) It may be easier to schedule an appointment with the CSC to ensure the purchase is on time.

Requests for Hotels include the following: Hotel Name, Hotel Address, Name for check-in, Number of Rooms, Room Type, Check-in Date, Check-out Date, and link for the hotel. Keep in mind that deals on online travel services expire. If a link is submitted to a travel service, it may expire when the CSC attempts to make the purchase.

Be aware of the timing needed to make the purchase: Shipping is often delayed, working with hotels involves many factors and can take longer than expected, and tax-exempt accounts need to be set up with businesses. It is your responsibility to put your purchase requests in on time. (See Financial Deadlines in the [Executive Board Checklist](#))

Reimbursements

These can be used to pay for a Club need that cannot be paid with a PCARD. This form of payment is not as restrictive as other forms. However, it puts the initial financial burden on the requester and can take over a month to complete.

The requester must seek approval to use this payment method via the Program Planning form, and approval must be obtained before making any purchases. Once approved, the requester can use any form of payment to pay for an expense. The requester will then submit the original receipts to the CSC and sign a

reimbursement form. The CSC will submit the form to the Business Office, and the requester will be paid via live check or direct deposit 30 days after submission to the Business Office.

Once approved by the CSC, the purchaser may complete the transaction. ***Requests for reimbursements may not be submitted after the purchase has been made.***

A detailed original receipt must be submitted within a week of the purchase, with clear details of the purchases made and the vendor's name. Copies of receipts will not be accepted. Please provide a detailed receipt and a list of student attendees when requesting meal reimbursements.

Purchase Orders

Purchase Orders (POs) are for vendors that do not accept credit card payments or are not within the parameters of the PCARD. Purchase Orders are processed by the business office, which will submit payment to vendors via a live check or direct deposit. In some cases, it can take a few months to complete.

Requests for POs are submitted and approved before services are rendered. (For example, The PO must be approved and submitted to the Business Office before you eat that pizza from St. James.)

The only vendors that can be used for Food Supply POs are Giant and St. James.

Not all vendors will be willing to accept POs because of the payment terms. Check before requesting a purchase order. Vendors with liability with the State of Maryland or the Federal Government will not receive a live check or direct deposit. Payment will be applied to the state or federal liability.

Due to the complexity of using POs as a payment system, make an appointment with the Club Sport Coordinator to set up the purchase order.

Fundraising

The Club Sport Coordinator approves all fundraising in advance. Fundraising approval requests can be submitted via the fundraising form available on the [Executive Board Checklist](#). The [Fundraising Form](#) should be submitted two weeks before any fundraiser activity.

Venmo is not an acceptable form of payment receipt. The only form of payment that SMCM currently accepts is cash or check. Checks are made out to:

ST MARYS COLLEGE OF MARYLAND - ATHLETICS
C/O Club Sport Coordinator
18952 E FISHER RD
ST MARYS CITY, MD 20686

All fundraising money is brought to the CSC the next business day following the fundraiser. Fill out a deposit slip (located on the door at the CSC office) and turn it in with the money. A Club member, coach, or advisor should not keep cash for more than one day.

Appendix

A. [Executive Board Checklist](#) (use the link for the most updated version)

Summer checklist

Activity	Date / Deadline	Action *CSC = club sport coordinator
Read the Club Sport Handbook to prepare yourself for the semester	ongoing	online
Assign two of your club members to be Safety Officers for your club. (must be CPR/FA certified)	Before school starts	Email names to CSC
Plan on attending the beginning of the year Club Sports Boot-Camp with all other Exec. Board members. For the mandatory meeting, save the date when emailed to you.	Usually, the second week of School	look for an email from CSC
Remind all returning Club Members to obtain a physical and complete the Athlete Checklist BEFORE they return to campus	Before school starts	email your club members & post on social media
Update & Complete all info on your Team Roster <i>You have the link from last year if you are a returning officer.</i>	Ongoing	The online link for your team roster will be emailed from CSC
Follow up with potential new members who may have contacted you through the summer on your team email or social media	Ongoing	email
Social media- Keep posting engaging content to spark the interest of new students in your club!	ongoing	online

Beginning of year

Re-read the Club Sport Handbook to prepare yourself for the semester	ongoing	online
Reserve table for Involvement Fair- First Friday of each semester!	First Friday of Semester	Send an email to: Condayan, Strummer: sjcondayan@smcm.edu
Review your team rosters to see who needs paperwork done. Ensure all team members have completed <i>all</i> items on the Individual Athlete Checklist to be eligible to participate in all practices.	ongoing	Look for an email from CSC with your roster link
Submit an online Program Planning form for all practices, meetings, and home events. If you are doing something on campus- fill out this form.	before the first practice/meeting	Online Google Form
Hold a Club Meeting to discuss paperwork, team goals, expectations, rules, etc. <i>All athletes must be cleared with all physicals and paperwork before stepping onto the practice field, floor, horse, boat... etc!</i>	before first practice	Set a meeting and fill out Program Planning Form

Have all potential drivers get cleared to drive vans through Public Safety	week 1-3	Call PS: (240) 895-4911
Submit Competition Schedule- Home and Away Fill out the Trip Request Form for all away events	First few weeks	email CSC Fill out Online Google Form
If ordering Team Spiritwear, connect with the Club Sport Coordinator to design and place the order through BSN. (or other accepted business) Use the Team Swag Form to gather order details from the team.	ongoing	Online Google Form
Returning Coaches: Please fill out the Coaches Agreement & Contact Form	First two weeks of the semester	Online Google Form
For New Coaches: Contact the CSC to start the process, refer to the Club Sport Handbook for instructions, and fill out the Coaches Agreement & Contact Form .	First two weeks of the semester	Work with CSC to onboard new coaches, read handbook
Schedule weeknight practice time in Rec Courts- Somerset Gym Reservations (need a new chart for Spring '25 and linked here)	First two weeks of the semester	Follow up with Tom Fischer

Before first game

Rugby, Ultimate, Wrestling- National Organization registration completed and paid	before the first game	Work with CSC
Reserve Refs and fill out Purchase Requests to pay refs via Purchase Order if home event. All refs need a W-9 to get paid.	2 Months in advance of the game	Work with CSC
Program Planning form for field reservation if a home game also be sure to include equipment needs	At least 30 days before the game	Online Google Form
W-9 documents for anyone you need to pay for your event		See CSC

Travel Checklist

Submit a completed Trip Request Form - this must be approved before all other steps are taken.	At least 30 days before for out-of-state, 14 days for in state	Online Google Form
Vehicle Request form (if traveling with College vehicles)	At least 30 days before	Pickup from CSC- on door
Gas Card pickup - if you are traveling a distance where you will need to refill the campus vehicle. Bring a copy of the Vehicle Request Form to get the card.	One day before leaving	Pickup from cashiers window
Purchase request to reserve hotel rooms	At least 30 days before	Online Google Form
Purchase request for tournament registration fees	At least 30 days before, more if it a PO needed	Online Google Form

Purchase request for gas reimbursement - submitted before the trip- Save actual receipts, no copies, turn in w/in one week. **If using a school van, ask for a "Gas Card" so your club does not need to pay for gas.	At least 30 days before	Online Google Form
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Post-Event checklist

Accident reports are to be filled out by the Safety Officer	Within 48 hours of the incident	Online Google Form
Receipts for Reimbursements- You must complete a Purchase Request Form before purchasing. Turn in all receipts to CSC.	Within 1 Week after purchase	In Person with CSC

Financial Deadlines

P Card Purchases (Supplies/Equipment) Purchase Request Form	2 Weeks Before order-date	Online Google Form
P Card Purchases (Travel & Event) Purchase Request Form	30 days before the event/travel	Online Google Form
Reimbursement (Supplies/ Equipment/Travel/Events) Purchase Request Form -Save all receipts and turn them in within one week -need an original copy of the receipt turned in -Get permission before spending the \$\$	2 Weeks Before the date of purchase	Online Google Form
Purchase Orders- Food Purchase Request Form	Two weeks before the date food is needed	Online Google Form
Purchase Order nonfood services, Purchase Request Form POs take a month minimum to get filled.	At the beginning of the Semester or two months before the event/travel date	Online Google Form
Fundraising Event Submit Fundraising Form	Two weeks before the event	Online Google Form
Cash Box Request	Five business days in advance of need	In-person- CSC

End-of-Year Requirements

Complete the Budget Allocation Form to receive your funding for the next school year	Look for email from CSC with deadline	Form will be in your sport's Budget Folder
Hold elections for next year's Exec Board members and inform CSC who will be on the board along with their roles	By the end of March	Email CSC

Complete Transition documents with the old exec board and new exec board together	First week of April	Form will be in your sport's Transition Folder
Complete a thorough Inventory of all equipment that belongs to your club	Before finals begin	Inventory document in your team Google Drive
Collect all team Uniforms and equipment from club members (uniforms, backpacks, jackets)	Within one week of the end of your season	Record return and give uniforms to CSC
Return or store all team equipment and Medical Kit	Last week of classes	In person with CSC
Schedule Exit meeting with Club Sport Coordinator	Last week of classes	In person with CSC

B. Individual Athlete Checklist (use the link for a most updated version)

Mandatory Paperwork: All of these are due before your first practice.	Timeline	Action
Sports Physical	1 per calendar year	<i>Print</i> the form (see below), bring it to the Doctor for completion & upload it to the online medical packet through SportWare
Medical Packet Instructions (First time filling out) Medical Packet Instructions (Returners) School ID code: SMCMSeahawks	every school year	Online Medical Packet: fill out <i>all</i> areas through SportsWare
Health Insurance Card	every school year	Upload to online medical packet - SportsWare
Hazing Form	every school year	Online Google Form
Concussion Baseline- Soccer, Wrestling, Rugby, and Ultimate are mandatory. All others are optional. Passcode= Seahawks2023	every school year	For the online test, please see the instructions below on (page three)

Important Notes:

We no longer have Hard Copies of the Physicals and Medical Packets. Please complete all forms online through SPORTWARE and upload hard copies to the SPORTSWARE online medical packet.

If you are getting your physical at the **SMCM Wellness Center**, you **MUST** bring a ***completed*** Health History form from SPORTSWARE with you. This form is under the "Attachments" Tab. If you do not bring the correct form filled out, they will cancel your appointment.

C. Preparticipation Sports Physical



Pre-participation Physical Evaluation

To be completed by a Healthcare Provider

Name _____ Age _____ SMCM ID# _____ Date of Birth _____

Ht _____ Wt _____ BP _____ Pulse _____ Date of Exam _____

Clinical Examination			
	Normal	Abnormal	If abnormalities are noted, please describe
General Appearance			
Eyes			
Ears			
Mouth & Throat			
Heart			
Lungs			
Abdomen			
Genitalia			
Extremities			
Musculoskeletal			
Skin			
Lymph Nodes			
Neurological			
Vascular			
Psychiatric			

Check each item in the proper column. Enter NE if not evaluated

Clearance:

- ☐ Cleared
- ☐ Cleared with recommended referral/treatment for: _____
- ☐ Not cleared

Due to: _____

Recommendation: _____

Name of Healthcare Provider: _____

Address: _____

Phone: _____ Date: _____

Signature of Healthcare Provider: _____

Updated 6/2024

This form is valid for 365 days from completion



D. Instructions for Concussion Baseline Testing

(must be taken annually)

Tips:

- This test will take about 45 mins - It is timed, so please ensure you have no distractions! (phones, siblings, noises)
- Please pay close attention to the instructions for each individual test. If you do not have a valid test, you will need to retake it.
- Common Mistake- Be sure to sign up under the SMCM account using the Passcode:
SEAHAWKS2023

The following must be completed:

- View the concussion awareness video and pass a brief video quiz
- Update profile info & accept terms and conditions
- Manage your teams
- Take the XLNTbrain Baseline Test (COGtest)
Must Pass to Play

Join St. Mary's College of Maryland on XLNTbrain

State law mandates that all athletes, parents and/or guardians receive concussion awareness education. This document outlines the steps required for athletes, parents, and/or guardians to register at [XLNTbrain.com](http://xlntbrain.com).

The XLNTbrain Passcode for St. Mary's College of Maryland is: **SEAHAWKS2023**

XLNTbrain Help Click on the "Help" button anytime to ask for help. Please note this is not a Live Chat. However, a support representative will respond to your request as soon as possible.

Athlete Registration:

[Go to XLNTbrain.com](http://xlntbrain.com), click "Sign Up" and enter the passcode above to begin registering. Click "Join as an Athlete" after you complete your registration, and then follow these steps:

1. View the concussion awareness video and pass a brief video quiz
2. Update profile info & accept terms and conditions
3. Manage your teams
4. Take the XLNTbrain Baseline Test

The XLNTbrain Baseline Test takes approximately 25 minutes and is essential for your healthcare provider to use as a baseline to compare for your recovery. You need to take the test seriously and be in an environment free of distractions as you test. If you perform poorly on the test, you may be asked to repeat the test under supervision.

XLNTbrain Baseline Test Quick Guide

Please sign in to your account at <http://app.xlntbrain.com/>. Once you've signed in, click the link near the top of your screen that asks if you want to take the test now. Please start the test by selecting the "Click here to Start your Cog Test" button.

Please keep in mind that the XLNTbrain-Cog test is for Athletes only.

E. Event/Club Risk Matrix

Club / Event: _____ Name: _____ Position: _____

Instructions:

Review the Associated Risks as they may apply to your Club/Sport.

Give each one a risk rating based on the Risk Matrix provided. This risk rating is specific to the activities in your Club/Sport.

Use the definitions to help you determine the appropriate level for each associated risk.

If applicable, please provide details for the associated risks that are rated as high. Provide details about high-risk activities and brainstorm solutions to manage this specific risk.

Return this document to the OSA office or via email to mbganzell@smcm.org within the first two weeks of classes.

Associated Risk	Matrix Score	Examples of Risks	Details for risks defined as high. Please provide risk management solutions.
Health & Safety		Injury, Illness	
Property		Property damage, field conditions	
Legal / Financial		Risk of lawsuit, breaching a contract, loss of funds	
Moral / Ethical		Hazing, Illegal activity, negative publicity, discrimination & harassment	
Information Technology \ Social Media		Loss of data \ personal records, technology not used as intended, harm to student or organization.	
Environmental		Weather, Dangerous location	
Other			

Severity

RISK MATRIX		Negligible	Minor	Moderate	Severe
Likelihood	Unlikely	1	2	3	4
	Possible	2	4	6	8
	Likely	3	6	9	12
	Certain	4	8	12	16

Severity

Negligible- remote possibility of damage to person or organization

Minor- damage or injury could occur, but the results would not be serious

Moderate- severe damage to a person or organization, major property damage, severe financial loss, etc.

Severe- Catastrophic damage

Likelihood

Unlikely- unlikely, though possible

Possible- might occur occasionally

Likely- Could occur in a given time

Certain- Is expected to occur

In the event that a group hosts an event and does not fill out the form, Clubs will be reported to Club Conduct; Organizations will be reported to the Director of Student Life. The Club Sport coordinator will contact Clubs and organizations once the event is approved.