The Club Sports Program offers Westfield State University undergraduate students the opportunity to participate in non-varsity intercollegiate athletic competition, recreation and instruction.

Club Sports are Westfield State University recognized student organizations, which establish their own leadership, structure, membership requirements, competition schedule, dues and fundraising events. The clubs provide social, competitive, instructional and safe environments based on the common interests of the participating members.

Membership in a club is open to all students who have paid their student activities fee for the current academic semester. It is our desire to extend to each student at Westfield State University the opportunity to participate individually or with a team in a club sports program. These interests can be competitive, recreational or instructional in nature, as clubs may represent the University in intercollegiate competition or conduct practice, instruction, social and tournament play.

The Club Sports Program is overseen by the Club Sports Coordinator who offers professional guidance to the clubs; access to facilities, equipment, marketing and offer services (telephone, copier, fax, mailboxes and other information resources) in supporting the student clubs. Funding can be requested from the Student Government Association to help support travel, competitions, conference dues, official’s fees and equipment.

**MISSION**

*To provide quality student-run recreational opportunities to Westfield State University students through instructional, recreational and competitive team and individual sports clubs.*

**VISION**

The Club Sports Program strives to provide a dynamic learning environment, while promoting sportsmanship, skill development and camaraderie, through sport and play, and interaction with club members, coaches, administrators and opponents. We aim to be a model for student leadership in the way students conduct themselves during events and through the administrations of the program.
INDIVIDUAL MEMBERSHIP REQUIREMENTS

- Currently enrolled Westfield State University undergraduate who possess a valid Westfield State University identification card are eligible to participate in the Club Sports Program.

- Each Club Sports participant must have a completed release and waiver of liability and code of conduct form on file with the Club Sports Office to be eligible to participate.

- Club members must adhere to Westfield State University, Department of Athletics, and Club Sports Program policies, procedures, expectations and code of conduct.

- Individual club members are responsible for paying dues in a timely manner to the club in which they participate,

- Westfield State University Club Sports Program will not support any exclusion to participate on the basis of race, color, national origin, ethnic group, religion, sex, sexual orientation, age or disability.

PROGRAM MEMBERSHIP REQUIREMENTS

Each club must maintain a current constitution, which will be on file with the Club Sports Coordinator. Each club constitution will contain articles dealing with:

- Name
- Purpose
- Members
- Officers

Additional articles may also be included. All Club constitutions must be ratified tri-annually by a two-thirds (2/3) majority vote of club membership and approved by the Rules and Regulations Committee of the Student Government Association.
STRUCTURE OF CLUB SPORTS ORGANIZATIONS

A club’s organizational structure will vary based on individual club’s responsibilities needed for governess. Here is an example of how clubs may be organized.

President
- Provides the overall direction to the club, overseeing the work of the other officers and ensuring they work together as a team.
- Serves as a liaison between the club, its coach the Club Sports Coordinator and the Department of Athletics.
- Schedules and runs organizational meetings.
- Monitors the activities of the club, ensuring compliance with the Westfield State University policies and procedures as well as the club’s constitution affecting the club.

Vice President
- Acts in place of the president when necessary.
- Oversees committee chairpersons and the work of the committee.
- Often heads special projects/committees such as fund raising drives, tournament arrangements, publicity and promotion campaigns, etc.

Secretary
- Handles club correspondence such as match and tournament scheduling with other schools and teams or communication with conference and association personnel.
- Maintains membership lists.
- Maintains all club files and records.
- Keeps the membership informed of upcoming events, and distributes meeting minutes and other pertinent information to the membership.

Treasurer
- Manages and records all financial transactions of the organization.
- Keeps all detailed records of the club’s financial transactions.
- Establishes the annual budget for the organization in consultation with other club officers.
- Reports the financial status of the club to the membership.

Role definitions should be tailored to a club’s particular needs. Many clubs may want to have an officer for fundraising and/or race/tournament/game coordination. Club coaches may be responsible for many of the above listed administrative duties. Club constitutions must specify with whom these responsibilities lay.
OFFICER TRAINING OPPORTUNITIES

All club officers are required to attend Officer Leadership Training sessions. The Club Sports Coordinator will communicate the date, time and location of this training. Also, all club officers current and newly appointed are required to attend the Club Sports Officer Transition Training during spring term.

CLUB SPORTS OFFICER EXPECTATIONS

Club officers must assume the highest level of expectations to ensure success of their Club and the Program. All Club officers must adhere to the following expectations:

• Communication: As a student organization, communication between the Club officers and members as well as the Club Sports Coordinator and the Student Government Association is vital to the success.

  Communication also involves checking and efficiently replying to weekly:
  - Phone calls
  - E-mail inquiries
  - Club mailbox
  - Member Interest Forms

• Read and understand the contents of the Club Sports Handbook and the Student Government Association guidelines.

• Attend all Club Sports meetings, officer meetings and trainings.

• Submit all required forms on time and completed (forms not inclusive).
  - Term practice schedule
  - Game or event schedule
  - Travel itinerary
  - Purchase request form
  - Term report and evaluation

• Ensuring all club members have a release and liability waiver and a code of conduct form completed with the Club Sports Office.

• Inform club members of policies, procedures, expectations, Code of conduct, emergency procedures and other regulations that must be followed.

• Assure the club is compliant with policies, rules and guidelines.

• Remain in good standing with local, regional or national governing associations.

• Assure that all club financial accounts and obligations are met.

• Submit a budget request for the club by February 1st.
• Arrange facility reservations for all club functions through the Club Sports Office.

• Facilities are inspected prior to play and respected by leaving them in better condition than when you arrived.

• Equipment and supplies are returned in good condition minus wear and tear.

• Notify the Club Sports Coordinator and the Student Government Association of all changes or updates to event schedule, practices, games, fundraising events, purchases, promotional materials or any other club related activities.

** Note: Duties listed above may be shared in part with club coaches. Individual clubs will determine for themselves a balance between student administration and coach’s administration.
The Club Sports Committee is the primary governing body of the Westfield State University Club Sports Program. The Committee works with the Club Sports Coordinator in shaping the future of the Club Sports Program.

The Committee is responsible, in association with the Student Government Association for establishing and reviewing policies related to the operation of the program, evaluating and reviewing budget requests, and allocating individual club dollars. The committee is also responsible for evaluating and reviewing requests for new club membership, responding to questions and issues concerning sport clubs, and making recommendations regarding club and individual member status when disciplinary or conduct issues arise.

The Club Sports Committee consists of one representative from each of the recognized clubs. A club may choose not to be represented in the Committee, but a minimum of four representatives from four different clubs is required. No club may have more than one representative on the Committee.

Two current faculty or staff members at Westfield State University will serve as appointed by the Club Sports Coordinator. The Club Sports Coordinator and Director of Athletics, or appointee, and Student Government Association President, or appointee will serve as ex-officio members of the Committee.

New Club Sports Committee members will be selected by each club at the end of the academic year. They will attend the last committee meeting in May and assume their new position at the first committee meeting in September.

Faculty/Staff

- Two members are appointed for one-year terms with reappointment privileges.
- When interest permits, these representatives will be of different genders.
- Faculty and Staff who serve as coaches may not serve on the Committee.

Students

- One representative from each club, appointed to one-year terms with reappointment privileges.
- No two students from the same club may serve on the committee.
EXPECTATIONS OF CLUB SPORTS COMMITTEE MEMBERS

- Have a general understanding of the Club Sports Program.
- Understand Club Sports Committee role.
- Attend and be prepared to contribute the all Club Sports Committee meetings and trainings by reviewing upcoming agendas and bringing required materials.
- Represent the best interest of all recognized clubs.
- Assist in the continual education and development of the Club Sport Program for the future.
- Actively participate and understand the Club Sports Committee activities and procedures.
- Continually communicate with the Club Sports Coordinator during member year.
- Take Club Sports Committee folder to meetings and trainings.
- Submit availability for committee meetings, in a timely manner, prior to each academic term.
- Conduct themselves in a professional manner at all committee activities.

COMMITTEE OPERATING PROCEDURES

- Committee will meet no less than once per month, September through May. Additional meetings may be called at any time at the discretion of the Club Sports Coordinator.

Quorum

- Committee business items (membership in the program, policy decisions, and disciplinary sanctions) will only take place when a quorum is present.

- A quorum shall consist of four members, the Club Sports Coordinator will only vote in the event of a tied vote.

- The Director may direct the Committee into Executive Session should a quorum not be present. All items decided upon in executive committee shall be voted on at the next regularly scheduled meeting.

- Decisions of the committee will be on a simple majority vote.

- Voting members of the Committee must cast their votes in person; proxy votes and substitutions are not permitted.
CLUB CLASSIFICATIONS

Clubs are classified into different categories, each of which carries certain privileges and responsibilities. Classification in a particular category is not permanent.

Aspiring Clubs:

Clubs that have just been accepted into the program will have Aspiring Club Status. This status will generally apply for one year, or more, with the successful completion of first year club activities, and the formal recognition by the Club Sports Coordinator. Clubs will be promoted to full club status upon their successful accomplishment of the club sports operations; fundraising all costs, positive balance in account after one year, treasurer successfully balances account, practiced sound club procedures, and submit a Year End Report to the Club Sports Coordinator.

In addition the Aspiring Club provides written information such as: constitution, policies, procedures, membership, and all expected club sports program outlines. Aspiring Status Clubs are eligible for all the benefits of the program in terms of administrative support (i.e. – mailbox in athletics, access to copier, fax, ect.), but are not eligible for funding. Aspiring status clubs will not have a voting member on the Club Sports Committee.

Full Status Clubs:

Full status clubs may apply for funding through the Club Sports budgeting process while Associate Status Clubs may not. Full Status Clubs demonstrate adequate interest, organization, motivation, and leadership beyond the club’s founding members.

Full Status Clubs fall into three categories; Recreational, Instructional and Competitive.

- Recreational – Scheduled practice time for program instruction. Activity by group is for fun and relaxation. Fundraising is not required, but recommended in order to subsidize yearly club sports functions throughout the year.
- Instructional – Scheduled practice time and program instruction as student interest warrants. Tournament opportunities could be available, through not necessarily required. Skill level can range from beginner to advance. Fundraising is encouraged for all related club functions throughout the year.
- Competitive – Scheduled competitive meets with other club sports or sub-varsity programs with any institution, requires coach(s), establishes a regular practice schedule, and develops on-going fundraising activities through outside sources, to support all related club functions. Enhanced level of skill development, fundraising, and administration.
Successful Club Criteria:
Five factors will be taken into account by the Club Sport Committee when determining individual clubs for the following year.

- **Club Activity** – Including number of members in a club (relative to previous years), competitive nature, and community involvement.
- **Fundraising** – Club’s ability to raise 100% of their yearly operating funds.
- **League Dues and Entry Fees** – Amount of money club has to spend to regional/national governing bodies and entry fees to tournaments and competitions.
- **Operating Costs** – Costs a club has related to operation. This will be broken down into officials’ fees, travel costs, equipment needs, etc.
- **Leadership** – Based on activities accumulated from last year and currently this year. Such criteria consists of paperwork turned in on time, attendance at meeting, hosting tournaments, etc.

**CONDUCT**

Club Sports participants are responsible to the club and to the University for personal conduct. Individual conduct reflects upon the club, the program, the Office of Campus recreation, and Westfield State University. Irresponsible behavior can affect the club’s privileges and status in the Club Sports Program. Loss of fee funding, suspension of travel privileges, and denial of facility use requests are possible sanctions to sport clubs exhibiting a pattern of inappropriate or irresponsible behavior. It is important for all members to consider the intent of the Club Sports Program, its policies and procedures, as well as those of Westfield State University when participating in any student organization or activity. The Club Sports Program at Westfield State University exists for the mutual benefit of its participants and the college community, not for the selfish interests of the individuals.

The Club Sports Committee will decide upon any disciplinary action pertaining to sport clubs. Individual clubs are expected to follow through with any recommendations the committee makes in order to avoid possible loss of status as a club sport. If a club does not approve of a decision made by the committee they may appeal this decision. The appeal should be in writing and addressed to the Club Sports Coordinator.

**CODE OF CONDUCT AGREEMENT**

The Code of Conduct Agreement serves as a guideline for how individuals are expected to behave when participating in Westfield State University Club Sports sponsored or endorsed activities. All club members participating in an event sponsored or endorsed by Westfield State University are representing their club and Westfield State University
at all times. Club Sports members are expected to represent themselves and their club with sportsmanship-like and moral behavior before, during and after and club sport activity. Guidelines of the Code of Conduct include but are not limited to the following examples:

- To adhere to all rules & regulations as set forth by the Department of Athletics as may pertain to the governance of the Club
- To follow directives issued by either the coach/leaders of the Club, or the administration of the Department of Athletics.
- To display sportsmanship and socially acceptable behavior during all games, practices, and/or events related to the Club.
- To refrain from acts that would reflect negatively on the Club or the University. These acts would include, but not limited to: destruction of property (either public or private); post game or post practice party altercations; and any sexist, racist, or verbal/physical abuse or harassment aimed at opponents, spectators, or members of the University’s community.
- To refrain from consuming alcohol prior to practices, games or on return trips from away competitions. Alcohol should never be present during any practices or games.
- Club sponsored parties are prohibited.

HAZING

The following hazing guidelines are consistent with Westfield State University policy and can be found in the Student Handbook:

Any and all forms of hazing are completely prohibited at Westfield State University. Hazing is against the law in Massachusetts. Not only is it demeaning, but there have been well-publicized cases of students severely injured or killed while undergoing hazing ritual at other colleges.

The term “hazing” should mean any conduct or method of initiation into a student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct may include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption (or deprivation) of any food, liquor, beverage, drug, or other substance or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

Westfield State University, through the Department of Athletics or other designated personnel, shall issue to every group or organization under its authority or operating on, or in, conjunction with its campus or school, and to every member, pledge or applicant for membership in such group or organization, a copy of this policy. An officer of each such group or organization, and each individual receiving a copy of this policy, should
sign an acknowledgement stating that such group, organization or individual has received a copy of the hazing policy.

Any individual who is a principal organizer or participant in the crime of hazing as defined herein shall be punished by a fine of not more than $3,000 or by imprisonment in a house of correction for not more than one year or by both such fine and imprisonment.

Any individual who knows that another person is the victim of hazing as defined above and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or herself, or others, report such crime to the appropriate college administrator or appropriate law enforcement official as soon as reasonably practical. Failure to report such crime shall be punishable by a fine of not more than $1,000.

An individual in alleged violation of the hazing policy may not use consent as a defense to any prosecution.

Disciplinary Procedures

Should club members or club teams fail to follow written guidelines; the Club Sports Committee will take the following recommendations into account when deciding on appropriate sanctions:

- Suspension of the offending individual from the team for a period of time deemed appropriate by the Director of Athletics along with financial reimbursement, if appropriate.
- For repeated offenses by the same person(s): disqualification from all Club activities for a period of no less than one full semester from the date of the offense. Subsequent offenses shall result in the permanent disqualification of the individual from all activities associated with the Club.
- For any offense involving the Club acting as a unit: suspension of the Club for not less than the remainder of the current semester.
- For any repeated offenses by the Club acting as a unit: permanent suspension of the Club from the program and budgeting area administered by the Department of Athletics. Reinstatement of the Club after such a suspension can be accomplished only upon petitioning to the Department of Athletics after a period of one year has elapsed from the original suspension date.
APPEAL PROCESS

Decisions of the Club Sports Coordinator and Club Sports Committee may be appealed to the Director of Athletics or appointee by following these procedures:

- Within seven (7) days of the date on the disciplinary action a written notification from the Club President or Representative to the Director indicating the reasons for the appeal must be submitted.

- The Director will rule on the appeal after investigating the situation and may uphold, reject, or modify the action taken by the Club Sport Committee. Parties involved will be notified of the appeal results in writing.

- In instances involving severe misconduct, the Director of Athletics will serve as the final mediator in the appeals process.

Club Sport Coaches

If a Club desires, members may seek the assistance of a coach/instructor. It is imperative that the coach/instructor maintains the same philosophy of student development incorporated into the Club Sport Program and the Department of Athletics.

Relationships between a coach and a club are unique to each club. While some clubs may prefer that a coach be heavily involved in club administration, other clubs may prefer that club officers take on this responsibility. Coach involvement in club administration should be clearly specified in each club constitution.

If a coach/instructor is to be paid, he/she must sign off on a Coach/Instructor Contract. This can only be done in a meeting with the Club Sports Coordinator.

The Department of Athletics reserves the right to refuse or revoke a Coaching/Instructor Information Form if the Club Sports Program philosophy and policies is not followed. Coaches/Instructors must submit a new Coaching/Instructor Information Sheet each academic year.

ELIGIBILITY OF A CLUB SPORTS COACH

- Coaching and/or playing experience in the club’s respective sport.
- Reviewed Coaching/Instructor Form on file with the Department of Athletics.
• Meeting with the Club Sports Coordinator prior to conducting any instructional practice sessions.
• Read the Club Sports Handbook.
• Approved by the Club membership.
• If admittance is needed into the Woodward Center for practice, instruction, etc., the coach must be issued a tech key to be used for admittance at all times, NO EXCEPTIONS.
• Ineligible to participate in club competition (unless he/she qualifies as a Club Sport Member).
• Coach/Instructor must carry his/her own travel and health insurance.
• Coaches must allow the students to take on the administrative requirements and decision making of a Club Sport.
• Any coach found in violation of the Club Sports Coach’s/Instructor’s Eligibility and/or does not maintain the same philosophy of student developments as the Department of Athletics may be expelled from the Club Sports Program.

New Club Policy

Not all student organizations engaged in a sport activity are, or can be, recognized as members of the Westfield State University Club Sports Program. Inclusion in the program is dependent upon proven continued interest in the activity, capabilities for sustaining such interest in the Westfield State Community, and the ability of the Department of Athletics to meet club needs via the Club Sports Program. Student organizations should not view membership in the Club Sports Program as an avenue to funding. Funding is not guaranteed and more appropriate avenues for funding may exist elsewhere.

Membership in the Club Sports Program provides student organizations with direct access to a variety of services offered through the Department of Athletics. The Club Sports Coordinator is available to assist clubs with scheduling, budgeting, providing travel information, and with promotional advice.

**Associate Status Clubs** refers to the clubs who are active, but do not receive any funding through the Club Sports budgeting process. This generally refers to new clubs seeking membership. Associate Status Clubs may take advantage of these services offered through the Club Sports Program.

**Full Status Clubs** may apply for funding though the Student Government Association budgeting process while Associate Status Clubs may not. Full Status Clubs demonstrate adequate interest, organization, motivation, and leadership beyond the club’s founding members.
Associate Status Clubs may apply for the Full Status title as a means to qualify for funding. A waiting period of one academic year exists before application for Full Status will be considered. It should be noted that Full Status membership does not guarantee student fee funding, but allows clubs to apply for such funding.

NEW SPORT CLUB MEMBERSHIP PROCESS

Application for membership in the Club Sports Program, or for changing from Associate Status to Full Status in the program, is made to the Club Sports Committee. The following items must be submitted to the Club Sports Coordinator in order to receive consideration:

- A letter of application addressed to the Club Sports Committee, listing the names of club officers, membership participants (include their status as students, faculty, or staff).

- A copy of the club’s budget that should include complete itemized accounting of all revenues and expenses covering the past two season (if applicable). If club officers anticipate any budget changes for the next activity season, such dollar adjustments should be outlined in detail.

- A copy of the club’s activity schedule for the past two sports seasons (if applicable). Also included should be information concerning the time and duration of in-season practices, the type of facilities used or desired, and the length of the sports season.

- A copy of the club’s constitution and by-laws, which should include detailed information on the official regulatory body and any other rules, regulations, and/or requirements that may apply to the club.

- A complete listing of all equipment inventory owned by the club. If equipment used during practice sessions and/or competition activities is privately owned, and then list such equipment under the heading “privately owned”.

The Club Sports Committee will consider the information submitted and make its decision based upon the factors listed below:

- The availability of facilities and required equipment, as well as the impact of the proposed program upon the usage patterns of existing facilities and equipment for intercollegiate, recreational, and intramural purposes.

- The Club's financial resources and potential earned monies to adequately fund the proposed program.

- The degree of student participation and interest in the proposed Club Sport activity.
• The availability of adequate competition within the established Club Sport region, which includes Massachusetts, Rhode Island, Connecticut, Vermont, New Hampshire, Maine and New York.

Appeals of the committee’s decision concerning membership in the Club Sports Program may be submitted in writing to the Club Sports Coordinator, who will then route the appeal to the Director of Athletics, who may then reconvene the Sport Club Committee. The committee will only consider such appeals if new information concerning the petitioning club becomes available, or if conditions exist that warrant further discussion.

BUDGET

The Club Sports Program receives an allocation for operating funds through the Student Government Association.

Individual Club Sports budget requests are due to the Club Sports Coordinator for the following academic year each winter. Clubs are required to complete a Budget Request Form and justify expenses for the next fiscal year. The Coordinator will be available to help guide clubs through the budget process. The clubs individual budget submissions will be utilized for the request/presentation to the Student Government Association.

Criteria:

The following factors will be taken into account by the Club Coordinator when determining individual club allotments:

Club Activity
• Including number of members in a club (relative to previous years), competitive nature, and community involvement.

Fund Raising
• Club’s ability to raise a percentage of their allocation and additional efforts.

League Dues and Entry Fees
• Amount of money club has to spend to regional/national governing bodies and entry fees to tournaments and competitions.

Operating Costs
• Costs a club has related to operation. This will be broken down into officials’ fees, travel costs, equipment needs, etc.
Leadership

- Based on points accumulated from last year and currently this year. Points consist of paperwork turned in on time, attendance at meetings, hosting tournaments, etc.

Sport Club Budget Notes:

- All clubs are required to submit a Budget Request Form along with a cover letter giving a background description of their club, last year and this year’s accomplishments, activities, and prioritize which budget items are most important for the club.

- Previous year’s budget allocation sheets are available for clubs to review.

- The Club sports Coordinator will be available as a resource as clubs develop budgets.

Budget Hearing Guidelines:

- The Student Government Association shall evaluate requests based on the following listed criteria.
- Previous and current year’s participation numbers.
- Anticipated growth.
- Fund raising and community efforts.
- Leadership efforts.
- Assessment of clubs initiatives, morale, conduct, and responsibility.
- Operating and equipment costs.
- Financial balance in travel and competition costs.
- Club budgets will not be allowed to increase or decrease more than 15% in one year.
- The Student Government Association reserves the right to question and ask for clarifications of proposed budget request.
- Approval of Sport Club budget will be done with a simple majority votes.

ACCOUNTS

The Student Government Association maintains all deposits and disbursements for the Club Sports Accounts. Money allocated by the Student Government Association will reside in an Operating account. Funds from the operating account that are not utilized by the end of the fiscal year will be forfeited.

Clubs may also utilize a Trust Fund Account, which allows a balance to be carried over from year to year. All Club dues, donations, fundraising, and sponsorship revenue will be deposited into this account.
It is required that clubs do not have individual bank accounts at a financial institution. College policy prohibits any student group from managing funds through an outside organization. Concealment of funds will result in disciplinary actions by the Committee.

**PURCHASING**

All club purchases will be requested through the Club Sports Coordinator. Clubs must complete a Purchase Request Form, indicating the item(s) they wish to purchase, along with the quantity, estimated price and shipping costs, and preferred vendor. Clubs may utilize either the Operating or Trust Funds accounts to make purchases.

**FUNDRAISING**

All clubs are asked to raise a portion of their operating budget allocation. The Club Sports Coordinator must approve all fundraisers. Fundraising activity is considered exclusive from team dues and donations. The inability of a club to raise the required amount of funds will be considered by the Club Sports Committee during budget allocations for the following year.

**DONATIONS**

In order for gifts to be donated to clubs to become tax deductible for the donor, clubs must utilize the preference giving program through the Westfield State University Advancement Office. In order to ensure that clubs receive these gifts, prospective donors should send payment to the Club Sport Advisor and he/she will forward the deposit to the Advancement Office.

- The club must be an officially recognized student organization to receive donated funds.
- Expenditures of monies donated must be consistent with the educational mission of the college and the purpose of the club.
- Property (i.e. equipment) purchased through funds donated, as preference gifts shall become property of the state/college. Any resale of such property is subject to the stipulations of the state/college disposal system.
- Any club that plans to solicit parents, alumnus, or friends of the college for donations should coordinate the project with the Westfield State University Advancement Office and the Club Sports Coordinator.
- Food/beverage donations must be approved by the Auxiliary Services Office two (2) weeks prior to the event.
Travel

A large part of the Club Sports experience is travelling to away competitions. Club travel give a club the chance to experience an atmosphere different from that at Westfield State University, to bond as a team, and to practice organizational leadership skills. Club travel increases the visibility of the University, and allows club members to demonstrate the professionalism with which they conduct themselves.

All club related travel must be approved by the Club Sports Coordinator. To gain approval a club must:

- Submit a travel schedule to the Coordinator, providing enough time to make necessary travel arrangements.
- Turn in a travel Form, complete with the names of the travelling members of the club, the date, time and locations of the travel, and the individuals who will be providing the transportation.

TRANSPORTATION

The College will provide transportation to away competitions whenever possible. It is important that clubs submit their travel schedule in a prompt fashion, as there are a limited number of University vehicles, and a large number of programs vying for their use.

Drivers will not be provided for vans. In order for an individual to be permitted to drive a College van they must meet the following criteria.

- Be the coach or faculty advisor of a club.
- Provide a valid driver’s license and proof of insurance.
- Complete a Westfield State Driver’s Safety course

Students are permitted to drive their own vehicles to away competitions. Students driving private vehicles must provide a driver’s license and proof of insurance. A list of all club members riding in private vehicles must also be provided.
Despite the best of intentions and the most cautious of plans, accidents and injuries can still happen. Knowing how to minimize the risk of these events taking place and reacting to them in a proper manner can help make things easier for all parties involved.

**INSURANCE COVERAGE**

Participation in any club sports program activity is contingent on proof of valid insurance coverage. Participants are fully responsible for any and all medical expenses that may be incurred as a result of participation in club sports activities. Westfield State University assumes no medical or financial responsibility for voluntary participation in club sport activities. Health professionals recommend that all participants complete a physical exam or have a doctor's approval prior to beginning any exercise program.

**REQUIREMENTS**

- Assumption of Risk/Waiver of Liability Forms on file with the Club Sports Coordinator for all members.
- An Accident Report filed for every injury with the Department of Athletics must be on file within one (1) working day of the incident.
- First Aid Kits must be taken to all away competitions.

All coaches and club officers are encouraged to be certified in Adult CPR and First Aid. Clubs are also strongly encouraged to have an EMT/Athletic Trainer available at all competitions.

**EMERGENCY ACTION PLANS**

**During Practices:**

In the event of an emergency, (injury, illness, violence, etc.) Campus Police should be contacted (911 on a campus phone 572-5262 on a cell phone). Campus Police will act as dispatchers in the event that Emergency Medical Personnel is needed.

At practices held at off-campus locations (e.g. Amelia Park Arena), 911 should be called in case of all emergencies. Follow established protocol at any non-Westfield State College operated facility.
Home Competitions:

Should Emergency Medical Personnel not be present at a home competition (required by some sports), Campus Police should be contacted in the event of injury or illness. Regardless of the presence of Emergency Medical Personnel, Campus Police should be contacted regarding any act of violence.

At home competitions held at off-campus locations (e.g. Amelia park Arena), 911 should be called in case of all emergencies. Follow established protocol at any non-Westfield State University operated facility.

Away Competitions:

Clubs will follow emergency action protocol established by the host school/institution. Club Coach or two officers must make themselves aware of on site medical personnel.

While Travelling:

Clubs should summon appropriate local emergency personnel when applicable. First Aid kits must accompany all travelling parties.

**CATASTROPHIC INJURY**

Every effort shall be made to insure the safety of all Club Sports participants. Occasionally, events beyond reasonable control may arise, causing catastrophic injury. An injury shall be considered catastrophic if there is:

- Prolonged unconsciousness
- Loss of digits/appendages
- Sever bone breaks/joint damage
- Critical head trauma
- Potential organ failure
- Auto accidents
- Substantial blood loss

In the event of serious injury or illness, the following guidelines apply: (in addition to emergency action procedures)

**Notification Protocol**

Immediate contact must be made with professional staff in the event of catastrophic injury.

- Todd Ditmar - Club Sports Coordinator  413-896-1286
- Dick Lenfest - Director of Athletics  413-572-8229  413-204-4075
Media

No Westfield State University Club Sports team member or coach is permitted to speak with members of the media regarding injury/illness, or the policies therein regarding. All media inquiries must be directed to the University’s Public Affairs Office.

Equipment

All clubs are responsible for providing their own equipment. Equipment may be purchased by individuals, or by the club with funds from the operating or the trust funds accounts.

Individual Equipment

Any equipment purchased with individual money is the property of that individual. It is exempt from the bid process, and is not part of the Club Sports inventory.

Club Equipment

All equipment purchased with either operating or trust fund money is the property of Club Sports and Department of Athletics. The following guidelines apply to all such equipment:

- Purchase must go through the competitive bid process.
- Purchase requests must be made through the Club Sports Coordinator.
- Equipment is part of the Club Sports inventory.
- Equipment must be returned to the Coordinator immediately following the team’s competitive season.

Dispersal and Return

Club-owned equipment may be obtained directly from the Coordinator or through Equipment Issue with permission from the Coordinator. Club coaches or officers may make requests for the dispersal of equipment. Once equipment has been issued, care of that equipment rests solely with club members.

All equipment must be returned to the Coordinator immediately following the end of the season. One individual (club officer or coach) will be responsible for returning all club owned equipment. Any equipment not returned will be replenished for the following year using operating funds.
Uniforms

All club uniforms must adhere to the Department of Athletics standards. All uniforms must conform to the Westfield State University color scheme, and be identifiable as Westfield State University and/or Owls.

Forms

The Club Sports Program required the completion of several forms for club related business.

Eligibility Form – The eligibility form must be completed prior to participation in the club sports program. The eligibility form includes:

- Assumption of Risk and Waiver of Liability
- Personal and Contact Information
- Conduct Agreement
- Hazing Policy Acknowledgement

No student may participate in club sports during practice or competition until they have completed an eligibility form. Forms are to be turned in to the Coordinator upon completion.

Purchase Request Form – All items purchased with club funds must be accompanied by a purchase request form. Specific vendor and item information should be present on the form, as should the account designation.

Travel Form – Two days prior to any club travel, a travel form must be submitted. All members of the travelling part must be listed, regardless of the mode of transportation. (i.e. – members traveling in private vehicles must be listed along with those travelling in University vehicles) Names on the travel form will be cross-referenced with those in the member database to insure eligibility. Those persons listed on the travel form whose names do not appear in the member database will not be allowed to travel. (Participants are entered into the member data base after submitting their completed eligibility form.)
Westfield State University provides guidelines for posting informational flyers and other promotional materials in and on campus buildings and structures. These guidelines apply to all students, faculty, staff and recognized student groups. For the complete Posting Policy, please consult the Student Handbook.

Approval and General Guidelines

- The appropriate administrative official must approve any event or activity to its advertisement. (Contact the Conference and Event Services Office for further information)
- The Advertisement, posters, flyers, notices, signs or banner must be in good taste and appropriate for its intended purpose. The University reserves the right to remove any posting that is obscene, discriminatory, libelous, misleading or offensive in any way, or that advocates deliberate violation of federal, state or local law or college policy.
- Materials advertising or promoting the use of alcohol and/or illegal substances are prohibited.
- All materials to be posted must clearly indicate the name of the sponsoring organization.
- Materials may not be affixed to walls, windows or doors in any campus building.
- Materials may not be affixed to any exterior surface including, but not limited to, buildings, railings, fences, steps, columns, or pillars, works of art, sidewalks, campus signs, bus shelters, benches, trashcans, light poles, telephone poles, trees or shrubs. Limited permanent and freestanding exterior posting boards are available. (Contact the Conference and Event Services Office for additional information)
- All materials must be removed within 24 hours following the event or the relevant deadline for the information. The sponsoring organization is responsible for removing it own posters and failure to do so may result in cleanup charges if the University facilities staff has to remove the postings.

Posting Sizes and Limits:

In order to ensure that all authorized organizations have access to the approved posting locations and to maintain the appearance of the campus, there are limitations to the size of materials that may be posted.

- Materials to be posted in designated posting areas may not exceed 17" x 22", except for banners to be hung on Campus Center railings.
- Banners to be hung on the Campus Center railings may not exceed a maximum of 36" x 36" without special approval from the Campus Center Director's Office. These banners are limited to one posting per event.
• Departments or organizations granting permission for postings on their bulletin boards or display cases may set their own size limitations.

Advertising:

• When the name of a product or non-college-affiliated entity appears on posted literature, the primary purpose of the posting must be to recognize sponsorship support of the activity or event, and not the commercial advancement of the non-college entity or product.
• The promotion of the sale or consumption of alcoholic beverages on any posting is strictly prohibited.

Distribution:

The College reserves the right to designate the time, place, and manner in which literature may be distributed on campus (See the policy on Free Speech and Demonstration in the Student Handbook).

The following general guidelines apply:
• Distribution of advertisements or literature must be accomplished in such a manner as to avoid litter or disruption.
• Printed materials may not be placed on the windshields of vehicles parked on college-owned or leased property, including parking lots.
• Permissions to distribute literature in residence halls must be obtained from the Office of Residence Life.

Bulletin Boards:
General Posting Bulletin Boards are located throughout the campus and are labeled as such. The following guidelines apply to these boards:
• They may be used by students, student organizations, college-affiliated personnel or organizations for the posting of printed material meeting the guidelines established in this document.
• These are the only locations available for the posting of non-commercial material from non-University-affiliated organizations.
• Responsibility for the content of these boards is placed on the Division of Student Affairs.
• These boards are cleared of all advertising on the 15th and 30th of each month.
• No more than one poster or flier for the same advertised event may be placed on a bulletin board.

Organization or Department Bulletin Boards are assigned to specific college departments and/or student or affiliated organizations, are labeled as such, and are maintained by that department/organization in keeping with its purpose and role on campus.

Residence Hall Bulleting Boards are maintained by the Office of Residential Life.