

SAINT  **BENEDICT**
CAMPUS RECREATION

Club Sports Manual

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Welcome to CSB Club Sports!

Information in this manual is provided to inform participants of what they need to know to participate in club sports, and have a successful year. Additional information (forms, institutional policies, etc.) can be found online at:

<http://www.csbsju.edu/club-sports-at-csb>

<http://www.csbsju.edu/csb-student-development/bennie-book>

Club sports is intended to provide a playing and leadership opportunity for women outside of the NCAA Division III sports sponsored by the College of St. Benedict Athletic Department. Each club sport has its own national governing body regarding rules and regulations for participation. CSB Athletics has oversight of Club Sports and has certain rules and expectations for participation as well. Club Sports are partially funded through the Student Life fee, team dues and fundraising. Club sports programs are governed by elected leaders on each team.

As we go about the year, we invite you to review the Benedictine Values as a team. Discuss what they mean to you as individuals and as representatives of CSB. How can you live these values out in your life, your work and your competition? May they fill your competitive spirit, guide you in triumph as well as in defeat, and provide a strong foundation for you and your teammates.

As an athlete, you are representing the College of Saint Benedict at every practice and competition on or away from campus. Because of your role as an athlete, you are known around campus as an athlete at CSB, even when engaged in activities away from your sport. Inspire others, make the most of your opportunity, and strive to be the best role models you can be. Embrace, enjoy and empower yourself and others!

I wish you all the best on a wonderful year!

Sincerely,

Steven Kimble

Assistant Athletic Director

Club Sports Director

Head Soccer Coach

College of Saint Benedict

skimble@csbsju.edu

Office: 320-363-5873

Cell: 320-260-0178

Our Benedictine Values

AWARENESS OF GOD

To look for God not in the abstract but in the ordinary events of every day.
“We believe that the divine presence is everywhere.” R. B. 19

COMMUNITY LIVING

To become who we are by our relationships with others.
“Let all things be common to all.” R. B. 33

DIGNITY OF WORK

To appreciate the dignity of work in God’s creation.
“...they live by the labor of their hands.” R. B. 48

HOSPITALITY

To offer warmth, acceptance, and joy in welcoming others.
“Let all...be received as Christ.” R. B. 53

JUSTICE

To work toward a just order in our immediate environment and in the larger society.
“...that in all things God may be glorified” R. B. 57

LISTENING

To hear keenly and sensitively the voices of persons and all created beings.
“Listen ... with the ear of your heart.” R. B. Prologue

MODERATION

To be content with living simply and finding balance in work, prayer, and leisure.
“All things are to be done with moderation.” R. B. 48

PEACE

To strive for peace on all levels: with self, others, and God. R. B. Prologue

RESPECT FOR PERSONS

To respect each person regardless of class, background, or professional skill.
“No one is to pursue what is judged best for oneself, but instead, what is better for someone else.” R. B. 72

STABILITY

To cultivate rootedness and a shared sense of mission.
“To stand firm in one’s promises.” R. B. 58

STEWARDSHIP

To appreciate and to care lovingly for all the goods of this place.
“Regard all utensils as if they were the sacred vessels of the altar.” R. B. 31

New Club Recognition Process

Club recognition is the process by which students propose the creation of a new club.

Eligibility Requirements

The following eligibility criteria must be met before club status is considered.

Mission Statement:

The club's purpose and function must be consistent with the mission statement of the institution(s). A clearly defined statement on how the club's mission is consistent with the mission of the institution(s) and the Catholic, Benedictine tradition must be included in the constitution.

Membership:

Membership is open to all CSB/SJU students exclusively. Currently enrolled students must be allowed to join any recognized club. Student clubs agree to comply with the [Institution's Joint Human Rights Policy](#) regarding membership. Clubs must have at least 10 student members in order to be recognized.

Constitution:

A club must have a constitution that clearly states its purpose and function. Please follow the constitution template on the Student Activities website as closely as possible. New constitutions should be submitted electronically to jointclub@csbsju.edu and to pdoran@csbsju.edu. Contact Trish Doran at x5038 if you have questions.

Advisor:

All student clubs require advisors who are employees of CSB/SJU. Advisors must complete an Advisor Contract for club recognition, and each year after that as part of club registration.

Institutional Policy:

Student clubs are required to comply with all institutional policies and procedures as listed in the [Bennie Book](#) and the [J-Book](#).

Joint Club Board (JCB):

Student clubs must comply with the [Joint Club Board Guidelines](#). The guidelines devised by the Joint Club Board apply to both joint and individual campus clubs.

The JCB evaluates whether a potential club meets start-up guidelines. It assesses the constitution of each proposed club and votes on whether to recognize the club or not.

Once a club has been officially approved, the JCB works with the organization to ensure that JCB guidelines are being met and that the club receives the necessary support. The JCB also reviews club grievances and develops club/organization policy.

Procedures for New Student Club Recognition

Students are welcomed to initiate and organize clubs whose stated purpose is consistent with the two institution's mission statements and its Catholic, Benedictine tradition.

Recognition of a student club by the institution is an acknowledgment that the club has complied with all eligibility requirements and recognition procedures. Recognition also implies that the institution approves of the organization's constitution and bylaws. Access to certain benefits (listed below) are available to recognized organizations.

A. Potential Clubs must submit the following paperwork to the Department of Student Activities and Leadership Development one full week prior to the date that the Joint Club Board convenes to consider the club proposal:

1. A completed [Club Recognition Form](#) including the name of an advisor, a list of club officers, and a list of initial members -- potential clubs must have a minimum of 10 initial members.
2. A copy of the club's constitution. Also, email copies of your constitution to pdoran@csbsju.edu and to jointclub@csbsju.edu. [Click here to see a template for creating a club constitution.](#)
3. A signed [Advisor Contract](#).

B. Potential clubs who require the use of CSB and/or SJU indoor or outdoor athletic facilities to achieve the club's mission must obtain the approval of the CSB Club Sports Director and the SJU Athletics Coordinator before submitting a proposal to the Joint Club Board.

C. Faith based clubs must obtain approval by [CSB](#) and [SJU](#) Campus Ministry prior to submitting a proposal to the Joint Club Board.

D. When all application materials are completed submitted to Student Activities and Leadership Development- sald@csbsju.edu, Murray Hall 170, the proposed club's file is ready for review by the JCB.

Review Process:

- The JCB will review the materials. The JCB will consult with the appropriate staff, faculty, advisors and/or student groups before considering granting or denying recognition of the proposed club. The JCB considers the following questions when evaluating a new club proposal:
 - Is the club beneficial to the student body in a way that is worthy of the commitment of institutional resources?
 - Is the club inclusive and welcoming to all CSB/SJU students?
 - Will the club sponsor events that are inclusive and welcoming to all CSB/SJU students?
 - Are the club's activities, mission and goals consistent with the Benedictine Values?
 - Is the club unique? Does it duplicate the efforts of another club?
 - Is the proposed club sustainable over time?
 - Are there at least ten students who will be active club members?
 - Is the club managed by CSB/SJU students?
 - Do the club's election and management procedures reflect a concern for the interests of all potential students?
 - Will the potential club maintain its financial accounts at CSB/SJU and comply with institutional financial policies?
 - Will the club's funding be used primarily for events for CSB/SJU students?
- The JCB votes to recognize or deny the proposed student club. If recognized, the co-chairs sign off on the Recognition Form. This form is then sent to Student Activities and Leadership Development.

Benefits of Recognition

CSB/SJU recognized clubs are eligible for access to a number of services and benefits which currently include the following:

1. Recognition as an institutionally affiliated group
2. Use of the institution's name in the club's title and in association with the club's activities
3. Listing of the club in official publications of the institution including the Bennie Book and the J-Book
4. Consideration for funding during the academic year
5. Options for requesting to hold fundraising events and solicitation
6. Use of institutional printing services
7. Use of media services equipment
8. Inclusion in the annual club fair
9. Access to the staff, resources, and services of the Department of Student Activities and Leadership Development
10. General coverage provided under institutional insurance
11. Use of the CSB/SJU Bulletin Board App for advertising.

Academic Eligibility

Academic Probation and Dismissal

Club athletes must maintain a minimum academic standard of a cumulative GPA of 1.8 or greater after the first semester of college and a 2.0 thereafter. To review the complete academic eligibility to participate in Club Sports, go to <http://www.csbsju.edu/academics/academic-catalogs/2012-2013-catalog/academic-policies-and-regulations/probation>.

Consequences of Academic or Disciplinary Probation

CSB/SJU students who are placed on academic probation are subject to the following consequences during the probationary semester:

- Are ineligible to compete in varsity athletics
- May be ineligible to hold any office or representative position, including club sports and extracurricular activities
- May not take a course for Satisfactory/Unsatisfactory (S/U) grading, unless only offered on an S/U basis
- Are not eligible to receive an incomplete grade
- Must earn 12 credits during probationary semester
- Are expected to earn a grade of C or higher in all attempted courses
- May experience a reduction of financial aid

Academic Policies – extra-curricular activities and class attendance

The College of St. Benedict and St. John's University (CSB/SJU) recognize that a wide range of experiences contributes to the liberal education of a student and encourage students to seek extra-curricular activities that will enrich their college experience. At the same time, the two institutions uphold the primacy of the academic program. There is no necessary conflict between these two objectives. Students are expected to attend all class meetings for courses they are registered for. Please review the [class attendance policy](#) to fully understand student responsibilities.

Required Team Leadership Positions

- 1. Team captain(s)** – This person(s) is the primary contact person between the team and the Athletic Department for the team. It is important to stay in regular contact with the Director throughout the year about the happenings of the team, challenges, opportunities, etc.
- 2. Team accountant** – This person is responsible for submitting all the payments, ordering of clothing/supplies, etc. for the team. They must be familiar with the required timelines, forms and policies that govern this work. Team representatives must go through the Club Sports Director in order to process payment or ordering, no exceptions.
- 3. Team media lead** - Each team is required to appoint a student media lead. This person is responsible for submitting rosters, game schedules, pictures and game recaps to our Athletic Media Relations Director. It is expected that the team submit information that allows our Sports Information office to maintain an updated website.

Guidelines for Coaching

The [Mission of the College of St. Benedict](#) is to provide for women the very best residential liberal arts education in the Catholic university tradition. More specifically, our Mission states that the college strives to provide **opportunities to observe and practice leadership and service**. CSB Athletics believes that club sports are an ideal environment for our women to do exactly that, to *practice leadership*. In addition, CSB Athletics recognizes that student clubs are meant to be student led and club sports teams are no exception. To uphold and exercise our commitment to the growth and development of the women at our institution, as well as to the purity of student clubs, we have adopted the following guidelines regarding coaches for club sport programs.

- 1.** Coaches will not be allowed for teams under 30 participants. Programs that reach 30 participants or higher are able to request a coaching plan. Do not contact, make agreements, or pursue coaches until you contact the Club Sports Director with this request.
- 2.** Teams under the required minimum number of players, and not approved to have a coach, shall follow these guidelines.
 - a.** Clinics, consults, training, choreography, team building, and sessions with an experienced adult professional *will be allowed* up to **3 times** throughout the season.
 - b.** An individual that has not received prior approval from the Athletic Director or Club Director, even a volunteer, shall NOT attend practices or any other formal team functions.
 - c.** An individual that has not received prior approval from the Athletic Director or Club Director, shall NOT travel with the program or be present on the team sidelines.

Team Rosters and Program Requirements

Team Rosters

Teams are required to submit a complete team roster at the beginning of their season to the Club Sport Director. The roster must identify all those in leadership positions as well. If there are additions, updates need to be promptly sent to the Club Sport Director. These rosters are monitored and used by our trainers, compliance officer, Admissions, and Athletic Department. They need to be accurate and up to date at all times. Usually, a simple email to the Club Sport Director of a change in status is all that is needed.

Roster minimums

1. To remain in good standing and approved for club sport participation, club sport programs must maintain a viable number of participants. Programs whose numbers fall below the minimum number of participants will be given a formal notice of probation.
2. A club sport program that cannot meet an acceptable number of participants in two consecutive school years will be discontinued and must go through the new club recognition process to be reinstated.
3. A discontinued program will be allowed to reapply after 1 full school year off but must demonstrate significant interest and sustainability of the sport.
4. Roster minimums
 - a. Rugby: 12
 - b. Lacrosse: 12
 - c. Club Dance: 15
 - d. Competitive Dance: 10
 - e. Figure Skating: 10
 - f. Ultimate Frisbee: 12
 - g. Nordic Skiing: 10
 - h. Volleyball: 10

Budget Information

The forms, policies and processes are required to obtain approval BEFORE spending allocated and generated club funds and avoid out of pocket expenses. Failure to follow these policies and processes could result in a club spending freeze and/or inability to reimburse for out-of-pocket expenses. All forms must be turned into the Club Director for approval.

Adhering to required timelines is important as this requires the Campus Recreation office to work with other departments on campus to complete the work.

All forms, policies and processes for purchasing, reimbursements, transportation, travel, fundraising and others are available online at <http://www.csbsju.edu/club-sports-at-csb/budget-information>

This budget information is critical for team captains, officers and team leaders to review and know in order to complete the business of the team throughout the year. General club sport participants do not need to be familiar with this information. Captains, officers and team leaders should review this information online. It will also be reviewed at a fall team leadership meeting.

Post-Season Tournaments/National Competitions

Qualification

In order for your club team to participate in post-season tournaments, your team must:

1. *Qualify outright* for the tournament and/or in first round of invites to play in the tournament. Teams cannot accept bids to tournaments/Nationals because other teams did not accept their bid. (Ex. If league takes 8 for tournament {4 automatic qualifiers and 4 at large or a combination similar}, as long as CSB is part of that initial 8 selected, CSB qualifies for the tournament).
2. Review comprehensive budget (travel, lodging, food, tournament fees, etc.) with Cub Director/**TEAMS MUST HAVE A MINIMUM OF \$16,000 IN THEIR ACCOUNTS AND AVAILABLE FOR NATIONAL COMPETITION TRAVEL. Fundraise early!**
3. Submit spontaneous funding request and present to the CSB Senate funding. https://sharepoint.csbsju.edu/sald/Pages/expense_approval_request.aspx
4. If there is funding needed beyond what the team has in their allocated & generated accounts and what was given through the spontaneous funding process, **the team will have to secure any additional funds needed.** This could be done by soliciting donations, but this MUST be approved before proceeding by the Club Director and Institutional Advancement. ***Teams need to plan throughout the year so they are financially prepared for the expenses of these tournaments. The college, Campus Recreation or other departments on campus are not responsible for the funding of these tournaments. **On average, to fly a team of 22-24 for a tournament, it will be between \$18,000-\$22,000 depending on many factors.** If your team is a serious contender for post-season play/nationals, a financial and fundraising plan needs to be in place to support such opportunities.

Travel Guidelines

Travel Limits

1. Fly trips for regular season contests are not allowed.
2. Driving for contests outside of the 5-state area (Minnesota, Iowa, Wisconsin, North Dakota, South Dakota) must be approved by the Club Director.

Campus Vehicle Rental

Clubs and organizations can rent a campus vehicle as drivers have completed the required defensive driving program. For more information, refer to this website:

<http://www.csbsju.edu/csb-security/defensive-driving>

Online requests of a campus vehicle cannot be completed until the driver has successfully completed the defensive driving program. If you know that your team is going to be traveling throughout the year and potentially using a college vehicle, have your drivers complete the program as early as possible!

CSB club sport online vehicle request form:

<http://www.csbsju.edu/club-sports-at-csb/budget-information>

Apparel, Uniform and Equipment Approval

The College of Saint Benedict has invested incredible time, energy, and resources to building a comprehensive brand, which aligns facilities, athletics and other programs under one brand platform. This includes intercollegiate athletics, club sports and campus recreation. This combined brand will elevate and increase visibility for all our athletes on the local, regional and national level and create a strong tie to the overall brand for the College of Saint Benedict.

All orders for equipment, apparel, uniforms or costumes must follow these guidelines/steps:

- Any apparel, uniforms and/or costumes worn by the team or parents, or items sold for a fundraiser or giveaways, **MUST** be approved by the Club Director or designee before ordering can proceed.
 - As of fall 2017, all uniforms and costumes worn by the team during a competition and performance must be red, white, black or grey. Any exceptions to this must be reviewed with the Club Director.
 - Clothing and product designs that conflict with the CSB/SJU mission will not be approved.
 - Product designs that compete with items sold in the CSB/SJU bookstores will not be approved.
1. Review the logo options on the club sports website for your team. Mark down your desired logo number(s).
 - i. The logos in the deck provided cannot be modified in any way by the team or the vendor.
 - ii. Any desired modifications/additions must be submitted to the Club Director.
 3. Obtain a quote from the company for desired product. CSB Athletics is an Adidas sponsored department. Club sports have access to discounts through Adidas. Contact the Club Director for the rep information.
 - i. If apparel/uniforms are being ordered, they should provide a colored mockup of the front/back of apparel/uniform for review.
 3. Send a copy of design images to the Club Director for review and approval.
 4. Once order arrives, the Club Director reviews orders, quantities shipped, etc. and notifies the team items are ready for pick up.

Expense Approval

- All purchases, rentals, etc must be approved by the Club Director.
- REMEMBER, allocated funds cannot be used to produce items for fundraising.
- Pre-sale of items not yet produced is prohibited.

Solicitation Permit

You must obtain a permit to sell or distribute items on campus...even if you are giving items away for free. Call **x5254** and a Student Activities student manager will complete a permit for you.

Taxable Sales

If a team sells an item other than clothing and food, the proceeds from the sale are taxable. Teams that sell taxable items must complete the following steps:

- The proceeds of the sale must be deposited into your CSB generated account.
- Connect with Club Director to process deposit.
- The Club Director will communicate with the business office the taxable amount (7.375% of sale) to be taken out of your generated account to pay the sales tax.

If your team charges an entry fee for any event you host, that profit is also taxable. Same process applies. If you have questions of whether your items are taxable, contact the Club Director.

Fields, Scheduling, Maintenance, and Setup

Club Fields

The College of Saint Benedict is blessed to have one of the nicest outdoor athletic venues in the region. During the design process, the college was committed to providing designated spaces for club sports. The playing spaces south of the outdoor athletic complex were specifically built for club sport use. They are some of the nicest grass fields in the area. Club sports will be primarily scheduled in this area. The stadium turf and stadium grass fields were designated for intercollegiate use. Club teams are expected to use the designated club sport fields unless otherwise approved by the Club Sport Director.

Scheduling

1. Outdoor field sports schedule practice spaces and times with the Club Sport Director.
2. Indoor spaces are scheduled with the Campus Rec Director.
3. Figure Skating schedules ice time with the MAC (Municipal Athletic Complex).
4. Nordic does not require reserved training times. Use trails when they are ready. Stay alert to trail status updates and other SJU programming.

All of our facilities are in high demand by both on campus and off campus users. All use must be scheduled. No club or intercollegiate teams can just show up on CSB indoor or outdoor sports facilities without notice.

Field Maintenance and Preparation

CSB grounds does an exceptional job maintaining our outdoor facilities. Please be a good steward of your areas. Pick up trash (whether it was yours or not), be mindful of spots getting too much wear, and put away your equipment so others do not have to move it to use or work on the fields after you.

Some sports may require field lining. This is a labor-intensive task. Our guidelines for having a field lined for a club sport are as follows:

- 1.) Request for lining must be provided no fewer than 10 workdays in advance.
- 2.) The club sport must be hosting *multiple contests* to have a field lined (2 games or more). Lining for practices only will not be considered.

Forms, Policies, and Addition Information

Forms that must be completed for the following are available online at:

<http://www.csbsju.edu/club-sports-at-csb/forms-policies>

It is the expectation that team leaders are familiar with these forms and policies that govern the work of club sports.

Athletic Training Services for Club Athletes

Teams that host a home game/tournament/performance on either the CSB or SJU campus are required to have an athletic trainer on site. Teams must turn in their home competition/performance schedule to Head Athletic Trainer Erin Ross (eross@csbsju.edu) 30 days prior to their season starting so that the sports medicine staff can evaluate availability. If a CSB trainer works your event, they will bring their own kit and supplies. If they cannot, your team will then need to hire a trainer at the team's expense. The CSB Athletics Sports Medicine team does not cover club sport practices.

Mission

Athletic Training Services will function to protect the health of, and provide a safe environment for, College of Saint Benedict (CSB) students participating in club sports. The mission of the Athletic Training Services is to prevent, manage, and rehabilitate athletic injuries. In addition, the goal is to help club sport athletes return to play in a safe manner and as soon as medically cleared to do so.

ATC contact information and training room schedule:

Erin Ross, MS, AT/R

Head Athletic Trainer

Sports Medicine Department

HCC 17A Athletic Training Room

O: (320) 363-5095

C: (320) 492-1422

E: eross@csbsju.edu

Schedule:

A. Certified Athletic Trainer Services

1. Office hours: 11:30 AM-6:30 PM Monday-Thursday; until 5:00 PM on Fridays.
2. During scheduled home events requiring an ATC.
3. By Appointment
4. Evaluations, Treatment, Rehab, and referral services.

B. Sports Medicine Assistant availability

1. 11:30 AM-9:00 PM Monday –Thursday; Until 7:00 PM on Fridays
2. General First Aid, Ice, Heat, Stretching, Taping

C. Schedule Changes

1. The Sports Medicine Department requests a 48-hour notice for schedule changes for both practices and games (weather permitting). This will allow the Sports Medicine Staff to make adjustments and schedule appropriate coverage if possible.

D. Physical Therapy Services are provided right on campus with a St. Cloud Orthopedics specialist. Inquire about hours and location in the CSB Athletics Training Room.

Athletic Training Administrative Policies

Team Rosters

All club teams must submit and maintain an accurate roster at all times. All rosters and any updates should be sent to the Club Director. Once we receive your competitive roster, we will confirm that these athletes have met the requirements for participation as outlined below. Athletes must be on both the team competitive roster and fully registered and approved by the CSB Sports Medicine Staff. If you have new additions or drops to the competitive roster, you must inform the Club Director as soon as possible so they are on the eligible list.

Requirements for Participation

Before the season starts, athletes will need to complete the following before they may practice or compete:

1. Medical Physicals and Medical History

Physicals: All student-athletes that are first years or are joining a team for the first time are required to complete medical physical no more than 6 months prior to the start of their season.

Medical History: All athletes are required to complete a medical history questionnaire on ATS every year no more than 6 months prior to the start of their season.

2. Athlete Medical Release Forms

Each academic year all club athletes must have the following items submitted to the athletic training room before being cleared to participate in practices and games:

- a. Updated ATS information (includes athlete information, health history, and health insurance information).
**Information on how to set up an account and complete ATS can be requested from the Sports Medicine Staff in person or via email to csbtrainer@csbsju.edu.
- b. Completion of all paperwork in Front Rush (including Acknowledgment of Insurance Requirements and Injury and Illness Reporting Forms).
- c. S.W.AY. concussion application will be administered by the Sports Medicine Staff as deemed necessary.
- d. The CSB Sports Medicine staff may require a further or more detailed medical evaluation of a student athlete based on any changes in their medical condition and/or as found in their physical/health history.
- e. Athletes under 18 will need to get these forms from the Sports Medicine department w\ahead of their due date to obtain parent signature prior to meeting with athletic trainer.

Injury Reporting

1. Team captains will be asked to set aside time during their preseason meeting or from their first practice for the Sports Medicine Staff to explain training room policies and procedures to their team.
 - a. It is the athlete's responsibility to make sure they have seen the ATC as soon as possible after sustaining an injury.
 - b. No athlete may return to practice, game or competition following an injury until released to do so by the athletic trainer and if necessary, by the team physician.
 - c. Athletes may also confer with CSB Health Services.
 - d. Athletes may choose to see their Primary Care Provider.
 - i. The CSB Sports Medicine Department reserves the right to review any medical clearance issues with the CSB team physician prior to allow any athlete to return to practice or competition.
 - f. Failure to comply with medical policies may result in ineligibility to practice or compete, inadequate treatment and/or unnecessary costs charged to the athlete.
2. The health care provider will have absolute authority in determining the health status of an athlete who wishes to participate in the athletic program. They are the final authority in determining whether or not athletes should be permitted to take part in a given sports activity and when, following injury, they should be allowed to re-enter competition.

3. Any type of file or record is a legal document and it must be kept up to date and remain on file for the duration of the athlete's participation period at CSB and will be placed in a non-active file in ATS after graduation.
4. For injuries that may occur at away contests, or practice outside of athletic training room hours, the participant must report the incident within 48 hours of the occurrence of an injury. The Club Sports Athletic Trainer assigned to that sport should be contacted as early as possible by phone in the event of a serious injury or illness.
5. In the event of an emergency during a home contest or practice, call the Certified Athletic Trainer assigned to your sport. Stay calm while waiting for the Athletic Trainer to arrive and do not move the person. If you are unable to reach the ATC, please call Security at **320-363-5000** or **911**. If the athlete is in need of first aid, ice, stretching or taping the Student Sports Medicine Assistant working will provide care. The SMA working will notify the ATC if necessary.

Care, Prevention & Treatment Policies

1. Pre-Season and In-Season Sports

- a. Athletes are encouraged to schedule an appointment for injury assessment or rehabilitation or may walk-in during office hours. Athletes with an appointment will be given first priority.
- b. May schedule unlimited rehabilitation appointments per week.
- c. May check out preventative equipment (i.e. ankle braces, crutches, etc.)
- d. May request pre-practice tape.
- e. Full access to injury ice.

2. Out-of-Season Sports

- a. Unless it is an emergency, athletes are encouraged to seek care at the CSB Health Center. However, those athletes who are still receiving treatment from in-season injuries are encouraged to continue treatment and rehabilitation.
- b. At the conclusion of season, athletes must return preventative equipment checked out.

Insurance, Fees & Billing

Participants are responsible for assuming all financial obligations incurred for treatment of any injury or illness that may be sustained as a result of participation in Club Sports. CSB does provide secondary insurance.

coverage for participants; therefore, the student-athlete must have proof of accident/medical insurance that is equal to or greater than that offered by the CSB Student Health Insurance Plan.

No fees will be billed to athletes or insurance to see the Athletic Trainer in the Sports Medicine Department as those services are provided by Club Sports.

Referrals

The Sports Medicine Department is able to refer CSB Club Sport Athletes to see a Physician or Physical Therapist at St. Cloud Orthopedics/Orthopedic Sports Center. If there is a non-orthopedic injury or illness, the Sports Medicine Department can refer an athlete to the CSB Health Center, nearby clinic or St. Cloud Hospital for treatment. The student athlete is responsible for all medical bills associated with the referral of care.

1. If a club sport athlete chooses to see a medical professional that is not referred by the CSB Sports Medicine Department, the athlete is required to submit copies of any medical documents as proof of care and clearance for participation.

Emergency Management Procedures

Reasonable attention to all possible preventive measures will not eliminate sports injuries. Each scheduled practice or contest of an institution-sponsored club event, as well as out of season practices and skill sessions will follow the policies below.

Lightening

All events taking place outdoors will follow the NCAA and MIAC guidelines for lightening-safety. The guidelines will be discussed with the captains and officials on a case-by-case basis. The final decision will always rest with the ATC overseeing the event.

Concussion

All club sport athletes are required to follow CSB's Return to Play and Return to Learn protocols. Upon the athlete's diagnosis with a concussion no matter the severity, they will be given a copy of these policies and a plan will be developed for their return to play. Other departments that may be involved in this include but are not limited to, Counseling and Health Promotions, Student Accessibility Services, Academic Advising, CSB Athletic Department and Campus Recreation.

Alcohol Policy

Student Clubs and Organizations

*This information is from the Student Activities Office. Some information may/may not pertain to club sports as much as other student clubs, but good information to reference.

1. Alcohol service may only be provided by SJU Dining Services, CSB Culinary Services or another licensed vendor.
2. Events where alcohol is served require an alcohol permit from the Director of Student Activities and Leadership Development. The Director of Student Activities and Leadership Development, in consultation with the Director of Life Safety Services or Director of Campus Security, has the administrative authority to grant or withhold permits for events serving alcohol to students.
3. Student clubs and organizations may not use allocated student activity fee funds or club, organization or other generated revenue (e.g. t-shirt sales, membership fees) to purchase alcohol for any club or student event.
4. The sale or availability of alcoholic beverages at an event may not be advertised (e.g., ads in The Record, any kind of electronic posting such as e-mail, Facebook, other social media outlets, posters, bulletin boards).
5. **Student clubs and organizations may not sponsor or promote an event with alcohol, on or off-campus, that uses alcohol or alcohol specials to attract attendance.**
6. Student clubs and organizations, including but not limited to student media, may not promote the use or purchase of alcohol in any advertisement, or use the name or alcohol products of any beverage distributor in the advertisement or promotion of an event.
7. Public notice of parties on bulletin boards, emails, electronic social networks such as Facebook or other forms of social media, or by any other means is prohibited.
8. Events with alcohol must include a comparable amount of non-alcoholic beverages and food that lasts the duration of the event.
9. Events with alcohol must not allow any form of drinking game or contest.
10. **Members of student clubs and organizations are not allowed to consume alcohol while participating in club or organizational meetings, activities, or competitions.**
11. Members of student clubs and organizations must supervise events with alcohol with members who do not consume alcohol.
12. Alcohol is not to be stored in student club or organization offices.
13. Possession or use of alcohol in motor or recreational vehicles on college, club, or organization student activity fee sponsored trips is not permitted.
14. Members of student clubs and organizations hosting events with alcohol are held responsible for the legal and responsible use of alcohol, as well as any illegal use of alcohol, by spectators or event participants.

Hazing

What is Hazing?

Hazing is defined as any action taken or situation created by an individual or group, intentionally or unintentionally, whether on or off college or university premises, to produce mental or physical discomfort, embarrassment, harassment, ridicule, or in any way demean the dignity of another human being. Initiations, however explained, or activities that imply, encourage, condone, or allow students to misuse alcohol or other drugs, violate the law, or commit unethical, immoral, or inappropriate behavior are explicitly forbidden.

CSB/SJU Hazing Policy:

The mission of the College of Saint Benedict is to provide for women the best residential liberal arts education in the Catholic university tradition. The college fosters integrated learning, exceptional leadership for change and wisdom for a lifetime. The College of Saint Benedict designs programs to meet the needs and aspirations of young women, emphasizing women's leadership and a personal development profile that includes intellectual, spiritual, emotional and physical development. In support of this mission, the College unconditionally prohibits all hazing by students, student organizations, athletic teams, and employees. Our goal is that every student on this campus will be free from the humiliation and danger of hazing. Additionally, in accordance with Minnesota State Law, hazing of any kind is strictly forbidden by the College of Saint Benedict and subject to severe sanction.

Hazing is defined as any action taken or situation created by an individual or group, intentionally or unintentionally, whether on or off college or university premises, to produce mental or physical discomfort, embarrassment, harassment, ridicule, or in any way demean the dignity of another human being. Initiations, however explained, or activities that imply, encourage, condone, or allow students to misuse alcohol or other drugs, violate the law, or commit unethical, immoral, or inappropriate behavior are explicitly forbidden.

Incidents of hazing at CSB or SJU should be reported to a college official including but not limited to a coach, a club advisor, the human rights officer, the CSB or SJU dean of students, or CSB Security or SJU Life Safety Services.

Individuals involved with hazing may be suspended, expelled and/or face additional sanctions which may include the college or university referring the case to outside law enforcement agencies.

Recognized student organizations, clubs, club sports or athletic teams which may be involved with hazing may be sanctioned by withholding of college/university funds; suspension of the organization, club, or team status or charter; disqualification for funds, space or activities; forfeiture of games/meets or events; suspension from meeting or playing for the duration of the season; and/or disqualification from recognition and awards.

- Hazing IS NOT a team building opportunity - it breaks a team, the individuals involved and the reputation of the team.
- Hazing is an act of power and control over others.
- There is no such thing as agreeing to be hazed - you are either a victim or an assailant.
- It is premeditated. You don't accidentally haze someone.
- Malicious intent is not a pre-requisite for hazing.
- It is any activity that causes mental anguish or physical discomfort.

“Hazing is any activity expected of someone joining or participating in a group that humiliates, degrades, abuses or endangers them, regardless of a person's willingness to participate.”