WHITMAN COLLEGE
Sports Studies, Recreation and Athletics
Club Sports Handbook

WHITMAN ATHLETIC STAFF AND RESPONSIBILITIES

Position	**Name**	**Email**	**Extension**
Athletic Director	Dean Snider	Sniderdc	5288
Club Sports Director/Assistant Athletic Director	Skip Molitor	Molitore	4970
SSRA Administrative Assistant	Victoria Johnson	Johnsove	5921
Field Scheduling/Club Sports Administrative Support	Tim Morris	Morristj	248.467.4857
Student Activities Office/Club Sports Committee Member	Leann Adams	Adamsle	5367
ASWC Finance Chair/ Club Sports Committee Member	Sam Sadeghi	Aswc_finance	
ASWC Athletics Advocate	Molly Blust	Aswc_advocacy	
Club Sports Student Rep	TBD		
Club Sports Intern	TBD		
Paul Harvey Pool Scheduling	Jenn Blomme	Blommejb	5287
Sherwood Scheduling	Michelle Ferenz	Ferenzmk	5261
Baker Ferguson Fitness Center Director	Michele Hanford	Hanformk	5025
Whitman Health Center	Claudia Ness	nesscl	5281
Whitman Security	Terry Thompson	thompste	5777

WHITMAN COLLEGE MISSION

Whitman College is committed to providing an excellent, well-rounded liberal arts and sciences undergraduate education. It is an independent, nonsectarian, and residential college. Whitman offers an ideal setting for rigorous learning and scholarship and encourages creativity, character, and responsibility.

Through the study of humanities, arts, and social and natural sciences, Whitman's students develop capacities to analyze, interpret, criticize, communicate and engage. A concentration on basic disciplines, in combination with a supportive residential life program that encourages personal and social development, is intended to foster intellectual vitality, confidence, leadership, and the flexibility to succeed in a changing technological, multicultural world.

WHITMAN COLLEGE SPORTS STUDIES, RECREATION AND ATHLETICS MISSION

We believe that sport studies, recreation and athletics are an integral part of the overall educational experience at Whitman College. We provide unique and fundamentally different opportunities than those available in the traditional classroom. We strive to create a positive and challenging environment in which student-athletes can achieve their full potential. We emphasize athletic and academic excellence and provide quality competitive experiences, encouraging creativity, character, and responsibility.

WHITMAN COLLEGE CLUB SPORTS MISSION

We believe that students benefit from an opportunity to partake in intercollegiate athletics at the club level and we recognize that athletics can be an integral part of the overall experience of Whitman College. We strive to provide a positive environment that allows students to compete at the club level collegiately while maintaining a commitment to academic excellence.

Policies and Procedure

General

- Whitman College Club Sports is the property of the college. The college reserves the right to review and approve/disapprove team names, colors, logos and other pertinent representations.
- Because the college funds club sport programs, participants are subject to Whitman College rules and regulations as posted in the club sport, student and faculty handbooks.
- Club Sport Definition: Club teams consist of Whitman students, faculty and staff. Each club team must compete inter-collegiately or in outside competitions.
- Rosters, schedules, faculty/staff contact, waivers, and declarations of a traditional season are required at the beginning of each semester. Failure to adhere to the above requirements may result in loss of funding for that semester.
- There will be a mandatory captains' meeting at the beginning of each academic year when the aforementioned materials will be distributed.
- All participants will sign a player liability waiver and player contract.
- A Club Sport Manager (CSM) will be present at most home events. The CSM will provide assistance for home events and has the authority to amend activities if deemed unsafe.
- There will be a "zero tolerance" policy for alcohol use both at the site of home and away events and in vehicles traveling to and from events. This means that the group may lose club sport status and funding immediately.
- All injuries, assessments, health concerns and other related issues are to be directed to the Student Health Center: 11 Merriam Street, Walla Walla, 99362, Phone: (509) 527-5281
    - In an emergency: Call 9-1-1
    - See appendix L for field specific Emergency Action Plans

Seasons

- There will be a mandatory meeting for all club presidents/captains during the second week of each semester.
- Each club must declare a primary season at the fall meeting
- Rosters, game and practice schedules, recommendation of primary coach/chaperone are due during the meeting. If competition and practice only takes place during one semester, captains are still required to attend both meetings but the information only needs to be submitted at the meeting for the sport's season.
- Field space priority will be given to teams in their primary season.

Travel

- Teams will have a Coach/Chaperone with them on all trips away from Whitman (see Coach/Chaperone policies).
- It is preferred that the team travels in college or rented vehicles rather than personal vehicles.
- If personal vehicles are taken, all members (drivers and passengers) must fill out Alternative Transportation Waiver (Appendix D).
- Only college certified drivers may drive college vehicles.
- No alcohol will be consumed while on Whitman sponsored trips.
- Students are reminded that they are representing Whitman College and should act accordingly.
- All teams traveling are expected to recommend a Coach/Chaperone and submit a roster, itinerary, mode of transportation, emergency contact number and all relevant forms/waivers to the Club Sport Committee by its weekly meeting prior to the event.
- Teams that will be traveling out of the country (i.e. Canada) are required to complete paperwork through the Study Abroad Office and the Dean of Faculty's Office.
- Failure to adhere to these policies may result loss of reimbursement for that competition and possible further consequences if deemed necessary by the Club Sport Committee.

Club Sport Committee

- Comprised of: Club Sport Director, Game Management Coordinator, Club Sport Intern, Club Sport Student Representative(s), ASWC Representative, Student Activities Representative.
- Weekly meetings involve: Club Sport Director, Club Sport Coordinator and Club Sport Intern.
  1. Discuss previous competitions.
  2. Discuss upcoming competitions: what teams are on the road, at home, who is covering events as Club Sport Manager, etc.
  3. Discuss any other relevant Club Sport issues.
  4. Captains are encouraged to come to this meeting if they have questions or concerns about their sport or club sports in general.

  Bi-weekly meetings will include Club Sport Representatives.
- Monthly meetings comprised of the entire committee:
  1. First Wednesday of every month.
  2. An agenda will be set during the weekly meeting, but other members are encouraged to suggest topics.
- Club Sport Student Representatives: elected for a service of two years, with one being elected each year as to maintain one with seniority status and one with junior status at all times.

Club Sport Manager

- The role of the Club Sport Manager is to manage on-campus club sport events. This role is filled by a member of the Club Sport Committee or assigned by the Club Sport Director.
- CSM will meet regularly with the Director of Club Sports to communicate about issues pertaining to home event management.
- CSM will be present at most home club sport events.
- CSM will arrive prior to the start of the event and make contact with the "captain" or "coach" from each squad.
- CSM will be responsible for appropriate fan and participant conduct. In the event the CSM's direction is not followed, CSM may call Whitman Security for assistance.
- CSM will act as a first responder when appropriate. If more assistance is needed, CSM will contact Whitman Security or Emergency Services.
- CSM will monitor cleanliness at the event.
- In the event of a home tournament, CSM will act as a "floater" from competition to competition and assist as needed.
- CSM will provide regular updates on home event management to the Director of Club Sports.
- CSM will perform other duties as assigned by the Director of Club Sports.

Coach/Chaperone (C/C)

- Must be 25 OR an employee of Whitman College.
- Must sign C/C contract.(Appendix B)
- If not already employed by the college, must submit to a background check and be set up with the Office of Human Resources in order to be paid.
    - Club Sports coaches fund will pay for a maximum of 2 background checks for each team when necessary. If more are required, the team will pay for the background check ($50).
- This person is expected to enforce Whitman and Club Sport specific policies while serving as chaperone. It is understood that this person is in charge of and responsible for the group, and should take all measures necessary to keep the athletes safe.
- This person is expected to meet with the Club Sports Committee before the team's first away competition.
- Chaperones will be paid $100 per day for travel/competition away from campus. Other compensation must be approved by the athletic director in consultation with the provost and club sport director.
- Traditionally, club sport coaches have been volunteer positions.
- Team can have a different chaperone for different events as long as they meet all requirements and the CSC is notified of the new person with sufficient time to complete all necessary tasks with the new chaperone.
- C/C may be proposed by club sport captains/teams and will be appointed by the athletic director in consultation with the provost and club sport director.
- C/C is expected to uphold the policies and procedures and is responsible to the Club Sport Director.
- Final approval of any C/C traveling with any team rests with the Athletic Director in consultation with the Club Sport Director and the Club leadership.

Missed Class Procedure

- Absences for club sports are not excused. Many professors will give allowances if approached in a timely and respectful manner.
- Students should tell professors as soon as possible about potential scheduling conflicts.

Budget and Reimbursements

Requirements

- Budget request forms will be due by April 15.
- Budget allocations will be announced May 1 after review by the Club Sport Committee and approval from the Club Sport Director.
- Reimbursement forms should be turned in during the week immediately following competition.
- No team will receive more than 15% of the total budget. Exceptions may be made due to extraordinary circumstances, such as a sport shifting from varsity to club status.
- ASWC will not hear contingency requests.
- There is a CSC contingency fund which any club may apply for if they need extra funding (i.e.: travel to nationals, invitation to end of season tournament).
- Reimbursement priorities:
    - Registration and league fees
    - Practice fees (i.e.: ice time, lift tickets)
    - Travel – should be run through Whitman Credit Card
        - Whitman Vehicles
        - Rental vehicles
        - Personal vehicles
        - If flights involved, must be pre approved
    - Lodging – should be run through Whitman Credit Card
        - Home stays encouraged
        - Campgrounds, hostels, churches
        - If hotel required, must be pre approved
    - Uniforms – to be reused and passed down within the team
    - Other fees
        - Balls, safety equipment, field paint

Process

- Reimbursement forms are found at http://www.whitman.edu/content/athletics/club-sports/formsresources
    - One form per person per trip.
    - Turned in week following competition to Club Sport Office in Sherwood.
    - Turn in during Club Sport office hours.
    - Receipts are required for reimbursement.
- Please see appendix E for a sample budget template.

Spending Guidelines

- No personal items.
- All equipment/uniform purchases are to be team apparel that will remain with the team: no personal apparel, sweatshirts, t-shirts (unless the t-shirt is the uniform) allowed.
    - If the uniform is something not easily/comfortably passed from student to student (i.e.: fitted shorts/skirts, cycling jerseys, uniform socks etc), they may be given to a student with the expectation that it will be used by that student for the duration of their career at Whitman and will not be replaced within their tenure at Whitman.
- Travel: gas receipts/mileage, rental cars, plane tickets, hotel rooms.
    - Please keep in mind that teams have limited budgets, use discretion in number of hotel rooms, people in vehicles etc.
    - Up to 1 air trip may be funded per regular season (including nationals) – must be preapproved.
    - Keep where you park in mind to use your budget efficiently.
    - Home stays, hostels, campgrounds, etc. are encouraged. With hotels, use common sense and be frugal.
- Practice fees: ice fees, lift tickets etc.
- League and tournament registrations (consider having players pay individual participant portion league dues).
- Competition fees: site use (where applicable), referees/judges.
- Team equipment, must be within reason and available to all (i.e.: balls, goals, practice blockers etc.
    - No personal playing gear (helmets, sticks, pads etc) except in extenuating circumstances which must be approved by the CSC (i.e.: your team doesn't have a goalie and needs to be able to rotate players in the position and thus needs team goalie gear), players are expected to provide their own equipment.
- No alcohol.
- Food is a low priority item for reimbursement except when it is part of a league requirement to feed the visiting team. Exceptions may be made. Please present any request to the CSC in advance.
- If there are questions concerning appropriate spending, please ask the CSC for approval before making purchases.

Fundraising

- Teams are encouraged to fundraise to supplement their budgets.
- All funds raised MUST be run through the SSRA department.
- No use of personal or team savings or checking accounts.
- Gifts given to donors are to be in accordance with the guidelines presented by the development office. These guidelines are identified in Appendix K.
- Thank your donors promptly and appropriately.
- If you have questions regarding fundraising please talk to the club sports director BEFORE the fundraising occurs.

- If you do fundraise, the team must put together a rationale for the project. The team must meet with the Club Sport Committee and gain approval from the Club Sport Director prior to the fundraising activity.

Sponsorship

- The primary use of sponsorship money is for travel.

Hazing

Club Sports teams must comply with the Whitman College policy regarding hazing. Hazing is any activity of a physical or psychological nature that is degrading or humiliating to another person. Please refer to pages 80-82 of the Student Handbook for Whitman's complete hazing policy. If you have any questions contact the Dean of Students Office or www.hazingprevention.org.

Facility Scheduling Procedures

- Check staff directory page for scheduling contact information
- Priority of scheduling:
  - SSRA Class (faculty handbook mandates no class between 4-7pm)
  - Varsity
  - Club Sports
  - Intramurals
  - Miscellaneous requests (non-Whitman team working with department)
- Sherwood Scheduling
  - Michelle Ferenz
- Field Space
  - Tim Morris
- Baker Fergusen Fitness Center
  - Michelle Hanford
- Paul Harvey Pool
  - Jenn Blomme
- Priority will be given to teams in their primary season.
- Master schedules will be posted on the Club Sport bulletin board.
- Please read the Field Use Recommendations in Appendix I for guidelines to keep our fields in good condition.

New Sport Recognition Process

- The team will go through ASWC during its first year to display commitment and viability.
- All members must still sign all liability waivers and player contracts and turn them in to the Club Sport Office.
- The club will apply for club sport status and a club sport budget during the next budget cycle.
- The club sport committee will decide if club sport status should be granted.

Budget Manager: Alpine and Nordic Ski Teams

This position is funded by the college for the 2009-10 season only. The purpose is to help with the transition of the ski program from varsity to club sport status. This person shall be named by the athletic director in consultation with the provost. The budget manager has final authority on all ski budget expenditures and reports to the Club Sport Director under the guidance of the athletic director and provost.

Appendix A

Whitman College Club Sports Player Contract

I hereby verify that I have read and will comply with the following regulations for team travel:

- I will not consume alcohol on any Club Sport sponsored trip away from Whitman College campus.
- I will not consume alcohol at the site of any Club Sport competition.
- I will obey all laws and regulations as they are written for the jurisdiction we are in.
- When Driving I will obey all the traffic and HWY rules and speed limits.
- When the team stays overnight in business hotels, I will be in my assigned room each night.
- I will follow the directives of the coach or adult chaperone during that trip.
- I will follow the directives of any persons of authority for the locations we are in, such as hotel, restaurant or other business managers.

I understand that I am a representative of Whitman College and as such am expected to follow these regulations for the duration of all team trips. I also understand that failure to follow these regulations can result in my suspension from the sport I am participating in. The duration of suspension is at the discretion of the team coach, team faculty advisor, and the Club Sports Advisory Committee.

Signature_____ Date_____

Printed Name_____

Appendix B

Whitman College Club Sports Coach/Chaperone Contract

I hereby verify that I have read and will fulfill the following responsibilities that I will be asked to perform as a Club Sport chaperone:

- I will meet with the Athletic Director or another member of the Club Sports Committee before my team's first road trip.
- I will confer with Club Sports Committee in accordance with travel policy and procedures.
- I will enforce all travel policies and procedures as set by the Club Sports Committee as I recognize that I am in the position of authority and responsibility for all Club Sports trips which I chaperone/coach.
- I will follow all the Whitman Vehicle Rules when using Whitman vans.
- I will ensure that any student who embarks on a road trip will also have transportation back home.

I understand that I am a representative of Whitman College and as such am expected to fulfill my responsibilities as a Club Sport Chaperone.

Signature_____ Date_____

Printed Name_____

Appendix C

WHITMAN COLLEGE
Intramural and Club Sports
Health Statement and Liability Waiver

Intramural and club sport participation involves activities which are, by their nature, physically demanding. Therefore, all participants must be free of medical or physical conditions, which might create undue risk to themselves or others who depend upon them. If there is any doubt whatsoever about your ability to safely participate in this activity, you should have a physical examination by a physician. We may also require a physician's consent as a precondition for participation depending on the information provided.

Please list any physical disabilities, conditions, past injuries or any other physical limitations that you have which could limit your participation in any way: _____

Please list any allergies or medical alert information: _____

Person to contact in case of emergency (include name and phone number): _____

The undersigned herewith formally acknowledges and declares the following:

I understand that participation in Intramural and/or Club Sports at Whitman College may result in injury/illness, permanent physical or mental impairment or even death. These injuries may be minor or may be career or life threatening. I understand that Whitman College cannot be held responsible for any injuries or conditions that may be caused by the actions of other athletes or teams. I understand and agree that situations may arise during these activities, which may be beyond the control of coaches or other participants. I release, forever discharge and agree not to sue Whitman College, Board of Trustees, administrators, employees, or other participants. I hereby waive all such claims, which I have now or may hereafter have against the above name organizations or persons, however caused. ____ (initial)
I agree that it is my sole responsibility to be familiar with the physical and/or mental demands associated with the above named activities. With these demands in mind, I have no physical or medical condition which, to my knowledge, would endanger myself or others if I participate in this event, or would interfere with my ability to participate. I also agree to abide by any established rules or regulations while participating. ____(initial)
I understand that there are certain inherent risks involved in participating in intercollegiate athletics. I acknowledge the fact that these risks exist and I am willing to assume responsibility for any and all such risks while participating in Intramural and/or Club Sports at Whitman College. I also agree to the following:

1. Voluntarily assume all risks associated with my participation in these activities. ____ (initial)
2. I accept that Whitman College and its personnel are not to be held responsible for any pre-existing medical condition(s) that I may have. ____ (initial)
3. I understand that I must wear the proper equipment as dictated by the rules of the sport. I may also have to wear padding or braces as indicated by medical personnel. Failure to do so may put me at risk for further injury. ____ (initial)

I HAVE READ, UNDERSTAND AND VOLUNTARILY AGREED TO THE ABOVE STATEMENTS

Printed Name _____

Signature _____

Sport(s) _____

Date(s) _____

Parent/Guardian Signature (if under 18 years of age) _____

Date _____

Club Sports Addendum

As a member of a club sport team at Whitman College, I understand:

1. the requirement for an annual medical examination prior to my participation in club sports
2. the Washington State Laws regarding the use of alcoholic beverages
3. that no alcoholic beverages are to be transported or consumed in College vehicles
4. the need to pass the Whitman Van Driver Certification course prior to operating a college vehicle or other rented 15-passenger van
5. that I must gain clearance from my doctor after a major injury before I resume practice and competition

I HAVE READ, UNDERSTAND AND VOLUNTARILY AGREED TO THE ABOVE STATEMENTS

Printed Name _____

Signature _____

Sport(s) _____

Date(s) _____

Parent/Guardian Signature (if under 18 years of age) _____

Date _____

I have accepted the risk of participation in all activities related to my Club Sport participation and acknowledge that I:

( ) am covered by the Whitman College Accident and Sickness Medical Expense Plan

OR

( ) am covered by an independent accident/illness health insurance policy

Appendix D

Whitman College - Walla Walla, Washington 99362
Alternative Transportation - Liability Waiver

Driver

I voluntarily choose to drive a vehicle of my own procurement instead of traveling in college-provided transportation to the following event/competition/practice: _____ for the following dates: _____. I represent that I understand the rules of the road in each state I will be traveling through and agree to abide by them in every particular. All persons in the vehicle I operate will wear seatbelts. I carry at least the legally mandated minimum amounts of liability insurance for my vehicle, and I understand and agree my personal auto insurance will apply for any accidents/injuries that might be incurred. I agree that I am not acting as an agent, express or implied, on behalf of Whitman College, its board of trustees, administrators, employees, assigns or other agents (hereinafter "Releasees") and expressly warrant that I will make no representations to the contrary to any third party. Furthermore, I release Releasees from any liability and responsibility for injury, death, property damage, or other damages, costs, or expenses howsoever incurred that I may suffer as a result of transporting myself to and from the Event. Also, I agree to hold harmless and defend Whitman College from and against any and all claims, actions, causes of actions, demands, liabilities, losses, costs, damages or expenses of whatsoever kind or nature, including attorney's fees-whether occasioned in whole or in part by the negligent acts, errors, or omissions or Releasees-sustained or allegedly sustained by any third party in the course of my providing transportation or otherwise related to my providing transportation.

Driver's Name (printed) _____ Address/Telephone _____
Driver's Signature _____

Passengers

I am voluntarily choosing to ride in the above-named driver's vehicle (hereinafter "Alternative Transportation"). I release and discharge Whitman College, its board of trustees, administrators, employees, assigns or other agents (hereinafter "Releasees") from any and all liability and responsibility for injury, death, property damage, or other damages, costs, or expenses howsoever incurred that I may suffer as a result of the Alternative Transportation. Also, I agree to hold harmless and defend Whitman College from and against any and all claims, actions, causes of actions, demands, liabilities, losses, costs, damages or expenses of whatsoever kind or nature, including attorney's fees-whether occasioned in whole or in part by the negligent acts, errors, OJ; omissions or Releasees-sustained or allegedly sustained by any third party or myself in the course of the Alternative Transportation. Further, I agree to wear a seatbelt.

Passenger's Name (printed) _____ Address/Telephone _____
Passenger's Signature _____

Passenger's Name (printed) _____ Address/Telephone _____
Passenger's Signature _____

Passenger's Name (printed) _____ Address/Telephone _____
Passenger's Signature _____

NOTICE: THIS WAIVER IS A CONTRACT WITH LEGAL CONSEQUENCES. READ IT CAREFULLY BEFORE SIGNING! YOU WILL RELINQUISH LEGAL RIGHTS OTHERWISE ACCRUING TO YOUR BENEFIT BY OPERATION OF LAW.
(07/03)

Appendix E

Sample Budget Request Form

Sport: _____

Number of players (used for individual fees calculations): _____

Event Travel Budget (Games, Tournaments, Etc.):

Event Name/Location	Vehicle Rental Cost	Gas cost	Entrance/Event Fee	Event total
				0
				0
				0
				0
				0
				0
				0
				0
			Travel Total	0

League Fees/Dues:

Conference Team Fees	Conference Individual Fees TOTAL	National Team Fees	National Individual Fees TOTAL	Ref Fees (if separate from dues)	League Dues Total
					0

Uniforms:

Jerseys	Socks	Shorts	Other (please note)	Uniform total
				0

Other Expenses:

Item	Cost per item	# of items	Item Total Cost
			0
			0
			0
			0
			0
			0
			0
			0
			0
		Total Other	0

TOTAL BUDGET REQUEST (Travel + Fees/Dues +Uniforms + Other): _____

Appendix F

Club Sports Roster Template

Sport: _____ **Season/Year: _____**

Player Name	Email Address	Class Year	Leadership Position

Appendix G

Game/Tournament Schedule Template

Sport: _____ **Season: _____**

Event	Date and/or Time	Home/Away	Location /Field	Opponent(s)

Appendix H

Reimbursement Forms

Who * What * When * Where * Why

Club Sports
Travel/Food Reimbursement Form

1. Please complete every line.
2. Tape all receipts to a full page or on back. Staple full-page receipts.
3. Use ONE form for each trip.
4. Please sign below.
5. Turn in completed forms at the Sherwood Center Office. There is a tray on the counter.

Who is the person requesting reimbursement:
(Sign below)

Whitman ID # : Amount: $

Name for check to be made out to:

Number of people the receipts represent:
(How many people traveled or ate food?)

What Club Sport:

When Travel/Food Began:

End Date of Travel/Food:

Where you Traveled or bought Food:

Why you Traveled or bought Food:
(ex. Team event, Nationals, Team dinner)

Alternate address for mailing:

By my signature below I certify that to the best of my knowledge:

1. The expenses detailed above have not been nor will not be reimbursed by any entity other than Whitman College.
2. The expenses detailed above were necessary to the business purposes of Whitman College and were appropriate and reasonable in nature.

Employee/Student Signature _____

Who * What * When * Where * Why

Supplies/Equipment Reimbursement Form

6. Please complete every line.
7. Tape receipt on back. Staple full-page receipts.
8. Use ONE form for each receipt.
9. Please sign below.
10. Turn in completed forms at the Sherwood Center Office. There is a tray on the counter.

Who is the person requesting reimbursement: (Sign below)

Whitman ID # : Amount: $

Name for check to be made out to:
Number of people the receipts represent: (How many people are using these Supplies/Equipment?)

What Club Sport:

Did you pay tax?	Yes	No
Why you purchased these Supplies/Equipment: (ex. Team event, Nationals)		
Alternate address for mailing:		

By my signature below I certify that to the best of my knowledge:

1. The expenses detailed above have not been nor will not be reimbursed by any entity other than Whitman College.
2. The expenses detailed above were necessary to the business purposes of Whitman College and were appropriate and reasonable in nature.

Employee/Student Signature _____

Appendix I

Whitman Athletic Field Use Recommendations
Varsity, Club, and IM

Overuse of athletic fields causes damage to new grass trying to grow. In order for damaged areas to grow grass extra seed, fertilizer, and water must be applied. In order to reduce these inputs the simple solution is to manage the way we use our fields.

Field use scheduling:

In order for the fields to remain in the best condition possible it is necessary for the grounds crew to be aware of its use so that they are able to plan accordingly

- Provide the grounds crew with a schedule of anticipated practices and games
- Notify the grounds crew of any changes at least 3 days in advance if possible

Use of Fields:

In order to be aware of how you are using the fields correct use is necessary

- Rotate where you play and practice, do drills outside of the main area of play. Game use wears out the middle oval and goal mouths of the fields.
- Pay attention to the flags the grounds crew places on the fields. Red means this area needs time to recover, green means this is a good place to practice.
- Reschedule games during and after heavy rain as it damages the grass
- Don't use the fields when they are frozen or frost is present as it damages the growing grass.

Equipment:

- Goals must be taken off the fields and locked away after practices. When they are left the goal mouth area becomes worn.
- Any trash or items that were not previously on the field must be removed or thrown away.

Gates:

- When utilizing fields with gates, lock them after use

Remember the fields are ours and we need to take care of them!

Appendix J

Specific Sport Information

Cycling
Conference affiliation:
Conference dues:
National affiliation:
National dues:
Ref association:
Coach:

Women's Lacrosse
Conference affiliation: Northwest Women's Lacrosse Association
Conference dues: Team: $1400
National affiliation: Women's Division Intercollegiate Association
National dues: Team: $300; Individual: $50/person
Referee: Team provides 2 certified refs ($50/certification), League fee pays refs
Coach: player-coach/Andrea Seymour

Men's Lacrosse
Conference affiliation: PNCLL
National affiliation: MCLA
National dues:
Referee: Handled by PNCLL

Alpine & Nordic Skiing
Conference affiliation:
Conference dues:
National affiliation: United States Collegiate Ski Association
National dues:
Ref association:

Women's Rugby
Conference affiliation:
Conference dues:
National affiliation:
National dues:
Ref association:

Men's Rugby
Conference affiliation:
Conference dues:
National affiliation:
National dues:
Ref association:

Tae Kwon Do
Conference affiliation: Kim's Tae Kwon Do Federation
Testing Fee: $75 /person

Track and Field
Conference affiliation:
Conference dues:
National affiliation:
National dues:
Ref association:

Ultimate Frisbee
Conference affiliation:
Conference dues:
National affiliation:
National dues:
Ref association:

Volleyball
Conference affiliation:
Conference dues:
National affiliation:
National dues:
Ref association:

Appendix K

Club Sport Handbook Synopsis

Club Sport Committee – Contact Information

Skip Molitor molitore@whitman.edu	Director of Club Sports 509.527.4970	Sherwood 207 509.301.8505
Tim Morris morristj@whitman.edu	Club Sports Admin. Support	Sherwood Office
Victoria Johnson johnsove@whitman.edu	Administrative Asst. SSRA 509.527.5921	Sherwood Office
Leann Adams adamsle@whitman.edu	Director of Student Activities 509.527.5367	Reid 202
Sam Sadeghi aswc_finance@whitman.edu	ASWC Finance Chair	Reid 210
Molly Blust Aswc_advocacy@whitman.edu	ASWC Athletics Advocate	Reid 210
TBD	Club Sport Student Representative	

Important Policy Notes

Whitman College Club Sports is the property of the college. The college reserves the right to review and approve/disapprove team names, colors, logos and other pertinent representations. Because the college funds club sport programs, participants are subject to Whitman College rules and regulations as posted in the club sport, student and faculty handbooks.

Scheduling

Sherwood – Michelle Ferenz	ferenzmk@whitman.edu	509.527.5271
Whitman Fields – Tim Morris	morristj@whitman.edu	248.467.4857
Baker Ferguson – Michele Hanford	hanformk@whitman.edu	509.527.5025
Paul Harvey Pool – Jenn Blomme	blommejb@whitman.edu	509.527.5287

(priority given to in-season team)

Travel Procedure

1. Must submit roster, chaperone, itinerary, mode of transportation, emergency contacts
2. Must have a coach or chaperone
3. preferred to take Whitman vehicle
4. personal vehicles allowed, all members must fill out Alternative Transportation Waiver (available from Skip Molitor or Victoria Johnson)
5. no alcohol on road trips

Reimbursement Procedures

1. Reimbursement forms are available through Skip Molitor, Tim Morris, Victoria Johnson, online, or on the Club Sport Bulletin Board in Sherwood
2. One form per person per trip
3. Turn in the week following competition
4. Receipts are required for reimbursements and must be taped to a piece of paper
5. All of the directions on the reimbursement form need to be followed
6. What can be reimbursed?
    - lodging, travel expense (gas, plane ticket, etc.), practice fees, league and tournament fees, referees, team equipment, food if necessary
7. What can't be reimbursed?
    - personal items, alcohol, personal uniforms

Fundraising Brian Dohe Memorial 125 527.4928 dohe@whitman.edu

- Teams are encouraged to fundraise to supplement their budget, but the funds must be run through the SSRA department
- No personal or team bank accounts, no gifts to donors (changes tax write-off)
- All fundraising funds need to be approved by the CSC with rationale/need

Coaches/Chaperones

- Must be 25 years of age or Whitman employee, first aid/CPR certified, and must meet with CSC before trip
- Coaches will be paid $100/day

Schedule of Meetings

- Club Sport Committee (or sub-committee) meets EVERY WEDNESDAY NOON REID 240
- Semester Club Sports Fall/Spring Meeting…MANDATORY FOR CLUB LEADERSHIP
- Email committee member to be put on meeting agenda

Start-Up Procedure Checklist

1. Team Roster
   - include coach or advisor, captain(s)
2. Player Contracts
3. Liability Waivers
4. Transportation Waivers

Becoming a Club Sport

- Apply to Club Sport Committee for club sport status
- Year #1 funds will be supplied through ASWC or Club Sport contingency fund
- Year #2 Club Sport status will be considered dependent on interest and stability

Appendix L

WHITMAN COLLEGE EMERGENCY ACTION PLAN

Introduction

Emergency situations may arise at anytime during athletic events. Expedient action must be taken in order to provide the best possible care to the athletes of emergency and/or life threatening conditions. The development and implementation of an emergency plan will help ensure that the best care will be provided.

Components of the Emergency Plan

There are three basic components of this plan:

1. Emergency personnel

2. Emergency communication

3. Emergency equipment

Emergency Plan Personnel

The first responder in some instances may be a coach or other institutional personnel. Certification in cardiopulmonary resuscitation (CPR), first aid, prevention of disease transmission, and emergency plan review is required for all athletics personnel associated with practices, competitions, skills instruction, and strength and conditioning.

The development of an emergency plan cannot be complete without the formation of an emergency team. The emergency team may consist of a number of healthcare providers including physicians; emergency medical technicians; coaches; managers; and possibly, bystanders. Roles of these individuals within the emergency team may vary depending on various factors such as the number of members of the team, the athletic venue itself, or other extenuating circumstances. There are four basic roles within the emergency team. The first and most important role is immediate care of the athlete. The most qualified individual on the scene should provide acute care in an emergency situation. Individuals with lower credentials should yield to those with more appropriate training. The second role, equipment retrieval, may be done by anyone on the emergency team who is familiar with the types and location of the specific equipment needed. Managers, and coaches are good choices for this role. The third role, EMS activation, may be necessary in situations where emergency transportation is not already present at the sporting event. This should be done as soon as the situation is deemed an emergency or a life-threatening situation. Time is the most critical factor under emergency conditions. Activating the EMS system may be done by anyone on the team. However, the person chosen for this duty should be someone who is calm under pressure and who communicates well over the telephone. This person should also be familiar with the location and address of the sporting event. After EMS has been activated, the fourth role in the emergency team should be an individual who is responsible for meeting emergency medical personnel as they arrive at the site of the contest. Depending on the ease of access, this person should have keys to any locked gates or doors that may slow the arrival of medical personnel. A manager, or coach may be appropriate for this role.

Roles within the Emergency Team

1. Immediate care of the athlete
2. Emergency equipment retrieval
3. Activation of the Emergency Medical System
4. Direction of EMS to scene

Activating the EMS System

Making the Call:
· 9-1-1 (if available)
· telephone numbers for local police, fire department, and ambulance service

Providing Information:
· name, address, telephone number of the caller
· number of athletes
· condition of athlete(s)
· first aid treatment initiated by first responder
· specific directions as needed to locate the emergency scene
· other information as requested by dispatcher

When forming the emergency team, it is important to adapt the team to each situation or sport. It may be advantageous to have more than one individual assigned to each role. This allows the emergency team to function although certain members may not always be present.

Emergency Communication

Communication is the key to quick delivery of emergency care in athletic trauma situations. Athletic trainers and emergency medical personnel must work together to provide the best possible care to injured athletes. Communication prior to the event is a good way to establish boundaries and to build rapport between both groups of professionals. If emergency medical transportation is not available on site during a particular sporting event then direct communication with the emergency medical system at the time of injury or illness is necessary. Access to a working telephone or other telecommunications device, whether fixed or mobile, should be assured. The communications system should be checked prior to each practice or competition to ensure proper working order. A back-up communications plan should be in effect should there be failure of the primary communication system. The most common method of communication is a public telephone. However, a cellular telephone is preferred if available. At any athletic venue, whether home or away, it is important to know the location of a workable telephone. Pre-arranged access to the telephone should be established if it is not easily accessible.

Emergency Equipment

All necessary emergency equipment should be at the site and quickly accessible. Personnel should be familiar with the function and operation of each type of emergency equipment. Equipment should be in good operating condition, and personnel must be trained in advance to use it properly. Emergency equipment should be checked on a regular basis and its use rehearsed by emergency personnel. The emergency equipment available should be appropriate for the level of training of the emergency medical providers.

It is important to know the proper way to care for and store equipment as well. Equipment should be stored in a clean and environmentally controlled area. It should be readily available when emergency situations arise.

Transportation

Emphasis is placed at having an ambulance on site at high risk sporting events. EMS response time is additionally factored in when determining on site ambulance coverage. Ambulances are typically not on site for athletic competitions. In the event of an ambulance evacuation there should be a cleared route for entering/exiting the venue.

In the emergency evaluation, the primary survey assists the emergency care provider in identifying emergencies requiring critical intervention and in determining transport decisions. In an emergency situation, the athlete should be transported by ambulance, where the necessary staff and equipment is available to deliver appropriate care. Emergency care providers should refrain from transporting unstable athletes in inappropriate vehicles. Care must be taken to ensure the activity areas remain supervised should the emergency care provider leave the site in transporting the athlete.

Conclusion

The importance of being properly prepared when athletic emergencies arise cannot be stressed enough. An athlete's survival may hinge on how well trained and prepared athletic healthcare providers are. It is prudent to invest athletic department "ownership" in the emergency plan by involving the athletic administration and sport coaches as well as sports medicine personnel. The emergency plan should be reviewed at least once a year with all athletic personnel, along with CPR and refresher training. Through development and implementation of the emergency plan, Whitman College helps ensure that the athlete will have the best care provided when an emergency situation does arise.

Acknowledgement

The following emergency plan template was developed by Ron Courson, Director of Sports Medicine, University of Georgia and the University of Georgia Sports Medicine Staff. This document follows the recommendations of individualized emergency plans for all athletics activities as noted in Section 11 of the NCAA Sports Medicine Handbook Guideline No. 1-A. Special acknowledgement to Scott G. Spernoga, ATC-L, for his assistance in the development of this document

EMERGENCY ACTION PLAN
Ankeny Field

1. EMERGENCY PERSONNEL
    a. Personal may include coaches, managers, emergency medical technicians, and possibly, bystanders.

2. EMERGENCY COMMUNICATION
    a. Fixed telephone lines are available in the Athletic Training Room and Athletic Training Room office. A third line is available down the hall at the fitness center desk
    b. Cellular phones may also be used by emergency personnel if available.

3. ROLE OF FIRST RESPONDERS
    a. Immediate care for the injured or ill student athlete.
    b. Emergency equipment retrieval.
    c. Activate emergency medical system (EMS); Call 9-1-1
        i. Provide name, address, and phone number.
        ii. Number of individuals injured.
        iii. Condition of the injured.
        iv. Care being given to the injured.
        v. Specific directions.
        vi. Other information as requested.
    d. Direct EMS to the scene.
    e. Open ramp doors.
    f. Designate individual to meet EMS (at top of the ramp on Park Street) and direct them to the scene.
    g. Scene control: limit scene to first-aid providers and move bystanders away from area.
4. LOCATION
    Ankeney Field is located (need to add directions)

EMERGENCY PHONE NUMBERS

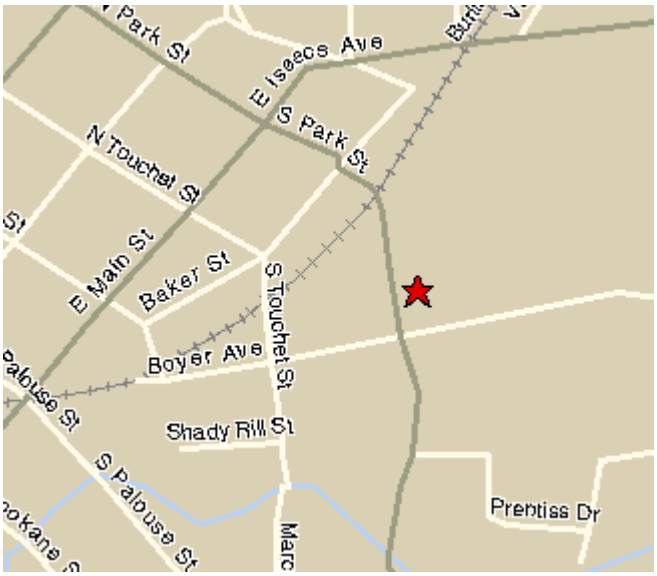
Emergency Medical System	9-9-1-1
St. Mary's Medical Center	525-3320
Campus Security	X 5777
Student Health Center	X 5281
Counseling Center	X 5195
Dean Snider, Director of Athletics	522-6696 (home) X 5288 (office) 301-8501 (cell)

EMERGENCY ACTION PLAN
SHERWOOD CENTER – MAIN GYMNASIUM

5. EMERGENCY PERSONNEL
    a. Personal may include coaches, managers, emergency medical technicians, and possibly, bystanders.

6. EMERGENCY COMMUNICATION
    a. Fixed telephone lines are available in the Athletic Training Room and Athletic Training Room office. A third line is available down the hall at the fitness center desk
    b. Cellular phones may also be used by emergency personnel if available.

7. ROLE OF FIRST RESPONDERS
    a. Immediate care for the injured or ill student athlete.
    b. Emergency equipment retrieval.
    c. Activate emergency medical system (EMS); Call 9-1-1
        i. Provide name, address, and phone number.
        ii. Number of individuals injured.
        iii. Condition of the injured.
        iv. Care being given to the injured.
        v. Specific directions.
        vi. Other information as requested.
    d. Direct EMS to the scene.
    e. Open ramp doors.
    f. Designate individual to meet EMS (at top of the ramp on Park Street) and direct them to the scene.
    g. Scene control: limit scene to first-aid providers and move bystanders away from area.



8. LOCATION
The Sherwood Athletic Center is located on the corner of N. Park Street and Boyer Avenue. The Main Gymnasium is most easily accessed via the ramp doors located on the northwest corner of the building. From Park Street the ramp is located on the Harper Joy Theater side of the building. The physical address is: Sherwood Center, 47 S. Park, Walla Walla, WA 99362.

EMERGENCY PHONE NUMBERS

Emergency Medical System	9-9-1-1
St. Mary's Medical Center	525-3320
Campus Security	X 5777
Student Health Center	X 5281
Counseling Center	X 5195
Dean Snider, Director of Athletics	522-6696 (home) X 5288 (office) 301-8501 (cell)

EMERGENCY ACTION PLAN
WHITMAN COLLEGE SOCCER COMPLEX

1. EMERGENCY PERSONNEL
    a. Personnel may also include, coaches, managers, emergency medical technicians, and possibly, bystanders.

2. EMERGENCY COMMUNICATION
    a. A fixed telephone line is available in the storage and restroom facility on the west side of the game field. The line is located in the storage area.
    b. Cellular phones may also be used by emergency personnel if available.

3. ROLE OF FIRST RESPONDERS
    a. Immediate care for the injured or ill student athlete.
    b. Emergency equipment retrieval.
    c. Activate emergency medical system (EMS); Call 9-1-1
        i. Provide name, address, and phone number.
        ii. Number of individuals injured.
        iii. Condition of the injured.
        iv. Care being given to the injured.
        v. Specific directions.
        vi. Other information as requested.
    d. Direct EMS to the scene.
    e. Make sure gate at the top of the parking lot (south end) is unlocked. Head Coaches and certified athletic trainers will have keys to this gate. Clear a path through the parking lot and spectators at the southwest corner of the field to allow the ambulance to drive on to the field.
    f. Designate individual to meet EMS (at the top of the driveway on Sumach Street). Direct the ambulance down the ramp and to the game field.
    g. Scene control: limit scene to first-aid providers and move bystanders away from area.

4. LOCATION
The Whitman College Soccer Complex is located on the north side of the intersection of Penrose and Sumach Avenues. Emergency personnel should come down the driveway at the north end of Penrose. The game field is located on the right, two practice fields to the left. The physical address of the Soccer Complex is: 959 E. Sumach Avenue, Walla Walla, WA 99362

EMERGENCY PHONE NUMBERS

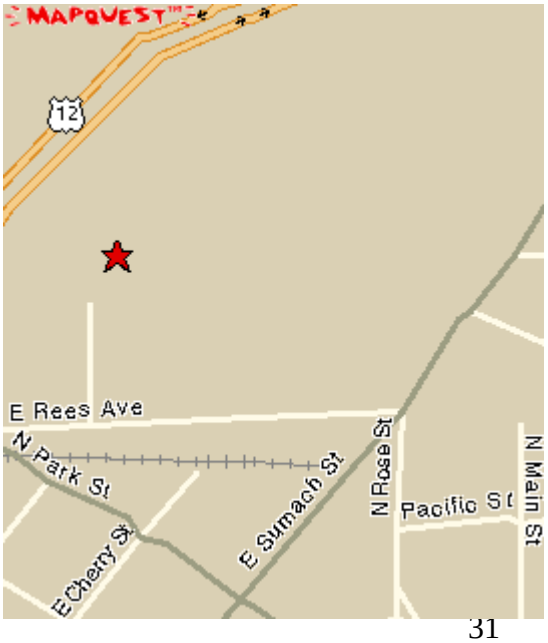
Emergency Medical System	9-9-1-1
St. Mary's Medical Center	525-3320
Campus Security	X 5777
Student Health Center	X 5281
Counseling Center	X 5195
Dean Snider, Director of Athletics	522-6696 (home) X 5288 (office) 301-8501 (cell)
Larry Malott, Head Groundskeeper	541-938-4386 (home)

Emergency Action Plan
Martin Field

1. EMERGENCY PERSONNEL
    a. Personnel may also include coaches, managers, emergency medical technicians, and possibly, bystanders.

2. EMERGENCY COMMUNICATION
    a. A fixed telephone line is available in the groundskeeper's office in the southwest corner of the stadium.
    b. Cellular phones may also be used by emergency personnel if available.

3. ROLE OF FIRST RESPONDERS
    a. Immediate care for the injured or ill student athlete.
    b. Emergency equipment retrieval.
    c. Activate emergency medical system (EMS); Call 9-1-1
        i. Provide name, address, and phone number.
        ii. Number of individuals injured.
        iii. Condition of the injured.
        iv. Care being given to the injured.
        v. Specific directions.
        vi. Other information as requested.
    d. Direct EMS to the scene.
    e. Make sure gate on the west side of the stadium and right field fence are open (top of the ramp, adjacent to the concession and restroom building) – groundskeepers (Tim Duncan or Brian Richard) have keys.
    f. Designate individual to meet EMS (in the parking lot at the south end of the stadium). Direct the ambulance along the road adjacent to Martin Track (Par 72 Drive) and up the ramp at the west side of the stadium.
    g. Scene control: limit scene to first-aid providers and move bystanders away from area.



4. LOCATION
Martin Field is located at the end of Rees Avenue and Highway 12.

EMERGENCY PHONE NUMBERS

Emergency Medical System	9-9-1-1
St. Mary's Medical Center	525-3320
Campus Security	X 5777
Student Health Center	X 5281
Counseling Center	X 5195