

Pacific Lutheran University





MANUAL PURPOSE

This club sports manual has been prepared to assist clubs in the administration of their programs. Every club officer and coach should be familiar with the contents of this handbook as the success of your organization depends on it.

DEFINITION

Club Sports are student run organizations that arrange activities of a competitive nature involving physical exertion and skill that is governed by a set of rules or customs. Club Sports routinely compete in tournaments or games against other teams or individuals from other colleges, universities or like organizations. League play and national/regional competition is encouraged.

Club Sports are composed of primarily undergraduate students formed so that participants in each sport can learn new skills, improve existing skills, engage in competition, and enjoy recreational and social fellowship. Club Officers are afforded a valuable learning experience through the organization and administration of the club sport activity, including budgeting, scheduling, coordinating travel arrangements, and communicating with peers and advisors to ensure the club's operating success. **The key to the success of this program and each club is student leadership, interest, involvement and participation.**

PLU PHILOSOPHY STATEMENT

A club sport is a **student organization** designed to serve individual interests. These interests can be competitive, recreational or instructional. Clubs compete with other clubs and organizations, but are not a varsity sport. Sport clubs differ in that they are responsible for their own expenses. Financial commitments are met primarily through student sponsored fund-raising events. Clubs also vary in focus and programming since the members are active participants in the leadership, responsibility, and decision making of club activities. Club members are responsible for recruiting new members, establishing club dues, and planning activities.

We place the highest priority on the overall quality of the educational experience and on the successful completion of all students' academic programs. We seek to establish and maintain an environment in which a student-athlete's athletic activities are conducted as an integral part of their educational experience. We also seek to establish and maintain an environment that values cultural diversity and gender equity among the student-athletes and athletics staff.



MISSION

PLU Sport Clubs Program provides students the opportunity to participate in competitive sport club against other intercollegiate teams as a means to enhance their collegiate experience and provide a vehicle for a well-rounded education through physical, social, and leadership development.

THE MISSION OF PACIFIC LUTHERAN UNIVERSITY:

“To educate students for lives of thoughtful inquiry, service, leadership and care – for other persons, for their communities and for the earth.”

CLUB SPORT MEMBERSHIP

Membership in the Sport Club Program provides student organizations with direct access to a variety of services offered through the Department of Recreational Sports. The PLU Recreations Coordinator serves as advisors to clubs with their day-to-day operations, special events, budgeting, scheduling, promotional advice, and ensures a safe and responsible experience.

The Club Sport program consists of the following REGISTERED clubs:

- Men’s Ultimate Frisbee
- Women’s Ultimate Frisbee
- Men’s Lacrosse
- Women’s Lacrosse
- Men’s Rowing



CLUB SPORTS CATEGORIES

At the present time, there are three potential levels of club sports at Pacific Lutheran University available. These three categories are determined by a variety of factors including but not limited to longevity of the club, compensation for the coach, the existence of a varsity level program at the university.

CLUB SPORT CATEGORY SYSTEM

CATEGORY A- Highly competitive clubs (M. Ultimate/W. Ultimate/ M. Lacrosse/ W. Lacrosse/ M. Rowing)

This category includes those clubs that have been established for a long period of time with consistent participation. These sports have competed successfully each year, and wish to remain at this competitive level. This category of club provides a paid head coach.

Benefits:

- Inclusion in Campus Recreation marketing efforts such as the Club Sport website, Facebook & twitter updates, bulletin board & video board announcements
- Opportunity to request 2 hours use of University Athletic/Recreation Facilities 4 days a week for practices.
- Opportunity to request the use of University Athletic/Recreation Facilities for 6 home events during your championship season.
- Opportunity to request the use of University Athletic/Recreation Facilities for 2 home events during your non-championship season.
- Opportunity to request the use of University rooms for meetings
- Opportunity to request travel outside of the University

Requirements:

- Must hire a University employed coach that has been interviewed and approved by the Coordinator of Recreations
- At least 2 members of the Club Sport must be CPR/AED and First Aid certified.
- Each participant must sign a Waiver of Liability, be cleared academically & be cleared by PLU Health Center



CATEGORY B – COMPETITIVE ON CAMPUS CLUB

This category includes those sports that are either in their nascent stages of sports and do not compete against other universities.

Benefits:

- Inclusion in Campus Recreation marketing efforts such as the Club Sport website, Club Sports Newsletter, Facebook & twitter updates, bulletin board & video board announcements
- Opportunity to request 2 hours use of University Athletic/ Recreation Facilities 2 days a week for practices
- Opportunity to request the use of PLU athletics conference room for meetings

Requirements:

- At least 2 members of the Club Sport must be CPR/AED and First Aid certified
- Each participant must sign a Waiver of Liability, provide the Recreations department with an updated transcript, and be cleared by the PLU Health Center



Probationary Status

Benefits:

- Inclusion in Campus Recreation marketing efforts such as the Club Sport website, Facebook & twitter updates, bulletin board & video board announcements
- Opportunity to request 2 hours use of University Athletic/ Recreation Facilities 2 days a week for practices
- Opportunity to request the use of University rooms for meetings
- Opportunity to request travel University
- Permission to use the University Club Sport Operating & Development financial systems

Requirements:

- At least 2 members of the Club Sport must be CPR/ AED and First Aid certified
- Each participant must sign a Waiver of Liability, provide the Recreations department with an updated transcript, and be cleared by the PLU Health Center

Self-sufficiency for one fiscal year without funding assistance from Campus Recreation or Pacific Lutheran University

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



REGISTRATION OF EXISTING CLUB

No club is guaranteed automatic renewal of its affiliation with the Club Sport program; the status of every club will be reviewed at the end of each academic year. To retain status, the following requirements must be met:

- 1) All appropriate forms were filed as directed at the specific time during the year.
- 2) Student interest in the club was demonstrated by a membership of at least 11 active members or
- 3) Compliance to the Pacific Lutheran University guidelines as outlined, including proper paperwork and bookkeeping with regards to club funds.
- 4) The club's purpose and activity continue to be consistent with the Pacific Lutheran University Campus Recreation purpose and philosophy.
- 5) Suitable facilities continue to be available for the club to meet and practice.
- 6) The Recreations Department continues to have the necessary resources to supervise the club and its activities.

Reasons for a current club not regaining desired status includes but is not limited to:

- Non-existent or ineffective student leadership
- Decline in student interest and support
- Demonstrated club mismanagement
- Inability to abide by the Pacific Lutheran University Athletics Department and Campus Recreation policies and procedures
- Purpose and goals no longer compatible with those of Campus Recreation
- Financial constraints that prevent support for the club
- Violation of facility policies
- Inadequate amount of space for sport/program

PLAYER MINIMUM ELIGIBILITY REQUIREMENTS INCLUDE:

The minimum eligibility for participation in a club sport practice or competition include:

1. Be a current PLU Student
2. Players must be fulltime students -12 undergraduate & 9 Graduate
3. Provide Recreations Department with an updated transcript (Grade Point Average of 2.0 or higher)
4. Be cleared by the PLU Health Center
5. Signed PLU online Club Sports liability waiver

ROSTERS

Team rosters should include each member's first name, last name, email address, and class year. All teams must turn in a tentative roster list in the fall. A final list should be submitted to the Recreations Department at the end of your club's season or each semester, if it is a multi-season sport. All members of your club's team roster that wish to participate in practices and/or competitions must completely fill out the Club Sports waiver, turn in a transcript, and be cleared by the PLU Health Center. If the person(s) does not turn in the waiver form, s/he will not be allowed to participate within any team practices and/or competitions. If your club fails to submit a roster by the announced deadline, your club will lose their facility reservation privileges.

CLUB SPORT GOALS

1. To provide healthy and creative competitive programs through activities meeting the needs of members of the university community.
2. To provide competent personnel and direction for programs and activities.
3. To provide an opportunity for development of student's leadership and management skills.
4. To promote leisure education and higher academic achievement.
5. To enrich social competence and develop group loyalty.

GOAL SETTING

In addition to a task list, develop a list of goals the club would like to accomplish over the year and develop a plan and timeline for how to successfully complete those goals together. An example is shown below:

- **Goal:**
For the 2014-2015 year, it is the goal of our sport club to maintain a year-long membership of 20 participants.
- **Steps to reach this goal:**
 - Contact all members of last year's club to see if they are still interested in participating. (September 30th) - Secretary
 - Market the club by using flyers, brochures and advertisements approved by the Sports & Special Programs Coordinator (October 21st) – Vice President
 - Establish an attendance requirement for those participants who wish to compete or travel. (All year) – President

EXPECTATIONS AND CONDUCT

The Sport Club Program offers a great opportunity for groups to excel at what they do best, compete! Club officers must assume the highest level of expectations to ensure success of their Sport Club and the Program.

All Sport Club Officers must adhere to the following expectations:

1. Communication: As a student organization, communication is vital to the success between the Sport Club Officers and members as well as the PLU Recreations Staff.
 - Communication also involves checking the club's mailbox and efficiently replying to weekly phone calls, email inquiries, club mailbox, and Member Interest Forms.
2. Read and understand the contents of Sport Club Handbook.
3. Attend all Sport Club trainings and meetings.
4. All student Sport Club members are eligible to hold office.
5. Submit all required forms on time and completed (forms not inclusive).
 - Term practice schedules
 - Game or event schedules
 - Travel itinerary (online form)
 - Purchase Request forms (online form)
6. Always ensure all club members are acting in proper conduct and professionalism as you are representing Pacific Lutheran University and the Department of Recreational Sports.
7. Ensure all Sport Club members been cleared by the Recreations Coordinator after they have completed the liability waiver/transcript/ and been cleared from the PLU Health Center.
8. Inform club members of policies, procedures, expectations, Code of Conduct, emergency procedures, and other regulations that must be followed.
9. Ensure club is compliant with policies, rules, and guidelines.
10. Club is compliant with local, regional, and/or national governing associations.
11. Assure all club financial accounts and budget obligations are met.
12. Arrange all facility reservations for club functions through the Recreations Coordinator.
13. For all club practices, games, or activities to occur an officer or coach must be present during the entire duration of the activity.
14. Inspect facilities prior to all practices, games, or activities for safety and maintenance needs.
15. Leave facilities at requested time with appropriate cleanup.
16. Equipment and supplies are returned cleaned and in "appropriate" condition.
17. Notify Recreations Department of all changes or updates to event schedule, practices, games, fundraising events, purchases, promotional materials, or any other club related activities.
18. During all Sport Club travel, officers must adhere to the following guidelines:
 - Travel Documents has been completed
 - Vehicles are inspected before leaving.
 - Obey and follow all vehicle laws.
 - All passengers have seat belts on at all times.
 - Cargo is safely stored.



COACH EXPECTATIONS

The role of coach is to work with the club's officers to achieve the short and long term goals of the organization. Coaches should endeavor to develop and improve the skills of the student athletes in the club. Coaches must allow and encourage the club's elected leaders to manage the club's regular activities. Due to the Sport Club Program's emphasis on student leadership, participation and development, the role of the coach is solely to coach/mentor and not to administrate.

COACHES ROLE

- Coaches develop and improve skills of club members
- Coaches ensure safe practices for all participants, which include the inspection of sport gear and the reporting of any hazardous facility conditions to the Recreations Department
- Coaches attend all games and practice
- Coaches promote good sportsmanship on and off the field

ELIGIBILITY OF A SPORT CLUB COACH

Interested individuals must have the necessary expertise within the sport.

HIRING COACH PROCESS

- Clubs will search for a suitable coach for their team.
- Coach needs to be approved by the club (officers/membership) along with the Recreations Coordinator.
- Coach will attend the mandatory Coach's Orientation Meeting.
- At the end of the season/year, the club, the coach, and the staff will review the coach's expectations for possible renewal of the relationship for the next school year.

Note: The Department of Recreational Sports has the right and obligation to protect the club by relieving any coach from their position if they are not deemed to be working in the best interest of the club. The dismissal of the coach is not subject to appeal.



CREDIT FOR CLUB SPORTS PARTICIPATION

Student-Athletes may register for PHED 250 “Directed Sports- (name of sport)” for 1 credit **ONE TIME** during their course of study at PLU. This credit is applicable to the four credit Physical Education requirement for graduation. Student-Athletes are encouraged to wait until after their freshman year to register for PHED 250. Student-Athletes need to register for PHED 250 during the semester of their sport participation and ***will not be awarded credit retroactively***. To register for PHED 250, notify your coach at the beginning of the semester and s/he will complete the registration for the course credit. The coach will receive a printout from the registrar’s office that verifies names of those enrolled for credit. If a student is listed on the printout but is not a member of your team, notify the Registrar’s Office. At the end of the semester, the registrar’s office will issue a grade sheet. Options for grading Directed Sports are P-Pass or F-Fail only.

PROPOSING A NEW CLUB SPORT REQUIREMENT

Any group wishing to be constituted, as a club sport must provide to the Recreation Coordinator the following:

1. Set up a consult with the Recreation Coordinator.
2. A written request for recognition.
3. If the Recreation Coordinator agrees that the proposed club is viable, then the founding members should hold an organizational meeting to attract new members and assess the interest.
4. Once the interest level has been assessed completely by both parties, then the application process for official Club Sport status will allowed to be continued.
5. Develop and submit a constitution for your proposed Club Sport.
6. A master plan then must be created. Within the master plan, your group must then develop a set of goals and objectives, mission statement, practice needs and space, equipment needs and a detailed budget.
7. A draft practice schedule and a draft competition plan.



GENERAL OUTLINE FOR A CLUB CONSTITUTION

1.00 NAME OF CLUB

The name of this club shall be *(May use Pacific Lutheran University in club name. Do not leave this italicized section in final constitution.)*

2.00 PURPOSE OF CLUB

The purpose of the club is to *(State the purpose for the existence of your club sport team. Do not leave this italicized section in final constitution.)*

3.00 MEMBERSHIP

All full time **Pacific Lutheran University** students are eligible for membership on a club sport team. However, individual club teams may limit their membership to undergraduate students as long as it is reflected in the club's constitution or as determined by the guidelines within the team's conference/league in which they are affiliated. Members cannot be on academic or social probation.

4.00 QUALIFICATION AND ELECTION OF OFFICERS

4.10 Officers will be a (Co) President(s), Vice-President, Secretary, and Treasurer. *(Or list different officer titles, please list them. Do not leave this italicized section in your final constitution.)*

Club elections will be held no later than the 6th week of Spring Semester.

4.20 The election will be done by secret ballot by club members who have attended at least two meetings. (List additional information)

5.00 DUTIES OF THE EXECUTIVE COUNCIL OFFICERS

5.10 (Co) President(s)

- A. Preside over all meetings.
- B. Call special meetings.
- C. Carry out the provisions of the constitution.
- D. Appoint committees and chairpersons.
- E. Oversee all committee activities.
- F. (List any additional responsibilities)



FACILITY USE

Many of the Recreational Sports facilities are shared and used with other varsity programs or clubs. This results in many different groups utilizing the same indoor and outdoor facilities. Here are expectations sport clubs should adhere to:

- All facility reservations for events, practices, and meetings are processed through the Recreations Coordinator and the online Scheduling Database 25Live for proper approval
- To cancel practice(s), game(s), or any reservation(s), a club officer must contact the Recreations Department at least 24 hours before the reservation is in effect
- Clubs are responsible to conduct a safety check of facilities and fields prior to every practice
- Clubs are responsible for set-up and cleanup of all facility sites
- Misuse of equipment or facilities will jeopardize future use and club status
- Clubs are required to respect facilities (Privilege to use) and are responsible to leave at designated end time
- If there are other users or clubs using the facility at your scheduled time, contact the Recreations Coordinator
- Drugs and alcohol are prohibited in and at all Department of Recreational Sports facilities and events by participants, coaches, or spectators.

WEATHER CONDITIONS

Club practices or competitions may have to be cancelled due to inclement weather conditions in order to avoid irreversible damage to the playing surfaces. Coaches and team leaders should cancel games if the field conditions are hazardous or continued play would result in permanent damage of the fields. Players should walk the field before games to check for divots or overly muddy conditions.



CLUB SPORT ROLES

All of the officers of the club need to meet and get organized. The best way to do this is to define the roles of all of the officers in the club together. The following are examples of officer roles that you may want to use for your club, however, you are strongly advised to build your club to best suit your needs:

President

- Provides the overall direction to the club
- Overseeing the work of the other officers and ensuring they work together as a team
- Serves as a liaison between the club and the Department of Recreational Sports
- Schedules and runs organizational meetings
- Monitors the activities of the club, ensuring compliance with PLU Policies and Procedures affecting the club as well as the club's constitution
- Provide the Recreations Coordinator with term and annual reports on club activities

Vice President

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

Secretary

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

Treasurer

- Manages and records all financial transactions of the organization
- Keeps detailed records of the club's financial transactions
- Reports the financial status of the club to the membership

Note: These are very basic role definitions and should be tailored to your particular needs. Many clubs may want to have an officer for fundraising or for race/tournament/game coordination.



Once you have defined all of the officer's roles for your club, create a task list for each officer. This will give the individual officers precise responsibilities to the club. The following list is only an example of possible duties which could be assigned to different officers, you are strongly encouraged to develop your executive responsibilities to best suit your club's needs and to work together as a team:

- Recruit new members – all officers/coordinated by President
- Coordinate and run club meetings – President
- Take meeting minutes - Secretary
- Set up competition schedule for the term or the year – Vice President
- Set up practice location and times – Vice President
- Run practices – President or Coach
- Coordinate travel to/from competitions - President
- Fundraising – Vice President
- Attend club officer meetings – President, Vice President, Secretary, Treasurer
- Have team members complete waiver forms and print out transcript and return to Recreations Coordinator. Programs - Secretary
- Purchase needed equipment – Treasurer
- Collect dues and deposit into earned account – Treasurer



CLUB SPORTS ACCOUNTS

Each registered student club has been assigned an on-campus account. **Under no circumstances may student organizations open off-campus accounts.**

UNIVERSITY FUND

The Sport Club Program is part of the fund allocation process, which happens each Spring through Athletics. University funds are a restricted form of funding. These funds must be spent by July 1st or the funding will be returned to the general fund. No club may end the year with a negative budget amount. If your University Fund is in the negative, funds will be transferred from your Lute Fun Account to bring the University Account back to \$0.

LUTE FUND

The Lute Fund account is established for the banking of any funds not acquired through the University Fund. Clubs will primarily operate out of this account. The account is made available to approved clubs funds may be carried over from one fiscal year to the next

RECORD KEEPING

Club funds are university resources and are therefore subject to standards and potential audits by external agencies. Your club treasurer or designee must maintain receipts for all purchases. All funds your organization raises must be deposited into your club account on the business day after they are raised; save all Business Office deposit slips.

FINANCIAL TRANSACTIONS

Your club records should include your account number and account history. Every student organization has a six-digit fund account number. When processing transactions, you will need to provide a four-digit extension that details the transaction.

All Income Transactions should follow this example:

Fund Number-6323-5706-51

8200xx-6323-5706-51

PLU BANNER EXPENSE ACCOUNT FOUR DIGIT EXTENTION CODE

Banner Account Code	Description	Banner Account Code	Description
	Supplies		Printing and Communication
7101	Instructional/Lab Supplies	7141	Photocopying
7102	Office/General Supplies	7142	Printing & Publications
7103	Research Supplies	7143	Advertising & Public Relations
7104	Software & Computing Supplies	7144	Postage & Mailing
		7145	Telephone & Fax
	Travel & Subsistence		Equipment
7111	Moving & Relocation	7151	Equipment Purchases
7112	Trvl/Subs-Local	7152	Equipment Rental/Lease
7113	Trvl/Subs-Professional Development	7153	Equipment Repair & Maintenance
7114	Trvl/Subs-Programatic	7154	Computer Hardware
7115	Trvl/Subs-Student Recruitment		
	Services & Fees		Other Expenses
7121	Audit Services	7161	Hazardous Materials
7122	Guest Speakers & Honoraria	7162	Health Services
7123	Other Outside Services	7163	Online Services
7124	Legal Services	7164	Prizes & Awards
7125	Licenses, Fees & Permits	7165	Repair & Maintenance Non-Equipment
7126	Professional Services	7166	Service Charges
		7167	Software Licenses/Contracts
	Professional Departmental Expense	7168	Uniform Rental/Purchase
7131	Conference/Seminar Registration Fee		Institutional Expenses
7132	Dues & Memberships		
7133	On Campus Meeting & Event Expenses	7414	Other Expenses
7134	Professional Development	7415	Real Property Rental/Lease
7135	Subscriptions		



COMMONLY USED FORMS

All forms are located online on PLU's business page at the link below. Attached in the back of the Club Sports Manual copies of commonly used forms:

<http://www.plu.edu/business-office/documents-and-forms/home.php>

MAKING DEPOSITS

The Business Office will provide you with deposit slips or they are located online. You can deposit any income at the Business Office. The four-digit extension for account income is 5706. Make sure you retain copies of all deposit slips for your records!!!

REIMBURSEMENT UNDER \$75

If a club officer or coach pays for goods related to a club function or need, an original receipt must be attached to a Cash Reimbursement Form and presented to your advisor for reimbursement approval. If the reimbursement is less than \$50, the approved form can be presented to the cashier at the Business Office window for immediate reimbursement.

REIMBURSEMENT OVER \$75

If the reimbursement exceeds \$75.00, the university will not give you cash on the spot, but will require a check request form to be attached. This may and can take up to two weeks' time. If you want the check mailed to your home, provide the Business Office with a stamped envelope. Otherwise, leave your phone number so that they can call you once the check has been issued and can be picked up.

CREDIT CARD PURCHASE

To purchase goods and supplies from outside of the University the Recreations Department gives the option of having an staff member purchase the goods on the office credit card. The expense will then be transferred to the club or organization account. Please check out this option before utilizing other sources!

**PURCHASE ORDER**

To purchase most goods and supplies outside of the university for which you want to be billed, you must complete a requisition form listing your club's on-campus account number. If you order your material, CONFIRMATION ONLY must be indicated on the requisition form so as to alert the Business Office that the purchase has been initiated. Otherwise, the Business Office will process the order for you. Once the invoice has been received, it must be checked for accuracy, signed by the club officer and advisor, and brought to the Business Office with a copy of the requisition for final approval of payment.

If you are purchasing goods at the PLU Bookstore, you must have your account number readily available so that they can charge your account. Keep a copy of the receipt as it will appear on your Banner detail account.

CHECK REQUEST

Check request forms are available online. Complete the request, attach supporting material, get approval from your advisor and forward the request to the Business Office. Retain a copy for your records. Please note, checks are only processed once a week. Approved requests must be in the Business Office no later than a Monday for check issuance on Friday.

CASH ADVANCE

Rather than using your own money for club purchases, you are entitled to request a cash advance for up to \$50 from the Business Office. The cash advance form must be approved by your advisor before presenting it to the cashier in the Business Office.

Once you have purchased the items you need, copies of the receipts and any money that is left must be taken to the Business Office for reconciling against the cash advance within 5 days of the cash advance request. Unreconciled advances will be debited from your student account. Don't forget to retain copies for your records.



CLUB TRAVEL

Team is required to fill out a Travel Itinerary 48 Hours before leaving campus. Itinerary is located online and shared between the team and Recreations Department.

CAR INSURANCE

When travelling on PLU business (this includes club travel!) and using your personal vehicle, your personal insurance will be primary. Anyone driving to or from a club-sponsored event should be aware of this policy.

GAS REIMBURSEMENT

The University allows \$.31 per mile reimbursement for travel on official club business. You must complete an Auto Mileage Form and submit it to your advisor for approval. The amount will then be paid out of your club account and appear as an expense on your Banner activity report.

USE OF PLU VEHICLE

Campus Safety in Harstad Hall is responsible for scheduling vehicles. Student organization officers are entitled to use a PLU vehicle if the club is currently active. Any driver must obtain driver certification from Campus Safety. Vehicle expenses will be charged against your PLU club account. Please see the Driving Safety Manual at www.plu.edu/campussafety/plu-drivers/driving-safety.html.

ENTERPRISE RENTAL PROCESS

PLU has contracted for a discounted vehicle rental rate from Enterprise Rent-A-Car. A variety of vehicles, including 12 passenger vans, mini-vans and cars, are available through Enterprise for while traveling.

MISSED CLASS TIME

The Department of Recreations expects from you the acceptance of the responsibility of notifying your professors, in writing, the dates of expected absences due to competition. This should be conducted well in advance so that it does not interfere with the professor's organized schedule of instruction. This responsibility also includes the making up of any scheduled exams. As soon as you are notified in reference to a scheduled exam, you should report immediately to your professor the conflict that may exist so that the proper procedures can be taken to rectify the matter. No scheduled classes are to be missed for practices.

Instructions for Approaching Faculty Members Regarding Class Absences Due To Competition

At the beginning of each term, contact each of the faculty members who teach your classes to discuss possible absences due to travel for competition. Prior to the meeting, read the course syllabus to find out if your instructor has a policy for absences.

Meetings with faculty members should take place during the first week of classes. It is important you come to an agreement with the faculty who teach your classes on how and when to make up missed classroom work. You are not automatically excused from class.

- Find the office hours of the faculty member for each class and set up an appointment. Do not discuss your absences before, during or after class.
- Explain the details of you absences from class.
For example: I wanted to let you know in advance that I will be missing class on the following dates due to competition for Club Sport National Tournament. I understand it is my responsibility to make up any work that is missed and to come to you with any questions or concerns I may have. I'm also responsible for scheduling conflicts involving tests and/or quizzes.
- Request the faculty member's permission to make up any classroom work that you will miss and discuss how that make-up work is to be completed. Thank the faculty member for his/her support.
- One week prior to each class absence, remind the faculty member you will be missing class. Reconfirm the rescheduling of assignments, quizzes, exams, etc.

REMINDERS

1. Always turn your assignments in when they are due. The fact that you will be absent from class does not mean you have an extra day to complete the assignment.
2. Be sure to always communicate with the faculty member.
3. Do not tell a faculty member that you have to miss class for a competition when you are not competing. Students who miss class unrelated to club sport competition are accountable for such absences.

Student-Athletes are not allowed to miss class due to practice or other athletically related activity except for competition.



MARKETING

Any marketing mediums (print, online, t-shirts, etc.) that clubs wish to utilize must be preapproved by the Recreations Coordinator to ensure that all University policies are being followed. All merchandise printed on must also have the Department of Recreation's design element.

Approved Types of Solicitation, Advertisement, and Promotions for Student Organizations on Campus:

1. Use of Residence Hall Mailboxes: The use of residence hall mailboxes by student organizations is permitted with the approval of the respective Resident Director. United States mail addressed to individual students, regardless of its nature is approved for distribution.
2. Room-to-Room Contact: Room-to-room student contact by student organizations is permitted for purposes of program promotion or election campaigning. Which includes placing promotional materials under the doors of individual residents. This type of contact is subject to the approval of the Residential Life Office (who will consult with both Residence Hall Association and the Resident Directors).

FLIERS

All fliers, handouts, and advertisements associated with clubs must be approved by the Recreations Coordinator and IMPACT before anything is printed or distributed. Clubs may not distribute fliers to any on or off campus locations without prior approval. This includes the placement of fliers on cars, telephone poles, etc.

Fliers must include:

- Day and date
- Time
- Location of the event
- Cost of the event
- Contact name & phone number
- The Rec Sports Logo
- Team Name

SOCIAL MEDIA

Social Media Guidelines for Club Sports

1. Introduction

Pacific Lutheran University Athletics supports Club Sports taking part in social media and posting, blogging or tweeting their experiences. Online activity by PLU Club Sports must respect the University, abide by the Terms and Service of the social networks, and comply with the following guidelines.

Social networks include, but are not limited to:

- Social Networking: Facebook, LinkedIn, Google+
- Micro-blogs: Twitter, Tumblr
- Blogs: Wordpress, Blogger
- Photos and Video Sharing: YouTube, Pinterest, Instagram, Flickr, Picasa
- News Sharing and Bookmarking: Digg, Delicious

2. Posting and Content

Pacific Lutheran University Athletics encourages Club Sports to post on social platforms or websites during their sport's season. However, students must be aware that material posted to their online profiles is subject to review by the PLU Athletics Department, administrators, and coaches. Social media postings should conform to the PLU athletic spirit and be in good taste. Avoid content that can be interpreted as obscene, offensive, threatening, or illegal. Any content in violation of team or Athletic Department rules, University policies, or federal, state, and local law is subject to disciplinary procedures.

Examples of inappropriate and/or offensive behaviors concerning participation in online communities may include depictions or presentations of the following:

1. Posting photos, videos, comments or posters showing the personal use of alcohol, tobacco, etc. (i.e., no holding cups, cans, shot glasses, etc.)
2. Posting photos, videos and comments that are of sexual nature. This includes links to websites of a pornographic nature and other inappropriate material
3. Posting pictures, videos, comments or posters that condone drug related activity. This includes but is not limited to images that portray the personal use of marijuana, and drug paraphernalia.
4. Using inappropriate or offensive language in all comments, videos and other postings. This includes threats of violence and derogatory comments against race, gender, and/or sexual orientation

Club Sport social networking participants must not use the Pacific Lutheran University Athletics logo or the Pacific Lutheran University logo on any online personal platforms or websites. Please refrain from using official university identification on any postings, blogs, or tweets unless directly Replying, Mentioning, or Sharing from a University Brand Page. For use of these images, obtain prior approval from the Athletics Department.



3. Online Safety

Club Sports may not be aware that third parties including the media, faculty, future employers, opponents, fans and NCAA officials can easily access their profiles and view personal information. This includes all pictures, videos, comments and posters. Inappropriate material found by third parties affects the perception of the student-athlete, the Athletic Department and the University.

For your own safety, please keep the following recommendations in mind as you participate in social networking websites:

1. Set your security settings so that only “friends” can view your profile
2. You should not post your email, home address, local address, telephone number(s), or other personal information as it could lead to unwanted attention, stalking, identity theft, etc.
3. Beware of who you add as a “friend” to your site.

4. Liability

When students chose to go public with any comments, opinions, or other online materials, they are solely responsible. The online user can be held personally liable for any material deemed to be defamatory, obscene or proprietary. Please ask permission of other teammates or Pacific Lutheran University students before posting on their behalf. All club sports on social media should make it clear that the views expressed in their activity are their own.

Student-athletes must remember that they are representatives of Pacific Lutheran University and are in the public eye more so than other students. If you are ever in doubt of the appropriateness of your online public material, consider whether it upholds and positively reflects your own values and ethics as well as the Athletics Department and the University’s. Remember, present yourself in a positive image and respect yourself, your team, your family and the University. **THINK FIRST, POST SECOND.**



SAFETY

Safety of participants is of the utmost importance. There are inherent risks involved in all sport programs. Each club shall develop, implement, and practice the following safety policies:

1. Coaches, officers, members, and volunteers should always emphasize safety during all club activities.
2. Inspect fields, facilities, and equipment prior to every practice session, game, or special event. Report unsafe conditions to the PLU Recreations Coordinator immediately. If at an off campus site, report the condition to the proper managing authority, including the opposing team. Do not use field, facilities, or equipment if they are unsafe.
3. Develop and practice safety guidelines relevant to your sport.
4. Each club must have at least two member of the club become certified in CPR and First Aid. Members who regularly attend practices and events should do this.
5. Any accident/injury or incident that occurs while during (practice, competition, or event) must be documented using an ACCIDENT/INJURY REPORT or an INCIDENT REPORT and submitted to the Club PLU Recreations Coordinator within one business day. Failure to do so will result in the Sport Club Committee opening a disciplinary investigation.



POLICY ON NON-DISCRIMINATION

PLU does not discriminate on the basis of race, color, creed, religion, gender, national origin, age, mental or physical disability, marital status, sexual orientation, or any other status protected by law in the educational programs or activities which it operates, and is required by Title IX of the Education Amendments of 1972 and the regulations adopted pursuant thereto, by Title VI and Title VII of the Civil Rights Act of 1964, and by Section 504 of the Rehabilitation Act of 1973 not to discriminate in such manner. The requirements not to discriminate in educational programs and activities extend to employment therein and to admission thereto.

GRIEVANCE RELATED TO ATHLETICS PARTICIPATION

If a Club Sport Athlete encounters a situation with a coach or department staff member in which the welfare and/or rights of the Student-Athlete have been compromised, the Student-Athlete should immediately contact the Recreations Coordinator. The department will follow an established grievance procedure. Every effort will be made by the Department of Recreations to address and prevent further occurrences as warranted, including reprisal for bringing a grievance forward. For issues related to violations of the University's non-discrimination policy (including sexual harassment), please refer to the information provided above. The department does not tolerate incidents of physical, verbal, or mental abuse by coaches or staff.

DISPUTE RESOLUTION COMMITTEE

PLU is committed to the internal resolution of disputes arising within the university community. The President has appointed a University Dispute Resolution Committee that is charged with reducing conflicts and helping members of the community resolve disputes appropriately, expediently and fairly. The UDRC may assist any faculty, administrator, staff or student who needs consultation or referral to resolve an on-campus conflict, or who desires conflict resolution services. The UDRC also processes all formal grievances as allowed by the University's Grievance Policy, except those which arise under the Student Conduct System.

The university encourages community members to resolve their disputes at the earliest and most informal level (i.e. by talking directly with the individual(s) involved; through facilitated conversation and/or through conflict mediation). When informal resolution is not possible, every member of the university community has the right to file a grievance. PLU's grievance policy procedures are located on the PLU Human Resources website found at: <http://www.plu.edu/human-resources/Personnel-Manual/Complaint%20Resolution.php>

STUDENT CODE OF CONDUCT

When accepted for membership in the PLU community, each student assumes the responsibilities and rights emerging from the university's goals and objectives. These include, but are not limited to, the dedication to exploring human knowledge and culture while promoting the intellectually, physical, social, and spiritual development of students and nurturing each student's preparation for responsible participation, not only on the campus, but also in local, state, regional, national, and international settings.

The university adopts only such policies, rules and regulations that seem necessary for the welfare of the educational community. Regulations include those items that fall within policies set by the Board of Regents and the university's administration, along with local, state, and federal laws. Each student associated with PLU is expected to be familiar with and follow all policies, rules and regulations promulgated by the university. Failure to abide by the policies, rules and regulations may result in disciplinary action(s) outlined in "The Student Conduct System". The university policies/student code of conduct and conduct system procedures can be read in full at www.plu.edu/srr. Other rules and regulations developed by the university to maintain a safe and orderly living environment may be found on the PLU websites and in the Course Catalog, Living on Campus brochure, Housing Contract, Dining Contract, Student Parking Regulations brochure, and the PLU Housing Guide.

Topics included in the Student Code of Conduct include, but is not limited to:

- Academic Integrity
- Accommodations of Persons with Disabilities
- AIDS
- Alcoholic Beverages
- Behavior of Guests at PLU events
- Building Security
- Computer Use
- Concern for Self and others
- Confiscation of Possessions
- Disruption of University Business
- Equal Educational Opportunity
- Equipment, University
- False Information
- Family Educational Rights and Privacy Act
- Fire Safety
- Firearms, Explosives, Weapons
- Freedom of Expression
- Gambling
- Grade Disputes
- Grievance Policy and Procedures
- Illegal Drugs and Narcotics
- Immunization Policy
- Medical Withdrawal
- Noise
- Non-Cooperation
- Parking (Vehicle Registration & Parking)
- Pets on Campus
- Physical Assault
- Plagiarism
- Property Damage or Theft
- Publicity and Solicitation
- Residence Hall Communities
- Residency Requirements
- Sexual Misconduct
- Smoking
- Speaker
- Vehicle Registration & Parking
- Vehicle Use on Campus
- Visitation and Guest Policy
- Withdrawal from a Course

STUDENT-ATHLETE CLUB SPORT CONDUCT

Pacific Lutheran University and the Department of Recreations requires all Club Sport Athletes, coaches and staff to conduct themselves in a manner which creates a positive image of the people, values and traditions associated with the University and the department. Club Sport Athletes' behavior reflects on themselves, their team, the coach, the recreations department, the administration and the alumni. With this in mind, it is extremely important that all Club Sport Student-Athletes recognize and accept the responsibility to conduct themselves accordingly, while serving as role models within the University and the community at-large.

Club Sport student-athletes are subject to the provisions of the PLU Athletics Policy and Procedures Manual, The Student-Athlete Handbook, The University Policies/Student Code of Conduct Handbook and all disciplinary procedures which apply to all students at PLU. In addition, Club Sport student-Athletes will be expected to adhere to all team rules set forth by their coaches and team leaders.

SEXUAL MISCONDUCT

PLU is committed to providing an environment in which students can work, live, and study free from all types of sexual misconduct. Consistent with its [Equal Educational Opportunity Policy](#), Pacific Lutheran University prohibits any discrimination in education and employment on the basis of gender (see also [PLU Human Resources Sexual Misconduct Policy](#)). Sexual misconduct has a serious negative impact on the quality of the education experience. When an allegation of Sexual Misconduct is brought to the administration, and a Respondent is found to have violated this policy, PLU will issue sanctions which are commensurate with the violation and which reflect PLU's determination to prevent and correct sexual misconduct to the fullest extent possible. All members of the community are expected to conduct themselves in a manner that does not infringe upon the rights of others, whether on or off campus. The Sexual Misconduct Policy has been developed to reaffirm these principles and to provide recourse for those individuals who believe they may have experienced or witnessed Sexual Misconduct. It also serves as a measure for the University to determine, after the fact, if behaviors violate the PLU Student Code of Conduct. It also sets out the University's expectations for its students with respect to sexual communication, sexual responsibility, and sexual respect.

The University will work to prevent and eliminate sexual misconduct by providing a multi-faceted educational program to promote awareness of acceptable and non-acceptable behaviors. See, for example, the following: [Risk Reduction Tips](http://www.plu.edu/conduct/misc/risk-reduction-tips.php) found at (<http://www.plu.edu/conduct/misc/risk-reduction-tips.php>), [Examples](http://www.plu.edu/conduct/misc/examples.php) found at (<http://www.plu.edu/conduct/misc/examples.php>), [Green Dot](http://www.plu.edu/greendot/) found at (<http://www.plu.edu/greendot/>), and [Questions and Answers](http://www.plu.edu/conduct/misc/questions-answers.php) found at (<http://www.plu.edu/conduct/misc/questions-answers.php>).

The University reserves the right to take whatever measures - including immediate measures pending investigation and review - that it may deem necessary in response to an allegation of Sexual Misconduct in order to protect students' rights and personal safety. Such actions are in keeping with the [Special Provisions](#) section of PLU's [Student Conduct Procedures](#). Measures may include, but are not limited to, PLU no contact orders, modification of living arrangements and class schedules, suspension from campus and/or reporting to the local police. The University reserves the right to impose [sanctions](#) ranging from warning to expulsion depending on the severity of the offense. In keeping with the Student Conduct Procedures, the University will consider the concerns of both the Complainant and the Respondent throughout the conduct process.

This policy is intended to meet the requirements of applicable federal and state law. If this policy is inconsistent with any applicable law, it is the University's intent to follow applicable law.

Please refer to <http://www.plu.edu/student-handbook/code-of-conduct/sexual-misconduct.php> for the complete sexual misconduct policy.

UNIVERSITY HAZING POLICY

PLU is first and foremost an educational institution. Hazing prevention policies, and response procedures for hazing incidents, grow from and embody the institution's mission. Membership in clubs, organizations, and other university-affiliated groups can increase leadership and service potential; provide athletic, recreational, intellectual and spiritual opportunities; and otherwise contribute positively to personal and social development of our students. Where membership is linked with involvement in hazing activities, the educational purpose of the endeavor is compromised and safety of students is endangered. Hazing is therefore prohibited by university policy.

Policy Statement and Definition

In conjunction with Washington State Law (RCW 28B.10.901 and RCW 28B.10.902), PLU defines hazing as any act of initiation (committed by a person, whether individually or in concert with others) into a student organization, athletic team or living group, or any pastime or amusement engaged in with respect to that organization or group with or without the consent of the participant(s), which:

1. causes, or is likely to cause, bodily danger or physical harm, or serious mental, emotional or psychological harm to any student or other person; or
2. may abuse, mistreat, degrade, humiliate, harass, ridicule, intimidate or endanger him or her, or which may in any fashion compromise his or her inherent dignity as a person; or
3. subjects a student or other person to conduct or conditions which a reasonable person in the circumstances would find harmful, including but not limited to
 - excessive mental or physical discomfort
 - alcohol or drug abuse
 - physical confinement
 - abandonment
 - verbal or physical abuse, or
 - substantial interference with the person's educational pursuits; or
4. otherwise involves a violation of a law or University policy or which encourages a student or other person to violate a law or University policy, including but not limited to the "Student Code of Conduct", "Alcohol and Drug Policy", and "Sexual Harassment Policy".

Hazing also includes soliciting, directing, aiding, or otherwise participating actively or passively in such acts. Hazing occurs regardless of the consent or willingness of persons to participate in the activity. Hazing is prohibited no matter if it occurs on or off campus.

Sanctions

Individual Sanctions: A student who participates in or encourages hazing shall be subject to disciplinary action by the University. Hazing that endangers a person's mental or physical safety is also a criminal offense. As required by state law, a student who participates in criminal hazing, in addition to the possibility of being subject to prosecution, shall forfeit any entitlement to state-funded grants, scholarships, or awards for a period of time determined by the university, but not less than one academic term.

Group Sanctions: A student organization or living group that permits hazing to occur by its members or by others, subject to its direction or control, shall itself be subject to sanctions, including but not limited to the University's withdrawal of its recognition of the group. Violations of the hazing policy by athletic team members will result in department-imposed sanctions, which may include department service dismissal from the team or cancellation of competition. In addition, the organization or group may be liable under state law for resulting harm to persons or property.

TREATMENT OF CLUB SPORT ATHLETES CHARGED WITH CRIMINAL CONDUCT

Students are separately accountable both to local, state, and federal laws and to the PLU Student Code of Conduct. When local, state, or federal law and the PLU Student Code of Conduct overlap, the university may invoke the Code to protect its own interests and standards. A Student-Athlete who breaks the law must be prepared to accept the consequences, since he/she has no more immunity from the law than other citizens.

TOBACCO POLICY

PLU Department of Recreations follows the PLU policy, which prohibits the use of tobacco products during practice and competition by Club Sport Student-Athletes and all game personnel (e.g. coaches, athletic trainers, managers, and game officials). Use is prohibited on the field of play, buildings on campus and college vehicles or buses.

Violation of this policy will result in the suspension of the Club Sport Student-Athlete from a minimum of 10% of competitions and a required meeting with the coach and Recreations Coordinator. Repeated violations will result in removal from the team.

FREQUENTLY USED ON-CAMPUS DIRECTORY

Office	Location	Email	Phone
Business Office	Administration 110	buso@plu.edu	7171
Academic Advising	Ramstad Commons 112	advising@plu.edu	7459
Academic Assistance	Library 124	learningctr@plu.edu	7518
ASPLU	Anderson University Center 140	asplu@plu.edu	7480
Athletics Office	Olson 101	athletics@plu.edu	7352
Campus Concierge	Anderson University Center Main Floor	concierg@plu.edu	7411
Campus Safety	Harstad (Ground Floor) G-28	campussafety@plu.edu	7441
Career Development	Ramstad Commons 112	career@plu.edu	7459
Counseling Center	Anderson University Center 3rd Floor	councen@plu.edu	7206
Disability Support Services	Anderson University Center 3rd Floor	dss@plu.edu	7206
Emergency	Harstad (Ground Floor) G-28		7911
Financial Aid	Administration 130	finaid@plu.edu	7134
Fitness Center	Names Fitness Center		8798
Health Center	121 st St. & Park Ave	health@plu.edu	7337
Library	12180 Park Ave S	library@plu.edu	7500
Payroll (Student)	121st & Park Ave	payr@plu.edu	7531
Registrar's Office	Administration 104	registrar@plu.edu	7131
Residence Hall Association	Anderson University Center	rha@plu.edu	8407

Residential Life	Anderson University Center 161	rlif@plu.edu	7200
Student Employment	Ramstad Commons 112	stuemp@plu.edu	7459
Student Involvement and Leadership	Anderson University Center 160	sil@plu.edu	7195
Student Life, Office of the VP	Administration 105	slif@plu.edu	7191
Student Services Center	Administration 102	ssvc@plu.edu	7161
Training Room	Olson 122	guntheam@plu.edu	7366
Women's Center	801 121 st St South	womencen@plu.edu	8759
Writing Center	Library 2 nd Floor	writing@plu.edu	8709

INJURIES

In the event that a Club Sport participant sustains an injury it is extremely important that care be provided by certified personnel only. Please contact Campus Safety immediately. Any individual who does not possess the proper certifications and attempts to administer care makes themselves liable to negligence should the care later be deemed improper. Once the individual is cared for by certified personnel the club sport coach, club sport president, or a club officer (in that chain of command) are responsible for contacting the Recreations Department.

HEAD INJURIES CLUB SPORT ATHLETES

If you have sustained a blow to your head, neck, face (including nose or eye) during your sport, even if there was no loss of consciousness, please go to Pacific Lutheran Universities Health Center, or call X7337 or visit a hospital. **All head injuries must be reported within 24 Hours to the PLU Recreations Department by the coach.** A head injury results from a direct blow to the head or sudden jarring whiplash effect. Head injuries that occur during sports activities are not uncommon and can range from mild to serious. Most head injuries will get better within several days, but it is very important to have a medical provider evaluate you as soon as possible. **Student athlete must be cleared by the Health Center and Recreations Department before they participate in their respected sport.**

It is common to have a mild headache and some difficulty concentrating after a head injury, so you, the injured person, may not be the best person to evaluate how you are doing. Sometimes it is necessary for someone to awaken you every few hours during the first night after injury to check that your symptoms are not worsening. It is safest to let a medical provider assess you and decide how you should be followed.

What is a concussion?

Concussion refers to the changes in mental status that can occur after head injury. Even if there was no loss of consciousness with the head injury, if it seems you were just “dinged,” any of the symptoms below, at any time after the injury, may indicate that you have a concussion.

Symptoms of a concussion may include:

- ◆ Headache
- ◆ Memory problems
- ◆ Disorientation/confusion
- ◆ Dizziness/vertigo
- ◆ Nausea/vomiting
- ◆ Visual problems/blurring
- ◆ Trouble focusing/concentrating

- ◆ Mood changes/irritability/fatigue
- ◆ Sensitivity to light and sound
- ◆ Problems with coordination

After your evaluation by a medical provider, instructions will be given to you that are specific to your situation, but in general, the following apply in cases of concussion:

- ◆ Rest. Have a relative or friend stay with you as you should not be left alone. Concussion symptoms often go away sooner if you rest adequately after head injury
- ◆ Do not use sedatives, tranquilizers or medications that make you sleepy, unless told to do so by your medical provider.
- ◆ Do not take medicine containing aspirin or ibuprofen (Motrin, Advil). Use acetaminophen (Tylenol) or the pain medicine your provider has recommended instead.
- ◆ Do not use alcohol (including beer and wine) or any other illegal drugs.
- ◆ Do not drive or operate machinery.
- ◆ No exercise, sports, lifting or strenuous activity, until your medical provider clears you to resume these activities. -People with recent concussion may be less alert and coordinated, and may be at risk for repeat head injury in sports participation, if they return to play too soon. There may be a danger of permanent brain injury with repeated head injury.
- ◆ Eat and drink less than usual, especially if your stomach is upset. Clear liquids are best (water, weak tea, broth, ginger ale, jello, Gatorade, apple juice, popsicles, or ice chips), advancing to bland solids as tolerated.

Call EMS or visit the PLU Health Center if you notice any of the following signs and symptoms.

- ◆ Increasing drowsiness, confusion, agitation, restlessness. Or if, as the person watching, you have difficulty rousing the patient, call EMS.
- ◆ Intense headache or a headache that gets worse or feels different.
- ◆ Dizziness or fainting.
- ◆ Vomiting or severe nausea.
- ◆ Trouble walking or staggering or if you notice weakness or numbness of an arm or leg.
- ◆ Slurred speech or trouble speaking.
- ◆ Blurry vision or double vision or other changes in your eyesight.
- ◆ Fluid discharge or blood from the nose or ears.
- ◆ Stiff neck or fever.
- ◆ Convulsions or seizures.
- ◆ Worsening memory problems.
- ◆ Incontinence (bowel or bladder).



◆ Anything else that worries you. If you are unsure about whether to call for EMS, call the PLU Health Center. Keeping follow-up appointments with your medical provider is very important in evaluating your recovery.

Post-Concussion Syndrome

After head injury, even without loss of consciousness, some people can have bothersome symptoms, which can be longer lasting (weeks). Most post-concussive symptoms resolve in 7 to 10 days. Post-Concussion Syndrome may include headache, dizziness, fatigue, irritability, anxiety, depression, noise sensitivity, insomnia or loss of concentration and memory. Tell your medical provider if such symptoms persist after your head injury



Making Your Organization Strong

Adapted from *The Catch and Release Peer Education Program* Eric Davidson, M.A. and Kari Kuka, M.S.

The Four R's

- Recruitment
- Retention
- Recognition
- Releasing

<p>Why people join groups:</p> <ul style="list-style-type: none"> Meet other people Have fun Explore new interests Form new relationships Build leadership skills Be part of a group/team Improve the campus community For recognition For power For experience on a resume And many more... 	<p>Why people leave groups (or hang around but don't do anything):</p> <ul style="list-style-type: none"> Not fun Dislike the style of the leader Don't like other people in the group Turned off by the way the leaders interact Takes too much time No recognition for efforts Poor delegation of tasks (feel like I'm not needed) No opportunities to try new things Ideas are squelched Not encouraged to contribute in a meaningful way
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Recruitment

Create a Recruitment Plan

Sample Recruitment Events

Create a Recruitment Plan for your club:

- Designate a person to coordinate this effort
- Realize that this is an ongoing effort throughout the year
- Give the person a budget and financial support
- Solicit ideas from the general membership on ways to attract members and call attention to your group
- Remind the group that it's everyone's responsibility to recruit and retain people
- Recognize your campus "Leadership Contact Network"
- Come up with a creative theme or logo to use for membership campaign
- Point out incentives to joining.
- Have a mentor program for incoming members



Sample Recruitment Events:

- Recruitment ads through newspapers and radio
- Posting of general meeting times in public locations
- Have meetings in public locations, encourage drop-ins
- Have a leadership retreat/attend leadership workshops
- Have a reception honoring new members
- Have drawings for door prizes at meetings
- Have award ceremonies and holiday parties

Retention

Retention Ideas

Motivation Ideas

Retention Ideas: Catching a member is one thing, getting them involved is another Keep track of membership

- Follow up immediately with people who have expressed interest in your club
- Keep your organization visible to the public
- Develop a brochure
- For new members, develop a packet
- Stress that they are becoming apart of a national organization, if applicable
- VIP Programs- rewards for participation

Motivating Students:

- Recognize members for good grades
- Declare an appreciation day
- Nominate your group for awards
- Print up member business cards
- Sponsor "random acts of fun" events
- HAVE FUN!



Recognition
Four Components of Recognition
Acknowledgement
Attention
Feedback
Praise

(Adapted from David Emmons, Southwest Missouri State University)

Acknowledgement

1. _____
2. _____
3. _____

Attention

1. _____
2. _____
3. _____

Feedback

1. _____
2. _____
3. _____



Praise

1. _____
2. _____
3. _____

Releasing

- Importance of Leadership Transition
- Methods of Transition
- Question for Current Leaders
- How to Prepare for Future Transitions

- New Leaders will not have to reinvent the wheel
- Organization will be able to start the new year with momentum
- New leaders will have knowledge and training leading to increased confidence and group growth
- Outgoing leaders will feel a sense of closure

Different Methods of Transition

The Clean Sweep *** Catch as You Can *** The Inside Shuffle *** The Fish Bowl *** Top of the Line

The Clean Sweep

- New leaders start completely from scratch
- Everything old is thrown out
- Traditions, long term goals, rules are thrown out
- Starting from ground zero

Catch as Your Can

- Old officer dumps everything on new officer
- No communication about expectations of position occurs
- No training by former leader
- New leader left in the dark about the future and functions of the group and its leadership positions



The Inside Shuffle

Old & new leaders meet to discuss duties and responsibilities of the office

Other positions do the same

Group of old and new leaders never meet to discuss how positions interact

New leaders never meet to begin team building process, leader training, goal setting, etc

The Fish Bowl

Old leaders and new leaders sit in middle of a circle, allow other new and old leaders to listen to information being passed along

All leaders hear and understand responsibilities of the particular position

All leaders discuss the responsibilities of all positions and how they interact after each position has been in the middle

Top of the Line

Extended retreat

Planned by older leaders, but allows new leaders time to work together to begin building their team concept and goals

Look at the organization's past history, goals, projects and activities

Discuss leadership roles and responsibilities

Develop goals and action plan for coming year

Questions to ask current leader

What did you like best about your job?

What did you like the least?

What was the most difficult decision you've had to make?

What could you have done to make the experience better?

Obstacles to performing my job effectively were....

How to Prepare for Future Leader Transitions

This begins now and continues even after you leave your position

Look and develop future leaders

Write it all down

Start recording duties, ideas, successes, hints

Organize and file

