



PLU Club Sports Handbook

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, PLU Rec. social media 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

NEW 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 10 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:

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: 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)
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 PLU 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 clean-up.
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
- 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.

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
 - Coordinate travel to/from competitions - President
 - Fundraising – Vice President
- Attend club officer meetings – President, Vice President, Secretary, Treasurer
 - 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.

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

Manuel copies of commonly used forms:

<http://www.plu.edu/recreations/documents/>

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!

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 \$.535 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 FOR 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. If you have a competition that requires missed class time you must fill out the Missed Class Form located at the link below and return it to your professor.

<http://www.plu.edu/recreations/documents/>

SOCIAL MEDIA

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.

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.

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

STUDENT ATHLETE CODE OF 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.

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

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.