Club Sports Handbook

2025-2026



Campus Recreation & Fitness

Room 103, Recreation Center

KEENE STATE COLLEGE
CAMPUS RECREATION & FITNESS
CLUB SPORTS HANDBOOK

Table of Contents

I. **INTRODUCTION**

A. Campus Recreation Staff 4
B. Administration of Clubs / Student Center Support Staff..... 4
C. Definition of a Club Sport 5
D. Purpose of Program 5
E. Current Clubs 5
F. Membership and Team Eligibility 6
G. How to Establish a New Club 7
H. Club Constitution 7

II. **CLUB RESPONSIBILITIES AND REQUIREMENTS**

A. Action List 8-10

III. **CLUB SPORTS PERSONNEL**

A. Club Sport Officers 10-11
B. Membership Responsibilities 12
C. The Advisor 13-14
D. Coach/Instructor 15-16

IV. **STANDARDS OF CONDUCT**

A. Standards of Conduct 17
B. Disciplinary Process 18
C. Alcohol, Drugs & Tobacco Policies 19
D. Hazing Policies..... 20-22
E. College Policies
1. Sexual Misconduct 23
2. Discriminatory Harassment 23
3. Amorous Relationship Policy 24
4. Reporting Possible Violations 24
5. Confidentiality 24
6. Silent Witness 25
7. Non-Retaliation 25

V. **MARKETING AND FINANCIAL RESPONSIBILITIES**

A. Guidelines for Use of College Name 26
B. Advertising/Publicity 26
C. Fund Raising..... 27
D. Finances..... 27
E. OwlNet web page 27
E. Hiring Procedures..... 27

VI. **FACILITIES AND PLAYING FIELDS**

A. Facility/Field Usage Responsibilities & Scheduling of Games 28
B. Instructions for 25Live Scheduling 29

VII. **TRAVEL** 30-33

A. Office of Student Involvement Travel Procedures 30-31
B. Additional Travel Guidelines 32-33

VIII. **RISK MANAGEMENT AND LIABILITY**

A. Organizational and Personal Liability 34
B. Risk Management for Club Sports 35-36
1. Medical Examination 36
2. Liability Release & Waiver 36
3. Medical Insurance 36
C. Accident Injury Procedures 37-40
1. Minor and Major 37
2. On Campus 37
3. Off Campus 37
4. Emergency Procedures - Traveling 38
5. Injury/Concussion Protocol 38-39
6. Severe Bleeding Protocol 39

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Administration of Club Sports

All sport club representatives will meet in joint sessions at least twice during each semester with the director and/or coordinator. An orientation meeting will be held early in the fall semester. Attendance at these meetings is mandatory. The president will be the primary representative of the club.

Meetings with the individual club officers may be scheduled by the coordinator or by club members. When scheduling a meeting, contact the coordinator at ext. 8-2192. Meetings are by appointments only with the director.

The Campus Recreation & Fitness department at Keene State College publishes the Club Sports Handbook. The coordinator and director administer the club sports program. Each club is formed, developed, and governed by the student membership of the club working with Campus Recreation, Office of Student Involvement, and the Student Government.

Office of Student Involvement Support Staff

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Definition of a Club Sport

The club sports program is designed to serve individual interests in different sports and recreational activities. These interests can be competitive, recreational, or instructional in nature, as clubs may represent the university in intercollegiate competition or conduct intra-club activities such as practice, instruction, social, and tournament play.

A club sport involves a group of students voluntarily organized for the purpose of furthering their common interests in an activity through participation and competition. Participation in a club sport is strictly voluntary.

The clubs are meant to be a learning experience for the members through their involvement in fundraising, public relations, organization, administration, budgeting, and scheduling, as well as development of skills in their sport. Involvement in a group and team situation helps enhance the student's overall education while living in the university setting.

Clubs may vary in focus and programming as the members are active participants in the leadership, responsibility and decision-making process of club activities.

Purpose of Program

The purpose of the Club Sports program is to provide students an opportunity to participate in a variety of physical and sports activities. The benefits of this participation may include the development of student leadership qualities, a sense of accomplishment, feelings of physical wellbeing & fitness, and the enhanced development of physical strength and sport skills.

The club sport may be instructional, recreational, or competitive, or any combination of these elements. Participation in a club is voluntary. While the Department of Campus Recreation & Fitness attempts to assist in the development of the club sports program, the emphasis of the program is on student development and involvement. Leaders of the club and club members must comply with Keene State's rules and regulations, Campus Recreation's Club Sport policies, procedures, and regulations in this handbook; and any additional policies of Student Involvement and Student Government as are required of student organizations.

Current Active Clubs

Brazilian Jujitsu, KSC Dance Team, Golf, Men's Ice Hockey, Men's Rugby, Women's Rugby
Men's Soccer, Women's Soccer, Ultimate Frisbee, Karate Club

Membership and Team Eligibility

All students must fulfill one of the following requirements to be eligible for participation in the Club Sports Program:

- Clubs are open to full-time, matriculating students without respect to race, creed, sex or national origin, religion, gender identity, sexual orientation, disabilities, or military service. When an activity makes a gender designation, students may participate with the gender they best identify with. However, some competitive clubs have their own specific eligibility guidelines set by their respective sport governing body, which have specific standards for collegiate competition.
- Part-time Matriculated Student Eligibility - to participate on competitive team club (if required by a specific sport association and/or league's eligibility policies): The Registrar's office may have to provide proof of student status information.
    - A student must be registered for at least 8 credit hours (based on the part-time classification as defined by Keene State College).
    - The student must not have attained an associate's or bachelor's degree.
    - The student must show proof of medical insurance.
- Membership may be restricted based on the eligibility requirement written into each Club's Constitution.
- Individual club members may participate in more than one club, provided they comply with each club's regulations and adhere to all tenets of the KSC Club Sports program.
- Club leagues or associations may further limit participation of part-time or non-matriculated students and may require a minimum enrollment status or GPA for participation in league or association competition. Consult the club's league or association for its eligibility requirements.
- A member is not permitted to practice or compete with a club until he or she has completed a liability and release waiver form, a student medical questionnaire form and is officially added to the club's roster.
- Alumni are not eligible to participate in the Club Sports Program. Alumni however may assist the club in general operations (e.g., coaching). Please contact the Coordinator or Director with any specific questions.

Students taking classes through Extended Education can participate in a club sport team as they pay student activity fees that support student clubs and organizations. Extended Education (formerly Continuing Education) students may not be able to participate on certain club sport teams due to restrictions of a club's league and/or association's eligibility policies. If an Extended Ed student is eligible to participate in a specific club sport league game, they must provide proof of medical insurance as conditions for participating on an approved Campus Recreation/SIO club sport team. **However, Extended Ed students do not pay a mandatory fee towards Campus Recreation and therefore would need to purchase a membership to use the fitness facilities.**

Establishing a New Club

New clubs may only be established through this process:

1. Campus Recreation must approve any club sport, which requires use of on-campus facilities. This approval will depend on the existence of a practice and game facility and the availability of administrative personnel for supervision. The sport must also be one that is safe for participation on a club basis. Some sports, by nature, require a certified, experienced coach and safety equipment that might only be possible at the varsity level. Campus Recreation will only accept a club that uses the Recreation Center, Spaulding Gym, the Sumner Joyce Fields/Tennis Courts or the South Campus fields and that require our expertise and supervision. Other clubs fall under the supervision of the Student Involvement Office. An application for Club Sport affiliation with the department of Campus Recreation & Fitness is available in the main office.

2. The sport club must also be approved by the Office of Student Involvement and the Student Assembly and the steps for starting a new club can be found at www.keene.edu/young/sa/newgroups.cfm. This approval will require evidence of proper support from would-be participants, the demonstration of the need for the activity on the campus, a faculty/staff advisor and the expressed interest of ten (10) full-time students are required to establish a new sport club. A club constitution is also needed.

3. The club sport must also be approved for funding by the Student Assembly.

4. These are some questions that students should consider prior to beginning the recognition process for a new club sport.
   - What spaces on campus do you plan to use, and do you know of the general availability of those spaces?
   - How many interested students do you have who are committed to this?
   - Who have you identified as an executive team to get this moving?
   - How is this group uniquely different and fulfilling a different mission/goal/objective from other existing and similar groups?
   - What kind of finances will you need to make this group successful?
   - Who have you identified as an advisor?

Club Constitution

The club sport constitution must be approved and recognized by Office of Student Involvement and Student Assembly and must be filed in the Student Government office and the Campus Recreation & Fitness office. Clubs can find a sample Constitution format under Starting a New Group web page on the Student Involvement web site at www.keene.edu/young/sa/newgroups.cfm. **Existing clubs should review and revise their Constitution as needed each year.** The constitution must embrace the policies, rules and regulations for sport clubs. If there is a conflict, then the constitution must be changed. Please review your constitution and act accordingly.

Club Responsibilities and Requirements
Action List

The **PRESIDENT and/or other elected officers** are responsible for making certain that the following club responsibilities and requirements are performed on a timely basis:

1. Coordinate all club activities with the Club Sports Coordinator or Director. The president will serve as the liaison between the club and the Coordinator/Director.

2. Ensure the executive board members register online with their OwlNet page.

3. Meet with the Coordinator and/or Director to discuss the handbook at the start of each semester**.** Meet with the club's advisor on a regular basis.

4. Inform club members of all policies, procedures, expectations, emergency procedures, and other regulations that must be followed.

5. Report any injury, which occurs at club practices, games, events, to the Coordinator within forty-eight hours and complete the online accident/injury report at this time.

6. Ensure all members complete the online "Liability Release & Waiver" form and Student Medical Questionnaire form prior to the first physical practice. Forms are kept by the Campus Recreation professional staff for reference and are required before participation.
   Medical Form: https://kscstudentinvolvement.wufoo.com/forms/mkhp0fw181fj9u/

   Liability Form: https://kscstudentinvolvement.wufoo.com/forms/mkiqvk41rq6923/

7. Establish an accurate membership roster at the beginning of each semester, due by the fourth week of the semester.

8. Submit a schedule of games with the Coordinator/Director prior to the season.

9. Submit scheduling requests for fields/indoor spaces via 25Live at http://www.keene.edu/campus/events/scheduling/. The Campus Recreation scheduling coordinator will approve all scheduling requests.

10. For home games, proper supervision must be provided to prevent alcohol or persons having consumed alcohol, or other illegal substances, from entering the playing area. There may be no dogs on the field. **Alcohol may not be brought by club members to the field or gym in bags, ice chests, etc., to be consumed by either club team or spectators.** The City of Keene open container law must be upheld. The local competition form must be filed no later than the Wednesday preceding the event.

11. **Trip planning for club sports begins at the following web page: http://www.keene.edu/travel/student-travel/.** For away games, the Trip Planning form along with a travel roster must be submitted to the Student Activities Office

according to their deadline. **Last minute travel requests are not permitted and will not receive approval by the Club Sports Coordinator or Director (e.g., submitted Friday for a Saturday trip) or the Office of Student Involvement.**

12. The club president or a designated representative must be responsible in canceling any game or practice in case of rain, snow or wet fields. Notification of teams traveling to Keene must take place well in advance. Fields must be checked early. The president must ensure that no cars or other vehicles, other than emergency vehicles, are driven on the fields.

13. Teams using indoor facilities must check weekly with the Campus Recreation Scheduling Coordinator to see if a campus or outside event has been scheduled in the space.

14. Clubs are responsible for filing a semester report due prior to the last week of classes in each semester.

15. Keep the club advisor informed of all club activities. Advisors should be present at games and practices if there is not a coach available, if possible.

16. Clubs are required to have a first aider at practices and/or athletic trainer at practices if possible and all home games. Copies of current Red Cross cards or athletic training certificates are due in the Campus Recreation office before the first practice.

17. Each club must own a well-stocked first aid kit. The club is responsible for purchasing the necessary first aid supplies. The kit must be well marked with the club's name.

18. All participants should have a physical exam prior to participation. Forms should be on file at The Wellness Center.

19. All participants are responsible for having personal medical insurance covering any injury or illness, sustained during practice or games or while traveling to and from a contest. Neither the department of Campus Recreation & Fitness nor Keene State College will be responsible for any cost connected to an individual in the program. **If a student does not have medical insurance, he/she cannot participate, no exceptions will be made.**

20. Clubs are responsible for keeping an accurate inventory of equipment and supplies. Equipment should be safe and kept in good repair. All equipment purchased with club funds must be returned to the recreation gymnasium equipment room after each season for storage.

21. Club officers are responsible for collecting equipment that belongs to the club and the College at the end of the season. Individuals should be charged for any loss.

22. Clubs, and members, must comply with all policies, rules and regulations. Disciplinary action will be taken for non-compliance.

23. Field maintenance and field lining requests are filed with the Scheduling Coordinator in the Campus Recreation Office. The request must be made at least one week in advance a game or event, especially when field lining is needed.

24. The sports club must also file any requested information with the Office of Student Involvement and the Student Government. **Club Constitution should reviewed & revised as needed each year and updated versions must be kept on file with Student Center office and Campus Recreation.**

25. Clubs must follow all financial transaction deadlines by the Office of Student Involvement and the Student Assembly.

Club Sport Officers
Responsibilities & Duties

1. Each club must have the following elected officers, who must be full-time students, serving in the leadership capacity of the club: President, Vice-President, Secretary and Treasurer. Other positions, such as Public Relations, Match Secretary, etc., are optional and sport club specific.

2. All Executive board officers must register online each semester at, http://www.keene.edu/young/sa/ and the treasurer/president must attend finance training with Janet Stevenson in the Office of Student Involvement to each semester if there are new officers.

3. The duties of these officers will be followed as outlined in each club's constitution and/or by-laws, and by other requirements provided by Campus Recreation. **Constitution must be reviewed and revised, as needed, on a yearly basis.**

4. A current listing of club officers must be on file in the Campus Recreation office and submitted online with Office of Student Involvement in the Student Center by the first week of classes of each semester. A club will be considered inactive when an office is vacant for more than two weeks.

5. Election of club officers must be completed by the last week of classes in the spring; the date, time and procedure to be followed as outlined in each club's constitution and/or by-laws. Notification of the names and addresses of officers must be given to Campus Recreation at this time.

Characteristics of Good Club Sport Officers

1. Officers must be full-time students and should be in good academic standing with a grade ratio of **2.25** (to be certified by the club and the officers). **The officers must also not be on disciplinary probation with the Community Standards office.**

2. Organize and conduct meetings as a team to gather maximum input from club members.

3. Know College and club sports policies affecting club operations, including but not limited to: alcohol/drug use policy, travel guidelines for student organizations (http://www.keene.edu/travel/student-travel/), financial and budget management, and the College's policies on sexual misconduct, discriminatory harassment, www.keene.edu/administration/policy/detail/discrimination/ and hazing.

4. Coordinate, schedule and communicate to club members, information concerning all club activities, matches, practices and meetings. This responsibility may not be delegated to any other persons, such as alumni, non-active players, etc.

5. Be responsible for club equipment. Distribute equipment to club members only. Collect equipment purchased with club funds at the end of each semester and return to Campus Recreation for storage.

6. Positively represent the club to the College and other universities or colleges.

7. Provide a safe and secure playing environment. Hire support staff as needed (e.g., athletic trainers, field monitors, etc.).

8. Know the legal responsibilities that affect club operations.

9. Have good communication skills (both written and verbal).

10. Provide ethical, educational, and responsible leadership in all areas of club activity.

11. Provide financial accountability. Appropriate officers, president, and treasurer should meet regularly with the Student Center Accounting Office to learn purchasing procedures and budget management.

Club Sports presidents and/or other officers should meet often, during the main competition season, with the club sport coordinator and/or the club's advisor to ensure that club's paperwork is properly submitted, and any other issues are addressed as needed.

Membership Responsibilities

Club Sport members have an opportunity to become involved in the administration and supervision of the club. They collectively have the responsibility for:

1. Writing the club's constitution and by-laws. Reviewing & updating as needed.
2. Determination and fulfillment of membership requirements.
3. Establishment of the club's dues amount and payment schedule.
4. The selection of the club advisor, coach, or instructor as needed.
5. The election of club officers and the establishment of their duties.
6. The development and the administration of the club's budget.
7. To support and comply with the risk management plan, which includes abiding by safe travel plans, using qualified defensive drivers and hiring athletic trainers) as well as refraining from any hazing activities, etc.
8. To always practice good sportsmanship.
9. To refrain from violence of any form and from inappropriate or unsafe conduct on and off the competition/practice site or while traveling.
10. To comply with the **no alcohol policy** and **all other club sport policies**.
11. To comply with all policies for student organizations of Keene State College and on the Student Involvement web page as well as the College's policies on sexual misconduct, discriminatory harassment, www.keene.edu/administration/policy/detail/discrimination/ and hazing.

Club sport members have a responsibility to themselves and to the club to keep physically fit to help to prevent injuries. There is also a responsibility to acquire knowledge and rules of the game. Members are expected to develop and improve sport skills. Each club will have specific rules regarding attendance at practice and games. Club sport members are expected to cooperate with their officers, advisors, and coaches and to adhere to all policies as instructed by these leaders.

Club sport members are expected to function in a mature and responsible manner both on and off the campus in all club-related activities (including traveling) in accordance with College, Campus Recreation, and club constitutional policies. Club members must be in good academic and disciplinary status with the College. Inappropriate behavior by club members may impact the club's standing with the College, Office of Student Involvement and Campus Recreation as a recognized student organization.

The Advisor

Each Club Sport must have a college affiliated staff or faculty member as an advisor to provide direction and help maintain continuity in club programming. A good advisor can be an asset to a club in terms of providing mature judgment, advice based on experience, and insight into college operations and policies.

The club advisor can be a full-time or part-time faculty or staff member at Keene State College. They should be highly interested and, if possible, experienced in the specific activity and accepted and respected by the members of the club. The club membership should choose the advisor. Advisors to student organizations are covered for professional liability and/or negligence under USNH's umbrella insurance policy.

The primary role of the advisor is to act as the first point of information for all activities of the club (budget, expenditures, fund-raising, purchasing, schedules, and travel). The advisor is responsible for ensuring that the activities and undertakings of the club are sound and reflect positively on the College. The foremost goal is to allow the club to be self-organized and self-governed, but the advisor guides and counsels members where it is appropriate or necessary. This person should rely on her/his experience to help the club mature and achieve its full potential by assisting members to refine their programs, plans and aspirations effectively and realistically.

In general, advisors are responsible for the guidance, conduct and eligibility status of club members. **Some specific responsibilities may include, but are not limited to**:

1. Knowledge of the College, club sports and student organization policies to ensure the club remains in compliance with these policies, especially the alcohol/drug use policy, hazing, financial management, purchasing policies and travel guidelines.

2. Encouraging the development of initiative, responsibility, and leadership in student members. Encourage club members to always conduct themselves appropriately.

3. The advisor must be aware of and adhere to all Keene State College policies on Sexual Misconduct, Discriminatory Harassment and Amorous Relationship Policy and the Hazing Policy. The advisor must ensure that club players understand and are aware of these policies and must refrain from participating or contributing to behaviors that may be in violation of these policies. The advisor must seek immediate assistance from an appropriate KSC administrator should they receive a report about any suspected misconduct by club players towards other club players, other KSC students or any other individual. Full description of the Discriminatory Harassment and related policies can be found at www.keene.edu/administration/policy/detail/discrimination/.

4. Attendance at practices and games to observe the team's activities as it relates to the nature of the club sport.

5. Guidance and preliminary approval of club budget. Overseeing financial transactions, handling of club funds, etc.

6. Knowledge of all trips planned and ensuring the club is following all travel guidelines.

7. Awareness of the club's social functions (on or off campus).

8. Assuring club compliance with state and/or federal laws, e.g., alcohol/drug, hazing, etc.

9. Serving as a resource person in other capacities.

10. Advising individual club members as needed.

11. The advisor should be familiar with the Campus Recreation Club Sports Handbook and with materials concerning clubs available through the Student Assembly and on Office of Student Involvement web page.

The sport club's responsibility to the advisor includes, but is not limited to:

1. Keeping the advisor informed through constant lines of communication.

2. Informing the coach of practice and game schedules to encourage their attendance at club activities.

3. Providing the advisor with complete information when requesting authorization on scheduling forms or transaction forms and the appropriate amount of time to process them.

4. Involving the advisor in all plans and activities.

5. Showing appreciation to the advisor for his/her time and service to the club.

Coach/Instructor

If a club sport wishes to utilize the services of a coach/instructor, the members may select a volunteer person who meets the requirements stipulated by the Office of Student Involvement, Campus Recreation and the College. After the student representative submits a coach/instructor's application, a meeting is scheduled with the prospective coach, the Club Sports Coordinator and Director and SIO as needed. The applicant will also meet with representatives from the club. Campus Recreation and the club must approve the selection of a coach prior to the appointment. Any club participating in a league association that requires a coach as part of the membership in the league, must always maintain the services of a coach or risk not being able to participate in the league.

The Role and Responsibility of the Coach/Instructor:

1. The coach/instructor reports to the Coordinator and/or Director and the club president. The coach/instructor should meet with the Coordinator and/or Director and the club president at the beginning of each season.

2. The coach/instructor's role is to provide skill development through practice or instruction and game preparation, accordingly, based on their knowledge and experience. Proper and safe techniques must be utilized in training and game situations to ensure the health and wellbeing of the students is the top priority. Risk management must be always taken into consideration when training students with limited experience, skill or knowledge of a particular club sport.

3. The coach/instructor must be aware of and follow all procedures relative to the Sport Club Program, Office of Student Involvement, and other College policies, such as but not limited to the alcohol and hazing policies.

4. The coach/instructor must be aware of and adhere to all Keene State College policies on Sexual Misconduct, Discriminatory Harassment and Amorous Relationship Policy and Hazing policy. They must ensure that club players understand and are aware of these policies and must refrain from participating or contributing to behaviors that may be in violation of these policies. They must seek immediate assistance from an appropriate KSC administrator should they receive a report about any suspected misconduct by club players towards other club players, other KSC students or any other individual. A full description of Discriminatory Harassment policy and other related policies can be found at www.keene.edu/administration/policy/detail/discrimination/.

5. The coach/instructor should restrict his/her activity to coaching and should refrain from activities involved in the club's management. Club business matters are handled by the club officers, not the coach. Club activities and events should be a team effort.

6. **The coach/instructor must remain in charge of the entire scheduled practice time providing all necessary supervision and instruction, especially for any and all high-risk club activity.**

7. Coach/instructors must be always role models of good behavior and good sportsmanship. They must conduct themselves in a positive manner when dealing with opposing teams,

coaches, and game officials. Coach/instructors must abide by all respective league rules and policies that also pertain to club players.

8. **Coach/instructors including head coaches, assistant coaches, volunteer coaches or instructors are not permitted to socialize (i.e., going to bars or clubs, hosting players at personal homes, apartments, drinking with or providing alcohol or other drugs to players, etc.) with their club players during the academic year unless it is as an appropriate team social event (team meal) that does not involve alcohol, drugs, etc.**

9. The Campus Recreation staff has the right and obligation to protect the club. If the coach/instructor is not working in the best interest of club participants, they will be relieved of their duties.

10. Coach/instructors must be recommended by a club and must renew their application to coach each academic year. Continuation of coaching duties is not automatic.

11. Non-KSC employed coaches/instructors must have a background check completed each year through Human Resources and the third-party vendor, HireRight, prior to working with the club.

12. A non-KSC employed coach/instructor must provide personal liability insurance to cover their activities as a coach. If a coach is not covered by a professional association for liability insurance, he/or she must provide proof of liability insurance to be covered as a club sport coach/instructor.

13. A coach/instructor who might drive rental or personal vehicle for club-sponsored business must complete the Motor Vehicle Record Disclosure and Release form each year prior to driving for an official trip. The review process can take up to 14 days once the Office of Student Involvement receives the completed form. They also must complete the defensive driving course.

14. It is recommended that all coach/instructors have their own medical health insurance. It is recommended and preferred that they have current first aid and CPR/AED certification.

15. Coach/instructors must abide all Club Sports policies, i.e., drug, tobacco, and alcohol no-use policy etc., which also pertain to club players.

Standards of Conduct

Students, by enrolling in the Keene State College, assume the obligation of conducting themselves and their organization in a manner compatible with the College's function as an educational institution. Individuals must behave in ways, which do not detract from the reputation of the College, in the game situation, on or off campus, and while traveling. Violence, such as hazing, hitting, tripping, and punching will not be tolerated in practice or in games. Inappropriate conduct while participating in any sport club related activities would jeopardize the club's continued status as a Club Sport at Keene State College. Individual players will be dismissed from the club.

It is the responsibility of the president to report cases of misconduct to Campus Recreation, Student Involvement or Campus Safety. There will be additional information and paperwork given to any coaches, advisors and elected board members of the club. Training on various Keene State College policies will be provided on campus and will be mandatory for all club elected board members to attend.

Other infractions would include, but are not limited to, the following non-compliance with safety rules and general club policies:

- alcohol or drug use during practices or games or while traveling to and from an away contest.
- **Club sport members consuming alcohol while watching any club sport game**.
- not complying with other travel guidelines.
- allowing a participant to play or practice without a signed risk form.
- allowing ineligible players to participate.
- damage to college facilities, property, or rental vehicles.
- violating the College's policies on Sexual Misconduct and Discriminatory Harassment by members of the club and failure to report violations by members of the club and/or supportive personnel. A full description of these policies can be found at www.keene.edu/administration/policy/detail/discrimination/.
- misusing club funds.
- hazing of members https://www.keene.edu/administration/policy/detail/handbook/hazing/
- failure to return club purchased equipment/uniforms to Campus Recreation,
- failure to return facility keys per the key sign-out contract.
- disruptive or inappropriate behavior at home or away contests; and
- unsportsmanlike conduct toward officials or opponents, by players, coaches, other support staff and team spectators and fans.

The Disciplinary Process

Violation of, or non-compliance with, College or Campus Recreation policies, procedures or regulations may result in disciplinary action, which may include revocation of sport club status in Campus Recreation. The Club Sports Coordinator will handle minor infractions with the penalty of probation. Reports of major infractions will be sent to the Dean of Students and/or the Community Standards Office, who may conduct a formal investigation if alleged violations of policy are found the club would engage in the Student Organization Misconduct Process. The Assistant Dean of Students/Director of Community Standard and Director of Campus Recreation will work in collaboration to assure that the outcome of the Student Organization Misconduct process is appropriate for the club involved. If a student organization is referred to the Student Organization Misconduct process they will have the opportunity to participate in a Negotiated Agreement or a Hearing Board with Community Standards. For more information, please see the full policy at: https://www.keene.edu/administration/policy/detail/handbook/code/ . The club's activity may be suspended until a disciplinary decision has been reached. Any club with a major disciplinary ruling, or a suspension, may not be allowed to play in a post-season contest during that semester.

A minor rule infraction might be the failure to file a necessary form or report on time. **Major rule infractions** would include but are not limited to: failure to enforce the alcohol/drug policies; damage to fields, facilities or rental vehicles; poor sportsmanship; allowing ineligible individuals to participate; and a lack of game security or supervision.

Possible disciplinary actions that may be taken for infractions of rules include, but are not limited to:

- Probation or extended probation; indefinite suspension of club activities.
- The loss of a playing field, gym or courts for practice or games.
- The loss of Campus Recreation and Student Involvement recognition of the club.
- The loss of the ability to host a contest, on or off campus, or to travel.
- The loss of post-season play.
- The freezing of funds.
- Payment for damage or loss caused by the club.
- Combinations of any of the above sanctions may be used.
- For individual non-compliance with rules, the participant should be excluded from play on a short-term or long-term basis depending on the severity of the act or acts.
- The club and/or individual members may also be subject to the College’s judicial process if deemed necessary by the Dean of Students or Assistant Dean of Students.

Appeal

The Director of Campus Recreation & Fitness conducts the appeal process for any imposed minor sanctions.

Alcohol, Drugs and Tobacco Policy

Campus Recreation & Fitness sponsors a program that promotes physical fitness, health, and wellness. This concept does not allow for the use of harmful substances by participants or spectators of the activity. The Campus Recreation & Fitness program is, then, an alternative to alcohol, drug, and tobacco use. A player or person may not participate in any activity while under the influence of harmful chemical substances. We hope that each participant will take note of this policy and use self-direction to abstain from substance misuse, rather than forgo the participation in the athletic facilities and fields. If we must remove you, then future participation will be denied. Club sport teams may not participate on or off campus while using the above named substances.

Alcohol, tobacco and other drug use by club members, coaches, and support staff are further prohibited while traveling to and from games off campus. Alcohol and drugs may not be brought to the facility or field, at Keene State College or any other campus or facility where participants are representing Keene State College. All recreational areas are designated as non-smoking areas for club members as well as coaches, support staff, spectators, etc.

Club sport games will be delayed until the problem is corrected or may be cancelled if the situation is not addressed. Officers should assume this responsibility. If not properly addressed, the Campus Recreation staff, Keene State College Campus Safety or Keene Police may intercede.

Spectators at club sport events are prohibited from using alcohol, drugs, or illegal substances. The club is responsible for providing security personnel to prevent alcohol/drugs from being brought to the field or gym. Advance information must be provided to all visiting teams regarding this policy by the Keene State College's host club. If this does not take place the club may be charged with the misconduct.

Club sport teams or individual members are not permitted to attend social activities with alcohol and/or other drugs present that are sponsored by the host team of an away contest. *Alcohol and other drug use are not permitted by any member of a club sports team before, during or after home or away contests and are prohibited in any vehicle used to travel to away contests or on Keene State College property at any time*. Violation of this policy could result in suspension of the member or club, and/or other disciplinary action for all involved parties.

Hazing

Student organizations - including clubs, athletic teams, etc. - have the potential and unique opportunity to contribute significantly to a student's intellectual and personal development and understanding of the very nature of "community." In keeping with its commitment to a positive academic environment, Keene State College unconditionally opposes any situation created intentionally to produce mental or physical discomfort, embarrassment, harassment, or ridicule.

Hazing is not only a violation of the KSC Code of Conduct but also the Law in the State of NH, for more information pertaining to NH RSA 631:7 Student Hazing please visit the website: https://www.keene.edu/administration/policy/detail/handbook/hazing/.

It is very important to understand that **Hazing cannot be voluntary!** Hazing can include but is not limited to the forced consumption of alcohol, involuntary servitude or personal errands, participation in illegal acts, exercise beyond one's physical limits. If your club engages in any new member processes for an individual joining the team, please run those by Campus Recreation and Fitness to ensure that the activities are appropriate and ultimately lead to building team comradery and unity.

Hazing education can be made available to any club team that would like to have access. This education could include an online module, an in-person discussion, a review of new member education process, and more. Student Involvement staff is the main resource for this information.

Clubs found in violation of hazing will be automatically suspended indefinitely, with the potential for disbandment of the club altogether. Training is available for Club Sports Leaders to attend. This training is mandatory for elected Eboard members to attend. More information about these training courses and when they will be planned will be provided when the time comes.

In essence, hazing is defined as any public or private inducement that causes a pledge (i.e., associate member, initiate, or prospective member) mental or physical humiliation, harm, embarrassment, or ridicule. **Hazing shall include, but not be limited to, the following examples**:

- Physical Hazing – that which is physically harmful or humiliating to the individual.
- Paddling, hitting, or physical abuse toward a pledge.
- Nudity
- The eating of spoiled/repulsive foods and/or non-food substances, as well as anything the individual refuses to eat.
- Exposure to outside elements without proper dress.
- Exercise beyond the physical limits of the individual, such as running over long distances, calisthenics, etc.
- Forced consumption of alcohol or drugs.
- Branding

- Bondage that prevents use of limbs.
- Requests to perform illegal acts (those contrary to local, state, or federal laws and ordinances) such as defacing public or private property, stealing, etc.
- Excessive yelling or screaming.
- Permitting less than six hours of continuous sleep.
- Participating in any activity that the full members will not do.
- Psychological Hazing – that which compromises the personal dignity of an individual causing personal embarrassment or shame; causing the individual to be the object of malicious amusement or ridicule; or causing an individual psychological harm or emotional strain.
- Wearing humiliating, unnatural, or binding attire on the outside or underneath a pledge's clothing.
- Verbal comments that would degrade and/or embarrass pledges.
- Involuntary servitude or personal errands
- Derogatory references/remarks to a pledge regarding family and/or friends' health or well-being.
- Derogatory remarks about a pledge's race, religion, or national heritage.
- Any requirements which compel a member or pledge to participate in any activity which is illegal, or which is known to be contrary to an individual's moral or religious beliefs, or which is contrary to the rules and/or regulations of the College shall be considered hazing.

NH State Law HB 565

AN ACT PROHIBITING HAZING.
CHAPTER 155
155:1 STUDENT HAZING PROHIBITED.
SECTION 631:7 STUDENT HAZING.

I. For the purposes of this section:

(a) "Educational institution" means any public or private high school, college, university, or other secondary or post-secondary educational establishment.

(b) "Organization" means a fraternity, sorority, association, corporation, order, society, corps, athletic group, cooperative club, or service, social, or similar group, whose members are or include students operating at or in conjunction with an educational institution.

(c) "Student" means any person regularly enrolled on a full-time or part-time basis as a student in an educational institution.

(d) "Student hazing" means any act directed toward a student, or any coercion or intimidation of a student to act or to participate in or submit to any act, when:

(1) Such act is likely or would be perceived by reasonable person as likely to cause physical or psychological injury to any person; and

(2) Such act is a condition of initiation into, admission into, continued membership in, or association with any organization.

II. (a) A natural person is guilty of a class B misdemeanor if such person:

(1) Knowingly participates as actor in any student hazing; or

(2) Being a student, knowingly submits to hazing and fails to report such hazing to law enforcement or educational institution authorities.

(3) Is present at or otherwise has direct knowledge of any student hazing and fails to report such hazing to law enforcement or educational institution authorities.

(b) An educational institution or an organization operating at or in conjunction with an educational institution is guilty of a misdemeanor if it:
(1) Knowingly permits or condones student hazing; or

(2) Knowingly or negligently fails to take reasonable measures within the scope of its authority to prevent student hazing; or

(3) Fails to report to law enforcement authorities any hazing reported to it by others or of which it otherwise has knowledge.

III. The implied or express consent of any person toward whom an act of hazing is directed shall not be a defense in any action brought under this section.

Keene State College Policies

Sexual Misconduct

Keene State College is committed to creating and maintaining a community in which students, faculty, and staff can work together in an environment free of all forms of harassment, exploitation, violence, and intimidation. A complete description of these policies can be found at www.keene.edu/administration/policy/detail/discrimination/.

Keene State College's Code of Conduct expressly prohibits, rape, sexual harassment, sexual assault, and sexual conduct that occurs without the consent of the individual and/or when the individual is unable to give consent.

The following areas are covered in more detail in the KSC Student Handbook or by following this link: http://www.keene.edu/handbook/sexual-misconduct-policy/

- Sexual Misconduct Policy Definitions
- Resources for Support
- Reporting a Sexual Offense
- KSC Sexual Assault Survivor Services
- How to Help as a Friend or Bystander
- College Conduct Process
- Sexual Assault FAQ's

Discriminatory Harassment is verbal or physical conduct that demeans or shows hostility, or aversion, toward an individual because of his/her race, color, religion, gender, gender identity or expression, sexual orientation, marital status, national origin, age, disability, or because of retaliation for engaging in protected activity and that:

- Has the purpose or effect of creating an intimidating, hostile, or offensive learning or working environment; or
- Has the purpose or effect of unreasonably interfering with an individual's learning or work performance; or
- Otherwise adversely affects an individual's employment opportunities or ability to be successful academically. Harassing conduct includes, but is not limited to the following:
- Epithets, slurs, jokes, negative stereotyping or threatening, intimidating or hostile acts that relate to a person's race, color, religion, gender, national origin, age, or disability.
- Written or graphic material which demeans or shows hostility or aversion toward an individual or group because of race, color, religion, gender, national origin, age, or disability and is posted on walls, bulletin boards, e-mail or elsewhere on the campus.
- Submission to or rejection of such conduct by an individual is used as the basis for decisions affecting an individual's employment or grades.

Amorous Relationship Policy

Amorous relationships between coaches and club sport players are prohibited.
This policy strictly prohibits amorous relationships between any coach or recreational sports/athletics staff member and any club sport player. Every coach has an ethical obligation to maintain a professional relationship with students and to place the well-being of student ahead of the coach's personal interests. This responsibility includes the duty to provide a safe and healthy environment for the students to flourish, and to serve as a role model within the confines of a professional relationship. As a result, no amorous relationships between a coach and a student —regardless of the perception of consent by one or both participants—can exist without jeopardizing the professionalism of the coach-student relationship and creating a significant conflict of interest. The respect and trust the student places in a coach and the vulnerability of the student in that relationship makes "consent" unreliable in this setting. Conflicts of interest are endemic to amorous relationships between coaches and club sport players, and the costs to the student, the team, the recreational sports program, and the College, necessitate a strict prohibition on amorous relationships between coaches and club sport players.

Even when the coach has no direct professional responsibility for that student-athlete, other student-athletes may perceive that the student-athlete who has a sexual relationship with a coach may receive preferential treatment from the coach or the coach's colleagues. Such relationships are incompatible with the ethical obligations of the coach and the integrity of the recreational sports/athletics program. Accordingly, the prohibition applies to relationships between all coaches and all club sport players in the club sports program. Undergraduate assistant coaches are only precluded from amorous relationships with students on the same club team that they are coaching.

Reporting Possible Violations and the Silent Witness Program

Contacts for Reporting and Assistance:
Individuals who have a concern about incidents or behaviors which may constitute harassment or discrimination should contact any of the Intake Officers listed below for information about the College's discrimination and harassment policies, available support services, procedures for making a complaint, and/or assistance in resolving the situation informally or formally.
Intake Officers:

- Associate Vice President for Belonging
- Title IX, Discrimination and Harassment Coordinator
- Director of Human Resources

Confidentiality

Keene State College will maintain confidentiality where, and to the extent, legally and reasonably appropriate, with the facts made available only to those with a compelling need to know for purposes of investigation or resolution of complaints. Confidentiality cannot be unconditionally guaranteed under any circumstances. The College has a responsibility to act where it knows of a policy violation. All parties including intake officers, responsible administrative officers, investigators, aggrieved parties, accused parties, and witnesses are required to maintain confidentiality.

The Silent Witness Program is for reporting suspected policy violations and/or crimes/incidents which may affect the health, safety, or welfare of the Keene State College Community. Silent Witness submissions are reviewed during college business hours, Monday through Friday 8:00 a.m. to 4:30 p.m.

If you know of an incident or other matter of concern that has occurred or is about to occur, please follow the link below and complete the form. The information you submit is confidential however if you would like us to contact you, please complete the "Contact Information" section.
http://www.keene.edu/campussafety/silentwitnessform.cfm

If you have concerns, please, talk to an intake officer. They will help you think about those concerns and determine what follow up may be necessary to protect your interest and those of all student-athletes.

Non–retaliation
Retaliation against anyone reporting a harassment issue is strictly prohibited. Reprisals or retaliation against any person reporting discrimination and harassment or bringing a complaint of discrimination and harassment will not be tolerated, whether the complaint is ultimately judged to be consistent with the criteria determining harassment. Keene State College reserves the right to discipline individuals who engage in any activity determined to be retaliatory.

Guidelines for the Use of the College Name and Identifying Marks

The College name, seal and logo are property of Keene State College. They cannot be used, in any form, by any student, group of students, individual or business in conjunction with a public performance, publication or for profit, except when used by College athletic teams, when authorized by the Director of Marketing and Communications or the Associate Vice President for Student Engagement. Use of the College name, seal, or logo in conjunction with any alcoholic beverage is expressly forbidden.

Keene State College Athletics Logo Use Guidelines:
Keene State College Athletics has a visual identity separate and distinct from the College's visual identity. The Athletic logos evoke the competitive spirit of our varsity sports teams, and the spirit found in the stands during each game. Like all Keene State College visual brand assets, the use of the Athletic Logos is protected. The Logo Use Guidelines help Keene State College Athletics maintain a strong, positive image with all audiences. The two logos are licensed and trademarked and authorized for use by Athletics and Admissions ONLY. Unauthorized use by offices, academic departments, clubs, or organizations is prohibited.

A recognized club sport may make use of the College name in its title but may not use the name in a manner that in any way would constitute an endorsement, approval or underwriting of any organization, product, activity, service, or contract by Keene State College:

Permissible: Keene State Ultimate Frisbee Club or KSC Club Ice Hockey

If a sport club wishes to make use of the word "team" in its title, it can only do so when the words "Sport Club" or “Club” precede the word "Team":

Permissible: KSC or Keene State Men’s Club Soccer Team
Not Permissible: Keene State Ice Hockey Team or KSC Men’s Rugby Team

Clubs are prohibited from using the College logo on letterheads, business cards or other identifying materials. The general rule is that the College name can only precede the name of a recognized club or organization. All items must be approved by the Club Sports Coordinator or Director prior to printing, purchasing, or posting any materials with the name of the club. Failure to gain approval may result in disciplinary action.

Advertising/Publicity

*_Equinox_ stories and advertising
*Bulletin Board in Rec Center
*Bulletin Boards on Campus
*Flyers and Handouts
*Community Living-CA meetings
*Community Living Office – for hall postings

Community Living Posting Policies
The Office of Community Living shares an office suite with the Office of Student Involvement on the third floor of the Student Center. Organizations can print and deliver posters to the office suite and our staff will coordinate the delivery of posters to each hall. Organizations should provide 90 copies to cover publicity for all community living halls.

Fund-Raising

Club sports are expected to raise a substantial percentage of the funds needed by holding fund-raisers and by paying dues to help cover expenses. For all fund-raising activities, a form must be secured from and approved by Office of Student Involvement ten (10) business days in advance of the event. **Purchase of items, such as t-shirts, to be sold as a fundraiser must be approved by the Office of Student Involvement as well as the coordinator and/or Director prior to ordering. All designs and logos must be approved as well.**

Finances

Club sports must adhere to all financial/budgetary policies for clubs and organizations as defined by the Office of Student Involvement and can find required forms for financial transaction requests, fundraising requests on the Student Involvement web page - https://www.keene.edu/life/si/forms/. **Finance Trainings are available for Club Sports Leaders to attend. These trainings are mandatory for elected Eboard members to attend. Contact Janet Stevenson at janet.stevenson@keene.edu for more information and when trainings are planned.**

OwlNet – club web pages

Club sport teams should also create and maintain an OwlNet web page through the Office of Student Involvement to promote and recruit for their club - https://keene.presence.io/.

Hiring Procedures

In order for clubs to pay coaches/instructors, athletic trainers, or referees that do not already work for Keene State College, a club officer must send their contact information to Janet Stevenson at janet.stevenson@keene.edu, in the Office of Student Involvement.

Once Janet has received this information, she will instruct the person being hired to come to the Young Student Center and complete an I-9 and W-4 form. Once these forms are completed, the individual will be given instructions how, and is required, to submit worked hours online to be paid. The hiring paperwork must be completed once per academic year and may be completed prior to the next school year beginning if the individual anticipates being hired again.

All hired or volunteer non-KSC employed coaches/instructors must complete the online USNH background check form through HR and the third-party vendor HireRight.

Facility/Field Usage Responsibilities & Scheduling of Games

Sport clubs are responsible for submitting scheduling requests for the fields and rooms they need for practices and games (rooms for meetings as well) via the College's scheduling program, 25Live, http://www.keene.edu/campus/events/scheduling/. Approval will be made by the Campus Recreation scheduling coordinator upon receipt of the scheduling request. Dates and times requested outside of normal club usage for games must be approved by the staff. **New sports clubs will not be approved for recognition by Campus Recreation if the proper facilities are not available for practice and/or competition.**

Clubs will not be permitted to schedule last minute home or away games or to make travel arrangements the day before or day of the planned trip. Club sports may only play games on official KSC fields; they may not under any circumstances use an alternative field to practice, scrimmage or play official sanctioned games (i.e., games cancelled due to severe inclement weather), without approval from the Director or Coordinator.

Games cannot be scheduled during or immediately before final exams have been completed either semester. Club sport teams may host post-season tournaments only if the team is also participating in the tournament and they have money budgeted to cover any costs to running the event that is not paid for by the tournament organization. ATC/EMT coverage must be provided for the tournament, and either the sport club or the organization administering the tournament must cover the cost. Before a club may agree to host a tournament of any kind using the College's facility, it must receive approval from the Coordinator and the Director.

By requesting the fields/facilities, the Club President assumes responsibility for those spaces for the club's use. The agreement states that the president, as a representative of the club, agrees to pay for all extra expenses or damages arising from the club's use. Clubs also agree to be responsible for cleaning up debris, etc., following use. Misuse of fields or facilities will be cause for disciplinary action. When a facility is scheduled, it must be used or officially cancelled. To cancel, call Campus Recreation 24 hours before the reservation is in effect. Failure to use a scheduled facility may jeopardize future scheduling. Any club using any College facility is obligated to clean up after the event and return the space/room to the original set-up that it was found.

Note: Keene State College strictly prohibits the use of alcoholic beverages and drugs in public areas on the campus. Smoking and all other tobacco products are not allowed in the indoor facilities or on the outdoor fields. **It is the club's responsibility to monitor all club events, including the actions of spectators, to ensure that these items are not on site.** The game will be delayed until the problem is corrected or may be cancelled if the situation is not resolved. Other disciplinary measures will be imposed. **There are absolutely no club members' vehicles permitted to drive or park on the grass fields, emergency vehicles only.**

Instructions for 25live Scheduling

Quick steps to creating an event scheduling request in 25Live:

1. Go to the Keene State College webpage: https://www.keene.edu/ - in Google Chrome or Modzilla Firefox, but not Internet Explorer.

2. Go to the A-Z Index; go to "S" and click on Schedule a Room (25Live) - https://25live.collegenet.com/pro/keene#!/home/search/event/list

3. Will have to sign in with your Username and Password (your KSC NetID).

4. Click "Event Form" on top right menu bar.

5. Fill out the form and click "Finish". Will receive an email confirmation whether request is approved or denied. See sample on back of page.

6. Click on "25Live" on menu bar – enter room code in "Search Locations" on the left side bar to find availability. Cannot schedule a space three days out.

INDOOR RECREATION/ATHLETIC SPACES

Rec Gym Rubber Court	RECR*110C	(Ultimate Frisbee/Soccer/Rugby)
Multipurpose Room #1	RECR*225/321	(Brazilian Jiu-jitsu/Karate Club)
Main Gym-Spaulding Gym	SGYM*230	(Dance Team)
Aerobics Studio	RECR*302	(Dance Team)
Multipurpose Room #3	SGYM*321	(Dance Team)
Classroom 121	SGYM*121	(meetings)

OUTDOOR RECREATION SPACES

Joyce Field 1	JOYC*001	(Ultimate Frisbee practice)
Joyce Field 2	JOYC*002	(small 6v6 soccer field)
Joyce Field 3	JOYC*003	(Women's Rugby practice)
Joyce Field 4	JOYC*004	(M/W Soccer Clubs' practice)
Joyce Field 5	JOYC*005	(Men's Rugby practice/game field)
Joyce Field 6	JOYC*006	(small 6v6 soccer field)

OUTDOOR ATHLETIC COMPLEX

Turf Field	OSTA*OSAT	(Rugby/Soccer Clubs/Ultimate Frisbee)

To submit an MRO (maintenance request order)

- Go To Facilities Services web page - https://www.keene.edu/office/physicalplant/
- Click on Resources - https://www.keene.edu/office/physicalplant/resources/ - then click on Maintenance Request - https://td.usnh.edu/TDClient/60/Portal/Requests/ServiceDet?ID=576
- Click on Request Services and fill out all required fields
- Select Grounds for field lining, goals moved to fields, trash/recycle cans, etc.

Travel Guidelines

The guidelines listed below must be adhered to by all sport clubs, to receive approval for travel from the Office of Student Involvement as well as Campus Recreation. **Failure to follow these travel guidelines will result in disciplinary action. Training is available for Club Sports Leaders to attend. These trainings are mandatory for elected Eboard members to attend. Contact Janet Stevenson at janet.stevenson@keene.edu for more information and when trainings are planned.**

Student organizations planning to travel must submit a Travel Request to the office of Student Involvement. Travel requests must be submitted using the following guidelines for consideration:

- No later than 5 days prior to departure for travel in-state
- No later than 10 days prior to departure for travel out of state
- No later than 3 weeks prior to departure for foreign travel

When the Travel Pre-Approval Form has been reviewed by the office of Student Involvement your organization will receive notification of travel approval/disapproval. Email notification of the travel status will be sent to the trip leader(s), your advisor, and Student Center Accounting. The travel notification will include a status of required travel documents, along with a timeline for their submission. Absolutely no financial activities can occur until your organization has received travel approval. Once you have received approval for your travel, trip leaders should coordinate with the organization treasurer and Student Center Accounting to discuss the financial aspects of the trip. There are several options for processing travel expenses including the use of purchase orders, check requests, and campus travel cards. Student Center Accounting will determine the most appropriate method for your trip based on several factors. Travel cards require an application period of 30 days so plan accordingly.

Please visit the Student Travel Page to continue with the Pre-Approval process.

Reimbursement for travel expenses (i.e., gas for rental vans, etc.) will not be made if receipts are not turned in to the Student Center Office after the trip.

Travel Process / Guidelines for Repeat Destinations

Student Organizations travelling to the same destination/location on several dates throughout the semester can submit one travel pre-approval form. Complete the following process to receive approval for multiple trips to the same location.

- **Travel Pre-Approval Form** - when filling out the form do the following:
  - List the first trip in the Trip Date box A.
  - List all remaining trip dates and reason / purpose of the trip in the trip description / purpose box
- **Participant List -** Include all trip dates on this form
- **Waivers –** online Liability and Release Waiver form
- **Medical Forms –** online student medical questionnaire

University System of NH policy: In addition to the Defensive Driving requirement already in place for students, Motor Vehicle Record (MVR) checks are now required for all students who will be driving College rented or leased vehicles. All students must complete the form provided by USNH, to drive rental or personal vehicles for approved student organization activities.

The Motor Vehicle Record (MVR) Process:

- The MVR form, once received by Office of Student Involvement, will be sent out for processing, and clubs should plan for at least 14 days.
- Student MVR forms are required to be notarized.
- For convenience, students may arrange to have their forms notarized here in the Office of Student Involvement for no charge by Jessica Gagne-Cloutier (Notary Public), or get their form notarized off campus.
- Forms should not be signed until a notary is present to witness and attest to the signature.
- Electronic or photocopies of forms will not be accepted.
- Forms must be original, with notarized signature, to be able to send for processing.
- If you need to locate a notary off campus, we recommend contacting:
  - Your local bank, library, County Clerk or City Hall
  - Your insurance company
  - Additionally, most UPS Stores have notaries (https://www.theupsstore.com/store-services/notary-services)
  - Please note there may be fees associated with having your form notarized off-campus.

PERSONAL VEHICLE USE BY STUDENTS:

- In addition, USNH and its insurance provider are minimizing the use of personal vehicles for student travel.
- The KSC Office of Student Involvement has implemented the following policy for restricting the use of personal vehicles for student organization related travel.
- Student drivers may drive personal vehicles for trips totaling no more than 100 miles round-trip (50 miles one way).
- If the proposed student organization travel is going to be over 100 miles round-trip, clubs will be required to plan for vehicle rentals, transportation service, etc.
- Student organization travel must be pre-approved using the online submission form at: https://kscstudentinvolvement.wufoo.com/forms/student-organization-travel-preapproval/.
- General questions about the Student Organization travel process should be directed to the Office of Student Involvement.

Additional Travel Guidelines:

- The club's coach must travel with the club for all away games both in the fall and spring seasons.

- **Copies of the liability release & waiver and student medical questionnaire forms must always be brought with the club while traveling.**

- **Consumption of alcohol or use of other drugs prior to, during or after an away contest, or in the rental vehicle traveling to and from an away contest, is prohibited by all members of the club.** Severe disciplinary action will be taken against a club, or the individual member(s) found to be in violation of this policy.

- **Vans are rented from an approved off-campus agency (e.g., Enterprise Rental) for trips**. These vans are the responsibility of the club and the designated drivers. The sport club or the individual member deemed responsible for causing the damage will cover any damage done to rental vans. **No more than 10 passengers including the driver per 10 or 12-passenger van.**

- Personal cars can be used when approved by the Office of Student Involvement during the trip planning process (see the new personal vehicle use policy on page 29). **Rental vans are the preferred method of transportation for all away trips**. Personal car owners would need to show proof of insurance (NH Guidelines) prior to travel. Violation of this policy will result in disciplinary action. **Personal Vehicle Use Waivers must be signed by all drivers if they use personal vehicles for travel.**

- **Defensive drivers** are ***mandatory*** for off-campus rental vans. Copies of all defensive driving certificates must be kept on file with Student Involvement Office.

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- All student drivers must also complete the MVR form and are not cleared to drive until the form has been processed by the Office of Student Involvement.

- Defensive drivers **only** may sign out the rental vans upon pick up and return the same rental van following a trip. The same driver assigned to a rental van must drive the van to and from an away contest unless an injury prevents the person from being able to drive. In this case, another defensive driver must drive the van. Each van should have 2 defensive drivers.

- Each driver should be given the travel plan, including a map if needed, and specific directions. The plan should include a method to check each vehicle to make sure everyone is aboard and that no one is left behind. A trip manager must be designated. **Clubs should have access to a first aid kit and emergency phone numbers and cell phones in each van.**

- **Individual drivers will be held responsible if they cause or are involved in an accident with a personal vehicle or if a member of a sport club or non-related person is injured in an accident caused by negligence on the part of the driver.**

- **All players must travel to and from away contests with the club**. Exceptions only for an injury that requires an overnight hospital stay or when a family member is required to transport the club member home following an injury.

- **Only legitimate members of the sports club may travel in a rental vehicle for an away contest.** Friends, family members, alumni or other non-affiliated people may not travel in a rental vehicle at any time.

- **Club player(s) attending weekend tournaments are permitted to stay overnight at the site of the tournament only with approval from the Office of Student Involvement as part of the trip planning process.** Any club member who violates this policy will personally assume all expenses incurred. Club finances will not be used to cover hotel or other travel expenses resulting from an unauthorized overnight stay.

- Players cannot leave an away contest to travel to another destination with person(s) not associated with the sport club team without permission from the coordinator and/or Director for an emergency or family situation. (The player(s) must sign a waiver if this situation is granted.)

- Clubs should schedule all contests or competitions within a **two-hundred-mile** radius of the campus, when possible.

Organizational and Personal Liability

Advisors and officers of the organization often express concern regarding personal liability for organizational-related activity. There are few hard and fast rules, which can be quoted; however, the following general guidelines may be helpful:

1. Organization members, officers and advisors are subject to the same criminal statutes that govern behavior generally in society. Violation of these laws may result in criminal liability.

2. Club officers, members and advisors may be civilly liable for harm resulting from dangerous organizational activities or those that create an unreasonable risk of injury.

3. All individuals involved in the club are advised to plan activities carefully, to comply with all laws, including those related to the sale and consumption of alcohol and the use of rental vehicles and other equipment, and to neither endorse nor participate in activities that could result in injury to participants, bystanders, or property.

4. Employees of Keene State College may seek information concerning liability and insurance from the University System of New Hampshire's attorney's office. Advisors are covered for professional liability and/or negligence under the USNH umbrella insurance policy. They could be held personally liable for negligence from performing duties outside their scope. They are responsible for their own medical health insurance to cover any personal injuries which occur outside the realm of injuries under a worker's compensation claim.
    - A coach/instructor must provide personal liability insurance to cover their activities as a coach. If a coach is not covered by a professional association for liability insurance, he/or she must provide proof of liability insurance to be covered as a club sport coach/instructor.
    - It is recommended that all coach/instructors have their own medical health insurance. It is recommended and preferred that they have current first aid and CPR/AED certification.

5. Each participant must complete the online liability release & waiver form and student medical questionnaire before they can participate in a club. The club president must make certain these are turned in prior to participation.

6. **A club sport will be held accountable for the actions of individual members during official club-sponsored activities**. The club will be held responsible if individual members disobey club sports policies and procedures, damage rental vehicles, personal or college property or cause injury to other club members or non-related people due to negligence. **Disciplinary or judicial action will be taken against the club and/or all individual members involved**.

7. **NEGLIGENCE: WHEN DUE CARE HAS NOT BEEN EXERCISED TO PREVENT INJURY**. It is the responsibility of the club and its officers not to be NEGLIGENT.

Risk Management for Club Sports

All sport clubs should attempt to provide a safe and positive recreational experience for all participants by striving to prevent accidents and injuries before they happen. It is required that sport clubs develop, implement, and practice the following safety measures:

A. Develop and submit to Campus Recreation, a risk management plan which includes safety guidelines. (Form provided)

B. Club officers, members, coaches, and instructors must emphasize safety in all activity including, but not limited to, games, practices, functions, and travel. Each participant agrees to share responsibility for safety and agrees to follow safe procedures and to avoid unnecessary, hazardous situations.

C. By completing the **Liability Release & Waiver and Student Medical Questionnaire forms**, each participant recognizes that he/she is always responsible for his/her own well-being; the well-being of the group; and that he/she is voluntarily participating in an activity with risk involved. **Each student is responsible for providing his/her own medical health insurance and must have insurance to participate.**

D. Club sport officers must inspect fields, gym floors, or courts prior to each practice or game. Unsafe conditions must be reported immediately. Games or practices should not proceed until the unsafe condition is corrected.

E. **Consumption of alcohol or use of other drugs prior to, during or after a home or away contest or while traveling in rental vehicles or personal cars is strictly prohibited by all members of a sports club.**

F. It is required that each club has at least two members certified in American Red Cross first aid and CPR and/or Certified Athletic Trainers. One of these certified individuals must be at each practice/game with the club's first aid kit and ice.

G. Certified Athletic Trainers must provide his/her own liability insurance to cover their work as an AT as well as their own medical insurance in lieu of personal injury.

H. **Defensive drivers must always be used when traveling to an away contest.** Non-club sport related persons are not permitted to travel in a rental vehicle for a club-sponsored trip. All players must travel to and from a contest with the club in the appropriate designated vehicle. (See Travel Guidelines, pages 30-33)

I. Club sports must develop an emergency action plan for practices and game situations. Participants must wear proper clothing, which includes appropriate footwear and protective equipment.

I. **Medical Examination/Health Information Form**

The club sports program recommends, and expects, that each participant in vigorous or contact sports have an annual physical examination. Any physical problems should be

discussed with the family physician or the Center for Health and Wellness regarding participation. **All participants must complete the online Student Medical Questionnaire form.**

II. **Liability Release & Waiver Form**

Each club sport member must complete the online liability release and waiver form before he/she is eligible to participate in club activity. This form on file in the Campus Recreation office **prior** to participation. Members who are under 18 years of age must have the form signed by a parent or guardian.

Clubs will not be authorized to use facilities/fields until all liability waiver forms have been received by the Coordinator of Intramural Sports/Club Sports.

III. **Medical Insurance**

It is **required** that participants in the Club Sports program have adequate medical insurance coverage to participate in any club activity. Adequate insurance should include coverage for all aspects of medical care (i.e., ambulance service, emergency room treatment, medical equipment, etc.), for injuries incurred while participating in club activities and during periods of travel to and from such activities.

Individual clubs must require as a condition of membership, medical insurance by its members.

Neither Keene State College nor the Club Sports program of Campus Recreation accepts any responsibility for ill health or injury suffered while participating in any of the programs. Medical or ambulance expenses incurred by a participant will not be paid by the Sport Club, Campus Recreation, or Keene State College. **Participation is on a voluntary basis**. As stated above, the Club Sports program recommends that all participants undergo a prior physical examination and require health and medical injury insurance of all club members.

Members should contact parents or guardians prior to joining a sport club to determine the extent of coverage of the medical insurance the student is under. If coverage is deemed insufficient to provide payment for all injuries, ambulance service, etc., the student should make other arrangements for increased medical insurance or reconsider joining a physical contact sports club.

KEENE STATE COLLEGE
CLUB SPORTS PROGRAM

INJURY/ACCIDENT PROCEDURES

Before practice or competition: If the gate to the Joyce "A" field is locked, call Campus Safety (603-358-2228) to unlock it.

On-Campus Practice or Competition:

- Certified and qualified individuals should administer First Aid and/or CPR when possible.
- Use cell phone to call 911. State your name, location of the accident and if an ambulance is needed, etc. (Campus blue light phone connects to Campus Safety)
- Designate someone to meet the emergency vehicle or Campus Safety and direct them to the injured person.
- **Fill out the online Injury Report, https://keene.presence.io/admin/form/keene-state-college-campus-recreation-accident-injury-report/responses.**
- An accident/injury report must be filled out even if an ambulance is called to transport the injured party to the hospital.
- Make certain victims follow up with visit to their family physician or KSC's Center for Health and Wellness as soon as possible.
- If a Certified Athletic Trainer or EMT is on site at time of accident or injury let the Certified AT/EMT handle situation but **always** fill out and turn in an accident report.
- Individuals not trained in first aid should not attempt to move or treat the injured party. Keep the victim still, don't leave victim alone, and send someone to contact help.

Off-Campus at a Practice or Competition:

- Certified and qualified individuals should administer First Aid when possible.
- If a Certified AT/EMT is on-site at time of accident or injury, let the AT/EMT handle the situation.
- If there is no Certified AT/EMT, designate someone to make a phone call and get help, e.g., ambulance service or drive victim to hospital.
- Make certain follow up is done with the victim and have him/her see the College's Wellness Center or family physician as soon as possible.
- On site, fill out accident form and turn into the Club Sports Coordinator or Director the first school day following the accident.

EMERGENCY PROCEDURES - TRAVELING:

In case of an injury/accident, while traveling:

- Certified and qualified individuals should administer First Aid and/or CPR when possible.
- Call 911 and notify the proper authorities. **Each van must have a cell phone and list of emergency phone numbers.**
- Remain with the vehicle and the injured parties until the police arrive.
- **Individuals not trained in first aid should not attempt to move or treat the injured party**. Keep the victim still, don't leave victim alone, and send someone to contact help.
- If it is a rental vehicle, make sure the rental agency is notified as soon as possible.
- As soon as possible notify the Club Sports Coordinator or Director regarding the incident.
- **Fill out the online Injury Report, https://keene.presence.io/admin/form/keene-state-college-campus-recreation-accident-injury-report/responses.**

INJURY PROTOCOL (concussion protocol)

1. Club sport students must report all injuries to their president, coach and/or instructor as well as medical personal (first aiders or certified Athletic Trainers covering practices or games) and/or the Wellness Center personnel (Urgent Care or personal physician) immediately. Students who fail to disclose injuries to the appropriate parties may be withheld from future club participation.
2. The president must ensure an injury report is filled out, signed by all involved parties and submitted to the Coordinator as soon as possible.
3. Participation in club activity must be suspended until the student receives medical attention and then clearance to return to play by either the Wellness Center personnel or the student's primary care physician.
4. Management of concussion
    a. Athletic Trainer or medical personnel suspects & initiates concussion assessment, the club sport participant is not to return to play that calendar day.
    b. Injury report must be completed and turned into the Coordinator as soon as possible.
    c. Once diagnosis of concussion is made; No RTP (return to play) until symptom free and release for physical activity is provided by club sport participant's physician as well as from the Wellness Center staff.

d. Written notes must be provided to Director or Coordinator.

5. Rugby clubs will follow USA Rugby's concussion protocol. Club officers, captains, coaches, advisors and Athletic Trainers who cover games will be given the protocol handouts to ensure adherence to the protocol by all club members is met.

REMEMBER: All Club Sports athletes should be aware of their personal medical insurance company, the policyholder's name and the policy number in case of emergencies and/or accidents. This information is required prior to treatment in many instances.

It is required that participants in the Club Sports program have adequate medical insurance coverage to participate in any club activity. Adequate insurance should include coverage of all aspects of medical care, including but not limited to: ambulance service, emergency room treatment, medical equipment, etc., for injuries incurred while participating in club activities and during periods of travel to and from such activities. Medical insurance must be sufficient to cover any injuries that may be sustained while traveling to and from a club-sponsored event.

Copies of all players' liability release & waiver and student medical questionnaire forms should be brought with the sports club when it travels to away games. These provide the name of the medical insurance company and the contact person for emergencies.

SEVERE INJURIES INVOLVING BLEEDING - PROCEDURE:

1. Put on Rubber Gloves - no matter how small the amount of blood. Avoid contact with blood on any other body parts.

2. Have the victim apply the gauze pad if the person is able.

4. DO NOT allow the person to continue participation in the activity until the bleeding has completely stopped.

5. Blood may not be visible on the person's body or clothing to continue playing.

6. Once the bleeding has stopped, place the used gauze pads, gloves and any other items in an ice bag. Dispose of the bag in the can marked "Biohazard Waste" if saturated amounts of blood only, in the Rec Center laundry room as soon as possible.

7. Bloody uniforms should be placed in plastic bags and turned in to be washed by the laundry room staff – only uniforms that will be washed by Campus Recreation.

8. First Aiders should wash hands with soap and running water, if possible following treatment. If no running water is available, use anti-septic towelettes provided in the first aid kit.