

Recreational Clubs and Club Sports Procedures for Campus Recognition and Operation at Alfred State

Introduction to Recreational Clubs

A recreational club or student club sport is a voluntarily student organization that advances common interests through participation. The Student Engagement, Athletics and Recreation staff provide operational assistance. Students are directly and ultimately responsible for all operational and management aspects of a successful and competitive organization. Depending on the Club Sport, the Athletic department may have more oversight over the operational aspects than the Office of Student Engagement. That determination will be made upon recognition by the AAVPSA, Director of Student Engagement and Athletic Director. (For example; Club Hockey would fall under Athletics oversight and Pioneer Woodsman will fall under Student Engagement).

Some of the additional advantages of forming a recreational club or club sport include:

1. Administrative guidance
2. Facility scheduling, budget development, and fundraising assistance
3. Publicity and program promotion assistance
4. Leadership and new club development assistance
5. Advisor (coach) development opportunities

This resource outlines policies and procedures that directly affect the safety of the recreational club or club sport participants and the operation of each club. All individuals who choose to participate in a recreational club or club sport are required to become familiar with and agree to abide by the guidelines, rules, and requirements for club sports. As such, all recreational clubs and club sports participants are strongly encouraged to become familiar with the material presented in this manual, as well as any additional guidelines. The policies and procedures outlined in this resource are subject to change at any time, provided such changes are adequately distributed.

Standards of Conduct and Disciplinary Procedures

General Standards of Conduct

Recreational clubs and club sport members have an obligation to conduct themselves and their organization both on and off campus, in a manner consistent with the College's philosophy and function as an educational institution.

Inappropriate conduct or actions while participating in any recognized recreational club or club sport related activity could jeopardize the club's continued recognition status. Furthermore, club members who participate in any activity which violates College policies, the guidelines of any appropriate national governing body, or federal, state or local law will be subject to disciplinary action by the College and/or civil or criminal penalties.

Obligations of Recognized Recreational Clubs

As a college recognized student organization and club sport, each club must:

1. Adhere to all policies and procedures required to maintain club status.
 - a. Participants are strongly encouraged to maintain personal insurance.

Recreational Clubs and Club Sports Procedures for Campus Recognition and Operation at Alfred State

1. An injured participant is responsible for all financial obligations incurred in any treatment necessitated by an injury.
- b. Participant share responsibility for safety and each agrees to follow safe procedures and to avoid any unnecessary, hazardous situations.
 1. Participants are obligated to wear proper attire and appropriate protective equipment for their respective activity. If the participant chooses not to use such equipment, he/she may be barred from engaging in practice or game activities.
- c. Should an injury occur, an Accident Report must be completed and filed (within 48 hours) with the office of Student Activities.
- d. The Athletics department will determine the specific Club Sports individual and/or Team memberships (insurances) with National Governing Body (NGB) will be required.
2. Avoid sponsoring or hosting any activities that diminish the reputation of the College or cause damage or injury to personal property, or individuals.
3. Prohibit the manufacturing, distribution, dispensation, possession, or use of alcohol or illegal drugs or controlled substances during any club sport functions.
4. Prohibit the sexual or anti-discriminatory harassment of all club members in accordance with College policy.
5. Prohibit “hazing” of club members. Hazing is defined in the Alfred State College Student Conduct Code.
6. Remain in good standing with local, regional, and national affiliations as appropriate.

Coach, Member, & Officer Expectations

Here are some examples of the specific basic expectations related to participating in a recreational club or club sport:

Coaches/Instructors

A club is first and foremost a student organization. A coach should restrict their contributions to coaching/advising and should minimize controlling involvement in the club. The philosophy and key to the success of the recreational club or club sport program has been the continued emphasis placed on student leadership and participation. Clubs are designed to allow students to learn and practice leadership roles including, but not limited to administering a budget, securing facilities, scheduling contests, and arranging for travel, etc. Being a coach is a position of SERVICE and should be spent serving the club and its members. How much time is spent though, is up to the coach. Please remember that students grow through the responsibility of leading a club: coaches are not to run the club for officers or to perform their duties. They should let the club succeed or fail, acting as a mentor and supporting good decision- making. Coaches should be mindful in the relationship with the students and in turn, will see the members grow and mature, learning skills and habits useful throughout their lives. This is an important purpose of student organizations.

Student Engagement personnel do not have the expertise to determine the technical skills of a coach/instructor and, therefore, may rely on the judgment of the club members and/or Athletics department to determine or evaluate those qualities and skills as well as other professionals with similar experiences at the College. Approval of coaches and instructors is always subject to the approval from the Student Life Office. **Coaches/instructors may be students, faculty or staff. Any requests for off-**

Recreational Clubs and Club Sports Procedures for Campus Recognition and Operation at Alfred State

campus (Non-Alfred State affiliated) volunteers must be approved by the Office of Student Engagement/Athletic Department.

Members Expectations:

- All members must be current Alfred State students.
- Abide by all policies, rules, and procedures established by the College.
- Have a signed Liability Waiver on file with the Office of Student Engagement/Athletic Department prior to participation with the club.
- Be courteous to and respectful of all staff, club sport participants, fans and members.
- Demonstrate positive role modeling and sportsmanship.
- Each participant is responsible for knowing his or her own physical limitations and restrictions and for taking personal responsibility to limit his or her participation to be within the bounds of those limitations and restrictions.

Officer Expectations:

- Be familiar with the information presented in this manual and share and enforce the policies with club members, participants, and coaches/instructors.
- Use initiative and good judgment when handling club matters
- Turn in all forms, as required, to the Office of Student Engagement/Athletic Department.
- Submit all forms and paperwork complete and on-time, including **travel rosters, facility reservation requests** and reports.
- Prepare and submit accident/incident reports completely and in a timely manner.
- Attend all mandatory club meetings and hold regular club meetings to discuss any and all necessary club business with the membership.
- Meet all established deadlines as required.

Social Networking

As with any new technology, Facebook or other social networking sites have both positive and negative aspects. It is important that club officers and members understand how these publications can have possible ramifications that can impact a club and/or Alfred State College. Any club that has a "club page," or club members that associate themselves and the College on their personal pages with a particular club, must do so in accordance with the College social media policy and standards. Also, the club member should insure that their pages do not negatively impact the image of the club or of Alfred State College as a whole.

Officers - Student Responsibility & Suggested Roles

Clubs are managed by students. The success or failure of any club is determined by the students. Officers must know the exact status of the club (financial, compliance, and members' involvement).

Responsibility for the success of the club rests on the officers' and members' shoulders, not the coach's or advisors.

Since clubs are both student-run and self-administered, the management of club business is the responsibility of the officers. Each club should identify the responsibilities of its officers. **These duties** must be outlined in each club's constitution.

Recreational Clubs and Club Sports Procedures for Campus Recognition and Operation at Alfred State

The following list of suggested duties should serve as a guideline and checklist to assist in the smooth operation of the club:

- 1. President (mandatory position):**
 - a. Provide overall vision and direction for the club
 - b. Serve as a liaison between the club and the Director of Student Engagement, Attend assigned club sport meetings
 - c. Work with other club members to promote the club (or appoint a publicity chairperson)
 - d. Report results of competitions within 48 hours to the Sr. Director's Office
 - e. Notify the Sr. Director's Office immediately of any schedule changes
 - f. Assure members are up-to-date on policies and procedures from resource
 - g. Train future president on duties and procedures
 - h. Maintain inventory of club equipment and supplies
 - i. Submit necessary paperwork, forms, and reports by the indicated deadlines
 - j. Delegate responsibility to involve other club members

- 2. Vice President (mandatory position):**
 - a. Preside over club meetings and business during the president's absence
 - b. Attend mandatory meetings with or in the absence of the president
 - c. Assist the president as needed
 - d. Learn the role of the president (typically this position will later become the club president)

- 3. Treasurer (mandatory position):**
 - a. Collect dues (if club collects dues) and keep an accurate financial record
 - b. Work with president in budget preparation
 - c. Keep all receipts to document expenditures
 - d. Fully comply with the financial regulations of the College and the Student Senate.

- 4. Secretary (optional position):**
 - a. Attend all club meetings and record minutes
 - b. Conduct correspondence for the club and update the club roster and submit any changes to the Office of Student Engagement

Procedures for Campus Recognition and Operation of a Recreational Club at Alfred State College

The College has a long history of recognizing and overseeing the operation of recreational clubs. These student organizations provide important outlets for students managing stress while often engaging in activities with varying degrees of personal risks for participants. These procedures govern the recognition of student recreational clubs and serve as an addendum to the recognition and operational policies set for other student organizations recognized by the College. Given that the College is committed to the safety and well-being of its students and must continually be cognizant of the litigious forces that exists today, the following procedures for recognition and operation of recreational clubs is established:

Recreational Clubs and Club Sports Procedures for Campus Recognition and Operation at Alfred State

Campus Recognition

Campus recognition allows a student group to use campus facilities, advertise on campus and seek student activity fee funding from the Student Senate. Campus recognition of any student club occurs annually and is managed out of the Office of Student Engagement. In addition to these current recognition procedures, recreational clubs interested in seeking campus recognition must also meet the terms of the requirements set forth in these procedures. When these requirements have been met, the Director of Student Engagement will forward their recommendation for recognition of the recreational club to the Vice President for Student Affairs for final approval.

Continual Operation

In addition to seeking campus recognition, recreational clubs are also required to maintain varying degrees of operational requirements if they are to maintain campus recognition. These operational requirements are set forth for each club and are based upon the types of activities the club engages in and the potential risks associated with these activities. Certain operational procedures may be required to minimize the risk carried by the College.

In some cases, past history with the club at Alfred State may also dictate the level of risk assumed by the College and may be reflected in the procedures required of the club for continued recognition or operation. For example, if a club has had a prior history of not following campus policies or has placed Alfred State students or others in harm's way, the College reserves the right to set specific recognition and operational requirements to minimize the likelihood of these incidents occurring in the future. The College may also choose to suspend a club's operations or not grant recognition if the club does not follow campus policies and procedures. In most instances, clubs have lost recognition for placing Alfred State students or others in harm's way. It is incumbent upon any recreational club to insure they maintain the highest standards of safety and personal conduct when engaging in recreational activities.

Recreational Clubs and Club Sports Procedures for Campus Recognition and Operation at Alfred State

Types of Recreational Clubs

The table below represents five levels of recreational club activities and the recognition and operational requirements set forth for a club recognized at that level. Level 5 represents the highest level of potential risk to participants and to the College and Level 1 represents the lowest potential of risk. The items listed are the minimum standards required for recognition and operation at Alfred State College. The College reserve the right to add additional requirements based upon specific activities unique to a club's activities (whether one-time or on going). Examples of clubs that are classified at various levels are as follows: **Level 5** – Rugby, **Level 4** – Ice Hockey, Defensive Boxing, Martial Arts; **Level 3** – Ultimate Frisbee, Intramurals, Pioneer Woodsmen; **Level 2** – Outdoor Recreation Club; **Level 1** – Alfred State Dance Team, Steppas. There are inherently greater risks associated with Level 4 and 5 clubs because of the frequency and intensity of physical contact associated with these club activities. Level 2 and 3 clubs have less physical contact with others yet potential physical risk to participants. Level 1 clubs have no expected contact with minimal perceived physical risk to members or participants. Whenever physical risk is associated with an activity, the club must have a written response to how they manage this risk and what safety precautions are documented to protect the participant to the extent possible from such a risk – these documented responses and safety precautions are required and are included in the club's risk management policy filed with the College.

**Recreational Clubs and Club Sports Procedures for
Campus Recognition and Operation at Alfred State**

Level	Activity Type	Campus Recognition Requirements	Operational Recognition Requirements
Level 5	<ul style="list-style-type: none"> • Physical contact (competitions and practices) • No protective gear worn; • Frequent competitions & practices • Significant risk of injury 	<ul style="list-style-type: none"> • Supplemental team-based insurance policy (rate determined by the College) • Limited participation to only Alfred State students • Risk management policy established by club members and approved by the College • Campus will hire a coach to oversee the recreational sport once other requirements have been met • Health and Wellness Center clearance required to participate in practices and/or competitions 	<ul style="list-style-type: none"> • Coach hired through campus hiring and selection practices and reports to the Athletic Director (AD) • Certification required by instructor in instances of self-defense based clubs • Selection of players determined by coach with final approval to play at any time determined by the AD. • Risk management policy for club maintained • “Informed Consent, Liability Waiver & Release Form” filed with the Office of Student Engagement • Member of NGB – Individual/Team • Athletic Trainers may be required to attend competitions upon

**Recreational Clubs and Club Sports Procedures for
Campus Recognition and Operation at Alfred State**

			determination by the AD
Level 4	<ul style="list-style-type: none"> • Full physical contact at all times • Full protective gear (frequent competitions and practices) • Frequent competitions and practices • Significant risk of injury 	<ul style="list-style-type: none"> • Limited participation to Alfred State students; exceptions may be approved by the Office of Student Engagement. • Risk management policy established by club members and approved by the College\ • Health and Wellness Center clearance required to participate in practices and/or competitions , please follow steps provided below: <ol style="list-style-type: none"> 1. You must have a completed immunization and health form on file at Health & Wellness Services. This can be verified by the front office staff at Health & Wellness Services. 2. You must have a completed Health & Wellness Athletic form on file at Health & Wellness Services. You can either stop into Parish Hall and request this form or print it online at http://www.alfredstate.edu/sites/default/files/downloads/Student-Athlete-Health-Form.pdf. Once completed bring to Parish Hall for the front office staff to add to your file. 3. A physical examination needs to be on file at Health & Wellness Services, dated within 6 months of first practice (never need another physical after the first). Please bring your physical paperwork to Parish Hall for the front office staff to add to your file. If you are in need of a physical, please contact Health & Wellness Services to schedule a physical exam via phone (607) 587-4200, be sure to let the front office know you need a physical for Ice Hockey. 4. After all of the previous steps are followed, Health & Wellness Services front office staff will verify to Student Engagement staff that you are in compliance with the agreement you have made to participate in Alfred State’s Club Sport, Ice Hockey. 	<ul style="list-style-type: none"> • Coach hired through campus hiring and selection practices and reports to the Athletic Director (AD) • Certification required by instructor in instances of self-defense based clubs • Selection of players determined by coach with final approval to play at any time determined by the AD. • Risk management policy for club maintained • “Informed Consent, Liability Waiver & Release Form” filed with the Office of Student Engagement • Member of NGB – Individual/Team • Athletic Trainers may be required to attend competitions upon determination by the AD

Recreational Clubs and Club Sports Procedures for Campus Recognition and Operation at Alfred State

Level 3	<ul style="list-style-type: none"> • Minimal or unplanned physical contact at all times with limited or no protective gear worn • Infrequent competitions • Frequent practices • Risk of injury 	<ul style="list-style-type: none"> • Limited participation to Alfred State students; exceptions may be approved by the Office of Student Engagement • Risk management policy established by club members and approved by the College 	<ul style="list-style-type: none"> • Risk management policy for club maintained • Club activities overseen by the Office of Student Engagement unless the Vice President for Student Affairs (or designee) assigns supervision to the Athletic department's intramural & recreation staff • "Informed Consent, Liability Waiver & Release Form" filed with the Office of Student Engagement
Level 2	<ul style="list-style-type: none"> • Minimal or unplanned physical contact at all times with full protective gear worn • Infrequent competitions • Frequent practices • Risk of injury 	<ul style="list-style-type: none"> • Limited participation to Alfred State students; exceptions may be approved by the Office of Student Engagement • Risk management policy established by club members and approved by the College 	<ul style="list-style-type: none"> • Club activities overseen by the Director of Student Engagement • Martial arts instructor certification/authorization required for martial arts clubs • Risk management policy for club maintained • "Informed Consent, Liability Waiver & Release Form" filed with the Office of Student Engagement
Level 1	<ul style="list-style-type: none"> • No physical contact 	<ul style="list-style-type: none"> • Limited participation to Alfred State students; exceptions may be made by the Office of Student Engagement 	<ul style="list-style-type: none"> • Club activities overseen by the

Recreational Clubs and Club Sports Procedures for Campus Recognition and Operation at Alfred State

	(with no protective gear) worn <ul style="list-style-type: none"> • Infrequent competitions • Frequent practices 	<ul style="list-style-type: none"> • Risk management not required 	Office of Student Engagement
--	------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------	------------------------------

Recreational Club/Club Sport Campus Approval

Beyond the regular campus recognition, process in the Office of Student Engagement, all recreational clubs and club sports must also receive campus approval from the Director of Student Engagement, Athletic Director of AAVPSA.

Risk Management Policies and Procedures

Each recreational club (levels 2-5) is required to develop and maintain an approved risk management policy and procedures document that outlines all physical contact activities and all other physical at risk activities associated with the club. The club's policies and procedures document must include the specific safety protocols the club leaders/instructors will follow for minimize risk to participants in club activities. Recreational club leaders and/or instructors must submit their risk management policy and procedures to the Director of Student Engagement/Athletic Director for review and approval each year and at the point in time they are requesting annual recognition with the College (usually late April).

The risk management policy and procedures document must be kept current by club leaders/instructors and any updates must be reviewed and approved by the Director of Student Engagement and Athletic Director before the new procedures may be implemented. A template for creating a risk management policy is attached to these procedures.

Below is an example of risk management responsibilities that each club identified as level 2 or higher must assign to a member of their executive board:

Club members are expected to place the highest priority on safety and risk management. All clubs (level 2 or higher) must have a risk management responsibility built into an executive member's duties. A current risk management policy must be on file with the College. The assigned Risk Management Officer is responsible for:

- a. Attending meetings and ensuring that the club has and adheres to a comprehensive risk management plan
- b. Reporting all safety concerns, issues and incidents to the Office of Student Engagement in a timely manner
- c. Inspecting all equipment and facilities utilized by the club and report all maintenance and repair needs to Facilities Operations

Recreational Clubs and Club Sports Procedures for Campus Recognition and Operation at Alfred State

- d. Ensuring that no individuals participate in practices or competition unless they are approved members of the club, on the updated roster, and have signed/turned in the “Informed Consent, Liability Waiver & Release Form” filed with the Office of Student Engagement
- e. Ensuring that a copy of all liability/waiver forms and emergency procedures are present during any club travel
- f. Filling out team accident/incident reports when necessary and turning them in within 48 hours of the occurrence

Participants’ Informed Consent, Liability Waiver & Release Form

Participants must sign an Informed Consent, Liability Waiver & Release Form prior to engaging in any physical contact or high-risk aspects of any recreational club activities. In addition, all recreational clubs will collect Informed Consent, Liability & Release Forms from participants and provide the Office of Student Engagement with signed copies within 30 days of a participant joining a club.

There are some recreational clubs that also engage in high-risk activities (i.e., rappelling) that are individual in nature and do not require any physical contact with others. In these instances, the club will include in their risk management policies copies of the proper training curriculums provided to these participants before they may engage in these individualized activities. An example of an Informed Consent, Liability & Release Form is attached to these procedures. It may be modified by changing the name of the club, specifying specific at-risk activities and inserting the name of the non-student coach/advisor/instructor who will be collecting these forms from participants. Under no circumstances should these forms be shared with another student once completed by any participant.

Personal Medical Insurance/Health Center Clearance – Level 4 and Level 5 Clubs

Club with Level 4 or 5 statuses require participants to demonstrate they are currently members in the appropriate NGB, federation or association for their sport/activity (i.e. USA Ice Hockey, USEF); that offers liability and medical insurance coverage; that they have personal medical insurance coverage and that each individual who attends practices or competitions, must be cleared by the Health and Wellness Center before participation. All injuries that occur at practices and competitions must be reported to the Health and Wellness Center as soon as reasonably possible. Students failing to demonstrate they have obtained medical insurance, who have not been cleared by the Health and Wellness Center or fail to follow up with Health and Wellness Center staff after an injury has occurred may be removed from participation immediately by the College.

In addition, it is important to note that if any club is funded by the Student Senate, the Student Senate’s insurance policy prohibits them from insuring or providing medical or liability coverage for any participant involved in a physical activity or competition. It is thus advised that participants in Level 1-3 clubs also seriously consider obtaining medical insurance before engaging in these recreational activities.

Recreational Clubs and Club Sports Procedures for Campus Recognition and Operation at Alfred State

Travel

Recreational clubs and club sports are also involved in activities that require travel of participants to practices, competitions and tournaments. In these instances, the club leaders must also adhere to the following procedures and guidelines when engaging in club travel:

Making the Decision to Take a Trip

As the club makes the decision to take a club trip, here are some of the general issues to consider:

- Is the trip in line with the clubs, mission, vision, and goals?
- Does the club have the capability to plan such a trip and does this trip make sense for the club's membership?
- What is the expected outcome?
- Have club members assessed the risk associated with this trip and has the club made decisions about accepting, reducing, or eliminating those areas of risk?
- Has the club discussed the trip with the coach/instructor?
- Has the trip been approved through the proper decision making process?

Required Documentation

The following documentation is required for Travel Authorization:

- Club Sport Trip Itinerary - must include the following information:
 - Club name
 - Name of the scheduled tournament or opponent
 - Location of the tournament/contest (city and state)
 - Tournament or contest date(s)
 - Estimated time of departure and return
- Traveler's Rights and Responsibilities forms must be completed for EVERY PARTICIPANT WHO IS TRAVELING. One master set stays with the Office of Student Engagement and one travels in the same vehicle as each student. Any student that does not have an Informed Consent, Liability & Release Form on file in the Office of Student Engagement will put the club in jeopardy of not being authorized for travel to the event. The Risk Management Officer is expected to assure that these documents are with the club on all trips.
- Emergency Procedures - The club must bring a copy of the emergency procedures with them to all events to which they travel. The Risk Management Officer is expected to assure that these documents are with the club on all trips.

Recreational Clubs and Club Sports Procedures for Campus Recognition and Operation at Alfred State

- ****All documentation is due two weeks in advance to the Office of Student Engagement, except for the Rights and Responsibilities form which is due 24 hours in advance.****

Travel Options

Commercial Rental Vehicles

Commercial rental vehicles are a common form of transportation for Alfred State College clubs on a limited budget, because the vehicle is driven by a sponsor or team member.

Senate Vehicles

Senate-owned vans may be checked out from the Senate Office if available. Consult Student Senate policies and procedures for further clarification and timing information.

Safe Driving Practices

Here are some suggestions for having a safe driving experience during a club sport trip:

- Obey all traffic laws, especially speed limits.
- Wear seat belts. The number of passengers in the vehicle must not exceed the number of available seat belts at any time.
- Begin the trip well rested.
- Avoid driving when conditions are hazardous (i.e. fog, heavy rain, snow, ice, etc.).
- No horseplay, racing, or other distracting or aggressive behavior.
- Plan routes out in advance.
- Break up the trip into segments, stopping at least once every hour to 90 minutes.
- **Do not consume, possess, or transport alcoholic beverages, illegal drugs unauthorized firearms or other types of weapons.**
- Avoid taking medication prior to driving, especially if the label warns against operating a vehicle while taking medication.
- **Drivers should have medical release forms and emergency contact numbers for every passenger.**
- Have at least one cell phone per car, everyone has numbers and there are designated check-in times.
- Avoid driving between 10 PM and 6 AM.
- Drivers should have at least six hours of sleep before driving.
- On extended trips, have at least one other approved driver in the vehicle. It is recommended that drivers rotate every two hours.
- A passenger or second driver should ride in the front passenger seat and remain awake at all times.
- Pull over in a safe location if the driver is drowsy and let someone else drive.
- Do not transport luggage or other items on top of large capacity vehicles.
- When in doubt, use common sense.

Recreational Clubs and Club Sports Procedures for Campus Recognition and Operation at Alfred State

- If an accident or breakdown occurs, know and follow pre-established emergency procedures.

Emergency Procedures

If you are involved in an accident:

- Stop immediately and notify the local police or call 911
- Notify ASC University Police at 607.587.3999
- **Fill out a police report (necessary for insurance purposes)**
- Obtain the names and addresses of all witnesses
- Do not make any statements as to who is at fault. Do not make any offers to pay damages. Fault or legal liability will be decided by the appropriate authorities.
- If you are driving a rental vehicle, follow the notification and emergency procedures outlined in the rental packet.

If someone is injured in the accident or while participating in the event:

- Call 911 immediately and obtain medical attention
- Notify the University Police at 607.587.3999 immediately after taking any steps necessary for emergency care

If a breakdown occurs:

- Notify the University Police at 607.587.3999 immediately after taking any necessary safety steps

Behavioral Expectations during the Trip

As representatives of Alfred State College and the Department of Student Life, all club sport members are expected to conduct themselves in an appropriate manner when traveling. Member behavior can impact a club's reputation as well as the reputation of Alfred State College. The policies and procedures of the College and those articulated in this manual are in effect when clubs travel. Reports of violations or any other activities that negatively reflect upon the College may result in disciplinary actions. Depending on the circumstances of a situation, privileges such as facilities and funding may be frozen until the situation is resolved. Please review the Standards of Conduct in this manual as well as the Alfred State College Student Conduct Code with ALL members prior to leaving.

Template for Developing a Risk Management Policy for Recreational Club Activities

The following template was designed as a guide for any recreational club to complete in the preparation of submitting a risk management plan to the College.

Recreational Clubs and Club Sports Procedures for Campus Recognition and Operation at Alfred State

Risk Management Policy and Procedures for (add name of club here _____)

RM Policy Last Updated and Filed with Student Engagement: ____/____/_____
(Date received by Student Engagement)

Approved by the Director of Student Engagement: ____/____/_____
(Date received by Student Engagement)

Signature: _____
(Director of Student Engagement or designee)

PART A: Description of Physical Contact- High Risk Activities and Safety Procedures and/or Governing Regulations to Minimize Harm to Participant(s) - Examples are provided below to assist club leader, advisors, instructors and coaches in specifying the types of physical contact and high-risk activities the club engages in. In addition, the club must identify the safety procedures shared with participants and how they manage the risk while it is occurring. It is important that the club complete each item with specific information and detail.

General Description - Specific Activity – Frequency of Activity	Physical Contact with Others – Yes or No	Describe Protective Gear Worn or State “None”	Safety Instructions/Procedures in Place to Minimize Risk
<i>Example: Rappelling - Participants rappel off of cliff 40 ft high, infrequent</i>	No	Helmet required	Participant is on belay in the event the participant falls too fast. “Belayers” are trained by instructor and practice belaying before anyone is belayed.
<i>Example: Sparring – Participants physically strike each other in 30 sec to 90 sec rounds – once a week</i>	Yes	Yes, sparring helmet, chest and kidney protector, arm and wrist guards, shin and foot guards, athletic cup, mouth guard	Students are trained in rules of sparring and observe matches before they are allowed to participate. No sparring may occur unless a certified instructor is present and not sparring at the time. No hand techniques are allowed to the head area. Kicks to the head must come from the side (not straight in) and are at 30% full power. Body shots from the foot and hand are restricted to 70% full power for the chest protector area. 10 th gup through 5 th gup students are restricted to using kicks to the body (no head shots until after 5 th gup). Sparring stops at any time that one of the participants falls down. There is a judge on the floor refereeing the match and managing the safety components of a sparring.

Recreational Clubs and Club Sports Procedures for Campus Recognition and Operation at Alfred State

<i>Competitions/practices -body checking – at each practice/competition. Example: Ice hockey</i>	Yes	Helmet, pads required	Coach reviews the rules and safety issues related to body checking at the beginning of each ice practice. Violators of rules/safety provisions may be ejected from the game or the club at the discretion of the coach or College official.

Part B: Certifications: In addition to the information provided in Part A, the College also needs to know what other safety trainings or certifications are required as a part of your club’s activities. It is recommended recreational; clubs have at least one person present who is trained in basic first aid.

1. Who in the instructor/coaching staff has what first aid training (please indicate name of individual, the date the training completed and when it expires (I.e. Joe Smith, CPR training on 3/10/10, expires on 3/9/12)
 - a. Name: _____
 - b. Training: _____
 - c. Training date: _____
 - d. Expiration date _____

2. Is first aid or any other trainings required by your regional or national association affiliated with this club?

No _____

Yes _____

If yes, please elaborate here (example: the senior instructor is required to maintain basic first aid and CPR instruction as well as be certified to instruct by the Association every three years).

**Recreational Clubs and Club Sports Procedures for
Campus Recognition and Operation at Alfred State**

**Campus Recreation Club Sports Program
RELEASE AND WAIVER**

Release executed for the benefit of the State University of New York College of Technology at Alfred (herein referred to as Alfred State College).

In consideration of being permitted to participate in the Campus Recreation Club Sports Program, I do hereby agree to release, defend, indemnify, hold harmless and forever discharge, ALFRED STATE COLLEGE, its officers, employees, and the State University of New York, including its trustees, faculty, and staff, and other agents, of and against any and all liability and responsibility for any claim or cause of action, on account of personal injury, accident, damage or expenses, or other loss caused, suffered or incurred by me or any other person(s) or entity during, arising out of, or in any way associated directly or indirectly with my participation in the Campus Recreation Club Sports Program, or for contribution or indemnification in respect to any claim made against me by any participant in the Campus Recreation Club Sports Program or any other person or entity in connection therewith.

Additionally, I acknowledge that my participation is entirely voluntary and is subject to any and all rules, policies, procedures and regulations of ALFRED STATE COLLEGE. I understand the risks inherent in this type of activity, and I have familiarized myself with the requirements and the rules of the activity. I understand that neither ALFRED STATE COLLEGE nor its officers, agents, employees, or staff assumes any responsibility for my actions or those of other participants. I understand that neither ALFRED STATE COLLEGE nor its officers, agents, employees, or staff provides any insurance for my participation in the Campus Recreation Club Sports Program, and I assert that I voluntarily agree to assume all risks and hazards incident to the Campus Recreation Club Sports Program.

This release and waiver has been executed on behalf of me, my heirs, and assigns, and has been made with full knowledge of possible risks involved. This instrument has been executed and shall be interpreted according to the laws of the State of New York.

Date

Participant (Print and sign name)

Date

Parent/Guardian, if participant is under
18 years of age (Print and sign name)

Recreational Clubs and Club Sports Procedures for Campus Recognition and Operation at Alfred State

MEDICAL INFORMATION AND RELEASE FORM Disclosure

The Club/organizations Club involves a variety of activities in both indoor and outdoor settings. Activities include use of Student Senate and ACES transportation to weekend outings. Physical activities include white water rafting, rock climbing, challenge rope courses, mountain bike riding, horseback riding, white water canoeing/kayaking, downhill skiing/snowboarding, cross country skiing, which may or may not include outdoor camping.

There is physical risk involved in the practice of the activities in the Club/organizations Club, which must be assumed by each participant, and that due to the demands of certain activities he or she may incur injury.

The information gathered on this medical form is intended to help inform the adviser(s) of the club of any pre-existing medical conditions. If you have a pre-existing condition, participation in some of the more strenuous activities may not be recommended. This information will be kept in strict confidence by the adviser(s) and only shared with hospital and paramedic personnel. Medical and confidential information is kept in a locked area and will be secure.

1. GENERAL INFORMATION

DO YOU HAVE HEALTH/ACCIDENT INSURANCE?

If **yes**, is it through your parents? Yes_____ Is it through the College? Yes_____

Each participant is strongly recommended to have health/accident insurance coverage. Alfred State, Student Senate, and/or the club/organization **do not** provide any type of health/accident insurance for Club/Organization participants.

- a. Is participant covered by any hospitalization and medical care policy? YES NO
(circle one)
- b. If yes, please provide the name and address of your insurance carrier.

_____ Policy Number: _____

If **no**, the following acknowledgement of risk statement must be signed in order for you to participate:
I have no health insurance. I realize the risk I am taking and any injury I may receive is my responsibility.

Signature_____ Date_____

**Recreational Clubs and Club Sports Procedures for
Campus Recognition and Operation at Alfred State**

2. MEDICAL INFORMATION (to be completed by participant):

a. Family Physician: _____ Phone #: _____

Address: _____

b. Person to be notified in Case of Illness or Injury: _____

Address: _____

Home Phone: _____ Business Phone: _____ Relationship: _____

c. Questions:

Date of last tetanus booster: _____

List any medicines to which you are allergic: _____

List any other allergies (food, insect bites, poison ivy, etc.): _____

Are you allergic to bee stings? _____ If yes, do you carry medication? _____

Name of medication: _____ Nature of reactions: _____

Do you wear contact lenses? _____ Do you wear a hearing aid? _____

**PLEASE CHECK THE BLANK OF ANY OF THE FOLLOWING CONDITIONS THAT APPLY:
Please indicate the year of occurrence.**

Hernias	_____	Heart Problems	_____
Fracture	_____	Sprains	_____
Dislocations	_____	Asthma	_____
High Blood Pressure	_____	Low Blood Pressure	_____
Back Problems	_____	Kidney Problems	_____
Bone/Joint Problems	_____	Respiratory Problems	_____
Diabetes	_____	Pregnancy	_____
Epilepsy Seizure	_____	Fainting Spells	_____

Recreational Clubs and Club Sports Procedures for Campus Recognition and Operation at Alfred State

Name any injuries, illness, or disabilities **not** mentioned above and the year of occurrence:

- Do you have any limiting physical or health disabilities or handicaps (temporary or permanent) that you or your doctor feel would limit your participation in this program (including if you are pregnant)? Yes or Not (Please circle one)

- If yes, explain:

- Have you had any recent (up to 12 months) acute illness, injury, or surgery? Yes or No (Please circle one)

- If yes, explain:

- If yes, please provide last date of occurrence and details and how it might affect your participation: _____

- Are you currently under a doctor's care? Yes or No (Please circle one)

- If yes, explain:

- Are you taking medication (prescribed or otherwise, e.g. cold medicine)?

- If yes, what type and what is it for?

___NONE OF THE ABOVE MEDICAL CONDITIONS APPLY TO ME.

5. Release of Liability and AGREEMENT TO PARTICIPATE:

I affirm that the confidential medical information that has been provided is accurate and complete. I understand that failure to disclose this information could affect my own safety and those around me, and I agree to hold Alfred State College Student Senate and the Club/organizations harmless if full disclosure of a pre-existing medical condition has not been provided. In the event of illness or injury, consent is hereby given to provide emergency medical care, hospitalization, or other treatment that may become necessary.

I understand that parts of the Club/organizations Club's programs may be physically or emotionally demanding. I hereby acknowledge that I am aware of these risks and I agree to follow all safety instructions and ask questions if I do not understand. I also acknowledge that, despite careful precautions, there are certain inherent risks of injury in this program, and I accept those risks. I understand that each participant must assume the risk of injury or disability that could result from any of the activities.

Recreational Clubs and Club Sports Procedures for Campus Recognition and Operation at Alfred State

I release, on behalf of my heirs and assigns, Alfred State, the Club/organizations Club instructors, its employees, and successors, from and against any and all claims and causes of action arising out of my participation in this program, except insofar as such claim or cause of action arises from the actual negligence or intentional acts by Alfred State College, New Recreation Club Instructors, its officers, advisors, agents or employees. I have read and I understand this statement.

I fully understand the rigorous nature of the CLUB/ORGANIZATIONS program. In the event of an emergency, permission is given for any operation and or/anesthesia which may become necessary.

Participant's Signature

Date

Parent or Guardian's Signature
(if participant is under 18)

Date

Person to Contact in Case of Injury or Illness:

Name _____

Relationship: _____

Address: _____

Phone Numbers:

Home: _____

Business: _____

**This form must be turned in prior to participating in any Alfred State
Club/organization's Club events.
Failure to turn in your forms will result in you being denied participation and
no refund will be given.**

An Informed Consent, Waiver & Release Form must be filled out for each and every event. The Medical Information and Release Form will be kept on file for one academic year. All forms will be destroyed (shredded) at the end of each academic year. It is the responsibility of the participant to update their Medical Information and Release Form with any new medical concerns or insurance information.

Updated: Sept. 2017 (SP).