INTRODUCTION

This manual was created in order to assist Canisius College club advisors, student club leaders and club sport coaches in understanding of the guidelines they must follow.

The Director of Athletic Facilities, Assistant Director of Athletic Facilities, and The Canisius College Community Standards have set these guidelines and regulations.

GENERAL INFORMATION

All full time undergraduate or graduate students paying the college student activity fee at Canisius College are eligible to participate in the Club Sport Program. No student will be discriminated against at Canisius College for reason of age, color, ethnicity or national origin, handicapping condition, marital status, political or social affiliation, race religion, sex, or sexual orientation.

Although clubs prefer not to limit the number of students allowed to join the club, it is recognized that only a certain number can realistically participate in practice and/or competition. Each club must work out a fair and equitable method of accommodating all of its players’ needs for participation in practice and competition. Certain leagues or associations may have roster limitations that influence how many players a program will carry.

Each club is responsible for knowing its own association/league regulations and for ensuring that it is meeting those regulations. Clubs may not accept new members beyond the established date posted for each club sport team.

Each Club Sport will be evaluated on a year-to-year basis.

CLUB SPORT SPECIFIC INFORMATION

In order to be eligible to participate in a club sport team, you must complete the follow:

1.) Register for the club sport on which includes agreeing to the waiver
2.) Be cleared for participation by student health center and/or club sports athletic trainer (See Athletic Training section below)
3.) Registered as a full-time undergraduate student at Canisius College (Minimum 12 Credit Hours)
4.) Pay any dues associated with your club sport prior to the first date of competition (Yearly dues vary from sport to sport)
5.) Be within good academic standing at the college

CLUB CONDUCT

If behavior, which violates the Canisius College Community Standards, occurs during a club sponsored event, meeting, club sport practice or game, or while a club is traveling students are subject to charges under the Community Standards and violations will be processed according to the procedure outlined in the Standards. The Director of Athletic Facilities and/or Assistant Director of Athletic Facilities, in conjunction with the Title IX coordinator, may also review the incident and make necessary recommendations.

FINANCE and PURCHASING POLICIES

1. Each club will receive a budget allocation at the beginning of the year.
2. It is the responsibility of each club advisor, leader, and/or coach to keep track of his/her budget.
3. Clubs can impose dues upon club members. Dues are to be determined by each individual club.
4. Steps for making a purchase:
   a. Get your purchase approved by the Assistant Director of Athletic Facilities:
      i. For purchases under $1,000 a credit card can be used
      1. Credit Cards can be signed out in the Club Sports Office
      ii. For purchases over $1,000 credit cards cannot be used.
         1. A quote must be provided by the vendor you wish to place an order with
         2. If the request is approved, the director will create a purchase order
         3. Once you receive the product and invoice, you must inform the Club Sports office and a payment will be made.
5. Receipts, quotes, and invoices from all purchases must be turned into the Club Sports office within 2 business days.
6. Canisius College is tax-exempt and all charges incurred with sales tax will NOT be reimbursed. Tax-exempt forms can be requested through Club Sport office.
7. Newly chartered clubs will not receive funding until the following academic year. For example, clubs starting in October 2019, will not be eligible for funds until the 2020-2021 school year.
   a. This is outlined in the club sport creation policy
      i. To get a copy of club sport creation policy please contact the Club Sport office

FUNDRAISING
Each club does fundraising. There are many different types of fundraising techniques to fundraising. Some clubs choose to sell club merchandise to make money, while others close to charge club members to raise funds. Fundraising is up to each individual club, and should be discussed with the Club Sport office. When funds are raised the money/checks should be given to the Club Sport office to deposit into the clubs account.

Social Media/Websites
Social media and websites can be a great way to promote your club’s activities and events. The Club Sports office encourages both clubs and club sports to utilize social media/websites in an appropriate way to market their mission or events.

On the canisius.edu website there is a section devoted to Club Sports. This site includes the list of sport offerings and contact information for the club sports director.

Club officers are responsible for monitoring content of the club’s sites. Content prohibited on the sites, includes but is not limited to:
   1. Inappropriate, harassing or derogatory language, curse words
   2. Inappropriate photos that involve illegal substances or alcohol
   3. Behavior that violates the Student Code of Conduct
   4. Club Sport social media and websites cannot include any promotional content associated with Canisius’ NCAA Division I Athletic programs. Any such content is considered an NCAA violation.

Open Houses/Accepted Students Day
Throughout the school year, Canisius holds Open House and Accepted Students Day’s. This serves as an opportunity for the college to recruit and attract new students. At all of these events, club sports and intramurals will have a presence during the club fair portion of the event. Should a club wish to have their own dedicated area at these events, please contact the Assistant Director of Athletic Facilities.
TRAVEL POLICY

Scope
This policy covers all owned, leased, rented, or personal vehicles used by Canisius College students to transport clubs and equipment for the purpose of sponsored club events, conferences, recreational sports activities and events. While traveling, and representing the college, all members of the traveling party are still subject to the Canisius College Community Standards.

Purchasing of Travel
All travel must be purchases through the Travel Team. A link to this information can be found in the myCanisius portal. Travel should be booked in advance and is the responsibility of each individual club.

Travel Roster
24 hours prior to each trip a travel roster must be submitted to the Club Sports Office. This roster must include the name and ID number of each student traveling, along with their cell phone number.

Absences from Class
The priority for a Canisius College student is her/his education. The Club Sport office will not ask faculty to excuse students from class to attend a club or club sport event. We can however provide proof to faculty to verify your attendance at a sponsored event. It is then up to the faculty member to decide if the student is considered excused.

Air Travel
Please plan as far ahead of time as possible in order to book the most cost effective flights possible. Prior to booking flights, please have a detailed list of passengers and their corresponding information.

Seat belts
Canisius College recognizes that seat belts are effective in preventing injuries and fatalities. We care about our students, faculty, and staff, and want to reduce the risk of injury or death. Therefore, all travelers of Canisius College must wear seat belts when operating a University-owned vehicle, leased vehicle, or personal vehicle while on official travel, including all passengers.

Personal Vehicles
Students may drive personal vehicles at their own risk, but must adhere to specific limitations (see Long Distance Driving). All personal vehicles used for Canisius College travel must be insured by the owner and must have a valid driver’s license. Also, the owner, driver, and passengers of personal vehicles assume all liability in the event of an injury or death or property damage. The owner and/or driver of the personal vehicles are responsible for paying for any and all tickets or violations that may occur during the trip.

College Owned Vans
If Approved and Available:
12 passenger vans can be reserved for travel. These vans must be reserved through the Facilities Coordinator (Matt Ferguson). A certified driver must be driving the vehicle at all times. In order to get certified to drive Canisius College vans you must contact Public Safety. Public Safety offers van-training courses throughout the school year.

Keys for vans must be pick up in advance of trip, and during Koessler Athletic Center business hours (8am-5pm M-F). Upon return from trip, they can left in drop box located on Director of Athletic Facilities office door.

When returning vans after use: Vans must be cleaned and full with gas. Gas must be purchased with gas card at Sunoco (Corner of Delevan and Delaware). If vans are not returned in proper condition the club’s budget will be charged.
College vans are not be driven more for more than 6-hour trips. Trips over six hours require a bus or flight.

No club travel shall commence driving after Midnight or before 6 a.m. Trips and events must be planned so that no driver is expected or pressured to begin driving between these hours.

Clubs must change drivers after 4 hours of travel or relieve the driver for at least 20 minutes for a break. The driver and passengers are responsible for ensuring that breaks or the change of driver occurs every 4 hours. Trips over 4 hours require two college certified drivers.

**Personal Vehicles**
Although personal vehicles are permitted for use, clubs are encouraged to utilize University vans or rent a bus based upon availability and cost.

**“Shotgun”/ Navigator Passenger**
On any trip with one or more passengers, the driver should make sure that the front passenger seat is occupied and that the person sitting in this seat remains awake. The driver should remind this passenger that it is his or her responsibility to help the driver stay alert and to assist with directions. A driver going off duty should not become the navigator unless there is no other passenger who can serve as navigator.

**Fatigued Driving**
Fatigued driving is a very important factor to consider when traveling. Drivers should:

- Begin a trip in the morning after drivers have received a full night’s rest and sleep
- Stop travel and driving immediately if the designated driver or drivers are drowsy and are unable to operate the vehicle safely, or as soon as it is safe to stop at a rest stop, gas station, etc. and if possible replace with another designated driver, or take a break or a nap. **DO NOT DRIVE WHEN DROWSY.**

**Rental Vehicles**
Rental vehicles may be used in the rare occurrence that a College vehicle or personal vehicles are not available. Clubs must fund or cover the cost of the rental. Drivers must be at least 25 years of age and receive clearance via the Driver Authorization Form.

**Travel Policy Violations**
Failure to follow the travel and/or driver policies presents a great risk to you, your club and the College. Violations or non-compliance will be treated seriously. Clubs that violate this policy accept all financial consequences from the violation. The Club Sports office reserves the right to deny travel for any reason.

**FACILITY USAGE**

If you are interested in reserving a space on campus, please use 25Live – the online scheduling system on my.canisius.edu. You must have the space reserved in order to use it. Students cannot sign into 25Live but can look to see if spaces are available. Once you have determined space is available, and you would like to reserve it, you must communicate with the Assistant Director of Athletic Facilities, for reservation.

Disorderly conduct and disrespect to facilities will **not** be tolerated. Please be respectful of the facilities utilized and its staff.

**ACADEMIC ELIGIBILITY**

In order to participate in a club or organization on campus, you must be a full time student.
All Club Sport participants must maintain an overall Grade Point Average of 2.0 or higher to be eligible to participate on any club sport team. An overall GPA of 2.0 or higher, combined with a semester GPA under 2.0 will result in probation. Two semesters in a row of under 2.0 but with an overall GPA over 2.0 will also make a student ineligible. Freshman and new students get a one year grace period from the time they enter SBU, not the time they join the club.

**RISK MANAGEMENT**

**Club Coach and Capitan Responsibilities**

1) Complete rosters, travel forms, injury reports and any other forms mandated.
2) Notify Director of needs for travel, game scheduling, payments, etc. at least 10 days in advance.
3) Schedule games and referees, captains collect and inventory uniforms weekly.
4) Go through training as assigned by the director.
5) Complete, update and share with the team the designated club sport constitution or other information directly related to the team.
6) Other duties/responsibilities as assigned by the Director of Club Sports.
7) To ensure that hazing or any type of initiations do not take place.

**Team Responsibilities**

1) Teams are responsible for the conduct of their fans at all Club Sport Activities.
2) It is recommended that two (2) members of each team are certified in First Aid and CPR and that one member be in attendance at every practice. See “Safety Officer” information below.
3) One (1) cell phone visible at each practice.
4) Complete all forms necessary (travel, equipment, uniforms, injury) reports.
5) Extra costs not covered by the Intramural/Club Sport Budget.
6) Attend any program deemed mandatory by the Director.
7) Uniforms will be inventoried by the Club captain before being released to the team. It is the team's responsibility to wash all uniforms. There will be a $50 fine out of the team’s budget for each uniform missing. Plus the additional cost of purchasing a new uniform that is not returned at the end of the season.
8) Uniforms are meant for game purposes only and are not to be used for any other event or activity.
9) Each team has their designated practice areas. These areas are to be used for practice and competition. No indoor facilities can be used for team practices or games.
10) At no time should a player be under the influence of alcohol, drugs, or any medication not authorized by a physician.
11) Hazing and initiations are illegal in New York State and violate Canisius College Community standards. Organized team formals or socials where underage and binge drinking is taking place is prohibited.
12) Teams are to return directly to Canisius College after an away contest.
13) Post-game parties are not allowed and disciplinary action will take place. Hazing, sexual abuse, and harassment of any kind will not be tolerated. Individuals and teams will be held accountable for their actions.
14) Failure to abide by these rules may cost the individual and the team their season along with permanent loss of university charter. Further disciplinary action may follow.
15) All club members will pay monetary dues assigned by the Director according to the budget needs of each team.

**Athletic Training**

Each club has been provided a comprehensive Athletic Club Sports Medicine Procedures Manual. This manual serves as a reference for all things related to Club Sports and Sports Medicine. It the responsibility of each club to follow the guidelines outlined in that manual.
**Undergraduate Student Participants**

A Student Health Center physical examination form must be completed by the student’s personal physician and on file at the Student Health Center upon college entrance. This physical must be dated within one year of the first day of the semester of initial club participation. If it is more than 1 year, the student must receive a new physical examination at their own expense and present to the Athletic Trainer for Club Sports (ATCS) for approval. The physical examination form must have the unlimited status marked by the physician as qualified for all athletic activity. This form is part of college’s undergraduate admission requirement and is administered and filed through the Student Health Center. The ATCS is responsible to annually verify that the form has been completed and on file in the Student Health Center. This form contains an area for verification of the unlimited status from most recent physical examination for each club participant as well as proof of current primary medical insurance, which is required for participation. In addition, the Canisius College Athletic Clubs Annual Medical Update must be completed annually. This form is to be completed by each participant and must be reviewed and approved by either the ATCS or the Director of Sport Medicine. Any reported medical or health issues, which may adversely affect safe participation in Club Sports, shall be addressed and referred to appropriate medical professionals for consultation and clearance for athletic participation. Cost for referral may be the responsibility of the Club participant. The ATCS and Director of Sports Medicine, in consultation with referred medical professionals have the final decision in clearance for athletic participation.

**Graduate Student Participants**

The Student Health Center physical examination is not required of graduate students for college attendance. Graduate students wishing to play a club sport must arrange for a complete physical examination at their own expense and have the examining physician complete the physical examination form used for undergraduates. The completed physical must be submitted to the ATCS for clearance for sports participation.

In addition, the Canisius College Verification of Injury Incidence and Insurance Form and Canisius College Athletic Clubs Annual Medical Update must be completed annually. These forms are to be completed by each participant and must be reviewed and approved by either the ATCS or the Director of Sport Medicine. Any reported medical or health issues, which may adversely affect safe participation in Club Sports, shall be addressed and referred to appropriate medical professionals for consultation and clearance for athletic participation. Cost for referral may be the responsibility of the Club participant. The ATCS and Director of Sports Medicine, in consultation with referred medical professionals have the final decision in clearance for athletic participation.

**Coaches/Safety Officer Responsibilities**

1. Each Club must have a designated “Safety Officer”. No club can practice without the presence of a “Safety Officer”. Please see the “Safety Officer” requirements below.

2. It is the Coach and/or Safety Officer’s responsibility to have all participants complete the Canisius College Verification of Injury Incidence and Insurance Form and Canisius College Athletic Clubs Annual Medical Update forward completed forms to the ATCS minimally **one week in advance of the first scheduled practice**. The ATCS shall provide a list of eligible participants to the coach allow with a list of participant’s current eligibility status. At no time may a participant be allowed to participate in any activity without medical clearance approved by the ATCS.
3. Insure that two individuals on each Club Sport team, the coaching staff and/or Safety Officer and minimally one other Safety Officer are certified in Adult CPR/AED and First Aid (including OSHA Bloodborne Pathogen Universal Precautions Training) and trained in venue specific Emergency Action Plans. This provides a minimum standard of care for athletic clubs. The coaches/Safety Officers may take these courses at Canisius, offered on a semi-annual basis through the Department of Sports Medicine for a fee, or at the American Red Cross, American Heart Association or National Safety Council. It is the club’s responsibility to pick any costs of these courses. Proof of this certification in these courses must be presented to the ATCS. Clubs will not be allowed to participate in any activity until this proof is provided and one coach/Safety Officer with current certifications is physically present.

4. Insure all Coaches/ Safety Officers provide annual proof of certification (sample attached) on the Center for Disease Control/NFHS’s ‘Heads Up” Concussion Safety Training. Proof of certification must be submitted to the ATCS before the first practice.

5. Insure a medical doctor has cleared participants for injuries occurring during participation and proof of clearance has been presented to ATCS

6. In collaboration with the ATCS collect all health insurance card copies from each participant and have them available in the event of emergency during club activities and travel.

7. Arrange with the ATCS, the signing out and maintaining First Aid Kits, Ice and drinking water are available upon request.

8. Refer students with minor injuries/ illnesses to the ATCS.

9. Take appropriate actions to communicate medical emergencies and hospital transport of injured or ill students. At the time of emergency the ATCS shall be informed of situation. The Department of Public Safety shall be called after hours should the ATC not be available for communication. This insures initiation of the Emergency Procedures for After Hours, which is published through the Dean of Students Office annually.

V. Sports Medicine Coverage/Availability

1. The ATCs shall schedule weekly clinic times for Club Sport participants in the Center for Athletic Training during scheduled class days in the Fall and Spring semesters. The ATCS will provide initial evaluation, treatment plans, rehabilitation protocols and assist in medical referral as appropriate. These clinics times and dates shall be disseminated to Club coaches, Safety Officers and participants.

2. On-site ATCS coverage of scheduled home competitions shall be arranged by the Director of Club Sports in collaboration with the Director of Sports Medicine. The ATCS shall provide medical care for both the home and away teams and has unchallengeable authority in regard to return to play at all times.

3. All Club Sports practices and competitions not schedule for ATCS coverage must have minimally one coach or Safety Officer present or activity to be allowed.

Cold Weather Policy

All outdoor athletic events at Canisius College or hosted by the college should operate under guidelines highlighted in the following table. The certified athletic trainer if present, is responsible for communicating to all athletic personnel and employing these guidelines. In the event that a certified athletic trainer is not present, it is the responsibility of the coaches or captains to adhere to the following chart to determine the guidelines recommended for your practice conditions.

Please note the following temperatures ranges account for wind-chill air temperature information. Check wind-chill on: Anemometer (if available); Cell-phone: Weatherbug or Weather Channel applications (apps).
### Wind-Chill Temperature Guidelines/Adjustment

<table>
<thead>
<tr>
<th>Temperature Range</th>
<th>Practice/Activity Guidelines</th>
</tr>
</thead>
<tbody>
<tr>
<td>30°F - 25°F</td>
<td>Practice outside with appropriate clothing. Be aware and ready for possibility of cold injuries. <strong>Total exposure time: maximum of 2 hours</strong></td>
</tr>
<tr>
<td>25°F - 15°F</td>
<td>Teams may practice outside but must come inside to warm up every 45 minutes for 10 minutes.</td>
</tr>
<tr>
<td>15°F - 0°F</td>
<td>Teams may practice outside, but must come inside to warm-up every 15 minutes for 10 minutes. Consider modifying activities to limit exposure. Cover exposed skin. Offer re-warming: every 20 min</td>
</tr>
<tr>
<td>&lt; 0°F</td>
<td>Cancel practice, reschedule, or move indoors</td>
</tr>
</tbody>
</table>

### Wind Chill Chart

Recognizing early signs of cold-induced stress may prove to be important in preventing cold weather-related injuries. The following signs and symptoms are considered to be early warning signs:

- shivering
- abnormal sensation at the distal extremities (e.g. numbness, pain, or burning sensation)
- disorientation
- slurred speech