

Yale University

William Clay Ford CLUB SPORTS Program Handbook

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YALE CLUB SPORTS HISTORY

The Club Sports program at Yale University was initiated about 50 years ago by Edward C. Migdalski, a national leader and pioneer in the club sports concept. The Athletic Department then recognized only seven “minor sports”-- Fishing, Pony Polo, Riflery, Rugby, Sailing, Skiing, and Trap Shooting. Ed’s first accomplishment was to officially change the program name from “Minor Sports” to “Club Sports” for he believed “there is no such thing as a minor sport.” The program has since grown from seven to about 45 clubs.

Although some club sports are solely recreational, most are highly competitive. National Collegiate Championships have been won by Croquet, Cycling, Fishing, Polo, Rugby, Sailing, Skeet shooting, and Wrestling. In 1976, Brad Simmons, captain of the Yale Skeet and Trap team, was the first civilian shotgun shooter in twenty years to make the U.S. Olympic Team. Additionally, numerous individual national championships have been won in a variety of club sports.

The Yale Club Sports program has a long, respected, and proud tradition at Ivy League, national, and international levels. We expect that tradition to continue and strengthen. Go Bulldogs!

Tom Migdalski
Director of Club Sports
Fall 2008

YALE CLUB SPORTS DIRECTOR

Since 1984, Club Sports have been directed by Tom Migdalski, who increased the program from eighteen to about 45 clubs during his tenure.

Tom is also director of Yale’s Outdoor Education Center located in East Lyme, Conn. He coaches the Skeet and Trap Club and is advisor to the Rifle and Fishing Clubs. He was presented the national “Outstanding Service to Collegiate Shooting Sports Award” by the NRA. Tom holds a Master of Science degree from Southern Connecticut State University in Recreation and College Teaching. Tom’s father, Ed Migdalski, founded Yale Club Sports about 50 years ago.

In addition to his major duties, Tom teaches classes in skeet shooting, fly tying, and deep sea fishing for Yale’s physical education program. He is a member of the Outdoor Writers Association of America (OWAA) and has published numerous articles and photographs in outdoor magazines. His first book, The Complete Book of Shotgunning Games was published in 1997. His second and third books, Fishing Long Island Sound and Fishing with Diamond and Bucktail Jigs, were both published in 2008.

DEFINITION OF A CLUB SPORT

Any group of Yale undergraduate students, voluntarily organized by students to pursue a common athletic, recreational sport under the name of Yale University and requesting monetary support and/or use of the University's athletic facilities. A club sport must have the potential to compete in a physical activity; however, competition is not mandatory.

PURPOSE OF CLUB SPORTS

A. To fill the need for uniquely structured sport activities that may be competitive, recreational or instructional in nature but not necessarily offered in the other varsity, intramural or recreational programs.

B. To provide a valuable learning experience through student involvement in fund raising, public relations, organization, administration, budgeting, leadership, teaching, and scheduling in addition to athletic skill in a particular sport.

RECOGNIZED CLUB SPORTS

These clubs have been active in recent years:

Archery	Ice Hockey (m)	Ski -Cross Country
Badminton	Indoor Climbing	Snowboarding
Ballroom Dancing	Judo	Soccer (m)
Baseball	Kendo	Soccer (w)
Basketball (m)	Kickboxing	Squash
Basketball (w)	Kung Fu	Swimming
Brazilian Jiu Jitsu	Lacrosse (m)	Table Tennis
Cheerleading	Lacrosse (w)	Shotokan
Cricket	Pistol	Table Tennis
Cycling	Platform Tennis	Tae Kwon Do
Curling	Polo (m)	Tennis (m)
Equestrian	Polo (w)	Tennis (w)
Field Hockey	Rifle	Track
Figure Skating	Road Running	Volleyball (m)
Fishing	Rugby (m)	Volleyball (w)
Frisbee-Ultimate (m)	Rugby (w)	Water Polo (m)
Frisbee-Ultimate (w)	Skeet & Trap	Water Polo (w)
Golf	Ski -Alpine	Wrestling (m)

CLUB SPORTS ADVISORY BOARD

A. The Club Sports Advisory Board (CSAB) consists of 6-8 club representatives, the Club Sports Director, and the Club Sports student intern.

B. The CSAB meets monthly during the academic year. Other meetings are held as needed.

- C. Functions:
1. To review and distribute club sport budget monies.
 2. To function as a support and advisory committee to the Club Sports Director.
 3. To elect smaller ad hoc committees to work toward specific problems, projects, or policies.
 4. To review applications for new club sports.

PRIVILEGES

A. Recognition Entitlement

1. Use of the Yale name for all associated club activities except outside bank accounts.
2. Access to, or use of, athletic facilities. Recognition as a club does not mean priority of facility use over other athletic or recreational programs, nor does it guarantee the availability of a facility.
3. Partial financial support.
4. Assistance with club functions through the Club Sports and other associated support offices; service is available from the first day of school to the end of final exams. The Club Sports office does not function in the summer.
5. A brochure is available through the Club Sports Office to help promote the club sports program in general.
6. Participation in the Payne Whitney Gym "Open House" serves as a means for clubs to promote themselves.
7. Club Sports that are officially recognized by the Athletic Department are typically granted various privileges, including permission to use the Yale name, to gain access to certain athletic facilities, and to receive partial financial and administrative support. Such groups, therefore, are not eligible to receive the similar privileges conferred upon registered undergraduate organizations by the Yale College Dean's Office.

B. Mail

1. Club mailboxes are in the Club Sports Office, Room 521, PWG.
2. Mailboxes must be checked regularly.
3. All club correspondence may be addressed to:

Club Name
Club Sports Office
P.O. Box 208216
New Haven, CT 06520-8216
4. All mail to be stamped must be brought to the Club Sports Office. Postage will be deducted from club's budget.

5. Mailing lists must be kept up-to-date to prevent large returns.

C. Printing/Copying

1. Upon approval from the Club Sports Office, clubs may have flyers, newsletters, etc., copied in-house at no cost.
2. Print/copy requests must be processed by the Club Sports Office.
3. Three days are standard for requests to be processed.
4. There will be a fee for all printing intended for fund raising purposes.

D. Keys

1. Keys for athletic facilities must be signed out by club presidents through the Facilities Office, Room 11, RTH.
2. Keys for equipment, rooms, or closets in PWG must be signed out at the 1st floor lobby desk. A student's ID must be left at the lobby desk until the key is returned.

E. Awards

1. A "Club Sports Award" has not been approved.
2. A club may give its own award, but "Y" letters must be at least 33% smaller than a Varsity "Y" Award. In addition, it is recommended that a club add its own symbol, e.g., crossed skis, rifles, mallets, etc., to the award. Criteria for receiving such an award must be on file in the Club Sports Office.

F. Bulletin Boards

1. Bulletin boards for club announcements are in Room 521, PWG and outside the Club Sports Director's Office, Room 411, PWG.
2. Other "sport and recreation" bulletin boards are located throughout the gym and may be used by club sports. *See Posters, page 13.*

G. Trophy Case

1. Clubs may display major awards or trophies in the Club Sports trophy case, 5th floor, PWG.
2. Due to space restrictions, please display only recent trophies or those of "greatest significance" to the club. If you add a trophy you must remove one.
3. See the Club Sports Office for trophy case access.

H. Weight Rooms

1. A new and well-equipped Fitness Center is located on the 4th floor of the gym for all student club members' use. The Varsity Weight Room is not available for club sport athletes.

I. Athletic Facilities

1. The athletic playing fields, pool, PWG rooms, Lanman Center and amphitheater are sometimes available for club use. A completed facility request form is needed. The Athletic Department will cancel club sport reservations for unforeseen varsity needs or for breach of a club's contract. *See Tournaments, page 8.*
2. Weather conditions may force the postponement or cancellation of club practices or matches.
3. The Club Sports Office does not provide field space, gym space or pool time for club sport activities in the summer. Club Sports are supported during the academic year only.
4. A contract is required for all tournaments held at Yale facilities.

J. Varsity Uniforms

1. Used Varsity uniforms are sometimes given to club sports, as available. Clubs receiving uniforms must keep written records to account for their whereabouts.

K. Varsity Opportunities

1. A club may become a varsity sport after the consideration of the following criteria:
 - a. History of a deep interest in the sport from the Yale community, particularly among undergraduate students.
 - b. Existence of adequate competition within the Ivy League or the region.
 - c. Evidence that Yale will have an opportunity to perform well in the sport, whether in the Ivy League, regionally, or nationally.
 - d. Evidence that the sport can provide (to some extent) the resources it needs without draining support from other ventures.
 - e. Existence of a site for competition, appropriate facilities, and/or the monies to construct them.
 - f. Funds to hire and pay a full-time varsity coach and an assistant coach.
 - g. Finances for equipment, team travel, and other expenses required to operate the program and sponsor competitions.
 - h. Careful consideration of the effect on gender equity of the addition of the new varsity sport in light of the University's commitment to providing equal opportunities for men and women in varsity athletics.
 - i. Ability to compete at the highest level without a need for new emphasis on athletic distinction in undergraduate admissions.
2. This list does not fully define the requirements for ascension to the varsity level; rather, it serves to demonstrate the fact that becoming a varsity sport is not a simple process.
3. If a club decides to attempt to become a varsity sport, it will always be challenged to demonstrate that it will strengthen the network of opportunity that the University already offers.

REGULATIONS AND RESPONSIBILITIES

A. Eligibility and Membership

1. Club sport participation is limited to Yale students only.
2. Club Sports are an undergraduate Athletic Department program; therefore, the ratio of undergraduate to graduate students must be 3:1 or greater. Faculty or staff may only participate as advisors or volunteer coaches; a free pass into the

gym is available through the Club Sports Office for those who qualify. Faculty or staff may not be club officers or be permitted to vote in any club function.

3. Competition eligibility will be governed by a club's league, association or organization. The Club Sport program does not require a minimum grade point average or athletic skill level for participation; however, clubs have the option of conducting trials for determining a competitive, funded or traveling squad. All team members must be Yale affiliated.
4. The Club Sports Office reserves the right to limit the size of club membership and active seasons as determined by safe, available playing space, funding or time.
5. The Club Sports Office reserves the right to revoke any or all of a club's or individual's club sport privileges on the basis of unacceptable conduct, action or membership.
6. Students on probation may not represent the University in any athletic event, in accordance with Yale Undergraduate Guidelines.

B. New Clubs

1. Any undergraduate student, or group of undergraduate students, may petition the Club Sports Director and the CSAB for new club recognition. Factors determining acceptance will include but are not limited to, the following:
 - a. Need for the activity
 - b. Projected funding requirements.
 - c. Available playing space.
 - d. Conformity to the definition and ideals of a Club Sport at Yale.
 - e. The Club Sport Director's opinion.
 - f. Yale's Insurance requirements.
 - g. Ivy League policies or trends.
 - h. Conformity to safe, non-violent play.\
 - i. Regional competition available
2. All new clubs are on probation during their first year; they cannot be significantly funded and may be canceled at any time, for any reason, by the school or Club Sports Director.

C. Forms

1. All clubs must register each year by using the application forms in the Club Sports Office. Clubs should have a written constitution and by-laws on file. Items to be included in constitution and by-laws:
 - a. Statement of purpose.
 - b. Membership requirements and dues.
 - c. Procedure for maintaining continuity.
 - d. Officers and their duties and responsibilities.
2. Forms due by October 1 of each year:
 - a. Registration application
 - b. Facility request
 - c. Season schedule, practice location(s), and practice schedule.
 - d. Roster with full names, *no nicknames please*
 - e. Proposed budget

- f. Waiver signed by each club participant
 - g. A team photo
3. Forms due by May 1 of each year:
- a. Annual report
 - b. Name, phone number and e-mail for the following year's captain.
 - c. A list of full names for graduating seniors, *no nicknames please*
4. Other forms
- a. Travel form (must be submitted 3 days prior to travel).
 - b. Accident report (submitted the first business day after an accident).
 - c. Match results (within 3 days of the competition).
 - d. **All reimbursement requests and invoices are due by April 15th**
5. All forms must be completed by the set deadline or a \$25 fee will be deducted from the delinquent club's budget.

D. Requirements and Restrictions

1. A club must maintain all University standards, rules, and policies.
 - a. Among these standards, rules, and policies is the rule that all profanity is prohibited at club sports events, from both spectators and participants.
2. A club must maintain sufficient enrollment to permit activity or competition.
3. Elected officers must be maintained.
4. One member from each club must attend all club sport council meetings, preferably the captain or president.
5. Every club sport must have a faculty/staff advisor who is registered with the club sport office. Club advisors will approve the club's travel schedule, practice schedule, and related club activities throughout the year. New clubs will be given one calendar year to secure an advisor. Clubs without a registered advisor will be placed on probation for the academic year. Their official club sport affiliation will be revoked after 2 years if they do not have an advisor.
6. A club may not be connected with any advertising medium that makes mention of Yale University without permission of both the Club Sports and University Legal Offices.
7. All clubs using University-owned equipment must keep an inventory list on file in the Club Sports Office. A storage closet is available in the gym for club use.
8. No cars may be driven onto any athletic fields; otherwise, that club will lose field privileges.
9. Signed waivers and hold harmless agreements "high risk"-club participants before participation in any sport is allowed (where applicable).
10. All Clubs using the PWG must immediately evacuate the building via stairway in the event of a fire alarm. Do not use elevators.
11. Yale assumes no obligation to host or house any students due to perceived club needs or tradition.
12. Any tape used on a gymnasium floor to mark courts must be designed for that purpose and must be removable without residue. Any expenses incurred to remove sticky tape residue will be charged to the responsible club.

13. When riding and non-riding clubs are training concurrently, both clubs must “give ground” to provide a safety buffer zone to prevent injuries to players, riders or horses.
14. Clubs not registering with the Club Sport Office by 10/15 of any given academic year will be considered "on probation" for that year. Such clubs will lose their official club sport affiliation if they fail to register with the Club Sport Office by 10/15 of the following year. Loss of status will require a club to re-apply for club sport recognition before it can compete as an official Yale club sport.
15. The University’s merchandise agreement is exclusive, and prohibits other groups from selling memorabilia at any event on Yale’s campus and/or property.

E. Tournaments

1. The Yale team is responsible for both crowd control and behavior of the visiting team(s) as well as directing parking for their team and their visitors.
2. Clubs are responsible for field/room clean-up after matches/tournaments.
3. For all tournaments with three or more teams, or events with over 50 spectators, clubs are required to hire a contest manager, certified first-aid attendant and clean-up personnel in accordance with the Athletic Department policy. Outside organizations that host a club tournament on Yale premises will be charged the standard rental fee.
4. All Yale-sponsored tournaments, matches, scrimmages and practices must be restricted to collegiate participants only.
5. A club must sign a contract with the Club Sports Office to host any tournaments or championship event with three or more teams. The contract will detail: times, dates, location, lodging, list of teams invited, alcohol control policy, safety considerations, crowd control, etc. It must be received at least two weeks in advance. A complete list of procedures is available from the Club Sports Office.
6. Clubs are limited to one major tournament per semester.
7. Club Sports are not considered official Ivy League sports. Sports that are not official Ivy sports are not permitted to call a championship event "The Ivy League Championship." Please use another title, for example, "Ivy Classic."

F. Alcohol and Drug Policy

1. The consumption, use or possession of alcohol or drugs while traveling or during any club sport function is strictly forbidden.

G. Medical and Safety Requirements

1. The University strongly recommends that each participant receive a medical exam prior to club sport physical activity, particularly for physically demanding or contact sports.
2. The University does not provide medical coverage for varsity or club athletes; all athletes are strongly encouraged to accept the Yale Health Plan membership.
3. Recent hospitalizations, surgery, chronic illness, debilitating conditions or other medical history that precludes athletic participation makes an individual ineligible for club participation until medical clearance is received from the University Health Services and is on file in the Club Sports Office.

4. Club presidents must submit injury report forms to the Club Sports Office within 24 hours of any injuries requiring first-aid or medical attention that occurred while participating in any aspect of a club sports activity.
5. The Varsity Athletic Training Staff (203-432-2467), located on the 1st floor, PWG and the Lapham Field House, may be called upon for (only) major injuries or serious trauma. Hours: M-F, 8-12am & 1:30-6:30pm. All other injuries should be treated at Health Services at 203-432-0123.
6. For injury or trauma requiring transportation to Health Services, call Campus Police at 203-432-4400, or an ambulance. Students should **NOT** transport severely injured individuals. A *separate "Emergency Guidelines" sheet is available.*
7. Certified Athletic Trainers or EMT's are required for all Rugby (M & W), and Ice Hockey games. They are also required for all club tournaments.
8. Certified lifeguards are required for all water polo (m & w) practices and matches, as well as any other aquatic club sport, such as kayaking and swimming.
9. Trained or qualified individuals must be present to oversee any shooting club practice or match.
10. First Aid kits must be kept at all remote club sports sites including the Outdoor Education Center (skeet and trap range, fishing club pond), Armory (Rifle Range, Equestrian Center) or during any remote activity such as mountain biking or mountaineering. A cell phone is also required in these situations and locations.
11. All clubs hosting a tournament must provide adequate amounts of ICE bags for competitors.

H. University Admissions

1. There is no admissions distinction provided to an applicant who has interest or ability in a particular club sport.
2. A letter of recommendation regarding an applicant with interest or ability in a particular club sport may be submitted to the Admissions Office. It will then be added to the applicant's file via his/her social security number.
3. Applicants interested or talented in a sport will be referred to that club via their club sport mailbox or e-mail. It is the duty of each club to provide detailed information about its activities to inquiring individuals.

I. Officer Responsibilities

1. Captain or President
 - a. Serves as liaison between the club and the Club Sports Office.
 - b. Ensures compliance with the regulations and guidelines.
 - c. Attends, or assigns someone to attend, all club sports meetings.
 - d. Ascertains that the club's financial commitments are met.
 - e. Maintains a current budget balance.
 - f. Submits all forms, scores, and reports on time.
 - g. Completes and submits accident reports.
 - h. Is responsible for rental vehicles and their legal and safe use.
 - i. Keeps the club advisor apprised of all club activities.

- j. Conducts safe practice sessions during a coach's absence.
 - k. Checks the club mailbox and e-mail regularly.
 - l. Transacts all financial matters with the Club Sport Office, including reimbursements.
 - m. Insures that all drivers have taken Yale's Driver Awareness Training Course.
 - n. Insures that all travel policies are adhered to.
 - o. Follows all other guidelines set forth in this handbook.
2. Advisor or Coach
- a. Attends club meetings (not Club Sport Council meetings unless student officers are unavailable).
 - b. Assists clubs in decisions, scheduling and budgets.
 - c. Attends and supports home games and matches, as personal time allows.
 - d. Informs others at the University of the Club Sports Program.
 - e. Works with the club president or captain.
 - f. Is aware of all club activities.
 - g. Is aware of the club's traveling schedule and away contacts.
 - h. Attends practices, at least occasionally.
 - i. Serves as a source of information.
 - j. Accompanies the team if traveling abroad.
 - k. Enforces all Club Sport and University policies.
 - l. Acts in a mature and responsible manner.
 - m. Checks all club travel plans and enforces all school policies.

J. Scheduling

- 1. All clubs are responsible for their own competitive schedules.
 - a. There should be approximately the same number of home and away games.
 - b. Contests and events are not to be scheduled during exam periods or during Yale home football games (outdoor sports only).
 - c. Opponents must be from two- or four-year colleges only.
 - d. Contracts should be used to confirm all home and away matches. A copy of the contract must be on file in the Club Sports Office.
 - e. Opponents must be notified of any changes as soon as possible.
 - f. Qualified officials, athletic trainers or EMT's (where appropriate), timers and score boards should be secured well in advance.
 - g. It is a club's responsibility to contact the Club Sports Office, EMT(s), and Event Supervisor(s) any time there is a change (cancellation, start time, # of teams, etc.) to an original game request. Clubs are obligated to give as much advance notice as possible in the event of any change. Any club that fails to do so will be charged \$100.00 to cover EMTs, and will be forced to pay the Event Supervisor(s) for an hour's worth of work.
 - h. No dining hall credits are issued to any club or athlete when meals are missed due to club contests.
 - i. Club sports do not receive any athletic pardon for missing academic commitments due to home or away contests.
- 2. A match schedule must be submitted to the Club Sports Office by 10/1.
- 3. **Facility availability and approval must be determined well in advance of scheduling any home matches or tournaments. See Tournaments, section E, page 8.**

4. Yale reserves the right to change or cancel any home match due to varsity team activities (*check match schedules*), maintenance problems, club probation, weather or any other unforeseen occurrences.
5. When scheduling competitions, every Club Sport Team must schedule such competitions so that there is no greater ratio than of ONE home contest (i.e. at Yale facilities) for every TWO away contests. Clubs that violate this 1:2 ratio put their club status, travel approval or travel funding at risk. For clubs who wish to schedule additional away matches, they may contact either the Director of Club Sports and/or the Club Sports Advisory Board to obtain an exception. Exceptions may include, but are not limited to, the following: mandatory league scheduling, regional championships, all-Ivy tournaments, national competitions, and events fewer than 200 miles away. Long-distance travel approval will continue to be determined by available funding resources and coach bus availability.

K. Reporting Auto Accidents

1. In case of auto accident, notify the Club Sports and Insurance Offices at Yale within 24 hours. You must provide the following:
 - a. A police accident report.
 - b. Estimate of the damage to the vehicle; if a police officer is not available, you will need the date and time of accident, place, type of vehicles involved, any injuries, names of drivers and occupants in all vehicles, and a report of how the accident occurred. Send a report to Yale Insurance Office, 55 Whitney Ave, New Haven, CT, Phone number 432-5432 or e-mail the report to risk.management@yale.edu.
 - c. There is a \$500-\$1000 deductible for all accidents involving **rented vehicles**.
 - d. In the event of an accident in a **privately owned vehicle** the owner's insurance will be primary. The University will assume no responsibility for any claims of physical damage to privately owned vehicles, i.e. for loss from fire, theft, collision, etc. See Yale Policy 1705 for details.

L. Domestic Travel

1. Each club is responsible for making its own travel arrangements, including transportation, lodging, match scheduling and meals.
2. All travel must be approved by each club's advisor and the Club Sports Office.
3. A Travel Form for every away match or event must be submitted at least two weeks ahead of travel. Approval will be granted by the Club Sport Director and you will be notified via e-mail. This is extremely important in the event of an accident, emergency and for insurance purposes.
4. If a vehicle is rented from an outside agency, it is essential that the terms and conditions of the rental contracts are followed, particularly with regard to age restrictions and licensing of the drivers.
5. All drivers of privately owned vehicles must have insurance coverage, including minimum medical and liability as required by law. All Drivers must have submitted the Club Sport Driver's Form. All drivers must have taken the Yale Driver's Awareness Class.
6. In order to rent a vehicle through the Club Sports Office an Application for Vehicle Rental form must be filled out by the club 5 days in advance.
7. Club presidents must submit accident report forms to the Club Sports Office on the first business day after an accident occurs.
8. **Air Travel** -- for national or international events. Tickets can be purchased through the Yale Travel, phone 203-764-9200. If your club uses a travel agency other than Yale's reimbursement cannot be made

until after the travel occurs and all ticket stubs have been submitted to the Club Sports Office. Due to the events of 9/11/01, all air travel must be reviewed and approved by the Athletic Department.

9. **Long distance driving** -- Student drivers traveling over 100 miles must rotate drivers every two hours and have one other “awake” individual in the front seat. No driving “through the night” is permitted; lodging plans must be on file in the Club Sports Office via the travel form. All persons driving for a Yale Club Sport-related event must have taken the Yale Driver’s Awareness course. See Coach Bus requirements.
10. Club sports MUST always receive permission BEFORE making travel arrangements, especially for out of region and/or airline travel.
11. **Bad weather** -- In case of inclement weather advisories, all away matches must be postponed or canceled.
12. All drivers must take the Yale Driver Awareness Training Course prior to travel and have a valid U.S. driver's license.
13. **Travel Kits** -- Emergency travel/roadside safety kits are available from the club sport office. Any club travelling from the university must sign-out a kit prior to departure. Kits must be returned within two days after returning to school. Please tell us if anything in the kit was used.
14. **15-Passenger Vans** -- The University does NOT allow club travel via 15-passenger vans due to a high incidence of rollover accidents.
15. **Coach Bus Travel** -- A limited number of coach buses are available from the Athletics Department for clubs travelling over 200 miles one-way or for four hours one-way. Eligible clubs must have 15 or more people travelling, and the bus driver must sign-off on the number of students on the bus. If funding for buses is no longer available, you must still travel by coach bus and pay for it yourself or not travel that distance. Cancellation charges will be the responsibility of the club. Coach bus travel is required for all long-distance and large team travel. This is especially true for any out-of-state contests. Please check with the club sports office (with your travel request) to see if club’s travel qualifies. These requirements are under review.
16. Ask the club sports office for a current “travel restrictions policy” handout.
17. If a parent wishes to provide transportation for a child’s club team, the parent assumes all risk/liability associated with said transport. Club Sport Driver’s Form required.

M. Foreign Travel

1. Clubs must petition the Club Sports Office in writing. The Club Sports Director will forward the request with a recommendation to the Associate Director who will then forward it to the Athletic Director and then on to the Provost’s Office for final approval. The petition must include:
 - i. Purpose and destination(s) of trip.
 - ii. Departure and return dates.
 - iii. Method of funding.
 - iv. Roster.
 - v. Schedule of events.
 - vi. Expenses.
 - vii. Dates and locations of all overnight trips.
 - viii. Foreign contact persons and phone numbers.
Confirm Medical Coverage: Travelers must understand that MEDEX is not health insurance. It is emergency assistance and evacuation, but it will not pay actual medical bills. Please confirm the degree of health insurance coverage before traveling out of the country.
 - ix. Yale Travel Toolkit: Trip leaders and trip participants need to consult this page for steps they must take prior to departure:

http://world-toolkit.yale.edu/travel_overview (under the “Resources For...” section there is a link to info for Yale students and under the “Topics” section there is a link to info for the trip leaders). You must agree to review those pages and confirm when that is done.

- x Adult Supervision: You must have “adult” supervision on a trip. We need to know which adults are travelling, their contact information, and what their specific roles and responsibilities are.
- xi Schedule of “downtime activities”: A structured, detailed schedule of the planned activities during “down time” or “team activity time,” including transportation during those periods.

2. Three months advance notice is required.
3. Yale assumes no obligation to return the invitation or host any foreign school or organization.
4. A faculty advisor or coach is required during foreign travel.
5. Yale reserves the right to cancel any foreign travel for political or safety concerns.
6. Foreign travel may be restricted to once every four years.

N. Posters

1. All posters must be approved by the Club Sports Office and will be stamped before posting. Violations will be penalized \$25.
2. Posters may not exceed 8.5” x 11” without permission of the Office of Student Affairs.
3. Posters must be in “good taste” and with no mention of alcohol., sexual reference or showing of inappropriate graphics. Violations will be penalized \$100.
4. Posters must be removed after the event’s conclusion.
5. Posters in the Payne Whitney Gym must be approved by the Gym Director.
6. All recognized clubs may post on designated University locations.
7. All University regulations for posting must be followed in accordance with the Undergraduate Regulations Handbook.
8. The same restrictions for posters hold true for any type of publication, including websites.

O. Sporting Firearms

1. All students must comply fully with the *Undergraduate Regulations* of Yale College regarding the possession and use of firearms. Graduate and professional school students participating in club sports involving sporting firearms must adhere to the relevant protocols established in their schools as well as to the regulations and responsibilities set forth in this Handbook.
2. No target firearms, ammunition or gun powder may be stored on campus, in areas surrounding the campus, or in off-campus housing.
3. Any personal firearms owned by, or in the possession of all undergraduate, graduate, or professional school students participating in club sports involving sporting firearms, must be stored at the Outdoor Education Center in East Lyme, CT, or at the Yale Armory (the “Facilities”). Serial numbers of all stored

firearms must be provided to the directors of the Facilities. All firearms stored at the Facilities must be signed out when in use.

4. Firearms in transport either to or from the Facilities must be stored in a locked case within your vehicle. Any ammunition must be separately stored within the vehicle.
5. Students must report immediately the theft of any firearms to both the Yale Police and to the Director of Club Sports.
6. Yale does not provide liability coverage for any personal firearms. Students may purchase a comprehensive insurance policy to protect their personal belongings including firearms. For further detail please contact the Yale Office of Risk Management, or *see*, www.yale.edu/finance/controller/riskman/.
7. All participants in club sports involving the use of sporting firearms must complete an "Assumption of Risk and Waiver" on an annual basis prior to participation.
8. Factory loaded ammunition only is allowed at the Facilities. No reloaded shotgun shells may be used at any time.
9. All Yale-owned firearms must remain in the care and custody of the directors or coaches of the shooting clubs. Participants may not borrow University-owned firearms for practices and/or matches unless the firearms remain in the care and custody of the shooting club directors. No loans of University-owned firearms will be made to students during recess periods or at any other time.
10. Shooting clubs must maintain a current firearm inventory (with serial numbers) in the Club Sport Office.

P. Prohibited Sport Activities

1. Yale Athletic and Insurance Department policies prohibit boxing, hang gliding, bungee jumping, rodeo, violent martial-arts (kicking and punching to the head), sky diving and other similar activities due to the degree of risk of serious injury or death.

Q. Hazing

1. Hazing in any form is not acceptable. Hazing includes, but is not limited to, the following: requiring or encouraging a member to consume alcohol or drugs; forcing or coercing a member to eat or drink foreign or unusual substances or having those substances applied to the body; degrading or humiliating games or activities; kidnapping; cruel or unusual psychological treatment; requiring a member to carry heavy or strange objects; any activity which is illegal, perverse, publicly indecent, contrary to morals and/or beliefs; public profanity, indecent or lewd conduct, or sexual gestures. For a more complete definition of hazing, please contact the university.
2. Any club that hazes will immediately lose its club sport status and funding.

R. Policy of Reprimand

1. First-time minor infractions of Club Sport or University policies, regulations, or guidelines will result in a warning and \$25 fine.
2. Second-time or more serious offenses will result in probation, which may include suspension of funds, facilities, club status and \$100 fine.

3. Any damages resulting from improper club action will be paid for by the responsible club or individual.
4. Any club that violates its probation will immediately lose its club sport status and funding.

FINANCIAL GUIDELINES

A. Basis for Allocations

1. Amount of money allocated to the Club Sports Program.
2. Past funding history of the club.
3. Number of continuous functioning years of the club.
4. Relative expense of the sport.
5. Need or extenuating circumstances.
6. Nature and frequency of club activity.
7. Club size.
8. Tentative schedule.
9. Fund raising activities.
10. Club dues.
11. Conformity to Club Sports policies and procedures.
12. Conformity to University standards and regulations.
13. Availability of gift or association accounts.

B. Financial Responsibility

1. All clubs not on probation are eligible for partial University funding.
2. Club status does not automatically guarantee University funding.
3. Every club must be self-sustaining.
4. The University assumes no responsibility for a club's debt or any other financial obligations.
5. Clubs may utilize the University's tax exempt status for equipment purchases with prior permission of the Club Sports Director or Athletic Department Finance Office.
6. Clubs may not act in any way that might jeopardize the tax-exempt status of Yale University. Clubs should therefore seek advice or permission from the Club Sports Office or other appropriate University offices before undertaking activities such as selling, advertising, promoting, fund raising or banking with any outside organization or interest.

7. University allocated funds are do not carry over annually). After May 1, any unused funds will be returned to the Athletics Department.
8. Donations to a club must be deposited through the Club Sports Office in order for donators to receive a tax deduction. These monies are deposited into the club's account and will carry over annually.
9. Clubs are responsible for keeping a comprehensive set of all financial transactions and account balances. This record must be presented to the Club Sports Office for verification each time monies are used.
10. Clubs may keep outside checking or bank accounts, primarily used for membership dues and other petty cash. No restrictions are placed on the expenditures of such accounts except that they may not be used to purchase alcohol. The word "Yale" may not be used in connection with these accounts; however, the word "University" is permissible. Deposits or donations made to said accounts are not service-charge free or tax-deductible. An individual's social security number will likely be needed to open such accounts.
11. All University and gift account expenditures must adhere to certain guidelines and have the Club Sports Director's signature. Additionally, gift accounts require the co-signature of the Associate Director for Sports and Recreation.
12. Clubs should raise funds at least equal to the amount allocated to them by the Department of Athletics.
13. No club may enter into a contract requiring the expenditure of more than \$10.00 without the permission of the Club Sports Office.
14. Clubs may **NOT** use University budget charging numbers on their own accord.
15. No personal checks may be written for club purchases after April 15.

D. University Controlled Funds

1. **Expenditure Methods** -- Complete a Reimbursement Form and hand in all original receipts. This form collects the name and other information regarding the person to be reimbursed as well as the reason (where, when, why) and amount of expense and/or purchasing information. Receipts may not be older than 3 months. Forms are in the Club Sports Office. **All expenses must be turned in by April 15th.** Upon receipt, the **Club Sports Office** will process one of the following:
 - a. Petty Cash Voucher or Expense Transmittal Form -- \$300 or less. A Petty Cash Voucher will be placed in the club's mailbox. The Voucher is turned in by student for cash at the Associate Treasurer's Office, 2 Whitney Ave. *One to two weeks required for processing.*
 - b. Check Request or Expense Transmittal Form -- \$300 or more. A check will be mailed to student's Yale address or funds will be placed in a pre-existing direct deposit account. *Two to three weeks required for processing.*
 - c. Invoice -- An invoice or bill may be submitted directly with a written explanation of the nature of the expense. A check will then be sent from the University to the vendor. A signed dated W-9 from vendor is required for processing. *Three to four weeks required for processing.*
 - d. Expense Transmittal Form -- A different method of processing payments used when the student is a Yale student employee. This method requires e-mail approval of the expense by the student to trigger release of funds. Funds will be sent via check or direct deposit depending on how the student's payroll check is received.

- e. Advance Request -- A significant amount of money needed in advance of travel to avoid temporarily paying out personal cash. A minimum of four business days is needed to secure an advance. Must be signed, and dated by traveler. Money must be picked up in person at 2 Whitney Ave with a valid Yale I.D. between 8:30 AM and 4:00 PM M-F (There is a maximum of \$100 in cash, the remainder to be in traveler's checks. Unused money, in the form of a check made payable to Yale University, and/or receipts, must be returned within three business days after travel. Amounts of over \$1000 require four weeks notice and will be in the form of debit cards given to pre-authorized students only.
Advance funds may not be used to purchase equipment/merchandise or for air travel.

Vehicle Rental -- see Domestic Travel Page 11.

2. **Acceptable Expenditures**

- a. Annual dues for league membership. Submit original invoice to the Club Sports Office.
- b. Referees and Trainers: **Clubs are NOT to pay referees, trainers or security attendants directly.** Submit name, address, contact info & W-9 to the Club Sports Office. Clubs must negotiate fees prior to the contest. Signed/dated W-9 required for payment processing.
- c. Entry fees to tournaments or events.
- d. Postage.
- e. Telephone expenses for club business.
- f. Travel -- vehicle rental, gasoline for rental cars, tolls, and mileage for personal cars. (Check with Club Sports Office for current mileage rates.)
- g. 50% of the cost of uniforms, including team jackets.
- h. Equipment -- if stored and retained by Yale for club use.
- i. Repairs of University-owned equipment.
- j. Lodging.
- k. Expendables.
- l. Trophies and awards.
- m. Any equipment purchase of \$2,000 or more requires three written estimates regardless of funding source.
- n. A volunteer coaches' expenses, due to a club activity, will be paid from non-GA accounts only.
- o. A food allocation may be used from gift accounts **only**, and will be reimbursed in accordance with current University rates.
- p. Coach bus travel.
- q. Used Yale varsity uniforms or warm-ups.

3. **Non-acceptable Expenditures**

- a. Airfare for local or non-national-level competition.
- b. Cash payment to referees, trainers, attendants, EMTs, or any other entity that does not come from an official university account.
- c. Personal equipment.
- d. Conn. state sales tax.
- e. Alcohol.
- f. Food or beverages.
- g. Travel to conferences.
- h. Sponsorship of conferences.
- i. No club may utilize "General Appropriations" monies for travel during University vacation breaks.

4. **Payment to Coaches**

a. The Club Sports Office must approve all payment of coaches. A proposal must be submitted to the CSO outlining the coach's duties and responsibilities, how many hours per week and the specific weeks the coach will be paid for, and a recommendation from the club as to how much the coach should be paid. The Club Sports Director will evaluate the proposal and make the final decision.

5. **Payment to other Individuals**

a. Do not pay referees, officials, coaches, or any individual for services directly, with cash or with checks – the University does not allow such payment, and such payment, if made, would not be reimbursable.

b. All payments must come through the Club Sports Office. The club must gather the individual's information (name, address, signed dated W-9, phone number, email) and turn this info into the Club Sports Office including the rate, number of games worked & dates. The individual should be warned that the check will take 3-4 weeks to arrive.

c. Turning in the individual's information ahead of time will cut down on the time required to process the payment.

E. Fund Raising

1. All fund-raising efforts must first be approved by the Club Sports Director.

2. Fund raising is restricted to "Friends of [club sport]." A club may only raise funds from club alumni, club parents or known supporters. A club may not randomly solicit funds from disassociated alumni, corporations, or businesses without the written approval of the appropriate governing Yale office.

3. All donations must be in the form of checks and made payable to "Yale University" and earmarked for use by a particular club. Deposits are to be made through the Club Sports Office. Addresses of each donor must accompany the checks at time of deposit. A club officer is to verify the number and amount of checks with the Club Sports Office when preparing money for deposits. An official acknowledgment letter for tax deduction purposes will be sent to each donor by the University; however, it is recommended that the club send a personal thank you note as well.

4. Fund-raising activities may include raffles, movies, walk-a-thons or swim-a-thons, sports clinics, car washes, hat/shirt/candy sales, concession sales, ticket sales, tournament entry fees, membership dues, team picture sales, social events, sponsors or donations from "Friends of [club sport]." Tournament ticket sales may necessitate a \$1,000 facility rental fee. (Sponsorships and donations are tax deductible. Be aware of company or corporation matching gift programs for contributing employees.)

5. The sale of any items at any Yale athletic event must have prior approval from the Athletic Department to prevent violating concession contracts. The Athletic Department Marketing Office will make every effort to support clubs' T-shirt (and other items) sales at Athletic events.

6. Clubs may not charge for PE or other "classes" without:

- a. Written procedures for money collection and receipts.
- b. Indication of where the money goes.
- c. Permission from the Physical Education Director.
- d. Permission from the Club Sports Director.

F. Grants

The procedure to apply for grants from an outside organization or foundation is carefully controlled by the University. Failure to follow these guidelines will result in disciplinary action and loss of the grant.

1. Club Sport officer finds a grant he/she would like to apply for.
2. Officer contacts the Club Sports Office, with sufficient lead time before deadline to complete the transactions.
3. Officer sends Guidelines and Foundation information to Leigh Fitzpatrick/Tom Migdalski and MaryBeth Brandi (Grant & Contract Manager) to review to see if we are eligible to submit a proposal.
4. Leigh/Tom review Guidelines and contact MaryBeth Brandi (or her successor) and Alison Cole (or her successor) with any questions and to request go-ahead.
5. Leigh/Tom assist the student with the application process (not submission) and obtain all the proper University approvals.
6. Completed proposal along with a completed and properly signed TRANSUM (internal Yale form) – May require Provost and/or Athletic Director review/approval/signature.
7. Form is sent to Grants & Contracts Office: gcat2@yale.edu with a cc to MaryBeth Brandi (or her successor).
8. Ms. Cowper reviews all aspects of proposal and interacts with Leigh/Tom Migdalski/Alison Cole.
9. Once Ms. Cowper approves the submission she will either submit as Authorized Official or provide guidance to Leigh/Tom on how to submit.
10. Copies are made and filed. Proposal is submitted before deadline. CC's to Athletics Financial Office by Tom/Leigh.
11. Student officer is responsible for creating and submitting his/her club activities year-end report if required by the foundation.
12. A club will need a "PI" (Principle Investigator) to oversee the grant; this person must be a University employee (paid coach, for example), who takes a University training certification course to become a PI and to administer the proper use of all funding, including receipts declarations and payments. This course is performed in conjunction with the Grants and Contracts office.
13. In summary, to get started, we must provide the following to the Grants and Contracts office: A fully signed and completed Transum, a Proposal, a budget, and certified PI designee.
14. *Note: Even if the above procedures are followed, there are no guarantees that a grant application will be approved by the University. If the Terms and Conditions of a foundation grant are inconsistent with Yale policies, including acceptable sponsoring organization (the NRA, for example, is not an approved organization), it is very unlikely that the University would approve a grant application to that Foundation. Pre-approval is essential.

G. Insurance Policies

1. Equipment
 - a. There is a \$1000 deductible for stolen Yale property.
 - b. A club must have record of payment by Yale in order for an item to qualify for insurance.
 - c. The exact date and location of theft must be known.
 - d. Personal items or items on loan are not covered by Yale.
 - e. Theft reports written by Yale Police are automatically forwarded to University insurance. Theft reports written by City Municipal Police must be forwarded to the Insurance Office by the club.
2. There is a \$1,000 deductible for all accidents involving University vehicles.

3. There is a \$1,000 deductible for all accidents involving rented vehicles.
4. Privately owned vehicles
 - a. Persons using their own vehicle for Yale business do so as a recognized business expense ie reimbursable at a government defined rate \$/mile which covers variable, fixed and insurance cost. If there is an accident the driver's own insurance responds. Insurance follows the vehicle. If the person's accident is major and the losses exceed the policy limits then Yale's insurance steps in as secondary/excess coverage.

If the accident is not the fault of the Yale employee Yale's auto policy 1705 indicates Yale will reimburse the driver for any out of pocket expenses no covered by their insurance (usually a deductible cost).

If the employee is injured in the course of employment its worker compensation responds to the injuries. Injuries to persons in the car other than the employee would be handled by the driver's car insurance.
 - b. All drivers must have insurance coverage, including minimum medical and liability as required by law. All drivers must have taken the Yale Driver's Awareness Course to drive other Yale students in rental vehicles.

5. **Yale Insurance Policy: Auto, Medical, and General Liability**

- a. What if . . . a volunteer coach is driving a University owned, rented or leased vehicle, taking the club members to an away match and there is an accident. Is the volunteer coach covered for medical, automobile or general liability?

Since the vehicle is University owned, leased or rented, Yale's self-insurance policy will cover physical damage to the vehicle. There is currently a \$1,000 deductible charged to the Department that is responsible for the vehicle at the time of the accident. Yale's auto liability coverage will cover any claim by any third party involved in the accident. Medical expenses by all involved individuals may be charged back to the driver's no-fault auto insurance. In most cases, Yale covers the medical expenses of all injured parties, including the volunteer coach, with their business auto insurance. The driver must have passed a Driver's Awareness Course.

- b. What if . . . the volunteer coach is driving his or her private vehicle taking the club members to an away match and there is an accident. Is the volunteer coach covered for medical, automobile or general liability?

The University mileage reimbursement is intended to cover insurance costs as well as fuel and maintenance. The self-insurance policy will not, therefore, cover any physical damage to the coach's vehicle. Again, the matter of no-fault insurance clouds the issue of whose insurance covers any medical expenses. But the result is similar to scenario above. The driver must have passed a Driver's Awareness Course.

- c. What if . . . the volunteer coach or staff member is injured “on the job”?

The volunteer is not covered for medical expenses; since they are not employed or paid by the University, they are not eligible for Workmen’s Compensation. They must submit any expenses to their private insurance company.

- d. What if . . . the volunteer coach or staff member injures a University employee or student while on the job?

This answer depends on who is “on the job” at the time of the incident. If the Yale employee is working along with the volunteer, any medical expenses for the employee will be covered by Worker’s Compensation. All Yale students are members of the Yale Health Plan and are required to be covered by hospitalization insurance. If they are injured, they always have that recourse. Yale Health Plan may then look to another insurance company for reimbursement if the injury is caused by another, our volunteer coach for instance. The University’s general liability policy would cover the volunteer coach (not a consultant) in the event that the employee or student sought a settlement based on the coach’s activities on Yale’s behalf.

Annual E-mails of Announcements/Regulations

Club Sport Regulations 2014-2015

Club Sports Officers,

It is time to review our extremely important university policies, which will help your team remain in good standing with the Club Sports program, Athletics department and office of Risk Management. Please review these selected highlights carefully, and be sure you communicate these to your team members and your successor(s). **Noncompliance or disregard of any of these regulations will result in immediate club probation, suspension of your budget, suspension of your travel, suspension of your team, or being disbanded as a program.** Here’s the Top 20:

1. You are responsible for adhering to all the policies and regulations in the Yale Club Sports Handbook. If you don’t have a copy, you can find it on our website: <http://sportsandrecreation.yale.edu/club-sport-history> Our office occasionally updates the document, and we are doing so again this year. “We didn’t know,” is not an acceptable excuse. Please ask if you have a question about any procedure or policy before you act.
2. Hazing, in any form whatsoever, is strictly prohibited. A complete definition is written in the Club Sports Handbook and the Yale Undergraduate Regulations. “Hazing” is not limited to but includes, “an initiation social gathering directly or indirectly pressuring someone to consume alcohol (or other substances) or perform degrading acts at a club-sport-related event.” Your team will be strongly disciplined if any form of mental or physical hazing or initiation occurs. Additionally, all those involved will be brought in front of the ExComm. This is a very serious infraction.
3. Any alcohol consumption in conjunction with any club sport event – either on or off the field-of-play or when travelling/lodging – is strictly prohibited.
4. We require a written Agreement, which our office will create and forward to you for signature before every home contest. This is so we are all in agreement, bound by a “contract,” of what your club and the Athletics Dept. understand will (and won’t) take place at your event. Please inquire to the office if you don’t receive one beforehand.
5. We require an event supervisor(s), usually student workers, to help you supervise your event on-site. That cost will be covered by your club.
6. All water sports require a lifeguard for practices and competitions. All shooting sports and other high-risk activities require a certified coach or qualified “adult” supervisor. All high-risk (high impact) sports, and all tournaments, require EMTs. Please coordinate this with the club sports office. These costs will be covered by your club.
7. All travel, drivers and vehicles must be approved in advance with the appropriate paperwork on file. An online Yale drivers awareness course is required for drivers.
8. You may not schedule a home contest without gaining prior approval for the facility. Heavy rain cancels all outdoor contests due to risk of injury and field damage.
9. Current club captains are responsible for training their successors for next season. It is unacceptable for you to vote on new team leadership and then allow them to “figure it out themselves” next season. With nearly 50 club sports, our office cannot train every new captain about the inner workings of your team, club office procedures, your equipment, fundraising or proper facility use, *including staying within your available budget*.

10. You are responsible for cleaning up after your practices and contests, which includes all trash, foods, beverage containers and returning equipment in good condition to its proper storage place. If you don't, you will be charged a time-and-a-half custodial fee, in addition to being put on probation by our office. Being allowed to use fields or indoor facilities or equipment is a privilege, not a right. If you have questions, please consult us before the event.
11. Do not contact other facility managers, varsity coaches or administrators directly. They are all extremely busy, and that is what the Club Sports office is here for. Route all inquiries or issues through us first.
12. Give us plenty of advance notice to approve your travel or facility request. Frequently, these need to be passed through more offices than just Club Sports.
13. You may not pay any coach, trainer, referee or event official directly. This must come through the Club Sports office and needs prior approval. Hiring a coach or trainer is now a more lengthy and regimented process and requires direct communication with me and a Yale background check. Likewise, you may not "sell" lessons for your sport fundraising. That would fall under the Physical Education program at the gym.
14. No parking on the fields. The gates at the fields are locked after 4:00 pm weekdays and all weekend. Please park your cars (and your visitor cars) on Central Ave or in approved lots to prevent them from being locked in or towed.
15. You may not apply on your own for any type of funding grant. There are extremely strict and lengthy university and government regulations in place for this, which are controlled by the Provost and Grants & Contracts offices.
16. Before requesting a contest, please consult with our office assistant to be sure there is minimal impact from scheduled varsity contests or non-Yale tournaments. You may not host a home outdoor contest during home football events or on the Sunday morning immediately following (due to field clean-up).
17. Despite the after-football professional clean-up effort by the Grounds crew, be sure to police your fields for broken glass and bottle caps following every home football contest. Wear appropriate protective gloves, which are provided for loan in the club office or intramural field office.
18. Posters/flyers: Ensure that all members of your club are familiar with the section of the Yale College Undergraduate Regulations pertaining to legal "Posters and Publicity" (http://yalecollege.yale.edu/sites/default/files/files/URegs_14-15.pdf; specifically, Student Activities and Extracurricular Activities, Section J).
19. You (and your coach, if applicable) agree to represent Yale in the highest standard of behavior, which includes NO: unsportsmanlike conduct, disregard of personal or school property (here or away), foul language, indecent exposure, alcohol/drug consumption, club advertising or promotion relating to alcohol, mistreatment of contest officials, disregard of university policies, or disregarding contest supervisor or medical/emergency personnel directives.
20. **Emergencies:** If a player is badly injured or appears to have extreme heat exhaustion (more than a sprain or just Band-Aids, water, shade or ice can help), and you have no EMT or trainer on site, call 911. Assign a teammate to stand on the street to flag down and direct the ambulance to the injured person. Do not transport that person yourself. Do not move the person if you suspect head, neck, torso or spine trauma. Complete an accident report form (available in the IM field office and club sports office) as soon as possible thereafter. Be sure to record the injured person's full name, contact information, how injury occurred, how it was treated, the time, date and location (of injury on body and area facility). If you are outdoors and there is lightning or thunder, all play must stop and players must seek immediate cover. Play may not resume until one half hour after last thunder is heard. If you spot a suspicious person or activity in the vicinity, contact campus police or 911 immediately.

Travel Policies for Club Sports:

1. Twelve- to 15-passenger vans are prohibited for any highway use due to extreme record of rollovers. Local travel in these vehicles will be reviewed and considered by the Office of Risk Management on a case-by-case basis.
2. Rental of mini vans and Chevy Suburbans, for example, which hold 7 to 9 passengers, is permitted.
3. You may only seat as many passengers in a personal or rental vehicle as there are number of seatbelts.
4. Seatbelts must be worn by ALL passengers in personal or rental vehicles, including those riding in the rear seats.
5. No other driver may drive a rental vehicle except those who have signed up as drivers at the rental agency.
6. You must meet the rental agency's minimum age requirement in order to rent. See our office for details and area agencies.
7. **All Drivers** of personal, rental & zip cars need to take the Yale Driver's Awareness Course (online at: <http://ogc.yale.edu/training-courses>). **All Drivers** are required to fill out the Club Sport Driver's web-form <http://sportsandrecreation.yale.edu/club-sport-drivers-form>. Only people with a valid US or Canadian license can drive for club sports.
8. Rental Cars: If you get in an accident and it's your fault you will be required to retake the course.

9. Personal Cars: Any students who wish to drive other students in their own ("personal") vehicles are required to fill out the Club Sport Driver's web-form <http://sportsandrecreation.yale.edu/club-sport-drivers-form>. They must have parental permission to use the car to transport other students. They must have a good driving record and current insurance and the vehicle must be adequately maintained. They understand that their insurance is primary in the event of an accident. (Yale's insurance is secondary and will cover any costs above what their insurance will cover, providing that the accident is NOT the student driver's fault. Yale requires a police report and insurance-claim form to consider this.)

10. On a trip of more than four hours we request a qualified back-up driver be present in each vehicle.

11. No traveling through the night.

12. No traveling during inclement weather.

13. Yale recommends that you do not take additional insurance for your rental vehicle. If prefer to you may do so, but it will be an out-of-pocket expense to you/your club and can't be reimbursed by the University or your budget. You or your budget will have to pay the deductible fee.

14. ONLY students or Yale employees may drive rental vehicles on Yale business. Non-Yale friends or family members do not qualify.

15. All accidents must be reported to our office and the Office of Risk Management immediately. A police report is required.

16. Coach bus travel is required for all long-distance and large-team travel. This is especially true for any out-of-state contests. Please check with the club sports office (with your travel request in hand) to see if your team qualifies. We are currently reviewing these requirements.

17. Simply because your team has an invitation to an away event, especially one that is a long distance away, it does not mean you may automatically attend. Budget, time-of-year and travel-safety issues will all be reviewed by the administration before granting permission for your travel. The more details you can provide for us the better. Travel Forms must be turned in two weeks to 10 days ahead of event.

18. Student drivers must always have one other "awake" person in the front seat with them.

19. Drivers may NOT consume alcohol within 12 hours of driving to a club sports event. No alcohol, open or closed, is permitted in any vehicle during any club sports travel.

20. The above requirements also hold true for driving rental vehicles after a plane flight; such as on trips to nationals.

Failure to follow these regulations will result in a one year suspension and/or large financial penalty.

Emergency procedures and rules for the play fields:

1. Cars may NEVER drive onto the play fields unless it's an EMT service or other first-aid or emergency vehicle.
2. Cars are not permitted inside the gates unless for a special reason (like to unload a large/heavy cooler of bottled water and ice or large amounts of sports equipment). You must unload and immediately return the vehicle to Central Ave. for parking. This is both for student safety (no cars around play fields) and to keep unauthorized people off our property. (Cars, however, may also park in paved parking areas until the street gate closes.)
3. The gate is closed and LOCKED late each afternoon (after 4:00 pm) and on many weekends. Cars inside at that time risk being locked in for the night.
4. Any minor injury (cut finger, sprained wrist/ankle) should be treated with band-aid and/or ice. You may obtain the ice from the varsity training room in the field house where the buses drop off. Keep some in the freezer in the IM field office. A first-aid kit is located in the IM field office or with the IM supervisors. Club sport leaders are required to purchase and carry a first-aid kit for their own team, an acceptable budget expense item.
5. In case of moderate to severe injury (heavy bleeding, suspected broken bone, obstructed/labored breathing, suspected concussion or spin injury, black out), do not move the person. Keep him/her comfortable and warm (cover with sweatshirt, for example). Immediately call 911 for an ambulance.

6. The fields are difficult for an ambulance to find. You must send someone to the street (Central Ave.) to direct the ambulance to the injured player/participant. If the gate is LOCKED, the IM supervisors have a gate key (LJJH), as do the rugby coaches (they'd be at the far end of D North field). If neither of those are immediately available, call Campus Police (203-432-4400), who also have a key. Do not transport an injured player in a personal vehicle. Do not move a moderately or severely injured person at all.
7. Rain cancellation: You may not play on the fields (due to risk of injury and damage to the fields) if the ground is saturated. You determine this in two ways: 1.) There is standing water on the fields (puddles), 2.) The water oozes up around the sides of your feet when you walk or stand on the grass.
8. Thunder/lightening: If you hear/see thunder/lightening, all play must stop immediately and players must seek shelter. Do not remain out in the middle of the fields. You may resume play only after ½ hour has passed since you heard/saw the last thunder/lightening.
9. For directions for an ambulance, north on Rte. 34 (Derby Ave.) and right onto Central Ave. at the Yale Bowl opposite the cemetery. For GPS directions, use 70 Central Ave. (Technicality: C fields are located in West Haven, D fields are located in New Haven).
10. Complete an incident report form, which is available in the IM field office or from the Club Sports office as soon as possible. If one is not accessible/available, record the injured person's name, contact information, date of birth, eye witness contact information, circumstances of the injury, and how he/she was treated and submit to the office.
11. A new publication, *Yale Emergency Response Guidebook*, in the Intramural field office, Lanman courtside office, and the Club Sports office, as well as a copy of these guidelines.
12. Patrol your fields for broken glass, especially after home varsity football games. Pick up all trash and plastic bottles daily when you're done. No alcohol consumption permitted whatsoever.
13. Please immediately call campus police for any suspicious person or activity.
14. Do not leave any student alone at the fields.

NOTE

The above information is offered as guidelines only and pertains specifically to an unpaid coach or staff member in addition to consultants who are paid but not considered “employees” of the University. It is extremely important to report all incidents as soon as possible to the Business Office because Yale’s insurance policies contain exclusions for certain types of activities that are too numerous to list. Employment offers should be discussed with the Department Business Office prior to any discussion with the potential employee.

Also, in any no-fault state (Connecticut is one), an individual’s auto insurance will pay for medical expenses pertaining to an accident. No-fault payments can be made whether you are the driver, passenger, or pedestrian involved in a motor vehicle accident. Please note that it is illegal for a Connecticut insurance company to raise a policy holder’s rates due to the submission of medical claims.

GOOD LUCK!

The Club Sport Office and Yale Athletic Department wish all clubs the best of luck for successful competitions and safe travel to all home and away contests.

Club Sports Championships start here!