

Creighton University Sport Clubs Handbook 2017-2018
Recreation@Creighton.edu (402) 280-2848

Creighton University



2018 – 2019 Sport Club Manual

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Introduction & General Information

Introduction – Mission Statements

Creighton University Mission Statement:

Creighton is a Catholic and Jesuit comprehensive university committed to excellence in its selected undergraduate, graduate and professional programs.

As Catholic, Creighton is dedicated to the pursuit of truth in all its forms and is guided by the living tradition of the Catholic Church.

As Jesuit, Creighton participates in the tradition of the Society of Jesus, which provides an integrating vision of the world that arises out of a knowledge and love of Jesus Christ.

As comprehensive, Creighton's education embraces several colleges and professional schools and is directed to the intellectual, social, spiritual, physical and recreational aspects of students' lives and to the promotion of justice.

Creighton exists for students and learning. Members of the Creighton community are challenged to reflect on transcendent values, including their relationship with God, in an atmosphere of freedom of inquiry, belief and religious worship. Service to others, the importance of family life, the inalienable worth of each individual and appreciation of ethnic and cultural diversity are core values of Creighton.

Creighton faculty members conduct research to enhance teaching, to contribute to the betterment of society, and to discover new knowledge. Faculty and staff stimulate critical and creative thinking and provide ethical perspectives for dealing with an increasingly complex world.

Division of Student Life Mission Statement:

Student Life at Creighton University is here to ensure you get the most out of your college experience on a personal and academic level. We understand each student is unique and we take this into consideration through the array of activities, programs, services and initiatives that enhance your educational experience.

We provide a supportive learning environment, motivate you intellectually and offer opportunities for personal and professional growth. Student Life is your link to provide opportunities outside of the classroom which shape who you are and who you can become.

Recreation & Wellness Mission Statement:

The Department of Recreation and Wellness contributes to a positive Creighton University experience by supporting healthy life styles through quality programs, services and facilities.

Our principles include:

- Develop Students - We develop life and leadership skills for student employees and participants.
- Build Community - We create an environment that is fun, inclusive and rewarding for the university and our surrounding community.
- Encourage Wellness - We offer a wide range of opportunities that promote life-long health and wellbeing.
- Quality Facilities - We provide safe, clean and accessible facilities.

Sport Club Program Mission Statement:

As part of the Creighton University Competitive Sports program, Sport Clubs develop student organization leaders who participate and/or compete in specialized sports and activities. Time and travel commitments vary by club, who participate in local, regional and national intercollegiate competition

Definition of a Sport Club

A Sport Club is a registered student organization, registered by the Student Leadership and Involvement Center (SLIC) and approved by Recreation & Wellness that has been formed by individuals who are motivated by a common interest and desire to participate in a specific sporting activity. More specifically, sport clubs are formed so the participants in each sport can learn new skills, improve existing skills, engage in competition or enjoy recreational and social fellowship. Other important features of the Sport Club Program that make it unique are: self-motivation, self-administration, self-support and self-regeneration.

Each sport club is a student organization composed primarily of students. The students within each club are responsible for the administration of the club. A majority of the responsibility for club activities rests with the officers and members of the clubs.

Classifications

A Sport Club is classified through the Student Organization Review Committee process as either a Competitive or Recreational team. A Competitive Sports Club is a group that provides structured competition for students who are non-intercollegiate athletes. A Recreational Sports Club does not regularly compete. These sports can be either co-ed or single gender. Sports Clubs have a dual reporting relationship with the Student Leadership and Involvement Center and Recreation and Wellness. Sports Clubs are required to follow University, Student Leadership and Involvement Center, and Department of Recreation and Wellness policies and procedures.

Categories:

- Competitive
 - A competitive sports club competes against other teams or clubs at the local, regional, and/or national level.
- Recreational
 - A recreational club holds practice sessions in which members compete with other members of the same club to develop and refine existing skills and enjoy the recreational and social fellowship of sports and recreation.

Characteristics of Competitive Sport Clubs

1. Team oriented – Minimum number needed must equal needed participants plus half. (i.e. basketball needs give (5), plus (2.5) so they would need eight people minimum.)
2. Must be competitive in nature. Primary purpose is to develop and display athletic ability in the context of competition.
3. Must compete against other universities in a league either through the governing body (sanctioned league) or clubs at nearby institutions (nearby is defined as in a boarding state). Minimum of 4 competitions per academic year. National or Regional tournaments count as one (1) competition.
4. Must have a nationally recognized governing body.
5. Cannot be a duplicate or have strong similarities of a current sport club.
6. Coaching is encouraged.
7. Strongly suggested that the sport is an Olympic sport, *recognized internationally* or by the NCAA
8. Hold practice sessions a minimum of twice a week with the primary practice goal of skill development and preparation for competition.
9. Competitive Sport Clubs receive priority scheduling in Recreation & Wellness facilities and priority funding consideration.

Characteristics of Recreational Sport Clubs

1. Must need Recreation & Wellness space in order to compete or practice that cannot be obtained through other campus venues.
2. May be either team or individual competition
3. Must compete against individual(s) and/or team(s) from a different higher education institution.
4. Cannot be a duplicate or have strong similarities to any other Sport Club.

Should practice on a routine basis, where the goal is to improve skill and to participate in an activity that fits one's passions. Goal is not to improve skills for competition purposes. Competitive Sport Clubs focus on competition against other colleges/universities. These clubs are encouraged to have coaches. In season, teams practice and play an average of three to four times per week. Time commitment made by a Sport Club participant is similar to that of high school varsity athletics.

Goals of the Sport Club Program

The Sport Club program is designed to serve the sporting interests of Creighton University students, faculty and staff. The objectives of the program are to offer sport activities for any member of the University Community who wishes to:

- Participate in sport or recreation.
- Help participants develop skills in sport
- Provide an opportunity for extramural competition.
- Develop student leadership.
- Provide a communal bond between and within individual student organizations, which are athletic in nature.
- Promote wellbeing through sport.

The 20 Sport Clubs represent Creighton University while competing locally, regionally, nationally and even internationally. Each team is registered by the Student Leadership and Involvement Center (SLIC). The teams are administered by students under the supervision of the Director for Recreation & Wellness and the Assistant Director for Competitive Sports.

Philosophy

The following statements define sports clubs and its philosophy:

- A Sport Club is a group of Creighton students that share a common interest around an organized sport. While the level of competition varies from club to club, all clubs are student initiated and run.
- Emphasis is placed on student leadership and the most successful clubs are those with outstanding student leaders. The club strives and thrives only by means of active student involvement and participation.
- Sport Clubs are designed to accept members of any skill level, but individual clubs may determine the composition of travelling squad(s) defined by skill level.
- The Competitive Sports Program provides encouragement, guidance and supervision. The success of the club depends on the involvement of students. The club will not maintain an active status with sufficient membership commitment.

Supplemental Resources

[Creighton Student Handbook](#)
[Student Organization Handbook](#)
[Creighton Students Union Funding Policy](#)
[Starting A New Organization](#)

Eligibility

Defining Eligibility

Active membership shall be chosen without discrimination of race, color, religion, sex, marital status, national origin, age, disability, citizenship, sexual orientation, gender identity, gender expression, veteran status, and any other groups protected by federal, state, or local statutes.

No experience is required for membership.

Unless otherwise specified in a Sport Club guiding documents, Sport Club membership shall be restricted to undergraduate and graduate/professional students of Creighton University.

Clubs are prohibited from denying any eligible person membership in a club.

Those under the age of nineteen (19) may not participate in Sport Club activities without their parent/guardian's signature and consent.

Recreation & Wellness has no involvement with the admission of prospective students to the University.

Event/League/Governing Body Eligibility

In many cases, eligibility to participate is based on academic status at Creighton University. Events, leagues and governing bodies may require documentations be signed and verified by the Registrar. If that is the case, clubs must contact the Assistant Director for Competitive Sports to obtain the necessary permissions. Plan ahead! Don't wait until the last minute to verify club member eligibility.

Requirements for Participation

Participation shall be evaluated on two criteria: open participation and governing body participation.

Open participation will refer to practices and events that are not managed or scheduled by a governing body.

Governing body participation shall refer to contests that are managed by a governing body.

- Open Participation: Participation will be in accordance to one's gender identity, should that be relevant, regardless of any medical treatment.
- Governing Body Participation: Participation will be in accordance with the standards set by the governing body of the specific sport.
 - If no policy is mandated, the Sport Club Office will contact governing body for clarification on eligibility. It remains the responsibility of the participant(s) to meet the standards identified by their respective governing body. Administrators shall only be responsible for facilitating communication between the participant(s) and governing bodies

Acceptance of Risk/Waiver of Liability

Before any type of participation, participants must sign a current Waiver of Liability. Those under the age of 19 will need a parent/guardian to also sign.

Responsibility of Participants

Those participating in Sport Clubs are responsible for evaluating their own health in accordance to the demands of their individual sport. Please use caution when determining your ability to participate as it may affect your life and the lives of those around you. In some instances, as dictated by league offices participants may be required to submit a physical form provided by a licensed physician, along with additional medical paperwork. If uncertain of your ability to participate, please consult a physician prior to participating.

Administration & Leadership

Important Personnel Contact Information

NAME	POSITION	OFFICE LOCATION	OFFICE PHONE
GREG DURHAM	Assistant Director – Competitive Sports	KFC 212	402.280.2987
JC SCOTT	Program Assistant – Sport Clubs	KFC 211	402.280.2848
MATTHEW EASTMO	Program Assistant – Intramural Sports	KFC 211	402.280.2848
STEVE WOITA	Director – Recreation & Wellness	KFC 213	402.280.1719
LUCY ZAMECNIK	Assistant Director – Fitness & Operations	KFC 214	402.280.1123
MOLLY SALISBURY	Assistant Director – SLIC	Skutt 120	402.280.5580

Emergency Contacts

If one of the following would occur, death of a student, serious accidents, or injuries involving students, please call the below personnel, in the order listed until one person is reached. Call anytime and leave a message with each number called. If during 8:00am – 5:00pm M-F call the office number listed above.

NAME	POSITION	CELL PHONE	OFFICE PHONE
GREG DURHAM	Assistant Director – Competitive Sports	215.429.7715	402.280.2987
STEVE WOITA	Director	402.616.2414	402.280.1719
LUCY ZAMECNIK	Assistant Director – Fitness & Operations	402.415.5461	402.280.1123

Moderators Role & Responsibilities

A faculty/staff moderator is **required** for each Sport Club. The responsibility of finding a moderator lies with the Sport Club. An ideal moderator shall meet the following criteria and be willing to:

1. Knowledge of the sport they are advising

2. Serve as an informational link for the club relative to CU policies/procedures.
3. Provide mentorship and guidance related to all university, divisional and departmental policies.
4. Provide assistance and support in decision-making process, both short- and long-term.
5. Assist the Sport Club Program, and its partners with transitions between academic school years and the change of club officers.
6. Attend club meetings and trainings as necessary, remain informed and maintain regular contact with the club president and other officers as necessary
7. Meet other expectations and obligations as set forth by the university or its offices.

Coaches/Instructors Role & Responsibilities

A coach/instructor may be secured by the club membership with the prior approval of Recreation & Wellness. The coaches/instructor role and responsibilities include:

1. Demonstrated knowledge of the sport through participation, certification and/or recommendations.
2. Involvement in the practice/game activities, but not in the club's governance.
3. Service provided does not convey any official status as a University employee, or officials unless otherwise explicitly stated.
4. Completion of all required forms.

Sport Club Officer Administrative Resources

Mailbox Services

Every Creighton University Sport Club is provided with a mailbox inside KFC 211. This allows Creighton staff, departments and other partners to communicate with the Clubs on a regular basis. Clubs must check their mailboxes at least once a week. Clubs should use CU Recreation & Wellness as a mailing address for all official club business, and not for personal use by members. Mail that is received will be put into the club's mailbox.

Mailing Address: "Sport Club Name"
Kiewit Fitness Center Rm 211
2500 California Plaza
Omaha, NE 68178-0530

Printer, Copier and Fax Machine

There is a printer, copier and fax machine available for Sport Clubs to utilize in KFC 211. Access can be granted only from the Sport Club Program Assistant and Assistant Director for Sport Clubs. Sport Clubs may use this machine for Sport Club business only.

Office Conduct

Clubs should always remember to treat the Recreation & Wellness office, its professional and student staff with respect and courtesy. Remember, that you are not only representing your club, you are representing the Sport Club Program and ultimately, Creighton University. Unprofessional behavior will not be tolerated. Clubs may print and make copies of club materials using the printer or copier in room

2011. Please do not abuse this privilege. Any club found to be misusing the technology may forfeit their club's ability to use these services.

Registrar Verification Forms

If a Sport Club's governing body requires that form be verified by the University Registrar, clubs are required to submit this form to the Assistant Director of Sport Clubs for approval with all information completely filled out. Please include a student's full name, and NetID to ensure correct identification and to prevent delays in completion. Forms should be submitted to the Assistant Director or Program Assistant at least two weeks in advance of needing the form completed. Failure to do so will not guarantee approval in time. Once completed by Sport Club Staff, you will pick up your form from the Recreation & Wellness Office.

****Do not submit these forms directly to the Registrar's office; they may not be accepted**

Travel Notification Letters

Sport Club competition is not considered an excused absence from classes. Sport Club officers should work to limit the number of classes that students will miss because of competitions.

The Competitive Sports Office can prepare Travel Notification Letters for any travelling club members, but excusal from class is at the discretion of the individual instructor. Any letters being submitted on behalf of a Sport Club MUST be submitted by Creighton Recreation or the SLIC – Please allow up to 10 days for these to be written and returned to you for your distribution to your members.

Sport Club Meetings

Sport Club Officer Workshops

Sport Club Officer Meetings will be used to acquaint Sport Club Officers with the Sport Club Program, Recreation & Wellness and University Policies and procedures. General Leadership training will be provided by the Student Leadership & Involvement Center. All officers (current and future) are encouraged to attend. **Two** attendees are required. Sport Club Officer Workshops shall be held at least once a year, normally at the start of the Fall Semester.

Club Officer Meetings

Each Club Officer Meeting serves a purpose. First and foremost, it is a forum where information can be conveyed and obtained about the Sport Club Program and information that can benefit the leadership of the club. Regularly, the Sport Club Staff will convey information and policies and procedures upcoming important dates, and other important information. These meetings give the Sport Club Officers the opportunity to discuss items concerning the Sport Club Program as well as speak with Sport Club Leadership in a 1:1 fashion.

Club Officer Meetings will occur at least two times per semester during both the Fall and Spring semester. Each Sport Club President shall attend these meetings with the Sport Club Program Assistant. The date, time and location shall be agreed upon by the individuals participating in said meetings.

Exit Interview Meetings

The final meeting of the spring semester shall act as an exit interview. The purpose of the exit interview is to ease the transition of leadership within each sport club as well as have an opportunity look at the overall success/issues each club faced throughout the academic year. The outgoing (previous president, vice-president and treasurers) as well as the incoming officers are required to attend this meeting. Moderators are strongly encouraged to attend, but not required.

The exit interview will take place towards the end of the Spring semester. The Sport Club Officers will be responsible for setting up a date and time that works for everyone. To set a date with the Program Assistant, an online meeting scheduler will be opened and sent out giving clubs ample time to schedule the meetings at a time that works for all parties. Meeting times shall be scheduled in one hour blocks.

Outgoing leadership should be prepared to talk about their time as leaders and provide advice guidance to new leadership. Incoming leadership will be responsible for discussing future goals and future direction of their sport/program.

Operation Within the Sport Club Program

New Club Registration

A prospective Sport Club must meet all of the following criteria to obtain Sports Club Membership with Creighton Recreation & Wellness.

- Your club must be registered, and in good standing with the University.
 - Specifics about becoming a Registered Student Organization, and the related policies and procedures can be found in the SLIC's Student Organization Manual.
- Meet with the Assistant Director of Competitive Sports to discuss Sport Club Membership.
 - In this meeting, you should be prepared to discuss the following:
 - How your organization is consistent with Recreation & Wellness' purpose and mission statement?
 - Why your organization feels it should be a Sport Club at CU?
 - How your organization plans to aid in the development of the Sport Club Program as a whole?
 - Why your organization should be allowed prioritized CU Recreational facility space?
 - How the club will establish themselves financially and ensure sustainably?

Once this meeting has been held, the Assistant Director will provide a recommendation to the Student Leadership & Involvement Center as to the status of the prospective Sport Club. Recommendations will be based on quality of discussion in regard to the aforementioned topics, available space/time, and fit within the Competitive Sports Mission.

Renewal of Membership

A Sport Club may be granted renewal of registration with Recreation & Wellness pending that the Sport Club has met the following criteria:

- Club is in good standing with Creighton University, OCSW, and SLIC.
- Club has renewed their registration with SLIC and IMLeagues
- Student interest in the club was demonstrated by a membership of at least 5 active members
- Club was represented by 2 or more at the Fall Sport Club Officer Workshop
- Club purpose continues to be consistent with the CU Recreation & Wellness purpose and philosophy
- Adequate facilities and personnel continue to be available for the club to meet and practice.

Sport Club Status

Sport Clubs that are in good standing retain the full rights, responsibilities and privileges of Sport Clubs outlined in this manual.

Sport Clubs that do not meet the above criteria shall be considered “in poor standing” with Recreation & Wellness. Clubs that are in poor standing shall not be able to:

- Hold practices
- Travel
- Compete
- Reserve space in Recreation & Wellness facilities

Clubs will remain in poor standing until they have fulfilled all outstanding obligations.

Constitution

A club constitution should be your “operating guide” on how the club should run, make decisions and any other important matters that may arise.

Each Sport Club must develop a constitution suited to the practical operation of their club. Assistance with the creation of a constitution can be obtained via the SLIC office. The constitution should be easily interpreted so that the club can operate consistently from year-to-year. If modifications to a Club constitution is made, SLIC and the Sport Club Office should be notified as soon as possible.

Club constitutions may not conflict or supersede any of the policies or procedures contained in the Sport Club Handbook, Recreation & Wellness Policies or the Creighton University Student Handbook.

For more information regarding constitutions, please consult with the Student Leadership & Involvement Center.

Budget

It is important that each Sport Club maintain an updated budget at all times. Budgets may be requested by the Sport Club Office at any time.

Sport Clubs have the option to review budget mockups and budget preparation at any time with the Assistant Director of Competitive Sports or their designee.

Dues

Sport Clubs are strongly encouraged to charge dues. The quantity and frequency of dues is determined by individual clubs and, if necessary written into each corresponding constitution. The club's officers will hold the authority to equitably set Club dues. Club members should not participate in club activities until member dues have been paid, or arrangements have been met.

Fundraising

Sport Clubs are strongly encouraged to raise funds to offset the costs not covered by CSU funding and Club Dues. Sport Clubs are required to adhere to all Student Leadership & Involvement Center fundraising guidelines and register all events in CU Involved.

Community Service

Involvement in community service opportunities can provide an excellent learning experience for a club and its members. The Creighton Sport Club Program would like to use this as a method of fostering growth of our program, the teams themselves and its individual members. Community service helps create positive image for your club as well as the Sport Club Program. Events should be registered in CU Involved.

Marketing

It is up to the individual Sport Club to market and promote their organization. The Sport Club staff can offer advice and guidance, but it is not responsible for the individual marketing of each club.

Marketing Opportunities:

- Sport Club Website (IMLeagues and other external websites)
 - Keep club information up to date
 - Tryout dates or special announcements
- Social Media
 - Individual Club Accounts
 - Recreation & Wellness Accounts
- Tabling
 - Events throughout the first weeks of schools
 - Contact SLIC for more information about tabling

Referrals

Creighton Recreation & Wellness provides some forms of publicity for the Sport Club Program. In addition, many phone calls are received to inquire about Clubs. Therefore, Creighton Recreation & Wellness acts as an information referral center for these inquiries.

Uniforms & Artwork

Artwork Approval

All artwork approvals must be submitted via CUInvolved to the SLIC. Sport Clubs are given access to special logos and marks. Questions regarding artwork should be directed toward the Director of the Student Leadership & Involvement Center.

Uniforms

- CSU funds may not be used to purchase uniforms, t-shirts or other apparel for clubs. Sport Clubs are encouraged to use fundraising and club dues to pay for uniforms.
- Creighton University Logos are registered and protected trademarks of the University. No alterations are permitted on the University seal or logo.
- Reproduction of official athletic logos (including, but not limited to: the Bluejay Logo, Bluejay Logo with wordmark "C" Logo, "C" Graphic, "Creighton" Wordmark, and "Bluejays" Wordmark) without the approval of the SLIC Director or their designee.
- All uniforms and t-shirt designs must be approved by the SLIC and Sport Club program following the appropriate guidelines. Designs must be submitted for approval at least 2 weeks before printing date.
- Uniforms must not violate Creighton University's Catholic, Jesuit mission.

Evaluations

The Sport Club Office has the right to facilitate evaluations to sport clubs, its officers or membership at any time. These evaluations will be used to assess the overall sport club program. The amount and type of evaluations given will be determined by the program staff.

Disciplinary Procedures

Failure to comply with any of the Sport Club procedures may result in disciplinary action. The corrective disciplinary process has been developed to assist club leaders in correcting the mistakes that have caused problems for the club at hand as well as at the University.

Standards & Conduct

- All University, Student Handbook, SLIC and Recreation & Wellness Policies must be adhered to.
 - All participants, coaches and moderators are responsible for knowledge of these policies.
- Events and competitions should be scheduled with universities in the Midwest region.
- Members assume the financial responsibilities for participation in a Sport Club
- All details for travel are arranged and paid for by Club Members
- The University requires that groups engaging in any type of solicitation on or off campus must obtain permission from the appropriate University office(s).
- The Sport Club program has a zero-tolerance policy regarding hazing.

- **Consumption of alcohol beverages or illegal substances, at a contest site, is prohibited during Sport Club activities, tournaments and events held at Creighton University without prior approval.**
 - Violation of this policy will result in referral to the Office of Community Standards & Wellbeing and may result in loss of registration.

Failure to Attend Meetings.

All meeting schedules shall be made available to Sport Club Officers well in advance. **The excuse that a representative was “not aware” of the meeting date(s) or time(s) is not valid and will not be accepted.**

The entirety of all meetings must be attended. Failure for one or both representatives to attend any portion of the Sport Club Officer Workshop will result in the following:

- Removal of all scheduled events until the meeting is made-up
- Verbal and written reprimand

Violations of Standards of Conduct

The Assistant Director of Competitive Sports reserves the right to refer all infractions to Creighton Community Standards & Wellbeing and the Student Leadership & Involvement Center.

A club will be notified of potential infractions via email.

Sport Club Finances

Although clubs receive funding from Creighton Students Union, these funds should not become the sole source of revenue for any club. Funds from club activities come from the following sources:

- Membership dues
- Fundraising activities
- Budget allocations from Creighton Students Union
- Donations from individuals and corporations.

Recreation & Wellness does not directly fund Sport Clubs, nor manage Club funds.

All clubs are required to have a Creighton Federal Account. Outside accounts for Sports Clubs are strictly forbidden.

All SLIC and CSU policies must be adhered to as it relates to Sport Club finances. Policies and procedures regarding this can be found on page 13 of the Student Organization Handbook.

Recreation & Wellness does not have the ability to provide supplemental funds or allocations. Questions regarding funding should be directed to the CSU Vice President of Finances (CSUFIN@Creighton.edu), of the Creighton Students Union (CSU).

Club Allocation System

All clubs are required to submit budgets for the upcoming academic year at the first CSU Cabinet meeting of the fall semester.

These budgets should include the following:

- Anticipated expenses
- Anticipated sources of revenue
- Anticipated allocations to Registered Student Organizations (RSOs) and class accounts
- Anticipated events with descriptions.

The Assistant Director of Competitive Sports, or their designee is available to help Sport Clubs put together their budget proposals.

Information regarding timelines and availability of funds should be referred to the Creighton Students Union.

IMLeagues & Forms

Membership & Rosters

All members of a Sport Club must be rostered on their IMLeagues sport club team. Rosters must be kept up to date by the team leadership.

Rosters will randomly be checked throughout the school year by a Competitive Sports Supervisor. Teams found in violation of this policy may result in loss of Sport Club privileges.

Waivers

All students who participate in any Sport Club events, tryouts, practices or matches must first complete their waiver on IMLeagues. To complete the waiver, a student simply need register for their respective team and complete all necessary forms and documents. If the student is under 19, a parent/guardian must also sign.

Post-Event Forms

Post event forms are to be completed within 48 hours upon the completion of the event. In the event of an away contest, post-event forms should be submitted within 48 hours of returning to campus.

Post-Event forms can be found on at Creighton.Edu/Recreation

Travel Forms

Sport Clubs are required to submit travel requests via CUInvolved. These travel requests must be submitted with at least three weeks' notice. This provides enough time to process the request and ask follow up questions as needed.

The following information is needed as part of the travel form:

- Location of travel
- Distance from Creighton
- Dates of travel
- Name of event
- Mode of travel
 - If your organization is driving: Drivers' license and Vehicle Insurance
 - If your organization is flying: Flight information
- Emergency Contact Information for all students attending (Parent/Guardian contact information)
- Allergies.

Awards

Any plaques, trophies or other awards received due to success at a competition should be turned into the Assistant Director of Competitive Sports as soon as possible for display.

Intramural Participation

The Assistant Director of Competitive Sports reserves the right to limit Sport Club participation in related sports. Sport Club participants are encouraged to spread their talent among multiple intramural teams rather than having an official club-intramural team.

Sport Club participants must register in the highest level of competition available for their related sport.

Equipment Management and Usage

Inventory

Any equipment purchased by a club is the property of that club. Creighton University assumes no responsibility for any purchased equipment.

Club leadership is encouraged to keep an accurate, up to date count of their equipment.

Storage

Sport Clubs should plan for storage of their equipment. In some cases, storage may be available in Creighton Recreation facilities. Requests to store equipment in the KFC, Rasmussen Center or Sports Complex should be submitted in writing to Assistant Director for Competitive Sports.

Only competitive sport clubs are eligible for storage in recreational facilities.

Risk Management

Introduction

Safety of the participants is of the utmost importance. There are inherent risks involved in all competitive sports programs. Participants in the Sport Club Program should be aware that involvement is totally voluntary, and that Creighton University may not provide health or accident insurance. It will be the responsibility of each club to minimize risk of injury in all club functions. ***Each club shall develop, implement & practice the following safety policies:***

- Each participant shall complete the waiver and release of liability form located on IMLeagues
- Sport Club Officers, Club members, and coaches/instructors must always emphasize safety during all Club activities.
- Develop and practice safety guidelines relevant to your sport.
- Each club should be familiar with accident and liability insurance available through the national organizations that may govern their sport.
- Inspect field, facilities, and equipment prior to each practice, game or special event. Report unsafe conditions to the Assistant Director of Competitive Sports. If it is an off-campus site, report the condition the appropriate managing authority. While practicing at the Sports Complex, the on-site supervisor will make the call as to if the fields are playable.
- Because of the inherent risks, participants, instructors, coaches and spectators will not be allowed to consume alcoholic beverages or illegal drugs while participating in the Sport Club program without express written consent from Creighton University officials.
- Alcoholic beverages or illegal drugs are not allowed in or on University facilities at Club activities without prior approval.
- Alcoholic beverages or illegal drugs should not be consumed or transported in vehicles travelling to or from a contest. Infractions of this nature will not be tolerated and it is the responsibility of each club to enforce these guidelines.
- Each club must report all injuries on the Post-Event form. If an accident or emergency should occur, please remember to follow the following steps:
 - First, seek emergency medical services as is necessary
 - Second, make notification of the incident to the Assistant Director for Competitive Sports. If they cannot be obtained, contact with the University should be made according to the CU Recreation emergency procedures and notification list found on page 9 of this document.
 - Third, follow up on the appropriate forms.
- If a serious accident, death or assault were to occur during a Sport Club activity, the first step would be to ensure that all persons are safe. If necessary call or send for assistance. Dial 402-280-2911 (on campus) or 911 for emergency assistance (off campus). In the event of an emergency notify the Creighton University employee according to the emergency calling tree listed above. Never contact the family of a student involved in an emergency or accident unless authorized to do so. The University or medical/emergency personnel will disseminate all necessary notifications. If the press should contact the organization, direct them to the Assistant Director of Competitive Sports. With the help of University personnel, a statement may be

prepared. Do not release any names or information unless you have consulted with University personnel.

Emergency Procedures

In the event that one of the following emergencies occurs during a Sport Club practice or contest on campus, follow the directions listed below.

- **Blood/Chemical Spill:** Cease activity and contact a Creighton Recreation & Wellness staff member to call for clean-up. Do not clean up the spill on your own.
- **Fire Alarm:** Cease activity and use the nearest exit to leave building. Participants should follow any and all instructions provided by Creighton University employees. There is no such thing as a false alarm – e treat all alarms as real until told by the appropriate personnel that the building is safe to enter.
- **Tornado:** Cease activity once a tornado WARNING has been issued. You should hear internal building warnings and sirens from the city. Participants who stay inside the building must go down at least one level of the building to a tornado shelter area. Recreation & Wellness staff will direct you on the closest shelter area.
- **Water Leak:** Cease activity and report leak to Creighton Recreation & Wellness staff member on duty who will then determine cleanup procedures and whether activity can continue.
- **Power Outage:** Cease activity and follow direction of Creighton Recreation staff members.
- **Inclement Weather:** Creighton only closes in very rare circumstances. Usually closing is associated with the cancellation of classes and closure of Creighton Recreational Facilities. Inclement weather may or may not be declared at the same time classes are cancelled. If the Creighton University campus is closed, there will be no Sport Club activities on campus.

Concussion and Head Injury Guidelines

In the event of any head injury or suspected concussion, the following guidelines must be followed by both the individual involved in the accident and the club members and officers of the club:

Removal from Play: Any athlete who exhibits signs, symptoms or behaviors consistent with a concussion (such as loss of consciousness, headache, dizziness, confusion or balance problems) shall be immediately removed from play and not return for the remainder of the day or until cleared by an appropriate health professional. An athlete can be removed from play by an official, sport club staff member, another club member, athletic trainer or a health care professional.

Signs/Symptoms of a Potential Concussion

SIGNS REPORTED BY OTHERS	SIGNS REPORTED BY ATHLETE
Appears dazed or stunned	Headache
Is confused about assignment	Nausea or vomiting
Forgets plays	Balance problems or dizziness
Moves clumsily or has slurred speech	Double or fuzzy vision
Answers questions slowly	Sensitivity to light or noise
Loses consciousness	Feeling sluggish or drowsy

Shows behavior or personality changes	Feeling foggy or groggy
Cannot recall event prior to contact	Concentration or memory problems
Cannot recall events after contact	Confusion

***These lists ARE NOT exhaustive.**

Return to Play: Any student who has been identified as one who has sustained a concussion or any student who exhibits signs, symptoms or behaviors consistent with a concussion (such as but not limited to loss of consciousness, headache, dizziness, confusion or balance problems) shall be immediately removed from the activity and shall not return to play in any Competitive Sports activity until cleared by an appropriate licensed healthcare professional providing official written documentation.

- a. On-site personnel (players, coaches, spectators, etc.) are not considered to be appropriate licensed health-care professionals unless officially acting in that role (i.e. scheduled Athletic Trainer under Orders, or Team Doctor).
- b. The State of Nebraska defines a licensed healthcare professional as a qualified as an individual who (a) is registered, licensed, certified or otherwise statutorily recognized by the state of Nebraska to provide health care services and (b) is trained in the evaluation and management of traumatic brain injuries among a pediatric population. Examples include but are not limited to...
 - a. A Physician
 - b. A Licensed practitioner under the direct supervision of a physician
 - c. A Certified Athletic Trainer
 - d. A Neuropsychologist
- c. Official written documentation must be submitted to the Assistant Director of Competitive Sports or their designee. These can be submitted in person or via email (recreation@creighton.edu). Return to play will be granted on the discretion of the Assistant Director of Competitive Sports or the designee upon receiving documentation clearing the participant to return to play.

Return to Learn: The first step to concussion recovery is cognitive rest. This is essential for the brain to heal. Activities that require concentration and attention such as trying to meet academic requirements, the use of electronic devices (computers, tablets, video games, texting, etc.), and exposure to loud noises may worsen symptoms and delay recovery. Students may need their academic workload modified while they are initially recovering from a concussion. Decreasing stress on the brain early on after a concussion may lessen symptoms and shorten the recovery time. This may involve staying home from school for a few days, followed by a lightened school schedule, gradually increasing to normal. Any academic modifications should be coordinate jointly between the student's medical providers and Creighton University Academic Support Services.

*This is not an exhaustive list. For questions about licensed Healthcare Professionals, contact the Assistant Director for Competitive Sports.

Important Resources:

The Creighton **EDGE**:

Location: Reinert Alumni Library, Lower Level
Phone: 402.280.5566 Student Health:

Deleted: Edge

Location: Harper 1034, Ground Floor
Phone: 402.280.2735

Athletic Training

Creighton University requires Athletic Training services at all scrimmages, matches and other non-practice events held on Creighton University's campus.

Recreation & Wellness has formed partnerships with various Athletic Training Organizations in the Omaha area. For the most up to date contacts, please contact the Assistant Director for Competitive Sports.

Athletic Training Services shall be coordinated by the competitive sports program. Responsibility for scheduling and payment falls to the club directly.

Clubs are responsible for all charges incurred related to Athletic Trainer in the event cancelled or no-shows.

Failure to find licensed Athletic Trainers for an event will result in the cancellation of the event.

Alcohol and Drug Policy

Alcohol consumption is highly discouraged at all times during practice and competition. Illegal drug consumption is prohibited to all Creighton University students, employees and affiliates. Club members are responsible for following federal, state, local and University rules and procedures pertaining to alcohol and drug use. Creighton University Community Standards guidelines are considered the minimum guidelines, and each club is executive board may set high standards in a separate club policy.

Alcohol Guidelines for Sport Clubs

- The possession, sale, use or consumption of alcoholic beverages, in public areas of the campus is prohibited without prior approval from Creighton Recreation and SLIC. Any situation sponsored, authorized, sanctioned, endorsed, and/or financed by student organization must be in compliance with any and all applicable laws and policies of the state, county, city, and Creighton University.
- No alcoholic beverage may be purchased through a sport club's funds, nor may the purchase of alcohol for members or guests be undertaken or coordinated by any member in the name of, or on the behalf of, the sport club.
- Open events, meaning those with unrestricted access to non-members of the sport club, without specific invitation, where alcohol is present, shall be prohibited without prior approval from Creighton Recreation and SLIC.
- No members, collectively or individually shall purchase for, serve to, or sell alcoholic beverages to any minor.
- No sport club may enter into an agreement to co-sponsor an event with an alcohol distributor, charitable organization or tavern (Tavern is defined as an establishment generating more than half of the annual gross sales from alcohol), where alcohol is given away, sold or otherwise provided to those present.
- No sport club may co-sponsor or co-finance a function where alcohol is purchased by any of the host organizations or groups.

- All membership recruitment activities associated with any sport club shall be alcohol free.
- No event shall include any form of “drinking contest” or encourage the rapid consumption of alcohol in the activity or its promotion.
- When traveling, you are considered representing the Creighton University and CU Recreation and Wellness from the time you leave campus until the time you return. Club members and participants MAY NOT consume any alcohol during a sport club trip at any time (including dinner or after an event has concluded). This policy applies regardless of legal drinking age.
- These rules apply to ALL club members as well as anyone coaching the club (Including student and non-student coaches)

Creighton Nondiscrimination Policy

(The entire Nondiscrimination Policy at Creighton University can be found at <http://catalog.creighton.edu/general-information-about-creighton/nondiscrimination-policy/>)

Every member of the university community is expected to engage in action that leads towards the development of a more inclusive community. Proactive efforts towards increasing diversity and the elimination of discrimination are necessary for our university to thrive.

Hazing

Creighton has a Zero-Tolerance Policy regarding hazing.

Please refer to the [Creighton University Student Handbook for the Hazing Policy](#)

Sexual Harassment

Creighton University prohibits sexual harassment and is committed to preventing, correcting and disciplining incidents of unlawful harassment, including sexual harassment and sexual assault. Sexual harassment, sexual violence, and a hostile environment because of sex are forms of sex discrimination and should be reported.

Individuals who may have experienced harassment, discrimination, or an incident of discrimination under Title IX (sexual assault, sexual harassment, dating violence, stalking, sex discrimination, or pregnancy discrimination) during travel sponsored, organized or facilitated by Creighton University are encouraged to contact the Office of Equity and Inclusion at 402-280-3189 or oei@creighton.edu to make a report or learn more about support services available on campus.

Facility Safety

Facilities must be inspected for potential hazards prior to usage. If a hazardous situation is found, you must refrain from use. Any concerns regarding facility safety should be reported to the Competitive Sports Office.

Severe Weather

Due to the unpredictable and rapidly changing natures of adverse weather, and the potential catastrophic consequences of participating in outdoor sports and activities during threatening weather, this policy is to be followed explicitly and without delay.

1. All outdoor activities shall be stopped immediately in the event of lightning or thunder near the activity. All participants shall be instructed by a Recreation & Wellness employee.
 - a. Close proximity: Lightning and thunder is considered to be within close proximity if it is detected within a 20-mile radius of the facility. For on campus activities, clubs will be provided a lightning detector to assist with determining the proximity of a storm.
 - b. 30-minute rule: Participants shall be allowed to resume the activity when no lightning or thunder has been observed for at least 30 minutes. For every new lightning strike observed or thunder clap heard, the 30-minute delay will reset.
 - c. Clubs should not clear the field of any equipment during a weather delay.
2. When a tornado warning is issued, civil defense sirens will sound. All activities will be interrupted, and everyone is expected to seek shelter in the nearest designated shelter area until an all-clear has been issued.
 - a. Public Safety will send out a Creighton Alert when tornado warnings are issued, but this process is neither instantaneous nor foolproof. Rely primarily on the civil defense sirens, radio, and television for timely and accurate information.
3. Designated Shelter Area
 - a. Kiewit Fitness Center – Locker rooms, restrooms, and tunnel between Swanson Hall & the KFC
 - b. Rasmussen Sports & Fitness Center – Locker Rooms
 - c. Sports Complex – No shelter available onsite. Seek shelter in nearby campus facilities (McGloin Hall)
 - d. In general, go to the lowest level of a building, to a small interior room without windows.

Insurance

- 1) Sport Club member may be required by the sport's national governing body to carry additional insurance (liability, accident, etc.) in addition to the standard medical insurance required by Creighton University.
 - a. E.x) To be eligible to compete in official team contests, members of the men's rugby club are also required to members of USA Rugby. To become members of USA Rugby, all members must be enrolled in the current year's Club and Individual Participation Program, which provides additional liability and accident insurance coverage.

Reservations, Facilities, Events and Usage

Reservations

All reservations for Sport Club Events must be submitted via email to the Assistant Director for Competitive Sports or their designee(s). Reservation requests should be submitted at least 10 days in advance of the requested date.

Cancellations

Cancellations of Sport Club Practices should be communicated as early as possible.

Teams that fail to communicate a cancelled practice shall be charged in accordance with the Creighton Recreation & Wellness reservation policy. Repeated cancelled practices will result in the loss of reserved times.

Teams wishing to change the location of their practice must submit a request, in writing to the Assistant Director of Competitive Sports or their designee 24-hours in advance.

Recreation & Wellness Office

The Recreation & Wellness office is in room 211 in the Kiewit Fitness Center. Sport Club Officers can utilize this area for club administrative purposes. Large club meetings may be held in a Kiewit Fitness Center room upon approval from the Creighton Recreation Staff. Abuse of office policies will result in the loss of privileges. The office will only be open from 9:00am to 4:00pm Monday through Friday.

Kiewit Fitness Center

Sport Clubs are permitted to reserve the Racquetball Courts, Courts B, C, D and E, as well as the Multi-Purpose Room and non-lab related classrooms.

Sport Clubs are not permitted to use the Fitness Forum or pool for any Club-related activities without written consent from the Assistant Director for Operations.

Locker Rooms are free to use as clubs need. These are not reserve-able spaces.

Rasmussen Center

Sport Clubs are permitted to reserve the Fieldhouse. Sport Clubs are not permitted to use the Fitness Forum other areas for any Club-related activities without written consent from the Assistant Director for Operations.

Locker Rooms are free to use as clubs need. These are not reserve-able spaces.

Sports Complex

Sport Clubs are permitted to reserve the Sports Complex fields. The Softball field should be reserved through the appropriate Athletic offices.

Practice Schedules

Practice schedules are assigned by the Assistant Director for Competitive Sports. Practice schedule priority is as follows;

1. Competitive Sports Clubs currently in season
2. Competitive Sport Clubs current out of season
3. Recreational Sport Clubs
4. Conditional Status Competitive Sport Clubs
5. Conditional Status Recreational Sport Clubs

6. All other student organizations.

Game Administration

- 1) Sport Clubs are required to request and confirm facility with the Competitive Sports Office prior to scheduling a contest with the team(s) and/or conference.
- 2) The designated facility will be available to the teams to warm-up and setup 60 minutes prior to the scheduled game start time.
 - a. In the event that two (2) or more games are scheduled on the same date at the same facility, teams playing may not be afforded the entire 60-minute warmup.
- 3) A Competitive Sports Supervisor will be on site to assist with game operations. Duties include, but are not limited to:
 - a. Facility oversight
 - b. Equipment setup
 - c. Risk management.

****Supervisors are not responsible for competitive functions of the game, including but not limited to: officiating, scorekeeping or compiling statistics**.**
- 4) Upon completion of the game, the teams are required to immediately clean up and exit the facility.
- 5) Locker rooms are available to visiting teams at the request of the club president organizing the contest. This request must be made to the Competitive Sports Office no later than three business days prior to the event.

University Closing

In the event of University closing, all Sport Club activities are cancelled for that day.

Rescheduling Activities

1. Sport Club activities are subject to inclement weather and/or poor field conditions. Sport Clubs activities are also subject to either cancellation or a mandatory reschedule due to special events held in the requested facility at the same time.
2. The Competitive Sports Office will contact the club president or team representative to communicate all potential cancellations and reschedule requests.
3. Weather based reschedule procedure for practices
 - a. The Competitive Sports Office will notify the club president of a practice cancellation no later than one hour before the scheduled practice.
 - b. The Rasmussen Center shall be used as a weather location for outdoor practices that are cancelled. Should the facility be available during the scheduled practice time, clubs will be allowed to move their practice into this facility
 - c. If the Rasmussen Center is unavailable during the originally scheduled practice time, clubs will be offered opportunities to reschedule the cancelled practice at a later date at either the Rasmussen Center or at the originally scheduled facility.
 - d. If a rescheduled time cannot be agreed upon between the club and the Competitive Sports Office, the practice will be cancelled and there will be no rescheduled practice.
4. Non-weather based reschedule procedure for practices:
 - a. If the club wishes to cancel or reschedule a practice, the club president must notify the Competitive Sports Office no later than one business day (two business days for

- weekend practices) before the scheduled practice. Clubs who fail to give notice shall be subject to reduced facility offerings and/or monetary fines.
- b. If the Competitive Sports Office cancels a club practice due to a special event, clubs will be offered opportunities to reschedule the cancelled practice at a later date at the originally scheduled facility.
 - c. If a rescheduled time cannot be agreed upon between the club and the Competitive Sports Office, the practice will be cancelled and there will be no rescheduled practice.
5. Weather based reschedule procedure for games:
- a. The Competitive Sports Office will only cancel games due to poor or unsafe field conditions. Weather cancellations or delays will be made by the teams and game officials, in accordance with national governing body, conference, or sport-specific rules and procedures.
 - b. Should a game be cancelled, the Competitive Sports Office will make every attempt to work with the teams and/or conference to ensure that the game is rescheduled.
 - c. If a rescheduled game time cannot be reached, national governing body or conference rules and procedures shall apply.

Non-Creighton Recreation Facilities

Teams are expected to adhere to all policies, procedures, rules and guidelines at all times while representing Creighton University at all off-campus locations.

Travel Information and Procedures

Travel Policy

A comprehensive travel policy for student organizations can be found within the [Student Organization Handbook](#) developed by The Student Leadership & Involvement Center. Clubs are required to adhere to all policies, procedures and guidelines set forth by Creighton University.

Travel Conduct

Clubs are reminded that they are representatives of Creighton University at all times during their trip, including travel to and from the event. It is expected that club members represent Creighton in an exemplary manner during travel and abide by the Creighton Code of Conduct.

Inclement Weather

Sport Clubs are responsible for checking for inclement weather prior to and during travel. The Assistant Director for Competitive sports may determine if travel should be canceled or postponed depending on weather conditions. On the road, it is up to the club officers to make the best choice of whether travel should stop due to inclement weather. The club travel representative should inform the Assistant Director of Competitive Sports of any travel concerns due to inclement weather or changes in travel plans.

Transportation

- Transportation must be the most economical advantageous standard mode.
- Club members shall travel together in as few vehicles as possible.

- As a representative and/or member of the University and the CU Sport Club Program, drivers shall abide by the following guidelines
 - Possess a valid driver's license
 - Follow any and all laws associated with driving a motor vehicle
 - Possess liability and/or collision damage insurance.
 - **Prior to all travel, drivers must submit a currently copy of their Driver's License and Proof of Auto Insurance on CUInvolved for anyone who may drive on the trip.**
 - Individual drivers should not drive for more than 6 consecutive hours at a time.
 - Travel should not be conducted during the hours of 1:00am and 5:00am.
 - There should be at least 2 approved drivers per vehicle for trips more than 8 hours of driving.

Flights

Clubs must provide a list of all flight itineraries for each individual travelling to the Assistant Director of Sport Clubs prior to travel. All flight information should be included in the travel submission on CUInvolved.

Lodging

Sport Clubs are responsible for reserving and planning for lodging. **APPROVED TRAVEL REPRESENTATIVES** should be the **ONLY** individuals listed on hotel receipts and invoices. The university cannot and will not pay for lodging "purchased" by non-approved club members.

Sports Clubs are required to follow the One Bed, One Body Policy, found on page 83 of the [Student Handbook](#)

THIS HANDBOOK IS A FLUID DOCUMENTS. ANY CHANGES MADE DURING THE SEMESTER WILL BE COMMUNICATED TO SPORT CLUB PRESIDENTS AND IMPLEMENTED WHEN DESIGNATED. ANY CHANGES THAT ARE IMPLEMENTED WILL BE REFLECTED IN THE SPORT CLUB MANUAL THE RECREATION & WELLNESS WEBSITE, IMLEAGUES AND CUINVOLVED.