

It is the responsibility of the student officers to seek the assistance of staff regarding any club issues in question. Club officers can visit the office, however, an appointment may be necessary. To schedule an appointment please email your appropriate staff contact.

Club Sport Officers are **required** to meet with their Club Sports staff contact monthly during fall and spring semester.

### IMPORTANT PHONE NUMBERS AND EMAILS

#### Club Sports Director

Kevin Manson  
[kevin.manson@stthomas.edu](mailto:kevin.manson@stthomas.edu)  
 651-962-7137  
 ASC 336

#### Club Sports Assistant Director

Chris Yahnke  
[yahn9300@stthomas.edu](mailto:yahn9300@stthomas.edu)  
 651-962-6256  
 ASC 118

#### St. Thomas Public Safety

651-962-5555 – Emergency  
 651-962-5100 – Non-Emergency

#### Title IX Coordinator

Julie Thornton  
[Julie.thornton@stthomas.edu](mailto:Julie.thornton@stthomas.edu)  
 AQU 217

### IMPORTANT DATES

#### Fall 2023 Dates and Deadlines

##### Trainings

*Club Officer Online Training* Due Sept. 4<sup>th</sup> @ 11:59pm  
 On Canvas

*In Person Training Meeting* Tues. Sept 5<sup>th</sup>  
*Basecamp (@ Fort Snelling)* Bus Leaves 8:30AM

*Club Sports Coaches Open Forum* Tues. Sept 5<sup>th</sup>  
*Zoom* 7:00pm

##### Special Events

*Welcome Days: Engagement Fair* Friday, Sept 1<sup>st</sup>, 2023  
 2pm-4pm ASC Monahan Plaza

*Club Sports Info Fair* Thursday, Sept. 7<sup>th</sup>, 2023  
 11am-1pm ASC Monahan Plaza

##### Deadlines

*Waivers & Liability Forms* Before First Activity  
*Team Meeting prior to travel/games* ASAP

#### Spring 2024 Dates and Deadlines

##### Special Events

*Spring Activities Fair (optional)* TBD  
 12pm-1pm Woulfe

##### Financial Deadlines

*Club Sport Council Meets* April/May  
*Receipts/Invoices Due* May 31<sup>st</sup>

##### Deadlines

*New Club Sports Applications* March 31<sup>st</sup>

### POLICIES AND PROCEDURES

Participants in Club Sports must adhere to the University Code of Conduct as well as the additional guidelines listed in the Club Sports Handbook. Club members are expected to uphold the principles manifested under the University of St. Thomas mission “for the common good”. University conduct regulations apply to clubs and their members at all

activities regardless of location. Violations of the Student Code of Conduct may be addressed by Club Sports and the Dean of Students Office. In the case of a complaint that includes allegation of hazing, sexual misconduct or other serious violations of the Student Code of Conduct, the case will be reported directly to the Dean of Students Office and may be adjudicated according to other University processes, such as the University Hearing Board process outlined in the Student Code of Conduct or the Hazing Policy process. Club Sports are expected to have read and understood the [Student Code of Conduct](#) policy.

Individuals must always conduct themselves in a manner that does not detract from the reputation of the University. This includes behavior in game situations as well as contact with other teams and event/facility staff. When involved in off-campus events or when travelling, be aware that you are still a representative of St. Thomas.

As a member of St. Thomas Club Sports, each club has the obligation to gain the approval from the Club Sports Director prior to acting on items, issues or ideas that are not covered in this manual. If a club chooses to act independently, they risk losing their St. Thomas Club Sport status. Club social events are not sponsored by the Division of Student Affairs and must NOT be advertised as part of the club's official activities.

### HAZING PREVENTION

Hazing is against local, state, and federal law. Hazing is defined as any intentional, negligent, or reckless action, or situation which causes another pain, embarrassment, ridicule, or harassment, regardless of the willingness of the participant. All participants must agree to abide by the [Hazing](#) policy established by the University of St. Thomas and any additional regulations governing hazing established the constitution and/or bylaws of the specific Club Sport. Any violations of the hazing policy will result in an automatic referral to the Dean of Students Office.

### GENERAL REQUIREMENTS FOR ACTIVE CLUB SPORTS

Active clubs must meet the following minimum requirements each academic year.

- Maintain membership in order to compete (varies by sport)
- Be a competitive sport affiliated with a governing body
- Be student-led with a board consisting of at minimum a President, VP and Treasurer
- Complete compliance related tasks as outlined in this handbook

### MEMBERSHIP ELIGIBILITY

1. Participants in Club Sports MUST be **full time students of the University of St. Thomas**.
2. Participants must sign the required liability and participation waivers before participating. These waivers are found on Tommie Link.
3. A 2.0 GPA is required for participation; however, please note some leagues/associations may have additional student eligibility requirements.
4. Membership and all privileges, including voting and officer positions, must be extended to all students without regard to age, ethnicity, gender, disability, color, national origin, race, religion, sexual orientation or veteran status. Although most clubs prefer to not limit membership, it is recognized that in certain cases (e.g., lack of facility space) practical considerations must prevail. In those circumstances, only a certain number can realistically be accommodated for team practices and competition. When necessary, each club is responsible for working out a fair and equitable method for tryouts or limiting club membership.
5. All participants must be able to meet the health and physical demands required by their specific club.

## REQUESTING CLUB SPORTS AFFILIATION

Prospective club sports must complete the New Club Sport Application for consideration. This application can be found on Tommie Link under **Forms**.

Club Sport Applications must be completed and submitted to the Club Sports Director by March 31<sup>st</sup> to be considered for the following academic year. *Only current students may submit new club sport applications.*

The proposed club sport must have goals and objectives that align with the Club Sports mission and meet the following criteria:

1. Must be a competitive sport that competes against other colleges and universities.
2. Must have a national governing body which the club could associate with
3. Student interest is demonstrated by obtaining 10 interested current students (non-seniors) or the minimum required to play the sport.
4. Offer an activity that falls within acceptable safety/risk guidelines as determined the Division of Student Affairs and legal counsel.
5. Demonstrate the ability to meet club sports requirements as outlined in this handbook

In addition to the steps outlined above, prospective club sports will need to draft a constitution that will help govern their proposed club sport.

## CONDITIONAL AFFILIATION POLICY

Once a new club sport has been granted Club Sport status, it will enter a one-year conditional period. During this period the club must complete these requirements:

1. Attend and/or pass all mandatory trainings
2. Abide by all policies set by the Club Sport Handbook and the University of St. Thomas
3. Be financially self-reliant and continue operating in such a capacity. Partial funding does not become available until after the conclusion of the one-year probation period.

## FACILITY USAGE GUIDELINES AND EXPECTATIONS

Facilities has dedicated blocks of time to Club Sport. For regular practice scheduling in the fieldhouse or football field, please reach out to Club Sports staff. For one-off events, and weekend games beyond the Club Sports practice blocks, please reach out to the appropriate gatekeeper, please copy Club Sport staff contact in your email. When using the UST Athletic Fields, please ensure all garbage, tape and items are returned to their original locations. Please leave the field as you found it, if not better.

### **Bryce Riege**

Football Field & Fieldhouse

[bryce.riege@stthomas.edu](mailto:bryce.riege@stthomas.edu)

### **Rachel Pierce**

AARC Arena

[Rachel.pierce@stthomas.edu](mailto:Rachel.pierce@stthomas.edu)

### **TBD**

South Campus/McCarthy

Clubs that wish to rent space at external venues must submit rental agreements or contracts to the Club Sports Director for signatures. Coaches and students are **NOT** permitted to sign contracts on behalf of the University. Requests for Certificates of Insurance can be directed to the Club Sports Director as well.

## EQUIPMENT STORAGE AND INVENTORY

All club equipment purchased in part or whole with allocated funds becomes the property of the University of St. Thomas. Clubs are responsible for the maintenance, upkeep, and overall safety standards applicable to their respective equipment. If significant damage occurs to any piece of equipment, the club must notify the Club Sports Director within 48 hours. The Division of Student Affairs has designated space for storage of club equipment owned by the University of St. Thomas. Please contact the Club Sports Director for more information.

Club Sports are expected to keep all spaces clean and organized while also keeping inventory of their equipment. Teams that do not meet this expectation put their equipment and supplies in jeopardy. The Club Sports Director reserves the right to revoke any spaces designated for Club Sports storage and to remove any existing equipment.

## TRANSPORTATION AND TRAVEL

Club Sports staff must approve all travel for club activity. Staff can assist clubs with their travel plans, if needed. Club members must receive staff approval prior to departure and have enough funds to cover travel expenses prior to any trip. ***Unapproved travel is strictly prohibited. Clubs in violation may lose University funding, travel privileges and/or their status as a club sport.***

- A [Club Sports Travel Form](#) must be completed for any overnight trip outside the Minneapolis/St.Paul area. It ***must be completed via Tommie Link prior to departure.***
- Reimbursements from any club activity should be filed within 14 days of expense.
- The Club Sports Director can issue Travel Memorandums for teams that travel during the school week and miss class. This memorandum is intended solely to verify participation with the club and should not be interpreted as an excuse. To request a travel memo, please email Kevin Manson at [kevin.manson@stthomas.edu](mailto:kevin.manson@stthomas.edu). Requests must be made well in advance of travel.
- The Club Sports Director must be notified immediately of any accidents or emergency situations that occur during club-related travel.
- Club Presidents are responsible for ensuring their team has an emergency contact list and a first aid kit.
- All students driving during club sport related trips, must have their driver approval forms filled out with the Parking Department. All drivers must be licensed and insured. One form is valid for the entire academic year. This form must be completed regardless of if you are driving a personal or a rental vehicle.
- When traveling with vehicles, it is recommended that drivers not drive more than 5 hours without taking a minimum 30 minutes break. Alternate drivers should be utilized when available. When driving between the hours of 12am-3am, drivers should have a 30 minute break every two hours.
- **The use of 15 passenger vans is strictly prohibited** from use for any business or professional reasons due to the preponderance of evidence reflecting tip over possibility. St. Thomas will not in any way provide any kind of coverage, insurance or support if a 15-passenger van is used for club travel.
- **Lorenz Bus Company** is the preferred bus provider for the University of St. Thomas. Charter buses and school buses can be arranged through them. You will need to know your club index number when submitting for a quote. Your club account will automatically be debited upon completion of your trip. [Parking & Transportation Services - Charter Bus Rental | Parking & Transportation Services \(stthomas.edu\)](#)

## TOMMIE LINK

Each club is assigned a Tommie Link page by the University. It is the club's responsibility to maintain accurate information on their respective page. All clubs should have an accurate roster, event listings for the current academic year, and contact information for interested/prospective students. While not required, it is also recommended that clubs post photos on their Tommie Link page to showcase their competitions and club happenings.

## EXTERNAL WEBSITES

Clubs may own and operate external websites under the condition that the Club Sports Director has current login

**'23-'24 Active Clubs (16) – Baseball, Disc Golf, Golf, Esports, Men’s Hockey, Men’s Lacrosse, Women’s Lacrosse, Rowing, Rugby, Sailing, Women’s Soccer, Men’s Soccer, Tennis, Ultimate, Men’s Volleyball, Women’s Volleyball**

**Conditional Clubs (3) – Softball, Women’s Hockey, Nordic**

### UNIVERSITY ALLOCATION MATRIX

Club Sports utilizes a funding matrix to identify, accommodate and meet the needs of a diverse group of competitive clubs in a fair and equitable manner. This matrix defines benchmarks aligned with department and University initiatives. Club participation, operation and completed compliance tasks earn points. At the end of the academic year, points for each club are totaled. Points accrued correlates with funding earned. This model of Club Sports funding is directly reflective of a club’s operation within any given year and provides clubs a transparent model on how to achieve maximum funding. All Club Sports have equal opportunity and ability to accumulate the maximum number of points.

***Please see the Club Sports Funding Matrix at the end of this document.***

### FINANCIAL INDEPENDENCE

Although Club Sports receive funding through the University, each club sport should strive to become financially independent of the University. Funds for Club Sport activities will normally come from the following sources:

- Membership Dues
- Fundraising activities
- Donations
- Budget allocation from Club Sports/University

### CONDUCT POLICY

All Club Sport participants are expected to act in a mature and responsible manner both on and off campus during club related activities/events. Their actions, whether positive or negative, are a reflection upon their club, the Club Sports Department, Division of Student Affairs and the University of St. Thomas. Participants that knowingly disregard policies and procedures of Club Sports, Division of Student Affairs, University of St. Thomas or State and Federal Law will result in disciplinary action. A Club Sport and its officers may be held collectively responsible when violations of the policies previously listed occur.

### MISCONDUCT

Misconduct is defined as behavior that is subject to disciplinary action and includes violation of the Club Sports Handbook, University of St. Thomas, State and Federal law, conduct that threatens the safety or well-being of the campus community, and any other behavior that adversely affects the University or its mission. Club sports may be cited for these behaviors during club-related events, regardless of location (on or off campus). Violations of the St. Thomas Student Code of Conduct will be handled by the Dean of Students.

Misconduct examples include but are not limited to:

- Failure to comply St. Thomas policies
- Underage alcohol violation and/or alcohol violation
- Disorderly or sexual misconduct
- Hazing
- Harassment
- Infliction or threat of bodily harm
- Trespassing
- Possession, distribution or sale of controlled substances
- Receipt and/or possession of stolen property

## CLUB SPORTS SANCTIONS

Violation of, or non-compliance with Department and/or University policies may result in loss of club sport affiliation or other disciplinary action taken against the club involved (loss of allocated funding, travel privileges etc.). Club Sports sanctions are in place to outline the consequences for incompliance with Club Sports policies and procedures. Additional disciplinary action from the Dean of Students is also possible for violations against University wide policies.

### *General Misconduct*

Violation Type	First Offense Sanction	Second Offense Sanction	Third Offense Sanction
Minor/Individual	Warning, Meeting with Club Sports Director.	Personal suspension from Club Activities for 2 weeks	Removed from club sports for one year. Can appeal to be reinstated
Major/Team	Meeting with Club Sports Staff, one year conduct probation	Demotion to Conditional Tier and lose allocated funds that remain	Club loses Club Sports affiliation

*Administrative – incomplete paperwork, travel forms, coaching contracts, rosters etc.*

Violation Type	First Offense Sanction	Second Offense Sanction	Third Offense Sanction
Minor	Warning	Lose 10% of allocated budget	Results in a major offense
Major	\$1,000 Penalty (funds removed from allocation)	Demotion to Conditional lose allocated funds that remain	Lose Club Sports affiliation

*Finance/Purchasing – purchasing violations per Club Sports and University purchasing policies*

Violation Type	First Offense Sanction	Second Offense Sanction	Third Offense Sanction
Minor	Warning	Lose 10% of allocated budget	Results in a major offense
Major	\$1,000 Penalty (funds removed from allocation)	Demotion to Conditional Tier and lose remaining funds	Lose Club Sports affiliation

*Fundraising – Illegal Fundraising efforts, fundraisers without approval, etc.*

Violation Type	First Offense Sanction	Second Offense Sanction	Third Offense Sanction
Fundraising Violations	Meeting with Club Sports Director, Club Loses \$500 of allocated budget	Club placed in Conditional Tier, loses all remaining allocated funds	Lose Club Sports Affiliation

## COMPLIANCE

A club's compliance plays a factor in the funding it receives. Every time your club meets a deadline, attends a required training, conducts its monthly meeting etc. it is recorded. At the end of the year, each club will have a compliance percentage which will be noted on the Club Sports Allocation Matrix and shared when University allocations are settled. Clubs with the lowest compliance percentage put themselves at risk to receive less University allocated funds for the upcoming year than compliant clubs. A compliance rating of less than 60% moves a club automatically into Conditional status where no funding will be rewarded. A subsequent year of less than 60% compliance will result in the club losing their Club Sport Status.

## FINANCE

Club Sports receives funding from several different sources (Club Sports allocation, fundraising, participant dues, donations etc.) and therefore as a club officer, you must master the guidelines and processes associated with these financial sources.

1. **Fiscal Year** – The St. Thomas fiscal year runs July 1<sup>st</sup> – June 30<sup>th</sup>. Payments or reimbursements must be made in the same fiscal year as the invoice or receipt. You cannot pay for last year's expense with this year's money.