# KEENE STATE COLLEGE
RECREATIONAL SPORTS
CLUB SPORTS HANDBOOK

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Recreational Sports
Administrative Staff

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Administration of Club Sports

All sport club representatives will meet in joint sessions at least twice during each semester with the director and/or coordinator. An orientation meeting will be held early in the fall semester. Attendance at these meetings is mandatory. The president will be the primary representative of the club.

Meetings with the individual club officers may be scheduled by the coordinator or by club members. When scheduling a meeting, contact the coordinator at ext. 8-2654. Meetings are by appointments only with the director.

The Department of Recreational Sports at Keene State College publishes the Club Sports Handbook. The coordinator and director administer the club sports program. Each club is formed, developed, and governed by the student membership of the club working with Recreational Sports, Office of Student Involvement and the Student Government.

Office of Student Involvement Support Staff

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Definition of a Club Sport

The club sports program is designed to serve individual interests in different sports and recreational activities. These interests can be competitive, recreational, or instructional in nature, as clubs may represent the university in intercollegiate competition or conduct intra-club activities such as practice, instruction, social, and tournament play.

A club sport involves a group of students (faculty, staff, etc.) voluntarily organized for the purpose of furthering their common interests in an activity through participation and competition. Participation in a club sport is strictly voluntary.

The clubs are meant to be a learning experience for the members through their involvement in fundraising, public relations, organization, administration, budgeting, and scheduling, as well as development of skills in their particular sport. Involvement in a group and team situation helps enhance the student's overall education while living in the university setting.

Clubs may vary in focus and programming since the members are active participants in the leadership, responsibility and decision making process of club activities.

Purpose of Program

The purpose of the Keene State College club sports program is to provide students an opportunity to participate in a variety of physical and sports activities. The benefits of this participation may include; the development of student leadership qualities, a sense of accomplishment, feelings of physical well being & fitness, and the enhanced development of physical strength and sport skills.

The club sport may be instructional, recreational or competitive, or any combination of these elements. Participation in a club is voluntary. While the Department of Recreational Sports attempts to assist in the development of the club sports program, the emphasis of the program is on student development and involvement. Leaders of the club and club members must comply with Keene State’s rules and regulations, the Recreational Club Sport policies, procedures and regulations in this hand book; and any additional policies of Student Involvement and Student Government as are required of student organizations.

Current Active Clubs

- Brazilian jujitsu
- Fencing
- Men’s Ice Hockey
- Women’s Ice Hockey
- Men’s Rugby
- Women’s Rugby
- Men’s Soccer
- Women’s Soccer
- Ultimate Frisbee
- X-Fit Club
Membership and Team Eligibility

All Club Sport members must fulfill one of the following requirements to be eligible for participation in the Keene State College Club Sports Program:

- All currently enrolled undergraduate and graduate students may join a club.
- **Part-time Matriculated Student Eligibility** - to participate on competitive team club (if required by a specific sport association and/or league’s eligibility policies): The Registrar’s office may have to provide proof of student status information.
  - A student must be registered for at least 9 credit hours (based on the part-time classification as defined by Keene State College).
  - The student must not have attained an associate’s or bachelor’s degree.
  - The student must show proof of medical insurance.
- Individual club members may participate in more than one club, provided they comply with each club’s regulations and adhere to all tenets of the KSC Club Sports Programs.
- Club leagues or associations may further limit participation of Continuing Education and graduate students and may require a minimum enrollment status or GPA for participation in league or association competition. Consult the particular club’s league or association for its eligibility requirements.
- A member is not permitted to practice or compete with a club until he or she has completed a liability waiver form and is officially added to the club’s roster.
- Alumni are not eligible to participate in the Club Sports Program. Alumni however may assist the club in general operations (e.g. coaching). Please contact the Assistant Director with any specific questions.
- No club may restrict its membership on the basis of race, sex, sexual orientation, religion, color, national origin, age, disability, or military service.

Continuing Education students may not be able to participate on a club sport team even if they are a paid member of the recreation center due to restrictions of a club’s league and/or association’s eligibility policies. If a CE student is eligible to participate in a specific club sport league games, he/she must purchase a Recreation Center membership and provide proof of medical insurance as conditions for participating on an approved Recreational Sports club sport team. Student fees pay for the Recreational Sports program and facilities but CE students do not pay a mandatory fee towards Recreational Sports and therefore would need to purchase a membership to use the facilities and programs as a member of an approved club sport.
Establishing a new Club

New clubs may only be established through this process:

1. Recreational Sports must approve any club sport, which requires use of on-campus facilities. This approval will depend on the existence of a practice and game facility and the availability of administrative personnel for supervision. The sport must also be one that is considered to be safe for participation on a club basis. Some sports, by nature, require a certified, experienced coach and safety equipment that might only be possible at the varsity level. Recreational Sports will only accept a club that uses the Recreation Center, Spaulding Gym, the Sumner Joyce Fields/Tennis Courts or the South Campus fields and that require our expertise and supervision. Other clubs fall under the supervision of the Student Involvement Office. An application for Club Sport affiliation with Recreational Sports is available in the Recreational Sports Office.

2. The sport club must also be approved by the Office of Student Involvement and the Student Assembly and the steps for starting a new club can be found at www.keene.edu/young/sa/newgroups.cfm. This approval will require evidence of proper support from would-be participants, the demonstration of the need for the particular activity on the campus, a faculty/staff advisor and the expressed interest of ten (10) full-time students are required to establish a new sport club. A club constitution is also needed.

3. The club sport must also be approved for funding by the Student Assembly. The director of student involvement can explain the funding process to students interested in starting new clubs.

4. Club presidents can use MyKSC to post announcements to students about joining their club or to generate interest in starting a new club. Students can have announcements posted by going to the follow link www.keene.edu/it/helpdesk/emailstudents.cfm.

Club Constitution

The club sport constitution must be approved and recognized by Office of Student Involvement and Student Assembly, and must be filed in the Student Government office and the Recreational Sport Office. Clubs can find a sample Constitution format under Starting a New Group web page on the Student Involvement web site at www.keene.edu/young/sa/newgroups.cfm.

Existing clubs should review and revise their Constitution as needed each year. The constitution must embrace the policies, rules and regulations for Recreational Sports clubs. If there is a conflict, then the constitution must be changed. Please review your constitution and act accordingly.
Club Responsibilities and Requirements
Action List

The PRESIDENT and/or other elected officers are responsible for making certain that the following club responsibilities and requirements are performed on a timely basis:

1. Coordinate all club activities with the Club Sports Coordinator or Director. The president will serve as the liaison between the club and the Coordinator/Director.

2. Register each semester the club with Recreational Sports and Office of Student Involvement. Ensure the executive board members register online at the Student Involvement web page each semester.

3. Attend and participate in an orientation session in the fall to discuss the handbook. Meet with the club’s advisor on a regular basis.

4. Attend all Keene State College Club Sports presidents’ meetings or send another club member if the president cannot attend.

5. Inform club members of all policies, procedures, expectations, emergency procedures, and other regulations that must be followed.

6. Monitor all club events (meetings, practices, games, etc.) assuring that all policies and procedures are being followed.

7. Report any injury, which occurs at club practices, games, events, to the Coordinator within forty-eight hours and complete and return the accident/injury report at this time.

8. Obtain a signed "Liability Release & Waiver" form and Health Information form from each participant prior to the first physical practice. Submit forms to the Coordinator or designated administrator. Forms are kept on file in the Recreational Sports main office and are required before participation, update as needed. The assumption of risk and liability release form must be completed and filed of all players each semester for the club to be considered “active.”

9. Establish an accurate membership roster at the beginning of each semester, due by the second week of the semester.

10. File a schedule of games with the Coordinator/Director prior to the season. The games must be on the office calendar well in advance of the game.

12. For home games, proper security must be hired to prevent alcohol or persons having consumed alcohol, or other illegal substances, from entering the playing area. There may be no dogs on the field. Alcohol may not be carried by club members to the field or gym in bags, ice chests, etc., to be consumed by either club team or spectators. The City of Keene open container law must be upheld. The local competition/performance form must be filed no later than the Wednesday preceding the event.

13. For away games, the Trip Planning form along with a travel roster must be submitted to the Student Activities Office according to their deadline. The form must be completed and signed by the advisor. Last minute travel requests are not permitted and will not receive approval by the Club Sports Coordinator or Director (e.g., submitted Friday for a Saturday trip) or the Office of Student Involvement. Trip planning for club sports begins at the following web page: http://www.keene.edu/travel/student-travel/.

14. The club president must be entirely responsible in canceling any game or practice in case of rain, snow or wet fields. Notification of teams traveling to Keene must take place well in advance. Fields must be checked early. The president must ensure that no cars or other vehicles, other than emergency vehicles, are driven on the fields.

15. Teams using indoor facilities must check weekly with the Rec Sports Scheduling Coordinator to see if a campus or outside event has been scheduled in the space.

16. Clubs are responsible for filing, with the Director and/or Coordinator, a semester report due prior to the last week of classes in each semester. (Form provided).

17. Keep the club advisor informed of all club activities. Advisors should be present at games and practices if there is not a coach available, if at all possible.

18. Clubs are required to have a first aider at practices and/or athletic trainer at practices and preferably two games. Copies of current Red Cross cards or athletic training certificates are due at Recreational Sports before the first practice.

19. Each club must own a well-stocked first aid kit. The club is responsible for purchasing the necessary first aid supplies. The kit must be well marked with the club’s name.

20. All participants should have a physical exam prior to participation. Forms should be on file at the Keene State College Health Service.

21. All participants are responsible for having personal medical insurance to covering any injury or illness, sustained during practice or games or while traveling to and from a contest. Neither the Department of Recreational Sports nor Keene State College will be responsible for any cost connected to an individual in the program. If a student does not have medical insurance, he/she cannot participate, no exceptions will be made.
22. Clubs are responsible for keeping an accurate inventory of equipment and supplies. Equipment should be safe and kept in good repair. **All equipment purchased with club funds must be returned to the Recreational Sports’ equipment room after each season for storage.**

23. Club officers are responsible for collecting equipment that belongs to the club and the College at the end of the season. Individuals should be charged for any loss.

24. Clubs, and members, must comply with all policies, rules and regulations. Disciplinary action will be taken for non-compliance.

25. Field maintenance and field lining requests are filed with the Scheduling Coordinator in the Recreational Sports Office. The request must be made at least one week in advance a game or event, especially when field lining is needed.

26. The sports club must also file any requested information with the Office of Student Involvement and the Student Government. **Club Constitution should reviewed & revised as needed each year and updated versions must be kept on file with Student Center office and Recreational Sports.**

27. Budgets must be submitted to the Coordinator/Director. A meeting will be held to go over these budgets with the Coordinator, the club president and treasurer. The Coordinator/Director will approve the preliminary budget, which is then submitted by the club president to the Finance Committee of the Student Assembly. Student Assembly treasurer provides budget forms.

28. Clubs are expected to generate a portion of the club’s finances through fund raising and dues. The Office of Student Involvement and the Director and/or Coordinator must approve all fundraising activities.
Club Sport Officers
Responsibilities & Duties

1. Each club must have the following elected officers, who must be full-time students, serving in the leadership capacity of the club: President, Vice-President, Secretary and Treasurer. Other positions, such as Public Relations, Match Secretary, etc., are optional and sport club specific. Register online on the Student Involvement web page each semester.

2. The duties of these officers will be followed as outlined in each club's constitution and/or by-laws, and by other requirements provided by Recreational Sports. **Constitution must be reviewed and revised, as needed, on a yearly basis.**

3. A current listing of club officers must be on file in the Recreational Sports Office and submitted online with Office of Student Involvement in the Student Center by the first week of classes of each semester. A club will be considered inactive when an office is vacant for more than two weeks.

4. Election of club officers must be completed by the last week of classes in the spring; the date, time and procedure to be followed as outlined in each club's constitution and/or by-laws. Notification of the names and addresses of officers must be given to Recreational Sports at this time.

**Characteristics of Good Club Sport Officers**

1. Officers must be full-time students, and should be in good academic standing with a grade ratio of **2.30** (to be certified by the club and the officers). **The officers must also not be on disciplinary probation with the College's judicial office.**

2. Be able to organize and conduct club meetings as a team for maximum input from club members.


4. Coordinate, schedule and communicate to club members, information concerning all club activities, matches, practices and meetings. This responsibility may not be delegated to any other persons, such as alumni, non-active players, etc.

5. Be responsible for club equipment. Distribute equipment to club members only. Collect equipment purchased with club funds at the end of each semester and return to Recreational Sports for storage.
6. Positively represent the club to the College and other universities or colleges.

7. Provide a safe and secure playing situation at all times. Hire support staff as needed (e.g. athletic trainers, field monitors, etc.).

8. Know the legal responsibilities that affect club operations.

9. Have good communication skills (both written and verbal).

10. Provide ethical, educational and responsible leadership in all areas of club activity.

11. Provide financial accountability. Appropriate officers, president and treasurer, should meet regularly with the Student Center Accounting Office to learn purchasing procedures and budget management.

12. Conduct appropriate business with the office of Recreational Sports, the Office of Student Involvement and the Student Assembly.

Club Sports presidents and/or other officers should meet weekly, during the main competition season, with the club sport coordinator and/or the club’s advisor to ensure that club’s paperwork is properly submitted and any other issues are addressed as needed.

The president and treasurer as well as advisor of the club must meet with Deb Edwards or Stacy MacKenzie in the Student Center, to sign the signature card, learn the budget and financial transaction procedures by the first week of each semester.
Membership Responsibility

Club Sport members have an opportunity to become involved in the administration and supervision of the club. They collectively have the responsibility for:

1. Writing the club’s constitution and by-laws. Reviewing & updating as needed.
2. Determination and fulfillment of membership requirements.
3. Establishment of the club’s dues payment schedule.
4. The selection of the club advisor.
5. The election of club officers and the establishment of their duties.
6. The development and the administration of the club’s budget.
7. To support and comply with the risk management plan, which includes abiding by safe travel plans, using qualified defensive drivers and hiring athletic trainers) as needed.
8. To practice good sportsmanship at all times.
9. To refrain from violence of any form and from inappropriate or unsafe conduct on and off the competition/practice site or while traveling.
10. To comply with the no alcohol policy and all other club sport policies.
11. To comply with all policies for student organizations of Keene State College and on the Student Involvement web page as well as the College’s policies on sexual misconduct, discriminatory harassment, www.keene.edu/administration/policy/detail/discrimination/ and hazing.

Club sport members have a responsibility to themselves and to the club to keep physically fit in order to help to prevent injuries. There is also a responsibility to acquire knowledge and rules of the game. Members are expected to develop and improve sport skills. Each club will have specific rules regarding attendance at practice and games. Club sport members are expected to cooperate with their officers, advisors and coaches and to adhere to all policies as instructed by these leaders.

Club sport members are expected to function in a mature and responsible manner both on and off the campus in all club-related activities (including traveling) in accordance with College, Recreational Sports and club constitutional policies. Club members must be in good academic and disciplinary status with the College. Inappropriate behavior by club members’ may impact the club’s standing with the College and Recreational Sports as a recognized student organization.
The Advisor

Each Club Sport must have a College affiliated staff or faculty member as an advisor to provide direction and help maintain continuity in club programming. A good advisor can be a valuable asset to a club in terms of providing mature judgment, advice based on experience, and insight into college operations and policies.

The club advisor can be a full-time or part-time faculty or staff member at Keene State College. He/she should be highly interested and, if possible, experienced in the specific activity and accepted and respected by the members of the club. The club membership should choose the advisor. **Advisors to student organizations are covered for professional liability and/or negligence under USNH’s umbrella insurance policy.**

The primary role of the advisor is to act as the first point of information for all activities of the club (budget, expenditures, fund-raising, purchasing, schedules and travel). The advisor is responsible for insuring that the activities and undertakings of the club are sound and reflect positively on the College. The foremost goal is to allow the club to be self-organized and self-governed, but the advisor guides and counsels members where it is appropriate or necessary. This person should rely on her/his experience to help the club mature and achieve its full potential by assisting members to refine their programs, plans and aspirations effectively and realistically.

In general, advisors are responsible for the guidance, conduct and eligibility status of club members. **Some specific responsibilities may include, but are not limited to:**

1. Knowledge of the College, club sports and student organization policies to ensure the club remains in compliance with these policies, especially the alcohol/drug use policy, financial management, purchasing policies and travel guidelines.

2. Encouraging the development of initiative, responsibility and leadership in student members. Encourage club members to conduct themselves appropriately at all times.

3. The advisor must be aware of and adhere to all Keene State College policies on Sexual Misconduct, Discriminatory Harassment and Amorous Relationship Policy and the Hazing Policy. The advisor must ensure that club players understand and are aware of these policies and must refrain from participating or contributing to behaviors that may be in violation of these policies. The advisor must seek immediate assistance from an appropriate KSC administrator should they receive a report about any suspected misconduct by club players towards other club players, other KSC students or any other individual. Full description of the Discriminatory Harassment and related policies can be found at [www.keene.edu/administration/policy/detail/discrimination/](http://www.keene.edu/administration/policy/detail/discrimination/).

4. Attendance at practices and games to observe the team’s activities as it relates to the nature of the club sport.

5. Guidance and preliminary approval of club budget.

6. Overseeing financial transactions, handling of club funds, etc.
7. Encouraging sound financial and business practices.

8. Preliminary approval of fund-raising activities.

9. Preliminary approval of travel and related activities. Knowledge of all trips planned and ensuring the club is in compliance with all travel guidelines.

10. To be aware of the club’s social functions (on or off campus).

11. Assuring club compliance with state and/or federal laws, e.g., alcohol/drug, hazing, etc.

12. Serving as a resource person in other capacities.

13. Advising individual club members.

14. Signing purchase orders, reimbursement vouchers, MRO’s, etc., that are submitted by club officers.

15. The advisor should be familiar with the Recreational Sports’ Club Sports Handbook and with materials concerning clubs available through the Student Assembly and on Office of Student Involvement web page.

The sport club’s responsibility to the advisor includes, but is not limited to:

1. Keeping the advisor informed through constant lines of communication.

2. Informing the coach of practice and game schedules to encourage their attendance at club activities.

3. Providing the advisor with complete information when requesting authorization on scheduling forms or transaction forms and the appropriate amount of time to process them.

4. Involving the advisor in all plans and activities.

5. Showing appreciation to the advisor for his/her time and service to the club.
Coaches

If a club sport wishes to utilize the services of a coach, the members may select a volunteer person who meets the requirements stipulated by Recreational Sports and the College. After the student representative submits a coach’s application, a meeting is scheduled with the prospective coach, the Club Sports Coordinator and Director. The applicant will also meet with representatives from the club. Recreational Sports and the club must approve the selection of a coach prior to the appointment. Any club participating in a league association that requires a coach as part of the membership in the league, must maintain the services of a coach at all times or risk not being able to participate in the league. Reference checks and a background check, paid for by the respective club sport’s budget, will be required prior to approval for hiring.

The Role and Responsibility of the Coach:
1. The coach reports to the Coordinator and/or Director and the club president.

2. The coach must be aware of and follow all procedures relative to the Sport Club Program; Office of Student Involvement and other College policies.

3. The coach must be aware of and adhere to all Keene State College policies on Sexual Misconduct, Discriminatory Harassment and Amorous Relationship Policy and Hazing policy. The coach must ensure that club players understand and are aware of these policies and must refrain from participating or contributing to behaviors that may be in violation of these policies. The coach must seek immediate assistance from an appropriate KSC administrator should they receive a report about any suspected misconduct by club players towards other club players, other KSC students or any other individual. A full description of Discriminatory Harassment policy and other related policies can be found at [www.keene.edu/administration/policy/detail/discrimination/](http://www.keene.edu/administration/policy/detail/discrimination/).

4. The coach should restrict his/her activity to coaching and should refrain from activities involved in the club’s management. Club business matters are handled by the club officers, not the coach. Club activities and events should be a team effort.

5. Coaches must be role models of good behavior and good sportsmanship at all times. Coaches must conduct themselves in a positive manner when dealing with opposing teams, coaches, and game officials. Coaches must abide by all respective league rules and policies that also pertain to club players.

6. The Recreational Sport staff has the right and obligation to protect the club. If the coach is not working in the best interest of students in the club, he/she will be relieved of coaching duties.

7. Coaches must be recommended by a club and must renew their application to coach each academic year. Continuation of coaching duties is not automatic.

8. It is recommended that all coaches have medical health insurance. A coach is covered for professional liability and/or negligence under USNH’s umbrella insurance policy. It is recommended and preferred that coaches have current first aid and CPR/AED certification.

9. Coaches must abide all Club Sports policies, i.e., drug, tobacco and alcohol no-use policy etc., which also pertain to club players.

10. The coach should meet with the Coordinator and/or Director and the club president at the beginning of the season. A semester report completed by the club president should include the coach’s goals, accomplishments, challenges and recommendations for improvement.
Standards of Conduct

Students, by enrolling in the College, assume the obligation of conducting themselves and their organization in a manner compatible with the College's function as an educational institution. Individuals must behave in ways, which do not detract from the reputation of the College, in the game situation, on or off campus, and while traveling. Violence, such as hitting, tripping and punching will not be tolerated in practice or in games. Inappropriate conduct while participating in any sport club related activities would jeopardize the club's continued status as a Club Sport at Keene State College. Individual players will be dismissed from the club. It is the responsibility of the president to report cases of misconduct to Recreational Sports.

Other infractions would include, but are not limited to, the following non-compliance with safety rules and general club policies:

- alcohol or drug use during practices or games or while traveling to and from an away contest;
- Club sport members consuming alcohol while watching any club sport game;
- not complying with other travel guidelines;
- allowing a participant to play or practice without a signed risk form;
- allowing ineligible players to participate;
- damage to College facilities, property or rental vehicles;
- violating the College's policies on Sexual Misconduct and Discriminatory Harassment by members of the club and failure to report violations by members of the club and/or supportive personnel. A full description of these policies can be found at www.keene.edu/administration/policy/detail/discrimination/.
- misusing club funds;
- hazing of members;
- failure to return club purchased equipment/uniforms to Recreational Sports;
- failure to return facility keys per the key sign-out contract;
- disruptive or inappropriate behavior at home or away contests; and
- unsportsmanlike conduct toward officials or opponents, by players, coaches, other support staff and team spectators and fans.

The Disciplinary Process

Violation of, or non-compliance with, College or Recreational Sport policies, procedures or regulations may result in disciplinary action, which may include revocation of sport club status in Recreational Sports. The Club Sports Coordinator will handle minor infractions with the penalty of probation. Reports of major infractions will be sent to the Dean of Students/Associate Vice President for Student Affairs and/or the Student Conduct Office, who will conduct the formal judicial investigation and possible sanctions invoked by the College. The College judicial office and Director of Recreation will handle major violations. A formal judicial hearing may be necessary when there is a question of innocence or guilt, which must be determined. The club's activity will be suspended until a disciplinary decision has been reached. Any club with a major disciplinary ruling, or a suspension, will not be allowed to play in a post-season contest during that semester.
A minor rule infraction might be the failure to file a necessary form or report on time. **Major rule infractions** would include, but are not limited to: failure to enforce the alcohol/drug policies; damage to fields, facilities or rental vehicles; poor sportsmanship; allowing ineligible individuals to participate; and a lack of game security or supervision.

**Possible disciplinary actions that may be taken for infractions of rules include, but are not limited to:**

1. Probation or extended probation; indefinite suspension of club activities.
2. The loss of a playing field, gym or courts for practice or games.
3. The loss of Recreational Sports’ and Student Involvement Office’s recognition of the club.
4. The loss of the ability to host a contest, on or off campus, or to travel.
5. The loss of post-season play.
6. The freezing of funds.
7. Payment for damage or loss caused by the club.
8. Combinations of any of the above sanctions may be used.
9. For individual non-compliance with rules, the participant should be excluded from play on a short-term or long-term basis depending on the severity of the act or acts.
10. The club and/or individual members may also be subject to the College’s judicial process if deemed necessary by the Associate Vice President for Student Affairs.

**Appeal**

The Director of Recreation conducts the appeal process for any imposed minor sanctions.
Alcohol, Drugs and Tobacco Policy

Recreational Sports sponsors a program that promotes physical fitness, health and wellness. This concept does not allow for the use of harmful substances by participants or spectators of the activity. The Recreational Sport program is, then, an alternative to alcohol, drug and tobacco use. A player or person may not participate in any activity while under the influence of harmful chemical substances. We hope that each participant will take note of this policy and use self-direction to abstain from substance abuse, rather than forgo the participation in the athletic facilities and fields. If we must remove you, then future participation will be denied. Extramural or club teams may not participate on or off campus while using the above named substances.

Alcohol, tobacco and other drug use by club members, coaches, and support staff are further prohibited while traveling to and from games off campus. Alcohol and drugs may not be brought to the facility or field, at Keene State College or any other campus or facility where participants are representing Keene State College. All recreational areas are designated as non-smoking areas for club members as well as coaches, support staff, spectators, etc.

Club sport games will be delayed until the problem is corrected or may be cancelled if the situation is not addressed. Officers should assume this responsibility. If not properly addressed, the Recreational Sports staff, Keene State College Campus Safety or Keene Police may intercede.

Spectators at club sport events are prohibited from using alcohol, drugs or illegal substances. The club will be charged with the misconduct. The club is responsible for providing security personnel to prevent alcohol/drugs from being brought to the field or gym. Advance information must be provided to all visiting teams regarding this policy by the Keene State College’s host club.

Club sport teams or individual members are not permitted to attend social activities with alcohol and/or other drugs present that are sponsored by the host team of an away contest. Alcohol and other drug use are not permitted by any member of a club sports team before, during or after home or away contests and are prohibited in any vehicle used to travel to away contests. Violation of this policy could result in suspension of the member or club, and/or other disciplinary action for all involved parties.
Keene State College Policies

Sexual Misconduct

Keene State College is committed to creating and maintaining a community in which students, faculty, and staff can work together in an environment free of all forms of harassment, exploitation, violence, and intimidation. A complete description of these policies can be found at www.keene.edu/administration/policy/detail/discrimination/.

Keene State College’s Code of Conduct expressly prohibits, rape, sexual harassment, sexual assault, and sexual conduct that occurs without the consent of the individual and/or when the individual is unable to give consent.

The following areas are covered in more detail in the KSC Student Handbook or by following this link: http://www.keene.edu/handbook/sexual-misconduct-policy/

- Sexual Misconduct Policy Definitions
- Resources for Support
- Reporting a Sexual Offense
- KSC Sexual Assault Survivor Services
- How to Help as a Friend or Bystander
- College Conduct Process
- Sexual Assault FAQ’s

Discriminatory Harassment is verbal or physical conduct that demeans or shows hostility, or aversion, toward an individual because of his/her race, color, religion, gender, gender identity or expression, sexual orientation, marital status, national origin, age, disability, or because of retaliation for engaging in protected activity and that:

- Has the purpose or effect of creating an intimidating, hostile, or offensive learning or working environment; or
- Has the purpose or effect of unreasonably interfering with an individual’s learning or work performance; or
- Otherwise adversely affects an individual’s employment opportunities or ability to be successful academically. Harassing conduct includes, but is not limited to the following:
  - Epithets, slurs, jokes, negative stereotyping or threatening, intimidating or hostile acts that relate to a person’s race, color, religion, gender, national origin, age or disability.
  - Written or graphic material which demeans or shows hostility or aversion toward an individual or group because of race, color, religion, gender, national origin, age or disability and is posted on walls, bulletin boards, e-mail or elsewhere on the campus.
  - Submission to or rejection of such conduct by an individual is used as the basis for decisions affecting an individual’s employment or grades.

Amorous Relationship Policy

Amorous relationships between coaches and club sport players are prohibited. This policy strictly prohibits amorous relationships between any coach or recreational sports/athletics staff member and any club sport player. Every coach has an ethical obligation to maintain a professional relationship with students and to place the well-being of student ahead of the coach’s personal interests. This responsibility includes the duty to
provide a safe and healthy environment for the students to flourish, and to serve as a role model within the confines of a professional relationship. As a result, no amorous relationships between a coach and a student—regardless of the perception of consent by one or both participants—can exist without jeopardizing the professionalism of the coach-student relationship and creating a significant conflict of interest. The respect and trust the student places in a coach and the vulnerability of the student in that relationship makes “consent” unreliable in this setting. Conflicts of interest are endemic to amorous relationships between coaches and club sport players, and the costs to the student, the team, the recreational sports program, and the College, necessitate a strict prohibition on amorous relationships between coaches and club sport players.

Even when the coach has no direct professional responsibility for that student-athlete, other student-athletes may perceive that the student-athlete who has a sexual relationship with a coach may receive preferential treatment from the coach or the coach’s colleagues. Such relationships are incompatible with the ethical obligations of the coach and the integrity of the recreational sports/athletics program. Accordingly, the prohibition applies to relationships between all coaches and all club sport players in the Recreational Sports club sports program. Undergraduate assistant coaches are only precluded from amorous relationships with students on the same club team that they are coaching.

**Reporting Possible Violations and the Silent Witness Program**

Contacts for Reporting and Assistance:

Individuals who have a concern about incidents or behaviors which may constitute harassment or discrimination should contact any of the Intake Officers listed below for information about the College’s discrimination and harassment policies, available support services, procedures for making a complaint, and/or assistance in resolving the situation informally or formally.

Intake Officers

- **Chief Officer for Diversity and Multiculturalism**
- **Director of Human Resources**
- **Associate Vice President for Student Affairs/Dean of Students**
- **Assistant Vice President for Student Affairs**
- **Associate Vice President for Finance**
- **Associate Vice President for Academic Affairs**
- **Assistant Vice President for Academic Affairs**
- **Fitness Center Manager**
- **Director of Recreational Sports**

**Confidentiality**

Keene State College will maintain confidentiality where, and to the extent, legally and reasonably appropriate, with the facts made available only to those with a compelling need to know for purposes of investigation or resolution of complaints. Confidentiality cannot be unconditionally guaranteed under any circumstances. The College has a responsibility to act where it knows of a policy violation. All parties including intake officers, responsible administrative officers, investigators, aggrieved parties, accused parties, and witnesses are required to maintain confidentiality.
The Silent Witness Program is for reporting suspected policy violations and/or crimes/incidents which may affect the health, safety or welfare of the Keene State College Community. Silent Witness submissions are reviewed during College business hours, Monday through Friday 8:00 a.m. to 4:30 p.m.

If you know of an incident or other matter of concern that has occurred or is about to occur, please follow the link below and complete the form. The information you submit is confidential however if you would like us to contact you, please complete the "Contact Information" section.

http://www.keene.edu/campussafety/silentwitnessform.cfm

If you have concerns please, talk to an intake officer. They will help you think about those concerns and determine what follow up may be necessary to protect your interest and those of all student-athletes.

Non–retaliation
Retaliation against anyone reporting a harassment issue is strictly prohibited. Reprisals or retaliation against any person reporting discrimination and harassment or bringing a complaint of discrimination and harassment will not be tolerated, whether or not the complaint is ultimately judged to be consistent with the criteria determining harassment. Keene State College reserves the right to discipline individuals who engage in any activity determined to be retaliatory.
Guidelines for the Use of the College Name and Identifying Marks

The College name, seal and logo are property of Keene State College. They cannot be used, in any form, by any student, group of students, individual or business in conjunction with a public performance, publication or for profit, except: when used by College athletic teams, when authorized by the Director of Marketing and Communications or the Vice President for Student Affairs. Use of the College name, seal or logo in conjunction with any alcoholic beverage is expressly forbidden. If a club team wants to use an owl logo, the official Athletics owl and font must be used for any and all publications/flyers, gear, uniforms, even apparel purchased by individual club members. Approval by the Director must be given before anything can be ordered.

A recognized club sport may make use of the College name in its title but may not use the name in a manner that in any way would constitute an endorsement, approval or underwriting of any organization, product, activity, service or contract by Keene State College:

**Permissible:** Keene State Ultimate Frisbee Club or KSC Club Ice Hockey

If a sport club wishes to make use of the word "team" in its title, it can only do so when the words "Sport Club" or "Club" precede the word "Team":

**Permissible:** KSC or Keene State Women’s Rugby Club Team

**Not Permissible:** Keene State Ice Hockey Team or KSC Men’s Rugby Team

Clubs are prohibited from using the College logo on letterheads, business cards or other identifying materials. The general rule is that the College name can only precede the name of a recognized club or organization. All items must be approved by the Club Sports Coordinator or Director prior to printing, purchasing or posting any materials with the name of the club. Failure to gain approval may result in disciplinary action.

**Advertising/Publicity**

*Equinox* stories and advertising
*Flyers and Handouts*
*Bulletin Board in Rec Center/Spaulding Gym*  
*Residential Life RA meetings*
*Bulletin Boards on Campus*  
*Res Life Office – for hall postings*
*Table Tents in Dining Commons (must receive permission to post)*
*MyKSC announcements, [www.keene.edu/it/helpdesk/emailstudents.cfm](http://www.keene.edu/it/helpdesk/emailstudents.cfm)*

Club Members must not post flyers themselves in the Residence Halls. They need to take flyers (maximum of 75 copies) to the Residential Life Office, who will distribute the flyers to the RA staff for posting. Flyers must say "sponsored by _______ club". All advertising materials such as posters, flyers, sheets, t-shirts, etc., must be approved by the Recreational Sports staff. The design and language must be in good taste, and should not have alcoholic beverages or cigarette companies as sponsors of any events associated by club sports activities. Clubs cannot receive sponsorship from alcohol or tobacco affiliated companies.
**Fund-Raising**

Club sports are expected to raise a substantial percentage of needed funds by holding fundraisers and by paying dues to help cover expenses. For all fund-raising activities, a form must be secured from, and approved by, Office of Student Involvement. Purchase of items, such as t-shirts, to be sold as a fundraiser must be approved by the Coordinator and/or Director prior to ordering. All designs and logos must be approved.

**The Budgetary Process**

The club sport will work with the Club Sports Coordinator and Director on the construction of the club’s annual budget. The budget form, supplied by the Student Assembly, aligns object codes to the expected expenditure. Information concerning revenue for the previous year plus anticipated revenue for the next year’s budget must be provided by the club. The budgetary process must be conducted on a timely basis. Time must be allocated to complete the budget forms, meet with the Coordinator and make any needed changes prior to the Recreational Sports’ approval. The club president will submit the approved budgets to the Finance Committee of the Student Assembly, meeting their deadline. The Finance Committee will submit the budgets to the Student Assembly for a vote. The president will be notified of the decision made. Failure to meet the budget deadline will result in a reduced allocation of funding for the club sport.

Amounts of $100 and over require the signature of the club advisor and the Club Sports Coordinator or Director. Requests for payments or financial requisition forms under $100 require the Coordinator’s & club’s advisor’s signatures.

**Budgets for Student Organizations**

A. All budgets of organizations eligible for funding must meet deadlines set by the Student Assembly each semester. Any submitted after this date will not be considered, unless the Finance Committee allows by a two-thirds vote.

B. In the event that an organization does not submit a budget for the following fiscal year by the designated deadline, that organization will only be eligible for 80% of the budget received the previous year.

C. The officers of the organization and the Finance Committee will meet to review the organization's proposed budget. The order for these meetings will be determined by lottery.

D. All budgets will be submitted by Line Item, with the intent of adhering to the stated line items. A Budget Request Form may be obtained from the Student Assembly Treasurer.

E. The Finance Committee will recommend budgets to the Student Assembly.

F. The Student Assembly will recommend all student organization’s budgets to the President of the College for final approval.
Expenditures of Organizations

A. Any change to a budget line item under $500 must be approved by the Treasurer of the Student Assembly. Transfer of Funds

B. Any change to a budget line item over $500 must be approved by the Student Assembly, excluding the Social Activities Council who need only be approved by the Treasurer of the Student Assembly.

Funding Request

A. Student Assembly reserves the right to allocate funds at their discretion. This is based on the merit of the proposal presented. Funding Request

Reporting to the Student Assembly

A. Each academic month, a report of activities will be required of each organization receiving student moneys. It will include a list of activities undertaken that month, and activities planned for the following month. Monthly Activity Report. Monthly activity reports shall be submitted within the first 10 days of the month, for the previous month activities.

B. At the request of any student, organization, faculty member, administrator or other such persons concerned about the activities and finances of an organization, these reports shall be produced for their perusal.

Facility/Field Usage Responsibilities & Scheduling of Games

Club sport teams are responsible for submitting scheduling requests for the fields and rooms they need for practices and games (rooms for meetings as well) via the College’s scheduling program, 25Live, http://www.keene.edu/campus/events/scheduling/. Approval will be made by the Recreational Sports scheduling coordinator upon receipt of the scheduling request. Dates and times requested outside of normal club usage for games must be approved by the staff. New sports clubs will not be approved for recognition by Recreational Sports if the proper facilities are not available for practice and/or competition.

The outdoor fields are primarily playable during the fall season, so the fall becomes the official season for club sports using grass fields. If a club plans to schedule games during the spring, these games should be scheduled at the other team’s facility if at all possible because there will be no guarantee that our grass fields will be available.

Clubs will not be permitted to schedule last minute home or away games or to make travel arrangements the day before or day of the planned trip. Club sports may only play games on official KSC fields; they may not under any circumstances use an alternative field to practice, scrimmage or play official sanctioned games (i.e., games cancelled due to severe inclement weather), without approval from the Director or Coordinator.
Games cannot be scheduled during or immediately after final exams have been completed either semester. Club sport teams may host post-season tournaments only if the team is also participating in the tournament and they have money budgeted to cover any costs to running the event that is not paid for by the tournament organization. AT/EMT coverage must be provided for the tournament, and either the sport club or the organization administering the tournament must cover the cost. Before a club may agree to host a tournament of any kind using the College’s facility, it must receive approval from the Coordinator and the Director.

All clubs are responsible for taking good care of the field or facility. By requesting the fields/facilities, the Club President assumes responsibility for those spaces for the club’s use. The agreement states that the president, as a representative of the club, agrees to pay for any and all extra expenses or damages arising from the club’s use. Clubs also agree to be responsible for cleaning up debris, etc., following use. Misuse of fields or facilities will be cause for disciplinary action.

When a facility is scheduled, it must be used or officially cancelled. To cancel, call Recreational Sports 24 hours before the reservation is in effect. Failure to use a scheduled facility may jeopardize future scheduling. Any club using any College facility is obligated to clean up after the event and return the space/room to the original set-up that is was found.

All club participants, visiting clubs and spectators must abide by all rules and regulations pertaining to the facility/field use. Keene State’s recognized clubs are responsible for ensuring that the visiting club does not damage scheduled fields and facilities. Clubs using grass fields must check with the Rec Sports office to determine field availability in the event of inclement weather (heavy rain or snow).

Note: Keene State College strictly prohibits the use of alcoholic beverages and drugs in public areas on the campus. Smoking and all other tobacco products are not allowed in the indoor facilities or on the outdoor fields. It is the club’s responsibility to monitor all club events, including the actions of spectators, to assure that these items are not on site. The game will be delayed until the problem is corrected or may be cancelled if the situation is not resolved. Other disciplinary measures will be imposed. There are absolutely no club members’ vehicles permitted to drive or park on the grass fields; emergency vehicles only.
On-Site Supervision

The sports club should provide an on-site supervisor for games, contests, competitions or tournaments that are hosted by the sport club. This supervisor must be a person who is not playing in that day’s competition. It cannot be a player who is in and out of the game. It must be someone who is totally responsible and reliable: someone who takes the job seriously and is committed. The site supervisor must be someone other than the coach and must be present before, during and after the game. The site supervisor must be visible so that visitors, players, coaches and Recreational Sports personnel will be able to locate them on the field or in the gym.

It will be the responsibility of the site supervisor to help to make certain that the playing area is safe. The supervisor will assist the club in ascertaining that there is no alcohol or drugs on the field or in the gym. If these substances are found, the supervisor escorts the offending person(s) from the playing area and the site supervisor confiscates the alcohol, etc. and immediately calls KSC Campus Safety. If the supervisor encounters difficulty with the offenders, Campus Safety or the Keene Police should be called for assistance. In this case, an incident report should be filed with Recreational Sports within twenty-four hours.

The site supervisor will make certain that the club members have cleaned the debris from the field before leaving. The supervisor will make certain that food or drink is not carried into the gym and that appropriate sneakers are worn on the floor. Site supervisors will keep the playing fields safe by escorting any dogs from the field and calling Campus Safety for assistance.

The supervisor may also assist with calling an ambulance if needed.

The club will have the authority to hire or assign their own site supervisor. The type of assistance needed may determine the type of person hired or appointed. It may be necessary to hire an official security guard from a private firm or Campus Safety. It may be possible to hire a student who is trained in supervision or a non-competitive member of the club. Recreational Sports can sometimes recommend an experienced intramural sport supervisor. It is recommended that the club use the same person(s) for each game/contest.

The supervisor of the club’s practices can be the club president or designated member.

If the club’s on-site supervision is determined to be inadequate either by the club or Recreational Sports, a meeting will be held to create a better supervisory plan. The club is responsible for all aspects of the event, including the actions of the visiting team and spectators, when it has scheduled the field or facility to use for the event.
Travel Guidelines

The guidelines listed below must be adhered to by all sport clubs, in order, to receive approval for travel from the Office of Student Involvement as well as Recreational Sports. Failure to follow these travel guidelines will result in disciplinary action.

Student organizations planning to travel must submit a Travel Request to the office of Student Involvement. Travel requests must be submitted using the following guidelines for consideration:

- No later than 5 days prior to departure for travel in-state
- No later than 10 days prior to departure for travel out of state
- No later than 3 weeks prior to departure for foreign travel

When the Travel Pre-Approval Form has been reviewed by the office of Student Involvement your organization will receive notification of travel approval/disapproval. Email notification of the travel status will be sent to the trip leader(s), your advisor and Student Center Accounting. The travel notification will include a status of required travel documents, along with a timeline for their submission. Absolutely no financial activities can occur until your organization has received travel approval. Once you have received approval for your travel, trip leaders should coordinate with the organization treasurer and Student Center Accounting to discuss the financial aspects of the trip. There are several options for processing travel expenses including the use of purchase orders, check requests, cash advances and campus travel cards. Student Center Accounting will determine the most appropriate method for your trip based on a number of factors. Travel cards require an application period of 30 days so plan accordingly.

Please visit the Student Travel Page to continue with the Pre-Approval process.

Travel Process / Guidelines for Repeat Destinations

Student Organizations travelling to the same destination/location on several dates throughout the semester can submit one travel pre-approval form. Complete the following process to receive approval for multiple trips to the same location.

- **Travel Pre-Approval Form** - when filling out the form do the following:
  - List the first trip in the Trip Date box A.
  - List all remaining trip dates and reason / purpose of the trip in the trip description / purpose box
- **Participant List** - Include all trip dates on this form
- **Waivers** – Rec Sports club sports waiver is acceptable
- **Medical Forms** – Rec Sports club sports health information form is acceptable

Recreational Sports Guidelines:

- The club’s coach must travel with the club for all away games both in the fall and spring seasons. If possible, the club should bring an AT for all away games.

- Copies of the liability release & waiver and health information forms must be carried with the club at all times while traveling.
• Consumption of alcohol or use of other drugs prior to, during or after an away contest, or in the rental vehicle traveling to and from an away contest, is prohibited by all members of the club. Severe disciplinary action will be taken against a club or the individual member(s) found to be in violation of this policy.

• Vans are rented from an approved off-campus agency (e.g., USave Rental) for trips. These vans are the responsibility of the club and the designated drivers. The sport club or the individual member deemed responsible for causing the damage will cover any damage done to rental vans. **No more than 10 passengers including the driver per 10 or 12-passenger van.**

• Private cars can be used only under extreme circumstances with permission granted in advance by the Student Center staff and/or Director. **Rental vans must be used for all away trips.** Player(s) may not drive personal vehicles unless granted permission by the Student Activities Office. **Private car owners would need to show proof of insurance (NH Guidelines) prior to travel.** Violation of this policy will result in disciplinary action. **Personal Vehicle Waivers must be signed by all drivers if using personal vehicles for travel.**

• **Defensive drivers** are *mandatory* for off-campus rental vans. Copies of all defensive driving certificates must be kept on file in the Recreational Sports office.

• Drivers should be individuals of at least sophomore standing and 20 years of age or older with a clean driving record, no tickets or accidents within the past two years.

• Defensive drivers **only** must sign out the rental vans upon pick up and return the same rental van following a trip. The same driver assigned to a rental van must drive the van to and from an away contest unless an injury prevents the person from being able to drive. In this case, another defensive driver must drive the van. Each van should have 2 defensive drivers.

• Each driver should be given the travel plan, including a map if needed, and specific directions. The plan should include a method to check each vehicle to make sure everyone is aboard and that no one is left behind. A trip manager must be designated. **Clubs should have access to a first aid kit and emergency phone numbers and cell phones in each van.**

• Members with poor driving records (two or more tickets or accidents) should not be allowed to drive on a club trip. The club president is responsible for verifying this information. **Individual drivers will assume all responsibility and expenses for any traffic violations and/or accidents that result while transporting a club team to an away contest.**

• **Individual drivers will be held responsible if they cause or are involved in an accident with a rental vehicle or if a member of a sport club or non-related person is injured in an accident caused by negligence on the part of the driver.**
• All players must travel to and from away contests with the club. Exceptions only for an injury that requires an overnight hospital stay or when a family member is required to transport the club member home following an injury.

• Only legitimate members of the club sport may travel in a rental vehicle for an away contest. Friends, family members, alumni or other non-affiliated persons may not travel in a rental vehicle at any time.

• Club player(s) attending weekend tournaments are not permitted to stay overnight at the site of the tournament or stay with family/friends within close proximity of the tournament site, without permission from the Director, but must return as a team to Keene and travel back the next day. Any club member who violates this policy will personally assume all expenses incurred. Club finances will not be used to cover hotel or other travel expenses resulting from an unauthorized overnight stay.

• Player(s) cannot leave an away contest to travel to another destination with person(s) not associated with the sport club team without permission from the Coordinator and/or Director for an emergency or family situation. (The player(s) must sign a waiver if this situation is granted.)

• Clubs should schedule all contests or competitions within a two hundred mile radius of the campus, when possible.

Additional Travel Guidelines: The President and/or other officers or captains must remind all players of these guidelines before each and every away contest.

• Conduct a head count before leaving Keene and the away site to make sure all players are accounted for. Players should travel in the same vans to and from the away game with the same drivers driving each van.

• The vans should leave from Keene and the away site at the same time and should travel together. If possible, individuals in each van should have a cell phone in order to communicate with each other if a stop is necessary or the vans become separated in traffic or just lost.

• No one age 19 and under may drive a rental vehicle. Students should be at least a sophomore and/or be 20 years or older and have a clean driving record, no tickets or accidents for the past 2 years.

• Clubs must bring their first aid kit and all risk and health forms for the players traveling to away games.

• ABSOLUTELY NO ALCOHOL OR OTHER DRUGS SHOULD BE USED OR TRANSPORTED IN A RENTAL VEHICLE PRIOR TO, DURING OR RETURNING FROM AN AWAY CONTEST.
• If clubs stay at away sites for social activities, they must leave immediately if alcohol or other drugs are made available.

• All drivers and passengers in the rental vehicles must wear seat belts at all times. No more than 10 passengers including the driver may ride in a 10 or 12-passenger van.

• Only certified defensive drivers may drive the rental vehicles and those names should be included on the registration of all rental vehicles, not just one name per van, but also all drivers’ names on each rental registration. Each van should have 2 defensive drivers.

• Violations of any of these policies or any other club sport policy will result in disciplinary action taken against the club.

• Coaches may drive their own personal vehicles to away games but should not transport any player(s) or other club personnel with them lest they assume all responsibility for the player(s) and club personnel in the event of an accident, unless it is to transport an injured player to the hospital or emergency room.

• Reimbursement for travel expenses (i.e., gas for rental vans, etc.) will not be made if receipts are not turned in to the Student Center Office after the trip.
Organizational and Personal Liability

Advisors and officers of the organization often express concern regarding personal liability for organizational-related activity. There are few hard and fast rules, which can be quoted; however, the following general guidelines may be helpful:

1. Organization members, officers and advisors are subject to the same criminal statutes that govern behavior generally in society. Violation of these laws may result in criminal liability.

2. Club officers, members and advisors may be civilly liable for harm resulting from dangerous organizational activities or those that create an unreasonable risk of injury.

3. All persons involved in the club are advised to plan activities carefully, to comply with all laws, including those related to the sale and consumption of alcohol and the use of rental vehicles and other equipment, and to neither endorse nor participate in activities that could result in injury to participants, bystanders or property.

4. Employees of Keene State College may seek information concerning liability and insurance from the University System of New Hampshire’s attorney's office. Advisors and coaches are covered for personal liability and/or negligence under the USNH umbrella insurance policy. But they are responsible for their own medical health insurance to cover any personal injuries, which occur outside the realm of injuries under a worker’s compensation claim.

5. Each participant must sign the liability release & waiver form each semester before they can participate in a club. The club president must make certain these are turned in prior to participation.

6. A club sport will be held accountable for the actions of individual members during official club-sponsored activities. The club will be held responsible if individual members disobey club sports policies and procedures, damage rental vehicles, personal or college property or cause injury to other club members or non-related persons due to negligence. Disciplinary or judicial action will be taken against the club and/or all individual members involved.

7. NEGLIGENCE: WHEN DUE CARE HAS NOT BEEN EXERCISED TO PREVENT INJURY. It is the responsibility of the club and its officers not to be NEGLIGENT. Anyone found to be negligent would be held responsible for that negligence.
Hazing

Student Organizations have the potential and unique opportunities to contribute significantly to a student's intellectual and personal development and understanding of the very nature of "community." In keeping with its commitment to a positive academic environment, Keene State College unconditionally opposes any situation created intentionally to produce mental or physical discomfort, embarrassment, harassment, or ridicule.

Hazing is a violation of the College Judicial Code. Effective January 1, 1994, hazing became illegal in the state of New Hampshire. **Clubs found in violation of hazing, will be automatically suspended indefinitely, with the potential for disbandment of the club altogether.**

In essence, hazing is defined as any public or private inducement that causes a pledge (i.e. associate member, initiate, or prospective member) mental or physical humiliation, harm, embarrassment, or ridicule. **Hazing shall include, but not be limited to, the following examples:**

- Physical Hazing – that which is physically harmful or humiliating to the individual.
- Paddling, hitting, or physical abuse toward a pledge.
- Nudity
- The eating of spoiled/repulsive foods and/or non-food substances, as well as anything the individual refuses to eat.
- Exposure to outside elements without proper dress.
- Exercise beyond the physical limits of the individual, such as running over long distances, calisthenics, etc.
- Forced consumption of alcohol or drugs.
- Branding
- Bondage that prevents use of limbs.
- Requests to perform illegal acts (those contrary to local, state, or federal laws and ordinances) such as defacing public or private property, stealing, etc.
- Excessive yelling or screaming.
- Permitting less than six hours of continuous sleep.
- Participating in any activity that the full members will not do.
- Psychological Hazing – that which compromises the personal dignity of an individual causing personal embarrassment or shame; causing the individual to be the object of malicious amusement or ridicule; or causing an individual psychological harm or emotional strain.
- Wearing humiliating, unnatural, or binding attire on the outside or underneath a pledge's clothing.
- Verbal comments that would degrade and/or embarrass pledges.
- Involuntary servitude or personal errands
- Derogatory references/remarks to a pledge regarding family and/or friends’ health or well-being.
- Derogatory remarks about a pledge’s race, religion, or national heritage.
- Any requirements which compel a member or pledge to participate in any activity which is illegal, or which is known to be contrary to an individual’s moral or religious beliefs, or which is contrary to the rules and/or regulations of the College shall be considered hazing.
AN ACT PROHIBITING HAZING.
CHAPTER 155
155:1 STUDENT HAZING PROHIBITED.
SECTION 631:7 STUDENT HAZING.

I. For the purposes of this section:
   (a) “Educational institution” means any public or private high school, college, university, or
       other secondary or post-secondary educational establishment.
   
   (b) “Organization” means a fraternity, sorority, association, corporation, order, society, corps,
       athletic group, cooperative club, or service, social, or similar group, whose members are or
       include students operating at or in conjunction with an educational institution.
   
   (c) “Student” means any person regularly enrolled on a full-time or part-time basis as a
       student in an educational institution.
   
   (d) “Student hazing” means any act directed toward a student, or any coercion or intimidation
       of a student to act or to participate in or submit to any act, when:

       (1) Such act is likely or would be perceived by reasonable person as likely to cause physical or
           psychological injury to any person; and
       
       (2) Such act is a condition of initiation into, admission into, continued membership in, or association
           with any organization.

II. (a) A natural person is guilty of a class B misdemeanor if such person:

       (1) Knowingly participates as actor in any student hazing; or

       (2) Being a student, knowingly submits to hazing and fails to report such hazing to law
           enforcement or educational institution authorities.

       (3) Is present at or otherwise has direct knowledge of any student hazing and fails to report
           such hazing to law enforcement or educational institution authorities.

   (b) An educational institution or an organization operating at or in conjunction with an
       educational institution is guilty of a misdemeanor if it:

       (1) Knowingly permits or condones student hazing; or

       (2) Knowingly or negligently fails to take reasonable measures within the scope of its authority
           to prevent student hazing; or

       (3) Fails to report to law enforcement authorities any hazing reported to it by others or of which
           it otherwise has knowledge.

III. The implied or express consent of any person toward whom an act of hazing is
    directed shall not be a defense in any action brought under this section.
Risk Management for Club Sports

All sport clubs should attempt to provide a safe and positive recreational experience for all participants by striving to prevent accidents and injuries before they happen. It is required that sport clubs develop, implement, and practice the following safety measures:

A. Develop and submit to Recreational Sports, a risk management plan which includes safety guidelines. (Form provided)

B. Club officers, members, coaches and instructors must emphasize safety in all activity including, but not limited to, games, practices, functions and travel. Each participant agrees to share responsibility for safety and agrees to follow safe procedures and to avoid unnecessary, hazardous situations.

C. By signing the **Liability Release & Waiver form**, each participant recognizes that he/she is always responsible for his/her own well-being; the well-being of the group; and that he/she is voluntarily participating in an activity with risk involved. **Each student is responsible for providing his/her own medical health insurance and must have insurance in order to participate.**

D. Club sport officers must inspect fields, gym floors, or courts prior to each practice or game. Unsafe conditions must be reported immediately. Games or practices should not proceed until the unsafe condition is corrected.

E. **Consumption of alcohol or use of other drugs prior to, during or after a home or away contest or while traveling in rental vehicles or personal cars is strictly prohibited by all members of a sports club.**

F. It is required that each club has at least two members certified in American Red Cross first aid and CPR and/or Certified Athletic Trainers. One of these certified individuals must be at each practice/game with the club's first aid kit and ice.

G. Certified Athletic Trainers are covered for personal liability and/or negligence under the University System of New Hampshire's umbrella insurance coverage but must provide his/her own medical health insurance to cover any personal injuries which occur outside the realm of injuries under a worker's compensation claim.

H. **Defensive drivers must always be used when traveling to an away contest.** Non-club sport related persons are not permitted to travel in a rental vehicle for a club-sponsored trip. All players must travel to and from a contest with the club in the appropriate designated vehicle. (See Travel Guidelines, pages 29-32)

I. Club sports must develop an emergency action plan for practices and game situations. Participants must wear proper clothing, which includes appropriate footwear and protective equipment.
I. Medical Examination/Health Information Form

The club sports program recommends, and expects, that each participant in vigorous or contact sports have an annual physical examination. Any physical problems should be discussed with the family physician or Health Services regarding participation. **All participants must complete a health information form to be kept on file in the Recreational Sports office and to have a copy made for travel.**

II. Liability Release & Waiver Form

**Each club sport member is required to sign the assumption of risk and liability form before he/she is eligible to participate in club activity.** This form must be signed and on file in the Recreational Sports office **prior** to participation. Members who are under 18 years of age must have the form signed by a parent or guardian.

**Clubs will not be authorized to use facilities/fields until all risk forms are submitted to Recreational Sports.**

III. Medical Insurance

It is **required** that participants in the Club Sports program have adequate medical insurance coverage in order to participate in any club activity. Adequate insurance should include coverage for all aspects of medical care (i.e. ambulance service, emergency room treatment, medical equipment, etc.), for injuries incurred while participating in club activities and during periods of travel to and from such activities.

**Individual clubs must require as a condition of membership, medical insurance for its members.**

Neither Keene State College nor the Club Sports program of Recreational Sports accepts any responsibility for ill health or injury suffered while participating in any of the programs. Medical or ambulance expenses incurred by a participant will not be paid by the Sport Club, Recreational Sports, or Keene State College. **Participation is on a voluntary basis.** As stated above, the Club Sports program recommends that all participants undergo a prior physical examination and require health and medical injury insurance of all club members.

Members should contact parents or guardians prior to joining a sport club to determine the extent of coverage of the medical insurance the student is under. If coverage is deemed insufficient to provide payment for all injuries, ambulance service, etc., the student should make other arrangements for increased medical insurance or reconsider joining a physical contact sports club.
KEENE STATE COLLEGE
CLUB SPORTS PROGRAM

ACCIDENT / INJURY PROCEDURES

Before practice or competition: If the gate to the Joyce “A” field is locked, call Campus Safety (X8-2228) by using a blue phone to unlock it. (Do not wait until an accident happens and an Ambulance cannot get onto the field). Check the nearest blue phone to ensure it is working properly.

On-Campus Practice or Competition:

- Certified and qualified persons should administer First Aid and/or CPR only.
- Get to a phone - Dial 911 for Mutual Aid (Blue Phone connects to Campus Safety) State your name, location of the accident and if an ambulance is needed, etc.
- Designate someone to meet the emergency vehicle or police vehicle and direct them to the injured person.
- Fill out Accident/Injury Report in the injury/accident folder and turn in to Director or Coordinator the first school day following the incident. An accident/injury report must be filled out even if an ambulance is called to transport the injured party to the hospital.
- Make certain victim follows up with visit to their family physician or KSC Health Services as soon as possible.
- If a Certified Athletic Trainer is on site at time of accident or injury let the Certified AT handle situation, but always fill out and turn in an accident report.
- Persons not trained in first aid, should not attempt to move or treat the injured party. Keep the victim still, don't leave victim alone, and send someone to contact help.
- Carefully follow the procedures for severe injuries involving bleeding.

Off-Campus at a Practice or Competition:

- Certified and qualified persons should administer First Aid only.
- If a Certified AT is on-site at time of accident or injury, let the AT handle the situation.
- If there is no Certified AT, designate someone to make a phone call and get help, e.g., ambulance service or drive victim to hospital.
• Make certain follow up is done with the victim and have him/her see KSC Heath Services or family physician as soon as possible.

• On site, fill out accident form and turn in to the Club Sports Coordinator or Director the first school day following the accident.

SEVERE INJURIES INVOLVING BLEEDING

PROCEDURE:
1. Put on Rubber Gloves - no matter how small the amount of blood.
2. Have the victim apply the gauze pad if the person is able.
3. Avoid contact with blood on any other body parts.
4. DO NOT allow the person to continue participation in the activity until the bleeding has completely stopped.
5. Blood may not be visible on the person's body or clothing for that person to continue playing.
6. Once the bleeding has stopped, place the used gauze pads, gloves and any other items in an ice bag. Dispose of the bag in the garbage can marked "Biohazard Waste" if excessive amounts of blood, in the Recreation Center laundry room as soon as possible.
7. Wipe off any blood on uniforms/body parts with paper towels (dispose in ice bag and put in "Biohazard Waste” can) then clean with either Rubbing Alcohol or the mixture of bleach and water. Put any paper towels used with the alcohol or bleach in an ice bag and into the ”Biohazard Waste” can, if excessive amounts of blood, in the laundry room.
8. First Aiders should wash hands with soap and running water, if possible following treatment. If no running water is available use anti-septic towelettes, which must be provided in the first aid kit.

EMERGENCY PROCEDURES - TRAVELING:

In case of an injury/accident, while traveling:

• Certified and qualified persons should administer First Aid and/or CPR only.

• Call 911, and notify the proper authorities. Each van must have a cell phone and list of emergency phone numbers.
• Remain with the vehicle and the injured parties until the police arrive.

• Persons not trained in first aid, should not attempt to move or treat the injured party. Keep the victim still, don’t leave victim alone, and send someone to contact help.

• If it is a rental vehicle, make sure the rental agency is notified as soon as possible.

• As soon as possible notify the Club Sports Coordinator or Director regarding the incident.

• Fill out Accident/Injury Report in the injury/accident folder and turn in to the Coordinator the first school day following the accident.

REMEMBER: All Club Sports athletes should be aware of their personal medical insurance company, the policyholder’s name and the policy number in case of emergencies and/or accidents. This information is required prior to treatment in many instances.

It is required that participants in the Club Sports program have adequate medical insurance coverage in order to participate in any club activity. Adequate insurance should include coverage all aspects of medical care, including but not limited to: ambulance service, emergency room treatment, medical equipment, etc., for injuries incurred while participating in club activities and during periods of travel to and from such activities. Medical insurance must be sufficient to cover any injuries that may be sustained while traveling to and from a club-sponsored event.

Copies of all players’ assumption of risk and liability release and health information forms should be carried with the sports club when it travels to away games. These provide the name of the medical insurance company and the contact person for emergencies.
Recreational Sports - ACCIDENT/INJURY REPORT

**Staff Submitting Report**

<table>
<thead>
<tr>
<th>REPORTED</th>
<th>DAY</th>
<th>MM/ DD/ YY</th>
<th>TIME</th>
</tr>
</thead>
</table>

**STATUS**

<table>
<thead>
<tr>
<th>Student</th>
<th>Faculty</th>
<th>Staff</th>
<th>Guest / Other</th>
</tr>
</thead>
</table>

**NAME**

<table>
<thead>
<tr>
<th>KSC Student ID #</th>
<th>AGE</th>
<th>GENDER</th>
</tr>
</thead>
</table>

**PHONE NUMBER**

**LOCAL ADDRESS**

### DETAILS OF ACCIDENT:

<table>
<thead>
<tr>
<th>DAY</th>
<th>MM/ DD/ YY</th>
<th>TIME</th>
</tr>
</thead>
</table>

**ACCIDENT:**

1. **NATURE OF SUSPECTED INJURY OR ILLNESS:** (CHECK)

<table>
<thead>
<tr>
<th>Abrasion</th>
<th>Concussion</th>
<th>Fracture</th>
<th>Laceration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bleeding</td>
<td>Convulsion</td>
<td>Heart Attack</td>
<td>Puncture</td>
</tr>
<tr>
<td>Bruise/ contusion</td>
<td>Cramps</td>
<td>Heat exhaustion/ stroke</td>
<td>Shock</td>
</tr>
<tr>
<td>Burn/ scald</td>
<td>Dislocation</td>
<td>Inhalation/ fumes/ gases</td>
<td>Sprain</td>
</tr>
<tr>
<td>Choking</td>
<td>Fainting</td>
<td>Internal injury</td>
<td>Strain</td>
</tr>
<tr>
<td>Suffocation</td>
<td>Other</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2. **PART OF BODY INJURED:**

*List injuries by body parts, indicate left / right, number fingers and toes 1 (thumb or small toe) and 5 (pinky finger or big toe).*

<table>
<thead>
<tr>
<th>Part</th>
<th>L or R</th>
<th>1-5 or N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Head</td>
<td></td>
<td>L or R</td>
</tr>
<tr>
<td>Scalp</td>
<td></td>
<td>L or R</td>
</tr>
<tr>
<td>Jaw</td>
<td></td>
<td>L or R</td>
</tr>
<tr>
<td>Mouth</td>
<td></td>
<td>L or R</td>
</tr>
<tr>
<td>Ear</td>
<td></td>
<td>L or R</td>
</tr>
<tr>
<td>Nose</td>
<td></td>
<td>L or R</td>
</tr>
<tr>
<td>Eye</td>
<td></td>
<td>L or R</td>
</tr>
<tr>
<td>Tooth</td>
<td></td>
<td>L or R</td>
</tr>
<tr>
<td>Spine</td>
<td></td>
<td>L or R</td>
</tr>
<tr>
<td>Upper Arm</td>
<td></td>
<td>L or R</td>
</tr>
<tr>
<td>Chest</td>
<td></td>
<td>L or R</td>
</tr>
<tr>
<td>Forearm</td>
<td></td>
<td>L or R</td>
</tr>
<tr>
<td>Abdomen</td>
<td></td>
<td>L or R</td>
</tr>
<tr>
<td>Elbow</td>
<td></td>
<td>L or R</td>
</tr>
<tr>
<td>Hip</td>
<td></td>
<td>L or R</td>
</tr>
<tr>
<td>Wrist</td>
<td></td>
<td>L or R</td>
</tr>
<tr>
<td>Ankle</td>
<td></td>
<td>L or R</td>
</tr>
<tr>
<td>Hand</td>
<td></td>
<td>L or R</td>
</tr>
<tr>
<td>Finger</td>
<td></td>
<td>L or R</td>
</tr>
<tr>
<td>Knee</td>
<td></td>
<td>L or R</td>
</tr>
<tr>
<td>Leg</td>
<td></td>
<td>L or R</td>
</tr>
<tr>
<td>Foot</td>
<td></td>
<td>L or R</td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td>L or R</td>
</tr>
</tbody>
</table>

3. **IMMEDIATE ACTION TAKEN:** (Check)

- Treatment Refused
- Injured referred to
- Health Services
- Hospital
- First Aid Given

**Crutches given:**
- Yes
- No

**LIST supplies used:**

40
4. TRANSPORTED:

<table>
<thead>
<tr>
<th>SELF *left under own power</th>
<th>CAMPUS SAFETY</th>
<th>FRIEND</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMS</td>
<td>Taken to what hospital?</td>
<td></td>
</tr>
<tr>
<td>OTHER:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

5. PROGRAMMING AREA: {Activity / Sport / Group:}

(Bodyworks Fitness Center, Club Sports, Aerobics, Hydorobics Class, Intramural Sports, Informal Recreation, Special Event, Open Swim, Other)

6. LOCATION OF ACCIDENT:

<table>
<thead>
<tr>
<th>Recreational Gym</th>
<th>Main Gym</th>
<th>Fitness Center – CV or FW</th>
<th>Racquetball Court</th>
<th>Locker room – pool or general – M F</th>
<th>Multipurpose Room #1, #2, #3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pool</td>
<td>Aerobics Studio</td>
<td>Intramural Field or Turf Complex</td>
<td>Tennis Courts</td>
<td>Track</td>
<td>Classroom – 120, 121, 132</td>
</tr>
</tbody>
</table>

(Describe fully events, actions, and conditions; including environmental and physical factors which may have contributed to the injury)

<table>
<thead>
<tr>
<th>WITNESS</th>
<th>PHONE</th>
<th>STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

X Signature of injured: _____________________________ Date: ___________
X Submitted By: ____________________________ Date: ___________
X Received By: ____________________________ Date: ___________

FOLLOW UP INFORMATION: [DATE] [TIME]

Professional Staff: ____________________________ Date: ___________
KEENE STATE COLLEGE

Liability Release, Waiver, Discharge and Covenant Not to Sue

This is a legally binding Release, Waiver, Discharge and Covenant Not to Sue (collectively, “Release”), made voluntarily by me, the undersigned Releasor, on my own behalf, and on behalf of my heirs, executors, administrators, legal representatives and assigns (hereinafter collectively, “Releasor,” “I” or “me”, which terms shall also include Releasor’s parents or guardian, if Releasor is under 18 years of age) to Keene State College (“KSC”).

As the undersigned Releasor, I fully recognize that there are dangers and risks to which I may be exposed by participating in the program, trip or other activity described in Exhibit A which is attached to and incorporated in this Release (the “Activity”). As the undersigned Releasor, I understand that KSC does not require me to participate in this Activity, but I want to do so despite the possible dangers and risks and despite this Release. With informed consent, and for valuable consideration received, including assistance provided by KSC, as the undersigned Releasor, I agree to assume and take on myself all of the risks and responsibilities in any way arising from or associated with this activity, and I release KSC and all of its affiliates, divisions, departments and other units, committees and groups, and its and their respective governing boards, officers, directors, principals, trustees, legal representatives, members, owners, employees, agents, administrators, assigns, and contractors (collectively “Releasees”), from any and all claims, demands, suits, judgments, damages, actions and liabilities of every name and nature whatsoever, whenever occurring, whether known or unknown, contingent or fixed, at law or in equity, that I may suffer at any time arising from or in connection with the Activity, including any injury or harm to me, my death, or damage to my property (collectively “Liabilities”), and I agree to, indemnify, and save Releasees harmless from and against any and all Liabilities.

As the undersigned Releasor, I recognize that this Release means I am giving up, among other things, all rights to sue Releasees for injuries, damages or losses I may incur. I also understand that this Release binds my heirs, executors, administrators, legal representatives and assigns, as well as myself. I also affirm that I have adequate medical or health insurance to cover any medical assistance I may require.

I agree that this Release shall be governed for all purposes by New Hampshire law, without regard to such law on choice of law.

I have read this entire Release. I fully understand the entire Release and acknowledge that I have had the opportunity to review this Release with an attorney of my choosing if I so desire, and I agree to be legally bound by the Release.

THIS IS A RELEASE OF YOUR RIGHTS, READ CAREFULLY AND UNDERSTAND BEFORE SIGNING.

(Releasor’s Signature) (Parent’s signature, if Signatory is a minor)

(Print Name) (Date)

EXHIBIT A – (Club Sports participation)

¹The description of the Activity expressly includes any extensions of time, changes or modifications of the Activity, whether planned or not planned.
Keene State College
Recreational Sports – Club Sports Program
Health Information Form

Club Sport: __________________________ Date: __________________________

Last Name: __________________________ First Name: ______________________

Student ID: __________________________ Date of Birth: _____________________

KSC or Local Address: ________________________________________________

KSC/Local/Cell Phone: __________________________ Permanent Phone: __________

Permanent Home Address: _____________________________________________

________________________________________ (Street)

________________________________________ (City) _________________________ (State) __________ (Zip Code)

Parent or Guardian’s Name & Address or Other person to contact in an Emergency:

Last Name: __________________________ First Name: ______________________

Relationship: ________________________________

Address: _____________________________________________________________

________________________________________ (Street) _________________________ (City) (State) __________ (Zip Code)

Home Phone: ______________ Work Phone: __________ Cell Phone: __________

Health Insurance Information

Insurance Co.: __________________________ Phone: _________________________

Policy Holder: __________________________ Policy Number: __________________

Employer: ________________________________

Important note to all participants!!
Health insurance is very important for you to have in the event that you are sick or injured and need to be treated at a Clinic or Hospital. While Keene State College recommends all students have health insurance, Recreational Sports requires all club sport participants to have health insurance. You are responsible for your own medical health insurance either under your parents’ plan or your own.
MEDICAL HISTORY

Circle Yes or No

HEAD:
Have you ever been hospitalized or examined by a doctor for a head injury?  Yes  No
If yes, please explain: ____________________________________________________________

Do you wear glasses?  Yes  No  Contact lenses (specify hard or soft)?  H  S

Have you ever had any extensive dental work or lost any teeth in an athletic related trauma?  Yes  No  If yes, please explain: ____________________________________________________________

SHOULDER:
Have you had any shoulder injuries?  Yes  No  If yes, please explain:  R  L__________

KNEE:
Have you had any knee injuries?  Yes  No  If yes, please explain:  R  L__________

Did the injury require surgery?  Yes  No  If yes, when was the surgery?__________

ANKLE:
Have you had any ankle injuries?  Yes  No  If yes, please explain:  R  L__________

Did the injury require surgery?  Yes  No  If yes, when was the surgery?__________

Other:
Are you subject to muscle strains or sprains?  Yes  No
If yes, please specify muscle groups/body parts: _______________________________________

Do you have any allergies?  Yes  No  If yes, please specify: ___________________________

Are you on regular medication?  Yes  No  If yes, please specify medication: __________

Please list any other injuries or medical problems, which have resulted in loss of practice/game time or require special precautions (e.g., inhaler for asthma, etc.):

__________________________________________________________

__________________________  ___________________________
Signature:  Date:
KEENE STATE COLLEGE
RECREATIONAL SPORTS

Application for Club Sport Affiliation with Recreational Sports

Proposed Name of Club Sport: ____________________________________________

Purpose of club: ________________________________________________________
_______________________________________________________________________
_______________________________________________________________________

Please check:

_________ Competitive club      _____ Instructional Club      _____ Recreational Club

What facilities are needed for this club to operate? __________________________

Are facilities available on the campus?  _______ Yes        _______ No

Has the Club Sports Handbook (including policies, rules and regulations) been discussed
with members?  _____________Yes    _______ No

Do you, as a club representative, agree to follow all policies, rules and regulations as put
forth by Recreational Sports and the handbook?  _______ Yes     _______ No

If the club were a competitive club, whom would the club compete against?
_______________________________________________________________________

Will the club need a qualified (certified) coach?  _______ Yes    _______ No

Does the club have a qualified (certified) coach?  _______ Yes    _______ No

If yes, name of person ________________________________
(Submit resume with application)

(over)
If the club is an instructional club, does the club have qualified/certified instructors?

__________ Yes __________ No

If yes, name of person __________________________

(Submit certificates with application)

Has a club Constitution been submitted to & approved by Student Government/Student Activities?

__________ Yes __________ No

Does the club have a college faculty or staff willing to serve as the Advisor?

__________ Yes __________ No  If yes, name __________________________

Is the club willing to use membership fees to help offset the cost to operate the club?

________________________________________________________________________

Is the club prepared to do fundraising? ________________________________

How can the Club Sports Coordinator and Recreational Sports be of help to the club?

________________________________________________________________________

________________________________________________________________________

Recreational Sports will take the application into consideration. A meeting will be scheduled with club representatives to discuss the application. Recreational Sports will then make a decision concerning affiliation.

Petitioner’s Name: ________________________________ Phone: ________________

(Please Print)

Petitioner’s Signature: ___________________________ Date: ________________

Rec Sports Staff Approval: ________________ Date: ________________

Check here if this is an application for Re-affiliation: __________

(Re-affiliation means the club was once active, went inactive and is now reorganizing.)
Keene State College Recreational Sports
Club Sports Program

Application for Coach/Instructor

Name: _______________________________ Club Sport: __________________

Address: __________________________________________________________

Phone: cell: ____________________ work: _________________________

Qualifications: ______________________________________________________


Please list any related experience, including number of years, with a reference person:

<table>
<thead>
<tr>
<th>Job</th>
<th>Reference</th>
<th>Telephone #</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Reference checks and a background check will be required prior to approval of hiring.

Goals and Expectations for coaching/instructing this Club


I understand, if approved, I will be coaching/instructing on a volunteer basis. I have read and understand the “Coach’s Role and Responsibilities” as outlined in the sport club manual and agree to abide by the rules as listed. I understand that any infraction of the policies and procedures of the College or the Department of Recreational Sports subjects me to dismissal as coach of the club. I also understand that the Department of Recreational Sports or the College does not carry liability insurance or insurance for travel or accidental injury. I will not hold the Department, College or the staff liable for any injury.

Signed: ____________________________ Date: __________________

(Applicant’s Signature)

Recommended By: __________________________

(Student Representative’s Signature)

Approved by: __________________________ Date Approved: _____________
KEENE STATE COLLEGE
RECREATIONAL SPORTS

SPORT COACH/INSTRUCTOR AGREEMENT

I, ________________________________, have submitted my application and have been approved by the Keene State College Recreational Sports’ staff to be the ____________ for the ____________________________ club of Keene State College. I will abide by all the College’s rules and regulations pertaining to my duties as Coach/Instructor of this College sanctioned organization. I understand that I am responsible for my personal health insurance.

Keene State College, as an institution of the University System of New Hampshire, shall provide me general liability insurance when I am in the service of the College performing my Coach/Instructor duties. This coverage shall be extended to me when I am performing my College Coach/Instructor duties similar to that provided other USNH employees engaged in like activities.

______________________________      ________________________________
(Signature of coach/instructor)     (Signature of Director of Rec Sports)

______________________________      ________________________________
(Printed name of coach/instructor)   (Printed name of Director of Rec Sports)

______________________________      ________________________________
(Date)                           (Date)
KEENE STATE COLLEGE
RECREATIONAL SPORTS

CLUB SPORT COACH PAYMENT CONTRACT

I, ________________________________, have been approved by the Director of Recreational Sports and agree to serve as the coach of the ______________________________ Club Sport at Keene State College. At all times, I will conduct myself in a professional manner while representing the club at practices, games, meetings or while traveling and I agree to adhere to all policies of the College and the Rec Sports’ club sports program.

Effective dates: from ________________________ to __________________________.

Coach’s responsibilities include, but are not limited to:

1. Read and understand the Club Sports Handbook to assure club activities follow all established policies and guidelines.

2. Assure only eligible club members participate in club-sanctioned activities (e.g., practices and games). An eligible club member is a full-time matriculated (part-time for certain clubs) Keene State student.

3. Be responsible for all facilities/fields and equipment used by the club.

4. Attend practices and games on a regular basis as allowed by his/her schedule. Be aware of club-related social functions, on or off campus (e.g., team pizza parties, social meetings, etc.).

5. Monitor sport club activities to ensure the safety of the participants. Current certification in CPR and first aid is preferred; defensive driving certification as needed.

6. Encourage the development of initiative, responsibility and leadership in student members.

7. Be available during the development of plans/programs (e.g., team practices, game scheduling, etc.).

Coaches must be recommended by a club and must renew their application to coach each academic year. Coaches are required to provide their own medical insurance. Coaches are covered for professional liability and/or negligence under the University System of New Hampshire’s umbrella insurance policy.

Financial Agreement:

I agree to a total sum of $_______________ to be paid in the following amounts:
$_______________ for the fall semester and/or $_______________ for the spring semester.

__________________________________________  ________________________________________
(Signature of coach)                              (Signature of Director of Rec Sports)

__________________________________________  ________________________________________
(Printed name of coach)                           (Printed name of Director of Rec Sports)

__________________________________________  ________________________________________
(Date)                                           (Date)
This form must be completed, kept current, and on file in the Recreational Sports Office, and is due immediately following the first meeting of the club. Any additional members must be added before the next scheduled practice or meeting. There is additional space on back of sheet.

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<tr>
<th>Club: ___________________________</th>
<th>Semester &amp; Year: ______________________</th>
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<td>NAME (PRINT) (FIRST &amp; LAST)</td>
<td>CLASS STATUS (Fr, So, Jr, Sr)</td>
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*I hereby acknowledge that all persons listed are members in good academic standing, have signed and returned the assumption of risk and liability form, have returned a completed health information form and have shown proof of medical insurance.

* (Club Sport President’s Signature) ........................................ (Date)
KEENE STATE COLLEGE  
RECREATIONAL SPORTS 
CLUB SPORTS PROGRAM 

Equipment Inventory 

Club: _______________________________  Date: _____________________

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<thead>
<tr>
<th>Equipment/Uniforms</th>
<th>Number of Items</th>
<th>Location</th>
<th>Condition</th>
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*List additional items/other information on the back if necessary.

I, the undersigned, understand that the above items are property of Keene State College and will be checked out to the team for the school year. These items must be returned and/or accounted for by the **end of season in fall and/or as of the first week of May** or the team will be charged for the lost or misplaced items. In addition, I understand that my responsibility extends to managing, maintaining and accounting for these equipment/uniform items.

_________________________________________  ______________________
(Club Sport Representative’s Signature)  (Date)
Keene State College
Recreational Sports
Club Sports Program

HOME COMPETITION/EVENT FORM

This form must be completed prior to any home competition/event at Keene State College. All competitions must be played at Keene State College.

Complete and submit this form to the Club Sports Coordinator/Director’s office by 4:00pm on the Wednesday (or at least 3 days) prior to the event. If possible, the form should be filed earlier. **Scheduling a game/event may not be done the day before or day of the game/event.**

Please print or type:

Date submitted: ___________________________ Club: ___________________________

Person completing form: ___________________________ Phone: ________________

Opponent: ___________________________ Event location: ___________________________

Date(s) of event ___________________________ # of Club participants: ______________

Time of event: ___________________________ (Start) ___________________________ (Finish)

Individual in charge of event: ___________________________ Phone: ________________

On-site supervisor: ___________________________ Phone: ________________

Athletic Trainer: ___________________________ Phone: ________________

Advisor’s Signature: ___________________________ Date: ________________

The online scheduling request must be at least seven (7) business days before the event date via 25Live at [http://www.keene.edu/campus/events/scheduling/](http://www.keene.edu/campus/events/scheduling/). Scheduling confirmations must be on hand at the site of competition or event to ensure no conflicts. The scheduling coordinator for Recreational Sports will approve all scheduling request for athletic/recreational spaces to ensure availability and appropriateness of the activity and will notify the requesting party accordingly.
Keene State College  
Recreational Sports  
Club Sports Program

**CLUB SPORT OFFICERS LIST**

1. This information is to be completed by the club president and returned to Recreational Sports by the first week of each semester.

2. Any changes in officers, or addresses and phones must be recorded within one week of the change.

**CLUB SPORT NAME:** ________________________________

**DATE OFFICERS ELECTED:** ________________

**DATE OF TERM EXPIRATION:** ________________

**DATE OF NEXT ELECTION:** ________________

<table>
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<tr>
<th>OFFICERS</th>
<th>NAME</th>
<th>EMAIL ADDRESS</th>
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<td>President:</td>
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<td>Vice Pres.:</td>
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<td>Instructor:</td>
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**Change of Officers**

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I acknowledge that all information is accurate and up to date.

__________________________________________
(Club Sport President's Signature)
SAFETY GUIDELINES & FIRST AID COVERAGE

All sport clubs need to provide a safe environment for their participants. Each participant must have knowledge of their personal insurance coverage and the Club Sports Program Emergency Action Plan. All Club Sport Presidents must discuss and distribute the Safety Guidelines relative to their sport to all members. All members must sign the statement of risk & liability form. Each sport club should complete the following areas.

A. **Safety Equipment** – personal and first aid related (e.g., mouth guards, shin guards, first aid kit, etc.)

B. **Procedures for Immediate Injury Care** (e.g., ice, first aid, etc.)

C. **Defensive drivers** – list names and date completed course.

D. **Please list club members who are certified in CPR, first aid or as an EMT.**

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<th>NAME</th>
<th>CERTIFICATION/EXP. DATES</th>
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President: Please bring copies of all first aid, CPR, and/or AT and defensive driving certification cards to the Recreational Sports office with this form.
# SCHEDULE OF GAMES

Sports Club: ____________________________

President: ____________________________

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<thead>
<tr>
<th>Opponent or Event</th>
<th>Date</th>
<th>Time</th>
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This form should be completed and turned into the Club Sports Coordinator and/or Director by the first two weeks in the season.
Keene State College
Recreational Sports
Club Sports Program

SEMESTER REPORT

Club: ___________________________ Date: ______________________

President: _____________________ Vice-President: ______________
Treasurer: _____________________ Secretary: _________________
Advisor: _______________________ Coach/Instructor: ____________

Number of active members: __________
Number of men: ___________ Number of women: ____________

What facilities or fields were used? ________________________________

Practice days/times: ________________________________

Budget amount received: ___________ Budget amount spent: __________

Amount of budget raised by your club? ______________________________

Please give the following program information:

1. How did the club travel to games, off-campus practices or competitions?
   __________________________________________________________

2. List names of Defensive Drivers:
   __________________________________________________________
   Were trip planning forms for games and/or practices filed with Student Center?
   __________________________________________________________

3. Were auto insurance policies and Personal Vehicle Use waivers submitted, if applicable? ______________
   __________________________________________________________

4. List names of first aiders: ______________________________________

5. Were all injuries reported to the Recreational Sports staff and documented with an official accident report?  Yes _________ No _________
   If not, why were injuries not documented or reports not turned in? ______________________________
   Number of injuries ____________

57
7. Please list your competitive game schedule listing opponent, winner (scores) and location of the contest. Please indicate any post-season play.

<table>
<thead>
<tr>
<th>Opponent(s)</th>
<th>Location(s)</th>
<th>Win or Loss</th>
<th>Score</th>
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8. Post-Season Information (tournaments played, awards received, etc.):

_________________________________________________________

9. List the areas where you need help:

_________________________________________________________

_________________________________________________________

_________________________________________________________

10. What are some barriers your club has experienced?

_________________________________________________________

_________________________________________________________
11. What has gone well for your club?

12. What recommendations do you have that would make operations better?

13. How effective is your advisor in performing their duties with the club?

14. How effective is your coach/instructor in performing their duties? What goals does the coach/instructor have for the next semester and/or year?

15. What goals were achieved by the club? What goals are in place for the next semester and/or academic year?

16. What assistance is needed from Recreational Sports?
KEENE STATE COLLEGE
ACKNOWLEDGEMENT – USE OF PERSONAL VEHICLE
FOR OFF-CAMPUS EDUCATIONAL EXPERIENCES

Student Transportation

The richness of a Keene State College education may be enhanced through the participation in one or more educational experiences. These experiences are both curricular and co-curricular and may take place on or off campus. Several degree programs include one or more of these experiences as a graduation requirement. Students should check with their advisor and/or department chair to determine if this is a requirement for their major area.

If the experience is to be convened at a remote location, students may be required to provide their own transportation to and from the site. Unless specifically stated, Keene State College and the University System of New Hampshire assume no responsibility for transportation of students to the site of an experience. Students participating in an off-campus educational experience will be responsible for all costs related to travel.

Personal vehicles should be adequately insured for public liability insurance protection. Students are responsible for insuring their own vehicles. Students will not be reimbursed by USNH for collision losses that occur during business use of a personal vehicle. In the event of an accident, the owner's personal insurance provides coverage and the owner is personally responsible for any deductible payable. USNH does not provide any coverage for comprehensive or collision insurance for personal vehicles.

I acknowledge that I have read and understand the student transportation policies and will abide by them.

________________________________________  ____________________
Student Name - Signature                  Date

________________________________________
Student Name - Printed

________________________________________  ____________________
Student Advisor/Program Director/Chair - Signature                  Date

Approved 1/5/11