



TRINITY COLLEGE
CLUB SPORTS HANDBOOK

Revised 2022

INTRODUCTION

The Trinity College Club Sports Handbook is a guide to students, coaches, and faculty advisors who administrate Club Sports at Trinity. It contains Club Sports policies, procedures, best practices and critical information regarding student conduct.

ABOUT

A Club Sport is a registered non-varsity, student-run organization that has been further recognized by the Recreation office as having the potential to compete against other colleges and universities. Club Sports at Trinity College compliment the intercollegiate athletic program and other programs within the Recreation office. Club Sports are registered and approved by the Student Government Association (SGA) as student organizations, which are student-initiated and student-led. Recognized clubs at Trinity College are eligible for funding and monetary support from SGA. With the assistance of the Recreation office, club sports can hire a coach, schedule matches, and organize club practices.

MEMBER ELIGIBILITY

1. Participation in a Club Sport is granted to all current students at Trinity College in conjunction with the respective club sport's National Governing Body (NGB) requirements. Example of this is the NCBBA for basketball or USCSA for skiing.
2. Students must be in good standing with the college academically, administratively, behaviorally, and financially.
3. Trinity College alumni, faculty, staff, and administrators are not permitted to compete on a club sports team but may be elected as advisors or coaches.
4. Membership to club sports will not be granted nor denied based on race, sex, religion, sexual orientation, ethnic group, or national origin.

ESTABLISHING A NEW CLUB SPORT:

A. How to become a club sport

Restrictions:

1. The Recreation office will only allow 12 competitive club teams per academic year and a total of 20 recognized club sports.
2. Priority will be given to non-varsity represented teams.
3. The following teams will be grandfathered in. Men's and Women's Soccer, Men's & Women's Basketball, Men's and Women's Skiing, Boxing, Equestrian, Rugby.

Procedures:

1. All new Club Sports must go through the Recreation office before seeking approval from S.A.I.L or the SGA.
2. When arriving to the Recreation Office, students must have a written proposal explaining why this club sport should be started, a yearly plan for the club, the goals for the club, and how the club will survive post-graduation or separation.

3. The Club Captain(s) must arrange a meeting with the Recreation Director to discuss the progress and future of the club – there must be a big enough need and desire from student body to create a club.
4. The new club sport must maintain enough active members to legitimately support both practices and contests, as defined by the sport's governing body and/or league rules. Membership should be comprised of students from all four years to ensure future viability.
5. Club Sports are encouraged to find a professional member, faculty, staff, or member of the Trinity College community to act as an advisor. The advisor should have experience and understanding of the club sport to best support the club.
6. If the club sport team is approved, the team will gain "probationary status" for the remainder of the academic year. For this time, the club's athletic facility requests will be honored only after meeting the requests from existing intercollegiate, club, fitness, and intramural sports.
7. During the probationary period, the club sports team may apply for "recognized status" as a student organization for the following academic year following the standard procedure outlined below.

B. How to become a Student Organization

All club sports are considered student organizations and must go through the "official recognition" process to access funding. A recognized organization is allowed to: Charge fees; seek funding or other assistance from the College; request various considerations such as the opportunity to use College facilities & services.

1. To become a recognized student organization, it is necessary to:
 - a. Fulfill the Requirements for Recognition:
<http://commons.trincoll.edu/sga/files/2017/01/Registration-Packet.pdf>
 - b. Gain the approval of the Office of Student Activities, Involvement, & Leadership (S.A.I.L.)
 - c. Gain the approval of the SGA if funds are to be sought from the Student Activities Fee.
2. After submission, contact romulus.perez@trincoll.edu, who can arrange an appointment with you. **SAIL will determine whether your request is complete and conforms to the regulations & requirements of the College.**

C. Student Organization Status

Each organization must have a constitution, which sets forth:

1. The purposes of the organization;
2. Its governing structure (must have at least two leaders acting as the captains of the team)
3. The qualifications and criteria for membership
4. The causes for which membership will be suspended or terminated, as well as procedures to be followed

5. Additional procedures to be followed in the conduct of business, including those having to do with the recruitment and selection of members, and the appointment or election of officers or directors
6. The College's non-discrimination clause.
7. The names, phone, & box numbers of its officers (or those members in charge of its direction)
8. The name, department, and phone number of the organization's faculty or staff advisor
9. A copy of a proposed income and expense budget for the first year of operation including:
 - The sources and the amounts of any funding, which are required to sustain the group's activities;
 - The names and addresses of parent/affiliated organizations to which fees, licenses, rents, and dues are to be paid in the course of the following 12 months, including the amount of the sum to be paid to each;
 - The names and addresses of individuals to whom wages or fees for services are regularly to be paid, the amounts of such wages or fees and the rate (i.e. weekly, monthly, etc.)
10. If the organization is affiliated with, or is a subsidiary of, a larger state/regional/national organization, the College must be provided with *current* copies of the constitution, by-laws, and regulations of the primary organization.
11. Should a club sport propose a limit or restrict the number of its members, it must fully and clearly explain the necessity of that restriction. Several Club Teams will have a roster cap due to funding and for risk management reasons. Specifically, the Trinity College Alpine Ski Team can only hold a 24-member roster consisting of 12 men and 12 women. Other teams may have a roster cap due to their league rules (example: Men's Club Basketball has a 15-member competitive team max).

MAINTAINING RECOGNIZED CLUB SPORT STATUS:

Any team wishing to renew its status as a recognized Club Sport must adhere to the following:

1. Maintain good academic and conduct standing with the College.
2. Meet with the Recreation office to discuss the semester performances, go over budgeting, and plan of action for the following semester.
3. Must follow all College standards, rules, and policies.
4. Maintain sufficient enrollment to permit activity or contest.
5. Submit and keep a current membership roster, filled out at least 2 weeks prior to the first proposed practice date.
 - Once practices and contests begin, no new players will be allowed to join the Club Sport or attend practices/contests unless approval is given from the Club Sports Captain/Recreation Director.
 - Any club that fails to maintain a current roster will be considered inactive and subject to disciplinary procedures up to and possibly suspension.

6. All Club Sports Athletes must sign the following documents (which may be online) and return them to the Recreation office: These forms can be found on The Recreation Website.
 - a. *Roster*
 - b. *Health History*
 - c. *Club Sports Waiver*
 - d. *Concussion and Hazing*
7. All proposed facility needs, including practices and contests must be submitted no later than 2 weeks prior to first scheduled practice.
8. A contest schedule must be submitted no later than 2 weeks prior to the first scheduled practice.
9. Club Sports Captains or representatives must attend scheduled mandatory meetings.

CONDUCT POLICIES:

A. GOOD SPORTSMANSHIP POLICY

Good sportsmanship is an essential aspect for the success of any sport and is required of all participants in recreation activities. Key elements of good sportsmanship are:

- **Show respect for the opponent:** opponents should be greeted and spoken to in an honest, clear, and forthright manner.
- **Show respect for the officials:** good sportsmanship implies the willingness to accept and abide by the decisions of the officials. Human error is inevitable, and contests are inherently full of conflicting views. Understanding this is the basis for participation.
- **Maintain self-control:** games are the testing ground of character and the values of our college.
- **Recognize and appreciate skill in performance, regardless of affiliation:** applause for an opponent's good performance is a demonstration of generosity and perspective that should be held in high regard. This willingness to acknowledge quality of performance in others is at the core of good sportsmanship.

B. ALCOHOL AND DRUG POLICY

Alcohol and/or drug consumption will not be permitted during any Recreation activity. Club Sport athletes will neither drink during practices/contests nor attend practices/contests while intoxicated.

Rules and Regulations:

- No alcohol or illegal drugs are allowed at any team function, including contests and practices.
- No alcohol or illegal drugs are allowed on any van, bus, or other means of team transportation.
- No alcohol or illegal drugs are allowed at any team banquet or break-up party, on or off campus.
- No alcohol or illegal drugs are allowed on team trips, whether classes are in session or out of session.
- No team or individual hazing or initiation activities are permitted.

- No lewd, indecent, abusive, or obscene behavior is permitted on campus or at any athletic contest or team function, including, but not limited to, practices, team meetings, and travel.

C. STUDENT-ATHLETE SOCIAL RESPONSIBILITY POLICY

Overview

Participation in Trinity College's athletic programs is a privilege and not a right. The Trinity College Athletic Department, comprised of coaches, athletic trainers, and administrators, expects students participating in our athletic programs to adhere to high standards of honor and good citizenship and to conduct themselves in a responsible manner that brings credit to themselves and to Trinity College.

Students participating in Trinity's athletic programs are required to adhere to this student-athlete social responsibility policy. The student-athlete social responsibility policy is a supplement to, and not a substitute for, the Student Integrity Contract and all policies, requirements, and directives contained in the *Student Handbook*. All students are required to comply with the *Student Handbook*, and students participating in the College's athletic programs are additionally expected to comply with this student-athlete social responsibility policy. In the event of conflicting provisions, the *Student Handbook* shall prevail.

In addition, all Trinity College students are required to comply with all federal, state, and local laws. Any penalties or sanctions called for or imposed under this student athletic social responsibility policy are in addition to, and not a substitute for, any penalty, sanction, or disciplinary action imposed by the Trinity College administration. The student-athlete social responsibility policy is not written with the specificity of a criminal statute, nor is it intended to cover every instance of potentially prohibited conduct.

Statement Regarding Abuse of Drugs and Alcohol

This student-athlete social responsibility policy was created, in part, to address concerns regarding the use of alcohol and/or illegal drugs by student-athletes. The Trinity College Athletic Department recognizes that problems with alcohol and other illegal drugs are not confined to student-athletes, but they are of special concern because of the high visibility and additional social pressures that athletes often face as representatives of our institution. We believe that the use of non-therapeutic drugs and tobacco and the abuse of alcohol are detrimental to the mental and physical well-being of student-athletes, and, in many instances, illegal. Since the use of drugs and the abuse of alcohol can impair academic and athletic performance, such use is inconsistent with our goal of maximizing the full potential of each student-athlete.

Again, we expect all students participating in our athletic program to always behave responsibly, to pursue the mission of the College and Athletic Department, and to adhere to the rules and regulations set forth by each. One of the central purposes of the student-athlete social responsibility policy is to address issues facing our student-athletes through prevention and education programs. It is our hope that adherence to this policy and participation in this

program will result in an environment in which non-therapeutic drugs are never used, where alcohol is not consumed by under-age student-athletes, and where student-athletes of legal drinking age either do not consume alcohol or do so only in moderation.

In this regard, our goals include:

- educating coaches and athletes about the problems and dangers associated with the use of alcohol and drugs;
- discouraging and prohibiting illicit drug use by all students participating in our athletic programs;
- providing access to education, counseling, and referral services to those student-athletes identified as potentially having drug or alcohol abuse problems;
- encouraging an atmosphere of self-respect in which anti-social behavior, whether resulting from alcohol consumption/drug use or not, is unacceptable; and
- promoting informed, intelligent decision-making on the part of our student-athletes about the use of alcohol and other drugs.

Any student participating in our athletic program who believes that he or she has an alcohol or drug-related problem, or who believes that a friend or teammate may have such a problem, is encouraged to discuss the problem with any department staff member. A coach or athletic trainer who reasonably believes that a student-athlete may have an alcohol- or drug-related problem is expected to address the perceived problem with the student-athlete and is also required to bring such information to the attention of the athletic director. A student perceived as having an alcohol or drug problem may be referred for evaluation or counseling to the Office of Student and Community Life or Counseling Center. A student may independently and confidentially seek the advice of the Health Center, the Counseling Center, or the chaplain. The Trinity College Athletic Department wants student-athletes to seek help before alcohol abuse, drug use, or any health issue becomes a problem requiring disciplinary or other corrective action.

D. HAZING POLICY

Hazing, in all forms, is expressly prohibited by Trinity College. Trinity College, in compliance with Connecticut State Law (Sec. 53-23a.), defines “hazing” as any action which recklessly or intentionally endangers the health or safety of a person for the purpose of initiation, admission into or affiliation with, or as a condition for continued membership in a student organization (including Greek Letter Organizations, athletic teams, club sports, SGA groups, a Capella groups, etc.).

1. The term “hazing” shall include, but not be limited to:

- a) Requiring indecent exposure of the body;
- b) Requiring any activity that would subject the person to extreme mental stress, such as sleep deprivation or extended isolation from social contact
- c) Confinement of the person to unreasonably small, unventilated, unsanitary or unlighted areas
- d) Any assault upon the person; or
- e) Requiring the ingestion of any substance or any other physical activity which could adversely affect the health or safety of the individual. The term shall not include an

action sponsored by an institution of higher education which requires any athletic practice, conditioning, or contest or curricular activity.

2. "Student organization" means a fraternity, sorority, or any other organization organized or operating at an institution of higher education.

- a) No student organization or member of a student organization shall engage in hazing any member or person pledged to be a member of the organization. The implied or express consent of the victim shall not be a defense in any action brought under this section.
- b) A student organization which violates subsection (a) of this section, 1.) shall be subject to a fine of not more than one thousand five hundred dollars and 2.) shall forfeit for a period of not less than one year all rights and privileges of being an organization organized or operating at an institution of higher education.
- c) A member of a student organization who violates subsection (a) of this section shall be subject to a fine of not more than one thousand dollars.
- d) This section shall not in any manner limit or exclude prosecution or punishment for any crime or any civil remedy.

3. Trinity College policies also prohibit the following activities and situations including but are not limited to:

- a) Participation in or creation of situations that cause physical harm or emotional strain, such as causing a member or non-member to be the object of malicious amusement or ridicule.
- b) Forced, required, or implicitly coerced participation in physical activities such as calisthenics exercises or games.
- c) Participation in activities that involve illegal acts such as kidnapping or stealing or acts that violate university policy.
- d) Creation of excessive fatigue or distress through deprivation of privacy, sufficient sleep, or decent and edible meals.
- e) Use of physical brutality or force (including paddling, striking with fists, open hands, or objects).
- f) Forced, required, condoned, or implicitly coerced behavior resulting in lewdness or potential ridicule or bodily harm (such as forced nudity or partial nudity, including coercing an individual to dress in a degrading manner as part of initiation or affiliation).
- g) Forced, required, or implicitly coerced consumption of any food, liquor, drug, or any other substance.
- h) Permitted consumption of excessive amounts of alcohol.
- i) Any other activities that are not consistent with the regulations and policies of Trinity College.

Any person who believes he or she has been hazed, or any person who has witnessed, or who possess information on activities that may violate Trinity College's prohibition on hazing should report the incident(s) to the Dean of Students, Campus Safety, the Silent Whistle website at <http://trincoll.silentwhistle.com>, or by calling 866-934-4567.

E. DISCRIMINATION, HARASSMENT, AND ABUSE POLICY

Overview

Harassment and discrimination are contrary to Trinity College's mission. The College is committed to responding to all reports of harassment, abuse, or discrimination and will use all reasonable means to prevent, confront, and eliminate such behavior. Harassment and discriminatory acts infringe upon a victim's dignity and integrity, often denying or limiting a victim's access to academic life. Harassment and discriminatory acts are among the most egregious in our community and warrant the most serious penalties. Any student who is found to have violated the College's Harassment Policies through intentional and targeted behavior directed at any individual(s), on or off-campus, should expect that the College will impose sanctions, up to and including expulsion from the College. With the consent of the victim(s), the College will report the incident to the police when the alleged action constitutes a hate crime. Further, the College reserves the right to restrict any student who is accused of violating the College's Harassment Policies from all college property and/or events pending the resolution of the complaint.

Maintaining our commitment to a campus climate where harassment and discrimination are not tolerated must be a shared goal. By joining the Trinity College community, students accept that they, too, have an individual responsibility to help create an environment free of harassment. We encourage students to report promptly any behavior that falls short of our communal values, and we expect students to cooperate fully in any college investigation or judicial process regarding harassment allegations. Students should note that the College does not consider ignorance to be a reasonable defense in complaints of harassment and discrimination. As such, all students should familiarize themselves with the particulars of this policy as outlined below. Additionally, while some actions, speech, and forms of expression run contrary to individual beliefs and even our community values, we recognize that many of them are protected by law and are permissible under the principles of academic freedom. We fully expect that those who introduce protected but controversial, provocative, or divisive elements, and those who disagree with them, will make themselves available to civil debate and discussion. The College provides space for provocative and unpopular speech and expression so long as those actions do not violate the law and/or are found to be targeted and intentional actions that violate our harassment policy.

Discrimination

Members of the College community are prohibited from engaging in physical or verbal acts that have the purpose or effect of denying the right to equal access to education or employment based on race, ethnic or national origin, sex, age, disability, religion, sexual orientation, color, gender expression, or gender identity. Discrimination may be found to have occurred when there is evidence of differential treatment, i.e., when an agent or employee of the College, acting in his or her official capacity, treats a student or employee differently based on membership in the aforementioned protected classes without a non-discriminatory reason to do so, with the result that the person is prevented from participating in or gaining the privileges of programs and services of the College. Discrimination may also occur between parties of equal authority, or between students, based on the protected classes.

Discriminatory Harassment

Discriminatory harassment is harassment based on race, ethnic or national origin, sex, age, disability, sexual orientation, color, gender expression, or gender identity. Discriminatory harassment includes conduct specifically directed at an individual or a small group of individuals and expresses hatred or contempt based on stereotyped group characteristics or because of a person's identification with a particular group. Discriminatory harassment also includes any action or speech directed toward members of the aforementioned groups that reasonably can be determined to be threatening in content or is spoken in a manner that suggests violence toward such persons is imminent. Discriminatory harassment may be found to have occurred when harassing conduct is sufficiently severe, pervasive, or persistent that it interferes with or limits a student's or employee's ability to participate in or gain the privileges of programs and services of the College.

General Harassment/Abuse

Harassment includes, but is not limited to, physical or non-physical behavior, such as assault, abuse, stalking, hazing, invasion of privacy, and intimidation. The following definitions provide examples of behavior that will not be tolerated:

- **Assault** is nonconsensual physical contact that places someone in fear or apprehension of immediate harm. Relationship violence may also be categorized as assault.
- **Stalking** refers to a pattern of behavior in which an individual willfully, maliciously, and repeatedly follows another in his/her course of daily activities in such a way that the stalker's actions can reasonably be found to interfere with another person's ability to perform his or her regular duties or cause that person to feel frightened, intimidated, harassed, threatened, or molested.
- **Invasion of privacy** is unauthorized taking and use of facts, information, and/or property not in the public domain that a reasonable person would desire to keep from the public eye.
- **Intimidation** is spoken, written, or physical conduct directed toward an individual or individuals that unreasonably interferes with their full participation in the Trinity College community or that is intended to create or may be reasonably determined to have created a threatening or hostile environment.

SANCTIONS

The Recreation Director reserves the right to suspend or disqualify teams and individuals on site for violating any of the policies stated above (Good Sportsmanship Policy, Alcohol and Drug Policy, Student-Athlete Social Responsibility Policy, Hazing Policy, and Discrimination, Harassment, and Abuse Policy). Violators may also face disciplinary action and be referred to other College Departments (Office of Student and Community Life, Campus Safety) for further disciplinary procedures based on the nature of the indiscretions.

NOTICE: All students participating in Club Sports are expected to have read and understood the policies stated above. Ignorance of the provisions of these policies is not a defense to any charges of violations of these rules and regulations. Any questions regarding any such policies should be directed to the Recreation Director.

FACILITIES

A. Reservation Requests

1. All proposed practices and contests must be submitted in writing using the Facilities Reservation Request Form to the Recreation Office no later than 2 weeks prior to the first proposed event. Failure to submit facility requests within the appropriate time frame may result in the loss of space or an inconvenient time frame.
2. Facility requests are given in the following order:
 - Intercollegiate (Varsity) sports teams
 - Intramural events/games with Recreation
 - The Fitness Program with Recreation
 - Club Sports practices and contests with Recreation
 - Outside organizations or vendors
3. To reserve by semester, club sports captains should note the following time periods:
 - Fall, May-September
 - Winter, May-October
 - Spring, October-December
4. Due to limited space, adjustments to the reservation request may need to be made to accommodate all club sports, intramural sports, and fitness programs. All Recreation programs rely on the same facilities.
5. Captains will need to submit all paperwork and proposed schedules, for both practices and contests, to the Recreation Director for approval. The Director will then notify the captains with any changes for final approval.
6. Facilities Regulations: for the use of Trinity College facilities, club sports teams must adhere to the following:
 - Alcoholic beverages are not allowed on or around any owned or leased Trinity College Athletic Facility.
 - Any damages to either a facility or field must be reported to the Recreation Director immediately.
 - Clubs may not start using athletic fields and facilities until they have a roster submitted to the Recreation Director.
 - Fall sports will not be allowed to use fields beyond the Thanksgiving break in November. Exceptions made for playoffs.
 - Spring sports will not be allowed to use fields before Trinity Days in February. However, the athletic fields are typically not ready for practice or contests until after Spring Break.

B. Scheduling

All club sports schedules should follow their league scheduling requirements. To secure membership in a league or conference, with their associated league or governing body. To secure membership in a league or conference, approval must be given by the Recreation Office. Each club is responsible for their entry forms and league fees. Once a schedule has been established, a copy must be submitted to the Recreation Office for final approval.

1. When planning a competition schedule, Club Sports Teams should consider the following:
 - Academic Calendar
 - Balance between home and away games
 - Distance to the contest
 - The length of the contest (weekend or 1-day event)
 - Travel policies and procedures
 - Reserving facilities and their availability
2. When scheduling home games make sure you check your budget to see if you can afford a home game. Each home game costs about \$300. Balance between home and away games are very important. You must notify the Recreation Office before you confirm a game with another team.
3. If a contest is postponed or canceled, Club Sport Teams must notify the Recreation Office immediately following the decision – at least 48 hours in advance. Exceptions will be made for cancelations and postponements due to inclement weather.
4. If a cancelation is made, the Club Sports Team is responsible for notifying any scheduled medical coverage (trainers, EMT's, or other) and the officials. Exceptions will be made for weather.

RISK MANAGEMENT:

There are many aspects to provide a risk-free environment for our Club Sports which allow for enjoyment, diversion from stress, social opportunities, and fitness. Our goal is to educate students on limiting risk and to provide healthy choices during practices and contests.

A. Emergency Action Plan

- Each competitive contest should have either an EMT or Athletic Trainer present, this person will respond to the emergency if present. The Rugby Club(s) must have either an EMT or Athletic Trainer present according to the NESCAC presidents mandate and league rules.
 - If captains or coaches need help scheduling an EMT or Athletic Trainer they must contact the Recreation office 2 weeks prior to the contest for help.
- If you are a non-competitive team or traveling to a contest, follow these next steps:
 - A. Determine if this is an emergency that you have the appropriate training for.
 - B. If you DO NOT have the appropriate training:
 1. Call 911
 2. Call Campus Safety: 860-297-2222
 3. Call the Recreation Director:
 - Office: 860-297-5102
 - Cell: 518-301-3800
 - C. If this is an emergency that you DO have appropriate training for, provide First Aid.

B. First Aid Requirements

- Club Captains should take a standard First Aid and CPR course with the Health Center or the Recreation office to be knowledgeable in how to handle emergencies and provide appropriate First Aid to other club members and opponents.

C. Prevention

- Each captain must be familiar with and maintain their club sport member roster(s), all club members must be completely registered and approved for practice and contests. Only the club sports members who are on the official roster are approved to compete.
 - Captains must provide the member roster to the Recreation office 2 weeks prior to their first contest and provide consistent updates throughout the semester
- Each participant should carry with them emergency contact information and insurance information in case of emergency.
- Every member should inspect playing areas for safety before practicing or playing a game.
- Trinity College Health Center is available to accommodate the needs of our student club sport athletes. A 24/7 Registered Nurse number is available for self-care advice: 860-297-2018. For more information about After-Hours Care, visit: <https://www.trincoll.edu/health-center/>
- Approved drivers must follow the Travel and Motor Vehicle guidelines. To become an approved driver, club members must fill out the “Approved Drivers Form” and submit this to the Recreation office. Students who wish to drive the 12-Passenger vans must also take the Van Driver Training with a Campus Safety Officer – driving times to be set with the Recreation office.

D. Medical Clearance

- Due to the inherent risks associated with Club Sports, any student interested in joining a team is required to have a pre-participation physical screening and must complete the concussion assessment prior to the first practice. Before any subsequent season, all athletes will complete a medical history form providing updated information to the Trinity College Recreation Department and the Trinity College Health Center.
- Before being approved to participate, athletes must:
 1. Fill out and sign the Assumption of Risk Form, specific to club sports participation
 2. Fill out and sign the Concussion Waiver
 3. Rugby athletes will also need to adhere to the following
 - Take the pre-season impact test
 - Have a physician, athletic trainer, or nurse fill out the required Athletic Medical clearance paperwork
- Once an athlete has completed the medical clearance requirement, she/he will be approved by the Recreation office to participate in practices and contests.

TRAVEL AND TRANSPORTATION POLICIES:

Any travel for your club must be approved by the Recreation office. Captains will need to fill out both a travel itinerary and the travel roster forms to be submitted at least 7 days prior to each contest, event, or trip.

- Drivers: Members must follow the approved driver guidelines in order to drive club members for any club activity.
- Travel Rosters: Must be finalized 2 days before travel and verified the day of.
- Scheduling Vans: Once a travel itinerary is submitted to the Recreation Office, the Recreation Director will help Club Captains obtain access and use of one of the Trinity College 7-passenger or 12-passenger vehicles.
- First Aid Kit: Club sports teams must travel with one of the Recreation Department's First Aid Kits.

BUDGETS:

A. Allocations

Club Sports will receive a yearly allocation from the Student Government Association. The Recreation Office will then allocate the yearly fund to active club sports and will be based on the following:

1. League dues
2. Division dues
3. Membership dues
4. Number of Home vs. Away contests
5. Referee or official fees
6. Athletic trainer or EMT fees
7. Projected equipment needs
8. Travel expenses
9. Facility fees
10. All Club Sports budgets will be due for the following year on April 15th of each spring semester. Any club that does not turn in their yearly budget request may not receive an allocation for the upcoming school year.

B. Finances

- **Off campus bank accounts are strictly prohibited.** Club accounts can be seen by the club officers on Bantam Link which is managed by S.A.I.L. It is possible to keep track of your spending by accessing this site.
- **Processing receipts, getting reimbursed, and paying bills** – Forms for processing money transactions can be found in the Recreation office or with the S.A.I.L. Office.
 - Any request for money should be brought to the Recreation office for approval.
 - Once reviewed by the Recreation office, the Director will approve or deny the request and take the process from there.
 - Processing reimbursements and paying invoices
 1. To process a reimbursement, bring a copy of the receipt for the item along with the bank statement that reflects the charge to the Recreation office before filling out the SGA Financial Request form.

- Paying officials: An invoice and a W-9 form are necessary. Bring the W-9 form to the game field unless your league or association has other arrangements.

C. Fundraising

- Fundraising efforts or soliciting alumni for support should be cleared through the Recreation office. A club that has generated or acquired a list of interested Alumni should contact the Recreation Director to get assistance from Advancement before asking for any donations.
- If your Club Sport needs additional funding, Captains must contact the Recreation office for guidance to come up with an appropriate course of action. Questions to consider are the following:
 - Has your club actively tried to conduct a fundraiser for contests or events?
 - Has your club collected club dues? If so, how much and how were these dues spent?

MARKETING AND ADVERTISING:

- Tabling at Mather: tables for promotion can be reserved through the S.A.I.L. Office
- Publicity flyers can be made with the Recreation Office and S.A.I.L. Office
- Social media accounts through Instagram and Facebook can be utilized by collaborating with student workers
- Student Activities/Involvement Fair- sign-ups take place through the S.A.I.L. Office.

FORMS:

- Health History
- Club Sports Waiver
- Assumption of Risk
- Concussion Policy
- Hazing Policy
- Approved Driver
- W-9
- New Student Organization

IMPORTANT CONTACTS:

Emergency Response

- Campus Safety: 860-297-2222
- Local law enforcement, fire department, and medical services: 911

Non-Emergency Response

- Campus Safety: 860-297-3333
- Facilities: 860-297-2444
- Hartford Hospital: 860-545-5000
- Hartford Police Department: 860-757-4000
- Hartford Fire Department: 860-757-4500

Director of Recreation: Kevin Johnson

Email: Kevin.Johnson@trincoll.edu

Phone: 860-297-5102

Recreation Assistant: Beth King

Email: Beth.King@trincoll.edu

Phone: 860-297-2104



@trinity.recreation



@TrinityCollegeFitness