



Sports Handbook

I. Introduction

Menlo College offers many opportunities for students to participate in a variety of sports at a competitive level. A club sport is an approved student organization that is run by students who have a common interest in a particular activity for competitive, recreational, or instructional purposes. Clubs may compete against other college clubs in both leagues and tournaments and may also be eligible for post-season play.

As a student run organization, members are responsible for the administration and organization of their club activities. The success of a club is dependent on effective leadership and the degree of involvement of its club members. Club Sports are supported by Menlo College Student Government Association (MCSGA), and the Student Affairs Office. Funding comes from student activity fees. MCSGA approves all funding, and it is the Office of Student Affairs that schedules the usage of facilities and aids in the coordination of all transportation.

This handbook contains policies and procedures that should be followed by all club leaders and should serve as a guide for overall management of club sports teams at Menlo College.

II. Club Organization and Membership

a. What is a Club Sport?

A club sport is a registered student organization by Menlo College Student Government Association (MCSGA) that is intended to promote the common interests of a particular sport or activity. Membership is open to all current students regardless of skill level. Eligibility for some clubs may depend on various league or divisional rules by outside organizations. Practices and schedules vary from club to club since all activities are organized and administered by students.

b. Forming a new club sport

People interested in forming a new club sport must become a recognized student organization through MCSGA. Please contact MCSGA for more assistance on the process of becoming a recognized student organization. Once approved as a recognized student organization, the group will become an active club sport and is eligible for funding.

c. Guidelines and requirements

Participation in a club sport is completely voluntary. Club members must recognize and acknowledge that there are inherent risks to participating in a club sport. Each current team members must read and sign a Menlo College Acknowledgement of Risk and Release of Liability form each year before participating in a club sport.

Team captains/club leaders are required to submit the following documentation to the Associate Dean of Student Affairs within 2 weeks of the start of each season:

Team Rosters

Contact information (email, phone) for Team Captains

Acknowledgement of Risk and Release of Liability for each team member

Contest and practice schedules (facility reservations must be pre-established through the Office of Student Affairs)

Insurance Information Sheets for each team member

Requests for transportation as early as possible (See transportation section for further guidance)

End of the season reports are due to the Associate Dean of Student Affairs at the conclusion of each season.

III. Athletics Field and Facilities Use

a. General Policy for Facility Use

Use of the indoor/outdoor athletic facilities are to be pre-approved and scheduled through the Associate Dean of Student Affairs. Please keep in mind that field/gym space is very limited due to intercollegiate sport schedules, Menlo School schedules, and other approved events and activities. Please note that practices and contests may only take place in the space designated. Communication with the Associate Dean of Student Affairs should be regular and consistent.

At the conclusion of each practice session and/or contest, the club is expected to leave the facility ready for the next group. Club equipment should be removed from the site, and the area should be cleaned. Any club who fails to follow these regulations, may lose their status as an approved Club Sport.

b. Scheduling

At the start of each season, the following information should be provided to the Associate Dean of Student Affairs:

Practice Schedule Requests
Game Schedule Requests

Facilities are reserved only when there is no conflict with Physical Education classes, Intercollegiate Sports schedules, and Menlo School schedules. The Associate Dean of Student Affairs will work to find a suitable location for all club sports, but given the demand on facilities, there is no guarantee of availability.

IV. Travel

a. Certification

All drivers of College-owned or rented vehicles must be certified by the Office of Campus Security before operating a vehicle.

b. Vehicle Rentals

Student Organizations must go through the Office of Student Affairs in order to secure a rental vehicle. Rental agencies will not rent to students without authorization from a College official.

When requesting a vehicle rental, please follow these guidelines:

- 1) Requests must be made at least 5 business days before the rental is needed
- 2) Indicate the date and time of vehicle pick up and return
- 3) The destination
- 4) Provide the names of certified drivers and a complete travel roster

c. Personal Vehicle Usage

All students who operate their own vehicles to transport students for club sports events must sign a waiver prior to transporting for any club sport event.

V. Post Season/Tournament

Any team eligible for post-season play or tournaments outside of the regular season, should contact the Associate Dean of Student Affairs' office to discuss funding and support. Requests must be made as far in advance as possible to get approval.

VI. Fundraising

It may be necessary for clubs to raise funds for club sports, particularly for more expensive sports and/or competitions. Before initiating any fundraising activities or events, approval should be granted through the Student Affairs Office. Any major solicitation of donations should be coordinated through the Office of Development to ensure a centralized effort and minimize any duplication of services.