



Yale Club Sports Handbook

Contents

YALE CLUB SPORTS HISTORY	4
YALE CLUB SPORTS DIRECTOR	4
DEFINITION AND PURPOSE OF CLUB SPORTS	5
Recognized Club Sports	5
Club Sports Advisory Board	6
Club Privileges	6
Recognition Entitlement	6
Mail	6
Keys	7
Awards	7
Weight Rooms.....	7
Athletic Facilities	7
Varsity Classification	7
Regulations and Responsibilities	8
Eligibility and Membership	8
New Clubs	8
Forms	9
Requirements and Restrictions.....	9
Tournaments.....	10
Alcohol and Drug Policy	10
Medical and Safety Requirements.....	11
University Admissions	11
Officer Responsibilities	11
Scheduling.....	12
Reporting Auto Accidents	13
Domestic Travel	13
Foreign Travel	14
Posters	15
Sporting Firearms.....	15
Prohibited Sport Activities	16
Hazing.....	16
Policy of Reprimand	16

Concussion Information and Protocol	17
How to Recognize a Concussion:	17
Symptoms of Concussion:.....	17
On-Field / On-Court Management of Suspected Concussion:.....	17
Financial Guidelines	18
Basis for Allocations	18
Financial Responsibility.....	18
University Controlled Funds.....	19
Fund Raising	21
Grants.....	21
Insurance Policies.....	22

YALE CLUB SPORTS HISTORY

The Club Sports program at Yale University was initiated about 70 years ago by Edward C. Migdalski, a national leader and pioneer in the club sports concept. The Athletic Department then recognized only seven “Minor Sports” -- Fishing, Pony Polo, Riflery, Rugby, Sailing, Skiing, and Trap Shooting. Ed’s first accomplishment was to officially change the program name from “Minor Sports” to “Club Sports” for he believed “there is no such thing as a minor sport.” The program has since grown from seven to about 50 clubs, one of the largest in the nation.

Although some club sports are solely recreational, most are highly competitive. National collegiate championships have been won by Basketball, Croquet, Cycling, Fishing, Polo, Rugby, Sailing, Skeet Shooting, and Wrestling. In 1976, Brad Simmons, captain of the Yale Skeet and Trap team, was the first civilian shotgun shooter in 20 years to make the U.S. Olympic Team. Additionally, numerous individual national championships have been won in a variety of club sports. The Yale William Clay Ford Club Sports program has a long, respected, and proud tradition at Ivy League, national, and international levels. We expect that tradition to continue and strengthen. Go Bulldogs!

Tom Migdalski
Director of Club Sports
2022

YALE CLUB SPORTS DIRECTOR

Since 1984, Club Sports have been directed by Tom Migdalski, who increased the program from 18 to 50 clubs during his tenure.

Tom is also director of Yale’s Outdoor Education Center located in East Lyme, CT. He coaches the skeet and trap club and is advisor to the rifle, pistol, and fishing clubs. He was presented the national “Outstanding Service to Collegiate Shooting Sports Award.” Tom holds a Master of Science degree from Southern Connecticut State University in Recreation and College Teaching. Tom’s father, Ed Migdalski, founded Yale Club Sports about 50 years ago.

In addition to these duties, Tom is also the director of undergraduate intramurals. He is a member of the Outdoor Writers Association of America (OWAA), has published numerous articles and photographs in outdoor magazines, and has written three books about outdoor recreational sports.

DEFINITION AND PURPOSE OF CLUB SPORTS

Definition:

Any approved group of Yale undergraduate students, voluntarily organized by students to pursue a common athletic, recreational sport under Yale University and requesting monetary support and/or use of the University's athletic facilities and/or Yale name. A club sport must have the potential and ability to compete in a physical activity; however, competition is not mandatory.

Purpose:

- A. To fill the need for uniquely structured physical sport activities that may be competitive, recreational, or instructional in nature but not necessarily offered by other varsity, intramural, or recreational programs.
- B. To provide a valuable learning experience through student involvement in fundraising, public relations, organization, administration, budgeting, leadership, teaching, coaching, and scheduling in addition to athletic skill in a particular sport.

Recognized Club Sports

The following clubs have been active in recent years:

Archery	Lacrosse (M)	Squash (co-ed)
Badminton	Lacrosse (W)	Swimming
Ballroom Dance	Mixed Martial Arts	Table Tennis
Baseball (M)	Polo	Tae Kwon Do
Basketball (M)	Powerlifting	Tennis (M)
Basketball (W)	Roundnet	Tennis (W)
Cricket	Rugby (M)	Triathlon
Cycling	Rugby (W)	Ultimate (M)
Equestrian	Running	Ultimate (W)
Figure Skating	Skeet & Trap	Volleyball (M)
Fishing	Skiing (Alpine)	Volleyball (W)
Golf	Skiing (Nordic)	Water Polo (M)
Ice Hockey	Soccer MC1	Water Polo (W)
Indoor Climbing	Soccer MC2	Wrestling
Jump Rope	Soccer WC1	Wushu
Kendo	Soccer WC2	

Club Sports Advisory Board

1. The Club Sports Advisory Board (CSAB) consists of six to 10 club representatives, a student chairperson, and the Club Sports Director.
2. The CSAB meets during the fall each academic year. Other meetings are held as needed on an ad hoc basis.
3. Functions:
 - a. To review and distribute the annual club sport budget monies.
 - b. To function as a support and advisory committee to the Club Sports Director.

Club Privileges

Recognition Entitlement

1. Use of the “Yale” name for all associated club activities except outside bank accounts.
2. Access to, or use of, athletic facilities. Recognition as a club does not mean priority of facility use over other athletic or recreational programs, nor does it guarantee the availability of a facility.
3. Partial financial support.
4. Assistance with club functions through the Club Sports and other associated Athletic Department support offices; service is available from the end of August to the end of final exams in the Spring. The Club Sports office does not function in the summer.
5. Participation in the “First-Year Student Organizations Bazaar,” usually held in Payne Whitney Gym, serves as a means for clubs to promote and advertise.
6. Club Sports that are officially recognized by the Athletic Department are typically granted various privileges, including permission to use the Yale name, to gain access to certain athletic facilities, and to receive partial financial and administrative support. Such groups, therefore, are not eligible to receive the similar privileges conferred upon registered undergraduate organizations or student activities offices.

Mail

- a. Club mailboxes are in the Club Sports Office, Room 521, PWG.
- b. Mailboxes must be checked regularly.
- c. All club correspondence may be addressed to:
 - Club Name
 - Club Sports Office
 - P.O. Box 208216
 - New Haven, CT 06520-8216
- d. Club sport related packages may be mailed to:
 - Club Name
 - Club Sports Office
 - Yale Athletics
 - 20 Tower Parkway
 - New Haven, CT 06511

Keys

1. Keys for athletic facilities must be signed out by club captains through the Facilities office, Room 11, RTH or a 5th-floor PWG office.
2. Keys for equipment, rooms, or closets in PWG must be signed out at the 1st-floor lobby desk. A student's ID must be left at the lobby desk until the key is returned.

Awards

1. An Athletic Department "Club Sports Award" has not been approved.
2. A club may give its own awards, but "Y" letters must be at least 33% smaller than a Varsity "Y" Award. Criteria for receiving such an award must be on file in the Club Sports office.

Weight Rooms

1. A well-equipped Fitness Center is located on the 4th floor of the gym for all student club members' use. The Varsity Weight Room is not available for club sport athletes.

Athletic Facilities

1. The athletic playing fields, pool, PWG rooms, Lanman Center, and JLA amphitheater are sometimes available for club use. A completed facility request form is needed. The Athletic Department will cancel club sport reservations for unforeseen varsity needs or for breach of a club's contract. See *Tournaments* section.
2. Weather conditions may force the postponement or cancellation of club practices or matches.
3. The Club Sports Office does not provide field space, gym space or pool time for club sport activities in the summer. Club Sports are supported during the academic year only.
4. An *Event Management Plan* is required for all tournaments held at Yale facilities.

Varsity Classification

1. A club may potentially become varsity after the consideration of the following criteria:
 - a. History of a deep interest in the sport from the Yale community, particularly among undergraduate students.
 - b. Existence of adequate competition within the Ivy League and the region.
 - c. Evidence that Yale will have an opportunity to perform well in the sport, whether in the Ivy League, regionally, or nationally.
 - d. Evidence that the sport can provide (to some extent) the resources it needs without draining support from other ventures.
 - e. Existence of a venue for competition, appropriate facilities, and/or the monies to construct them.
 - f. Funds to hire and pay a full-time varsity coach and an assistant coach.
 - g. Finances for equipment, team travel, and other expenses required to operate the program and sponsor competitions.
 - h. Careful consideration of the effect on gender equity of the addition of the new varsity sport in light of the University's commitment to providing equal opportunities for men and women in varsity athletics.

- i. Ability to compete at the highest level without a need for new emphasis on athletic distinction in undergraduate admissions.
2. This list does not fully define the requirements for ascension to the varsity level; rather, it serves to demonstrate the fact that becoming a varsity sport is not a simple process.
3. If a club decides to attempt to become a varsity sport, it will always be challenged to demonstrate that it will strengthen the network of opportunity that the University already offers. The University is not currently accepting new varsity sports.

Regulations and Responsibilities

Eligibility and Membership

1. Club sport participation is limited to fulltime Yale students only.
2. Club Sports are an undergraduate Athletic Department program; therefore, the ratio of undergraduate to graduate students must be 3:1 or greater. Faculty or staff may only participate as advisors or volunteer coaches; a pass into the gym for coaching purposes is available through the Club Sports Office for those who qualify. Faculty or staff may not be club officers or be permitted to vote in any club function unless as a tiebreaker.
3. Competition eligibility will be governed by a club's league, association, or organization. The Club Sport program does not require a minimum grade point average or athletic skill level for participation; however, clubs have the option of conducting trials/tryouts for determining a competitive, funded, or traveling squad. All team members must be currently enrolled fulltime Yale students. No exceptions.
4. The Club Sports office reserves the right to limit the size of club membership and active seasons as determined by safe, available playing space, funding, or time.
5. The Club Sports office reserves the right to revoke any or all of a club's or individual's club sport privileges on the basis of unacceptable conduct, action, or membership.
6. Students on probation may not represent the University in any athletic event as in accordance with Yale Undergraduate Guidelines.
7. The anti-discrimination policy of the Yale Club Sports program is to provide equal opportunity for all students to achieve their maximum personal and recreational experience in sport regardless of race, color, age, creed, religion, sexual orientation, gender identity or expression, ancestry, national origin, or disability. Any club sport violating this zero-tolerance policy will be disciplined or disbanded.

New Clubs

1. Any undergraduate student, or group of undergraduate students, may petition the Club Sports Director and the Director of Campus Recreation for new club recognition. Factors determining acceptance will include, but are not limited to, the following:
 - a. Need for the activity and amount of interest
 - b. Projected funding requirements
 - c. Available playing space
 - d. Conformity to the definition and ideals of a Club Sport at Yale
 - e. Yale's insurance requirements
 - f. Ivy League policies or trends
 - g. Conformity to safe, non-violent play

- h. Regional competition available
2. All new clubs are on probation during their first year; they cannot be significantly funded and may be canceled at any time, for any reason, by the school or Club Sports Director.

Forms

1. All clubs must register each year by using the application forms in the Club Sports office. Clubs must have a written constitution/bylaws on file. Some items to be included in constitution and bylaws (please ask the Club Sports office for the constitution template):
 - a. Statement of purpose
 - b. Membership requirements and dues
 - c. Procedure for maintaining continuity
 - d. Officers and their duties and responsibilities
2. Forms due by October 1 of each year:
 - a. Registration application
 - b. Facility request
 - c. Season schedule, practice location(s), and practice schedule
 - d. Roster with full names, *no nicknames please*
 - e. Proposed budget for CSAB – due date may vary
 - f. Waiver and Code of Conduct signed by each club participant
3. Forms due by May 1 of each year:
 - a. Annual report
 - b. Name, phone number, and email for the following year's captain
 - c. A list of full names for graduating seniors, *no nicknames please*
4. Other forms and where to find them
 - a. <https://sportsandrecreation.yale.edu/club-sports-ims/club-sports/club-sports-forms>
 - b. Travel form -webform (must be submitted 2 weeks/10 days prior to travel)
 - c. Club sport driver's form (webform) required prior to travel for all drivers
 - d. Accident report (submitted the first business day after an accident)
 - e. Match results (within 3 days of the competition).
 - f. **All reimbursement requests and invoices are due by April 15th**
5. All forms must be completed by the set deadline, or a \$50 fee will be deducted from the delinquent club's budget.

Requirements and Restrictions

1. A club must maintain all University standards, rules, and policies.
 - a. Among these standards, rules, and policies is the rule that all profanity is prohibited at club sports events, from both spectators and participants.
2. A club must maintain sufficient enrollment to permit activity or competition.
3. Elected officers must be maintained per the club's constitution.
4. One member from each club must attend all club sport meetings, preferably the captain or president.
5. Every club sport should have a faculty/staff advisor or coach who is registered with the Club Sport office. Club advisors will approve the club's travel schedule, practice schedule, and related club activities throughout the year.
6. A club may not be connected with any advertising medium that makes mention of Yale University without permission of both the Club Sports and University Legal Offices.

7. All clubs using university-owned equipment must keep an inventory list on file in the Club Sports office. A storage closet is available in the gym for club use.
8. No cars may be driven onto any athletic fields; otherwise, that club will lose field privileges.
9. Signed waivers and code of conduct must be signed by all club participants.
10. Club captains must signoff on the top regulations & policies list emailed annually.
11. All Clubs using the PWG must immediately evacuate the building via stairway in the event of a fire alarm. Do not use elevators.
12. Yale assumes no obligation to host or house any visiting team students due to perceived club needs or tradition.
13. Any tape used on a gymnasium floor to mark courts must be designed for that purpose and must be removable without residue. Any expenses incurred to remove sticky tape residue will be charged to the responsible club. This requires gym director's approval.
14. Clubs not registering with the Club Sport office by 10/15 of an academic year will be considered "on probation" for that year. Such clubs will lose their official club sport affiliation if they fail to register with the Club Sport Office by 10/15 of the following year. Loss of status will require a club to re-apply for club sport recognition before it can compete as an official Yale club sport.
15. The University's merchandise agreement is exclusive and prohibits other groups from selling memorabilia at any event on Yale's campus and/or property.
16. All logos and apparel labeling must first be approved by the Club Sports Director.

Tournaments

1. The Yale team is responsible for both crowd control and behavior of the visiting team(s) as well as directing parking for their team and their visitors.
2. Clubs are responsible for field/room clean-up after matches/tournaments.
3. For all tournaments with three or more teams, or events with over 50 spectators, clubs are required to hire an event manager, certified first-aid attendant/EMS, and clean-up personnel in accordance with the Athletic Department policy. Outside organizations that host a club tournament on Yale premises will be charged the standard rental fee.
4. All Yale-sponsored tournaments, matches, scrimmages, and practices must be restricted to collegiate participants only.
5. A club must develop a contest management plan with the Club Sports office to host any tournaments or championship event with three or more teams. The plan will detail times, dates, location, lodging, list of teams invited, alcohol control policy, safety considerations, crowd control, etc. It must be received at least two weeks in advance. A complete template list of procedures is available from the Club Sports office.
6. Clubs are limited to one major tournament per semester, if facilities are available.
7. Club Sports are not considered official Ivy League sports. Sports that are not official Ivy sports are not permitted to call a championship event "The Ivy League Championship." Please use another title, for example, "Ivy Classic."

Alcohol and Drug Policy

1. The consumption, use or possession of alcohol or drugs while traveling or during any club sport activity or function is strictly forbidden, including social events.

Medical and Safety Requirements

1. The University strongly recommends that each participant receive a medical exam prior to club sport physical activity, particularly for physically demanding or contact sports.
2. The University does not provide medical coverage for varsity or club athletes; all athletes are strongly encouraged to accept the Yale Health Plan membership.
3. Recent hospitalizations, surgery, chronic illness, debilitating conditions or other medical history that precludes athletic participation makes an individual ineligible for club participation until medical clearance is received from the University Health Services and is on file in the Club Sports office.
4. Club presidents must submit injury report forms to the Club Sports Office within 24 hours of any injuries requiring first-aid or medical attention that occurred while participating in any aspect of a club sports activity.
5. The Varsity Athletic Training Staff (203-432-2467), located on the 1st floor, PWG and the Lapham Field House, may be called upon for (only) major injuries or serious trauma, if available. All other injuries should be treated at Health Services at 203-432-0123.
6. For injury or trauma requiring transportation to Health Services, call Campus Police at 203-432-4400 or an ambulance. Students should **NOT** transport severely injured individuals in their vehicle.
7. EMT's are required for home Basketball (m's), Equestrian, Gymnastics, Ice Hockey, Martial Arts, Pony Polo, Rugby, Soccer, Ultimate, and Wrestling contests.
8. Certified lifeguards are required for all water polo (m & w) practices and matches, as well as any other aquatic club sport, such as triathlon, synchro, and swimming.
9. A trained and certified coach must be present to oversee any target shooting activity.
10. First-aid kits must be kept at all remote club sports sites including the Outdoor Education Center (skeet and trap range, fishing club pond), Armory (Rifle Range, Equestrian Center) or during any remote activity such as mountain biking or mountaineering. A cell phone is also required in these situations and locations.
11. All clubs hosting a tournament must provide ice bags for competitors.
12. See section on Concussions farther below.

University Admissions

1. There is no admissions distinction provided to an applicant who has interest or ability in a particular club sport.
2. A letter of recommendation regarding an applicant with interest or ability in a particular club sport may be submitted to the Admissions Office. It will then be added to the applicant's file via his/her social security number.
3. Applicants interested or talented in a sport will be referred to that club via their club sport mailbox or e-mail. It is the duty of each club to provide detailed information about its activities to inquiring individuals.

Officer Responsibilities

1. Captain, President, and Treasurer:
 - a. Serves as liaison between the club and the Club Sports office.
 - b. Ensures compliance with the regulations and guidelines.
 - c. Attends, or assigns someone to attend, club sports meetings.

- d. Ascertains that the club's financial commitments are met.
 - e. Maintains a current budget balance.
 - f. Submits all forms, scores, and reports on time.
 - g. Completes and submits accident reports.
 - h. Is responsible for rental vehicles and their legal and safe use.
 - i. Keeps the club advisor or coach apprised of all club activities.
 - j. Conducts safe practice sessions during a coach's absence.
 - k. Checks the club mailbox and e-mail regularly.
 - l. Transacts all financial matters with the Club Sport office, including reimbursements.
 - m. Ensures that all drivers have taken Yale's Driver Awareness Training Course.
 - n. Ensures that all travel policies are adhered to.
 - o. Follows all other guidelines set forth in this Handbook and in the annual Club Sports office emailed list of top regulations and policies.
2. Advisor or Coach:
- a. Attends club meetings.
 - b. Assists clubs in decisions, scheduling, and budgets.
 - c. Attends and supports home games and matches, as personal time allows.
 - d. Informs others at the University of the Club Sports Program.
 - e. Works with the club president or captain.
 - f. Is aware of all club activities.
 - g. Is aware of the club's traveling schedule and away contacts.
 - h. Attends practices, at least occasionally.
 - i. Serves as a source of information.
 - j. Accompanies the team if traveling abroad.
 - k. Enforces all Club Sport and University policies.
 - l. Acts in a mature and responsible manner.
 - m. Checks all club travel plans and enforces all school policies.
 - n. A background check is required of all coaches before interacting with a club.

Scheduling

- 1. All clubs are responsible for their own competitive schedules.
 - a. There should be approximately the same number of home and away games.
 - b. Contests and events are not to be scheduled during exam periods or during Yale home football games (outdoor sports only).
 - c. Opponents must be from two or four-year colleges only.
 - d. A Facility Request form must be used to apply for all home matches. A copy of the document must be on file in the Club Sports office.
 - e. Opponents must be notified of any changes as soon as possible.
 - f. Qualified officials, athletic trainers or EMT's (where appropriate or required), timers, and scoreboards should be arranged well in advance of an event.
 - g. It is a club's responsibility to contact the Club Sports office, EMT(s), and Event Supervisor(s) any time there is a change (cancellation, start time, # of teams, etc.) to an original game request. Clubs are obligated to give as much advance notice as possible in the event of any change. Any club that fails to do so will be charged

\$100.00 to cover EMTs and will be forced to pay the Event Supervisors(s) for an hour's worth of work.

- h. No dining hall credits are issued to any club or athlete when meals are missed due to club contests.
 - i. Club sports do not receive any athletic pardon for missing academic commitments due contests or other club commitments.
2. A match schedule must be submitted to the Club Sports office as it becomes available.
 3. Facility availability and approval must be determined well in advance of scheduling any home matches or tournaments. See Tournaments
 4. Yale reserves the right to change or cancel any home match due to varsity team activities (check match schedules), maintenance problems, club probation, weather, or any other unforeseen occurrences.

Reporting Auto Accidents

1. In case of auto accident, notify the Club Sports and Insurance Offices at Yale within 24 hours. You must provide the following:
 - a. A police accident report.
 - b. Estimate of the damage to the vehicle; if a police officer is not available, you will need the date and time of accident, place, type of vehicles involved, any injuries, names of drivers and occupants in all vehicles, and a report of how the accident occurred. Send a report to Yale Insurance Office, 55 Whitney Ave, New Haven, CT, Phone number 432-5432 or e-mail the report to risk.management@yale.edu.
 - c. There is a \$500-\$1000 deductible for all accidents involving rented vehicles.
 - d. In the event of an accident in a privately owned vehicle the owner's insurance will be primary. The University will assume no responsibility for any claims of physical damage to privately owned vehicles, i.e., for loss from fire, theft, collision, etc. See Yale Policy 1705 for details.

Domestic Travel

1. Each club is responsible for making its own travel arrangements, including transportation, lodging, match scheduling and meals.
2. All travel must be approved by each club's advisor and the Club Sports office.
3. A Travel Webform for every away match or event must be submitted two weeks to 10 days ahead of travel. Approval will be granted by the Club Sport Director, and you will be notified via e-mail with notes. This is extremely important in the event of an accident, emergency, and for insurance purposes.
4. If a vehicle is rented from an outside agency, it is essential that the terms and conditions of the rental contracts are followed, particularly regarding age restrictions and licensing of the drivers.
5. All drivers of privately-owned vehicles must have insurance coverage, including minimum medical and liability as required by law. All drivers must have submitted the Club Sport Driver's Form. All drivers must have taken the Yale Driver's Awareness Class. See *Forms* on the website for a link.
6. Club presidents must submit accident report forms to the Club Sports Office on the first business day after an accident occurs.

7. **Air Travel** -- for national or international events. Tickets can be purchased through the Yale Travel, phone 203-764-9200. If your club uses a travel agency other than Yale's reimbursement cannot be made until after the travel occurs and all ticket stubs have been submitted to the Club Sports office. All air travel must be reviewed and approved by the Athletic Department and Risk Management office. Apply via online webform.
8. **Long distance driving** -- Student drivers traveling over 100 miles must rotate drivers every two hours and have one other "awake" individual in the front seat. No driving "through the night" is permitted; lodging plans must be on file in the Club Sports Office via the travel form. All persons driving for a Yale Club Sport-related event must have taken the Yale Driver's Awareness course. See Coach Bus requirements.
9. Club sports **MUST** always receive permission **BEFORE** making travel arrangements, especially for out of region and/or airline travel.
10. **Bad weather** -- In case of inclement weather advisories, all away matches must be postponed or canceled.
11. All drivers must take the Yale Driver Awareness Training Course prior to travel and have a valid U.S. or Canadian driver's license and a clean driving record.
12. **Travel Kits** -- Emergency travel/roadside safety kits are available from the club sport office or obtain your own.
13. **15-Passenger Vans** -- The University does **NOT** allow club travel via 15-passenger vans due to a high incidence of rollover and other accidents.
14. **Coach Bus Travel** -- A limited number of coach buses are available from the Club Sports office for clubs travelling over 200 miles one-way and/or for four hours one-way. Eligible clubs must have 15 or more people travelling, and the bus driver must sign-off on the number of students on the bus. If funding for buses is no longer available, you must still travel by coach bus and pay for it yourself or not travel that distance. Cancellation charges will be the responsibility of the club. Coach bus travel is required for all long-distance and large team travel. This is especially true for any out-of-state contests. Please check with the Club Sports office (with your online bus travel request) to see if club's travel qualifies.
15. Clubs must follow all current travel guidelines.
16. If a parent wishes to provide transportation for a child's club team, the parent assumes all risk/liability associated with said transport. Club Sport Driver's Form required. Waiver from Risk Management will be required

Foreign Travel

1. The University will not financially support requests for foreign travel from any club group. However, if you fund the trip strictly with personal monies (i.e., no "Yale controlled" monies used), the University will consider a petition for foreign travel.
2. Clubs must petition the Club Sports office in writing via the online webform. The Club Sports Director will review and forward the request with a recommendation to the Director of Campus Recreation, who will then forward it to the Deputy Director and then onto the Provost's Office and the Office of Risk Management for final approvals. The petition must include:
 - a. Purpose and destination(s) of trip.
 - b. Departure and return dates.
 - c. Method of funding.

- d. Roster and everyone's emergency contact numbers.
 - e. Schedule of events.
 - f. Expenses.
 - g. Dates and locations of all overnights.
 - h. Foreign contact persons and phone numbers.
3. Two months advance notice is required, which allows for vetting of all involved parties.
 4. Yale assumes no obligation to return the invitation or host any foreign school or organization.
 5. An "adult" faculty advisor or coach is required during foreign travel, that person must submit to and pass a university background check.
 6. Yale reserves the right to cancel any foreign travel for political or safety concerns.
 7. Foreign travel may be restricted to once every four years.
 8. International SOS (formerly United Health Care Global): Yale no longer uses United Health Care Global. We switched to "International SOS" in 2019, and the coverage differs from the UHCG coverage. <https://world-toolkit.yale.edu/resources-topic/travel>. The information on ISOS is located on the toolkit.
 9. Health Insurance: Each participant needs to make sure they know to what extent their own group health will cover them while on this trip.
 10. Yale's international travel guidelines/toolkit - The club leadership and the individual participants should consult the International Toolkit for travel preparation instructions. <http://world-toolkit.yale.edu/resources-topic/travel>
 11. **No-alcohol policy** - A no-alcohol policy is in place for all foreign travel at all times.
 12. Any marketing, labeling, and branding proposals need to be reviewed and approved by the Yale Trademark and Licensing Office well in advance of a trip.

Posters

1. No postering is allowed in or around Payne Whitney Gym; all other on-campus posters must adhere to Yale College regulations found here: <http://catalog.yale.edu/undergraduate-regulations/regulations/activities-events/>

Sporting Firearms

1. All students must comply fully with the Undergraduate Regulations of Yale College regarding the possession and use of firearms. Graduate and professional school students participating in club sports involving sporting firearms must adhere to the relevant protocols established in their schools as well as to the regulations and responsibilities set forth in this Handbook.
2. No target firearms, ammunition, or gun powder may be stored on campus, in areas surrounding the campus, or in off-campus housing.
3. Any personal firearms owned by, or in the possession of all undergraduate, graduate, or professional school students participating in club sports involving sporting firearms, must be stored at the Outdoor Education Center in East Lyme, CT, or at the New Haven rifle & pistol range training site. Serial numbers of all stored firearms must be kept on record.
4. Firearms in transport either to or from the shooting facilities must be stored in a locked case within the coach's vehicle. Any ammunition must be separately stored within the vehicle.
5. Students must report immediately the theft of any firearms to both the Yale Police and to the Director of Club Sports.

6. Yale does not provide liability coverage for any personal firearms. Students may purchase a comprehensive insurance policy to protect their personal belongings including firearms. For further detail please contact the Yale Office of Risk Management, or see, www.yale.edu/finance/controller/riskman/.
7. All participants in club sports involving the use of sporting firearms must complete an “Assumption of Risk and Waiver” on an annual basis prior to participation.
8. Factory loaded ammunition only is allowed at the shooting facilities. No reloaded/handloaded bullets or shotgun shells may be used at any time.
9. All Yale-owned firearms must remain in the care and custody of the director or coach of the shooting clubs. Participants may not borrow University-owned firearms for practices and/or matches unless the firearms remain in the care and custody of the shooting club directors. No loans of university-owned firearms will be made to students during recess periods or at any other time.
10. Shooting clubs must maintain a current firearm inventory (with serial numbers) in the Club Sport office.

Prohibited Sport Activities

1. Yale Athletic and Insurance Department policies prohibit boxing, hang gliding, bungee jumping, rodeo, violent martial arts (kicking and punching to the head), sky diving, and other similar activities due to the degree of risk of serious concussion, injury, or death. The University will not accept new club proposals for these or similarly risky sports.
2. Esports will not be considered as a recognized club sport in the Athletic Department. An unrelated Esports club exists at Yale.

Hazing

1. Hazing in any form is not acceptable. Hazing includes, but is not limited to, the following: requiring or encouraging a member to consume alcohol or drugs; forcing or coercing a member to eat or drink foreign or unusual substances or having those substances applied to the body; degrading or humiliating games or activities; kidnapping; cruel or unusual psychological treatment; requiring a member to carry heavy or strange objects; any activity which is illegal, perverse, publicly indecent, contrary to morals and/or beliefs; public profanity, indecent or lewd conduct, or sexual gestures. For a more complete definition of hazing, please contact the university.
2. Any club that hazes will immediately lose its club sport status, facility, and funding.

Policy of Reprimand

1. First-time minor infractions of Club Sport or University policies, regulations, or guidelines will result in a warning and \$100 fine.
2. Second-time or more serious offenses will result in probation, which may include suspension of funds, facilities, club status and \$200 fine.
3. Any damages resulting from improper club action will be paid for by the responsible club or individual.
4. Any club that violates its probation will immediately lose its club sport status and funding.

Concussion Information and Protocol

How to Recognize a Concussion:

1. If any of the following signs or symptoms are present following an injury, fall, collision or blow to the head, the club-sport participant should be suspected of having a concussion and immediately removed from practice, competition, or training:
 - a. Dazed, blank or vacant look.
 - b. Lying motionless on ground/slow to get up.
 - c. Unsteady on feet/balance problems or falling over/incoordination.
 - d. Loss of consciousness or responsiveness.
 - e. Confused/not aware of plays or events.
 - f. Grabbing/clutching of head.
 - g. Seizure (spells).
 - h. More emotional/irritable than normal for that person.

Symptoms of Concussion:

1. Presence of any one or more of the following signs and symptoms may suggest a concussion:
 - a. Headache
 - b. Dizziness
 - c. Mental clouding, confusion, or feeling slowed down
 - d. Visual problems
 - e. Nausea or vomiting
 - f. Fatigue
 - g. Drowsiness/feeling “in a fog” / difficulty concentrating
 - h. “Pressure in head”
 - i. Sensitivity to light or noise

On-Field / On-Court Management of Suspected Concussion:

1. Any club-sport athlete with a suspected concussion should be **IMMEDIATELY REMOVED FROM PLAY** using appropriate emergency management procedures.
2. Once safely removed from play, the injured player must not return to activity until he/she is assessed medically.
3. If a neck injury/severe neck pain is suspected/reported, the player should only be moved by trained emergency healthcare professionals.
4. Teammates, medical personnel, event supervisors, coaches or match officials who suspect a player may have concussion **MUST** do their best to ensure that the player is removed from the field/court/pool in a safe manner and prevented from returning to play until evaluated by a doctor.
5. Additionally, the injured person should not be left alone in the first 24 hours and should not drive a motor vehicle until provided with medical or healthcare professional clearance.
6. If **ANY** of the following are subsequently/later reported by a participant, that player should be transported for urgent medical assessment:
 - a. Severe neck pain

- b. Deteriorating consciousness (more drowsy)
 - c. Increasing confusion or irritability
 - d. Severe or increasing headache
 - e. Repeated vomiting
 - f. Unusual behavior change
 - g. Seizure (spells)
 - h. Double/blurred vision
 - i. Weakness or tingling/burning in arms or legs
7. In all cases of suspected concussion, the player must seek or be referred to a medical or healthcare professional for diagnosis and guidance, even if the symptoms disappear. Before restarting activity, the player must be symptom free and cleared for participation by a medical healthcare provider. Treatment for a concussion may include rest, avoiding all strenuous physical activity, and avoiding excessive brain and eye use, including reading, doing homework, watching TV/videos, playing video games, etc.

Financial Guidelines

Basis for Allocations

1. Total amount of funding allocated to the Club Sports program.
2. Past funding history of the club.
3. Number of continuous functioning years of the club.
4. Relative expense of the sport.
5. Need or extenuating circumstances.
6. Nature and frequency of club activity.
7. Club size.
8. Tentative schedule.
9. Fund raising activities.
10. Club dues.
11. Conformity to Club Sport policies and procedures.
12. Conformity to University standards and regulations.
13. Availability of gift or association accounts.

Financial Responsibility

1. All clubs not on probation are eligible for partial University funding.
2. Club status does not automatically guarantee University funding.
3. Every club must be self-sustaining by staying within its financial means.
4. The University assumes no responsibility for a club's debt or any other financial obligations.
5. Clubs may utilize the University's tax-exempt status for equipment purchases with prior permission of the Club Sports Director or Athletic Department Finance Office.
6. Clubs may not act in any way that might jeopardize the tax-exempt status of Yale University. Clubs should therefore seek advice or permission from the Club Sports Office or other appropriate University offices before undertaking activities such as selling, advertising, promoting, fund raising or banking with any outside organization or interest.

7. University allocated funds do not carry over annually. After May 1, any unused funds will be returned to the Athletics Department.
8. Donations to a club must be deposited through the Club Sports office for the donor to receive a tax deduction. These monies are deposited into the club's account and do carry over annually.
9. Clubs are responsible for keeping a comprehensive set of all financial transactions and account balances. This record must be presented to the Club Sports office for verification each time monies are used.
10. Clubs may keep outside checking or bank accounts, primarily used for membership dues and other petty cash. No restrictions are placed on the expenditures of such accounts except that they may not be used to purchase alcohol. The word "Yale" may NOT be used in connection with these accounts; however, the word "University" is permissible. Deposits or donations made to said accounts are not service-charge free or tax-deductible. An individual's social security number will likely be needed to open such accounts.
11. All University and gift account expenditures must adhere to certain guidelines.
12. Clubs should raise funds at least equal to the amount allocated to them by the Department of Athletics.
13. No club may enter into a contract requiring the expenditure of more than \$10.00 without the permission of the Club Sports office.
14. Clubs may NOT use University budget charging numbers on their own accord.
15. No personal checks may be written for club purchases after April 15.

University Controlled Funds

1. **Expenditure Methods** – Club Treasurer* will complete a Reimbursement Form and hand in all original receipts and/or invoice. (**Club Treasurer must be on student payroll.*) This form collects their name and other information regarding the treasurer as well as the reason for the expense (where, when, why) and amount of expense and/or purchasing information. Receipts may not be older than 3 months. Forms are in the Club Sports Office. **All expenses must be turned in by April 15th.** Upon receipt, the **Club Sports Office** will process:
 - a. Expense Report -- A check will be mailed to student's Yale address or funds will be placed in an existing direct deposit account. Two to three weeks are required for processing.
 - b. Invoice -- An invoice or bill may be submitted directly with a written explanation of the nature of the expense. A check will then be sent from the University to the vendor. A signed dated W-9 from vendor is required for processing. Two to three weeks required for processing.
 - c. Spend Authorization (formerly an Advance Request) – Only used for amounts up to \$1000. Funds received in advance of travel to avoid temporarily paying out personal cash. A minimum of five business days is needed to secure an advance. Money must be picked up in person at 2 Whitney Ave with a valid Yale I.D. between 8:30 AM and 4:00 PM M-F. Unused money, in the form of a check made payable to Yale University, and/or receipts, must be returned within three business days after travel. **Spend Authorization funds may not be used to purchase equipment/merchandise or for air travel.**
 - d. Vehicle rental – see Domestic Travel

2. Acceptable Expenditures

- a. Annual dues for league membership. Submit original invoice to the Club Sports office.
- b. Referees and Trainers: Clubs are NOT to pay referees, trainers, or security attendants directly. Submit name, address, contact info & signed W-9 to the Club Sports office. Clubs must negotiate fees prior to the contest. Signed/dated W-9 required for payment processing.
- c. Entry fees to tournaments or events.
- d. Postage.
- e. Telephone expenses for club business.
- f. Travel -- vehicle rental, gasoline for rental cars, tolls, and mileage for personal cars. (Check with Club Sports Office for current mileage rates.)
- g. 50% of the cost of uniforms, including team jackets.
- h. Equipment -- if stored and retained by Yale for club use.
- i. Repairs of University-owned equipment.
- j. Lodging.
- k. Expendables.
- l. Trophies and awards.
- m. A volunteer coaches' expenses, due to a club activity, will be paid from non-GA accounts only.
- n. A food allocation may be used from gift accounts only, and will be reimbursed in accordance with current University rates.
- o. Coach bus travel.

3. Non-acceptable Expenditures

- a. Airfare for local or non-national-level competition.
- b. Cash payment to referees, trainers, attendants, EMTs, or any other entity that does not come from an official university account.
- c. Personal equipment.
- d. Conn. state sales tax.
- e. Alcohol.
- f. Food or beverages.
- g. Travel to conferences.
- h. Sponsorship of conferences.
- i. No club may use school funded monies for travel during university vacation breaks.

4. Payment to Coaches

- a. The Club Sports Office must approve all hires and payment of coaches. A proposal must be submitted to the Club Sports office outlining the coach's duties and responsibilities, how many hours per week and the specific weeks the coach will be paid for, and a recommendation from the club as to how much the coach should be paid. The Club Sports Director will evaluate the proposal and make the final decision. A background check is required for all paid or volunteer coaches.

5. Payment to other Individuals

- a. Do not pay referees, officials, coaches, or any individual for services directly, with cash or with checks – the University does not allow such payment, and such payment, if made, would not be reimbursable.
- b. All payments must come through the Club Sports office. The club must gather the individual's information (name, address, signed dated W-9, phone number, email) and turn this info into the Club Sports Office including the rate, number of games worked & dates. The individual should be warned that the check may take 3-4 weeks to arrive.
- c. Turning in the individual's information ahead of time will reduce the time required to process the payment.

Fund Raising

1. All fund-raising efforts must first be approved by the Club Sports Director.
2. Fund raising is restricted to "Friends of [club sport]." A club may only raise funds from club alumni, club parents or known supporters. A club may not randomly solicit funds from disassociated alumni, corporations, or businesses without the written approval of the appropriate governing Yale office.
3. All donations must be in the form of checks and made payable to "Yale University" and earmarked for use by a particular club. Deposits are to be made through the Club Sports office. Addresses of each donor must accompany the checks at time of deposit. A club officer is to verify the number and amount of checks with the Club Sports office when preparing money for deposits. An official acknowledgment letter for tax deduction purposes will be sent to each donor by the University; however, it is recommended that the club send a personal thank you note as well.
4. Fund-raising activities may include raffles, movies, walk-a-thons or swim-a-thons, sports clinics, car washes, hat/shirt/candy sales, concession sales, ticket sales, tournament entry fees, membership dues, team picture sales, social events, sponsors, or donations from "Friends of [club sport]." Tournament ticket sales may necessitate a facility rental fee. (Sponsorships and donations are tax deductible. Be aware of company or corporation matching gift programs for contributing employees.)
5. The sale of any items at any Yale athletic event must have prior approval from the Athletic Department to prevent violating concession contracts. The Athletic Department Marketing Office will make every effort to support clubs' T-shirt (and other items) sales at Athletic events. Please email the Club Sports Director.
6. Clubs may not charge for PE or other "classes" without:
 - a. Written procedures for money collection and receipts.
 - b. Indication of where the money goes.
 - c. Permission from Director of Campus Recreation.
 - d. Permission from the Club Sports Director.

Grants

1. You may NOT apply for any type of funding grant. There are extremely strict and lengthy university and government regulations in place for this, which are controlled by the Provost and Grants & Contracts offices.

Insurance Policies

1. Equipment
 - a. There is a \$1000 deductible for stolen Yale property.
 - b. A club must have record of payment by Yale in order for an item to qualify for insurance.
 - c. The exact date and location of theft must be known.
 - d. Personal items or items on loan are not covered by Yale.
 - e. Theft reports written by Yale Police are automatically forwarded to university insurance. Theft reports written by City Municipal Police must be forwarded to the Insurance Office by the club.
2. There is a \$1,000 deductible for all accidents involving University vehicles.
3. There is a \$1,000 deductible for all accidents involving rented vehicles.
4. Privately owned vehicles
 - a. Persons using their own vehicle for Yale business do so as a recognized business expense i.e., reimbursable at a government defined rate \$/mile which covers variable, fixed and insurance cost. If there is an accident the driver's own insurance responds. Insurance follows the vehicle.
If the person's accident is major and the losses exceed the policy limits, then Yale's insurance steps in as secondary/excess coverage.
 - b. If the accident is not the fault of the Yale employee Yale's auto policy 1705 indicates Yale will reimburse the driver for any out-of-pocket expenses not covered by their insurance (usually a deductible cost).
 - c. If the employee is injured in the course of employment its worker compensation responds to the injuries. Injuries to persons in the car other than the employee would be handled by the driver's car insurance.
 - d. All drivers must have insurance coverage, including minimum medical and liability as required by law. All drivers must have taken the Yale Driver's Awareness Course to drive other Yale students in rental vehicles.
5. **Yale Insurance Policy: Auto, Medical, and General Liability**
 - a. What if . . . a volunteer coach is driving a university owned, rented, or leased vehicle, taking the club members to an away match and there is an accident. Is the volunteer coach covered for medical, automobile, or general liability?
 - i. Since the vehicle is University owned, leased, or rented, Yale's self-insurance policy will cover physical damage to the vehicle. There is currently a \$1,000 deductible charged to the Department that is responsible for the vehicle at the time of the accident. Yale's auto liability coverage will cover any claim by any third party involved in the accident. Medical expenses by all involved individuals may be charged back to the driver's no-fault auto insurance. In most cases, Yale covers the medical expenses of all injured parties, including the volunteer coach, with their business auto insurance. The driver must have passed a Driver's Awareness Course.
 - b. What if . . . the volunteer coach is driving his or her private vehicle taking the club members to an away match and there is an accident. Is the volunteer coach covered for medical, automobile, or general liability?

- i. The University mileage reimbursement is intended to cover insurance costs as well as fuel and maintenance. The self-insurance policy will not, therefore, cover any physical damage to the coach's vehicle. Again, the matter of no-fault insurance clouds the issue of whose insurance covers any medical expenses. But the result is similar to the scenario above. The driver must have passed a Driver's Awareness Course.
- c. What if . . . the volunteer coach or staff member is injured "on the job"?
 - i. The volunteer is not covered for medical expenses; since they are not employed or paid by the University, they are not eligible for Workmen's Compensation. They must submit any expenses to their private insurance company.
- d. What if . . . the volunteer coach or staff member injures a university employee or student while on the job?
 - i. This answer depends on who is "on the job" at the time of the incident. If the Yale employee is working along with the volunteer, any medical expenses for the employee will be covered by Worker's Compensation. All Yale students are members of the Yale Health Plan and are required to be covered by hospitalization insurance. If they are injured, they always have that recourse. Yale Health Plan may then look to another insurance company for reimbursement if the injury is caused by another, our volunteer coach for instance. The University's general liability policy would cover the volunteer coach (not a consultant) in the event that the employee or student sought a settlement based on the coach's activities on Yale's behalf.

Note

The above information is offered as guidelines only and pertains specifically to an unpaid coach or staff member in addition to consultants who are paid but not considered "employees" of the University. It is extremely important to report all incidents as soon as possible to the Business Office because Yale's insurance policies contain exclusions for certain types of activities that are too numerous to list. Employment offers should be discussed with the Department Business Office prior to any discussion with the potential employee.

Also, in any no-fault state (Connecticut is one), an individual's auto insurance will pay for medical expenses pertaining to an accident. No-fault payments can be made whether you are the driver, passenger, or pedestrian involved in a motor vehicle accident. Please note that it is illegal for a Connecticut insurance company to raise a policy holder's rates due to the submission of medical claims.